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NOTE: The Student Athlete Handbook pertains to all policies that directly affect student-athletes. Please be advised that all policies within the Monmouth University Handbook also pertain to all student-athletes.

LETTER FROM THE DIRECTOR

Dear Student-Athlete,

I bring to each of you a warm welcome, on behalf of the Monmouth Athletics administrative staff, coaches, and secretaries. We look forward to sharing with each of you an athletically competitive, an academically challenging and a socially nurturing year. The University and the Athletics Department have put in place all the appropriate pieces to help you accomplish these stated ambitions. We are at your service, but we cannot help, if you do not ask. You must communicate with us and we with you. This handbook is one of our ways of communicating about our available services.
Take advantage of these services. Take from us what you can, and then give all you have plus more! The distinguishing feature of a successful athlete, student, or careerist is their willingness to move beyond their comfort level, to try the zone just above their own perceived level of performance expectations.

We are here to help you move into that zone: to push, prod, congratulate, and expect. However, only you can be the doer. You have the power to take both the first and last steps. We ask that you try, and in trying, become a better person, academician, and athlete. Your time at Monmouth will be exciting and fulfilling if you are willing to take the chance.

Welcome!

Sincerely,

Marilyn McNeil, Ed.D.
Vice President & Director of Athletics

INTRODUCTION
UNIVERSITY MISSION STATEMENT

Monmouth University is an independent, comprehensive institution of higher education committed to excellence and integrity in teaching, scholarship and service. Through its offerings in liberal arts, science, and professional programs, Monmouth University educates and prepares students to realize their potential as leaders and become engaged citizens in a diverse and increasingly independent world.

Athletics Department Mission Statement

Monmouth University is committed to Athletics as an integral part of higher education. Athletics must provide student-athletes with the opportunity to develop their highest level of athletics ability, while safeguarding their welfare, on and off the field of competition, in a diverse environment that promotes high academic standards and personal development.

Student-Athlete Code of Conduct

As Hawks we will protect the integrity of the University, others, and ourselves. To accomplish this mission I WILL:

☐ Make progress towards a degree and graduate from Monmouth University

Being referred to as a student-athlete, your goals are inherent to your title. Student preceding athlete. Which means your main goal is to advance yourself towards obtaining an academic degree. Academics precede sport. As a student-athlete you are expected to attend class, complete all assignments, and act in an appropriate manner inside the classroom. As a student-athlete you are required to meet all Monmouth University, Big South Conference, Southland Conference, Metro Atlantic Athletic Conference, and National Collegiate Athletic Association eligibility policies.

Academic integrity is vital to accomplishing your goal of getting a degree and staying eligible to
participate in your sport. It isn't just by chance that this component is first in your Code of Conduct; academics are THE most important aspect of your college career.

☐ **Actively participate in both the campus and surrounding community**
As a member of Monmouth University, and its athletic program you are expected to uphold the tradition of integrity and courtesy on campus and in the community. This means participating and doing what may be asked of you on campus, as well as within the surrounding community. You will be expected to participate in service programs that benefit those in need.

☐ **Maintain good sportsmanship by respecting opponents, teammates, fans, and officials**
Student-athletes are ambassadors of Monmouth University and will present themselves in a professional manner at all times. Behavior should reflect positively on the reputation of Monmouth University both on and off the "field of play." Disrespecting opponents, teammates, fans, and officials will not be tolerated by the University or the athletic department.

☐ **Abide by Team, BSC, SC, MAAC, and NCAA rules**
There are special responsibilities and requirements that accompany the privilege of being a student-athlete and representing Monmouth University. Thus, as a student-athlete it is your responsibility and obligation to abide by all governing rules, whether they are team, Big South Conference, Southland Conference, Metro Atlantic Athletic Conference, or National Collegiate Athletic Association in origin. Monmouth University is proud of its student-athletes and is pleased to have you represent the university in athletic competition. The university expects you to respect the rules and accept full responsibility if you fail to follow them and present the university and the athletic department in a negative light.

☐ **Agree to the MUAOD Education Policy**
Adherence to the Monmouth University Alcohol and Other Drug Education Policy can be achieved by avoiding the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs. All student-athletes will take responsibility for their actions and follow any and all sanctions coinciding with their decisions. Student-athletes who are committed to the policy will contribute to a healthy and safe environment for Monmouth University, the athletic department, and the community.

☐ **Have an open mind toward other's cultural beliefs and backgrounds**
Although they may sometimes conflict with your own beliefs or contrast your own background, tolerance of the differences of others is essential to the peaceful functioning of any environment. Be open to understanding, and slow to make judgments on others. Always keep in mind the importance of respecting the beliefs, cultures, and sexual orientation of others because like your own, they are often held with high regard by those who possess them.

☐ **Adhere to the law and respect the rights and property of others**
Everyone is entitled to their own rights and property. You will respect these as you would want others to respect you. Thus, any violation of criminal law is deplorable and will not be tolerated. In addition, any behavior that is unbecoming to Monmouth University, including hazing is intolerable. The University community takes pride in our appearance; you are not to diminish it in any way. Any indication of vandalism towards the athletic facilities, main campus, or an opponent's campus will also not be tolerated.

☐ **Respect Myself**
☐ **Respect the Game**
☐ **Conduct myself like a Champion...**
A violation of the Code of Conduct will be reviewed by your Head Coach and the Director of Athletics and when applicable may be subject to disciplinary action.
Athletics Department
Statement of Sportsmanship

At Monmouth University, we define sportsmanship as respect for oneself, opponents, coaches, teammates, officials and property. This is characterized by accepting victory or defeat graciously while being courteous and fair.

ADMINISTRATION/STAFF

Dr. Marilyn McNeil – Vice President/Director of Athletics 571-3414
Jeff Stapleton – Deputy Director of Athletics 571-3673
Jennifer Lawlor – Sr Associate AD for Student Develop/SWA 571-3604
Jon Roos – Sr Associate AD for External Affairs 263-5189
Nancy Benanti – Assistant to the VP & Director of Athletics 263-5190
Charlene Siciliano – Secretary 263-5188

Academic Support for Student-Athletes

Tom Bieber – Associate AD for Academic Support 263-5734
Ruth Jamnik - Assistant AD for Academic Support 571-3668
Meghan Casey – Athletics Academic Support Intern 923-4761
Staci Drewson – Athletics Professor in Residence 923-4634

Athletic Communication & New Media

Greg Viscomi – Associate AD for New Media/Communications 571-4447
Gary Kowal – Assistant AD for New Media/Communication 263-5557
Mark Mohrman – Assistant AD for Communications 263-5180
Chuck Marvel – Assistant AD for Communications 263-5834
Andrew Kurtz – Multimedia Coordinator 263-5441
Suzi Mellano – Digital Media Correspondent 263-5463
Austin Zak – Communications Assistant 263-5498

Business

Karen Edson – Associate AD/Business Affairs 571-3670
Jarred Weiss – Assistant AD for Business/Communication 263-5387

Compliance

AJ Schaufler – Assistant AD for Compliance 263-5822
Kelsey Ellis – Compliance Assistant Intern 263-5287

Development/Marketing/Ticketing

Eddy Occhipinti – Associate AD for Marketing & Sponsorships 263-5750
Ken Taylor - Associate AD for Development 263-5474
Stacy Holand Santoro – Dir of Athletics Engagement & Donor 263-5443
Jessica Kavanagh – Assistant AD for Ticketing & Development 263-5735
Kelly Valentine – Marketing & Promotions Assistant 263-5403

Equipment

Mike Iuliucci – Associate AD for Equipment & Laundry 263-5553
Greg Decos – Assistant AD Equipment & Laundry Manager 263-5552
Event Management
Richard Carragher – Associate AD for Event Management  571-3675
Dan Wojtaszek – Associate AD for Facilities & Operations  263-5564

Faculty Athletics Representative (F.A.R.)
James Konopack– Faculty Athletics Representative  923-4674

Fitness & Wellness
John Jackman – Assistant AD for the Fitness Center  263-5350
Nicole Alsobrooks – Aquatic Director  263-5568

Intramurals & Clubs
Jon Cascone – Associate AD for Rec, Intramural & Clubs  263-5187
Christian Esola – Fitness & Wellness Coordinator  571-4692
Evan Najimian– Intramural Sports Coordinator  263-5527

Sports Medicine
Simon Rosenblum – Associate AD for Sports Medicine  263-5249
Vanessa Sweeney – Associate Director of Sports Medicine  263-5252
Aaron Bottinick – Assistant Athletic Trainer/Men’s Soccer/Trainer  571-3672
Siobhan Huggins-Sullivan – Associate Athletics Trainer  263-5249
Nathan Miker – Associate Athletic Trainer/Football  263-5252
Chuck Whedon – Assistant Athletic Trainer  571-3672
Collin Mascola–Athletic Trainer Intern  263-4473
Maikee Migallos–Athletic Trainer Intern  571-4473
Kylie Hubeny – Graduate Assistant Athletic Trainer  571-4473
Robert Kirste – Graduate Assistant Athletic Trainer  263-4473

Strength & Conditioning
Amanda Kuperavage – Associate AD Student Athlete Perform  263-5276
Cornell Key – Assistant for Student Athlete Performance  263-5288
Brianna Rubino – Strength & Conditioning Coach  263-5683
Hardu Virks-Lee – Strength & Conditioning Coach  263-5683

COACHING STAFF

BASEBALL
Dean Ehehalt – Head Baseball Coach  263-5186
Chris Collazo – Assistant Coach/Recruiting Coordinator  571-5347
Brady Kirkpatrick– Assistant Coach  263-5524
Jeff Barbalinardo – Director of Baseball Operations

MEN’S BASKETBALL
King Rice – Head Coach  571-7584
Rick Callahan – Assistant Coach  571-5184
Duane Woodward – Assistant Coach  571-5444
Jamal Meeks – Assistant Coach  571-4420
Anthony Molisso – Director of Basketball Operations
Brian Stafman – Special Assistant to the Men’s Basketball Coach

WOMEN’S BASKETBALL
Jenny Palmateer – Head Coach 263-5178
Jody Craig – First Assistant Coach 263-3565
James Young – Second Assistant Coach 263-5343
Janet Butler – Third Assistant Head Coach 263-3415
Chelsea Wolf – Dir of Women’s Basketball Operations 263-5386

WOMEN’S BOWLING
Karen Grygiel – Head Coach 263-5853

FIELD HOCKEY
Carli Figlio – Head Coach 263-5322
– Associate Head Coach 263-5348
Alex Carrol – Assistant Coach 263-5528

MEN’S & WOMEN’S CROSS COUNTRY
Joe Compagni – Director of T&F & CC/Head Coach 571-3676
Chris Tarello – Assistant Cross Country Coach 263-5881

FOOTBALL
Kevin Callahan – Head Coach 571-7582
Andy Bobik – Associate Head Coach/Defensive Coordinator 263-5179
Biran Gabriel – Assistant Coach 263-5182
Jeff Gallo – Assistant Coach 263-5495
Andrew Kirkland – Assistant Coach 263-5836
Lewis Walker – Assistant Coach 263-5496
Sam Dorsett – Assistant Coach 263-5181
Kevin Morris – Assistant Coach/Offensive Coordinator 263-5497
Thomas Dimuzio – Assistant Coach 263-5485
Chris Raitano – Video Coordinator

MEN’S GOLF
Dennis Shea – Director of Golf/Head Coach 263-5177

WOMEN’S GOLF
Susan Dekalb – Head Coach 571-4426

MEN’S LACROSSE
Brian Fisher – Head Coach 263-5310
Andrew Geison – Assistant Coach 263-5309
Bill McCutcheon – Assistant Coach 263-5888
**WOMEN'S LACROSSE**
Jordan Trautman – Head Coach 263-5840
Christie Kaestner-Assistant Coach 263-5840
Dorrien Van Dyke- Assistant Coach 571-3415

**MEN'S SOCCER**
Robert McCourt – Head Coach 263-5150
Hugh MacDonald – Assistant Coach 263-5837
Alex Blackburn– Assistant Coach

**WOMEN'S SOCCER**
Krissy Turner – Head Coach 571-4410
Kylee Rossi – Associate Head Coach 263-5210
Rebecca Tweed– Assistant Coach 263-5841

**SOFTBALL**
Shannon Salsburg – Head Coach 263-3648
Marisa Destasio– Assistant Coach 263-5841

**MEN’S & WOMEN’S SWIMMING**
Matt Nunnally- Head Coach 263-5175
Nicole Alsobrooks - Assistant Coach & Director of Aquatics 263-5175
Steve Levine – Assistant Coach

**MEN’S TENNIS**
Alex Kasarov – Head Coach 263-5832

**WOMEN’S TENNIS**
Patrice Murray – Head Coach 263-5175

**MEN’S & WOMEN’S TRACK & FIELD**
Joe Compagni – Director of T&F & CC/Head Coach 571-3676
Brian Hirshblond – Assistant Coach 263-5842
Abe Flores – Assistant Coach 263-5176
Devin Barry – Assistant Coach 263-5782
Tina Forgach – Dir. of T & F Operations/Assistant Coach 571-5779
Chris Tarello – Assistant Coach 263-5881

**WHERE TO GO FOR…**

**Academic Support/Student Development**
Tom Bieber – *University Library* – 263-5734

**Business Affairs, Team Travel**
Karen Edson – *Athletics Department* – 571-3670
Career Services
William Hill – Student Center (Lower Level) – 571-3580

Communications, Media Relations, Publications, Athletics Website, Awards. Digital Media, ESPN & Communications
Greg Viscomi – Athletics Department – 571-4447

Disability Services
Skip Carey – Student Center – 571-3460

Eligibility/Financial Aid (Athletic Scholarships only)
Samantha Hegmann – Athletics Department – 263-5833

Equipment/Laundry
Mike Iluliucci – OceanFirst Bank Center – 263-5553

Facilities, Event Management
Jeff Stapleton – Athletics Department – 571-3673
Rich Carragher – OceanFirst Bank Center – 571-3675
Dan Wojtaszek – OceanFirst Bank Center – 263-5564

Financial Aid
Claire Alasio – Wilson Hall – 571-3463
Rob Hennessey – Wilson Hall – 571-7552

First Year Advising
Danielle Schrama – Student Center (Lower Level) – 263-5281

Fitness Center
John Jackman - OceanFirst Bank Center – 571-3674

Housing/Residential Life/Health Center
Megan Jones– Pinewood Hall – 571-3565

International Student-Athletes (Global Education Office)
Corey Inzana – Student Center 28 - 923-4768

Intramurals/Recreation Hours
Jon Cascone – Boylan Gym – 263-5187

MSAAC [Monmouth Student-Athlete Advisory Committee]
Tom Bieber – University Library – 263-5734

Monmouth MOB – Athletic Spirit Club
Kelly Valentine – Athletics Department – 263-5498

NCAA Faculty Athletics Representative
James Konopack, PhD – School of Nursing & Health Studies – 923-4674

NCAA Rules
Jennifer Lawlor – Athletics Department – 571-3604
Samantha Hegmann – Athletics Department – 263-5833
ACADEMIC SUPPORT

MISSION STATEMENT

Athletics Academic Support exists to help develop and enhance the academic experience for student-athletes. The goals of Academic Support are to achieve high academic standards through a variety of academic support systems, as well as to enrich student-athlete welfare through various forms of life skills programming. With an environment that effectively promotes time management for both individual and collaborative learning styles, student-athletes can achieve academic success that will lead to success in athletics competition, and ultimately, to a successful career in their concentration of choice.

