



## ATHLETIC DIRECTOR'S WELCOME

Dear Student-Athlete,

It is my pleasure to welcome you to the 2011-2012 academic year on behalf of the Loyola University Maryland community. We hope that you enjoyed your summer and are ready for another year of achievements in the classroom and your arena of competition.

My first year at Loyola was a tremendous experience, one in which I was able to learn about, and witness firsthand, many successes by our student-athletes, individually and collectively. Through hard work and dedication, Loyola athletics has seen champions grow in competition and academically.

I am very proud of the fact that our student-athletes have a combined grade point average of better than 3.0, and that 100 of you earned Dean's List honors from the school during the Fall Semester of 2010. It is my hope that you will continue this trend by working diligently in your studies, as well as with your teams.

Finally, please remember that you represent Loyola University Maryland and Greyhound Athletics in everything that you do. Please conduct yourself with recognizable class at all times, and understand that you are some of the best ambassadors for our Athletic Department and school. We want to be champions in the classroom, in the community, and in competition.

Best of luck for continued success this season,

Jim Paquette  
Assistant Vice President & Director of Athletics



## ATHLETICS MISSION STATEMENT

In accordance with the Loyola University Maryland motto, “Strong Truths Well Lived,” the Department of Athletics is committed to maintaining a climate that encourages excellence in both academic and athletic pursuits.

Through competition and training in 18 NCAA Division I programs, ten for women and eight for men, the Department of Athletics challenges its student-athletes to learn, lead and serve in the Jesuit tradition.

Student-athletes at Loyola University Maryland will learn and develop skills in teamwork, sportsmanship and dedication that will serve them while on campus and throughout their lives. They will become leaders, within their teams, their campus and their communities, and strive to be well-rounded individuals. They will serve others by helping to create pride and community among Loyola students, alumni, faculty and staff, and they will serve themselves by striving for the highest in personal development both in athletic competition and in the classroom.

In addition, student-athletes at Loyola will be nurtured by a staff and administration that is committed to the ultimate development and well-being of the student-athlete and to allowing for the best possible athletic and academic experience. The Department of Athletics will provide equitable opportunities, and foster an atmosphere of diversity and tolerance among its staff of men and women.

The Department of Athletics is committed to this educational mission and to its responsibility to assist its student-athletes in growth and leadership in a diverse and changing world.



## ATHLETICS DEPARTMENT STAFF DIRECTORY

All phone numbers begin with (410) 617-

Position	Name	Phone Extension
Director of Athletics	Jim Paquette	2283
Senior Women's Administrator, Associate Athletic Director for Facilities & Operations	Teddi Burns	2643
Associate Athletic Director for Business Affairs & Tickets	Dave Gerrity	2547
Assistant Athletic Director for External Affairs & Promotions	Scott Lowe	2773
Assistant Athletic Director for Compliance & Student-Athlete Welfare	Bill Wnek	2172
Academic Affairs for Varsity Athletics	Colleen Campbell	5391
Academic Affairs for Varsity Athletics	Adriana Mason	5361
Academic Affairs for Varsity Athletics	Abbie Day	5960
Assistant Athletic Director of Sports Medicine	Joe Artuso	2438
Assistant Director for Compliance	TBA	2660
Assistant Athletic Trainer	Steve Austin	5276
Assistant Athletic Trainer	Jonathan Howard	5365
Assistant Athletic Trainer	Rachel Franz	2743
Assistant Athletic Trainer	Pam Sommerhauser	2743/1425
Director of Athletic Communications	Ryan Eigenbrode	2337
Coordinator of Digital Media	Clay Paciorek	5107
Associate Director, Athletic Annual Fund	Mark Harris	5744
Assistant Director, Marketing & Sales	Melissa Hassen	5963
Equipment Manager	Len Novotny	2037
Equipment Manager	Wally Woodford	5002
Equipment Manager	Val Szczepaniak	2439
Equipment Manager	Suzanne Hudak	1455
Faculty Athletic Representative	Lisa Oberbroeckling	2516
Strength and Conditioning Coordinator	Brian McGivern	5372
Assistant to the Athletic Director	Colleen Barzyk	2283
Administrative Assistant	Joann Austin	1470
Administrative Assistant	Bernetta Casseri	5013



## ATHLETICS DEPARTMENT COACHES DIRECTORY

All phone numbers begin with (410) 617-

Position	Name	Phone Extension
Men's Basketball, Head Coach	Jimmy Patsos	2437
Men's Basketball, Assistant Coach	Luke D'Alessio	2596
Men's Basketball, Assistant Coach	G.G. Smith	2491
Men's Basketball, Assistant Coach	Greg Manning	2767
Women's Basketball, Head Coach	Joe Logan	5168
Women's Basketball, Assistant Coach	Alisha Mosley	2678
Women's Basketball, Assistant Coach	Tom Gizzi	2666
Women's Basketball, Assistant Coach	Jill Glessner	5406
Crew, Head Coach	Al Ramirez	5671
Crew, Assistant Coach	Stefan Koch	5016
Cross Country, Head Coach	Rick Woods	2076
Cross Country, Assistant Coach	Amy Horst	2991
Golf, Head Coach	Chris Baloga	2683
Men's Lacrosse, Head Coach	Charley Toomey	2879
Men's Lacrosse, Assistant Coach	Matt Dwan	2216
Men's Lacrosse, Assistant Coach	Dan Chemotti	2041
Women's Lacrosse, Head Coach	Jen Adams	2167
Women's Lacrosse, Assistant Coach	Dana Dobbie	5408
Women's Lacrosse, Assistant Coach	Katie Chrest	2633
Men's Soccer, Head Coach	Mark Mettrick	2379
Men's Soccer, Assistant Coach	Matt Dwyer	5121
Men's Soccer, Assistant Coach	TBD	5298
Women's Soccer, Head Coach	Katherine Vettori	5146
Women's Soccer, Assistant Coach	Erin Konheim	5279
Women's Soccer, Assistant Coach	Emily Janss	5407
Swimming, Head Coach	Brian Loeffler	2388
Swimming, Diving Coach	Katryn Valladares	TBA
Tennis, Head Coach	Rick McClure	2081
Women's Track, Head Coach	Amy Horst	2991
Women's Track, Assistant Coach	Eric McCray	5942
Women's Track, Assistant Coach	Jeff Eldred	5942
Volleyball, Head Coach	TBD	2772
Volleyball, Assistant Coach	Ashley Preston	5044



## CONFERENCE AFFILIATION

Loyola University Maryland competes at the Division I level of the National Collegiate Athletic Association (NCAA) and the majority of the athletic teams are members of the Metro Atlantic Athletic Conference (MAAC). The men's lacrosse team competes in the Eastern College Athletic Conference (ECAC) and the women's lacrosse competes in the Big East Conference.

The members of the MAAC are:



Canisius Collge



Fairfield University



Iona College



Loyola University Maryland



Manhattan College



Marist College



Niagara University



Rider University



Saint Peter's College



Siena College

The members of ECAC Men's Lacrosse League for the 2012 season are Air Force, Bellarmine, Denver, Fairfield, Hobart, Loyola and Ohio State.

Loyola is an affiliate member of the BIG EAST Conference for Women's Lacrosse, joining nine other league members: Cincinnati, Connecticut, Georgetown, Louisville, Marquette, Notre Dame, Rutgers, Syracuse and Villanova.



## LOYOLA ATHLETICS

### ATHLETIC TEAMS

Loyola University Maryland offers competition in the following 18 sports:

#### Men

Basketball  
Cross Country  
Crew  
Golf  
Lacrosse  
Soccer  
Swimming  
Tennis

#### Women

Basketball  
Cross Country  
Crew  
Lacrosse  
Soccer  
Swimming  
Tennis  
Indoor Track  
Outdoor Track  
Volleyball

### FACILITIES

Loyola University Maryland provides its student-athletes with optimum facilities for in-season success and off-season conditioning.

Located in the heart of the Evergreen Campus is Reitz Arena which is located on the second floor of the DeChiaro College Center, the home of Loyola Athletics.

Located along Charles Street is the Mangione Aquatic Center and Loyola's newest facility, the Ridley Athletic Complex is located approximately two miles on West Cold Spring Lane. A few miles south from the Evergreen Campus is the Loyola/Johns Hopkins Track & Field Complex.

Reitz Arena was dedicated in 1984 and is housed in the DeChiaro College Center. The arena is named for Emil G. "Lefty" Reitz, a former men's basketball coach. The arena holds over 2,000 spectators and accommodates three regulation-size basketball courts or three full-size volleyball courts. In addition, Reitz Arena hosts a number of special events each year, including many popular

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musical performing acts, Loyola University Maryland admissions functions and graduate school commencement ceremonies. Located on the DeChiaro College Center's first floor, two floors below Reitz Arena are Loyola's recently refurbished athletic weight room, which boasts Hammer strength equipment and free weights, a golf practice room, a film room and a crew ERG room. A modern training room, housing the University's respected athletic training staff as well as various cardiovascular equipment, can be found on the second floor.

Diane Geppi-Aikens Field was renamed in spring 2004 after the late Women's Lacrosse Coach, Diane Geppi-Aikens. The stadium has been reconfigured in recent years, with new bleachers offering expanded seating. Geppi-Aikens Field has been known to hold better than 6,000 spectators. Completed in 1979 its current surface is Sportexe momentum turf which is a high end artificial surface used by many intercollegiate and professional teams like the Baltimore Ravens.

The Ridley Athletic Complex will be the home of Loyola's NCAA Division I men's and women's lacrosse and soccer teams. It features a 6,000-seat grandstand; Sportexe Momentum synthetic turf competition field; video scoreboard; practice field; training facilities; locker rooms for home teams, visitors, coaches and officials; athletics staff offices; press, presidential, and VIP boxes; concession areas; and event space. The Ridley Athletic Complex is located 2221 West Cold Spring Lane in Baltimore.

Loyola's state-of-the-art Fitness and Aquatic Center was completed in the fall of 2000. The FAC's signature natatorium, the Mangione Aquatic Center, is bathed in sunshine from skylights that span the ceiling several stories above the pool's surface. The pool stretches eight lanes across its 25-yard length and 75-foot width. Movalbe bulkheads separate the diving area from the swimming area. Seats for 500 spectators bank upward from the pool deck, which is also home to a whirlpool and saunas. Other FAC highlights include a 30-foot indoor climbing wall, a 6,000-square foot fitness center with more than 70 pieces of fitness machinery, an elevated indoor track, four racquetball and two squash courts, two aerobic/martial arts studios, a three-court gymnasium and a multi-activity court with rounded corners and plexi-glass walls for indoor soccer and floor hockey.



## LOYOLA UNIVERSITY MARYLAND POLICIES

At Loyola University Maryland, you are first and foremost a student. You must comply with all the policies, rules and regulations applicable to all members of the University's student body. This part of the handbook has been developed to inform you of these obligations and to provide useful, general information about Loyola University Maryland.

