THE VALIANT WAY

A Valiant...

- **always acts like a Valiant.**
  - We do what is morally and ethically right so that we live as strong representatives of the Manhattanville community.
  - We are superior team players.
  - We support and promote fellow student-athletes at every opportunity, including those of different race, religion or sexual orientation/identification.
  - We embrace values of extreme modesty, humility, and self-restraint.
  - We respect the chain of command.
  - We are willing to learn from mistakes.
  - We use appropriate language; say please and thank you, hold doors for others, etc.
  - We set our social networking pages to private, and should have a clean-cut image within the site. (Information, pictures, videos, etc.)

- **always promotes the importance of acting with class.**
  - We win/lose with class and dignity.
  - We celebrate in our locker rooms or on the bus, but never celebrate or hold our heads in front of other teams.
  - We always look opposing team in eye when we shake hands.
  - We never talk back to officials, opposing players, opposing coaches, or fans in ANY sport, at ANY time.

- **always keeps our home squared away.**
  - We maintain a clean playing area, a clean locker room, and always report or take care of broken or un-updated items to help keep facilities up to date.

- **always leaves a place better than you found it.**
  - We clean up after ourselves, both athletes and staff, in the cafeteria, pub, opposing locker rooms, buses, training room, bench, etc.

- **always promotes the importance of academics.**
  - We lead in the classroom and strive for the highest GPA in the class.
  - We attend every class, hand in assignments on time, pay attention, and sit in the front of the classroom.

- **always dresses the part.**
  - We look uniform and neat while in a work environment.
  - We dress professionally when traveling/practicing/attending community events/playing as a team.

- **always contributes to our campus and local communities.**
  - We commit ourselves to making our campus and local communities a better place for all.
PURPOSE OF MANUAL

In order to be eligible to represent Manhattanville College in intercollegiate athletics, all student-athletes must adhere to all College, Department of Athletics and Recreation, Conference and NCAA rules and regulations. Therefore, this handbook has been designed to assist you in your role as a Manhattanville College student-athlete.

It is our expectation that you will take accountability for your actions, show good sportsmanship, and strive to maintain the highest level of honesty and character while you represent Manhattanville College, both as a student and as an athlete.

As a student at Manhattanville College, you must abide by all rules and regulations set forth in the Manhattanville College Student Handbook, in addition to adhering to the rules and regulations set forth in the Student-Athlete Handbook. Any student-athlete found in violation of the rules and regulations may be subject to disciplinary action.

*Please note: The Manhattanville Department of Athletics and Recreation reserves the right to alter/change the contents, policies, or procedures of the following handbook at its discretion at any time.*

DEPARTMENT OF ATHLETICS AND RECREATION MISSION STATEMENT

The Department of Athletics and Recreation is guided by the belief that the intercollegiate athletics experience is integral to the educational mission of the college. It is our purpose, as educators and leaders, to provide competitive athletics programs intended to encourage in our male and female students a desire for excellence, respect for peers, commitment, teamwork, leadership, loyalty, and integrity. The Department also works to assure that athletes are representative of the student body, and are treated as all other students with the same regard for their academic achievement, commitment to community service, and their overall personal development. By carrying out our mission, we strengthen the ability of our student-athletes to develop into responsible and contributing members of society.

WHAT IS A VALIANT?

Manhattanville College is the only NCAA squad at any level that sports the distinctive Valiant nickname. The origin of the unique nickname is traced back to the winter of 1974, when the Valiant men’s basketball team was engaged in a blowout against Sarah Lawrence University on the Saturday before finals. Tim Cohane, Sr., the sports editor of Look Magazine for more than 20 years and the father of then men’s basketball coach Tim Cohane, was sitting in the stands and let his mind wander, eventually beginning to think about possible nicknames for the former all-women’s college, whose women’s teams had gone by the term "Villains."

After first thinking of Prince Valiant, Cohane, Sr. – who was well versed in medieval literature – then came up with a 16th century quote from Jeanne d’Albret, the mother of Henry of Navarre (Henry IV): “A coeur vaillant, rien d’impossible,” translated into English as “To the valiant of heart, nothing is impossible.” According to tradition, the Manhattanville side overcame a sizable second-half deficit to emerge victorious on that afternoon. Attempting to capitalize on that inspiration, the Manhattanville men's programs adopted the distinctive slogan as their own – the women's teams joined up a few years later – and all Manhattanville teams have been known as the Valiants ever since.
MANHATTANVILLE ATHLETICS TRADITION

“To the Valiant of heart, nothing is impossible.” – Jeanne d’Albret

Student-athletes at Manhattanville College take that 16th century quote to heart, ever since it was uttered in the Kennedy Gym locker rooms and spurred the Manhattanville men’s basketball team on to victory. Taking their unique nickname from that quote, Valiant athletes have been doing the impossible ever since.

Manhattanville has a rich history of athletic success at both the team and individual levels. Valiant teams have earned over 100 collective conference regular-season and tournament titles; as a result, the school has made 43 appearances in the NCAA Tournament. The Valiants have spread the wealth throughout the program, as 15 different Valiant sports teams have captured at least one conference championship and 12 programs have made the NCAA Tournament in school history.

Due in large part to its constant regular-season and tournament success, Manhattanville has been a consistent presence on the national stage. The limelight has expanded greatly in recent years, as the school boasts 32 All-American selections since 2000 and 36 in program history. The Valiants also succeed regularly in the classroom as well. Manhattanville student-athletes routinely achieve a cumulative grade-point average of over 3.20 and the department has averaged over 100 Conference All-Academic selections per season over the last decade. Manhattanville has also had eight student-athletes named CoSIDA Academic All-Americans in the last nine years and 23 Academic All-District selections over that span as well.

ATHLETICS WITHIN THE MANHATTANVILLE COLLEGE MISSION

The athletics program at Manhattanville College provides an equitable opportunity for the educational and personal growth of participating male and female student-athletes. The program provides an environment in which students can succeed in their academic work as well as in their athletic competition.

The athletics program at Manhattanville College develops school spirit and creates a sense of campus community. The program fosters good will among graduates, the Tri State community, and individuals across the country.

The athletics program at Manhattanville College stresses integrity and sportsmanship and gives student-athletes opportunities to develop values such as dedication, perseverance, responsibility, discipline, and a strong sense of citizenship.

ATHLETIC PROGRAMS AT MANHATTANVILLE COLLEGE

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<th>Men’s Sports</th>
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<td>Indoor Track &amp; Field</td>
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<td>Rugby <em>(club until 2021-22)</em></td>
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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:

1. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
2. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
3. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
4. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
5. Encourage participation by maximizing the number and variety of athletics opportunities for their students;
6. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
7. Assure that athletics participants are not treated differently from other members of the student body;
8. 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;
9. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
10. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
11. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
12. Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
13. Support ethnic and gender diversity for all constituents;
14. Give primary emphasis to regional in-season competition and conference championships; and
15. Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in 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.
MISSION STATEMENT
The 2020-21 campaign marks the Skyline Conference’s 31st year of operation. Formed on May 16, 1989, as a men’s basketball conference, the Skyline now conducts championships in 19 sports – 10 for men and nine for women.

Reflecting the tremendous and vital diversity of the New York metropolitan region, the mission of the Skyline Conference is:

- To embrace the NCAA Division III philosophy statement and recognize that athletic programs and student-athletes are integral parts of the educational experience.
- To conduct athletic competitions among our members and determine conference champions.
- To foster the growth of leadership opportunities for our student-athletes so they may be productive members of society.

Members of the Skyline Conference share the belief that broad participation in intercollegiate athletics by the men and women attending our institutions develops good sportsmanship, productive teamwork, and positive citizenship embracing cultural diversity and gender equity in the greater community. We appreciate that the benefits of these elements of character accrue to the whole institution. Therefore, each member is committed to providing a comprehensive, equitable, fiscally responsible athletic program, which is available to the entire student body and where athletic participants are treated the same as other students.

Through the Skyline Conference, our goal is to support our student athletes in their efforts to reach high levels of academic and athletic performance consistent with the academic goals of our member institutions and without providing athletically related aid. We strive to provide all sponsored teams with adequate facilities and support, competent coaching where fairness, openness, and honesty are exhibited, and challenging competitive opportunities.

SPORTSMANSHIP STATEMENT
Each Skyline Conference institution is to strive to provide the best possible competitive circumstances for student-athletes. Participation in NCAA championships is mandatory for any team selected for competition in that event.

All competitions are to be conducted in a non-discriminatory manner, encouraging enthusiastic support while maintaining good sportsmanship. Coaches and athletes will abide by the letter and spirit of the playing rules and will respect the spirit of competition and participation, regardless of the outcomes of the competitions.

All coaches, student-athletes and administrators shall conduct themselves in a manner which upholds the spirit of good sportsmanship at all times. Unsportsmanlike conduct, including verbal remarks about the conference, other member institutions and game officials will not be tolerated and will be a considered unsportsmanlike behavior, subject to the specified Skyline Conference sanctions.
Skyline Member Institutions:
- Farmingdale State College
- Manhattanville College
- Maritime College
- Mount Saint Mary College
- Purchase College
- Sarah Lawrence College
- St. Joseph’s College – Brooklyn
- St. Joseph’s College – Long Island
- The College at Old Westbury
- The College of Mount Saint Vincent
- United States Merchant Marine Academy
- Yeshiva University

UNITED COLLEGE HOCKEY CONFERENCE (UCHC)

Manhattanville College is one of the founding members of the United Collegiate Hockey Conference (UCHC), a NCAA Division III hockey-only conference. The UCHC is a collaborative effort between 12 institutions to provide a competitive environment and structure for NCAA Division III men's and women's ice hockey in the Eastern United States. Our membership encompasses a wide geographic area spanning from Central and Western New York, to the greater Pittsburgh and Baltimore areas. Heading into its fourth season in 2020-21, the UCHC will incorporate the efforts of ice hockey student-athletes from its 12 member institutions into their strong, but evolving membership that strives for on-ice excellence while also preparing student athletes for their off-ice futures. For more on the UCHC, visit the league's homepage at www.TheUCHC.com, or follow the league on Twitter at www.Twitter.com/UCHCHockey.

UCHC Member Institutions:
- Alvernia University
- Chatham University
- Elmira College
- King’s College (Pa.)
- Lebanon Valley College
- Manhattanville College
- Nazareth College
- Neumann University
- Stevenson University
- Utica College
- Wilkes University
- William Smith College

OTHER MEMBER CONFERENCES

NEW ENGLAND COLLEGIATE CONFERENCE (NECC)
The field hockey program enters its second season in 2020 as an associate member of the New England Collegiate Conference (NECC). For more information on the NECC, please visit www.neccathletics.com.

NECC Field Hockey Member Institutions:
- Becker College
- Dean College
- Elms College
- Husson University
- University of Maine at Farmington
- Manhattanville College
- New England College
- Thomas College
NORTHEAST WOMEN’S GOLF CONFERENCE (NWGC)
The Northeast Women's Golf Conference (NWGC) was formed in the Spring of 2019. They are recognized as a single-sport NCAA Division III conference. There are 11 members of the conference, all based in the Northeast. Manhattanville College joined as a charter member of the conference prior to the 2020 Fall season. For more information on the NWGC, please visit www.nwgolfconference.com.

NWGC Member Institutions:
- Husson University
- Johnson & Wales University
- Keuka College
- Manhattanville College
- Nazareth College
- Suffolk University
- SUNY Canton
- SUNY Cortland
- St. John Fisher College
- Westfield State University
- Utica College

NATIONAL INTERCOLLEGIATE RUGBY ASSOCIATION (NIRA)
Founded in 2015, the National Intercollegiate Rugby Association (NIRA) is an official governing body for NCAA women’s rugby. Women’s rugby is classified as an emerging sport by the NCAA, and currently 23 institutions around the country sponsor varsity women’s rugby under the NIRA umbrella. Manhattanville College is one of eight Division III teams, competing as a member of the developmental division. For more information on NIRA, please visit www.nirawrugby.org.

NIRA Division III Member Institutions:
- Bowdoin College
- Castleton University
- Colby-Sawyer College
- Guilford College
- Manhattanville College
- University of New England
- New England College
- Norwich University
STUDENT-ATHLETE DEFINED

You are a “STUDENT-ATHLETE”. As the term implies, you are a student first and an athlete second. In order to participate in intercollegiate athletics, it is necessary for you to define your goals and achieve a balance between academics and athletics.

The NCAA defines a student-athlete as an individual who is expected to exhibit honesty and sportsmanship, and to represent both the individual academic institution and intercollegiate athletics as a whole with a sense of dignity and fair play.

The fact that you are here at Manhattanville College indicates that you have the ability to succeed both academically and athletically, as well as the ability to represent the highest standards of integrity and wholesome competition. The expectations we have of you are high, but we are confident you will succeed.

STUDENT-ATHLETE CONDUCT

Student-athletes are one of the most visible groups in the college community, and consequently, what you do and the way you do it are often subject to scrutiny by other members of the campus community such as fellow students, faculty, and administrators. You are therefore placed in a position that requires exemplary behavior at all times.

Remember that if you do things in groups with other athletes, your behavior invites judgments of athletes as a group. Your behavior has a definite impact on the reputation of the Department of Athletics and Recreation and the attitude of the campus community towards you and your fellow athletes.

Your conduct will also be closely scrutinized as you compete on or off campus, as you travel to and from competition and practice, and as you post on social media. You are often looked upon as a role model by young children, and it is important that your personal conduct be above reproach at all times.

Student-athletes who do not conform to the stated expected behavior of this code will be subject to discipline. The discipline may range from a warning to dismissal from the team.

Sportsmanship

Student-athletes are representatives of Manhattanville College and its athletics program. It is imperative that they present an image of the institution, their program, and the Department of Athletics and Recreation that signifies dignity, integrity and discipline.

Every student-athlete is expected to exhibit sportsmanlike conduct at all times as a representative of the team, the coaches, the Department of Athletics and Recreation and Manhattanville College.

The following list includes acts of poor sportsmanship that will not be tolerated. Please note that this is by no means an inclusive list of all forms of unsportsmanlike conduct.

- Physical or verbal abuse of officials, opponents, spectators, coaches or the media
- Throwing objects at or onto the playing surface, or at the spectators
- Use of inciting or taunting gestures designed to elicit negative reactions from opposing players, spectators or officials
- Using profane, vulgar language (trash talking) or gestures to opposing players, spectators or officials
- Fighting with opponents
Making negative public statements that demean a team member, a coach, the College, an opponent or another institution

Inappropriate “celebrations” that are disrespectful towards opponents

Violations of the sportsmanship rules may result in sanctions imposed by your coach, the Director of Athletics, or the College.

Social Networking Policy

Student-athletes should remember that they are representatives of Manhattanville College and always in the public eye; thus, they should always think twice before posting to social networking websites. Student-athletes should be aware that third parties, including the media, faculty, future employers, and Skyline and NCAA officials, can easily access your profiles and view all personal information, including all pictures, videos, comments and posts. Inappropriate material found by third parties affect the perception of the student-athlete, the Department of Athletics and Recreation, and Manhattanville College, and also may be detrimental to a student-athlete’s future employment options.