PHILOSOPHY & PURPOSE

Athletics Academic Support provides the following services to each student-athlete during their career at Monmouth.

- Monitoring of academic progress
- General academic counseling
- Study Hall
- Tutorial Support
- Assistance with class scheduling & class registration
- Travel and Competition Verification Form distribution
- Life Skills Development

Our role in the academic and career advising process:

- Serve as supplemental academic and career advisors
♦ Develop and maintain relationships with coaching staffs to improve advising services
♦ Develop and maintain relationships with faculty, academic advisors, and all other academic support service departments to improve advising services
♦ Develop and maintain relationships with the student-athlete to improve advising services

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

☐ Accept full responsibility for your educational development.
☐ If you don't know, ask!
☐ Make satisfactory progress toward graduation each semester.
☐ Know and understand NCAA eligibility requirements.
☐ Verify major declaration with the Registrar's Office.
☐ Maintain academic integrity and never misrepresent your work.
☐ Register for classes on the first day of priority registration.
☐ Attend every class and be on time.
☐ Manage your time effectively.
☐ Sit in front, be an active learner, participate, ask questions, and get involved.
☐ Get to know your Professors and communicate with them early and often.
☐ Understand and follow class policies. Read your syllabus and know important dates for assignments and tests.
☐ Hand in assignments on time and study for exams in advance.
☐ Purchase required course materials the first week of class.
☐ Honor all academic appointments with all advisors, faculty and staff.
☐ Hand in travel and competition verification forms to Professors the first week of each semester, as well as remind Professors as a competition nears.
☐ Honor and abide by all rules and regulations set forth by your Coach, those stated in the University Handbook, and this Student-Athlete Handbook.
☐ Represent yourself, your team, and Monmouth University with pride, class and dignity.

MONMOUTH UNIVERSITY ACADEMIC CALENDAR
FALL SEMESTER 2017

August 2017
End of Continuing Registration Thursday August 31, 2017

September 2017
Preliminary Classlists Available Online Friday September 1, 2017
CLASSES BEGIN (8:30 AM) Tuesday September 5, 2017
Late Registration or Program Changes Tuesday to September 5, 2017 to September 12, 2017
Leave of Absence Deadline Tuesday September 12, 2017
"W"ithdrawal Deadline for Pattern "A" Classes Friday September 29, 2017

October 2017
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<th>Event</th>
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<tr>
<td>Fall Holiday (for non-weekend students)</td>
<td>Saturday to Tuesday October 14, 2017 to October 17, 2017</td>
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<tr>
<td>Classes in session (for weekend students)</td>
<td>Saturday and Sunday October 14, 2017 to October 15, 2017</td>
</tr>
<tr>
<td>Pattern &quot;A&quot; Sessions End*</td>
<td>Monday October 23, 2017*</td>
</tr>
<tr>
<td>Pattern &quot;B&quot; Sessions Begin**</td>
<td>Tuesday October 24, 2017**</td>
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<tr>
<td>Undergraduate Midterm Grades Due in Office of the Registrar by 9:00 am</td>
<td>Tuesday October 24, 2017</td>
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**November 2017**

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<th>Event</th>
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<tr>
<td>Deadline to submit graduation applications for January 2018 Graduation</td>
<td>Wednesday November 1, 2017</td>
</tr>
<tr>
<td>Last Day to Withdraw with &quot;W&quot; Grade</td>
<td>Thursday November 2, 2017</td>
</tr>
<tr>
<td>Deadline to submit substitutions and waivers for January 2018 Graduation</td>
<td>Wednesday November 15, 2017</td>
</tr>
<tr>
<td>Last Day to Withdraw from Pattern &quot;B&quot; Classes</td>
<td>Friday November 17, 2017</td>
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<tr>
<td>Thanksgiving Recess</td>
<td>Wednesday to Sunday November 22, 2017 to November 26, 2017</td>
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**December 2017**

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<th>Event</th>
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<tr>
<td>Thirteenth Week Ends</td>
<td>Monday December 11, 2017</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Tuesday December 12, 2017</td>
</tr>
<tr>
<td>Fourteenth Week Adjusted Schedule</td>
<td>Wednesday to Tuesday December 13, 2017 to December 19, 2017</td>
</tr>
<tr>
<td>Final Grades Due 9 AM</td>
<td>Friday December 22, 2017</td>
</tr>
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</table>

*Pattern "A" end date may vary, please review the "Comments/Registration/Restriction" column in "Search for Classes".  
**Pattern "B" start date may vary, please review the "Comments/Registration/Restriction" column in "Search for Classes".

*Last updated 06/27/2016*

**MONMOUTH UNIVERSITY ACADEMIC CALENDAR**

**SPRING SEMESTER 2018**

**January 2018**

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<tr>
<td>End of Continuing Registration</td>
<td>Thursday January 11, 2018</td>
</tr>
<tr>
<td>Preliminary Classlists Available Online</td>
<td>Friday January 12, 2018</td>
</tr>
<tr>
<td>CLASSES BEGIN 8:30 AM</td>
<td>Tuesday January 16, 2018</td>
</tr>
<tr>
<td>Late Registration or Program Changes</td>
<td>Tuesday to Tuesday January 16, 2018 to January 23, 2018</td>
</tr>
<tr>
<td>Leave of Absence Deadline</td>
<td>Tuesday January 23, 2018</td>
</tr>
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**February 2018**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last Day to Withdraw from Pattern &quot;A&quot; Classes</td>
<td>Friday February 9, 2018</td>
</tr>
<tr>
<td>Undergraduate Midterm Grades Due in Office of the Registrar</td>
<td>Tuesday February 27, 2018</td>
</tr>
<tr>
<td>March 2018</td>
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</tr>
<tr>
<td>Graduation Applications Due for May 2018</td>
<td>Tuesday March 1, 2018</td>
</tr>
<tr>
<td>Pattern &quot;A&quot; Classes End*</td>
<td>Monday March 5, 2018</td>
</tr>
<tr>
<td>Advanced Summer Registration</td>
<td>Monday March 5, 2018</td>
</tr>
<tr>
<td>Pattern &quot;B&quot; Sessions Begin**</td>
<td>Tuesday March 6, 2018</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Saturday to March 10, 2018 to Friday March 16, 2018</td>
</tr>
<tr>
<td>&quot;W&quot;ithdrawal Deadline (semester long classes)</td>
<td>Monday March 19, 2018</td>
</tr>
<tr>
<td>April 2018</td>
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<tr>
<td>Academic Advising and Priority/Early Registration for Fall and Spring</td>
<td>Thursday to Friday March 29, 2018 to April 13, 2018</td>
</tr>
<tr>
<td>Last Day to Withdraw from Pattern &quot;B&quot; Classes</td>
<td>Friday April 5, 2018</td>
</tr>
<tr>
<td>Deadline to submit substitutions and waivers for May, 2018 Graduation</td>
<td>Sunday April 15, 2018</td>
</tr>
<tr>
<td>Annual Student Scholarship Week</td>
<td>Monday to Sunday April 16, 2018 to April 22, 2018</td>
</tr>
<tr>
<td>Thirteenth Week Ends</td>
<td>Monday April 23, 2018</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Tuesday April 24, 2018</td>
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<tr>
<td>Fourteenth Week Adjusted Schedule</td>
<td>Wednesday to Tuesday April 25, 2018 to May 1, 2018</td>
</tr>
<tr>
<td>May 2018</td>
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<tr>
<td>Grades Due 10 PM</td>
<td>Thursday May 3, 2018</td>
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<tr>
<td>UNDERGRADUATE COMMENCEMENT</td>
<td>Wednesday May 9, 2018</td>
</tr>
<tr>
<td>GRADUATE COMMENCEMENT</td>
<td>Thursday May 10, 2018</td>
</tr>
</tbody>
</table>

*Pattern "A" end dates may vary, please review the Comments/Registration/Restriction* column in "Search for Classes"

**Pattern "B" start date may vary, please review the "Comments/Registration/Restriction" column in "Search for Classes"

*Last updated 05/15/2017

**STUDY HALL POLICY**

Located in the lower level of the University Library, all first year student-athletes are institutionally required to attend study hall for a minimum of 5 hours per week unless otherwise stipulated by their Head Coach. Those first year student-athletes with a term GPA of less than a 2.50 after their first semester will remain in study hall the following semester. All other student-athletes who fail to achieve a cumulative GPA of 2.40 must remain in study hall until their GPA rises above the required threshold. **Individual teams may have higher GPA and academic performance standards.**
Study hall hours may be substituted through tutoring at the Math, Writing or Tutoring Centers, as well as through Supplemental Instruction (SI) and meetings with Professors during office hours.

Sanctions for not fulfilling hourly requirements are at the Coach's discretion and will likely result in one or more of the following:

1. Additional Study Hours
2. Loss of Practice
3. Loss of Competition: **automatic penalty for zero hours in a given week!**
4. Dismissal from Team

Questions regarding the study hall policy should be directed to Tom Bieber, Associate AD for Athletics Academic Support, at 732-263-5734 or t Bieber@monmouth.edu.

Missed Class Attendance Policy

Student-athletes are required to attend all classes. **Classes cannot be missed due to practice.** The only permissible time to miss class is due to team competition or travel. If class is missed, student-athletes remain responsible for all work and exams covered in their absence. Should this occur, the following guidelines must be met:

- The first week day of class, each student-athlete is required to inform each Professor of team commitments and scheduling conflicts. If the Professor at this time believes this to be a potential problem that can negatively affect the student-athlete's grade, it may be necessary to drop the course before the add/drop deadline.
- Obtain the approved travel and competition verification form from Athletics Academic Support during the first week of the semester. The verification form should be submitted to each Professor during the first week class, then, verbally remind Professors of the competition before the absence is to take place.

**NOTE:** Class cannot be missed for field maintenance, game setups, etc. In the event a competition is rescheduled without sufficient warning (due to weather or other unforeseen circumstances), as much notice as possible should be given to your Professors.

***In addition, all sports outside of their playing season must conclude all countable athletically related activities (CARA) one week prior to the start of final exams.*** And for sports that are in-season, final exams cannot be missed for practice, and scheduling competitions during the final exam period should be avoided.

Class Scheduling Policy

Student-athletes will get to enjoy priority registration and will receive a specific date and time indicating their first opportunity to register. The assignment of times for undergraduate students is based on the number of completed credits.

Students within the same category of completed credits will be randomly selected and assigned to their timeframe. Individual date and time information will be e-mailed to each student's Monmouth University e-mail account and will be displayed on their Monmouth University Portal and WebAdvisor account. Priority registration is a privilege as a student-athlete, therefore take advantage of it by making sure you register on time, and clear all administrative and academic blocks prior to your designated registration time. This would include making sure that you schedule a meeting with you
academic advisor within your major prior to registration, as the Athletics Academic Support Office cannot serve as a substitute to your academic advisor if a block is in place.

Tutoring

Peer tutors are available and FREE for University student-athletes in subject areas related to University course work in the lower level of the Student Center or the lower level of the Library. Student-athletes in need of tutoring will be matched with a student who has excelled in the requested subject area. Each student who requests a tutor will be scheduled for a tutorial with a peer tutor, Academic Coach, or Professional Content Specialist. Both individual and group tutoring sessions are available.

Students who make an appointment using Accudemia will be able to choose a convenient time and location to be tutored. For all other requests, a tutor can usually be selected within 48-72 hours. Your first tutoring session can take place as quickly as you feel necessary. It is best to communicate your urgency to your assigned tutor. It should not be expected that help will be available the same day that a tutor is requested. We highly recommend that you request tutoring help at your first sign of trouble. And it should be noted that if you miss a tutoring appointment three times throughout the course of a semester, then tutoring privileges for that semester will be revoked.

In addition to the Tutoring and Writing Center is the Math Center located in Howard Hall room 203. The Math Center is a walk-in service that can be utilized for all math subjects. And lastly, University Supplemental Instruction is a free, peer-facilitated academic assistance program designed to help students succeed in traditionally difficult courses. SI sessions are regularly-scheduled, informal review sessions that involve collaborative learning activities through which students can clarify course concepts and practice the types of study strategies that will help you master the information and skills required by the course in question.

INJURY/CONCUSSION PROTOCOL FOR ACADEMICS

Student-athletes are required to attend all classes. However, in the event of a significant injury or concussion sustained from athletics participation, Athletics Academic Support will assist in notifying faculty of any absences that result from this type of injury. It is the responsibility of the Sports Medicine Department to notify the Associate Director of Academic Support of any such injuries sustained and the timetable for return. The Associate AD of Academic Support is to then contact the Professors of the courses affected to confirm the injury sustained. The Associate AD of Academic Support is to also inform the student-athlete with a concussion or significant injury about the temporary accommodations that can be provided by the Department of Disability Services (DDS). Lastly, it is the responsibility of the student-athlete to contact the Professors as soon as possible regarding any make up work, in addition to providing a doctor’s note should one be requested.

*also refer to the “Return to Learn” policy under the Sports Medicine section

SUMMER SCHOOL

Any student-athlete wishing to take additional classes, either to get ahead academically or to restore eligibility for the following academic year, may do so over the course of the summer. There are five summer sessions to choose from, with courses ranging from four, six, and twelve weeks in length.
Summer school is not an extension of the previous academic school year, so be advised that financial arrangements are the responsibility of each student-athlete. For those athletes receiving athletic grant money, permission for summer funding through Athletics must be granted via the summer aid application form and the following requirements must be met:

- **Register for no more than 6 degree-applicable summer credits (any requests of over 6 credits will be reviewed)**
- Must have received an **Athletic Grant** the previous academic year, or be awarded an **Athletic Grant** in the upcoming academic year
- Must have been enrolled full time during the previous academic year [unless new to Monmouth]
- Credits must be degree-applicable, and cannot request graduate credits if eligibility is exhausted
- Complete Application and Return it to Athletics Academic Support (lower level of library) by set deadline

As per NCAA regulations, summer grant money is proportionate to the amount received during the previous academic year. Any change in a summer course(s) must be approved by the Associate Athletics Director of Academic Support. If prior approval is not requested, then athletic grant monies will not finance the course. Athletes will be limited to a maximum of 6 credits for summer school funding. The summer school request forms will be e-mailed to all athletes in the spring semester and will also be located in the lower level of the Library. In the event that summer session funding is limited, the following priority sequence will be followed:

1. Seniors (Credits needed for Graduation)
2. Progress toward Degree for Athletic Eligibility
3. GPA for Athletic Eligibility

The following factors will also be considered:

☐ Grade point average and credit load history
☐ Type of course(s) registered i.e. online, hybrid, etc.