### MISSION

(As stated in the Loyola University Maryland Undergraduate catalog)

Loyola University Maryland is a Jesuit Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideals of liberal education and the development of the whole person. Accordingly, the University will inspire students to learn, lead, and serve in a diverse and changing world.

### VISION

The education of men and women of compassion and competence, imbued with the desire to seek in all things the greater glory of God, represents the enduring aspiration of Loyola University Maryland. That ideal, first elucidated by Saint Ignatius of Loyola, founder of the Society of Jesus and namesake of this university, continues to guide Loyola as it strives to lead students, faculty, staff, alumni, and friends forward to the promise of an examined life of intellectual, social, and spiritual discernment.

In pursuing these goals, Loyola asserts a bold ambition: that the University will be among the top Catholic universities in the United States. The standards by which we measure that achievement will be many: the enrollment of outstanding students; the creation of a diverse and supportive community; the cultivation of a rigorous intellectual climate; the scholarly achievements of the faculty; the recognition of peers; the intellectual and professional attainments and generosity of spirit of the alumni.

Loyola will do so by providing undergraduate students with a liberal education that transforms them, that ensures they place the highest value on the intellectual

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life, and that instills in them an understanding that leadership and service to the world are intimately connected. Likewise, Loyola will be a recognized leader in graduate education, offering programs which are responsive to the needs of the professional and academic communities it serves, inspiring its graduate students to leadership, and inculcating in them the knowledge that service to the larger world is a defining measure of their professional responsibilities fully understood.

In all of this, Loyola University Maryland will remain ever mindful of the Jesuit precept that the aim of all education ultimately is the ennoblement of the human spirit.

## VALUES

From the time of their founding four-and-a-half centuries ago, Jesuits--beginning with their founder, Saint Ignatius Loyola--have had a distinctive way of looking at life. Their characteristic Ignatian worldview has permeated their educational and spiritual apostolates, and has been shared with hundreds of thousands of women and men formed by Jesuit teaching and pastoral care. This Ignatian worldview includes the following characteristic notes or emphases:

- openness and enthusiasm toward the whole of God's richly diverse creation and for the human person as its crowning glory;
- hopefulness and pragmatism in seeking graced solutions to life's challenges through creative use of all available gifts and resources, tempered by realism and compassion about the reality of human weakness;
- sustained critical attention to motivations and choices based on the conviction that individuals, through the exercise of their freedom, exert a real influence on their world and one another for good or for evil; and
- commitment to a life of growing integrity and increasing service to God and others after the Gospel model of Jesus Christ.

As a Jesuit, Catholic university with a 150-year history, Loyola University Maryland adopts and adapts these characteristic emphases of the Ignatian heritage and reflects them in its life and work. Loyola's Jesuit tradition was complemented and enriched by the tradition of the Mercy Sisters when the University joined with Mount Saint Agnes College in 1971; and Loyola continues to remember and to recognize with gratitude the gifts which it received as a result of that joining, as will be seen in the text below. One of the particular ways in which Loyola preserves its religious heritage while recognizing and incorporating the necessary openness to pluralism which is characteristic of American higher education today is by encouraging all of its constituents to cultivate and to live by the following core values: academic excellence, focus on the whole person, integrity and honesty,

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diversity, community, justice, service, leadership, discernment, and the constant challenge to improve.

## STANDARDS OF CONDUCT

(As stated in the Loyola University Maryland Undergraduate catalog)

It is expected that students will conform to all regulations and policies of the University and classes in which they are registered, including those concerning procedure and conduct in the Loyola/Notre Dame Library. Students must also abide by all international, federal, state, and local laws. The Student Life Office is the proponent of approved policies and rules of the Student Code of Conduct.

Violations are reported by students, faculty, campus police, or any member of the University Community. These reports are directed to the Student Life Office. The director of Student Life or designee shall then hear the case or refer the case to a hearing officer or panel. The appeal process for such decisions is published in the Community Standards.

Warnings, restrictions on social and other activities, fines, suspensions, and dismissals are used in cases involving violations of University regulations. Students who are placed on disciplinary suspension by the University will not be granted transfer credit for courses taken at other institutions during the suspension period. Particulars concerning violations, due process, and sanctions that may be imposed, can be found in the Community Standards.

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### Academic Integrity

Loyola University Maryland is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive, socially responsible people. The University seeks to accomplish these goals through a sound educational program and its policies for encouraging maturity, independence, and appropriate conduct among its students and faculty within the University community. It is the responsibility of faculty and students alike to maintain the academic integrity of Loyola University Maryland in all respects.

The faculty is responsible for establishing the rules for all work in a course, for the conduct of examinations, and for the security of tests, papers, and laboratories associated with courses and programs of the University. Faculty will remind students at the first meeting of each class of the standards of behavior and conduct for the class. The instructor will also make every effort to discourage dishonesty in

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any form. Faculty members are encouraged to make use of the Honor Code pledge on all scheduled tests, papers, and other assignments and are strongly encouraged to include a statement indicating support for the Honor Code on the course syllabus.

The University expects every student to behave with integrity in all matters relating to both the academic and social aspects of the University community. Refer to the Community Standards for additional information.

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## Honor Code

The Honor Code states that all undergraduate students of the Loyola University Maryland community will conduct themselves honestly on all academic matters. The goal of the Code is to foster a suitable atmosphere for learning. In order to achieve this goal, every student must be committed to the pursuit of academic honor and its responsibilities. Students who are truthful on all academic matters and who submit academic work that is the product of their own minds demonstrate respect for themselves and the community in which they study, as well as a commitment to Jesuit education. Students are expected to familiarize themselves with the Code which is published in the **Community Standards**.

Faculty members witnessing a breach of the Code must inform the student in a timely manner of the alleged infraction and assign any academic sanctions they deem appropriate for the offense. Following this, and no later than 30 days after informing the student of the alleged violation, faculty must report the infraction in writing to the Dean of First-Year Students and Academic Services. Students who witness a violation of the Honor Code also must report the alleged infraction to the Dean of First-Year Students and Academic Services.

Students found in violation of the Honor Code will be appropriately reprimanded in the belief that they will, with the support of their peers, learn from the mistake. In most instances, a first violation of the Honor Code results in an academic sanction, such as failure of the course, and may also include an educational sanction determined by a hearing council of the student's peers. For exceptionally serious cases, however, the hearing council may recommend stronger sanctions. A subsequent violation of the Code usually results in suspension or dismissal from the University.

The Honor Council is an elected body of Loyola University Maryland students entrusted with the tasks of educating the campus community on the importance of honor and hearing cases that involve an alleged violation of the Honor Code.

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More information on the Honor Code can be found on the University's website at [www.loyola.edu/campuslife/honorcode](http://www.loyola.edu/campuslife/honorcode).

### Intellectual Honesty

Students assume a duty to conduct themselves in a manner appropriate to the University's mission as an institution of higher learning. Their first obligation is to pursue conscientiously the academic objectives which they have set. This means that students will do their own work and avoid any possibility of misrepresenting anyone else's work as their own. "The act of appropriating the literary composition of another, or parts, or passages of his writing, of the ideas, or the language of the same, and passing them off as the product of one's own mind" (*Black's Law Dictionary*, Fifth Edition) constitutes "plagiarism." Although academic disciplines may differ in the manner in which sources are cited, some principles apply across disciplines. In general, any ideas, words, or phrases that appear in another source must be acknowledged at the point at which they are incorporated into a student's work.

The student's second obligation is not to engage in acts of cheating. "Cheating" is using unauthorized assistance or material or giving unauthorized assistance or material for the use of another in such a way that work or knowledge which is not the student's own is represented as being so. Avoiding cheating involves refusing to give or receive assistance from other students, books, notes (unless specifically permitted by the instructor) on course tests, papers, laboratory reports or computer programs. Particulars concerning the kinds of violations, review procedures, and sanctions that may be imposed, may be found in the Honor Code section of the **Community Standards** or on the University's website, [www.loyola.edu/campuslife/honorcode](http://www.loyola.edu/campuslife/honorcode).

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### Alcoholic Beverages

All purchasing and consumption of any alcoholic beverage is regulated by the Maryland state law to persons of 21 years of age or older. Loyola University Maryland complies with this state law.

Individual students are prohibited from bringing any alcoholic beverages into any buildings on campus other than exceptions which are noted in the **Community Standards**. University organizations, approved by the Student Activities Office, may dispense beer or wine at scheduled events in certain designated areas.



## LOYOLA UNIVERSITY MARYLAND ACADEMICS

### UNIVERSITY ACADEMIC STANDARDS

(As stated in the Loyola University Maryland Undergraduate catalog)

#### Quality Point Average (QPA)

The QPA is an average of the student's grades that gives proportionate weight to individual courses on the basis of the credit value assigned to them. While most courses have a three-credit value, a few courses have a four-, two-, or one-credit value. The QPA is computed in the following manner:

A	4.000
A-	3.670
B+	3.330
B	3.000
B-	2.670
C+	2.330
C	2.000
C-	1.670
D+	1.330
D	1.000
F	0.000

The grade points are multiplied by the credit value for the course to give the number of quality points. The sum of quality points for the courses taken is divided by the sum of the credit values of the courses taken to arrive at the QPA. Grades brought in from the packaged, exchange, or cooperative programs are calculated using Loyola's quality point system.

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#### Dean's List Honors

At the end of each semester, recognition on the Dean's List of students for distinguished academic achievement is awarded to students who achieve a minimum QPA of at least 3.500 for the term, provided that, in the term they have successfully completed courses totaling a minimum of 15 credits applicable to

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a degree (excluding pass/fail courses and courses assigned a grade of *W*). If the recommended course load for a particular term falls below the required 15 credits, an elective should be added for students to meet the credit requirement for consideration for Dean's List. These same requirements apply to students participating in the Loyola study abroad programs, affiliations, and exchange programs in which the grades are transferred to Loyola University Maryland.

Loyola students in Beijing, Cork, Leuven, and Newcastle must achieve a minimum cumulative QPA of 3.500 for the year, provided that, in the year they have successfully completed courses totaling a minimum of 30 credits applicable to a degree (excluding pass/fail courses and courses assigned a grade of *W*).

Loyola students at yearlong programs, exchanges, or affiliations abroad must obtain a minimum cumulative QPA of 3.500 for the year and must complete at least 30 credits applicable to a degree. Students at semester-long programs, exchanges, or affiliations abroad must earn at least a 3.500 cumulative QPA and complete 15 or more credits applicable to a degree.

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## Good Academic Standing

In order to be in good academic standing at Loyola University Maryland, first-year students are required to have a cumulative QPA of at least 1.800 at the end of their first and second semesters of study. By the end of the first semester of sophomore year and each semester thereafter, students must maintain a cumulative QPA of at least 2.000.