If Manhattanville College student-athletes choose to have profiles on social networking websites, they will be held accountable for ANY and ALL material on their profile. The department suggests that all student-athletes set their pages to private and turn off location settings to avoid many types of issues. Regardless of privacy settings, the following provisions will apply to profiles on these sites:

- No posting of any private or confidential information.
- No posting of information, photos or other representations of sexual content, harassing behavior, or other comments that could be deemed inflammatory.
- Information should not be posted that could demean an individual or team, the Department of Athletics and Recreation, any academic institution (Manhattanville or otherwise) or the conference.
- No unsportsmanlike, derogatory, demeaning or threatening posts directed toward any other individual, entity, coach/team at another institution.
- No public communication is allowed between a student-athlete and a prospective student-athlete on any social networking site for the purpose of recruitment. Per NCAA regulations, this type of communication may only take place via private messaging and not on public message boards.
- No posts should depict or encourage unacceptable, violent or illegal activities (i.e. hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and/or illegal drug use).
- Any information placed on these types of websites must not violate the ethics and intent behind both Manhattanville College’s Code of Community Conduct and Student-Athlete Code of Conduct.

Please remember that content posted by student-athletes at other institutions or even other students at Manhattanville may not be considered acceptable on your profile.

Violations of the above provisions may result in sanctions by the Department of Athletics and Recreation, Dean of Students, Skyline Conference, NCAA or the Harrison Police Department. Sanctions may include suspension or immediate dismissal from the team.
**Alcohol Policy**
The Manhattanville College Department of Athletics and Recreation does not promote or condone the use of alcohol by student-athletes, consistent with the policies in the Manhattanville College Code of Conduct. **The use of alcohol is not permitted at any athletic-related function, on day or overnight trips, or on any team travel vehicles.** Student-athletes caught abusing alcohol in any manner may be disciplined by the head coach and/or Director of Athletics.

**Drug Policy**
At no time is the use of recreational or performance-enhancing drugs permissible. Any student-athlete found using or abusing drugs will be subject to disciplinary actions set forth by the Manhattanville College Department of Athletics and Recreation and the Manhattanville College Code of Conduct, in addition to the penalties imposed by the NCAA Drug Testing Program.

**Tobacco Policy**
As per NCAA rules, the use of tobacco products is prohibited by all game personnel (i.e. student-athletes, coaches, athletic trainers, managers, etc.) in all sports during practice and competition. The Manhattanville Department of Athletics and Recreation strictly prohibits the use of tobacco products at any athletic team-related function (home or away), in Kennedy Gym, or at any other athletic facility.

**Hazing Policy**
Any action which endangers the mental, emotional, or physical health or safety of a student, or destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students of Manhattanville College is considered to be hazing and is not tolerated by the College. A person commits a hazing offense if the person engages in hazing, solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

Hazing is **STRICTLY PROHIBITED** and athletic programs and/or student-athletes found guilty of participating in such acts will be subject to disciplinary action through the Department of Athletics and Recreation. Sanctions or disciplinary actions may include but are not limited to: suspension from competition and practice, or dismissal from the team. All final hazing sanctions will be reviewed by the Director of Athletics and Recreation, the Vice President of Student Affairs and the Chief Compliance Officer when warranted.

Hazing behaviors include, **but are not limited to**, the following:
- Forcing or requiring an individual to consume anything against his/her will (including but not limited to alcohol, food or other substances);
- Engaging in activities that compel an individual or group to remain at a certain place, or transporting anyone anywhere without their knowledge or consent (e.g. road trips, kidnapping, etc.);
- Creating excessive fatigue or distress through the deprivation of privacy, sufficient sleep or decent and edible meals;
- Participating in morally degrading or humiliating games and activities;
- Participating in or creating situations that can lead to physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
- Using brutality or force;
- Forcing or requiring an individual to dress in his/her uniform, undergarments or inappropriate clothing and parade in front of another individual or group;
- Forcing or requiring an individual to get a particular haircut (e.g. buzz cut).
If as a condition either directly or indirectly, of membership, advancement, or good standing in a college-recognized organization, any of these activities shall be presumed to be a forced activity, with the willingness of an individual to participate in such activity notwithstanding. **Therefore, do not assume that by telling the individual that they ARE NOT required to participate it mitigates the activity and culpability of the perpetrator.**

Please note: The Hazing Policy includes all areas of student-athlete’s activities. If you are a member of any other organization (e.g. fraternity, club), participation in hazing activities for that group will be deemed a violation of the Department of Athletics and Recreation’s hazing policy.

**Team Travel Policy**
Student-athletes are representatives of Manhattanville College and its athletics program. Therefore, when traveling, all student-athletes are expected to conduct themselves with dignity and the highest ethical, moral and behavioral standards.

Every head coach is responsible for preparing, distributing and discussing the team rules with all team members. Specific requirements for dress code, individual conduct, curfews and free time activities are some of the topics that will be addressed.

Each head coach will let you know if he/she requires a specific dress code. In general, however, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending.

**DEPARTMENT OF ATHLETICS AND RECREATION INCLUSION STATEMENT**

The Manhattanville College Department of Athletics and Recreation is committed to an environment that encourages fair, humane, and beneficial treatment to all administrators, staff and student-athletes. In accordance with that fundamental objective, the College has a continuing commitment to ensure equal opportunity and to oppose discrimination because of race, gender, sexual orientation, gender identity, age, class, religion, national origin, disability, color, creed, ethnicity, citizenship, marital status, familial status, military or veteran status or any other legally recognized protected basis under federal, state and local laws, regulations or ordinances. Manhattanville promotes a safe and welcoming environment for all student-athletes, and that is what enables our Valiants to reach their full potential and excel in the classroom, on the field of play, and as people.

On and off the fields of play, Manhattanville College student-athletes are expected to maintain the highest levels of sportsmanship in all aspects, as are game-day officials and staff as well as spectators. If a student-athlete or coach is aware of discriminatory or harassing behavior from teammates, opposing teams, spectators or officials, a student-athlete is encouraged to talk to his or her head coach, who will talk to the opposing coach and contact the appropriate athletics administrator.

Manhattanville as an institution has long placed an emphasis on social justice as part of the college's mission to educate students to be ethical and socially responsible leaders in a global community. Manhattanville was founded in 1841 as a Catholic college for women, and while it has been co-educational and non-denominational since 1971, the college remains committed to our rich tradition as a values-centered liberal arts college.
POLICY ON BIAS-RELATED INCIDENTS

The Manhattanville Department of Athletics and Recreation, along with Manhattanville College, does not condone – and will not tolerate – inappropriate conduct toward any individual based on a person’s skin color, ethnicity or national origin. Such racial misconduct includes, but is not limited to, inappropriate racial comments, slurs, jokes, pictures, objects, threats, physical violence and intimidation.

Bias-related incidents are **STRICTLY PROHIBITED** and student-athletes found guilty of participating in such acts will be subject to disciplinary action through the Department of Athletics and Recreation. Sanctions or disciplinary actions may include, but are not limited to, suspension from competition and practice, or dismissal from the team.

Reports involving violations of the Student, Faculty or Staff Handbooks will be referred and addressed in accordance with Manhattanville’s policies as follows:

- Reports of policy violations related to the Student Handbook will be directed to the Dean of Students;
- Reports of policy violations related to the behavior of staff members will be directed to Human Resources;
- Reports of policy violations related to the behavior of faculty members will be directed to the Dean of the faculty member’s school;

The Director of Athletics and Recreation will work with the Dean of Students in determining the appropriate disciplinary action, both interim and final, in addition to the College's sanctions.

All final sanctions will be reviewed by the Director of Athletics and Recreation, the Vice President for Student Affairs and the Chief Compliance Officer when warranted.
The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to complete on a women’s team without changing that team status to a mixed team.

2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

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.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

**Best Practices and Guidelines for Inclusion of Transgender Student-Athletes**

Best practices for student-athletes who have transgender teammates focus on respectful behavior, safety, and valuing diversity.

1. Use respectful and preferred language and terminology when discussing transgender student-athlete participation or interacting with a transgender teammate.
2. Become familiar with departmental and school policy governing the participation of transgender student-athletes in athletics.
3. Learn about school non-discrimination and harassment policies that include gender identity and expression.
4. Encourage other student-athletes to use respectful language when discussing transgender issues in sports or interacting with a transgender student-athlete.
5. Respect the right to privacy of all student-athletes with respect to personal information (including whether a student is transgender) when discussing gender identity and expression.
6. Ask your coach and director of athletics for team and departmental educational training concerning transgender student-athlete participation.
7. If taunting or harassment from spectators or opponents occurs during competition, take the approach that these actions are never acceptable for any reason, including taunting or harassment based on gender identity or expression. Make your coaches aware of discriminatory or harassing behavior and ask them to arrange a meeting with the opposing school’s director of athletics to address this behavior.
8. Ask your student-athlete advisory committee to plan an activity that focuses on the participation of transgender athletes in sports and frame the issue as one of equal opportunity in sports and fair treatment for all.
TITLE IX: SEXUAL ASSAULT

Title IX of the Education Amendment of 1972 protects people from discrimination based on gender in education programs or activities which receive Federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs and activities, on and off of campus, available to students at Manhattanville College in addition to employment. Manhattanville College prohibits and will not tolerate sexual harassment, sexual violence, domestic violence, stalking and dating violence upon any member of the community.

MANHATTANVILLE ATHLETIC COMMUNICATIONS

The Athletic Communications Department is the public facing arm of Manhattanville Athletics. Athletic Communications is responsible for publicity and promotion of the department, its programs, student-athletes, coaches and staff. The department manages all information and content on GoValiants.com, which includes updating statistics, writing releases and managing student-athlete and staff bios. Additionally, Athletic Communications is responsible for home athletic event statistical and video operations. This includes live statistics on GoValiants.com, as well as in-game scoreboard management. Athletic Communications produces live home game broadcasts on GoValiants.com/ValiantVision, pushing out 150+ live events annually.

Most relevantly to student-athletes, Manhattanville Athletic Communications is primarily responsible for managing the day-to-day operations of all the official @GoValiants social media accounts (Instagram, Facebook, Twitter, YouTube), including all the graphics and videos created. Athletic Communications also organizes and executes all sport media days in order to create content for the rest of the academic year. All of the individual teams social accounts are monitored by Athletic Communications, but are primarily run by that program’s coaching staff.

Additionally, Athletic Communications coordinates all internal and external media and press requests and interviews for all staff and student-athletes. If you are contacted by a media member (either immediately or in the future), please direct them to the Athletic Communications staff before speaking with them. You may not accept speaking engagements of any type that have not been approved by your head coach, the Compliance Office and the Athletic Communications Office.

Lastly, prior to the beginning of each academic year, student-athletes are required to complete the First-Year/Transfer or Returning Student-Athlete Bio Questionnaires in ARMS, along with all other required preseason forms. A student-athlete will not be listed on the team’s official roster (online, in programs, etc.) or appear in releases until the bio questionnaire is completed and approved. The Athletic Communications Office uses the information from the bio forms for public relations purposes.

POLICIES FOR MEDIA AND SOCIAL

While at Manhattanville, you are an official extension of the athletics department and as such, what you do and how you behave reflect directly on Valiant Athletics. You have an obligation to portray yourself, your team and the institution in the best possible way and a responsibility to the institution, your coaches and your teammates.

Timing: Be prompt and available for all interviews and social requests, and treat the media with kindness and courtesy. Contact the Athletic Communications Department in advance if you cannot keep an appointment for an interview and need to reschedule.

Sociability: Always be friendly and make an effort to give fresh material about yourself and your team.

Think: After a question or request, take a moment to think carefully about what you are going to say before you say it. Remember, there is no such thing as “off the record.”
Poise and Restraint: Understand the value of poise and restraint, especially under highly emotional conditions such as a big victory or a heartbreaking loss. Take your time and give careful thought to each question, making your point with short and precise answers.

Be Careful: Avoid bulletin board material with your answers. Do not let the interviewer put words in your mouth. If you do not prefer to comment on a question, say, “I’d rather not talk about that right now” or turn the question toward another subject.

Stay Positive: Always be positive and give due credit when answering questions about coaches, school, opponents, teammates and yourself. If you do not feel comfortable with questions, answers or the general tone of the interview, conclude the interview and contact the Athletic Communications Department.

Privacy: Respect your privacy and the privacy of your teammates. Never give out your personal account handles or phone number, or that of a teammate, and direct all personal questions about your teammates to them or the Athletic Communications Department.

Image: Always project a positive image by having a neat appearance when doing in-person interviews. Make the most of the opportunity to showcase yourself and Manhattanville. Remember that you are representing yourself and the college both on and off the field of play.

Courtesy: It is never a bad idea to say “Thank You” to someone who has covered you or your team. A note of thanks or appreciation goes a long way. The Athletic Communications Department can provide you with contact information if necessary. Remember, this is a learning experience in developing communication skills that can be helpful, not only during the intercollegiate experience, but in future professional and business careers. Treat any request as you would a job interview and most of the above rules will take care of themselves.

NCAA RULES AND REGULATIONS

**Commitment to Compliance**

The compliance program for student-athletes exists to facilitate and ensure compliance with Manhattanville College, Skyline, NECC, UCHC and NCAA regulations. These Guidelines provide a framework for fair competition, good sportsmanship and responsible behavior.

- Provide complete and accurate information regarding all eligibility matters.
- Report any possible violations you become aware of to your head coach, Compliance Coordinator or the Director of Athletics.
- When you are unsure of how governing legislation might apply to a particular situation, please ask your coach or the Compliance Coordinator for clarification before taking any action that might jeopardize your eligibility.

**Compliance/Eligibility Meeting**

Before the first day of practice each year, a compliance and eligibility meeting is held. In order to be eligible to practice and compete you are required to complete and sign eligibility forms, which include, but are not limited to, the following:

- Student-Athlete Eligibility Statement
- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent
- NCAA General Amateurism and Eligibility Form for International Student-Athletes (if applicable)
- NCAA HIPPA Form
- Countable & Non-Countable Activities
- Manhattanville College Statement of Hazing
- Manhattanville College Student Host Instructions
Hosting a Recruit
You are considered an ambassador of the Manhattanville Department of Athletics and Recreation when acting as a host to a visiting prospective student-athlete. In complying with NCAA regulations you cannot buy t-shirts, hats or other souvenirs for a recruit. In addition, you are not allowed to go beyond a 30-mile radius of the campus. All student-athlete hosts must use good judgment so that neither you nor the prospect violates the rules for visitors set forth in the Manhattanville College Student Handbook, and to keep the prospect or yourself from being put in a dangerous or uncomfortable situation.

Prior to a recruit’s visit, all student hosts will be required to complete the department’s Student Host Agreement form. This form reviews the rules student hosts must follow as outlined by the NCAA. Student hosts will be asked to electronically sign this agreement, acknowledging that they read and understand the rules and what is expected of them in their role as a student host. This form will be assigned through the Department of Athletics and Recreation’s online recruiting, eligibility and team management software, ARMS. Students should receive an email notification to their Manhattanville email address from ARMS when the form is ready for their review. The Student Host Agreement form must be submitted and approved by the respective head coach before the recruit arrives to campus.

NCAA DRUG TESTING
Ineligibility for Use of Banned Drugs
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class, as set forth in Bylaw 31.2.3.1, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in this bylaw.