*Please note that requests can be denied at the discretion of the Monmouth University Athletics Department.

### COURSE REGISTRATION GUIDE

It is recommended that each student-athlete take into account team commitments (including practice time and game time/travel schedules) when scheduling classes for the following semester.

Coaches are expected to provide game schedules, including anticipated departure and arrival times and dates, in order for student-athletes to avoid conflicts prior to registration. Athletics Academic Support then provides practice and competition times to advising staffs across campus to help ensure that schedules are made accordingly.

Because class attendance is essential for academic success, **it is not recommended to take a course that requires more than three absences due to team commitments.**
It is each student-athlete's responsibility to construct a class schedule with minimal team conflicts and missed class time. **Remember, academics come first!**

**Advisor Meeting**
- Prior to registration, make an appointment with your designated Academic Advisor.
- Inform the Advisor that you are a student-athlete.
- Be prepared for the meeting by having a:
  - Course schedule worksheet
  - Curriculum and sequence chart for both your Major and Minor
  - Copy of your audit
  - Game, practice and travel schedule (if available)
  - Tentative, thought out schedule
  - Choices for alternate courses as a backup
- Clear all blocks (financial, advisor's, etc.) before the first day of registration.
- Double check your schedule the day before priority registration for conflicts, how many seats are available, etc.
- If there are any problems or conflicts outstanding after you register, see either your Academic Advisor or any member of the Athletics Academic Support Staff.

**Tips for Registration**
- If a class will be missed on more than 3 occasions due to athletics, look for an alternative course.
- When making a schedule, take into consideration the following: Graduation Date (Do you have the number of credits you need to graduate on time?), Eligibility (Do you have enough credits to make NCAA credit requirements?), Credit Load (What is a comfortable load in the season of competition vs. the non-traditional season?), Professors, Course Prerequisites/Co-requisites, and Course Offerings (not every course is offered each semester or summer).

**ELIGIBILITY QUICK GUIDE**

**How to Graduate in Four Years**
- Maintain a 2.0 overall GPA & at least a 2.10 Major GPA.
- Pass 16 credits per/semester or 32 credits in an academic year (including summer) based on a 128 credit degree program.
- Fulfill the experiential education and writing intensive requirements.
- Be aware of prerequisite courses & when particular courses are offered. Seek advice from department advisors within your major for course combinations & the right course sequence to follow.
- Take into consideration semesters where student teaching, internships, co-ops, or seminar courses (400 level) are required. It is highly recommended not to complete an internship or student teach during a semester in which you are competing.

**How to Stay Eligible for Competition**
- Never drop below 12 credits (full-time status).
- Pass 6 credits every semester.
- Pass 18 credits every academic year (fall and spring combined but not including summer).
- Maintain a minimum cumulative grade point average of 2.0
- Maintain the required grade point average in your major. i.e. 2.10 for most programs after 80
- Declare a major by the 5th semester.
- Never take more free elective credits than allowed within your major.
- Make degree progress requirements each year according to the NCAA guidelines of 24 credits after freshman year, 40% of degree after sophomore year, 60% of degree after junior year, and 80% of degree after senior year if returning for a fifth season of competition.
- Do not fail a remedial course, i.e., MA050
- Adhere to all University, Athletics Department, and team rules, policies, and procedures.
- Stay off University disciplinary probation. In particular, do not commit acts of plagiarism or any other form of academic dishonesty. The definitions of plagiarism and academic dishonesty can be found in the undergraduate catalog as well as the syllabi of each course.

COMPLIANCE

Philosophy and Purpose
As a member of the National Collegiate Athletic Association (NCAA), Monmouth University must abide by the rules and regulations of the NCAA, Big South Conference, Southland Conference, and Metro Atlantic Conference as they relate to all aspects of its athletics program. It is the responsibility of the student-athletes to be aware of and to follow NCAA, Big South Conference, Southland Conference, Metro Atlantic Conference and University rules. Failure to abide by the rules outlined below could affect your eligibility to compete.

Eligibility

Athletic Eligibility
The primary purpose of eligibility rules is to ensure that your best interests as a student are being met while you compete in athletics. Basically, eligibility rules set minimum standards, which show that, as a student, you are progressing in a reasonable and timely fashion toward receiving your degree at Monmouth University. Eligibility rules are established by Monmouth University and the NCAA.

Years of Eligibility
Under NCAA rules, a student-athlete has five years to complete their four years of collegiate eligibility. The student-athlete’s five-year clock begins with the semester that the student first registered as a full-time student in any collegiate institution. Participation, no matter how brief, in any intercollegiate athletic contest will cause that season to count as one of the allotted seasons of competition in that sport.

Cleared for Practice and Competition
A student-athlete must be cleared for practice and competition each year and academically each semester. Below are the steps that need to be taken in order to be cleared by the Compliance Office:

- Academically eligible
- NCAA Eligibility Center – academics & amateurism (first time student-athletes only)
- Sports Medicine clearance
Completed all Monmouth University & NCAA forms

**Academic Eligibility: Initial Eligibility**
In order to participate, compete, and receive an athletic grant-in-aid during their freshman year, student-athletes must have their final high school final transcripts, including proof of graduation, and amateurism certified by NCAA Eligibility Center.

**Academic Eligibility: Maintaining Eligibility**
The NCAA satisfactory progress requirements, Bylaw 14.4, were instituted to ensure student-athletes make progress in an academic program with the intent to complete a baccalaureate degree within a reasonable time period. During the first two years of college enrollment a student-athlete may make progress toward any degree in the University. Beginning with the student-athlete's fifth semester, progress must be toward a designated degree program.

**Academic Eligibility: Eligibility for Continuing Students**
Eligibility for competition shall be determined by the student-athlete's academic record in existence at the conclusion of the first fall term* and at the conclusion of every other regular term, based upon satisfactory completion of at least:

(a) **24 credits** before the student-athlete enters his or her second year of collegiate enrollment;
(b) **18 credits** since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters, (hours earned during the summer may not be used to fulfill this requirement); and
(c) **6 credits** the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution.

*In baseball, a student-athlete who fails to meet the aforementioned requirements to be eligible for an institution's fall term shall not be eligible during the remainder of the academic year. *In football, a student-athlete must pass nine credits in the fall semester. If nine hours are not passed, then the student-athlete must sit out the first four competitions of the next season.

**Academic Eligibility: Progress Towards Degree**
A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least **40 percent** of the course requirements in the student's specific degree program.

A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least **60 percent** of the course requirements in the student's specific degree program.

A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least **80 percent** of the course requirements in the student’s specific degree program. The course requirements must be in the student's specific degree program.

**Minimum Requirements for Competition**
Full Time Status - All student-athletes must be enrolled in a minimum of 12 credits. Falling below 12 credits makes you automatically ineligible.

1. Pass a minimum of 6 credits every semester.
2. All students placed on probation are immediately ineligible.
3. A grade of "F" in a 050 course will result in athletic ineligibility for the following semester.
4. A minimum GPA of 1.5 is required at the conclusion of the first semester.
5. Student-athletes are required to maintain a GPA of 2.0 at the conclusion of the freshman year and all semesters thereafter.
6. Student-athletes who have completed 80 credits must maintain the required major grade point average for their program of study. i.e. 2.10 for most programs
7. 050 Courses (maximum of 6 credits) can be used to satisfy the minimum credits requirement only during the first year of enrollment.

These are some, but not all of the academic requirements! It is imperative that you consult with Athletics Academic Support before making changes to your schedule.

Roster Deletion Policy

Being a Monmouth student-athlete is a privilege, not a right. Head coaches reserve the right to determine their team’s roster. There is no appeal process under NCAA, conference, or institutional policies for a student-athlete who is removed from a team. The decision is left with the Head Coach in conjunction with the Director of Athletics.

Athletic Scholarship (Financial Aid)

YOUR SCHOLARSHIP

Term and Basis of Award

Monmouth University awards financial aid to student-athletes in accordance with University policy, as well as, the Metro Atlantic Athletic Conferences, Big South, Southland and NCAA rules and regulations governing financial aid. Athletically related financial aid is normally awarded on an annual basis and cannot be reduced or discontinued during the period of its award for any athletically related reason. However, if a student-athlete fails to adhere to team, University and/or Conference rules, the result may be the Department’s recommendation of a Non-Renewal of Aid – which may result in a loss of scholarship.

Monmouth University follows NCAA Autonomy [A] legislation as it pertains to the Reduction, Cancellation or Nonrenewal Permitted.

15.3.5.1 Reduction, Cancellation or Nonrenewal Permitted. [A] Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award or reduced or not renewed for the following academic year or years of the student-athlete's five-year period of eligibility if the recipient:

(a) Renders himself or herself ineligible for intercollegiate competition;
(b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see Bylaw 15.3.5.1.2);
(c) Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution's regular student disciplinary authority;
(d) Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal; or

(e) Violates a nonathletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

Other reasons that could result in the reduction or cancellation of aid during the period or award or for the following academic year are:

- The student-athlete has withdrawn or has indicated an intent to withdraw from Monmouth University.
- If the student-athlete refuses to participate in practice or competition;
- Fails to comply with the requirements of the drug education, testing and rehabilitation program;
- The student-athlete received aid that causes him/her to exceed their individual limit;
- The student-athlete signed a professional sports contract for this sport;
- The student-athlete did not meet all the standards of their Scholarship Retention Contract, or
- The student failed to continue athletic participation as defined by:
  - Attendance and competitive participation at all team or individual practice, meetings and gathering as called by the specific coach and;
  - Competitive participation on the field/court as requested by the specific coach.

In the event that a student's athletic scholarship is revoked or reduced during the period of the award, the scholarship will be prorated based upon the number of days in the semester during which the violation occurred and the date the scholarship was revoked by the Department of Athletics. The student-athlete will receive official non-renewal notification from the Office of Financial Aid. Following notification by the NCAA Financial Aid Appeals Committee, the Office of Financial Aid will calculate the amount of scholarship to which the student is entitled and after the student-athlete has been offered an opportunity to appeal the reduction or revocation of the award, the Office of Financial Aid will adjust the student's record accordingly.

**Medically Unable to Compete**

In the event the student-athlete is unable to continue competing because of a documented medical condition (career ending injury), the student-athlete has the following options:

A. participate with the team to the extent that has been determined to be medically possible (attend team functions, assist with filming, statistics, office work, for example) and retain their athletic grant in aid or
B. Relinquish the athletics grant-in-aid
Simply stated, when a student-athlete is deemed to be medically unable to compete, there is an expectation of continued team participation, according to what medical staff members determine. A SA who elects not to participate with the team may be required to relinquish his or her athletic grant.

Experiential Education Courses and Financial Aid

Student-Athletes who participate in experiential education opportunities such as Study Abroad and the Washington Center, or similar experiential educational courses that require students to be too far away to athletically participate daily are encouraged to do so during the summer months. If this is not possible, student athletes should elect to participate during their non-traditional season. As a last resort, student-athletes could opt to participate in such coursework in their traditional season.

A request for Experiential Education during the traditional season may be honored by the Director of Athletics, with the knowledge that if approved such a request deems the student has voluntarily withdrawn from the team for the semester. When the student-athlete’s aid is cancelled for the semester of the Experiential Education course, the student-athlete will have the athletics aid renewed when they return to school in the following semester. However, only aid for the semester they returned will be renewed; aid cannot be awarded retroactively. If a student-athlete’s request is denied, he/she has the right to appeal this decision.

Non-renewals at the end of the period of award

If it is decided that an athletics grant-in-aid will not be renewed or that a grant will be reduced for the ensuing academic year, the student-athlete will be informed, in writing, by the financial aid office by July 1. NCAA regulations do not require an institution to have a reason for non-renewing aid at the end of the period of award. The decision to renew or not renew upon expiration of the award agreement is left to the discretion of the Department of Athletics, determined in accordance with its normal practices for the general student population and with the terms of the athletics grant-in-aid agreement and the NCAA by-laws. The student-athlete will receive official non-renewal notification from the Office of Financial Aid.

Upon request, the student shall be provided a hearing as set forth in the University’s NCAA Financial Aid Appeals Process as set forth in this handbook. Students that voluntarily withdraw from a team also relinquish their athletic grant-in-aid are not entitled to a hearing under the Financial Aid Appeals Process since the terms of the voluntary relinquishment include the student athlete waiving their rights to such a hearing.

NCAA Financial Aid Appeals Process

The following policies and procedures shall be utilized with regard to hearings conducted for cancellation, reduction or non-renewal of athletics grants:

1. The Department of Athletics notifies the Financial Aid Office, in writing, that the student’s athletic grant is being reduced, canceled or not renewed.

2. The Director of Financial Aid notifies the student, in writing, of the reduction, cancellation or non-renewal of his/her Athletic Grant, with a copy forwarded to the Office of the General Counsel. The
Financial Aid Office will transition the student’s athletic grant to a pending status. The student is, concurrently, advised of his/her right to appeal the decision of the Department of Athletics. If the student wishes to appeal, the student must submit a written letter of appeal to the Office of the General Counsel within five (5) working days of receipt of the cancellation notice. The written appeal must contain a description of the circumstances that led to the cancellation of the athletic grant, reasons why the student believes the decision of the Department of Athletics to cancel was unjust, any supporting documentation, and the names of any witnesses that the student wishes to have testify on his/her behalf. (It should be noted that witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) If the student does not submit a written appeal to the Office of General Counsel within five (5) working days of the receipt of the cancellation notice, the Financial Aid Office will cancel the student’s athletic grant. If the student does submit a written appeal within the specified timeframe, the student athlete’s grant will remain in the pending status until the hearing panel has officially informed the student of the outcome of the hearing, at which time the aid will be transferred to the appropriate status based on the outcome of the hearing.

3. Upon receipt of the student’s request for an appeal hearing, the Office of the General Counsel, through the Vice President and General Counsel or his/her designee will notify the Department of Athletics. A copy of the student’s statement along with any supporting documentation provided will be forwarded to the Department of Athletics upon receipt. The Department of Athletics will provide a written account of the circumstances that resulted in the student’s athletic grant being cancelled, any supporting documentation, and the names of any witnesses that the Department wishes to have testify on its behalf. (It should be noted that the witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant.) The Department of Athletics must provide this statement to the assigned individual within the Office of the General Counsel within five (5) working days. The assigned individual within the Office of the General Counsel will provide a copy of the Department of Athletics’ statement along with any supporting documentation provided to the student upon receipt.

4. The assigned individual within the Office of the General Counsel will contact members of the NCAA Financial Aid Appeals Committee to advise that an NCAA appeal hearing is necessary. The committee shall be comprised of representatives from the following campus offices: Controller’s Office, Student Services, and the Center for Student Success (CSS). The assigned individual within the Office of the General Counsel shall be responsible for the administration of the hearing. A representative from the Financial Aid Office and a representative from the Athletics Department Compliance Office shall attend the hearing as resource individuals to provide guidance to the Committee as needed. None of these three individuals shall serve as members of the Committee or have voting rights at the hearing. Committee members should understand that the scope and purpose of the hearing is to determine simply whether or not the athletic grant should be restored and not whether the student may continue to participate in intercollegiate athletics.