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## Academic Probation

Students whose QPA is at least 1.400 but below 1.800 at the end of the first semester of first year will be placed on academic probation. These students will be required to review their performance with a probation board composed of faculty members from the Academic Standards Committee, meet throughout the semester with a staff member in the Academic Advising and Support Center, and meet other requirements of probation during their second semester.

Students with a QPA of at least 1.800 but below 2.000 after the first semester of the sophomore year will be placed on academic probation. Students already on probation whose QPA does not reach the level required for good academic

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standing but whose semester average is such that continued work at this level would assure graduation will receive an automatic extension of their probation.

### **Academic Dismissal**

- Students will be dismissed at the end of their first semester if their cumulative QPA is below 1.400.
- Students whose QPA is below 1.800 at the end of the first year will be dismissed from the University.
- Students with a cumulative QPA of less than 2.000 after the fourth semester or any semester thereafter will be dismissed from the University.

### **Academic Appeal Process**

Students dismissed from Loyola University Maryland due to academic deficiency may appeal their dismissal by submitting formal written appeal to the Academic Standards Committee using the form provided with their letter of dismissal. This document is the student's opportunity to explain any mitigating circumstances or reasons why the student's dismissal should be reconsidered. A list of procedures under which appeals are conducted will be provided with this form.

Students who file the written appeal normally will be required to attend an interview with a hearing board of the Academic Standards Committee. Interviews take place early in January for dismissals at the end of the fall semester and in early June for dismissals at the end of the spring semester. After considering the letter of appeal and any additional information presented by the student during the interview, the Academic Standards Committee will make a recommendation to the Dean of First-Year Students and Academic Services. Each student is sent a letter regarding the final decision of the Dean. This decision is not subject to further appeal except in cases where students believe their right to a fair hearing (sometimes referred to as due process) has been violated.

If the dismissal is overturned following an appeal, the student is placed on probation. The requirements and expectations that form the terms of the probation will be specified in writing. In some cases, the probation may require a mandatory leave of absence (suspension) from the University. The student is responsible for abiding by all requirements of the probation and for taking any other steps necessary to achieve the QPA required for good standing by the end of the next semester on campus. Failure to meet the terms of probation and to achieve satisfactory academic standing will result in dismissal from the University at the end of the probationary semester. An appeal by a student on probation generally will be unsuccessful if the student's semester QPA remains below the standard for good standing.

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Students who have been granted an I (Incomplete) for a course and are placed on probation or suspended from the University for any reason after the close of the semester in which the I was given must complete the coursework under the terms set forth on the Incomplete Report. If those terms are not met, the grade will change to *F*.

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## **UNIVERSITY POLICIES**

(As stated in the Loyola University Maryland Undergraduate catalog)

### **Courses at Other Colleges**

All transfer courses require the prior written permission of both the chair of the department awarding the credit and the Academic Advising and Support Center. Only courses at accredited institutions will be accepted (see Residency Requirement).

Except for courses taken as part of the BSEP or approved international programs, a letter grade of *C* or higher must be obtained for any course transferred to Loyola University Maryland, and then only the credits are transferred. Courses with a grade of *C-* or below are not transferrable. The grade does not transfer and does not count in the regular Loyola QPA, except that in the determination of honors at graduation, the cumulative average is computed on the basis of all courses taken at all colleges. No higher honors will be awarded than those earned with grades that appear on the Loyola transcript for courses completed at Loyola or through Loyola sponsored programs.

Students who have been placed on disciplinary suspension by the University will not be granted transfer credit for courses taken at other institutions during the suspension period. Students who have been placed on academic suspension by the University may be granted transfer credit only with the permission of the Academic Standards Committee and the Dean of First-Year Students and Academic Services.

### **Exceptions**

Exceptions to University-wide academic policies must have the approval of the Academic Advising and Support Center. A student may appeal the decision of the Center, in writing, to the Dean of First-Year Students and Academic Services. The appeal letter should be accompanied by a description of the facts of the case, as well as a statement of support (or non-support) from the instructor and/or the department chair, as appropriate. The Dean will provide a written decision after

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reviewing the case in consultation with other appropriate deans. Students must submit appeals on their own behalf; appeals from a third party will not be accepted.

### **Final Grades and Transcripts**

Final grades and transcripts are not released to a student who has not settled all financial obligations with the University, who has not returned equipment and a supply borrowed from the University, such as library books, ROTC equipment, and athletic equipment, etc., and has not filed the immunization record with Health Services. No grades are given in person or over the telephone; however, students can access their midterm and final grades via the Internet at <https://webadvisor.loyola.edu/>. On-line access requires a valid User Name and Password (obtained from Technology Services). Final grade reports are mailed to the home address.

Under no circumstances will official transcripts be given directly to students or former students. Official transcripts are mailed directly to third parties only at the written request of the student (must include student signature). Telephone, e-mail, and fax requests for transcripts are not accepted. Transcripts should be requested well in advance of the date desired to allow for processing time and possible mail delay. Loyola University Maryland will not assume responsibility for transcripts that cannot be processed in a timely manner due to a student's indebtedness to the University.

Transcripts given to the student do not receive the seal of the University or the signature of the director of Records. Transcripts officially transmitted directly to another college or university or other official institution or agency receive the seal of the University and are signed by the director of Records.

Transcripts of work at other institutions or test scores submitted for admission or evaluation of credit cannot be copied or reissued by Loyola University Maryland. If that information is needed the student must go directly to the issuing institution or agency. Transcripts cannot be faxed.

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### **Leave of Absence**

Students may take a leave of absence for no more than two semesters. Students who take a leave of absence while on academic or disciplinary probation must complete the probation and satisfy its terms upon returning to Loyola. Students

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subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence.

A medical leave of absence will be granted by the Dean of First-Year Students and Academic Services when the attending physician provides the University with documentation recommending the leave. The documentation must be received within 30 days of the notification of the need for a medical leave of absence. A review of the student's financial obligations to the University will take place once the medical leave is approved and the medical documentation is received. If the medical documentation is not received by the University within the 30-day period, the right to a refund or credit, whichever is applicable, is forfeited.

Students applying for leave must complete the Leave of Absence Form and consult the Financial Aid Office to determine what effect this leave may have on financial aid available upon their return. Ordinarily, students on a leave of absence from the University will not receive transfer credit for courses taken at another institution during the period of the leave. Prior written permission must be obtained from the Dean of First-Year Students and Academic Services for any exceptions to this policy.

Upon completion of the approved leave of absence, students may return to Loyola University Maryland under the academic requirements in effect at the time of departure without completing the regular admissions process. Students on an approved leave of absence who do not return at the conclusion of that leave and who do not request an extension of the leave in writing from the Dean of First-Year Students and Academic Services will be withdrawn from the University at the conclusion of the first formal add/drop period, the first week of classes following the end of the leave.

### **Federal Leave of Absence Policy**

A student who takes an approved leave of absence is not considered to have withdrawn from the school. A leave of absence is approved if:

- the student has made a written request for the leave of absence;
- the leave of absence does not exceed 180 days;
- the school has granted only one leave of absence to the student in any 12-month period; and
- the school does not charge the student for the leave of absence.

If a student's leave of absence is **not** approved, the student is considered to have withdrawn from the school, and the federal refund requirements apply.

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These leave of absence requirements also affect a student's in-school status for the purposes of deferring federal student loans. A student on an approved leave of absence is considered to be enrolled at the school and would be eligible for an in-school deferment for his/her federal student loan. A student who takes an unapproved leave of absence or fails to return to school at the end of an approved leave of absence is no longer enrolled at the school and is **not** eligible for an in-school deferment of his/her loans.

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### Repeating or Replacing a Course

A student may choose to repeat any course. All grades for a repeated course will be included with the original grade in the computation of the cumulative QPA. Students repeating courses specifically required in the core must repeat the same course. If a course is failed in a core area, it may be repeated by another course in that area (any social science course may be taken as a repeat for any other social science course). Students repeating courses specifically required in the major must repeat the same course. Any free or non-departmental elective is a valid repeat for any other free or non-departmental elective. A major elective must be repeated by a course within the major elective group. In all circumstances, both the original and repeated grades count in the cumulative QPA. Students may repeat failed Loyola courses at another institution under the terms specified here. However, the original grade remains on the transcript, and the transfer grade is not computed in the Loyola cumulative QPA.

Students changing majors will find that major course requirements are significantly different from department to department. These students may be permitted to replace grades in major courses from the original major with grades in major courses from the new major. The grade for such a replacement course will replace the original grade in the computation of the cumulative QPA, however, both the old and the new grade will appear on the transcript. The replacement grade is computed in the cumulative QPA regardless of whether it is higher or lower than the original grade. The semester QPA is not affected if a grade for that semester is replaced by a later grade.

Students taking a course as a repeat or replacement must mark it on their Undergraduate Registration Form (repeat is not an option via WebAdvisor) and complete a Repeat/Replacement Form (available on the [Web](#) or from the Records Office).

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## Residency Requirement

Students must satisfactorily complete at least 20, three- or four-credit courses at Loyola University Maryland. Of the last 20 courses, 15 must be taken at Loyola University Maryland. Additionally, five of the last seven and at least one-half of the courses in the major and minor field of study also must be taken at Loyola University Maryland. Credit awarded on the basis of any placement tests does not count toward fulfillment of the residency requirement. Approved courses taken in the University's own study abroad programs, exchange programs, or affiliations apply toward the residency requirement. Study abroad courses sponsored by non-Loyola programs do not count toward residency. (See [Courses at Other Colleges](#) for guidelines governing transfer credit.)

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## Sixth Course

Students may register for only five courses (excluding Military Science and one-/two-credit courses), via WebAdvisor or paper submission, during the official registration period. To take a sixth course, students must either receive electronic permission from their academic advisor to register via WebAdvisor or submit a Sixth Course Form, signed by the academic advisor, to the Records Office during the registration period for the coming semester. First-year students are permitted to request a sixth course for their second semester if they earn a QPA of 3.000 or above for five, three- or four-credit courses during their first semester. Upperclassmen must be in good academic standing (having a QPA of 2.000 or above) to request a sixth course. Approval of the request is subject to successful completion of all prerequisites and course availability.

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## Test Materials

All examinations, tests, and quizzes assigned as a part of the course are the property of the University. Students may review their graded examinations, tests, or quizzes, but may not retain possession of them unless permitted to do so by the instructor.

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## Withdrawal from a Course

During the first four days of the semester, a full-time student may withdraw from a course without receiving a grade of *W*. A student may withdraw from a course upon the advice and approval of the instructor of the course, the faculty advisor, and an administrator in the Academic Advising and Support Center and receive a grade of *W* no later than four full weeks (20 class days) before the end of the semester. Intercollegiate athletes must obtain the signature of the academic coordinator for varsity athletics. Failure to comply with the official withdrawal procedure will result in a permanent grade of *F* or *AW*.