Penalty – Banned Drug Classes Other Than Cannabinoids and Narcotics
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than cannabinoids and narcotics (in accordance with the testing methods authorized by the Board of Governors), shall be charged with the loss of one season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of the student-athlete’s positive drug-test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors). (Revised: 1/10/90 effective 8/1/90, 1/16/93, 1/9/96 effective 8/1/96, 1/14/97 effective 8/1/97, 1/8/01, 4/15/03, 1/12/04 effective 8/1/04 for any athletics participation occurring on or after 8/1/04, 10/18/04 effective 8/1/05, 6/3/05, 6/9/05, 7/24/07, 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, 10/21/14, 2/10/15, 1/16/16 effective 8/1/16 for all drug tests administered on or after 8/1/16, 9/26/16, 1/26/17, 10/16/18 effective 8/1/19).

Second Positive Test
If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive a second time for the use of a substance in a banned drug class other than cannabinoids and narcotics, he or she shall lose all remaining regular-season and postseason eligibility in all sports. If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive for the use of a substance in the banned drug classes cannabinoids or narcotics, he or she shall be ineligible for competition for 50 percent of a season in all sports (i.e., 50 percent of the Bylaw 17 maximum regular-season contests or dates of competition). The student-athlete shall remain ineligible from the time the institution is notified of the test result until the prescribed penalty is fulfilled and he or she tests negative (in accordance with the testing methods authorized by the Board of Governors). (Adopted: 1/10/05 effective 8/1/05 for drug tests conducted on or after 8/1/05, Revised: 6/9/05, 1/16/16 effective 8/1/16 for all drug tests administered on or after 8/1/16, 9/26/16, 1/26/17, 10/16/18 effective 8/1/19).
**Penalty – Cannabinoids or Narcotics**
A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug classes cannabinoids or narcotics (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season in all sports (i.e., 50 percent of the Bylaw 17 maximum regular-season contests or dates of competition). The student-athlete shall remain ineligible from the time the institution is notified of the test result until the prescribed penalty is fulfilled and he or she tests negative (in accordance with the testing methods authorized by the Board of Governors). (Adopted: 1/18/14 effective 8/1/14 for any NCAA drug test administered on or after 8/1/14, Revised: 2/10/15, 1/16/16 effective 8/1/16 for all drug tests administered on or after 8/1/16, 9/26/16, 1/26/17, 7/18/17 effective 8/1/17, 10/16/18 effective 8/1/19).

**Second Positive Test**
If a student-athlete who previously tested positive for the use of a substance in the banned drug classes cannabinoids or narcotics tests positive a second time for the use of a substance in the banned drug classes cannabinoids or narcotics, he or she shall be charged with the loss of one additional season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of his or her second positive drug-test specimen or until the period of ineligibility for any prior positive drug tests has expired, whichever occurs later. If a student-athlete who previously tested positive for the use of a substance in the banned drug classes cannabinoids or narcotics tests positive for use of a substance in a banned drug class other than cannabinoids and narcotics, he or she shall be ineligible for one season of participation in all sports, in addition to the use of a season of participation, pursuant to Bylaw 14.2.4.1, during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of the student-athlete’s positive drug test specimen and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors). (Adopted: 9/26/16, Revised: 1/26/17, 10/16/18 effective 8/1/19).

**Breach of NCAA Drug-Testing Program Protocol**
A student-athlete who is in breach of the NCAA drug-testing program protocol (e.g., no show) shall be considered to have tested positive for the use of any drug other than a cannabinoid or narcotic. (Adopted: 1/10/05 effective 8/1/05, Revised: 1/14/12 effective 8/1/12, 9/26/16, 1/26/17, 10/16/18 effective 8/1/19).

**Tampering With a Drug-Test Sample**
A student-athlete who is involved in a case of clearly observed tampering with an NCAA drug test sample (e.g., urine substitution and related methods), as documented per NCAA drug-testing protocol by a drug-testing crew member, shall be charged with the loss of two seasons of participation in all sports if the season of competition has not yet begun for that student-athlete or the equivalent of two full seasons of participation in all sports if the student-athlete is involved in tampering with a drug-test sample during his or her season of participation (the remainder of contests in the current season and contests in the following two seasons up to the period of time in the initial season in which the student-athlete was declared ineligible). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending two calendar years (i.e., 730 days) after the student-athlete was involved in the tampering with a drug test sample and until he or she tests negative (in accordance with the testing methods authorized by the Board of Governors). (Adopted: 1/14/12 effective 8/1/12, Revised: 7/12/12, 9/26/16, 4/16/19).
**NCAA Banned Drugs**

The following is the list of banned-drug classes, which aligns with the World Anti-Doping Agency (WADA) list of prohibited classes, with the exception of the glucocorticoid class. The Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee) has the authority to identify specific banned drugs and exceptions within each class. The institution and student-athletes shall be held accountable for all drugs within the banned-drug classes regardless of whether they have been specifically identified. (Revised: 8/15/89, 7/10/90, 12/3/90, 5/4/92, 5/6/93, 7/23/97, 10/29/97, 1/8/01, 1/14/02, 1/6/06, 2/10/06 2/10/15, 5/28/15, 9/26/16, 10/16/18 effective 8/1/19).

The Sports Medicine staff, strength & conditioning coach and team coaches are here to assist in educating and informing student-athletes about the dangers of the substances below. It is strongly recommended that student-athletes consult with the athletic trainer’s office before using any supplements (even supplements sold over the counter). However, it is also the responsibility of each student-athlete to be aware and seek out information on such substances prior to use. The Department of Athletics and Recreation stresses the importance of checking the labels of all supplements prior to ingesting them.

**Note to student-athletes:** There is NO complete list of banned substances. Check with your athletics department staff prior to using any medications, supplements, etc.

The **NCAA bans the following classes of drugs:**

(a) Stimulants;
(b) Anabolic agents;
(c) Alcohol and beta blockers (banned for rifle only); (Revised: 4/15/09)
(d) Diuretics and other masking agents; (Revised: 6/19/07)
(e) Cannabinoids (marijuana and THC); (Revised: 1/26/17, 10/16/18 effective 8/1/19)
(f) Peptide hormones and analogues; (Revised: 1/5/07 effective 8/1/07)
(g) Hormone and metabolic modulators; (Adopted: 1/5/07 effective 8/1/07, Revised: 10/16/18 effective 8/1/19)
(h) Beta-2 agonists; and (Revised: 4/15/09, 10/16/18 effective 8/1/19)
(i) Narcotics. (Adopted: 10/16/18 effective 8/1/19)

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

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

**Drugs and Procedures Subject to Restrictions:**

a. Blood and Gene Doping
b. Local Anesthetics (under some conditions)
c. Manipulation of Urine Samples
d. Beta-2 Agonists (permitted only by prescription and inhalation)
e. Additional Analysis

**NCAA Nutritional/Dietary Supplements Warning:**

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

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.
Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA Web site (www.ncaa.org/drugtesting).

The term “related compounds” comprises substances that are included in the class by their pharmacological and/or chemical structure.

**Herbal and Dietary Supplements**
Some “nutritional supplements” are NOT Food and Drug Administration (FDA) regulated. This means that there has been no published scientific research to establish any possible performance enhancement. The long-term and possible negative effects of herbal and dietary supplements have not been researched. Many of these “nutritional supplements” do not contain proper labeling, and may in fact contain impurities and/or banned substances, which may result in a positive drug test.

The National Center for Drug Free Sport, Inc., and NCAA consultant, provides a dietary supplement Resource Exchange Center (REC) for all student-athletes. Student-athletes can receive ANONYMOUS free information on dietary supplements and banned substances. It also allows student-athletes the ability to look up medical information regarding adverse side effects that they may be experiencing while taking a supplement.

The following site or phone number is for the previous mentioned service: www.drugfreesport.com (password: ncaa3) or call (877) 202-0769.

**ACADEMIC REQUIREMENTS FOR PRACTICE AND COMPETITION**

**Good Academic Standing**
To be eligible to represent Manhattanville College in competition, a student-athlete shall be in good academic standing as determined by the authorities who establish such requirements for all students and student-athletes.

**Satisfactory Progress**
To be eligible to represent Manhattanville College in competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at the college as determined by the regulations of the college.

**Criteria for Determining Season of Eligibility**
A season of intercollegiate participation shall be counted in the student-athlete’s sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete’s initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level. (NCAA 14.2.4.1)

**Eligibility for Practice and Competition**
To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies (12 credits), be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program (see Bylaw 14.1.8.1.6.1). Also, a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution (see Bylaw 14.1.9). (Revised: 1/10/05)
Eligibility between Terms
To be eligible for competition that takes place between terms, a student-athlete shall:

- Have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of the competition, or
- Be accepted for enrollment as a full-time student for the term immediately following.

It would be permissible for a student-athlete who dropped from a full-time to part-time status during the previous semester to resume practice and competition between terms, providing that he or she has been accepted for enrollment as a full-time student for the immediately succeeding term.

If a student-athlete’s academic eligibility changes at the end of the quarter and/or semester, the student-athlete shall become eligible or ineligible to compete of the date his or her eligibility officially is certified by the appropriate institutional authority. The earliest date on which the student could become eligible to practice and/or compete is the day after the date of the last scheduled final exam listed in the official calendar of the college, which can be found at http://www.mville.edu/academics/academic-services/office-registrar/academic-calendars. In the case in which the student becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester.

Championship Eligibility
If the student-athlete is academically eligible to compete at the time of the student’s or institution’s first participation in an NCAA Championship, he/she remains eligible for the remainder of the championship.

Amateurism
A prospective student-athlete or an enrolled student-athlete must maintain his/her amateur status in order to compete in intercollegiate athletics for Manhattanville College. An individual loses amateur status and thus shall be ineligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its 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 and regulations;
- Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
- Subsequent to initial full-time collegiate enrollment, enters into a professional draft; or
- Enters into an agreement with an agent.

Gambling
According to the NCAA, Sports Wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

According to the NCAA, a wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. Additionally, Manhattanville College does not consent to ‘friendly’ wagers in which no item of value or money is needed to bet, but a prize may be gained.
The NCAA states that student-athletes shall not knowingly:
   a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
   b) Solicit a bet on any intercollegiate team;
   c) Accept a bet on any team representing the institution;
   d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
   e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

ACADEMIC BEST PRACTICES

The primary goal for a student-athlete should be the acquirement of a baccalaureate degree and not simply meeting the minimal requirements for eligibility.

The following are best practices for academic success:
   • Treat instructors and classmates with courtesy and respect;
   • Arrive early and sit in the front of the classroom;
   • Be prepared for class, bringing all required textbooks and assignments;
   • Be attentive in taking notes and be active in class discussions;
   • Be familiar with course requirements;
   • Get a notebook and keep all notes, handouts and syllabi together;
   • Keep a calendar and write down all tests, due dates, scheduled competitions, meetings and appointments;
   • Keep up with all assignments, including reading, and don’t wait until the night before;
   • Notify your instructor in advance when competition or travel requires you to miss a class;
   • Discuss with your instructor in advance the procedure you are to follow if competition necessitates missing an examination or an assignment deadline;
   • Get to know at least one other person in each of your classes, as they can help you if you have to miss a class for a competition;
   • Go to every class!

Class Attendance
   • Athletes are expected to attend all classes except for game conflicts (with professor approval only) and illness; an athlete shall NOT miss class due to practice. There is no such thing as an automatic excused absence for athletes, so each student-athlete must work with his or her professor(s) to work out solutions to problems created by game and class conflicts. At any time, the Director of Athletics may declare an athlete ineligible for competition or practice when, in his or her opinion, an athlete’s academic status so warrants.
   • Class attendance is a vital part of your class success. You are expected to attend class according to the specific attendance policy of your classes. Poor class attendance can also be grounds for removal from practice and competition.
   • Your team travel schedule may conflict with your class schedule, despite all attempts made to minimize these situations. When you do have to miss a class due to team travel, the following procedure should be followed:
     1. At the beginning of each semester, you (the student-athlete) should review your class schedule along with your team’s travel schedule.
2. You should arrange an appointment with your instructor during the Add/Drop Period to review any conflicts. In most instances, you and the instructor can work out a reasonable agreement to make up for missed class time.

3. If an alternative arrangement cannot be determined, inform your head coach right away to discuss the situation. A Department of Athletics and Recreation administrator will then communicate with the Dean or Academic Advising office about the situation.

4. If the instructor still does not accept an alternative arrangement you may have to forego travel. Keep your schedule in mind when registering; doing so may avoid such conflicts.

*Remember, your instructor is not obligated to excuse you from class. However, early communication with your instructor is important in finding an equally acceptable alternative. If the student does not meet with the Professor during Add/Drop, the Professor has no obligation to work with the student to make up work that is missed. Take responsibility and review your schedule with your instructor.*

**Managing Your Time**

With the heavy athletic demands you have, it is very important that you manage your time and plan wisely. Failing to plan is essentially planning to fail. Here are some tips to help you make efficient use of your time:

- Plan and set time aside for studying each day. This discourages procrastination.
- Make use of breaks between classes. Read over your notes as soon after class as possible. You will better understand and remember the information if you review while it is still fresh in your mind.
- If you are required to attend study hall, make the most of that time.
- Don’t cram for hours the night before a test.
- Keep up-to-date with course work. College terms start slowly and they gradually get busier and busier, reaching a peak at final exam time. Paper due dates usually fall at the end of the semester. If you don’t plan well, you may find yourself trying to complete several term papers when you should be preparing for finals.
- It is very important to keep up with courses where material learned early in the course is needed to understand later information. Make sure to review previous lessons on a regular basis.

**The Student/Professor Relationship**

Most instructors are willing to help you any way they can as long as you show a willingness to do your part. Here are a few things to remember:

- Talk to your professors
- Ask for help and assistance on specific areas of study. Remember, teachers enjoy helping you learn. A student doing poorly who seeks a professor’s help will rate higher in the professor’s eyes than an indifferent student of any kind.
- Never say you need a grade, always state what you want to achieve from the course.
- Be sure to give each of your professors your “Athletic Schedule” letter at the beginning of each professor. This letter includes any potential classes you may leave early and/or miss entirely due to regular-season or postseason athletic contests.
Academic Dishonesty
Academic dishonesty is a serious form of misconduct in an educational community. It threatens the relationship of trust that must exist among members of that community. As such, it warrants the most serious of responses, including possible expulsion from the College. It is each student’s responsibility to become familiar with the information presented below as well as with related procedures and sanctions. In cases where academic dishonesty is suspected, both faculty members and students have an obligation to bring the matter to the attention of the Director of the College Writing Program for appropriate action.

NOTE: All students are held accountable to these rules, even if a professor does not explicitly specify rules regarding academic integrity in his/her syllabus or course policies.

Forms of Academic Dishonesty
Academic dishonesty can take many forms and though always serious can be assessed as a minor or major offense.

Minor offenses usually relate to more technical matters, are isolated or limited in scope, and are not committed for the purpose of academic advantage. Improper citation, failure to use quotation marks around a direct quote, or to acknowledge a source in-text or on a Works Cited page, when these instances are isolated and limited, are a few examples of minor offenses. How such offenses are sanctioned is usually determined by the individual instructor’s evaluation of the impact of these technical errors within the context of the structure and content of the particular course. Minor offenses are not required to be reported to the Director of the College Writing Program.