5. Within thirty (30) calendar days of the receipt of the request for an appeal, the assigned individual within the Office of the General Counsel will advise the student and the Department of Athletics of the date, time, and location of the appeal hearing; such notification will be provided to the student and the Department of Athletics no later than five (5) working days prior to the scheduled hearing date.
6. The assigned individual within the Office of the General Counsel will provide to committee members, the student, and the Department of Athletics copies of all statements and names of witnesses. This information shall be provided to same no later than five (5) working days prior to the date of the hearing.

7. The hearing itself will follow the format described below and will be audio taped.
   • Preamble – Assigned Individual Office of the General Counsel
   • Introductory Statements – Department of Athletics, followed by the Student-Athlete
   • Presentation of Witnesses – Department of Athletics, followed by the Student-Athlete
   Note that witnesses will be present during the hearing only to provide testimony, and will be asked to leave the room for the remainder of the proceedings.
   • Questions – Committee, followed by the Department of Athletics, followed by the Student Athlete
   • Closing Remarks – Department of Athletics, followed by the Student Athlete
   • Deliberation – NCAA Financial Aid Appeals Committee

8. It should be noted that, during the hearing, the student may have one University-affiliated representative available to provide supportive counsel; this representative may not be a lawyer. Supportive counsel may advise the student, but may not speak for the student or on the student’s behalf. The student’s parent(s) may not be present during the appeal hearing, except to testify as a witness having direct knowledge of the circumstances surrounding the cancellation of the student’s athletic grant. A member of the Department of Athletics will represent the Department of Athletics.

9. The burden of proof shall be on the Department of Athletics who must establish by a preponderance of the evidence that it is more likely than not that the Department of Athletics was justified in canceling the student-athlete’s grant.

10. The assigned individual within the Office of the General Counsel will provide the student-athlete and the Department of Athletics written confirmation of the appeal hearing’s outcome within five (5) working days of the conclusion of the hearing. Such written confirmation will be submitted to the Vice President and General Counsel for review prior to being released to either the student athlete or the Department of Athletics. Any decision rendered by the committee is final, there being no other avenue of appeal.

11. If a hearing results in a successful appeal for restoration of athletically related financial aid, the student-athlete will be given a work assignment of 20 hours/week for every semester during which the student-athlete continues to receive athletically related financial aid within the department of athletics, recreation, intramurals, fitness or physical education, where needed. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid.

   *And in the instance where a student-athlete is cut from a team, for athletically related reasons, but remains on an athletic grant for the period of the award, the student-athlete will be given a work assignment of **12** hours/week. The **12** hours/week will immediately go into effect when the student-athlete is removed from the team and would apply for the remaining time period for award. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid. In cases where a student-athlete does not want to work in
order to keep their scholarship for the period of the award, they may sign off on a Voluntary Relinquishment form and forfeit their athletics grant-in-aid for the period of the award. If they are not receiving an athletics grant-in-aid, they are not required to work.

Grant-In-Aid Types

- **Full Tuition**: A full tuition grant represents payment for the cost of tuition of 12 to 18 credits per semester and fees (limited to the comprehensive and lab fees). A student-athlete requesting permission for more than 18 credits per semester must appeal in writing to the Associate Athletics Director for Academic Support Services for approval prior to or before the completion of the first two weeks of class. Failure to do so will result in the student-athlete being billed and responsible for the additional credit costs.

- **Tuition Grants**: Tuition grants are monies credited toward the cost of tuition. These grants may be issued in any dollar amount up to the full cost of tuition upon the recommendation of the head coach and with the approval of the Director of Athletics and the Director of Financial Aid.

- **Room**: A student-athlete on a room grant must live on campus. Seniors, fifth year and graduate students may apply to live off campus. Student-athletes are expected to follow all rules and regulations concerning residential life and are responsible for any damage they cause in the dorms.

- **Board**: A board grant represents payment of the cost of the unlimited-meal plus points board.

- **Books**: A book grant represents payment for the cost of all course required books and is awarded only to those students receiving a book scholarship. It should be noted that the books are supplied by the Department of Athletics, remain the property of the department and must be returned at the end of the semester.

- **Billing**: Student-athletes must return the bill sent to them to the Bursar’s Office even if there is a zero balance showing. Failure to do so could result in all scheduled classes being dropped.

**Maximum Award**

* NCAA Bylaw 15.3.3.1 If a student’s athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period less than one academic year nor for a period that would exceed the student’s five-year period of eligibility.

* NCAA Bylaw 15.1 A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance as defined in Bylaw 15.02.2. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.2), outside financial aid for which athletics participation is a major criterion (per Bylaw 15.2.6.4) and educational expenses awarded per Bylaw 15.2.6.5 up to the value of a full grant-in-aid, plus any other financial aid unrelated to athletics ability up to the cost of attendance.

**Textbook Loan Policy**

A book grant represents payment for the cost of all course required books and is awarded only to those students receiving a full athletics grant. It should be noted that the books are supplied by the Department of Athletics, remain the property of the Department, and must be returned at the
end of the semester.

Book Pick-Up Procedure
- Bring a copy of your current schedule along with your student ID to the bookstore
- Present both to the person working behind the counter
- Indicate that you are a student athlete on Book Scholarship
- Proceed to the cashier and indicate again that you are a student-athlete on Book Scholarship

Book Return Policy
All books are the property of the Department of Athletics. At the end of every semester, every book is to be returned to the Academic Performance Center. Failure to return books will result in penalties assessed by the Compliance Office. Failure to return books will result in a block on your account, and no further books will be issued until either the books are returned or the penalties have been paid.

Transferring
The below applies to all student-athletes who are considering a transfer to another college/university:

1) NCAA rules require that any student-athlete wishing to transfer must receive a release before contacting a college coach at any University or College other than the one the student-athlete is currently attending. This includes the student-athlete, parent, legal guardian, and anyone acting on the student’s behalf.
2) This release can only be obtained through the Compliance Office. A release will not be provided without permission from the athlete’s coach, Sport Supervisor, and Director of Athletics.
3) Monmouth University reserves the right to review each transfer situation individually and whether or not to approve the one-time transfer exception. If a request is denied, it will be so in writing from the Director of Athletics or designee. A student-athlete would then have 5 business days to file an appeal (email) to the Faculty Athletic Representative, Dr. James Konopack at jkonopac@monmouth.edu.
4) If another college coach makes contact with a Monmouth University student-athlete in regards possible transfer, the student-athlete is required to report this contact to the Compliance Office immediately.
5) In sports other than baseball, basketball and football student-athletes can apply for a one-time transfer exception which, if approved, would allow them to forgo serving a year in residence at the future institution and become immediately eligible, provided they meet the NCAA requirements of Bylaw 14.5.5.2.10. Please note that this is not the only determination of eligibility for competition upon transfer; applicable academic transfer eligibility legislation will also apply.
EXTRA BENEFITS

Student-athletes are permitted to receive many benefits as a result of their participation in intercollegiate athletics. They are prohibited from receiving anything considered to be an "extra benefit". An extra benefit is any special arrangement by a Monmouth University employee or a representative of athletics interests (booster) to provide a student-athlete or the student-athlete's relatives a benefit not expressly authorized by NCAA legislation. Extra benefits include, but are not limited to:

- Cash or loans in any amount
- Co-signing or arranging a loan
- Long distance phone calls. Student-athletes are not permitted to use any telephone in the Athletics Department, including phones in the coaches' offices.
- Gifts or free services (e.g., airline tickets, cash, restaurant meals, summer storage space, use of laundry facilities)
- Use of an automobile
- Rent free or reduced cost housing
- Employment of a student-athlete at a higher rate than wages paid for similar work
- Payment to a student-athlete for work not performed
- Transportation (aside from transportation related to an occasional home meal)
- Tickets to athletics, institution or community events
- Financial aid for a post-graduate education
- Promise of employment after college graduation
- Invitation to home or summer home for purpose other than occasional meal

Student-athletes share the responsibility of making sure that they DO NOT ACCEPT any of these benefits. ACCEPTING AN EXTRA BENEFIT AUTOMATICALLY RENDERS A STUDENT-ATHLETE IMMEDIATELY INELIGIBLE.

When in doubt, consult with your coach and the Compliance Office.

REPRESENTATIVES OF ATHLETICS INTEREST

A "representative of the institution's athletics interests" also known as a "booster", is an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administrations to:

(a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
(b) Have made financial contributions to the athletics department or to an athletics booster organization of Monmouth University;
(c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
(d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
(e) Have been involved otherwise in promoting the institution's athletics program.

Duration of status - Once an individual, independent agency, corporate entity or other organization is identified as such a representative, the person, independent agency, corporate entity or other organization retains that identity indefinitely.
AGENTS

If at any time you have dealings with an agent, you will immediately become ineligible. This means you must not enter into any agreement with or accept any money from such an individual. Your coach can provide you with advice when the appropriate time comes. Consult with him/her for guidance.

Once an agreement (oral or written) is made with an agent to compete in professional athletics, you are ineligible for participation in that intercollegiate sport, regardless of the legal enforceability of the contract. (An agent contract that is not specifically limited to a particular sport shall be applicable to all sports.)

Student-Athlete Employment

Student-athlete employment will be monitored through the Department of Athletics in cooperation with the University's student employment office. This is necessary in order to ensure that employed student-athletes are being hired and paid the same as any student doing similar work (see section on Extra Benefits).

A student-athlete may not receive a financial aid package that exceeds the cost of a full grant in aid (room, board, books, tuition, and fees). Pell grants, loans and employment are not countable money for purposes of this legislation.

Complimentary Ticket Policy

A participating student-athlete may receive up to four complimentary admissions at a home contest in the sport in which the individual participates (either practice or competes), regardless of whether the student-athlete competes in the contest. Up to four complimentary admissions shall be provided through a pass list for individuals designated by the student-athlete. These tickets will be available at the "Will Call" window on game day. "Hard" tickets shall never be provided to a student-athlete.

Countable Athletic Related Activity (C.A.R.A.)

The NCAA stipulates that during your competition season you shall spend no more than four hours per day on athletically related activities. A day of competition shall count as three hours regardless of how long the competition actually takes. No student-athlete may spend more than twenty hours per week on athletically related activity. Additionally, you must be given one day off per week from all athletically related activities. No practice can be held following a competition. No more than eight hours a week can be spent on weight training and conditioning during the off-season. It is the responsibility of the student-athlete to be aware of this rule and report discrepancies to the Compliance Office.

STUDENT DEVELOPMENT

Monmouth Student-Athlete Advisory Committee [MSAAC]

The Monmouth Student-Athlete Advisory Committee’s (MSAAC) mission is to enhance the student-athlete experience by facilitating communication between student-athletes, the athletics department, and greater campus community; protecting student-athlete welfare at the university, conference, and national level; and by fostering a positive student-athlete image on campus and in the surrounding community.
The organizational structure of the MSAAC consists of an eight-person EXECUTIVE BOARD and GENERAL MEMBERSHIP, made up of at least two student-athletes from every team (with at least one upperclassmen) who volunteer or are nominated by their respective coaches or the E-board with help from the advisors.

**MSAAC – Advisors**
Tom Bieber, Associate Athletics Director of Academic Support, ext. 5734
Meghan Casey, Athletics Academic Support Assistant, ext. 4761

**2017-2018 MSAAC Executive Board**

**MSAAC President:** Miranda Konstantinides (Women’s Soccer)

**CO-VP’s:** Katie Baron and Bryce Wasserman (Softball and Men’s Lacrosse)

**Secretary/Records Keeper:** Julie Bianco (Bowling)

**Treasurer and Director of Fundraising:** Christian Runza (Football)

**Director of Social Media:** Allison Taub (Women’s Track and Field)

**Director of On-Campus Activities:** Ryan Mitchell (Men’s Track and Field)

**Director of Off-Campus Activities:** Matt Farrell (Men’s Track and Field)

**Life Skills Programming**

NCAA Life Skills, a well-known collaboration between the national office, the 1,200 member institutions, and the affiliate organizations and conference offices, is committed to the total development of student-athletes, preparing them with "life skills" that are useful throughout the college experience and after graduation. Life Skills programming is a vital component of the overall student-athletes experience on campus. Each Fall and Spring Semester, the Office of Student Development implements mandatory presentations on various topics of importance for both freshmen and upperclassmen. Presenters consist of both on-campus and off-campus experts based on the topic at hand. Presentation dates and times are shared with the coaching staff at the start of each semester to help ensure maximum attendance for each session held.

**Achievement Awards**

**The Marilyn Parker Award**
In an effort to recognize team academic excellence, Academic Support Services will honor a men's and a women's team with the highest grade point average at the conclusion of each semester. For their academic achievement, the team’s name, the semester, and the semester grade point average will be engraved on a plaque that is displayed in Athletics Department.

**Kelsey Award**
This award is presented annually to the senior student-athlete with the highest GPA.

**MSAAC Community Service Award**
Presented annually by MSAAC to the team with the most community service.

**Bill Boylan Award**
The Bill Boylan Award is presented annually to the senior student-athlete who demonstrates the traits of leadership, sportsmanship, scholarship and athletic ability that were so constant in the career of Bill
Boylan, Athletic Director (1956-1980) and Head Basketball Coach (1956-1977) at Monmouth. Boylan was a standout coach, leading the Hawks to a 367-157 record. He was also widely respected as a true gentleman, winning the Metropolitan Officials Schoenfeld Award for Sportsmanship on five occasions.

**Joan Martin Award**
The Joan Martin Award is presented annually to the senior student-athlete who has shown dedication to their team while staying the course through adversity. Martin played a vital part in Monmouth Athletics for 33 years as an Associate Athletics Director, Assistant Athletics Director, Senior Woman Administrator and Compliance Director as well as a coach.

**Academic Resilience Award**
Presented annually to that male and female senior student athlete who has overcome academic challenges or setbacks and has demonstrated superior resilience in doing what was necessary to directly address those academic issues and improve his or her academic performance overall.

**Paul G. Gaffney II Athlete of the Year**
This award is presented annually to a male and a female athlete in recognition of outstanding athletic accomplishment.

**Team Physicians & Sports Medicine Award**
The Team Physicians & Sports Medicine Award is presented annually to the Monmouth Student-Athlete, who, due to injury or illness attempted to or continued to participate in his/her sport and in turn demonstrated great courage, determination and perseverance. Nominations are made and voted on by the team physicians and athletics training staff.

**Strength and Conditioning Awards**
The Monmouth University Strength & Conditioning Award recognizes student-athletes whose athletic accomplishments reflect their dedication to physical fitness as administered by the Monmouth University Strength & Conditioning staff. Their dedication to resistance training, anaerobic and aerobic conditioning, flexibility, and sports nutrition is a prominent factor in their competitive success. Recipients serve as outstanding role models for their peers as they demonstrate exemplary perseverance, consistency, and an unwavering commitment to the Monmouth University Athletics mission.