## Withdrawal from the University

A student who withdraws voluntarily from the University is entitled to honorable departure under the following conditions:

- The student must not be liable to dismissal on account of academic deficiency or breach of discipline.
- All financial indebtedness to the University must be settled.
- The student must complete the Student Withdrawal Form.
- Depending on the time and reasons for withdrawing, the student will receive a grade of either *W*, *F*, or *AW* for any incomplete courses (see Withdrawal from a Course).

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## Disability Support Services

It is the policy and practice of Loyola University Maryland to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with learning disabilities and Attention Deficit/Hyperactivity Disorder (ADD). No qualified individual with a disability shall be denied access to, or participation in services, programs, and activities at Loyola University Maryland. Academic accommodations are provided for students with documented learning disabilities/ADHD so that these students are viewed according to their abilities, not disabilities.

The Academic Advising and Support Center serves as an advocate for students with **learning disabilities and/or ADHD**, ensuring programmatic access to all University programs that will affect mainstreaming into the campus community. The Office of Disability Support Services provides services to students with psychiatric and physical disabilities, sensory impairments, and chronic illnesses.

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## How to Register with DSS

To register with Disability Support Services, you must follow these steps:

1. Submit a completed application which can be found at <http://www.loyola.edu/campuslife/healthservices/disabilitysupportservices/documents/DSSapp.pdf>
2. Provide documentation which meets the following guidelines:

Loyola University Maryland in Maryland has the following guidelines regarding the documentation of a disability:

Under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and equal access to programs and services. To establish that an individual is covered under the ADA, documentation must indicate that a specific disability exists and that the identified disability substantially limits one or more major life activities. A diagnosis of a disorder/ impairment in and of itself does not automatically qualify an individual for accommodations under ADA. The documentation must also support the accommodations requested.

Students requesting support services from Disability Support Services, Loyola University Maryland in MD, are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The following guidelines are provided to ensure that documentation is complete and appropriate:

A. The evaluation must be conducted by a qualified professional, such as psychologist, neuropsychologist, psychiatrist, or other medical doctor who has had comprehensive training in the differential diagnosis of ADHD and direct experience with an adult ADHD population. The name, title, and professional credentials of the evaluator should be clearly stated. All reports should be on letterhead, typed, dated, signed and otherwise legible.

B. Documentation must be current. The diagnostic evaluation must adequately address the individual's current level of functioning and need for accommodations. In most cases, the evaluation must have been completed in the last three years. A school plan, such as an Individualized Education Plan (IEP) or 504 Plan, is insufficient documentation, but can be

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included as part of a more comprehensive evaluative report.

C. Documentation necessary to substantiate the diagnosis must be comprehensive and include:

- Evidence of early impairment. Historical information must be presented to demonstrate symptoms in childhood which manifested in more than one setting.
- Evidence of current impairment, which may include presenting attentional symptoms and/or ongoing impulsive/hyperactive behaviors that significantly impair functioning in two or more settings. In addition, the diagnostic interview should include information from, but not limited to, the following sources: developmental history, family history, academic history, medical history, and prior psychoeducational test reports.
- Alternative diagnoses or explanations should be ruled out. The evaluator must investigate and discuss the possibility of dual diagnoses and alternative or coexisting mood, behavioral, neurological, and/or personality disorders that may confound the diagnosis of ADHD.
- Relevant testing information must be provided and all data must reflect a diagnosis of ADHD and a resultant substantial limitation to learning.
- Documentation must include a specific diagnosis. The diagnosis must include specific criteria based on the DSM-IV, including evidence of impairment during childhood, presentation of symptoms for at least the past six months, and clear evidence of significant impairment in two or more settings. The diagnostician should use direct language in the diagnosis of ADHD, avoiding the use of such terms as “suggests,” “is indicative of,” or “attentional problems.”
- An interpretive summary must be provided that demonstrates that alternative explanations have been ruled out and that explains how the presence of ADHD was determined, the effects of any mitigating measures (such as medication), the substantial limitation to learning caused by the ADHD, and the rationale for specific accommodations.

Confidentiality. Loyola will not release any part of the documentation without the student’s informed consent.

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\*\*Guidelines for documentation were reproduced, in part, with permission by ETS (Educational Testing Services), "Policy Statement for Documentation of Attention-Deficit/ Hyperactivity Disorder in Adolescents and Adults," June 1999 (Revised).

3. Submit documentation to:

Disability Support Services  
Newman Towers, 107 West  
Loyola University Maryland in Maryland  
4501 North Charles Street  
Baltimore, MD 21210  
(410) 617-2080 (FAX)  
(410) 617-2141 (TDD)

Hours: 8:30 am - 5:00 pm

Staff:

Marcia Wiedefeld, Director, [mwiedefeld@loyola.edu](mailto:mwiedefeld@loyola.edu), (410) 617-2062

Abigail Hurson, Assistant Director, [ashurson@loyola.edu](mailto:ashurson@loyola.edu), (410) 617-5137

Michelle Hackley, Administrative Assistant, [mhackley@loyola.edu](mailto:mhackley@loyola.edu), (410) 617-2750



## OFFICE OF ACADEMIC AFFAIRS FOR VARSITY ATHLETICS

### STAFF

#### ***Colleen Campbell***

Director of Academic Services for Varsity Athletics

Jenkins Hall 013

Office: (410) 617-5391 Fax: (410) 617-5182

Email: [CCampbell1@loyola.edu](mailto:CCampbell1@loyola.edu)

Colleen will be responsible for the following teams:

*Men's Basketball*

*Men's Lacrosse*

*Women's Soccer*

#### ***Adriana Mason***

Associate Director of Academic Services for Varsity Athletics

Jenkins Hall 015

Office: (410) 617-5361 Fax: (410) 617-5182

Email: [ALMason@loyola.edu](mailto:ALMason@loyola.edu)

Adriana will be responsible for the following teams:

*Men's Cross Country*

*Women's Indoor Track*

*Men's Swimming and Diving*

*Women's Outdoor Track*

*Women's Basketball*

*Women's Swimming and Diving*

*Women's Cross Country*

*Women's Volleyball*

*Women's Lacrosse*

#### ***Abbie Day***

Coordinator of Academic Services for Varsity Athletics

Jenkins Hall 015

Office: (410) 617-5960 Fax: (410) 617-5182

Email: [ANDay@loyola.edu](mailto:ANDay@loyola.edu)

This position will be responsible for the following teams:

*Men's Crew*

*Men's Tennis*

*Men's Golf*

*Women's Crew*

*Men's Soccer*

*Women's Tennis*

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## ACADEMIC COMMITMENT

- A. Our purpose is to provide a service to you, the student-athlete, by assisting you in academics so you will be successful here at Loyola University Maryland.
- B. As a student-athlete you are representing Loyola University Maryland and the Athletic Department, whether you are on athletic financial aid or not you are still responsible to adhere to all of the policies in this handbook.
- C. Your commitment is to make satisfactory progress towards obtaining a degree from Loyola University Maryland by **attending all class sessions (on time), completing all assignments, participating in our academic enhancement program and working hard.** Hard work is the foundation of becoming successful.
- D. Communication is a Necessity! We cannot read your mind; if you are having a problem you must let us know. We also expect you to be **HONEST!**
- E. We will provide you with the resources that you need to be successful here at Loyola University Maryland. **YOU MUST DO THE WORK!**
- F. Our services are a privilege which you have earned. **ABUSE IT AND YOU WILL LOSE IT!**

## CLASS ATTENDANCE POLICY

- A. It is your responsibility to attend all of your classes on regular basis. Because you will often miss classes due to travel and competition, it is essential that you attend all other classes.
- B. If you are suffering from an illness and are unable to attend class you must first make an appointment at Student Health Services to be seen by a health care professional. Next you must contact Adriana, Colleen or Abbie and provide written verification stating that you were suffering from an illness that prevented you from attending class.
- C. Class attendance will be monitored through direct contact with instructors and through reports from other sources.
- D. Repeated unexcused absences by a student-athlete may result in sanctions to be determined by the Athletic Director. Such sanctions will include loss of practice time and/or missing a scheduled competition.
- E. Not everyone is an “A” student and not everyone is an **“ALL AMERICAN.”** All we ask is that you perform to the best of your ability both on the field and in the classroom.

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## CLASSROOM EXPECTATIONS

- A. Make sure you are on time
- B. Turn off your cell phones
- C. Sit in the front of the classroom
- D. Separate yourself from your teammates
- E. Take notes in class
- F. Make sure the professor knows who you are
- G. Utilize the professor's office hours
- H. Remind your professor the week prior to missing a class due to a scheduled competition to reschedule exams/quizzes, make up missed assignments, etc.
- I. Make a friend in your class who does not travel so that you can get any missed notes from them.

## IMPORTANT INFORMATION

- A. **Please check your email at least once a day.** The majority of your professors will email you important information about your class that you need to know.
- B. **Please open and read ALL emails sent to you from Adriana, Colleen or the Coordinator of Academic Services.** We will email you important academic information that you need to be aware of as well as information about internship and job opportunities.
- C. **Please be aware that the Office of Academic Affairs for Varsity Athletic does not have any influence over overrides into closed class.** You are required to fill out an override form and submit it to the Academic Advising and Support Center for the decision by the Chair of the Department.
- D. The Office of Academic Affairs for Varsity Athletics is not involved in any grade change appeals. You must follow the policies outlined in the Undergraduate Catalogue.
- E. Please submit all documentation of ADHD/ADD medications to the athletic training room and the compliance office and as they are banned NCAA substances unless legally reported to the University.

## HONOR CODE VIOLATIONS

Student-athletes are responsible for upholding the Honor Code as stated in the Loyola University Maryland Catalog with respect to all academic areas including homework assignments, on-line exams/quizzes, papers, tutoring, any academic work completed on road trips, etc. Any student-athlete who engages in such activities as plagiarism, cheating or forgery of signatures is

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subject to sanctions that may include any or all of the following: dismissal from the University, dismissal from their team, suspension from the University, loss of athletic aid, suspension from athletic events (practice, competition, etc).

## COMMUNITY STANDARDS VIOLATIONS

Student-athletes are expected to adhere to Loyola's Community Standards as rules for responsible living. Any student-athlete who is in violation of these standards is subject to sanctions that may include any or all of the following: dismissal from the University, dismissal from their team, suspension from the University, loss of athletic aid, suspension from athletic events (practice, competition, etc).

## MIDTERM GRADES

- A. All freshmen receive midterm grade reports after the week of midterm exams (6<sup>th</sup> week of the semester). This report includes a midterm grade for each of their classes. This report is sent to your home addresses and a copy is also given to your coaches.
- B. All upperclassmen receive midterm deficiency reports after the week of midterm exams (6<sup>th</sup> week of the semester). This report includes any midterm deficiencies which are considered any grade of a C- or below. This report is sent to your home addresses and a copy is also given to your coaches.