Major offenses relate to anything that constitutes an action that results in an unearned academic advantage or inexcusable gross negligence. These include, but are not limited to:

- Plagiarism: This consists of offering as one’s own work the words, ideas or arguments of another. Appropriate citation (including page numbers) with quotation marks, references or footnotes, is required when using another’s work; the failure to do so constitutes plagiarism. Copying homework and answers on an exam or report, submitting a term paper from the archives of a group or from another student, procuring a paper from any source (electronic or otherwise) and submitting it as one’s own are further examples of plagiarism.
- False citation: Providing false information about a source is academic dishonesty. This includes citing a title, author and page as if it were from one source when, in fact, it is from a different source, or including information that did not come from the cited source.
- Cheating on exams.
- Forgery: Signing any faculty member or administrator’s name to a college form or document without express permission.
- Falsification: Altering any official College document, paper or examination to mislead others; or, any deception (written, oral, or electronic) of a College official in an attempt to circumvent College academic policy.
- Computer abuse: For all assignments for computer-related courses, students are required to acknowledge any information, from word texts to full programs, that is not their own. In addition, infringing on the rights of other students to gain access to the computer system, destroying or infecting files, copying files or programs without permission are considered academically dishonest.
- Destruction, theft or displacement of library materials.
- Multiple submissions: Work done for once course cannot be submitted for another course without the express permission of the professor.
- Unauthorized collaboration on academic assignments.
- Aiding another student in the commission of academic dishonesty.
• Making materials, including but not limited to assignments, papers, quizzes, or tests from any academic courses available to persons outside the class, including uploading to an online site not pre-approved by the course instructor. Such actions may also constitute a violation of Intellectual Property.

**Procedures Regarding Academic Dishonesty**

The primary responsibility for finding plagiarism and determining the penalty in terms of the grade for the plagiarized assignment and the course lies with the instructor of the course. For proven or uncontested major acts of academic dishonesty, either of the following sanctions may be imposed by the instructor: Failure of the assignment or failure of the course. When an instructor has found what he/she considers to be a major offense (or if someone witnesses what he/she considers to be a major offense), the Director of Writing Program is contacted. The instructor (or other person witnessing or suspecting academic dishonesty) and the Director of Writing Program will decide together whether the offense is of a serious nature. If the Director and Instructor cannot agree on a penalty, the Chair of the Board on Academic Standards will determine the penalty. If it is determined that a major offense has occurred, the instructor or Director of Academic Writing will contact the student and inform him/her of the findings and the penalty that will be imposed within the course, and will be informed that he/she must meet with the Director of the College Writing Program.

All further disciplinary procedures will proceed in the following manner:

For a first offense:
• The student and instructor may meet to discuss the matter. The student is required to meet with the Director of Academic Writing. If the student accepts responsibility for the offense and the penalty imposed by the instructor, no further sanction beyond that imposed by the instructor will be made. However, the student waives his/her right to a formal hearing by the Board on Academic Standards on the matter and consents to the instructor’s penalty.
• The Admission of Academic Dishonesty form will be filed with the Director of Academic Writing and is retained until the completion of the degree; if there are no further violations of the Code of Academic Integrity, the agreement will be destroyed. The student, should he/she reconsider his/her consent to the agreement, may void the document within ten (10) days of signing the agreement, and request a hearing by the Board on Academic Standards (BOAS) to review the penalty imposed by the instructor.
• Where the student disputes the finding of the instructor, the student may choose to not sign the Admission of Academic Dishonesty form and must contact the Director of Academic Writing. The student must submit a formal written appeal to the Chair of the Board on Academic Standards within 48 hours of notification of the sanction. The BOAS Chairperson may uphold the finding and sanction, overturn the finding and sanction, or impose an alternative sanction, as appropriate, based on their examination of the matter.
• Where the student disputes the decision of the BOAS Chairperson, the student may ask for a formal review by the full Board on Academic Standards. The BOAS may uphold the initial sanction, impose a lesser sanction, or impose a more severe sanction as a result of the appeal.
• If the penalty involves a change in a grade for a course, the student has the right to appeal the grade through the procedures outlined under GRIEVANCE PROCEDURES under ACADEMIC ISSUES.
• If the sanction imposed or upheld involves suspension or expulsion from the College, the student may appeal the sanction to the Provost within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.
For second or later offenses:

- The student and instructor may meet to discuss the matter. The student is required to communicate with the Director of the Academic Writing regarding the offense. The course instructor will submit the Admission of Academic Dishonesty form to the Director of Academic Writing, who will then forward it to the Board on Academic Standards for investigation and possible disciplinary action. All second or later offenses are forwarded to the BOAS Chairperson for review. The student will be asked to appear before the BOAS. The BOAS will impose one or a combination of sanctions depending on the severity of the infraction and the student’s prior academic integrity record.
- If the penalty involves a change in a grade for a course, the student has the right to appeal the grade through the procedures outlined under GRIEVANCE PROCEDURES under ACADEMIC ISSUES.
- If the sanction imposed or upheld involves suspension or expulsion from the College, the student may appeal the sanction to the Provost within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.

If the sanction imposed by the BOAS Chairperson involves a suspension or expulsion from the college, the student may appeal the sanction to the Vice President for Student Affairs within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.

- Disciplinary probation for academic dishonesty (this disqualifies the student from academic or departmental honors, including honor societies, study abroad candidacy, Dean’s List and the Castle Honors Program and will require the student to work with his or her Class Advisor who will monitor the student for further academic integrity violations and assist the student in rectifying any underlying academic weaknesses which may have contributed to the initial violation).
- Suspension from the College for one or more semesters. Students are entitled to apply for readmission to the College at the end of their suspension. While a suspension is in effect, students may not attend classes or be processed for the conferral of a degree, even if the student completes remaining degree requirements at other institutions. Degree review and conferral will resume after the student is readmitted. Other prohibitions may also apply as detailed in the Student Handbook or College catalog.
- Expulsion from the College. Students are not entitled to readmission to the College. Additionally, once expelled, students will not be conferred a degree from the College.

**Criteria for Academic Probation and Dismissal**

Full-time undergraduate students qualify for academic probation if they fail to meet earned credit and GPA standards as listed as follows:

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<th>Following this Semester</th>
<th>A student must have earned</th>
<th>With a cumulative GPA of at least</th>
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<tr>
<td>1</td>
<td>10 credits</td>
<td>1.8</td>
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<tr>
<td>2</td>
<td>22 credits</td>
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<td>3</td>
<td>34 credits</td>
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<td>4</td>
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<td>8</td>
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<td>9</td>
<td>106 credits</td>
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<tr>
<td>10</td>
<td>118 credits</td>
<td>2.0</td>
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</table>
Full-time undergraduate students qualify for **dismissal** if:
- academic probation has been incurred in two consecutive semesters of enrollment (not including summer or winter sessions); or
- academic probation has been incurred in a total of three semesters of enrollment; or
- in their first semester at the College, the semester GPA is below 1.25.

Part-time students qualify for academic probation if their cumulative GPA falls below 2.0. Part-time students who remain on probation for two consecutive semesters of enrollment at the College shall be dismissed, in this case meaning that they are disqualified from enrolling for further courses.

Students (full-time or part-time) who have been dismissed may appeal that decision to the Academic Appeals Committee. Students should direct their appeals to the Office of Academic Advising. The decision of the Committee, which is normally final, is conveyed to the student in writing by the Dean of Undergraduate Education. Further appeals can only be considered on the basis of procedural unfairness or new evidence. Such appeals should be directed to the President within 48 hours after the student has received the letter from the Dean.

Students whose appeals have been denied may apply for readmission to the College after one year’s absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter.

The Academic Appeals Committee is chaired by the Dean of Undergraduate Education and also includes: the Director of Academic Advising; the chairperson of the faculty Academic Policy Committee; the chairperson of the faculty Board on Academic Standards; the Director of Residence Life; and the Dean of Students. The Academic Appeals Committee will request a statement from the student’s academic advisor and may also request further information from individual instructors. A student whose appeal is approved may be required to participate in specific courses or mentoring programs as a condition of continued enrollment. The student’s academic advisor will be notified of the outcome of the appeal.

**Adding/Dropping Courses**
A student-athlete shall no longer be considered enrolled in a minimum full-time program of studies (after dropping a course that places that student below 12 credits) when dropping a course becomes official. A student who is adding a course to reach full-time status shall become eligible once the course has been approved and submitted to the registrar.

**Grievance Procedures**
At Manhattanville grievance procedures exist for students who feel they have received biased or unfair treatment by a faculty member in a class or as reflected in a grade for academic work. Meant to protect students’ rights, these procedures are as follows:

1) Students with complaints should first attempt to resolve the issue by discussing their problem with the faculty member involved. This must happen within one semester of the claimed instance of unfair treatment. If the student cannot locate the teacher, he/she should contact the Chair of the department.

2) In the event that the discussion with the faculty member does not resolve the matter to the student’s satisfaction, the student should go to the head of the department or program and explain his/her grievance, submitting a summary of that grievance in writing. (If the department chair is the faculty member identified in the grievance, the student should go to the Provost or the relevant Dean for graduate students.) This must occur within 5 business days of the discussion with the faculty member. The department or program head will investigate the matter, consulting with the faculty member identified in the grievance, as well as with other members of the department, and going over pertinent records and documents, in an effort to achieve a fair resolution of the grievance. The resolution will be given in writing to the student and a copy sent to the Office of Academic Advising.
3) In the event that the grievance cannot be resolved to the student’s satisfaction within the department, within 5 business days after the receipt of the chair’s letter the student should make a formal complaint to the Grievance Committee, attaching all pertinent documents and evidence. The Grievance Committee is chaired by the Provost, and in addition, consists of the Vice President for Student Affairs and the Chairperson of the Faculty. In the case of graduate students, the Dean of the Graduate Program or the Chairperson of the Faculty will also sit on the Grievance Committee. In cases where any one of these members must be excused due to a conflict of interest or inability to meet, the Chair of the Board on Academic Standards, or Board designee will sit on the Grievance Committee. Once the grievance is received in writing, the Grievance Committee reviews the available materials, consults with the student and the faculty member, as well as with the department. After consultation and review of the materials, the Grievance Committee will vote and the decision will be conveyed by letter to the concerned parties.

4) The decision of the Grievance Committee may be appealed to the President or his/her designee with clear evidence of procedural unfairness or new evidence that might result in a different decision. Such an appeal must be made in writing within 5 business days after receipt of the letter from the Grievance Committee.

5) For grievances regarding charges of academic dishonesty or for misconduct in the residence halls, please see the Manhattanville Student Handbook and Code of Community Conduct. For grievances regarding academic dismissal, please see the section in the catalog on Academic Probation and Dismissal.

ACADEMIC RESOURCES

Center for Career Development
The Center for Career Development provides students and alumni with advice, resources and workshops on all aspects of their career development. A wide range of services assist students with self-assessment, career exploration, job and internship search strategies and ongoing career planning. Career services are available to all Manhattanville students and alumni at any stage of their careers.

The following resources are available:

- Individual consultation with a professional career counselor to assist with selecting a major and researching careers, industries and jobs.
- Assistance with writing resumes and cover letters, interviewing skills, job search and other career-related strategies.
- Finding internships and jobs through campus recruiting and online career resources.
- Workshops, panels and networking events to gain career advice.
- Internship program offering valuable work experience in business, the arts, government and the non-profit sector.
- Student employment opportunities including Federal Work Study, campus employment, and part-time and summer jobs.
- Full services are available for alumni following graduation
- Online resources can be found at http://www.mville.edu/careers

The office is located in Founders Hall, G-4. Drop by, call at 914-323-5484 or e-mail careers@mville.edu for more information or to make an appointment.
COMMON QUESTIONS & TERMS

10-semester/15-quarter Rule
A student-athlete shall not engage in more than four seasons of intercollegiate participation in any one sport (see Bylaw 14.2.4.1). A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution. A student-athlete is considered to have used a semester or quarter under this rule when the student attends any class while officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, even if the student-athlete drops to part-time status at any time during the term, including his or her first day of attendance (see Bylaw 14.2.3). A student-athlete whose combination of semesters and quarters of previous enrollment leaves him or her with any fraction of the 10th semester or 15th quarter of eligibility at the beginning of his or her final semester or quarter may remain eligible for the entire semester or quarter.

Season of Competition
A season of intercollegiate participation shall be counted in the student-athlete's sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete's initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.

Exceptions: A season of participation shall not be counted: (a) During the traditional segment when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted before the first contest following the student-athlete's initial participation of that academic year at that institution.

Medical Hardship
A student-athlete may be granted an additional year of participation by the conference or the Committee on Student-Athlete Reinstatement for reasons of “hardship.” Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the following conditions:

a) The season-ending injury or illness occurs before the completion of the first half of the traditional playing season in that sport for the season being waived and results in incapacity to compete for the remainder of the traditional playing season. The first half of the traditional playing season is measured by the maximum contest or date of competition (whichever is applicable to that sport) limitation in each sport as set forth in Bylaw 17 plus one contest or date of competition. For cross country and indoor and outdoor track and field, see Bylaw 14.2.5.2.5.1; and (Revised: 1/10/05 for any competition occurring on or after 8/1/04, 1/9/06, 8/23/07, 1/16/10 effective for injuries or illnesses that occur before 8/1/10, 4/13/10)

(b) The season-ending injury or illness occurs when the student-athlete has not competed in more contests or dates of competition than a number equivalent to one-third of the standard denominator, where the standard denominator is determined by the maximum number of contests or dates of competition plus one contest or date of competition (see Bylaw 14.2.5.2.5.1). For cross country and indoor and outdoor track and field, see Bylaw 14.2.5.2.5.1. Only competition (excluding preseason scrimmages and exhibition contests but including scrimmages and exhibitions after the first regularly scheduled contest) against outside participants during the traditional playing season, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating the number of contests or dates of competition in which the student-athlete has competed. (Revised: 1/10/92, 1/14/97 effective 8/1/97, 1/10/05 for any competition occurring on or after 8/1/04, 4/7/05, 1/9/06, 8/23/07, 1/16/10 effective for injuries or illnesses that occur before 8/1/10, 4/13/10, 10/18/16)
Multi-Sport Athletes
Manhattanville College encourages its student-athletes to participate on more than one team if this participation is not a hindrance to their academic workload. Students practicing on more than one team in a season must adhere to all NCAA regulations regarding playing and practice limitations. Department policy also states that, if committed to multiple teams, an athlete cannot participate with his or her second team until the first team’s season has been completed. Appeals of this policy are accepted on a case-by-case basis and will be heard by the Director of Athletics.

If you have any questions about participating on more than one team at Manhattanville, please see a Department of Athletics and Recreation administrator.

Extra Benefits
An extra benefit is any special gift or arrangement by an institutional employee or a representative of Manhattanville College’s athletic interests (e.g. a booster, a student-athlete, a student-athlete’s relative or friend, etc.) that is not available to the general student body at Manhattanville College. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA Legislation if it is demonstrated that it is also available to Manhattanville College students or their relatives and friends or to a particular segment of the student body (e.g. foreign students, minority students) and that the benefit is unrelated to athletic ability.

For specific questions regarding extra benefits contact the Compliance Coordinator at 914-323-7272.

EQUIPMENT ISSUE

As a student-athlete you will be issued athletic equipment, practice and competition apparel, etc. as well as non-athletic apparel. All athletic equipment, gear, etc. purchased by the Department of Athletics and Recreation is property of Manhattanville College, regardless if the equipment was specifically ordered for you. It should only be utilized by the student-athlete for practice and competition and may not be used for personal use at any time unless authorized by your coach. Failure to return equipment, gear, etc. will result in a “hold” being placed on your account preventing you from registering, receiving transcripts, participating in the housing lottery, etc.