### Support Services for Students

**Counseling and Psychological Services**
Counseling and Psychological Services (CPS) assists students in their personal growth and development through psychological counseling and psychoeducational programming. Free, confidential psychological counseling is available to all Monmouth University students. Psychological services are provided by licensed counseling professionals or graduate-level trainees, supervised by licensed professionals. Through a collaboration with Monmouth Medical Center and other local agencies, 24-hour services are available for mental health crises. The office also collaborates closely with various departments on campus.

Students may call 732-571-7517 to schedule an appointment for personal counseling. For additional information, students may also contact CPS at mucounseling@monmouth.edu. Additional information can also be found on the web at www.monmouth.edu/counseling.
The office is located on the 3rd Floor of the Rebecca Stafford Student Center.

Andrew Lee – Director
alee@monmouth.edu
732 571-7517

Department of Disability Services
Our primary purpose is to provide services that enable students to meet with success at the University, especially in the area of academics. In addition, we must recognize the unique emotional needs of students with disabilities and provide support as appropriate.

The staff will strive to develop students’ self-knowledge of strengths and weaknesses, realizing that self-awareness is vital to the empowerment of students with disabilities. Our efforts will foster independence among students, as we are continuously preparing them for transition to the post-University experience.

We will support the University faculty and staff with regard to assisting students with disabilities on campus. We will collaborate with other skills/support centers at Monmouth University so that we can provide optimal service for students.

Office Location:
The Department of Disability Services for Students is located on the first floor of the Student Center. Office entrance is off the main patio.

Skip Carey – Director
jcarey@monmouth.edu
732-571-3460

Administrative Support for the Student-Athlete
It is important for all student-athletes to understand that the athletics administration of Monmouth University is vitally concerned with student-welfare. One issue that is frequently discussed by student-athlete on the national level is the existence of a "trust gap" between student-athletes and athletics administration. Here at Monmouth we are intent on bridging the "gap" that might exist and demonstrating to student athletes that we are indeed, all on the same team. Communication about any policy is encouraged. Communication may happen through your team captain, head or assistant coaches or anyone of the administrative staff listed below.

Grievance Procedures
Student-athletes who have concerns, questions, or issues with any policies or actions dealing with their welfare have several options. Welfare issues may include but are not limited to: harassment, hazing, travel, verbal, physical or mental abuse. The formal chain of command should be personal communication (spoken or written) beginning with your team captain, your MSAAC representative and/or your coach (head or assistant). If, however, you feel you cannot address your concerns directly through these avenues, other options are available.
All sports have been assigned an athletics administrator who functions as a sport supervisor. Your sport supervisor could likely be the person best able to deal with your situation. All sport supervisors have their office location and numbers listed in the front of this handbook.

**Sport Supervisors**

Baseball ................................................................. Jeff Stapleton/Gary Kowal  
Basketball (Men's)....................................................... Jeff Stapleton  
Basketball (Women's).................................................. Jennifer Lawlor  
Bowling (Women's)...................................................... Jennifer Lawlor  
Cross Country, Track and Field  
  Tom Bieber &  
  Rich Carragher  
Field Hockey .............................................................. Jarred Weiss  
Football ................................................................. Jeff Stapleton/Greg Viscomi  
Golf (Men's and Women's).......................................... Jarred Weiss  
Lacrosse (Men's)........................................................ Ken Taylor  
Lacrosse (Women's).............................. Greg Viscomi  
Soccer (Men's)............................................................ Eddy Occhipinti  
Soccer (Women's)....................................................... Mark Mohrman  
Softball ..................................................................... AJ Schaufler  
Swimming (Men's and Women's)................................. Dan Wojtaszek  
Tennis (Men's)............................................................. Eddy Occhipinti  
Tennis (Women's)........................................................ Karen Edson

Other administrative personnel are available, easily accessible, and prepared to listen to your concerns. Office locations and numbers are listed in the front of this handbook.  
If you have exhausted all of the aforementioned avenues, and you are still not satisfied with the resolution of your grievance you have a right to appeal the matter to the Director of Athletics. The decision of the Director of Athletics will be final.

Additionally, any complaint of alleged discrimination may be made directly to the Office of Affirmative Action, Human Relations and Compliance located on the third floor of Wilson Hall. A copy of the university-wide policy on discrimination and sexual harassment, which provides the procedure for resolving such complaints, may be obtained from the Office of Student Services and the Office of Equity and Diversity.

**Team Travel Policy**

All travel to and from away contests will be coordinated by the athletics department. As a member of the official travel party, all student athletes are expected to utilize the method of transportation provided for that particular contest. Students are prohibited from driving their own vehicles or riding to contests as a passenger with friends or family members.

If a student needs to be released from this travel mandate, he/she may apply for permission by completing a waiver form. All waiver requests should be made in writing at least 24 hours in advance. These travel waiver forms are available from your coach.

No coach can release a student to his parent(s) or friend unless approval has been obtained. Additionally, no coach can allow a team member to participate at away matches unless he/she has traveled as a member of the official party or has a copy of the signed release.
No student-athlete is permitted to drive the vans or any other University vehicle. In the event that the student athlete has been granted approval to drive his/her own vehicle to the contest, he/she should know that the University's insurance policy will not cover any accident or damage caused during that trip.

Each coach will inform team members of the dress code required for travel.

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**Athletic Equipment and Laundry Operations Policy**

In accordance with Monmouth University and the NCAA rules, the Department of Intercollegiate Athletics will provide athletic equipment and clothing for all student-athletes participating in an athletic program. One of the objectives of the equipment management program is to help the student-athletes learn about personal responsibility.

All athletes are required at the beginning of each athletic season to sign for all University issued equipment. Student-athletes are responsible for all equipment issued to them! Laundry loops will be placed in locker rooms or placed in the equipment room lockers before each practice. Replacement of items will be made when old items are turned in. Items that are lost, stolen, damaged or forgotten will be replaced at a charge. Make sure the laundry loop is closed and placed in the appropriate location after each practice. No personal items are to be placed on the laundry loop. Failure to comply will result in the use of a dirty laundry loop the following practice. If for any reason you are no longer participating with your athletic team, it is the responsibility of the individual to return all issued items (practice gear, career issue items, shoes, etc.) Items that are simply left in the locker room will not be collected by the equipment staff. Failure to return equipment within five (5) days of your departure from your team will result in a bill which will be submitted to the Bursar's Office.

General practice items such as t-shirts, shorts, towels, socks, practice reversibles, etc. will be issued to you as a freshman or incoming transfer. These items will be yours for your career at Monmouth. These items will be yours to keep following your senior year of competition. Game day apparel will be placed in your locker room or picked up at the equipment room window the day before, or the day of, a contest. Please check to make sure all uniforms and equipment have been packed. If there is a problem, please see equipment room personnel or call ext 5552 or 5553. Upon your return to Monmouth, return all game day apparel immediately to the designated location. All items packed must be returned immediately. A list of missing items will be submitted via email to the head coach or his/her designee.

Take care of all equipment. Please report problems with equipment immediately. Do not wait until next practice or Game Day. Call ext. 5552 or 5553. Do not alter or change equipment. Please check with the Equipment Room Staff before making any equipment adjustment.

Lockers must be kept clean and in order. No food or beverage containers should be left in the lockers.

Under NCAA rules, it is not permissible for a student-athlete to accept directly from a manufacturer or commercial enterprise such items as athletic equipment, supplies, shoes or clothing. A student-athlete is required to inform his or her coach immediately if approached by a manufacturer or commercial enterprise for the above purpose.
Monitoring Student-Athlete Welfare
The Monmouth University Department of Athletics reserves the right to require evaluation by appropriate professionals, with regard to a student-athlete who has manifested patterns of behavior that may be/are affecting both the student-athlete's or other student-athlete(s)' educational, psychological or physical well-being. Referral for evaluation and assessment will be determined on a case-by-case basis in consultation with Student-Athletes Support Services.

Hazing Policy
This policy serves to send a clear anti-hazing message, and to expect responsibility, integrity and civility of all constituent groups of any collegiate athletics program. This document is an educational tool for all collegiate athletic participants, including all coaches, athletes, administrators and staff.

Oftentimes, initiation rites encourage underclass students to 'out-do' or 'top' performances of previous freshman classes. Empowering student-athletes to control their teammates is a poor behavior choice. Upper-class students should position themselves to help and assist their freshmen teammates in the transition to university athletics.

DEFINITION OF HAZING
Hazing: "Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate." (Source: Alfred University Study On Athlete's Initiation Rites)

EXAMPLES OF HAZING
The following examples of unacceptable initiation activities are not intended to be inclusive.

☐ Being forced to wear embarrassing clothing.
☐ Tattooing, piercing, head shaving or branding.
☐ Acting as personal servant to players off the field, court.
☐ Being forced to deprive oneself of food, sleep or hygiene.
☐ Consuming extremely spicy/disgusting concoctions.
☐ Destroying or stealing property.
☐ Engaging in or simulating sexual acts.
☐ Being tied up, taped or confined to small space.
☐ Being paddled, whipped, beaten, kicked; beating others.
☐ Being kidnapped or transported and abandoned.
☐ Participating in a drinking contest, or being forced to drink.
☐ Acting towards others in a demeaning and degrading fashion.

Initiation rites are commonplace amongst many societies and groups. Most are designed to foster a sense of belonging. Examples of ACCEPTABLE INITIATION RITES are listed below. All initiation activities, to be acceptable, must be approved and overseen by a member of the coaching staff.

☐ Attending pre-season training.
☐ Testing for skill, grade-point average.
☐ Dressing up for team functions.
☐ Attending a skit night or team roast.
☐ Doing volunteer community service.
☐ Completing a "ropes course" or team trip.
☐ Other positive activities for the purpose of fostering camaraderie and team spirit.
TEAM BONDING AND HEAD COACH PRESENCE
When planning a team activity with team bonding as a theme, the head coach's presence is required.

MSAAC representatives should keep in mind and be sensitive to any team activity that may require a coach's presence.

QUESTIONS ABOUT HAZING
Student-athletes and coaches who have questions about initiation rites (including possible use or abuse of such) are encouraged to contact:

☐ Their team captain.
☐ Their MSAAC representative.
☐ Their coach.
☐ Any athletics administrator, including the sports medicine personnel or the strength and conditioning personnel.

Student-Athlete Exit Interviews
Student-athletes are asked to participate in electronic exit interviews. We will be surveying student-athletes at the end of their traditional season. The purpose of this interview is to elicit responses from student-athletes about their experiences. Those responses help Monmouth evaluate the programs in order to make changes that will improve the experience for Monmouth's athletes of the future. Therefore, constructive criticism about the athlete's experience is encouraged.

SPORTS MEDICINE
The Monmouth University Health Center is the main source of general medical attention for student-athletes during the school year. It provides outpatient health services and health education to regularly enrolled students. The Sports Medicine Staff serves as a gate keeper for the sports medical/orthopedics needs and works in a cooperative manner with the Health Center to assist with the medical needs of the student-athlete. Certified/licensed Athletic Trainers, under the supervision of the team Physician, will provide student-athletes with the immediate athletic health care needs and direct them to individual care if warranted.

Purpose
The Sports Medicine/Athletic Training Facility is responsible for the prevention, medical care, treatment, and rehabilitation of musculoskeletal injuries and illnesses incurred by all student-athletes while participating in the Monmouth University Intercollegiate Athletics Program.

The philosophy of care is to treat the student-athlete holistically and return them to participation as quickly as possible without jeopardizing their health and welfare. It is the student-athlete’s responsibility to maintain good health and to get well after a health or injury incident. This implies that you the student-athlete should be taking care of yourself with regard to nutrition, rest, and conditioning. You must report all injuries and illnesses to the Sports Medicine Staff and keep all appointments for treatment and rehabilitation. All rehabilitation and return to participation protocols must be adhered to before practice or competition may continue.
Personnel and Duties
The Sports Medicine Staff is comprised of ten full-time board certified/state licensed athletic trainers and a variety of team physicians whose specialties include orthopedics, internal medicine, emergency medicine, chiropractic, podiatry, and dentistry. The medical care of each student-athlete is under the supervision of the team physician and consulting specialists. Our staff has extensive backgrounds and experience in the field of sports medicine to meet the daily needs of the student-athlete.

Athletics Department Responsibility
The Department of Athletics is responsible for medical service given to student-athletes who are injured in a practice or game that was under the coaches’ supervision. An injury applies only to conditions that are caused by the participation in a supervised practice or game.

The removal of tonsils or illnesses such as the flu or other sickness are examples of medical problems for which the Athletics Department cannot be financially responsible.

The athletic training staff is allowed to administer medical aid during the student-athlete’s competitive season and the nontraditional season, but only for those conditions that are sports-related and occur in a supervised practice or designated contests.

It is to be understood by the student-athlete that athletics has a risk for injury and he/she will take all measures necessary to prevent and minimize such injuries.

Physical Examinations for Participation Approval
No student-athlete may participate in intercollegiate athletics without a complete physical examination, signed by a licensed physician, on file at the Health Center and additional paperwork on file in the Athletic Training Room.

All decisions regarding medical approval for participation at Monmouth University rest with the team physician and/or associated consultants. Student-athletes are required to report all previous injuries and illnesses to the Sports Medicine Staff on their Initial Health History Questionnaire. The failure to report such injuries will relieve the University of all responsibility and liability to the student-athletes in the event that the student re-injures the affected part and provided the attending physicians determine the original injury contributed to the re-injury. Previous injuries not fully rehabilitated may disqualify a student-athlete from participation until approved by the team physician or consulting physicians. Loss of any paired organ (eye, kidney, etc.) may disqualify a student-athlete from participating.

Health Insurance Coverage
The Athletics Department has obtained secondary insurance for the student-athlete in the event the student-athlete is injured during supervised athletic activity.

All student athletes who attend Monmouth University must carry health insurance. For this reason and others, it is very important that we receive complete and accurate information pertaining to each student athlete. This form of insurance will be identified as the student’s primary insurance.

Student athletes who are cleared for participation by the Athletics Administration and Sports Medicine Staff will be eligible to be covered by a secondary insurance policy. This policy is purchased by the Athletic Department to cover any out of pocket expense that might occur in the event that the primary
insurance denies payment on a claim. This policy is designed to assist in covering expenses only when the primary coverage does not cover the entire cost of a claim. Furthermore, it only covers injuries that incurred while the student athlete is engaged in practice or competition of his/her sport. Illness or sickness will not be covered under this secondary policy.

For a claim to be processed in an efficient and expedient manner, please follow the steps outlined below:

1) The student athlete must report any and all injuries to a member of the Sports Medicine Staff in a timely fashion.

2) A clinical observation will be made by one of the certified athletic trainers and a determination of the need for a medical referral to an appropriate provider will take place.

3) If further medical attention is warranted the student athlete’s primary insurance will first be used and applied to the claim. At this time, the student athlete will complete a claim form for the secondary insurance.

   a) Monmouth University Sports Medicine has developed a vast network of highly respected physicians in many specialties within the surrounding community. This has enabled the department to secure expedient, expert care for all of our student-athletes that results in consistent and seamless communication and patient care.

   b) Should a student-athlete seek medical care or a second opinion outside the Monmouth University network of physicians without a referral from the Monmouth Sports Medicine Department, the student-athlete and/or parents will be financially responsible. These charges will not be submitted to the secondary policy.