## TRAVEL LETTERS

- A. Must meet with professor after the **FIRST CLASS** to review travel letter.
- B. Explain your willingness to make-up any missed assignments, tests and exams **ahead** of time.
- C. Have the Professor/Instructor sign a copy of travel schedule and return it to your Academic Support Advisor by the end of the **first** week of classes.
- D. If there are any conflicts with exams and your travel schedule please encourage the professor to contact us if they need proctoring services.
- E. Remind your professor one week before each absence that you will be missing class for athletic travel. **It is not their responsibility to memorize your travel schedule.**
- F. **Please remember that athletic absences are not automatically excused. It's at the discretion of your professor.**

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## TRAVEL POLICY

- A. Any student-athlete who is planning to red-shirt or who has red-shirted for their season will not be permitted to travel with their team on any trips.
- B. Any student-athlete who is injured and physically unable to compete for a period of time will not be able to travel on class days during that period of time. Post season travel for injured student-athletes will be considered on an individual basis by the Director of Athletics.
- C. The Office of Academic Affairs has eight (8) laptops along with two (2) wireless internet cards that may be checked out for use during team travel. Please contact a member of the staff to check-out a laptop for travel.

## SUMMER SCHOLARSHIPS

- A. All student-athletes are able to apply to receive aid to cover summer school classes. There is no guarantee that you will receive this aid.
- B. You will be asked to fill out an application for summer aid, which will be provided by the Office of Academic Affairs for Varsity Athletics. The applications will be reviewed by your head coach, your athletic advisor, the Athletics Staff. The decisions will be emailed to you before the spring semester ends.
- C. Applications for summer aid submitted after the deadline will not be considered for athletic aid.
- D. The decisions made are based upon graduation and eligibility first and your past academic performance (including failing a course due to excessive absences) will also be taken into account then any remaining funds will be used for other student-athletes.
- E. If you receive athletic aid during the academic school year and you are granted summer aid you will only receive the same percentage of aid that you receive during the academic school year.
- F. If you fail or withdraw from a course without making a true effort to pass the course (i.e. tutoring, meeting with the professor, working with your athletic academic advisor, etc.), you may face a penalty to be determined by the Athletic Director. Such penalties may include summer or fifth year aid not being granted.

## REGISTRATION

The Office of Academic Affairs for Varsity Athletics is available to provide assistance during each registration period. All student-athletes are also required to meet with their Faculty Advisor to receive permission to register. **Students are not permitted to register for classes without their faculty advisor's**

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**permission.** In order to take a sixth course students must also receive the permission of their faculty advisor.

Student-athletes may only register on their assigned date at the time assigned to them by the Records Office. The Office of Academic Affairs does not have the authority to change a student athletes' assigned registration time. Students may register online on WebAdvisor or with a staff member in the Office of Academic Affairs for Varsity Athletics.

## BOOK SCHOLARSHIPS

**A member institution may provide a student-athlete financial aid that covers the actual cost of required course-related books (NCAA Bylaw 15.2.3).**

NCAA rules prohibit student-athletes to sell books awarded as part of an athletics grant-in-aid scholarship prior to the end of the academic term. At the end of the academic term (after the last final exam and/or completion of final course requirements) an enrolled student-athlete must return the books to the Athletic Department.

### Book Scholarship Process:

- A. Student-athletes who receive books as part of their grant-in-aid should report to the Compliance Office located in the Athletic Offices on the 3<sup>rd</sup> floor of the DiChiaro College Center to receive their book forms.
- B. The student-athlete will take their book form to the bookstore and select the books listed on their syllabi. You are covered for all books listed on your syllabi. You will then take all of your books and the book form to the register to check out. The bookstore will give you a copy of the book form with a listing of all the books you received. If there is a change in your schedule you will be asked to return to our office to receive a new book form reflecting the change.
- C. If a student-athlete drops a course during the academic term, they must return the course book(s) to the Compliance Office.
- D. At the end of the term the student-athlete must return all books to the Compliance office. They will not be allowed to sell back the books to the bookstore. If a student athlete misplaces a book or would like to keep the book for personal use they will need to provide the Athletic Department with the sellback cost.

**If a student-athlete uses their book scholarship for any books that are not on the syllabus for classes they are registered for or abuse their scholarship in any other way this will result in disciplinary action against them and deem them**

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**ineligible for intercollegiate competition. Additionally, they may lose their book scholarship for the following semester.**

All questions regarding this policy should be referred to Bill Wnek, Assistant Athletic Director of Compliance and Student-Athlete Welfare at (410) 617-2172 or [bwnek@loyola.edu](mailto:bwnek@loyola.edu).



## ACADEMIC ENRICHMENT PROGRAM

### ALL STUDENT-ATHLETES

The services provided by this office are for all varsity student-athletes, not just for the student-athletes who fall under the GPA requirements. We encourage all student-athletes to take advantage of the tutoring and enrichment services provided by the Office of Academic Affairs for Varsity Athletics.

### ACADEMIC ENRICHMENT POLICY

All first-semester freshman and transfer student-athletes are required to participate in our Academic Enrichment Program as well as all returning student-athletes with a cumulative GPA below 2.500. *Exception: If your cumulative GPA is below a 2.500 but your last two consecutive semesters (not including summer school) you have earned at least a 2.750 then you are exempt from participating in the Academic Enrichment Program.*

The Academic Enrichment Program consists of two components:

- A. Bi-weekly or weekly academic meetings
- B. Minimum of eight (8) study hall hours per week.

Your head coach and/or athletic academic advisor may require your participation in the Academic Enrichment Program even if you are above the stated requirements.

All student-athletes who are on Academic Probation must adhere to the requirements mandated by the Academic Standards Committee as part of their probation.

### ACADEMIC MEETINGS

- A. All first-semester freshmen and transfer student-athletes, as well as those who are under a 2.5 cumulative GPA, must meet with their athletic academic advisor a minimum of once every other week for an academic meeting. During these meetings you will review the previous week(s) assignments, report any grades received and discuss your upcoming

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assignments. This meeting will be set by your advisor during the first week of the semester.

## CLASS SYLLABUS

- A. Each course should have a syllabus. A copy of EACH class syllabus should be given to your Academic Advisor **during your first academic meeting.**
- B. If you do not have a class syllabus, please obtain the following information: Professor's name, campus address, e-mail address, phone number and office hours.

## ACADEMIC ENRICHMENT STUDY HALL HOURS

Weekly academic enrichment study hall hours (8 hours per week) begin on Friday and end on Thursday. **All study hall hours must be completed by Thursday at 12:00 midnight each week. You may only complete 4 hours in any given day for study hall credit. Any hours over 4 will not count towards your required 8 hours but will be placed in your bank.** Please keep track of your own hours. They will be posted on our website at [www.loyola.edu/academics/studentathletes](http://www.loyola.edu/academics/studentathletes) and outside our offices located in Jenkins Hall 013/015.

Student-athletes that earn more than eight (8) hours in a week will have those extra hours placed in his/her bank. No more than four (4) hours from that bank may be used to satisfy the eight (8) hour requirement in any given week. **This means no matter how many hours you may have in the bank you must earn at least four (4) new hours every week.** Banked hours are not carried over to the next semester. Failure to complete academic enrichment study hall hours by 12:00 midnight on Thursday will result in a warning. **If you're sick you must provide a note from the Health Center or doctor's note to be excused for missing your study hall hours. You will still be required to complete 12 hours the following week. If you fail to complete your study hall hours for a personal reason excused by the Office of Academic Affairs for Varsity Athletics you will still be required to complete 12 hours the following week.**

NOTE: A warning will occur and no hours will be awarded if a student-athlete is signed in during their class times. If your class is cancelled and you attend study hall during your class time please send an email to Adriana Mason to notify her.

If you are below the grade point average requirement and you attend summer school then you must participate in the Academic Enrichment Program during the summer. The summer school study hall requirement is two (2) hours per academic class (excluding any art, internship or photography classes).

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## LOCATIONS TO COMPLETE ACADEMIC ENRICHMENT STUDY HALL HOURS

### THE STUDY

The “Study” includes 34 IBM NetVista personal computers, seven extra workstations and desks, along with two advanced flatbed scanners. The room also has a JVC flat screen television and VCR as well as a Panasonic television with telesensory capability which may only be used for academic purposes. It also includes eighteen lounge chairs and four couches for reading purposes. The numerous computer workstations are also equipped with the latest in ergonomic technology to enhance the learning experience.

The Study is located on the 3<sup>rd</sup> floor of Jenkins Hall. You must present your student ID card to receive credit for your study hours as they are recorded electronically. **You will not receive credit for your hours if you do not present your student ID; NO NOTES WILL BE ACCEPTED.**

#### The Study Hours:

Sunday	12:00 noon – 12:00 midnight
Monday – Thursday	9:00 am – 12:00 midnight
Friday	9:00 am – 4:00 pm
Saturday	10:00 am – 6:00 pm

#### The rules of The Study are as follows:

- All students entering *The Study* are required to present a valid Loyola University Maryland ID card. **Your study hall hours cannot be recorded without this ID. We will not be accepting any notes confirming hours from graduate assistants.**
- No food or drinks are allowed in *The Study*.
- Use of cellular phones in *The Study* is strictly prohibited.
- *The Study* is not to be utilized as a lounge—sleeping is prohibited, and may result in dismissal from this area
- The photocopier and printer are to be utilized for tutoring purposes and alternative test sites ONLY. Computer labs are located throughout the University community for printing purposes.

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## THE WRITING CENTER

The Loyola Writing Center (LWC) works with writers in any stage of the writing process, from brainstorming to drafting to the final stages of revision. Consultants encourage decisions on style, voice, audience, and purpose. LWC empowers students, faculty, and staff to express ideas in a clear, concise manner. All types of writing are welcome, including academic work from any disciplines and self-sponsored writing.

The Writing Center is located in the basement of Jenkins Hall, room 011. In order to make an appointment students should call (410) 617-5415 or email [LWC@loyola.edu](mailto:LWC@loyola.edu).

### Loyola Writing Center Hours:

Monday – Thursday	10:00 am – 8:00 pm
Friday	10:00 am – 3:00 pm
Saturday	CLOSED
Sunday	2:00 – 8:00 pm

You must present a study hall report form to the Office of Academic Affairs for Varsity Athletics by Thursday to receive credit for your study hall hours. You may obtain this form from your Writing Center consultant.

## THE OFFICE OF ACADEMIC AFFAIRS FOR VARSITY ATHLETICS COMPUTER LAB

The Computer Lab includes 6 IBM NetVista personal flat screen computers, a network printer along with a fax machine and scanner. The room also has a JVC flat screen television and DVD player with telesensory capability which may only be used for academic purposes.