Non-Athletic Apparel
An institution may provide a student-athlete with one shirt bearing the institution’s logo to be used for team travel or other events at which the student-athlete is representing the institution. This shirt may be retained by the student-athlete each academic year; however, an institution may issue other non-athletics apparel on an issuance and retrieval basis. In accordance with institutional policy, if the apparel is determined not to be reusable the next year, the student-athlete may retain any additional apparel.

Athletic Apparel
A student-athlete may retain athletic apparel items (not equipment) at the end of the student-athlete’s collegiate participation. However, the student-athlete may retain athletic apparel prior to the end of their collegiate participation if the items, which have received normal usage through practice and competition, have been determined to not be reusable by other team members in subsequent seasons.
TEAM LOCKER ROOMS

All coaches and student-athletes are expected to take pride in their respective locker-room facility and should maintain its cleanliness and organization throughout the season. Both coaches and student-athletes will be held to a high standard in regards to the appearance and maintenance of the locker rooms. Room codes are not to be distributed to unauthorized personnel under any circumstances. Any violation of the regulations posted in all locker rooms will result in the suspension and/or termination of a team’s locker room usage rights, and the cost of any damages incurred will be charged to the respective team’s budget.

All personal items and valuables are left in the locker room at your own risk, and Manhattanville is not responsible for any theft of personal or team-issued items.

RESIDENCE LIFE

The Office of Residence Life is responsible for staffing, programming and housekeeping services in the four residence halls on campus.

The Office of Residence Life is committed to preparing its students for an ever growing global community by promoting a safe, secure and inclusive residential community that fosters academic success, holistic development, mutual respect and civic engagement. This is achieved by:

- Collaborative partnerships to meet students wants and needs
- Implementing programs to create an active educational and social environment
- Recognizing growth and achievement of community members
- Continuous assessment and adaption of our services

The Department of Athletics and Recreation fully supports the actions and authority of the Residence Life staff. Any disciplinary matters involving student-athletes in the dormitories will be subject to sanctions by both the Residence Life staff and the Department of Athletics and Recreation.

STUDENT HEALTH AND COUNSELING

Student Health and Counseling (SHAC) is a safe, confidential place where students can receive comprehensive medical treatment, speak with professional clinicians regarding personal issues in both individual and group sessions and receive nutrition counseling. SHAC is staffed by licensed medical and mental health practitioners and a registered dietitian. We have many resources to help you be successful in College. Please do not hesitate to stop by the Health Center on the ground floor Spellman Hall, or the Counseling Center in Spellman Hall G-11 with any questions or concerns.

INTRAMURALS AND RECREATION

Manhattanville Intramurals and Recreation offers various intramural sport leagues, one-day recreation events and tournaments, and fitness classes to all students and staff. This includes, but is not limited to, flag-football, volleyball, indoor soccer, 3-y-3 basketball, free recurring fitness classes, various e-sports tournaments, and special events such as off-campus ski trips, bubble soccer, casino night, bazooka ball and more.

Participation in Intramurals and Recreation is open to all Manhattanville student-athletes, but as always is up to the discretion of their respective head coach.
The NCAA requires that all member institutions sponsor a Student-Athlete Advisory Committee.

The approach of Manhattanville SAAC is threefold:

1. To assist the Director of Athletics with an annual review of proposed NCAA legislation that directly impacts the welfare of student-athletes.

2. To create a vehicle for student-athletes to participate in community projects, charities, on-campus fundraising event and activities that represent the “Valiant” commitment to service, respect for others and providing for those who are less fortunate.

3. Make a commitment to deliver outstanding service to our supporters: the fans, friends and families that are rooted within the Valiant community together with our fellow student-athletes, who sacrifice for the love of the game embodies the Valiant of heart, to which nothing impossible.

Membership is voluntary, but can also be coach appointed. The following guidelines will be met:

- No more than two members per team are allowed on SAAC.

- A team must compete in Skyline, ECAC, NECC or UCHC championship competition and/or be a recognized sport of the Manhattanville Department of Athletics to be represented in SAAC.

ATHLETIC TRAINING PROCEDURES

**CPR, First Aid and AED Certification**

Certification is required for all head coaches in CPR, first aid and AED. (NCAA 11.1.6) and it is advised that other athletic personnel be certified as well. Free classes leading to certification will be offered during the year. Contact the Sports Medicine Department for more information (x7276). **If a coach’s appropriate certifications are not completed prior to September 1, recruiting cars will be withheld.**

**Emergency Action Plan (EAP)**

- An EAP is a plan that is a shared responsibility of the athletics department. This includes admin, coaches, athletic trainers and all medical professionals. Each sports venue that includes all in-season and out of season practices, contests, skill seasons and games are included in the plan. This plan is updated and reviewed annually due to changes in facilities, personnel, etc. This plan will include:
  1. The presence of emergency care personnel to render care to an injured participant
  2. The presence or plan to access the team physician for prompt medical evaluation
  3. Planned access to AEDs for cardiovascular events
  4. Planned access to a medical facility including a plan for communication and transportation between athletic site and the hospital
  5. A hot, cold and inclement weather policy that includes provisions for decision making
  6. A visual copy of the EAP will be provided at each venue
  7. A member of the institutions sports medicine staff (e.g. team physician, athletic trainer, etc.) will be empowered to have the unchallengeable authority to cancel or modify an event for health and safety reasons (e.g. environmental changes), as he/she deems appropriate.
Concussion/Injury Protocol

1. Concussions may be caused by either a direct blow to the head, face, neck or elsewhere on the body with an ‘impulsive’ force transmitted to the head.

2. Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.

3. Concussions may result in neuropathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury, and, as much no abnormality is seen on standard structural neuroimaging studies.

4. **Concussion are NO LONGER GRADED.** Concussions are strictly known as Traumatic Brain Injuries with no level of severity, regardless of loss of consciousness. Resolution of clinical and cognitive symptoms will always follow a sequential five-day course.

5. All coaches and student-athletes are educated/certified annually.

**CONCUSSION ASSESSMENT**
- a. Baseline Testing - conducted on every freshman and transfer
- b. Time of injury - clinical evaluation (SCAT5) and symptom checklist
- c. 1-3 hours post injury - symptom checklist; all concussions are under the guidance of our team neurologist
- d. Next day - SCAT5 and follow up clinical evaluation and symptom checklist
- e. Follow-up evaluations daily - to track symptoms and recovery
- f. Once an athlete becomes asymptomatic - will complete the concussion vital signs to complete return to learn and based on physician’s individualized decision and under the direct supervision of the Sports Medicine Staff, the student-athlete can begin a seven-step functional RTP protocol.

**Athletic Training Clinic Hours**
The athletic training clinic hours are 8 a.m.-12p.m. and 1-5 p.m. Monday through Friday. Hours will be announced in departmental meetings and posted outside the athletic training clinic. In general, hours will be maintained such that athletes will have accessibility one hour prior to practice or contest warm-up times and for one-half hour following practices and contests. Rehabilitation and evaluations will be done by appointment. Appointments can be made in the athletic training room. The athletic training room provides students with allied health clinics three days a week; one day each for an orthopedic clinic, a chiropractic clinic and a physical therapy clinic. Athletes are encouraged to sign up for these appointments.

**Pre-Participation Evaluations**
- All student-athletes are required to submit an annual physical reviewed and signed by a physician prior to participation.
  - a. This should include a cardiovascular check, medical history and orthopedic screening for previous musculoskeletal issues.
- It is required by the NCAA to get a sickle cell solubility test, show results of a prior test, or sign a written release declining the test.
- The sickle cell trait video must be reviewed annually and a written acknowledgement form must be submitted.
**Student-Athlete Paperwork**
All student-athletes are required to submit a Pre-Participation Health Questionnaire, their health insurance information and a physical form which has been performed in the past 6 months and signed by a physician. All Manhattanville Sports Medicine forms will be made available to student-athletes via Sportware (Swoll123.net) before the start of the year.

**Student-Athlete Insurance Coverage**
All student-athletes are required by the NCAA to have some form of health insurance to participate in collegiate athletics. Manhattanville College provides coverage for a nominal cost through the institution for those not currently with coverage and international students. Any student that is not covered by other health insurance will automatically be enrolled in the Manhattanville Insurance Plan. The Manhattanville Insurance Plan is **MANDATORY** for all International Students.

All students must furnish proof of insurance to Manhattanville College and the Sports Medicine Office before being allowed to participate in any athletically related activity. Additional coverage can be purchased through Manhattanville College if a student’s policy does not cover them while they are at college.

Any injury incurred during intercollegiate athletics must first be billed through the student’s own insurance company. If the student’s insurance company pays none or only a portion of the claim, the balance can be submitted through the college’s insurance, and for catastrophic injuries through the NCAA’s policy. Ultimately, it is the student-athletes’ responsibility for any and all costs associated with their injuries. Any costs not covered by either his/her insurance or Manhattanville College’s insurance must be paid for by the student-athlete.

Any athlete who sees the team physician during the orthopedic clinic will NOT incur a charge to their primary insurance. Any further visits to the physician’s office or diagnostic testing will incur charges to the existing insurance. The chiropractic and physical therapy clinics require insurance identification.

**Referral**
Whenever the team physician, Student Health Center or the athletic training staff thinks that referral or consultation is necessary, the arrangements for such a visit will be made by the athletic training staff or the team physician. Referrals will be made in the recommendation of the team physician as to the specialist consulted. This policy assures proper and immediate care, close follow-up treatment and smooth injury management for the athlete, physician and athletic training office. **It is the student-athlete’s responsibility to check with their insurance company to determine if all or a portion of the charges incurred will be covered.** Any other procedure of personal consultation by the athlete shall be construed to show his/her willingness to assume medical and financial responsibility for such outside visits or medical attention.

Specific appointments and referrals will be arranged by the team physician and/or the training staff. Transportation arrangements will be made by the athletic training staff if the athlete cannot provide his/her own means of transportation. Coaches DO NOT have the authority to permit referrals to any other physician without consulting and receiving departmental approval through the athletic training office. If the above procedure is not followed and an athlete consults another physician without prior knowledge of the team physician and the athletic training office, the athlete will be financially responsible for any and all bills incurred.

In case of an emergency, Campus Safety and Security should be called at x888/x5244. If the Campus Safety and Security are called, please notify the athletic training staff as soon as possible.
**Student-Athlete Privacy & Confidentiality**

All members of Manhattanville College athletic training services will respect an injured student-athlete’s right to privacy. It is the responsibility of all personnel within the athletic training services to ensure that all student-athlete information (personal, medical, or education related) remain confidential. Due to the varied number of staff personnel that may be involved with a student-athlete’s case, it is essential that a policy of confidentiality be observed in order to maintain an atmosphere of mutual trust. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient or because their job would require such access. All Manhattanville College athletic training services personnel are expected to adhere to the privacy policy at all times.

**Athletic Injury Procedures**

1. All athletic injuries will be cared for under the auspices of the team physician and the Student Health Center according to standard operating procedures established for the athletic training program.
2. All athletes needing special medical attention for illnesses at the Student Health Center will also be referred through the athletic training clinic.
3. No coach is to refer an athlete to the Student Health Center except in cases of serious illness, injury or when members of the athletic training staff are not available.
4. All athletes are to be directed to the athletic training clinic for an evaluation before reporting to the Student Health Center and/or the team physician.
5. When an athlete is injured, the athletic training staff will proceed with primary care as quickly as possible, evaluating the injury and dispensing care as necessary. However, the coach will be informed as soon as possible regarding the athlete’s availability in that particular practice or contest.
6. All therapeutic treatment will be administered by the athletic training staff under the supervision of the team physician and/or consultant.

**Return to Play Policy**

The Manhattanville College team physician or his/her designee, in consultation with the staff athletic trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. Any student-athlete seen by an outside (off-campus) physician must return to the athletic training room for follow-up and final clearance prior to regaining active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician’s treatment precludes or alters the activity in intercollegiate athletics, the student-athlete must secure, in writing, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the athletic training services has received a release and it is added to the student-athlete’s medical records.

**Daily Injury Report Procedures**

The Manhattanville College Sports Medicine department encourages all student-athletes to report injuries in a timely manner and report for an evaluation from the athletic training staff. Upon evaluation the student-athlete will be referred to the team physician and/or allied health professional for follow-up evaluation. Coaches will be notified based on results of evaluation and/or referral.

**Injured Visiting Athletes**

1. If a visiting athlete is injured on the Manhattanville College campus or off-campus athletic site while participating in intercollegiate sports, they will be afforded the same medical care as the college’s athletes. Directions will be provided to all medical facilities.
2. If the visiting team has a team physician and/or athletic trainer, they will be able to handle the injury according to their own policies. The facilities of the college will be placed at their disposal and they will be treated with the courtesy and respect due to their position.
**General Athletic Training Clinic Policies**

In order to ensure proper and precise care and treatment, the following guidelines must be followed.

1. Use of the athletic training room is for student-athletes involved in the Manhattanville College intercollegiate athletics programs only.
2. Student-athletes must be logged in **EVERY** time they enter the athletic training room.
3. Student-athletes must report to the athletic training room for taping, treatment, and rehabilitation in proper attire (i.e., shorts, sweats, t-shirts, sports bras, etc.)
4. Unnecessary clothing and equipment (i.e., cleats, helmets, shoulder pads, gloves, balls, etc.) should not be brought into the athletic training room. These items should be left in the hall or in their locker.
5. Food and drinks are not permitted in the treatment and rehabilitation areas of the training room.
6. Abusive and/or foul language, horseplay, loud talking, and/or loitering are not allowed in the athletic training room.
7. All student-athletes must shower before receiving treatments.
8. Shoes/skates are not allowed on the treatment tables.
9. No supplies are to be taken from the athletic training room without the permission of a staff athletic trainer. All equipment is to be signed out before being removed.
10. Student-athletes are not to operate equipment and/or perform “self-treatments”.
11. Student-athletes are not permitted to use athletic training room phones, fax machines, copy machines, and/or computers under any circumstances.
12. All student-athletes are expected to strictly adhere to the rules and regulations at all times. Failure to comply with the rules and regulations may result in disciplinary sanctions.

**Therapeutic Modalities Treatment Policy**

1. First Responders (Student Workers) may not independently use therapeutic modalities. A staff athletic trainer must directly supervise all First Responders at all times.
2. A staff athletic trainer must approve all treatment programs using therapeutic modalities before the program is implemented.
3. Student Workers may not independently change and/or modify therapeutic modality treatment programs.
4. All precautions, warning, and contraindications must be followed at all times.
5. Proper operating instructions and safety protocols must be followed at all times.
6. If you determine a therapeutic modality is not working properly, place a sign on the modality indicating that it is broken and should not be used, and notify the head athletic trainer immediately.
7. Provide the patient with a thorough explanation of the treatment procedure, including sensation(s) to be experienced. Tell the patient to notify you as soon as possible if they experience any adverse reactions.