4) After the primary insurance receives the claim and processes it, you will receive an Explanation of Benefits (EOB). This document will indicate what service is covered. If there is a balance remaining on the bill (thus the primary will no longer pay), the secondary policy will pick up coverage and pay the remainder of the balance.

5) The EOB and all itemized bills should be sent to the secondary carrier below:
   NAHGA Claim Services
   PO Box 189
   Bridgton, ME 04009
   Phone: 800-952-4320
   Group Name: Monmouth University
   Policy: SRG9145893

6) Most of the time the balance will be paid in full; however, there are limits to this policy. In the event that this takes place, you are financially responsible for the remainder of the balance.

7) This policy will cover a student athlete’s injury through 2 years post initial injury.

A student athlete is welcomed to seek a second opinion from a physician outside the Monmouth Sports Medicine network; but please note, the student athlete will be responsible for all medical expenses associated with a second opinion.
As mentioned previously, all students who enroll at Monmouth University must have health insurance. If your son/daughter does not have health insurance, they should purchase a plan through the federal exchange: www.healthcare.gov

Important Addresses and Phone Numbers:
- Monmouth University Sports Medicine
  400 Cedar Avenue
  West Long Branch, NJ 07764-1898
  Ph#: 732-571-4423
  Fax: 732-263-5265
- Monmouth University Health Center
  Ph#: 732-571-3464
  Fax: 732-263-5353
- Monmouth University Student Services
  Ph#: 732-571-3417

Injury Prevention Measures
There are several things the student-athlete can do to prevent needless injuries and to enhance their physical and mental preparation. Some of these are:

☐ Maintain a high level of activities throughout the calendar year.
☐ Remove all loose dental work and jewelry items during practice or games.
☐ Wash all scrapes and cuts thoroughly with soap and water.
☐ Use only ice and elevation for minor aches and pains.
☐ Do not use any medication or preparations decreasing the symptoms associated with an injury or illness other than those prescribed by a physician. In other words, no self-medication.
☐ Use your time wisely; eat well and get plenty of sleep.
☐ Make sure any equipment you are using for your sport is in good condition, fits properly and is being used as it was designed.
☐ Remove all foreign substances from your mouth during practices and games.

Sports Medicine Policies and Procedures
The athletic training facility is located in Boylan Gymnasium. It is available to varsity student-athletes who are medically cleared and are members of the Monmouth University Intercollegiate Athletics program. If student-athletes are dropped from the roster, they are no longer eligible for athletic training/sports medicine services. Policies and procedures of Sports Medicine are designed so you, the student-athlete, can better understand your responsibilities as an injured athlete. We encourage you to communicate with the staff in all areas of the sports medicine operation because education is the foundation of this facility. Keep in mind that the athletic training room is for the privilege of those student-athletes who act in a mature manner. Listed are some of the policies and procedures you need to adhere to in Sports Medicine:

1. Communication. Please report all health-related conditions to the athletic training staff as soon as they happen or soon thereafter.
2. When a student-athlete is injured and/or unable to participate with team activities, the student-athlete is expected to report to the training room for a minimum of two treatments per day. The first treatment session will begin forty minutes to one hour prior to the first class session. The
second treatment will occur prior to practice session. Walk in facility treatment hours are 8am to
6pm, other hours by appointment. The student-athlete is expected to continue with the
requirements of the sports medicine staff until they are told otherwise.

3. Upon entering the athletic training facility, the student-athlete MUST sign in for each session. On
the sign-in kiosk computer please indicate the appropriate service that you are having done. Make
sure to check with an athletic trainer for any changes in your protocol. Signing in will qualify that
you were present for treatment should there be any discrepancies.

4. All necessary paperwork required of the student-athlete must be completed and on file in order for
the student-athlete to be eligible to participate in any athletic activities.

5. Each sports medicine staff member is to be treated with respect, courtesy and given full
cooperation. Remember, the sports medicine staffs priority is the health and well being of the
student-athletes.

Additional information regarding further functions of the athletic training room will be discussed at an
information session prior to the start of your season.

Drug Statement
The NCAA has strict rules concerning the use of drugs by student-athletes. Before practicing in
intercollegiate athletics each year, you must sign a form by which you agree to be tested for the use
of drugs prohibited by NCAA legislation. Failure to complete the form will result in ineligibility.
Beginning with Summer 2006, the NCAA will conduct its drug testing program during the summer
months in addition to the academic year.

A positive test result could render you ineligible for an entire season or you could become
permanently ineligible depending upon the particular circumstances. The NCAA provides a list of
banned drugs, which is subject to change. The list is available at the NCAA web site (www.ncaa.org).
All students and institutions are held accountable for all drug classes on the current list.

Nutritional Supplements
Because a product is sold over the counter or is readily available in health stores, does not in any
way infer that it is in compliance with NCAA regulations. In fact, those substances pose a significant
health risk and may also affect your eligibility. The Food and Drug Administration does not regulate
these products, as a result the actual ingredients may not be indicated on the label. This may lead to
a positive drug test and far worse are the potential health concerns associated with these products.

Consult with your coach and/or the Director of Sports Medicine before taking any form of
dietary supplement.

For information on dietary supplements call the Resource Exchange Center (REC) at (816)474-7321 or (877)202-0769 or go online at www.drugfreesport.com/rec

Monmouth University Athletic Department
Alcohol and Other Drug Education Program
2017-2018

The following program has been adopted by the Board of Trustees of Monmouth University and is
administered by the Department of Athletics. Monmouth University reserves the right to make
changes to this program from time to time as needed. This program should not be construed to create a contract between student-athletes and Monmouth University.

**Purpose:**
Monmouth University is committed to developing and maintaining an environment that encourages students participating in intercollegiate athletic competition to avoid the abuse of alcohol and the unauthorized use of controlled substances and performance enhancing drugs, including dietary supplements. The integration of a comprehensive education program with reliable tests and predictable outcomes for student-athletes who test positive will function as an effective deterrent to substance abuse.

To this end, the program has several components. Education and counseling are the cornerstones of this program. The education program is designed to support a healthy lifestyle and alert student-athletes and coaches to the potential harm of substance abuse. The education program is also intended to discourage student-athletes from alcohol abuse and experimentation with drugs and minimize the risk of drug abuse and drug dependency. Education and counseling are supplemented with a banned substance and alcohol-testing component. Studies have shown that education alone is not a sufficient deterrent to drug use. An accurate and reliable drug-screening program will identify users and abusers of controlled substances and performance enhancing drugs, including dietary supplements. Student-athletes who test positive will be evaluated by the Monmouth University Substance Awareness Coordinator and may be referred for counseling. It is the Athletic Department’s expectation that this program will encourage student-athletes to make positive choices regarding his or her future conduct.

The priority of this program is the student-athlete’s health, welfare and safety. The program is based on a medical perspective, with an emphasis on prevention, education, timely diagnosis, treatment and rehabilitation of all student-athletes participating in intercollegiate athletics at Monmouth University. This is a physician directed program. The Head Team Physician, or designee, has operational authority over this program.

The Monmouth University Alcohol and Other Drug Program and its sanctions are independent of the NCAA Drug Testing Program. All student-athletes must also sign a NCAA Consent Form.

**Goals:**
1. To provide a safe and healthy environment for our student-athletes.
2. To address, identify and treat student-athlete’s problems and concerns surrounding drug use, alcohol consumption and their abuses.
3. To educate our student-athletes and others associated with athletic teams about the use, abuse and/or misuse of alcohol, illicit substances, prescribed medications, over-the-counter medications and performance enhancing substances including nutritional supplements.
4. To provide support for student-athletes in need of substance abuse counseling.
5. To protect the integrity of the institution and athletic department.

**Monmouth University Alcohol and Other Drug Education Committee:**
- Dr. Marilyn McNeil, Vice President and Director of Athletics
- Dhimant Balar, Head Team Physician
- Jeff Stapleton, Deputy Athletics Director of Athletics
- John Christopher, Vice President and General Counsel
- Shannon Killeen, Assistant Vice President for Student Life
The duties of the committee shall include the following:

1. Maintain the Operational Manual for the Alcohol and Other Drug Education Program.
3. Make recommendations for changes in the program.

Education:
Student-athletes will be counseled on a yearly basis on the health concerns associated with alcohol and drug use, as well as the use of dietary supplements.

These counseling sessions will begin during their first year for Monmouth University student-athlete’s. During these sessions a member of the Sports Medicine Staff will discuss the specifics of the Alcohol and Other Drug Education Program. The student-athletes will be awarded the opportunity to ask any questions regarding the program.

For the remainder of the student-athlete’s participation, follow up presentations, including any change in policy, will occur during preseason team meetings. The Associate Athletic Director for Sports Medicine or a member the athletic training staff will present this information.

Administration of the Drug Testing Program:
Prior to participating in any sport, each student-athlete shall acknowledge in writing that he or she has received, read, and understands the copy of the Alcohol and Other Drug Education Program. All student-athletes will be asked to sign a form acknowledging receipt of and understanding of the program, and provide voluntary consent to participate in the Monmouth University program as well as the NCAA drug-testing program. Any student-athlete that does not sign the consent form will be ineligible for participation in Monmouth University intercollegiate athletics. All student-athletes listed on the current roster are eligible for testing.

Sample collection will take place in the MAC or in the Athletic Training Room in Boylan Gymnasium. The Associate Athletic Director for Sports Medicine or a member of the athletic training staff will oversee all testing sessions. Picture identification will be required and checked prior to sample collection.

The collection of specimens will be performed by an outside agency. Their staff will follow all policies outlined in the Monmouth University Drug Testing Operational Manual. Those individuals will be referred to as UrineValidators.

Upon notification of selection, the student-athlete must present himself or herself at the testing site at the designated time for testing. Once the student-athlete presents themselves he/she will have three
hours to provide an appropriate sample. Failure to provide an appropriate sample or report to the
testing site following notification will result in immediate suspension from athletic activity and referral
to the team physician. This student-athlete is in violation of this policy and will be considered positive
until proven otherwise. The student-athlete will be provided an opportunity to appeal using
procedures outlined in the “Appeals” section of this policy. To be eligible for an appeal, the student-
athlete must submit a urine specimen. The specimen will be collected, frozen and stored untested
until the Appeals Committee has rendered a decision on the prerequisite of reasonable suspicion.

In a private area, the Urine Validator will inspect the student-athlete. After inspection the student-
athlete will proceed into the bathroom, wash his/her hands, and void into the urine container a
minimum of eighty-five milliliters under the direct supervision of the Urine Validator.

Upon completion, the specimen will be tested for temperature, pH, and specific gravity to assure
sample reliability. The sample will then be sealed and labeled with a private identification code.

Any attempt to circumvent or tamper with the urine collection process will result in the testing being
considered a positive test. The student-athlete will be provided an opportunity to appeal using
procedures outlined in the “Appeals” section of this policy.

Random Selection:
Student-Athletes will be chosen for administration of testing through random selection. A Third Party
Administrator will be responsible for randomly selecting those student-athletes who will be tested. An
entire team may be selected at any time or if there is potential for them to qualify for postseason
competition.

In most cases student-athletes will receive 24 hours notification prior to testing. A member of the
Sports Medicine Staff will notify them through in person or telephone contact and provide them with
the appropriate information: date, time and location of the specimen collection. Selected student-
athletes will sign a notification form. It will also be communicated that failure to report will result in
ineligibility.

If a student-athlete refuses to participate or fails to show up for a drug test, following notification, he or
she will be immediately suspended from all athletic activity and will be referred to the team physician
for evaluation. This suspension will be lifted only on the full compliance with the terms of the
Monmouth University Athletic Department Alcohol and Other Drug Education Program.

Individualized Reasonable Suspicion:
Individual Reasonable Suspicion is defined as specific objective facts, which, if taken with rational
inferences drawn from those facts, and taken as a whole, strongly suggest that drug and alcohol
testing may produce a positive test result.

Athletes who are suspected of using performance enhancing or street drugs can be tested at the
discretion of the Monmouth University Team Physician. The information leading to suspicion must be
from a reputable source (coach, athletic trainer, academic advisor, administrator, or support staff) and
specific factual information should be presented. Example(s): Student struggling academically with
no prior history of difficulty, significant poor athletic performance, behavioral issues, arrest in
connection with alcohol or drugs. Suspicion must be documented in writing and submitted to the
Head Team Physician. The Substance Abuse Reasonable Suspicion Reporting Form will be utilized
for documentation. The student-athlete will then be referred to the Associate Athletic Director for
Sports Medicine and Head Team Physician for case evaluation. Only at the discretion of the Team Physician will specimen collection be administered. The student-athlete may also be referred to the University Substance Awareness Coordinator for evaluation. The Substance Awareness Coordinator will then report the results of the assessment to the Head Team Physician.

Specimen collection and responsive actions to a positive test result shall be handled the same as those found in random testing.

If the student-athlete wishes to appeal the physician’s decision relative to reasonable suspicion, he or she shall immediately notify the team physician and the specimen will be collected, frozen and stored untested until the Appeals Committee has rendered a decision on the prerequisite of reasonable suspicion.

Specific Testing:
The Monmouth University Drug Testing program will test for socially used drugs, as well as performance enhancing dietary supplements such as ephedrine. The test will identify the chemical compounds present in marijuana, cocaine, heroin, and other popular socially used drugs. Additional laboratory procedures will be performed to identify ephedrine and anabolic steroids.

It is important to identify the use of ergogenic aids like ephedrine and other substances found in dietary supplements. The NCAA currently tests for these substances. Most nutritional supplements are not regulated by the Food and Drug Administration and pose significant risk to the health of student-athletes.

Sanctions for Illegal Substance (Socially Used Drugs):

1st Positive Test:
   a. Mandatory evaluation with the Monmouth University Head Team Physician
   b. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
   c. Mandatory follow up testing until released from program by the Head Team Physician
   d. If student-athlete fails to comply with recommendations of the Team Physician and Substance Awareness Coordinator, all penalties of a 2nd positive test will be imposed.

2nd Positive Test
   a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
   b. Notification to Monmouth University Judicial Affairs Department
   c. Suspension from the team for a maximum of 25% of championship season
   d. Parents are notified

3rd Positive Test
   a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)
   b. Notification to Monmouth University Judicial Affairs Department
   c. Suspension from team for a maximum of 50% of the championship season
   d. Possible loss of scholarship money at the discretion of the Head Coach and Director of Athletics
   e. Parents are notified
4th Positive Test  
a. Mandatory evaluation with the Monmouth University Substance Awareness Coordinator (possible referral to off-campus site)  
b. Notification to Monmouth University Judicial Affairs Department  
c. Suspension from the team for a maximum of one year  
d. Removal of all scholarship money from the athletic department for one academic year  
e. Parents are notified  

5th Positive Test  
a. Loss of remaining eligibility for all sports at Monmouth University  
b. Loss of scholarship money for the remainder of their collegiate career  
c. Parents are notified  

Sanctions for Performance Enhancing Substance, including Dietary Supplements:  
1st Positive Test:  
a. Mandatory evaluation with the Monmouth University Head Team Physician  
b. Suspension from the team for 10% of championship season  
c. Mandatory follow up testing until released from the program by the Head Team Physician  

2nd Positive Test  
a. Mandatory evaluation with a the Monmouth University Substance Awareness Coordinator  
b. Suspension from the team for one year  
c. Removal of all scholarship money from the athletic department for one academic year  
d. Parents are notified  

3rd Positive Test  
a. All sanctions listed under 2nd Positive Test  
b. Loss of remaining eligibility for all sports at Monmouth University  

Clarification of Sanctions:  
An individual who is suspended for 10% or 50% of the championship season will be able to participate in all other team activities except games. Any and all suspensions will carry over to the following year if there is not adequate time in the existing schedule to complete the sanction.  