If you are completing study hall hours in the Office of Academic Affairs for Varsity Athletics Computer Lab you must notify a staff member when you begin and when you end your study hall hours.

**All academic enrichment study hall hours must be completed in the Study, the Writing Center or in the Office of Academic Affairs for Varsity Athletics Computer Lab. Language Learning Center hours do not count for study hall credit.**

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## TUTORIAL SERVICES

Tutorial services are provided for all varsity student-athletes free of charge. Tutors are available for any course offered at Loyola University Maryland. **Tutoring appointment requests must be made via the web at [www.loyola.edu/academics/studentathletes](http://www.loyola.edu/academics/studentathletes).**

**As per NCAA rules, student-athletes are not permitted to contact tutors on their own to schedule, cancel or reschedule tutoring appointments. You are not permitted to schedule, cancel or reschedule tutoring appointments with tutors via email, telephone, text message or in person. All tutoring appointments must be requested on our website. All cancellations or rescheduling of tutoring appointments must be sent to a member of the Office of Academic Affairs for Varsity Athletics who will notify the tutor. Failure to abide by these rules may result in NCAA sanctions.**

Tutor schedules will be available a week in advance beginning on Thursday for the upcoming week. Each tutor's schedule will be posted on the web at [www.loyola.edu/academics/studentathletes](http://www.loyola.edu/academics/studentathletes). Student-athletes must select the tutor they would like to meet with and request an appointment during a time the tutor is available. The student-athlete must provide an email address where they will receive confirmation of the tutoring appointment.

- A. Tutoring appointments must be requested **at least 24 hours in advance**.
- B. All tutoring appointments must take place in the Study.
- C. Once a tutoring appointment is confirmed the student-athlete is responsible for showing up for the appointment. **Failure to attend a tutoring appointment will result in a warning.**
- D. Any cancellations must be made through Adriana at least three (3) hours before the tutoring appointment via email.

Please understand that tutors serve as supplements to your professors. Tutors are not intended to teach you any subject area. They are only there to assist with any questions or confusion you may have with a class. Tutors are not permitted to complete homework assignments or write papers for you; that is considered an NCAA violation. Please come to all tutorial appointments on time and prepared with all necessary books and notebooks and with specific questions that you need help with. Failure to abide by the rules of the tutorial appointments will result in loss of tutoring privileges.

All questions regarding tutorial services should be directed to the Tutor Coordinator, Adriana Mason at [almason@loyola.edu](mailto:almason@loyola.edu) or (410) 617-5361.

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## ENFORCEMENT POLICY

### The penalties for not earning required amount of academic enrichment hours:

- A. **First warning** – Written warning given to the student-athlete and their coach and the student-athlete must complete twelve (12) hours of study hall the next week.
- B. **Second warning** – Meeting with the student-athlete, their coach and their athletic advisor within 3 days of receiving the warning and the student-athlete must complete twelve (12) hours of study hall the next week.
- C. **Third warning** – Meeting with the student-athlete, their athletic director, their coach and their athletic advisor within 3 days of receiving the warning and the student-athlete must complete twelve (12) hours of study hall the next week.
- D. **Fourth warning** – Missing the next scheduled competition, not including exhibition games and the student-athlete must complete twelve (12) hours of study hall the next week.
- E. **Fifth warning** – The fifth step is final and suspension from athletics is required for a specific period up to the end of the playing season with the amount of time to be determined by the athletic director.

### The penalties for not attending required academic meetings with their athletic advisor and/or not attending a scheduled tutoring appointment:

- A. **First warning** – Written warning given to the student-athlete and their coach.
- B. **Second warning** – Meeting with the student-athlete, their coach, and their athletic advisor.
- C. **Third warning** – Meeting with the student-athlete, the athletic director, their coach, and their athletic advisor.
- D. **Fourth warning** – Missing the next scheduled competition, not including exhibition games.
- E. **Fifth warning** - The fifth step is final and suspension from athletics is required for a specific period up to the end of the playing season with the amount of time to be determined by the athletic director.

\*\*\* All Study Hall warnings will be carried over to the following semester. (They are no longer erased mid-year).

\*\*\* Any student-athlete who receives four (4) or more warnings in the spring semester will automatically be disqualified from attending and receiving awards at the end of the year Athletics Banquet as per the Athletic Director.



## COMPLIANCE AND ELIGIBILITY

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

If you have questions, ask Assistant Athletic Director for Compliance, Bill Wnek x 2172 or refer to the 2011-2012 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

### For All Student-Athletes

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

#### Ethical conduct - All sports:

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

You are **not eligible** to compete if you knowingly: provide information to individuals involved in organized gambling activities concerning intercollegiate, amateur or professional athletics competition; solicit a bet on any intercollegiate, amateur or professional team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate, amateur or professional competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3]

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**Amateurism - All sports:**

You are **not eligible** for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team as defined by the NCAA in that sport;

or

- Used your athletics skill for pay in any form in that sport, except that prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event. [Bylaw 12.1.2]

You are **not eligible** in any sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3]

You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]

You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

**Financial aid - All sports:**

You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

- Money from anyone upon whom you are naturally or legally dependent;
- Financial aid that has been awarded to you on a basis other than athletics ability; or
- Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent.

**Employment earnings - All sports:**

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Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. (See Bylaw 12.4 and Bylaw 15.2.7)

It is permissible for your summer employment to be arranged by the institution or for you to accept educational loans from a regular lending agency provided you did not receive the job or loan before the end of your senior year in high school. [Bylaws 13.2.1, 13.2.3, and 13.2.4]

#### **Academic standards - All sports:**

##### **Eligibility for competition**

To be **eligible to compete**, you must:

- Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of your institution;
- Be in good academic standing according to the standards of your institution; and
- Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (not less than eight semester or quarter hours) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.7.1, 14.1.8.2 and 14.1.8.2.1.4]

If you are enrolled in less than a full-time program, you are **eligible to compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.8.2.1.3]

You are **eligible to compete** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

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You are **eligible to compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

### **Eligibility for practice**

You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. [Bylaw 14.1.8.1]

You are **eligible to practice** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.1]

You also are **eligible to practice** if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.8.1.3]

### **Continuing Eligibility- All sports (For those student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003):**

If you are entering an institution for the first time on or after August 1, 2003, your eligibility for competition shall be based upon satisfactory completion of at least:

- Have successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution's third semester or fourth quarter following the student-athlete's initial full-time enrollment;
- Have successfully completed 18-semester or 27-quarter hours of academic credit 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
- Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution. [Bylaw 14.4.3.1]

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- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.6]
  - If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institutions overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3.1]
  - If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
  - If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]
  - If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, a student-athlete's grade-point average will be certified on a term-by-term basis. [Bylaw 14.4.3.3.1]

**Freshmen:**

You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year under Bylaw 14.02.9.1, if you:

- Graduate from high school;
- Attain a minimum high-school grade-point average of 2.000 in 16 core-curriculum courses as specified in Bylaw 14.3.1.1; and
- Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.2.

You are referred to as a nonqualifier if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic

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year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.9.2, 14.3.2.1, and 14.3.2.1.1]

As a nonqualifier:

- You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations.
- You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you receive a baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaws 14.3.2.1.1, 14.3.3, and 14.3.3.1]

**Other regulations concerning eligibility - All sports:**

You are **not eligible** to participate in more than four seasons of intercollegiate competition. [Bylaw 14.2]

You are **not eligible** if five calendar years have passed from the date you first registered as a fulltime student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official church missions or with recognized foreign aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.1 and 30.6.1]

You are **eligible** at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 14.2.1. [Bylaw 14.1.9]

You are **eligible** for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.9.3]

**All sports other than basketball:**

You are **not eligible** in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any noncollegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in your institution's catalog. Competing in the Olympic Games

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tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1, 14.7.1.1 and 14.7.3]

- **Exception:** In men's and women's soccer, women's volleyball, field hockey and men's water polo, you may compete on outside amateur teams during the spring outside of the institution's playing and practice seasons, provided such participation occurs no earlier than May 1, and the remaining provisions of Bylaw 14.7.1.2 are met.

#### **All-star football and basketball only:**

You are **not eligible** if, after you completed your high-school eligibility in your sport and before your high school graduation, you participated in more than two high school all-star football or basketball games. [Bylaw 14.6]

#### **Basketball only:**

You are **not eligible** if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.2 and 14.7.3]

It is permissible to participate as a member of a basketball team in an NCAA-sanctioned summer basketball league or event. [Bylaw 14.7.3.2-(a)]

#### **Transfer students only:**

You are a transfer student if:

- The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time program of studies and you were present on the opening day of classes;
- or**
- The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former institution announced before the beginning of any term. [Bylaw 14.5.2]

If you are a transfer student from a four-year institution, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.8.2.

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If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.6.

If you transferred from a four-year college to a two-year college and then to your new institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

### **Drugs - All sports:**

If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol), you will be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of competition in all sports.

If you test positive a second time for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3.2, you will lose all remaining regular-season and postseason eligibility in all sports.

If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1.1]

A complete listing of banned drugs is listed in this handbook for your review.

### **Non-NCAA athletics organization positive drug test - All sports:**

If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.4.

If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of

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competition. The director of athletics must notify the Vice-President of NCAA Education Services in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1.3]

The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site ([www.ncaa.org](http://www.ncaa.org)) or may be obtained from the NCAA health and safety staff in Education Outreach.



## NCAA RULES AND REGULATIONS

*\*Per NCAA Bylaw 14.1.4.2-(b), the director of athletics or the director of athletics' designee shall disseminate a copy of the list of banned drug classes to each student-athlete.*

Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA Web site ([www.ncaa.org](http://www.ncaa.org)). The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

The following is the list of banned-drug classes, pursuant to NCAA Division I Bylaw 31.2.3.4.