**Travel**

1. Designated members of the athletic training staff will travel with intercollegiate **collision** sports (men’s/women’s ice hockey and men’s lacrosse).
2. When feasible and deemed appropriate by the head athletic trainer, members of the training staff will be assigned to travel with various athletic teams engaged in **contact** sports (men’s/women’s basketball, men’s/women’s soccer, field hockey and women’s lacrosse) and **non-contact** sports (baseball, men’s/women’s cross country and track, men’s/women’s golf, softball, and women’s volleyball). An athletic trainer will travel with the above teams for all playoff games.
3. Medical coverage for away contests will be furnished by the institution hosting the event in cases where an athletic trainer is not assigned to travel with a team.
4. In case of an emergency while on a trip, if an athlete is sent and/or admitted to a hospital, a departmental staff member should accompany and/or stay with the athlete until his/her release. If a family member is present, a member of the coaching staff will accompany the student-athlete to the health care facility. If the athlete needs to remain in the hospital beyond the length of the team trip, when possible, a certified athletic trainer will make arrangements to stay and transport the athlete back to campus. If this is not feasible due to the ATC’s other responsibilities, other appropriate arrangements will be made for supervision and eventual transportation of the athlete.

STRENGTH AND CONDITIONING

Mission Statement
The Manhattanville Strength & Conditioning staff will maximize the athletic performance of Valiant student-athletes by using the most effective and efficient training techniques to compete injury free at the highest level of competition. Our goal is to instill a sense of self-discipline, respect and responsibility to achieve the ultimate goal of a team championship.

Philosophy
The strength and conditioning program implements a variety of training techniques and philosophies. Ranging from High Intensity Training (HIT), Power Lifting, Olympic Lifting, Linear / Undulating Periodization, Funnel Principle, Response and Reaction Training and Sport Specific Metabolic Conditioning.

There are five goals behind our program:
1. Prehabilitation (Injury Prevention)  
2. Performance Enhancement  
3. Rehabilitation  
4. Mental Toughness  
5. Team Building

The Strength & Conditioning facilities are fully staffed year-round by Manhattanville's staff of certified strength & conditioning coaches, allowing Valiant student-athletes the opportunity to train in and out of season as well as during the summer.

Goals
- To develop leaders with the knowledge, skills and the ability to promote and maintain optimal levels of personal and team physical fitness.
- Develop student-athletes with physical and mental courage to deal with adversity on the playing field.
- Operate a scientifically sound program that minimizes the risk of injury.
- Contribute to the development of character and leadership by emphasizing spirited competition, ethical conduct and sportsmanship.

Emergency Procedures
It is important to remember that the keys to proper handling of emergency situations are:
1. Remain Calm.  
3. Use Common Sense.  
4. Know The Plan And Execute It.

Steps needed to take during an emergency:
1. Check the scene and make sure it is safe;  
2. Call Campus Safety (x888 from a campus phone or 914-323-7233 from a cell phone);  
3. Stay with and care for the injured person.  
4. Send someone outside to meet the ambulance.  
5. After the person has been transported, fill out an injury/accident report.  
6. Make sure the area is safe for other individuals.
Rules and Regulations

All intercollegiate sports teams are provided access to the strength and conditioning training facility. Based on a detailed metabolic and physiological evaluation, the strength & conditioning coach designs sport-specific programs to meet the needs of each team and athlete.

NCAA regulations and liability insurance requirements restrict the use of the athletic weight room to Manhattanville College students, faculty and staff. The weight room may not be used by high school students or other unapproved guests. The Head Strength & Conditioning Coach and the Director of Athletics retain the right of approval for all individuals using the weight room facilities. Individuals with proper approval may be granted access on a limited basis, providing their training does not interfere with athletic program requirements (i.e. scheduled teams lifts or conditioning sessions). All individuals approved to use the facility are required to sign an Informed Consent Statement and a Waiver and Release of Liability Form, releasing the Manhattanville College Department of Athletics and Recreation and its staff from liability in the event of injury or accident.

Access to the weight training facilities is restricted to assigned scheduled times. Head coaches are responsible for scheduling their teams’ training workouts and making adjustments when needed. In-season teams have the priority over out-of-season teams as well as individual training.

An orientation is designed to familiarize the coaching staff and the student-athletes with the policies and procedures. The training philosophy, exercise principles and techniques will be discussed. Attendance for all student-athletes is required.

All student-athletes and staff members who use the facility are required to comply with the rules of operation regarding conduct and equipment use. Rules violators are subject to discipline and possible suspension of weight room privileges. Respective head coaches are notified of all disciplinary actions.

The following rules have been established to provide a safe environment for the weight room:

- The weight room is locked at all times unless a trained and authorized supervisor is present.
- Attendance is always taken. Late or unexcused absences will be disciplined accordingly.
- You must follow the assigned workout plan designed for your sport and position.
- Lifters are required to use collars at all times.
- Lifters are required to use spotters on every set after the initial warm up set.
- Move weight from racks to the bar only. Never set them on the floor or lean against equipment.
- Strip all bars immediately after use. Return all weights to specifically marked places on racks after use.
- Food, drink, gum or tobacco is prohibited.
- No equipment leaves the weight room for any reason unless instructed by a strength coach.
- No jewelry allowed (i.e. watches, rings, necklaces, bracelets, etc.).
- Proper attire only (i.e. no hats, boots or other restrictive clothing).
- Spitting/defacing the facility is not tolerated and will result in immediate expulsion from the facility.
- No horseplay or foul language of any type will be tolerated.
- If you have an injury that in any way inhibits a portion of the workout, you must first see an athletic trainer and receive a written slip explaining the injury and restrictions.
- The telephone is restricted to just the strength coaches unless permission is granted.
- The strength staff is not responsible for holding personal items.
- No offensive music with foul language will be played in the weight room.
**Athlete Expectations**

- Intensity!
- Be passionate about training and winning.
- Believe in yourself and be positive at all times.
- Discipline, pride, and unselfishness.
- Always be prepared.
- Always have a winning attitude.
- Pay attention to details.
- Dedicate yourself to the program and take responsibility.
- Be loyal, honest and dedicated to the head coach, assistant coaches, the school and all teammates.
- Practice winning every day, demand the best from yourself and each player on the team.
- Keep your poise at all times. Don’t argue with coaches or players.
- Minimize distractions and stay focused.
- Be self-disciplined
  - No alcohol in your system during your workout.
  - No cheating or breaking any NCAA rules.
  - No cursing.
  - No abusive or harassing behavior toward any player or coach.

**STUDENT WORKERS**

Students with work-study jobs factored into financial aid packages will be given priority for employment. Other students may be hired should openings remain. No priority will be given to student-athletes; the best candidate will be hired. Policies for the Federal Work-Study Program are set by the federal government and policies for the Campus Employment Program are set by the College. Students in both programs are paid hourly according to the pay scales of the Student Employment Job Classification System. Jobs that require special certifications or training (i.e., lifeguard) will have a separate pay scale.

Job performance will generally be based on attendance. Habitual absence or tardiness will result in dismissal of job opportunity.

Student job opportunities include:

**Athletic Communications and Broadcasting Assistants:** Assist Athletic Communications in various tasks, including: broadcasting, production, gameday statistics, social media, writing, graphic design, video editing and more. A basic knowledge of Manhattanville’s varsity sports in required, as is attendance at a mutually-agreed-upon minimum amount of games during the season(s).

**Team Game Assistant:** Assist team by retrieving balls/equipment, keeping the clock, and recording statistical information at athletic events, and other duties as required by sport.

**First Responder:** Prepare athletes for practices and games; provides some coverage and rehabilitation of student-athletes; may tape, wrap and/or perform first aid on athletes. First Aid/CPR training will be provided. Some independent decision-making required.

**Intramurals & Recreation Assistant:** Organize, supervise, advertise for intramural program and serve as the student liaison. Assist with running and officiating intramural games, recreation events, and monitoring open facility hours.
**Athletic Team Manager:** Supervise equipment and uniform distribution, game preparation and staffing, and related duties. Training provided.

**Lifeguard:** Control usage of swimming pool and enforce departmental rules and regulations; Responsible for personal safety of pool users, Basic Life Support, First Aid and Lifeguard certifications.

**Office Assistant:** Perform routine clerical duties specific to a particular office. Duties may include light typing, answering phones, filing, opening mail, photocopying, running errands, and maintaining bulletin boards; requires good organizational abilities and communication skills. No previous experience necessary. Job may provide training on computers.

Athletic Communications and the Facilities Operations Coordinator will set up a schedule of Game Assistants and Athletic Communications Assistants, while the Head Athletic Trainer will set up a schedule of First Responders.

In order to process payroll, you are required to submit biweekly work hours electronically on Web Advisor before each pay period’s cut-off date and time according to the *Student Payroll Schedule*. It is the responsibility of the student’s direct supervisor (i.e. Athletic Trainer or Sports Information Director) to provide the Assistant Director of Athletics the approved hours prior to end of the pay period.
Julene Caulfield
Director of Athletics and Recreation

Julie Hudson
Assistant Director of Athletics/Compliance Assistant

Alex Falk
Director of Athletic Communications

Ryder Bohlander
Head Men’s Lacrosse Coach/Compliance Coordinator

Dr. Lawson Bowling
Faculty Athletics Representative

Scott McIver
Head Athletic Trainer

Kevin Cullen
Assistant Athletic Trainer

Caitlin Payne
Assistant Athletic Trainer

Eliazar Smith-Harllee
Head Strength & Conditioning Coach

Annette Elson
Assistant Strength & Conditioning Coach

Jenn McCarthy
Coordinator of Intramurals, Recreation & Game Operations

Ben Vandenberg
Assistant Director of Athletic Communications

Nicole Palombo
Assistant Director of Athletic Communications

Maisey Kettlewood
Facility Operations Coordinator

Jeff Caulfield
Head Baseball Coach

John-Michael Guarino
Assistant Baseball Coach

Chris Nardozzi
Assistant Baseball Coach

Chris Alesi
Head Men’s Basketball Coach

Sean McGee
Assistant Men’s Basketball Coach

Kate Vlahakis
Head Women’s Basketball Coach

Jackie Layng
Assistant Women’s Basketball Coach

Megan Patterson
Head Cross Country/Track & Field Coach

Kyle Sipe
Assistant Cross Country/Track & Field Coach

Kevin Kelly
Head Field Hockey Coach

Natalie Rivas
Assistant Field Hockey Coach

Chris Abramo
Head Men’s and Women’s Golf Coach

Alejandra Sanchez
Assistant Men’s and Women’s Golf Coach

TBD
Head Men’s Hockey Coach

Jack Riley
Assistant Men’s Hockey Coach

David Turco
Head Women’s Hockey Coach

Annie Smyth-Hammond
Assistant Women’s Hockey Coach
Sam Hahn  
Assistant Men’s Lacrosse Coach

Jen Nardi  
Head Women’s Lacrosse Coach

Maggie Jent  
Assistant Women’s Lacrosse Coach

Paul Templeton  
Head Men’s Soccer Coach

Kevin Davis  
Assistant Men’s Soccer Coach

Graham Kennett  
Head Women’s Soccer Coach

Edasia Martinez  
Assistant Women’s Soccer Coach

Dale Martin  
Head Softball Coach

Skylynne Ellazar  
Assistant Softball Coach

Derek DiFazio  
Head Men’s and Women’s Tennis Coach

Illya Skoromnyy  
Assistant Men’s and Women’s Tennis Coach

Amanda Alayon  
Head Women’s Volleyball Coach

Jamie Calandro  
Assistant Women’s Volleyball Coach
APENDIX A
ATHLETICS COVID-19 GUIDELINES

NCAA COMPLIANCE

SAR Previously Approved Waiver List:
10-Semester Rule Waiver — COVID-19 Pandemic Year
- COVID-19 Pandemic Year — SAR previously approved waiver provides additional one semester extension if the following conditions are met:
  o Student-athletes (SAs) unable to participate in a spring sport during the 2020 spring semester due to COVID-19 or received season-of-participation waiver during 2020 spring semester.
  o SA was otherwise eligible for competition during the 2020 spring semester.
  o Only applies to 2020 spring sport SAs.
  o Extension must be used in term immediately following expiration of SA’s 10-semester period of eligibility.

Full-Time Enrollment
- All current full-time enrollment requirements and exceptions continue to apply for the 2020-21 academic year.
- For spring sport SAs who would have completed their eligibility in spring 2020, the Subcommittee for Legislative Relief will review requests for less than full-time enrollment on a case-by-case basis.
- Criteria for such requests include:
  o Student-athletes must remain students while participating.
  o Course work furthers an academic or career goal.
  o Proposed academic plan is approved by an academic authority outside of athletics.

2020-21 Academic Year – Blanket Waivers
- Season-of-Participation Waiver:
  o 50% or less of contest/dates of competition maximums.
  o If team completes more than 50% of contest/date of competition maximum, SA does not qualify for blanket waiver regardless of SA’s competition count.
- Extension of Eligibility Waiver:
  o Two-semester extension if SA was unable to participate in their sport during the 2020-21 academic year due to the impact of COVID-19 or SA qualified for blanket season-of-participation waiver.
  o SA otherwise eligible.
Kennedy Offices
- Coaches and staff members who share offices will work on an alternating in-office schedule; priority will be given around practice schedules
  - Office schedule will be created and posted to ensure student-athletes know what coach or staff member will be in the office at all times
  - Student-athlete meetings will take place in the recruiting room where transparent shields will be installed - no group meetings will be permitted
  - Indoor meetings with recruits will also take place in the recruiting room behind transparent shields
- Install transparent shields in front of desks that are in common areas (desks in lobby and Julie’s desk)
- Common areas will be closed (gyms, locker rooms, shared public storage)

Athletic Training Room
- Treatment tables will be spread out across the facility to ensure 6 feet distance
  - No more than 6 student-athletes plus 2 athletic trainers will be permitted in the training room at one time
  - Treatment tables will also be placed in various locations outside to limit traffic flow in and out of Kennedy
  - In order to limit traffic flow, coolers with ice will be placed in different locations (i.e. on the fields, outside the doors of Kennedy) to allow athletes access to ice after practice
- Athletic training room staff and student-athletes will wear a face covering in the athletic training facility
- All students will be required to make an appointment prior to receiving treatment
- All equipment, tables and machines will be wiped down and sanitized after each use
- Whirlpools will only be available for treatments and will be emptied, disinfected and refilled in-between use
- Temperature screens will be conducted by the athletic training staff prior to entering the training room or administering treatment
- SportsWare – our electronic medial records software has developed COVID screening software that has been approved by the NCAA. Temperature screens as well as daily self-checks will be housed in the software.
  - Once the student-athlete has completed both for the day, they will be given a colored bracelet which indicates they are cleared to participate in athletic activity for that day
- The athletic training facility will be disinfected with “ClearGear” and Whizzer daily by our athletic training staff
- Hand Sanitizer will be placed throughout the athletic training room as well as at the outdoor stations

The most up-to-date information will be posted in the Policy and Procedure Manual located on the Sports Medicine webpage of GoValiants.com (GoValiants.com/SportsMed).