An individual who is suspended from the team for one year will not be permitted to participate in any team related activity.  
The sanctions listed under 2nd, 3rd, 4th, or 5th Positive Test are not limited to a specific drug used. An individual who tests positive for a different substance following the initial 1st or 2nd positive test will be considered in violation of this program and will adhere to all subsequent sanctions.  

Positive test results from the NCAA Program will be treated as positive tests obtained under the Monmouth University policy and may result in sanctions under this policy.
Any one-year suspension will begin on the date the positive test results are received or the date an appeal is denied. The student-athlete is precluded from using this one-year suspension as a “red shirt” year or medical hardship. The student-athlete may not regain this year of eligibility.

Student-athletes who have their scholarship revoked will be notified as per NCAA procedure and will have the opportunity to appeal cancellation of their scholarship in accordance with the NCAA requirements. Information regarding the NCAA appeals process is available in the Monmouth University Financial Aid Office.

**Medical Staff Response to Test Results:**
Any student-athlete who has tested positive for a banned substance will meet with the Head Team Physician & Associate Athletic Director for Sports Medicine to discuss the findings. At this meeting the student-athlete will be informed of the test results and their responsibilities thereafter. The student will sign a Disciplinary Action Contract that will specifically outline these responsibilities. The student-athlete will be given an opportunity to challenge or explain the results prior to imposition of any sanction or required treatment or counseling program. The Director of Sports Medicine will also notify the Director of Athletics, Head Coach, Sports Supervisor, Director of Compliance, and Substance Awareness Coordinator. An individual who tests positive will be referred to the Substance Awareness Coordinator for an evaluation. In some cases a student-athlete may be referred to an off-campus site for evaluation. This will be determined at the discretion of the Head Team Physician. If follow up counseling is determined to be necessary the student-athlete will be financially responsible. At the discretion of the Head Team Physician, the student-athlete may be tested throughout the immediate care program. Any individual who has tested positive will continue to be tested at the discretion of the Team Physician for the remainder of their eligibility.

The Director of Sports Medicine will inform the parents or guardians of the student-athlete who has a second positive test for either an illegal substance or performance enhancing substance. This will be performed through a phone call in which the Student-Athlete and Associate Athletic Director for Sports Medicine are present. A follow-up letter/email will be sent within the week.

Positive test results from the NCAA Program will be treated as positive tests obtained under this policy and may result in sanctions under this policy. This will provide the opportunity for medical evaluation and counseling if necessary.

**Judicial Affairs Response to Test Results:**
The Head Team Physician will notify the Office Judicial Affairs office via the Director of Sports Medicine when a student-athlete has either a 2\textsuperscript{nd} or 3\textsuperscript{rd} positive drug screen for an illegal substance.

Students will then have the opportunity to go through the campus student conduct process as outlined in the Student Code of Conduct.

If found responsible under the Student Code of Conduct, Judicial Affairs will apply the University’s sanctions associated with a 1\textsuperscript{st} offense which include:

- Up to $200 fine.
- Possible service work assignment.
- Disciplinary probation for one full semester.
- Residence hall probation for one full semester.
• Possible educational program.
• A mandatory meeting with Monmouth University’s Substance Awareness Coordinator.
• Parental notification.

If a student-athlete has a 3rd positive drug screen and is found responsible under the Student Code of Conduct, the Office of Judicial Affairs will apply the University sanctions associated with a 2nd offense which include:
• Suspension from the University for a minimum of one semester.
• A fine up to $400.
• Reinstatement upon approval of Student Life personnel and Director of Psychological Services and/or a formal alcohol and other drug evaluation at a licensed treatment facility.
• Disciplinary probation upon return to the Institution for a period of two full semesters.
• Permanent loss of on-campus housing privileges.
• Parental notification.

The Assistant Vice President for Student Life or her designee will handle all cases referred to Judicial Affairs.

If a student-athlete has a prior offense(s) with the Judicial Affairs Department, the notification of a positive screen from the athletic department will be considered a sequential offense within the University’s policy.

The education and counseling components of the University policy as well as parental notification will be handled through the Athletic Department’s program in addition to the policies of the Office of Judicial Affairs.

The Judicial Affairs Department will not be notified if the student-athlete has positive drug screen for a performance enhancing substance unless that substance is also illegal.

Appeals:
A student-athlete may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must file a written notice of appeal with the Director of Athletics within two business days of being notified of a positive test result.

A hearing will be conducted by the Monmouth University Alcohol and Other Drug Appeals Committee, which will consist of three Athletic Administrators, who are chosen by the Director of Athletics. The appeals committee will reach a decision within two working days of each individual hearing. The Director of Athletics will maintain a written record of the committee’s decision including all evidence considered by the committee as well as rationale for the committee’s decision. The student-athlete may bring an advisor from within the Monmouth University community.

A student-athlete may contest the laboratory finding of a positive test. This must be presented in writing to the Director of Athletics within forty-eight hours of being notified of the positive result. Evidence of the inaccuracy of the findings must be indicated. As per normal laboratory procedures the student-athlete’s sample is split into two samples, the A bottle is tested and the B bottle is sealed and stored at the laboratory. A student-athlete who appeals their positive may have the B bottle tested or they may ask have the B bottle sent to another lab for testing at the student-athlete’s expense. Upon request from the student-athlete, the Director of Athletics shall provide him or her
with names of laboratories determined by Monmouth University to be capable of analyzing urine samples for the presence of banned substances. The student-athlete may authorize the transmission of his or her urine sample from the laboratory retained by Monmouth University to any one of the laboratories identified by the Director of Athletics, and shall further authorize the transmission of test results from the laboratory of the student-athlete’s choice to the Athletic Director. Additional expenses associated with re-testing will be the responsibility of the student-athlete.

If the laboratory selected by the student-athlete presents to the Athletic Director a finding that the student-athlete does not have banned drugs in his/her urine sample, the Athletic Director must rely upon those test results and shall conclude that the student-athlete’s urine does not contain banned substances.

The Appeals Committee will consist of one staff member form the following departments:
- Health Services
- Sports Medicine
- Strength and Conditioning

The committee may, at their discretion, impose sanctions during the period a student-athlete is contesting a laboratory finding or during the period an appeal is pending.

Confidentiality:
The Monmouth University Athletic Department protocol for drug testing is designed to be fair, to achieve reliability of testing results, and to protect the privacy rights of the student-athlete. Test results are confidential and become a part of the student-athlete’s medical record. Test results will not be released to anyone except in accordance with this policy or as required by law. All documents associated with this program will be kept in a secure area in the Athletic Training Room. Only the Head Team Physician and the Associate Athletic Director for Sports Medicine will have access to these documents.

In the event of a 2nd or 3rd positive drug screen the Head Team Physician will notify the Judicial Affairs Department. Only the Vice President of Student Services and the Office of Judicial Affairs will receive this information. All documentation associated with notification will be maintained as confidential.

Dietary Supplements:
The Monmouth University Athletic Department strongly discourages the use of dietary supplements. These substances are not regulated by the Food and Drug Administration and in turn may be harmful to your health. Due to the lack of regulation, use of these products may result in a positive drug test as all the ingredients in the product may not be listed on the label. The NCAA states this is “a buyer beware market” so student-athletes should make responsible choices with regards to dietary supplementation. If a student-athlete is considering taking a supplement they must clear it through the Monmouth University Sports Medicine Staff.

Prescription Drugs:
Student-athletes who are taking drugs pursuant to prescription from a physician must register in writing with the Head Team Physician. A copy of the prescription will suffice. This information helps enable the Head Team Physician to determine the medical qualification of a student to participate in the sports program. Further, it is possible that some prescription drugs may result in a positive test in
the Alcohol and Other Drug Program. If a student-athlete tests positive because of a medication for a medically diagnosed reason the student-athlete will proceed with a medical exception.

**Alcohol Policy:**
This policy should be viewed in the context that responsible consumption or abstinence is expected from the student-athlete and that consumption and possession of alcohol by anyone under the age of twenty-one, in New Jersey, is illegal.

Therefore, the objectives of the Alcohol Policy are threefold: first, to assist student-athletes with alcohol related problems; second, to specify treatment for student-athletes experiencing alcohol related problems; and third, to provide a uniform policy for all student-athletes.

A student-athlete who self-refers an alcohol related problem to any athletic department staff person will be referred to a staff athletic trainer. The Head Team Physician will then assess the student-athlete. If determined to be necessary, the student-athlete may be referred to the Substance Awareness Coordinator. If it is determined that counseling is necessary the student-athlete will be placed in an appropriate program. The student-athlete will be financially responsible for counseling and follow-up care.

A student-athlete who consumes alcohol forty-eight hours or two days prior to a University scheduled team competition will be in violation of the Alcohol Policy.

Any student-athlete charged with “Driving While Intoxicated” (DWI) may be considered to be in violation of the alcohol policy and will receive an immediate suspension from competition.

A student-athlete is not permitted to provide alcohol to an under-aged recruit who is on campus for an official visit. Specific factual evidence that suggests a student host permitted use or provided alcohol to an under-aged recruit is considered a violation of the Alcohol Policy.

Should a student-athlete be suspected of consuming alcohol prior to practice, competition, or team activity, an athletic trainer will remove them from the activity and they will be seen by the Head Team Physician and referred to the Substance Awareness Coordinator.

If a student-athlete is suspected or caught using alcohol while traveling with their team he or she will be referred to the athletic trainer assigned to that team. If it is determined that use has occurred, the student-athlete will be suspended from all remaining athletic activity for the remainder of that trip. Upon return to the University the student-athlete will be referred to the Head Team Physician for a case evaluation. The student-athlete will be considered in violation of this policy and subject to sanctions.

Any student-athlete who has an alcohol related disciplinary incident on or off-campus will have their police report reviewed by the Senior Woman Administrator and the Associate Athletic Director for Sports Medicine. If the incident is significant, a committee will be called at the request of the Director of Athletics to determine the sanctions necessary for the violation. The committee will consist of the Director of Athletics and two individuals selected from the following: The Head Coach, the Senior Woman Administrator and the Director of Sports Medicine.

**Minimum Sanctions for an Alcohol Violation:**
1st violation: Mandatory evaluation with Substance Awareness coordinator, community service to be determined by the Head Coach

2nd violation: Loss of 10% of championship season, and Mandatory evaluation with Substance Awareness Coordinator, community service to be determined by the Head Coach

3rd violation: Loss of 20% of championship season and an administrative review with possible dismissal from the team

Additional Sanctions for Specific Alcohol Violations:
- A charge of “Driving While Intoxicated” will equal a loss of a minimum of 25% of the championship season with additional sanctions to be determined by the Head Coach, Athletic Director and the Associate Athletic Director for Sports Medicine
- Proof of providing alcohol to a recruit will equal a loss of 25% of the championship season for the host student-athlete.
- Second offenses of these violations will equal a loss of 50% of the championship season.
- Third offenses of these violations will lead to immediate permanent dismissal from the team.
- Parents will be notified of either offense.

Clarification of Sanctions:
A student-athlete who is suspended for a percentage of the season will be permitted to participate in all team activities other than competitions. A violation which occurs during the championship season will lead to immediate sanctions, if there is not adequate time in the existing schedule all remaining loss of participation will be carried over to the following championship season. All sanctions resulting from off-season violations (illegal substances or performance enhancing substances) will start with the first game of the upcoming championship season. The Head Coach will determine which games will be utilized when multiple student-athletes are involved.

The Head Coach may have team rules regarding the use of alcohol, which may affect the student athlete’s eligibility. Team rules may be more but no less stringent than those listed in this policy. This policy supplemets the University policy.

Medical Staff Response to an Alcohol Violation:
The Head Team Physician will be informed of all violations which occur within the Alcohol and Other Drug Education Program. The physician will meet with a student-athlete when concerned of a potential problem with alcohol use. If necessary the student-athlete will be referred to the Substance Awareness Coordinator for a case evaluation. If a follow up treatment plan or counseling is necessary, the student-athlete will be referred off-campus for an appropriate level of care. The student-athlete will be financially responsible for all follow up care.

If the student-athlete is not compliant with a treatment plan, he or she will be immediately suspended from all athletic participation until the student-athlete has complied with the course of treatment.

Tobacco Policy:
The Monmouth University Athletic Department discourages the use of all tobacco products. Such use is inconsistent with proper nutrition and health, and is contrary to the goals of athletic conditioning and athletic performance.
Use of tobacco products (e.g., cigarettes, cigars, pipes, and smokeless tobacco) pose serious health threats to student-athletes. The US Surgeon General, National Cancer Institute, Center for Disease Control, and the National Institute for Dental Research recommend against the use of any tobacco products. It has been named the single most preventable cause of death in the United States. For NCAA student-athletes, the use of tobacco products is prohibited during practice, competition, and related events (e.g., athletic banquets, team meetings, press conferences, study table sessions, etc.) Any student-athlete who uses tobacco products during these occasions will be disqualified for practice or competition. (See NCAA Bylaw 11.1.7)

The objectives of the tobacco policy are:
1. To assist student-athletes with tobacco-related health problems
2. To specify treatment for student-athletes experiencing tobacco-related problems
3. To provide a uniform policy for all student-athletes

A student-athlete who self-refers with a tobacco product problem to any athletic department staff person will be referred to a staff athletic trainer. The Head Team Physician and Substance Awareness Coordinator will assess the student-athlete, if deemed necessary. The Head Team Physician and Substance Awareness Coordinator will establish a treatment plan.

Self-Referrals/Safe Harbor:
A student-athlete who discloses usage of either alcohol or banned substances to a representative of the athletic department, peer leader, or university official will not be sanctioned. This disclosure must be done before the student athlete is notified that they have been selected to be drug tested. This individual will be referred to the Head Team Physician and the Substance Awareness Coordinator for evaluation to determine if counseling is necessary. The student-athlete will be awarded confidentiality. However, if this individual is not compliant with the counseling program they will be sanctioned as a first offender. This individual will also be tested at the discretion of the Head Team Physician for the remainder of their athletic participation. A student-athlete is permitted one self-referral, without sanction, during his/her athletic participation. The student-athlete must self-refer prior to being selected for a drug test. Once a student-athlete is selected or notified for a drug test a self-referral will not be accepted. The drug test result must concur with the self-referral. If a student-athlete self-refers for one substance and tests positive for another illegal substance the student-athlete will be subject to sanctions associated with a positive test.