**(a) Stimulants:**

amiphenazole  
amphetamine  
bemigrade  
benzphetamine  
bromantan  
caffeine<sup>1</sup>  
chlorphentermine  
cocaine  
cropropamide  
crothetamide  
diethylpropion  
dimethylamphetamine  
doxapram  
ephedrine  
ethamivan  
ethylamphetamine  
fencamfamine  
meclofenoxate  
methamphetamine  
methylene-dioxymethamphetamine (MDMA,  
also known as Ecstasy)

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methylphenidate  
nikethamide  
pemoline  
pentetrazol  
phendimetrazine  
phenmetrazine  
phentermine  
phenylpropanolamine (PPA)  
picrotoxine  
pipradol  
prolintane  
strychnine  
and related compounds \*

**(b) Anabolic Agents:**

anabolic steroids  
androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyl-testosterone  
dehydroepiandrosterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
fluoxymesterone  
mesterolone  
methandienone  
methenolone  
methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
stanozolol  
testosterone<sup>2</sup>  
and related compounds\*  
Other anabolic agents  
clenbutero

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**(c) Substances Banned for Specific Sports:****Rifle:**

alcohol  
atenolol  
metoprolol  
nadolol  
pindolol  
propranolol  
timolol  
and related compounds \*

**(d) Diuretics:**

acetazolamide  
bendroflumethiazide  
benzthiazide  
bumetanide  
chlorothiazide  
chlorthalidone  
ethacrynic acid  
flumethiazide  
furosemide  
hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
quinethazone  
spironolactone  
triamterene  
trichlormethiazide  
and related compounds \*

**(e) Street Drugs:**

heroin  
marijuana<sup>3</sup>  
THC (tetrahydrocannabinol)<sup>3</sup>

**(f) Peptide Hormones and Analogues:**

chorionic gonadotrophin (HCG - human chorionic gonadotrophin)  
corticotrophin (ACTH)  
growth hormone (HGH, somatotrophin)

*\*All the respective releasing factors of the above-mentioned substances also are banned.*

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erythropoietin (EPO)  
sermorelin

**(g) Anti-Estrogens:**

anastrozole  
tamoxifen  
formestane  
3,17-dioxo-etiochol-1,4,6-triene(ATD)

**(h) Beta-2 Agonists:**

bambuterol  
formoterol  
salbutamol  
salmeterol

**(i) Definitions of positive depends on the following:**

1. for caffeine-if the concentration in urine exceeds 15 micrograms/ml.
2. for testosterone-if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
3. for marijuana and THC-if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

\* The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

**Supplements**

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the National Center for Drug Free Sport Resource Exchange Center (REC) Web site ([www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)).

**GAMBLING ACTIVITIES (Bylaw 10.3)**

**Student-athletes shall not knowingly:**

- (a) Provide information to individuals involved in organized **gambling** activities concerning intercollegiate, amateur or professional athletics competition;
- (b) Solicit a bet on any intercollegiate, amateur or professional team;

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(c) Accept a bet on any team representing the institution;

(d) Solicit or accept a bet on any intercollegiate, amateur or professional competition for any item (e.g., cash, shirt, dinner) that has tangible value; or  
*(Revised: 9/15/97)*

(e) Participate in any **gambling** activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized **gambling**.

### **Sanctions (Bylaw 10.3.2)**

The following **sanctions** for violations of Bylaw 10.3 shall apply as follows:

(a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "point shaving") or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete's institution **shall permanently lose all remaining regular-season and postseason eligibility in all sports.**

(b) A student-athlete who solicits or accepts a bet or participates in any gambling activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling, **shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution's determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition.** A request for reinstatement may be submitted on behalf of a student-athlete who has participated in such activity only upon fulfillment of the minimum condition indicated above. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

### **Employment (Bylaw 15.2.7)**

Earnings from a student-athlete's on- or off-campus **employment** that occurs at any time is exempt and is not counted in determining a student-athlete's or in the institution's financial aid limitations, provided:

(a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the

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publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;

(b) The student-athlete is compensated only for work actually performed; and

(c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. (See Bylaw 12.4.)

### **Criteria Governing Compensation to Student-Athletes (Bylaw 12.4.1)**

All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete:

(a) Only for work actually performed; and

(b) At a rate commensurate with the going rate in that locality for similar services.

**IF YOU PLAN ON WORKING DURING THE ACADEMIC YEAR, PLEASE SEE ASSISTANT ATHLETIC DIRECTOR FOR COMPLIANCE, BILL WNEK (x2172) TO COMPLETE THE REQUIRED STUDENT-ATHLETE EMPLOYMENT PAPERWORK.**

### **Extra Benefit (Bylaw 16.02.3)**

An extra benefit is any **special** arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by **NCAA** legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of **NCAA** legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

### **Student-Athletes in Financial Need (Bylaw 16.12.2)**

#### **NCAA Special Assistance Fund**

A student-athlete may request additional **financial aid** (with no obligation to repay such **aid**) from a fund established pursuant to a special **financial** need program approved by the Management Council to assist student-athletes with special **financial** needs. The institution may provide reasonable local transportation in conjunction with **financial** assistance approved under this program.

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The Director of Financial Aid will identify student-athletes who are either Pell Grant eligible or receive athletic aid (and also demonstrate financial need).

Bill Wnek will complete a Special Assistance Fund Request Form and review with the eligible student athlete the guidelines and permissible uses of the fund.

**Items (uses) covered by the fund include:**

- Medical Expenses (except those covered by another insurance policy), including optional institutional medical insurance premiums.
- Hearing Aid, Vision Therapy, Off-campus Psychological Counseling
- Costs associated with student-athlete or family emergencies
- Expendable course supplies (e.g. notebooks, pens, academic course supplies)
- \$500.00 Allowance (includes – clothing, essentials, transportation home from institution)

**Official Visits (Bylaw 13.6)**

Loyola University Maryland abides by all NCAA regulations listed in the 2011-2012 NCAA Division One Manual (specifically the bylaws regulating official visits contained in Article 13).

In addition, Loyola students, staff, and employees are bound to the mission, vision and values as stated by the University. Coaches, student-athletes, prospective student athletes, and athletic department administrators and staff will comply with ALL NCAA regulations regarding Official Visits.

The following is a list of policies and standards for student hosts associated with Official Visits to Loyola University Maryland:

- You must be enrolled in a full-time program of studies at Loyola University Maryland and a current student-athlete or student designated in a manner consistent with Loyola's policy for providing campus visits or tours to prospective students in general.
- A maximum of \$30.00 per day may be provided to cover the entertainment expenses of both yourself and the prospect. You may be provided with an additional \$15.00 per day for each additional prospect entertained by you. The money provided may only be used to entertain you, the prospect, the prospect's parents (legal guardian) or spouse. Other students may assist with the hosting of the prospect but shall pay for their own entertainment. No cash may be given to the prospect or anyone else.

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- You may not use the entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (e.g., souvenirs, clothing, etc.). In addition, entertainment funds may not be used to purchase alcohol or drugs.
  - You may not use any vehicle provided or arranged for by any institution staff member, booster or representative of our athletics interests.
  - You may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
  - You should not allow any conversations to occur, on- or off-campus, between the prospect and a booster/donor/mentor of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
  - You may receive a complimentary admission to a home athletics contest when accompanying a prospect.
  - Neither you nor the prospect can pay for additional entertainment above and beyond the \$30/day provided to you by the Athletic Department.

Violations of any of these rules will result in a report to the CEO (Father Linnane) and the NCAA. Student-athletes involved in such violations will automatically be suspended from competition until the CEO or his designee reviews the incident. Loyola University Maryland staff members involved in any such violation will be required to submit to an immediate review by the CEO, the Athletics Director and appropriate campus officials, and may be suspended until the review is concluded. Loyola University Maryland prospects in violation of these standards may be denied admission to Loyola University Maryland by the CEO or his designee. It should be clear that Loyola University Maryland will not tolerate inappropriate recruiting activities and violations may result in termination of employment, imposition of fines, and possible loss of athletics aid and participation opportunities.

#### **Student-Athlete Advisory Committee (Bylaw 6.1.4)**

The student-athlete advisory committee is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that effect student-athletes' lives on NCAA member institutions' campuses and conferences.

#### **Purpose**

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- Promote communication between athletics staff and student-athletes.
  - Disseminate information.
  - Provide feedback and insight into athletics department or conference issues.
  - Generate a student-athlete voice within the athletics department or conference formulation of policies.
  - Solicit student-athlete responses to proposed conference and NCAA legislation.
  - Generate a student-athlete voice with the NCAA structure.
  - Build a sense of community involving all campus teams or conference institutions.
  - Create a vehicle for student-athlete representation on campus-wide committees.
  - Organize community service efforts.
  - Promote a positive student-athlete image on campus.

Questions concerning SAAC can be directed to Assistant Athletic Director for Compliance, Bill Wnek x2172

### **CHAMPS/Life Skills**

Loyola University Maryland's CHAMPS/Life Skills Programs is designed to support student-athlete development initiatives and to enhance the quality of the student-athlete experience within the collegiate setting.

The mission of the program is to provide programming, through athletics and other campus departments and associations, which encourages student-athletes to further enhance themselves academically, athletically and emotionally.

The Loyola University Maryland Life Skills Program consists of five vital commitment parts (some examples provided):

- **Academic Excellence:** (i.e. Course advising, academic monitoring, tutoring services, study hall, new student orientation, etc...)
- **Personal Development:** (i.e. SAAC, guest speakers, exit interviews, etc...)
- **Community Service:** (i.e. Soul Purpose, Relay for Life, Individual Team Service, etc...)
- **Career Development:** (Loyola University Maryland Career Center, alumni panels, etc...)
- **Athletic Commitment:** (Equipment, Scheduling and Travel, Sports Medicine, Strength & Conditioning, Marketing & Promotions, etc...)

For information on the Life Skills Program, contact Assistant Athletic Director for Compliance, Bill Wnek x2172.

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**Loyola University Maryland Athletics Substance Abuse Policy for Student-Athletes**

Loyola University Maryland student-athletes are bound to the *Loyola University Maryland Community Standards, Policies and Procedures* published by Student Development. In addition, Loyola University Maryland is a member of the Metro Atlantic Athletic Conference (MAAC) which has additional standards that student-athletes must adhere to in order to participate in Championship events. Below contains the MAAC policies as well as a section of the *Loyola University Maryland Community Standards, Policies and Procedures* that deals with substance abuse.

**Banned Substances:**

MAAC policy prohibits athletes from drinking products that contain concentrated amounts of caffeine. NCAA Bylaw 31.2.3.4, outlines the list of banned drugs and gives examples of substances under each class. Caffeine is considered a stimulant in this list if the concentration in the urine exceeds 15 micrograms/ml. The use of these products (e.g.: Red Bull, MuscleTech, Go Fast!, Shark, Venom, Adrenaline Rush), is prohibited by all game personnel (e.g.: coaches, players, trainers, managers) in all MAAC sports during practice and competition. A violation of this rule by a student-athlete will result in his/her suspension from the practice and/or championship.

**Substance Abuse Policy:**

MAAC Bylaws state that member institutions must have in place a campus policy relating to substance/abuse by student-athletes, and that this policy should include provisions relating to MAAC championship events. Each member institution is required to file with the conference office, a current copy of its student-athlete substance/alcohol abuse policy. Also, each MAAC institution will be required to identify on the championship eligibility form, the athletic staff member responsible for handling student-athlete substance/alcohol abuse problems during the conference championship.