Kennedy Weight Room
(Kennedy Weight Room will not be opened until further guidance is provided from NY State)
- All session will be outdoors on turf fields
- Sessions will be 45 minutes with 15 min intermissions to ensure the area is prepped and cleaned for the following session
- Strength and Conditioning will be made available from 7am-7pm
• Limited capacity per session: Approx. 10 student Athletes per coach is suggested by NSCA (national strength and conditioning association)
• NCAA and CDC guidelines including 6 feet social distancing as well as face coverings will be maintained
• Temperature and daily self-health checks must be completed prior to participate in strength sessions by the athletic training staff
• Limited equipment will be utilized (dumbbells, bands, plates, or medicine ball)
  o Any equipment utilized will be sanitized by the student-athletes and coaching staff appropriately following the CDC guidelines before and or after each session
• Sanitation stations will be available for student athletes and staff on the turf (Disinfectant spray for equipment, hand sanitizer, and disposable wipes)
• Use of the Kennedy Weight Room will be prohibited to staff and students
• Students must provide their own water bottles for all sessions
• Strength and Conditioning Staff will follow a shift schedule to limit staff exposure
• Cubbies and public storage will be prohibited

Berman Fitness Center
• Berman fitness center will not be opened until further guidance is provided from NY State

Batting Cage
• The indoor batting cage facility will not be opened. Student-athletes are encouraged to utilized the outdoor batting cages
• Student-athletes will be required to bring their own equipment (no shared bats)
• Student-athletes will wear a face covering while utilizing the batting cage facility

Tennis Courts
• Tennis courts will be open and the USTA set of recommended best practices will be followed

Testing
• Student-Athletes will be tested upon their arrival to campus, this will include commuter student-athletes

Daily Self-Health Checks
• Every student-athlete and all athletics personnel will complete a daily self-health evaluation before participating in any aspect of in-person athletics activities
• Staff will complete the daily self-screening provided by Human Resources
• Temperature screens, conducted by the sports medicine staff, will be included in the daily checks

Masking and Physically Distancing
• All individuals engaged in athletics activities will wear a mask/cloth face covering during all phases of activity that involve proximity to other individuals
• When a mask/cloth face covering cannot be safely tolerated, physical distancing protocols that encourage at least 6 feet between individuals will be implemented

Outdoor Training
• To the extent possible, there will be a maximization of outdoor activity during training as a strategy to mitigate COVID-19 risk

Indoor Training
• The athletic department staff will work with the facilities department to determine if, and when, indoor facilities are in compliance with NCAA, New York and CDC guidelines
**Athletic Activity**
- No competitions will take place during the Fall sport season
- Practices and strength sessions will take place in Functional Units
  - Functional units will be composed of five to 10 individuals, all members of the same team, who consistently work out and participate in activities together
  - One unit of a team will always train against another unit of a team
- Many training exercises can be adjusted to ensure a 6ft distance between players
- All film analysis/team meetings can be conducted through Microsoft Teams
- All training equipment will be sanitized before and after use by student-athletes and staff

**Other Notes**
- There will be no shared water source
- No shared practice jerseys will be permitted – each student-athlete will have one assigned

**Intramurals**
- Intramurals will resume after September 13
  - Events will be planned where social distancing can be maintained

**Student-Workers**
The athletic department will continue to rely on a reduced number of student employees to assist in various aspects of the daily athletic department operations
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COVID-19 Policies and Protocols & Student Conduct Policies

We hope you and your families are doing well and are looking forward to returning to campus for the 2020 – 2021 academic year. The information provided in this document is to inform you of additional policies and protocols you will be expected to follow during the 2020 – 2021 academic year. It is critical that you read this information carefully and take time to think about what it means when you return to campus in a few weeks. You will be expected to take these precautions seriously and adhere to the policies and procedures outlined below and by different offices/departments on campus.

Manhattanville College aims to minimize the potential spread of disease and protect the health and safety of our community. The Coronavirus will require significant changes in order to account for public health-informed practices. The below policies and procedures are an addendum to the Student Handbook/Code of Conduct and are applicable to all Manhattanville College students. These policies and procedures describe the protocol for wearing face coverings, campus guests/visitors, social distancing in and outside of the classroom, and COVID-19 safety training requirements related to the coronavirus and/or public related health issues.

All members of the Manhattanville College community—students, staff, faculty and third-party contracted services are required to act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. At any time, if the College deems that a student is causing a health or safety hazard, or is not complying with the health and safety guidance adopted by Manhattanville College as it relates to public health crises, the identified student will go through the Student Code of Conduct process and will be asked to leave the campus if their behavior poses a continuing health or safety risk for our campus community.

Wearing Face Coverings and other Personal Protective Equipment (PPE)

In compliance with New York State regulatory guidance and regulations, Manhattanville College (College) has established a Policy on Masks and Face Coverings, related to the requirement to wear masks and face coverings indoors and when social distancing is not possible.

Policy:

1. All College community members (employees and students) as well as visitors must wear while indoors a face covering, mask or shield. These include cloth face masks or coverings, disposable medical masks, N95 masks, except as noted below.
2. Community members who choose to wear face shields must also wear an appropriate face mask.
3. Face masks which have exhaust vents or ports for exhalation are not permitted.
4. All College community members and visitors must wear a face covering outdoors when social distancing (6 feet of distance between other people) is not possible.
5. All College community members and visitors must keep a face covering on hand to wear outdoors so it can be donned as needed when social distancing is not possible.

6. Community members and visitors do not have to wear a mask indoors under the following circumstances:
   a. When an employee is alone inside an individual office
   b. When a student is inside their residence hall room
   c. When seated and eating at the dining hall

7. Masks cannot be shared between people on campus.

8. Any other exceptions to this policy must be approved by the President’s cabinet

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**Physical Distancing/Gatherings/Extracurricular Programming**

Many events/programs will be unavailable or highly regulated. Parties will be strictly prohibited. Any person found organizing a party or attending a party organized by others is liable to immediate removal from the residence hall and/or college. With that said, The Center for Student Involvement & Leadership (CSIL), The Office of Residence Life and Conference Services, Athletics & Recreation, and other departments are working hard to continue to create events/programs to connect with the campus community virtually or in a protective environment.

Community members and visitors must stand, sit, or walk at least 6 feet from another person (social/physical distancing) at all times, including in classrooms, Cafeteria/The Market, in common areas/spaces, and around campus.

Students may congregate outside of the residence halls as long as they remain at least six feet from another person.

Entrances, exits, and stairways in buildings on campus are organized to maximize spacing and minimize face-to-face exposure. Elevator occupancy is limited to 1 person at a time.

Social/Physical distancing is required in the residence halls at all times, including bedrooms, suites, bathrooms, and lounges. Bedrooms, suites, and community spaces have reduced occupancy. Occupancy limits are outlined below. Community kitchens are closed until further notice.

During organized events/programs by the College, the number of community members permitted will be determined by the capacity of the room/space where the event/program is going to be held. Social/Physical distancing will be required and all community members are required to wear face masks and/or face protectors at all times. The College follows the State guidelines to reduce the number of people in a space at all times, as detailed above in #1.
All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

Building Access
Building access to each residence hall is limited to the residents assigned to that specific building. Access to all other individuals is prohibited, including residents of other buildings, commuter students, and family members.

Campus Visitation Policy
In accordance with New York State guidance, the College must limit guests in the residence halls and restrict visitation. To ensure the safety of all community members, students are expected to comply with the following policy:

**Definitions:**
- **Guest:** A guest is defined as any residential student who visits another residential student of the same building. Guests do not need to be registered as a visitor.
- **Visitor:** A visitor is defined as a residential student from another building, commuter student of Manhattanville College, or a non-Manhattanville person who is visiting a residential student on campus.
- **Host:** A host is defined as a residential student who takes responsibility for the actions of their guest(s) and/or visitor(s).

**Guest & Visitation Policy**
The Office of Residence Life reduced the number of students in the residence halls (i.e. reduce the number of students sharing a room, common areas, and hallways). Reducing the number of people in the residence halls and limiting access to community spaces are protective measures taken to limit possible exposure to illness.

Residential students are permitted to host guests in their bedroom or common area within their suite, as long as they comply with the occupancy limits described below, students maintain a 6-foot distance from each other, and all parties wear a face mask/face covering during the visit.

Residential students are permitted to host visitors outside, as long as any non-Manhattanville visitors complete the Visitation Registration Process (see the Visitation Registration Process section of the Code of Conduct). Residential students are not permitted to host visitors within the residence halls, at any time.

There can be no congregating in the hallways of any building. Congregating in the hallways will bottleneck and increase risk to the talkers as well other people transiting the hallways.
Conversations should be taken outside where 6 feet of distance between the individuals can occur.

**Occupancy Limits in the Residence Halls**
Bedrooms, suites, and lounges have set occupancy limits and residents are expected to be aware of and adhere to said limits at all times. The occupancy limits of community spaces (lounges, kitchens, and study spaces) will be posted on the wall in each space, if and when these spaces are open for student uses. Occupancy limits for bedrooms and suites are as follows:

<table>
<thead>
<tr>
<th>Living Unit</th>
<th>Occupancy Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (one person resides in the room)</td>
<td>Maximum of 2 people, this includes the resident of the room</td>
</tr>
<tr>
<td>Double (two people resides in the room)</td>
<td>Maximum of 3 people, this includes any residents of the room and/or guest who are present</td>
</tr>
<tr>
<td>4 person Suite in Dammann or Tenney Hall</td>
<td>Bedrooms: limits as described above</td>
</tr>
<tr>
<td></td>
<td>Common room: maximum of 4 people, this includes residents of the suite and/or guests who are present</td>
</tr>
<tr>
<td>6 person Suite in Dammann or Tenney Hall</td>
<td>Bedrooms: limits as described above</td>
</tr>
<tr>
<td></td>
<td>Common room: Maximum 4 people, this includes residents of the suite and/or guests who are present. Unless there are no guests, then all 6 of the suite residents may be present in the common room at the same time.</td>
</tr>
</tbody>
</table>

Occupancy limits include the resident and their guest(s). Students are not permitted to organize or attend gatherings within the residence halls when the number of people in attendance exceeds the occupancy limits stated above. It is the host’s responsibility to ensure that the number of guests in the bedroom/suite does not exceed the total number of occupants permitted in any given space at any given time.
**Campus Visitors**

Visitors must remain outside of the residence halls at all times. Non-Manhattanville visitors must complete the Visitation Registration Process (see the Code of Conduct for more information). Parents/guardians, family members, and friends are not permitted within the halls.

Commuter students (visitors) are not permitted in the residence halls and will not have card access for residential buildings.

Commuter students will be allowed on campus in designated areas such as Brownson Hall, Music Building, Library, Berman Center and Benziger Hall when these buildings are open to the campus community.

Faculty and staff offices in the residence halls are generally too small to promote physical distancing; thus faculty and staff will meet with the students virtually or plan to meet students in a different location on campus that allows for sufficient social distancing.

Violations of the campus visitation policy will result in judicial action for Manhattanville students. Students will be charged with failure to comply, along with any other relevant charges. Commuter students and non-Manhattanville parties may be asked to leave campus immediately.

**Dining Services**

In dining and retail, menus have been reengineered for speed of service and maximum throughout. Both residential and retail locations have been modified to adhere to COVID-19 safety guidelines.

- All locations will have plexiglass at registers, every service point, and pickup areas. Contactless payment options and contactless swipes have been installed giving guests the ability to swipe their own card. Cash will be accepted at all locations.
- In all dining locations, floor decals will be present separated at 6ft apart and one-way aisle signage will direct students throughout the cafeteria and retail locations in order to assist in keeping social distancing guidelines.
- Masks are required for entry in any dining or retail location.
- There is no buffet-style service in the cafeteria. However, beverages and coffee stations will be self-serve and will be disinfected every 30 minutes.
- Reduced customizations and very limited made to order stations will be available in the cafeteria. In retail, the menu will be modified with more Grab and Go meal kits giving students the ability to have a full balanced meal.
- All food associates will serve with a contactless handoff. There will be a limited number of students who are allowed to dine in at both the cafeteria and The Market. Capacity numbers will be posted.
• Single-use, biodegradable cutlery and plating will be used to eliminate the chances of cross contamination between plates.
• Sanitizing stations will be at every entrance throughout our dining and retail locations.
• Students will be able to make reservations to be able to eat in the cafeteria. This will assist in monitoring the amount of people in the cafeteria and also guarantee seating.

Dining Services is introducing the new mobile ordering app, **Boost Mobile**! Students can order ahead and skip the line through the Boost Mobile app. This will save you time and will allow for less contact while ordering. The app will be available on certain days with specific ordering times, the schedule will be sent out in the weeks to come.

**Cafeteria and Retail Dining Hours of Operation Fall 2020**

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday – Friday</th>
<th>Saturday - Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benziger</td>
<td>8:00am - 8:00pm</td>
<td>9:30am- 8:00pm</td>
</tr>
<tr>
<td>The Market</td>
<td>4:30pm-Midnight</td>
<td>Closed</td>
</tr>
<tr>
<td>Brownson Cafe</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Starbucks Cafe</td>
<td>8:00am-2:00pm</td>
<td>Closed</td>
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<tr>
<td>Berman Kiosk</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Library Cafe</td>
<td>Closed</td>
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</table>

**Transportation**

Manhattanville College will continue providing students free bus transportation into White Plains.

• The New York City Shuttle will not be in service during the Fall 2020 semester.
• The Valiant Express will run into White Plains with limited hours. Please see schedule below.
• Students are required to wear a face covering at all times while on the bus.
• The bus will run at 50% capacity.
• Cleaning will be done daily by the White Plains Bus Company.
• Please visit the [Campus Safety webpage](#) to learn how to download the app to track the Valiant Express and to learn more about alternative transportation.
<table>
<thead>
<tr>
<th>Time</th>
<th>Mville Stop &amp; Shop</th>
<th>White Plains Westchester</th>
<th>Galleria Mville</th>
<th>Mamaroneck Ave Mall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday (schedule is subject to change)</td>
<td>4:30pm</td>
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<tr>
<td>Friday (schedule is subject to change)</td>
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<td>Saturday (schedule is subject to change)</td>
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In the interest of the health and safety of our community, we highly encourage all students to remain in the local area, unless for essential travel, until departing campus at Thanksgiving. If a student needs to leave campus, they must continue to wear a mask and practice social distancing. The College will continue to reassess this guidance and will update restrictions as appropriate.

Outside Vendors Food Delivery

All food deliveries (e.g. Grubhub, UberEats, Peapod, etc.) will need to be delivered to and picked up in front of Spellman Hall. Delivery drivers are not permitted to deliver food to any other location on campus. Community members who place delivery orders are expected to provide the delivery driver with a phone number they can call once they arrive to campus.

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

COVID-19 Testing

The Manhattanville College Student Health & Counseling Center (SHAC) will test all residential students when they come to campus to move-in. Students will need to bring a copy of both sides of their insurance card (or the card itself so we can make a copy) as this must be submitted with the student’s test sample to the lab. All residential students will be required to be tested; the only exception is if a student has tested positive for COVID-19 in the past 90 days and completed isolation (provide proof of positive covid-19 test to health services on date of testing).

Students will receive a PCR test on the day of move-in. They will be provided with information about the test and will be able to access their test results electronically; results are expected within 24-72 hours after the lab receives the tests. Staff will provide students with instructions on how to access their results. While students are awaiting their testing results, students should follow the guidelines below:

- Students must maintain physical separation as much as possible and avoid large gatherings to the fullest extent possible until the results of your test are available.
- When leaving their residence hall to eat, students must wear a face covering (as mandated) and stay physically distant as much as possible until results are received.
- Can eat within the dining hall, but must wear a mask/face covering and physically distance while traveling to the dining hall, and when not seated and eating.
- Can attend virtual activities to stay engaged, meet other community members, etc.
Quarantine / Isolation Protocol

Definitions:
- **Isolation**: is used to separate people infected with the virus (those who are sick with COVID-19 and those without symptoms (asymptomatic) but who have tested positive) from people who are not infected.
- **Quarantine**: is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus but are not experiencing symptoms.