Student-Athlete Reinstatement from Suspension:
The student-athlete shall petition for reinstatement from a suspension under the following conditions:

1. The student-athlete must consent to a medical examination including drug testing, and a review of all counseling or treatment records by the team physician.
2. The student-athlete must undergo mandatory, unannounced periodic drug testing with the understanding that he or she will not gain eligibility until he or she has had one negative drug test result.
3. Should a student-athlete test positive at any time subsequent to being reinstated from a second positive drug test, he or she will be permanently banned from intercollegiate athletics participation at Monmouth University.
# How Drug Use May Effect Athletic Performance

<table>
<thead>
<tr>
<th>DRUG</th>
<th>EFFECT</th>
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| Cocaine       | • Over stimulates reflexes  
|               | • Distorts vision  
|               | • Hurries muscle movement  
|               | • Weakens breathing  
|               | • Long-term use weakens muscles and nerves and makes them prone to injuries  
|               | • Alters normal appetite |
| Marijuana     | • Slows reflexes  
|               | • Long-term use weakens muscles and nerves and makes them prone to injury  
|               | • Slow or non-reactive pupils distort vision  
|               | • Hearing impairment |
| Amphetamines  | • Over stimulates reflexes  
|               | • Distorts vision  
|               | • Alters normal appetite |
| Alcohol       | • Reduces mental alertness for approximately 24 hours after a binge of three beers or drinks |

**How marijuana and cocaine can cause athletic injuries:**

• Depletes energy  
• Impairs vision perception  
• Alters normal reflexes  
• Drives out chemicals at nerve endings  
• Worsens normal simple injuries

**All the following risks have been linked to steroid use:**

• Aggressiveness leading violence  
• Psychiatric disorders  
• High Blood Pressure  
• Kidney Disease  
• Enlarged Prostate  

**In Females:**

• Menstrual problems  
• Excessive hair growth  
• Deepening of voice

• Mood swings  
• Hypertension  
• Cardiac Arrhythmias  
• Liver Damage  
• Impotence  

• Breast atrophy  
• Enlarged clitoris
NCAA and Monmouth University Banned Substances

Stimulants:
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen);
methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, “bath salts” (mephedrone) etc.
*exceptions:* phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetraione):
boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone;
methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone;
trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)
Peptide Hormones and Analogues:
growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:
anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.
Beta-2 Agonists:
bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or drugfreesport.com/rec

STRENGTH AND CONDITIONING
OVERVIEW

At Monmouth University, the mission of our Strength & Conditioning Program is to provide our student-athletes with the necessary means to help maximize athletic performance to the highest degree at the lowest potential cost. We strive to create durable student-athletes who are best suited to handle the rigors of their specific sport. By challenging our student-athletes during each training session, we encourage perseverance through adversity and teamwork. Programs provided to our student athletes are research-based and focus on the specific demands of each sport. Within each training session we foster a positive environment and a competitive atmosphere.
We emphasize education regarding proper rest, nutrition, and lifestyle habits that will not only improve athletic performance, but will also carry over to a life of higher wellness beyond collegiate athletics. Lastly, we develop championship culture based around habits such as discipline and commitment as these character traits will further enhance each student-athlete’s ability to be a positive role model for the surrounding community. The Monmouth University Strength and Conditioning Department also provides a safe and effective training environment for Monmouth University student-athletes by scheduling training times and providing supervision during student-athlete training.

**Personnel and Duties**

The Associate Athletic Director for Student Athlete Performance is responsible for the development of Monmouth University's intercollegiate student-athletes. They maintain an environment that safely and effectively provides student-athletes with the opportunity to develop general skills that are necessary for sports performance. The Associate AD for Student Athlete Performance reports to the Deputy Director of Athletics and directly supervises all employees (full-time, part-time, intern or volunteer) involved in operations related to strength and conditioning. Their duties include but are not limited to the following:

- Design and implement strength, conditioning, plyometric and speed development programs for student-athletes.
- Serve as a source of information on fitness-related issues for coaches and student-athletes.
- Conduct testing on parameters related to student-athletes' training regimens.
- Provide input on the design and equipping of student-athlete training facilities.
- Maintain records on training and testing of student-athletes.
- Schedule student-athlete training.
- Supervise all strength and conditioning staff.

The Assistant for Student-Athlete Performance serves as support for the Associate AD for Student Athlete Performance. They work directly with student-athletes during training sessions and promote a safe and effective training environment. They also perform daily activities required to maintain records related to the training of student-athletes. Their duties include, but are not limited to the following:

- Design and implement strength, conditioning, plyometric and speed development programs for student-athletes, as assigned by the Associate AD.
- Serve as a source of information on fitness-related issues for coaches and student-athletes.
- Conduct testing on parameters related to student-athletes' training regimens.
- Maintain records on training and testing of student-athletes.
- Cover weight room as a Weight Room Attendant as needed.
- Weight room equipment maintenance as needed.

**Policies and Procedures - Student-Athlete Expectations**

SHOW UP READY TO TRAIN. Take it upon yourself to prepare both physically and mentally prior to each training session. Eat breakfast, arrive with shoes tied, and be ready to become a better athlete. If you are sore or tight, arrive early to foam roll or
perform mobility to improve your ability to move efficiently.

BE ON TIME. Late is late whether it is 1 minute or 10. Communicate with your strength coach if you are going to be late or miss a training session in person, via cell phone, or email (all methods are acceptable). You are an adult and should be able to manage your time.

WEAR MONMOUTH ISSUED OR NEUTRAL APPAREL. Have pride in the university for which you compete Other university’s apparel will not be permitted in the weight room.

STAY OUT OF THE OFFICE. Athletes are not allowed in the office unless specifically directed by a strength coach.

NO GUM. Not only does this relieve a potential safety issue, but it also keeps the weight room clean.

NO CELL PHONES. Leave your cell phone in your locker as it is an unneeded distraction during training. If you need to have it on your person for a specific reason (emergency) arrange this with a strength coach and keep the phone in the office.

NO HEADPHONES. We want you to be fully aware of your surroundings as there are many moving pieces in the weight room. You may pre-set a play list and play it over the sounds system from the office if approved by a strength coach.

STAND TALL. During a training session do not sit - there is always something productive to do. For example, spot or help teammate, complete core exercises, accessory exercises (biceps, triceps, etc.), foam roll or mobility work. If you aren’t sure what to do ask a coach!

CLEAN THE ROOM UP. Set racks back up and return all weights or training implements back to their respective places. The weight room is a reflection of our athletic program, have it recruit ready at the end of each training session.

DO NOT SKIP REPS. Complete your program as written. It is created for your benefit and should be performed to the best of your ability! This will make you a more dominant athlete!

DO NOT MODIFY YOUR OWN WORKOUT. The strength coach in communication with the sports medicine staff will modify all workouts if you are injured. Talk to the strength coach and they will have any necessary changes for you. If you are injured you still must come to lift unless specified by a strength coach and sports medicine staff member – you can work around most injuries.

ATHLETICS COMMUNICATIONS/MEDIA RELATIONS

The purpose of the Monmouth University Athletics Communications office is to facilitate communication between the athletic department and its external
constituents, increase the awareness of and interest in Monmouth Athletics, and to publicize the activities and accomplishments of the student-athletes, teams and athletic department as a whole.

Monmouth University student-athletes benefit from solid local, regional and national media exposure. Monmouth has had an outstanding reputation of positive media rapport over the years. Therefore, it is important to understand the media, the value of positive media relations and how best to deal with the media.

The primary way for Monmouth's fans to find out about you and for you to communicate to the fans is through the media. The stories of Monmouth’s teams, athletes and coaches are told to the fans on a daily basis throughout the years by newspapers, magazines, radio stations, television and social media.

As a Monmouth University student-athlete, one of your responsibilities is to cooperate with the media -- just as giving 100% on the field and in the classroom are your responsibilities. It is all part of the package of being a Monmouth student-athlete. Some of you have probably done media interviews during your high school career. How much you deal with the media at Monmouth will depend on a combination of your personal success and that of your team.

The media's role is not to be a cheerleader for you. However, you will find that the more cooperative you are with the media, the better chance you will have of the media presenting positive stories about you. Seeing the media as the enemy only hurts you, not them. At the very least, a good relationship with the press makes them less inclined to present you in a poor light.

You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team, your sport and Monmouth University. Use the media to develop a positive image.

Media attention also means that your conduct both on and off the field will be under intense scrutiny because of your position as a Monmouth athlete. The last thing you want is to receive publicity for an unfortunate off-the-field incident.

The Monmouth Athletics Communications Office (located in the Athletics Department building) serves as a link between Monmouth teams, athletes, coaches and administration and the media. We are part of the Athletics Department, known as the "media office", or the "SIDs." Our office promotes timely and accurate coverage of the Hawks through coordinating interviews, servicing the information needs of reporters, compiling and maintaining Monmouth statistics, photographs and historical records, as well as updates of the Official Website of Monmouth Athletics - MonmouthHawks.com.

The media relations office does not (and cannot) "manage" the news or publicity. We firmly believe it is in the best interest of Monmouth and our athletes to provide optimum service to the media. At the same time, we realize that an athlete's schoolwork, team
practice and competition schedule, and social life come first, and we will do our best to coordinate interviews and other requests accordingly.

If you feel overloaded with too many interviews or want advice on how to handle an interview, do not hesitate to talk to a member of the athletics communications staff. That is why we are here - to assist athletes and coaches in dealing with the media.

Please come visit us when you have a free moment, because it is important for us to know all about you. The more we know about you, the better we can tell the media about you, if and when they do stories on you.

We are at your service 24 hours a day, seven days a week. It is OK to call us at the office or at home if a media-related question comes up.

Media Rules

♦ All interviews must be set up by a member of the Athletics Communications Office, preferably through the specific sport’s media contact. This includes requests from newspapers and all other media outlets, including on-campus entities and student requests. Do not participate in an interview without prior knowledge of the Athletics Communications Office. Also, do not conduct an interview over email, as face-to-face interaction, and/or a phone conversation are much easier to manage. Phone interviews will be done in the Athletics Communications Office, unless you are instructed otherwise.

♦ Do not give out your home phone number or cell phone number to members of the media... ever. You do not want a late-night phone call from a reporter catching you unprepared during a time of crisis.

♦ If you have an interview scheduled, punctuality and reliability are crucial. Show up at the time you agreed upon. Because of deadlines, the media relies on you to be on time.

♦ Should you have a problem attending a scheduled appointment, always call or email the Monmouth Athletics Communications Office.

Interviews

• The main way you will deal with the media is through interviews. Most interview topics are about your team and you. We encourage you to talk to the media, especially because student-athletes have been tremendous representatives of Monmouth University.
• We ask the media to direct all interview requests through the Athletics Communications office. We will contact you and work around your athletic, academic and social schedules. The interview may take place on the practice field/court, before or after a game, or in the Athletics Communications Office. If the interview is over the phone, we will place the call at our expense.
• If several members of the media want you, we will sit them down with you at the same time to help you save time.
• Interviews take place in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter, or a live interview on radio or television.
several members of the media want you, we'll sit them down with you at the same time
to help you save time.

Interviewing Tips:
• Do not think of the media as the enemy. The media shows you to the public and to
Monmouth fans.
• Show up on time for all interviews. Do not stiff the media. If you agree to an interview,
be there.
• Look neat and clean for interviews.
• Remember the real audience. You may be speaking to one reporter, but the real
audience for your remarks is hundreds, or thousands, of fans who will read or listen or
watch your comments.
• Think before you speak. Silence is sometimes the best answer.
• Show personality. Be colorful. Be likable.
• Do not talk too fast.
• Put yourself and Monmouth in the best possible light with the real audience. Deliver a
positive message no matter the circumstances.
• When you win, do not be cocky. It is a turnoff to the fans. Praise your teammates and
credit your coaches.
• When you lose, do not criticize others. The fans easily forgive mistakes made on the
field, but do not easily forgive a bad attitude. Do not blame he officials or judges.
• Avoid "yes and no" answers. The media cannot work with "yes and no" answers, so
give them some substance.
• Think about your responses. Always remember that you choose how to answer a
question, or whether to answer it at all.
• Anticipate the tough questions and prepare answers beforehand. Do not be caught off
guard. Pause and collect your thoughts. If you fell before the finish line or missed a free
throw with no time to play, be prepared to talk about it. You will earn more respect.
• Do not talk negatively about others. Speak positively about teammates, coaches and
Monmouth... and about opponents. For example, talking negatively about an opponent
could come back to haunt you and your team.
• Do not speak for your coaches and teammates.
• Be honest in your replies, but also realize that you have the right to protect your
privacy. When possible steer the reporter to topics that you want to talk about.
• If you are asked a question of a sensitive nature, you do not have to answer it. It is
okay to say, "I would prefer not to discuss that subject." But do not say, "No comment."
• Talk in short, complete sentences.
• Pauses are OK. Reporters are writing or recording.
• Keep direct eye contact (do not look down). In TV interviews, look at the interviewer,
not the camera.
• Do not play favorites. Talk to all reporters equally.
• Always end the interview with a simple, "Thank you."

10 Interview Do's

☐ Be on time.
☐ Be prepared.
☐ Be positive.
☐ Praise your teammates.
Think before you speak.
Keep eye contact.
Smile.
Show personality.
Be available and cooperative.
Be polite in difficult situations.

10 Interview Don'ts

Don’t hide.
Don’t be negative.
Don’t lose your cool.
Don’t blame others.
Don’t use fillers ("um", "you know", etc.)
Don’t forget that you are 'on'.
Don’t be sarcastic.
Don’t cop an attitude.
Don’t use slang.
Don’t say "no comment."

Monmouth Social Media Policy/Guidelines
Student-athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Monmouth University. This includes any activities conducted online through social networking sites (i.e. Facebook, Twitter, Instagram, YouTube, etc.), podcasting, blogs, or chat rooms. As a student-athlete participating at Monmouth University you are a representative of the University and are always in the public eye. Please keep the following guidelines in mind as you participate in any of the abovementioned public media.

• Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
• You should not post information, photos, or other items online that could embarrass your family, your team, the Department of Athletics or Monmouth University. This includes information, photos, and items that may be posted by others on your page.
• You should not post your home address, local address, phone number(s), birth date or other personal information. You could be opening yourself up to predators or stalkers.
• Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminal minded individuals from access to you.
• Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on a team. Others may use you to gain valuable information about your team or teammates for the purpose of sports gambling.
• Coaches and athletic department administrators can and do monitor these websites.
• Student-athletes could face discipline and even dismissal for violation of team policies, athletic and even dismissal for violation of team policies, athletic department policies, and/or the NCAA.
Be cognizant of the fact that many employers and graduate schools monitor these sites for future employment for internships and postgraduate jobs and admission. You should be aware that any information posted on these websites may prevent you from obtaining a great job or prevent you from attending a graduate school of your choice.