The following procedures are required when a health care professional believes it necessary for a student to be quarantined or isolated, from the general population, in an effort to reduce the spread of a contagious illness. A student who is required to quarantine/isolate has the option to quarantine/isolate on or off campus. These options are described below:

**Option 1: Quarantine/Isolate Off-campus**

Students are encouraged to quarantine off campus when this option is available and it is considered safe to do so, as this will be more comfortable. Conditions of quarantine/isolation housing on campus will be basic and will not include access to a kitchen, laundry, or the ability to go outdoors. With this option, students will:

- Notify the College of their off-campus quarantine/isolation location and the best way to reach them during the quarantine/isolation period.
- Remain in chosen quarantine/isolation space until cleared by Health Services. Duration of quarantine/isolation will be determined by CDC and health department guidelines. Note that students may not quarantine/isolate in a state that is governed by a travel advisory. Students are encouraged to consult New York’s COVID-19 Travel Advisory website [https://coronavirus.health.ny.gov/covid-19-travel-advisory](https://coronavirus.health.ny.gov/covid-19-travel-advisory) for the most accurate list of affected states.
- Continue to participate in courses and complete coursework virtually if they are in quarantine and/or asymptomatic. Extensions will be made at the professors’ discretion for students who are symptomatic, or too ill to participate or complete course work.
- Schedule and participate in frequent appointments with Health Services, who will monitor the student’s health during the quarantine/isolation period.
- Not return to campus until cleared by Health Services.
- Comply with any recommendations given by the healthcare provider, once cleared by Health Services to return to campus.
- Consent or decline permission for the College to share their quarantine status with a student leader (Peer Mentor or Commuter Assistant) who will offer support during this time.
Option 2: Quarantine/Isolate On-campus

The College has a limited number of quarantine/isolation beds available for students who need to quarantine/isolate on campus. Thus, this option is based on space availability. With this option, students will:

- Collect everything they need, including linens and toiletries, to bring with them into their quarantine/isolation room. The length of quarantine/isolation is undetermined, so bring what is needed to be comfortable for at least 14 days.
- Not leave their assigned room during the quarantine/isolation period. This includes taking a walk outside, visiting others, hosting a guest, or receiving deliveries. Fire alarms or emergency evacuations are the only exception. In such an event, quarantine/isolation students should wear a face covering, practice physical distancing, and exit the building as quickly as possible.
- Remain in assigned quarantine/isolation space until cleared by Health Services. Duration of quarantine/isolation will be determined by CDC and health department guidelines.
- Not have access to laundry facilities during the quarantine/isolation period.
- Continue to participate in courses and complete coursework virtually if they are in quarantine and/or asymptomatic. Extensions will be made at the professors’ discretion for students who are symptomatic, or too ill to participate or complete course work.
- Schedule and participate in frequent appointments with Health Services, who will monitor the student’s health during the quarantine/isolation period.
- Clean and maintain their quarantine/isolation room. Furthermore, students are responsible for the condition of the room and the room key. Any fees associated with damage to the unit and/or lost key will be charged to the student’s account.
- Consent or decline permission for the College to share their quarantine/isolation status with their Resident Advisor, who will offer support during this time.
- Comply with any recommendations given by the healthcare provider, once cleared by Health Services to return to their current housing assignment.
- Remove all personal items and trash from the quarantine/isolation room, once released by Health Services.
- Return the quarantine/isolation key to the Founder’s Hall RA Office between 9:00am and 5:00pm Monday-Friday, or between 8:00pm and 11:30pm any evening.

The College will provide the following to students who reside in on-campus quarantine/isolation housing:

- An air conditioner and micro-fridge will be provided by the College in most quarantine/isolation rooms.
- Trash service will be provided. Students should tie trash in the bags provided and set them outside their door for removal.
- Dining Services will provide 3 meals a day, which will be delivered, as described below.
• Health Services will raise a Starfish flag to notify a student’s professors about the need to quarantine/isolate and the impact that this may have on a student’s ability to participate in classes.

Meal Delivery Service for Student in Isolation Rooms
Dining Services will provide three meals, water, and snacks/dessert for students placed in on-campus quarantine/isolation housing. Food will be served in disposable containers with prepackaged disposable cutlery kits with appropriate condiments. Meals will be delivered to the Residence Life Office in Founder’s Hall twice a day, seven days a week, at the following times:

• Breakfast 9:00am
• Lunch/Dinner 12:00pm

Meal Delivery Service Process:

1. Dining Services provides a menu that outlines available options for the student. Breakfast will be determined by Dining Services. There will be two options for lunch and dinner each day.
2. The student will indicate meal choices, as well as any allergy/dietary restrictions on the form.
3. Residence Life will return the form to Dining Services as quickly as possible.
4. Meals will automatically be delivered to quarantine/isolation rooms and Dining Services will deduct the meals from the student’s meal plan. Students should notify Residence Life if they wish to cancel meal delivery service.

Students may contact Chartwell’s staff at Chartwells.foodservice@mville.edu or at 914-323-5397 for questions or additional information. They should leave a detailed message with their name and contact information in case Dining Services needs to return contact the student.

Travel Guidelines:

Arrivals, Travel Restrictions, Move-in and Leaving Campus
The College continues to monitor domestic and international travel conditions as they impact travel plans for our students. The Center for Disease Control (CDC) mandates that travelers entering the United States from other countries must self-quarantine for a 14-day period upon arrival. Additionally, Governor Cuomo’s Executive Order 205, issued on June 25, 2020, travel restrictions for travelers coming to NY from restricted states are required to be quarantined for 14-days once they arrive to NYS. The updated list of states can be found on the New York State Government website.
Any residential student coming to campus from abroad or from states on the quarantine list identified in the link above may choose to quarantine on or off campus. Students should review these options carefully and notify the Office of Residence Life of their quarantine plan.

**Pre-opening Quarantine Off-Campus:**

The college wants students to be aware of the fact that living in quarantine housing on campus will be limiting and does not include access to a kitchen, laundry, or the outdoors. Students will likely be more comfortable quarantining off-campus with friends, family, or a hotel in any state that does not have travel restrictions, including within a NY state hotel. With this option, students will be required to arrive in New York at least 14 days prior to moving into the residence halls.

**Pre-opening Quarantine On-Campus Housing:**

1. Self-quarantine period starts on August 23rd.
2. Students will move out of Pre-opening Quarantine Housing and into their Fall assignments on September 6th. Students will attend classes virtually while they are in the required quarantine.
3. Students will not be able to leave their room during the self-quarantine period and should bring everything (i.e. bedding, clothing, toiletries, computer, snacks, etc.) they need with them in Pre-opening quarantine Housing. Restrictions include the quarantines individuals will not be able to walk outside, will not be able to visit others, and will not be able to host a guest.
4. Meals will be delivered to students during the self-quarantine period, as described below.
5. Students will have access to packages that are received by the Campus Post Office by August 20th. Packages received after August 20th will not be available until after quarantine is complete.
6. Laundry facilities will not be open to students living in Pre-opening Quarantine Housing.
7. Property stored with storage companies, such as E-Z College Storage, will be delivered to a student’s Fall assignment. Thus, students will not have access to stored items until they move to their Fall assignment on September 6th.

Residents must complete the three items detailed below prior to their arrival on campus. Note that students who have not completed these steps will not be permitted to check into Pre-opening Quarantine Housing.

1. New students must submit the Undergraduate Student Health Packet to Student Health & Counseling. Click [here](#) for more information (only applies to first-year students).
2. Have a cleared balance with Student Accounts, or have a current payment plan on file. Click [here](#) to access their website (applies to all students).
3. Complete the State Department’s Health Traveler Form, which is required by the state of New York. Click [here](#) to access this form *(applies to all students).*
   a. Go to the Apple App Store (iPhones) or Google Play Store (Android phones) and search for CampusClear. Download the app and install following the prompts displayed.
   b. Access via the web at https://web.ivy.ai/app/campusclear

**Meal Delivery Service for Students in Pre-quarantine Housing**

Prior to returning, students registered for pre-opening quarantine housing received a menu for the week. Breakfast will be determined by Dining Services. The menu will provide two options for lunch and two options for dinner each day. Students will indicate their meal choices for lunches and dinners and then return the menu, along with allergy or dietary restrictions, to the Office of Residence Life.

Breakfast will be delivered each day between 9:00am and 10:00am. Lunch and dinner will be delivered together between 12:00pm and 1:00pm each day. Water will be provided with each meal, as well as a snack and/or dessert.

Questions and/or concerns about pre-opening quarantine meal service should be directed to Chartwell’s staff by sending an email to Chartwells.foodservice@mville.edu or calling the manager’s office at 914-323-5397. Please leave a detailed message with your name and contact information.

Any student who fails to comply with the terms of quarantine/isolation will be charged with failure to comply, along with any other relevant violations of the Code of Conduct and may be immediately removed from campus until it is deemed safe for them to return.

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**Move-In Dates and Process**

<table>
<thead>
<tr>
<th>Date</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14 (Fri)</td>
<td>International Students</td>
</tr>
<tr>
<td>August 15 (Sat)</td>
<td>Early Arrival: Resident Advisors</td>
</tr>
<tr>
<td>August 16 (Sun)</td>
<td>Early Drop-n-Go: Spellman &amp; Founders by appointment</td>
</tr>
<tr>
<td>August 22 (Sat)</td>
<td>Early Drop-n-Go: Dammann &amp; Tenney by appointment</td>
</tr>
<tr>
<td>August 23 (Sun)</td>
<td>Early Arrival: Quarantine Residents</td>
</tr>
<tr>
<td>August 25-26</td>
<td>First Year Move-in by appointment</td>
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<tr>
<td>(Tues/Wed)</td>
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<tr>
<td>August 27-29</td>
<td>Returning Student Move-in by appointment</td>
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<td>(Thurs - Sat)</td>
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<tr>
<td>August 28 (Fri)</td>
<td>Family Program (Virtual)</td>
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<tr>
<td>August 27-29</td>
<td>Welcome Weekend (Virtual)</td>
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<td>(Thurs – Fri)</td>
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<tr>
<td>August 31 (Mon)</td>
<td>First Day of Classes</td>
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<td></td>
<td>Commuter Students Check-In</td>
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</tbody>
</table>
Please refer to the Office of Residence Life and Conference Services website for additional information on the move-in process.

**COVID-19 Safety Course**
All members of the Manhattanville College community (students and employees) will be required to complete an online training related to Manhattanville College’s health and safety policies and protocols before arriving to campus.

Manhattanville College partnered with EVERFI’s newest course, *Staying Healthy in a Changing Environment*. This required course will help students, faculty, and staff navigate the fall semester through the lens of COVID-19 before returning to campus. Whether you will return to campus or continue remotely, this course is to prepare our employees and student body for what comes next through this online training and education.

This course will teach our campus community ways to protect your physical health and maintain your mental well-being with practical guidance about the COVID-19 virus, returning to campus and the workplace, and working remotely.

**Students are required to complete the course by August 24th**

**Employees are required to complete the course by August 31st**

**Student Behavioral Compact**
All undergraduate and graduate students must review and sign Manhattanville’s [Student Behavioral Compact](#) affirming they understand the College’s health and safety policies and protocols and Code of Conduct policies outlined and will accept the responsibility to abide by them as a community member.

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**Healthy Habits**
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face.
- Make sure you have cleaning supplies and clean your room or suite on an ongoing basis, especially high-touch surfaces such as doorknobs, light switches, and bathrooms.

**Self-Screening Form – CampusClear App**
- Manhattanville has adopted a free mobile app, CampusClear
Manhattanville will require daily screenings for all residential students, commuter students, as well as employees. Students are required to download the CampusClear mobile app and complete the daily screening prior to coming on campus.

Go to the Apple App Store (iPhones) or Google Play Store (Android phones) and search for #CampusClear. Download the app and install following the prompts displayed.

When you open the #CampusClear app for the first time, you will be shown information about how data is collected and used. You will also be prompted to agree to the terms and conditions. Please carefully review the information and follow the prompts.

After agreeing to the terms and conditions, you will be asked to enter your email address. Please be sure to use your main Manhattanville email address (username@mville.edu or username@student.mville.edu). CampusClear will not work with a personal email address.

Next, an email will be sent to your Mville inbox. You will need to open that email and confirm your identity. Close the #CampusClear app and check your Manhattanville email.

You will see a message in your inbox asking to confirm your email address. Please click on the confirm email button/link.

Now you are ready to use #CampusClear! Open the #CampusClear app on your phone and follow the prompts to conduct your self-screening. If desired, you can set your phone’s settings to allow the app to send you notifications and reminders to complete a self-screen.

**Reporting**

Any community member who violates the above protocols and/or policies should be reported. Students are able to report a violation by filling out an **Incident Report**, using the **Rave Guardian** app, contacting Campus Safety at 914-323-7233 or contacting the Office of Residence Life.

**Residence Life Office Hours:**

- **Main office** - Monday – Friday, between 9am – 5pm at 914-323-5217,
- **RA On-duty** - seven days a week between 7pm – 9am
  - Founder’s Hall 914-469-0471
  - Spellman Hall 914-469-0457
  - Dammann & Tenney Hall 914-469-0455

All violations of the health and safety policies and protocols and Code of Conduct will be adjudicated through the Manhattanville College Student Code of Conduct process.

**Scheduling of Hearing Meetings for Fall 2020**

During the Fall 2020 semester, hearing meetings will be conducted online. Please review the steps below:
1. A Hearing Notice will be sent to the student through Maxient to their Manhattanville College email to schedule a hearing meeting with a conduct officer. The Hearing Meeting should be scheduled at a time convenient for the conduct officer and the student.

2. Hearing meetings will be heard using GoToMeeting or Microsoft Teams. The assigned conduct officer will send the student a link to their Manhattanville College email to join the meeting before the scheduled start of the meeting.

As you aware these are unusual times and we want to ensure the health and safety of everyone in our campus community to the highest degrees possible. If a student is found responsible for a violation of any of the above directives, the student will be subject to disciplinary action as per the Student Handbook/Code of Conduct. Please understand that these measures have been put in place with the health and safety of all community members as our first priority.

All conduct policies and regulations during the 2020 – 2021 academic year remain in effect and will be enforced, with the exception of policies that contradict these new directives. The conduct process remains unchanged during these exigent circumstances. The Student Code of Conduct still applies to misconduct online, off-campus and on-campus, and will be addressed by the College. No refunds will be issued if a student is required to leave due to being found responsible of any violations of the Student Handbook/Code of Conduct and Addendum.

**COVID-19 Communication**

Manhattanville is committed to keeping our campus community informed about our health and safety plans for the fall. All community members are expected to use their Manhattanville email account for college communication.

All faculty have been encouraged to hold office hours virtually. If faculty offices are located in the residence halls, students will not be able to visit their office. In an effort to limit potential exposure, non-residential students, community members, or visitors will not be allowed in the residence halls.

Some Staff offices will remain virtual for the Fall 2020 semester. Please check the office website/office door learn the offices operational hours.

All community members should continue to regularly review the [COVID-19 webpage](#) for additional information.