**Tobacco Policy:**

Per NCAA guidelines, any student-athlete using tobacco products (i.e. chewing tobacco, cigarettes, snuff, etc.) during the tournament will be suspended and ineligible to compete in the remainder of the championship. This policy is in effect while teams are at the host venue and at the hotel. NCAA Bylaw 11.1.5: All game personnel (i.e. coaches, administrators, athletics trainers, managers and game officials) in all sports are prohibited from using tobacco during competition and practice. Uniform penalties shall be established by the rule-making committees and

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sports committees with rule-making responsibilities for such use. NCAA Bylaw 17.1.8: the use of tobacco products is prohibited during competition and practice. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

### *Loyola University Maryland Community Standards, Policies and Procedure*

#### **Student Code of Conduct**

The following action provisions describe types of misconduct for which students may be held accountable. The University may hold students accountable through the University judicial process for any actions listed or for comparable actions not specifically listed. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or limit the responsibility of individuals involved. A student attending a University function or living or visiting in the area surrounding the University is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior of their guests at all times. Students are expected to be honest and forthcoming during all judicial inquiries and proceedings. Truthful testimony will be taken into consideration at the time of sanctioning. Students with pending judicial charges who leave the campus temporarily (e.g., study abroad, medical withdrawal, leave of absence) will be required to participate in the judicial process prior to leaving or upon their return to the campus.

#### **Alcohol Policy**

Loyola University Maryland fully supports and requires compliance with Maryland laws prohibiting underage drinking. Maryland criminal laws provide in part as follows:

“It is unlawful for any person under the age of 21 years to have in his possession, or under his charge or control, any alcoholic beverage unless the person is a bona fide employee of [a holder of a license to sell alcoholic beverages]. (MD. Ann. Code, article 27, Sec. 400A). “It is unlawful for any person to obtain any alcoholic beverages from any person licensed to sell alcoholic beverages for consumption by any person under 21 years of age, knowing that the person is under 21 years of age.” (Md. Ann. Code, article 27, Sec. 401). “A person may not furnish any alcoholic beverage to another person if 1) The person furnishing the beverage knows that the person is under 21 years of age; and 2) The alcoholic beverage is furnished for the purpose of consumption by the person under 21 years of age.” (Md. Ann. Code, article 27, Sec. 401A). “It is unlawful for any person to knowingly and willfully make a misrepresentation or false statement as to the age of that person or another to any person licensed to sell alcoholic beverages or engaged in the sale of alcoholic beverages, for the purpose of

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unlawfully obtaining, procuring, having unlawfully furnished to a person, to inducing to unlawfully furnish to a person an alcoholic beverage.” (Md. Ann. Code, article 27, Sec. 400) Only those students who are 21 years of age and older are permitted to have alcohol in their apartments. Guests who are 21 years of age and older may not bring alcohol to room/apartment/suite where at least one person is under the age of 21. Students 21 years of age or older may possess and consume alcohol in the privacy of their rooms, suites or apartments in singleserving containers only. Students are expected not to abuse alcohol, but rather to drink responsibly or abstain.

**Note: Parents and/or Guardians will be notified in writing if their first year son or daughter under age 21 is found responsible for an alcohol violation involving use or possession. Core advisors will be notified.**

Violations of the alcohol policy include, but are not limited to, the following:

a. Having open containers of alcoholic beverages or consuming of alcohol in any public area on campus, regardless of age (i.e., lounges, corridors, outdoors, etc.)

**First offense: fine of \$50.00 and a written reprimand in addition to sanctions for underage possession if applicable.**

b. Unauthorized possession or consumption of alcoholic beverages. “Possession” means having an alcoholic beverage under one’s charge or control. Students under age 21 may not possess or consume alcoholic beverages at any time. Students age 21 or older generally may not possess or consume alcoholic beverages in the presence of persons under age 21; however, they may consume or possess alcoholic beverages in the presence of their roommates in their own residence unit.

### **Minimum Standard Sanctions for Alcohol Violations**

1st Offense: \$50.00 fine, written reprimand, and one-session alcohol education.

2nd Offense: \$100.00 fine, housing probation, and two-session alcohol education.

3rd Offense: \$200.00 fine, deferred residence hall suspension, and six-session alcohol education or referral for evaluation as specified in sanction letter.

4th Offense: Residence hall suspension, and referral for an alcohol evaluation; must follow evaluator’s recommendations.

c. Selling, furnishing, or giving any beverage containing alcohol to any person under 21 years of age.

**Standard sanction: deferred residence hall suspension, \$200.00 fine per individual host, and a referral to alcohol education.**

The student social host policy will apply if alcohol is available in the room. Thus, the host is also responsible for misconduct if he/she passively allows prohibited alcohol use to occur within his/her room.

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d. Using or possessing excessive amounts or prohibited sources of alcohol e.g., kegs, beerballs; using or possessing items or devices that encourage excessive drinking (e.g., beer bong, funnels); or organizing or participating in activities that encourage excessive drinking (e.g., beer pong, drinking games or contests).

**Standard sanction: deferred residence hall suspension, \$200.00 fine, and referral for alcohol education.**

e. Charging a fee when hosting parties.

**Standard sanction: deferred residence hall suspension, \$200.00 fine, and a referral for alcohol education.**

f. Being intoxicated or exhibiting behaviors associated with intoxication or impairment.

**Standard sanction: housing probation, \$100.00 fine, and referral for an alcohol evaluation; must follow evaluator's recommendations.**

g. Providing false identification:

g1. Possessing, conspiring to obtain, or using false identification.

**Standard sanction: deferred residence hall suspension and a \$200 fine.**

False ID's confiscated by the University will be forwarded to the appropriate State authorities.

g2. Manufacturing, selling or distributing false identification.

**Standard sanction: University suspension, \$500 fine, and permanent residence hall suspension.**

h. Multiple or repeated violations of the Alcohol Policy.

i. Possession of empty alcohol containers.

## Drug Policy

Loyola University Maryland fully supports and requires compliance with Federal and State laws regarding illegal drugs. "It is unlawful for any person...to possess or administer to another any controlled dangerous substance, unless such substance was obtained directly, or pursuant to a valid prescription... or to possess or distribute controlled paraphernalia." (Md. Ann. Code, art. 27, Sec. 287). "It is unlawful for any person ...(to) manufacture, distribute, or dispense, or to possess a controlled dangerous substance in sufficient quantity to reasonably indicate under all circumstances an intent to manufacture, distribute, or dispense, a controlled dangerous substance...or to create, distribute, or possess with intent to distribute, a counterfeit controlled dangerous substance...or to manufacture, distribute, or possess any machine, equipment, instrument, implement, device, or combination thereof which is adopted for the production of controlled dangerous substances under circumstances which reasonably indicate an intention to use such item or combination thereof to produce, sell or dispense any controlled dangerous substance." (Md. Code ann., art. 27, Sec. 286). For purposes of this policy, "drug" also includes any other substance that is used to change mood or alter

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reality and is not used in accordance with a medical prescription (e.g., household chemicals/agents, steroids).

**Violations of the Drug Policy include, but are not limited to, the following:**

a. Drug use or possession (e.g. marijuana, heroin, LSD, cocaine, mushrooms, ecstasy, ketamine, abuse of prescription drugs, etc.)

Small quantities.

**Standard sanction: University suspension , \$250 fine, substance abuse evaluation and education. In some cases, a University suspension may be deferred if the student meets certain criteria, agrees to periodic drug testing and other developmental interventions.**

Large quantities.

**Standard sanction: Expulsion.**

b. Drug paraphernalia possession.

**Standard sanction: University suspension, \$250 fine, substance abuse evaluation and education. In some cases, a University suspension may be deferred if the student meets certain criteria, agrees to periodic drug testing and other developmental interventions.**

c. Providing drugs to others with no monetary compensation.

**Standard sanction: University suspension , \$250 fine, substance abuse evaluation and education. In some cases, a University suspension may be deferred if the student meets certain criteria, agrees to periodic drug testing and other developmental interventions.**

The student social host will be considered serving/providing drugs to anyone if he/she possesses drugs or if drugs are available in the room. Thus, the host is also responsible for misconduct if he/she passively allows drug use to occur within his/her room.

d. Sale of drugs.

**Standard sanction: Expulsion.**

Controlled substances, illegal drugs and drug paraphernalia are subject to confiscation. The University reserves the right to refer potential criminal violations to local law enforcement authorities.

**Note: Parents and/or Guardians may be notified in writing if their son or daughter is believed to be in violation of the University's drug policy. Core advisors may be notified.**

### MAAC Missed Class Policy

#### Section 25.2 – Student-Athlete Missed Class Policy (Applies to all conference and non-conference competition)

*Effective 2003-04*—Section 25.2 of the MAAC Bylaws will apply to all associate member schools.

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When classes are in session:

- A. Student-athletes shall not miss any regular scheduled classes for any practice activities except as permitted by the following regulations.
- B. For home competition, student-athletes shall not miss classes prior to two hours before the scheduled competition time.
- C. For *away* competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
- D. For *away* competition with overnight travel, no team shall depart more than 30 hours (including travel to and from the airport) prior to the scheduled time of competition.
- E. For *away* competition, the home team must make available on the morning of a scheduled game (or early afternoon for evening games) a sixty (60) minute shoot-around period, or warm-up period in sports other than basketball, at the site of the game if available, or at a campus site if the playing site is not available.
- F. The missed class policy is not in effect during an institutions official vacation period as listed in the institution's handbook and during the academic year between terms when classes are not in season.
- G. The conference office shall have the authority to waive the above travel policy for reasons of weather. Member schools must call the conference office for such weather related waivers.
- H. This bylaw applies to all associate MAAC members.
- I. The Director of Athletics will provide to the Faculty Athletics Representative or a designee of the President who reports outside the athletic department, a listing of all competition in that sport which will necessitate student-athletes being absent from class. The listing will include the time and date of competition, destination, departure time, travel time, and return time. The Faculty Athletics Representative or the appropriate presidential designee may request that modifications to the travel plans be made.
- J. Conference championship competition that has been approved by the MAAC Council of Presidents is automatically exempted from these regulations.
- K. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of missed class policy by a coach may bring this

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matter to the attention of the grievance committee that exists on campus. See the institutional athletic department manual for the grievance procedures.

L. Compliance with the scheduling bylaw will be based on the honor system. Schools should report any violations of this bylaw to the conference office.

### **“Redshirting”/Injured Student-Athlete - Regular Season Travel Policy**

A. If a student-athlete is intending to “redshirt” for a season (either through injury or non participation) they may NOT travel to away competition if they miss any class time.

B. If a student-athlete is injured and unable to compete, they may NOT travel to away competition if they miss any class time.

**Any issues or concerns about this policy must be addressed to your sport administrator.**

### **Student-Athlete Transfer Policy**

A student-athlete who transfer directly to another MAAC institution (or ECAC – M. Lacrosse, Big East – W. Lacrosse) is required to complete (1) academic year (two full semesters or three full quarters) of residency at the MAAC, ECAC or Big East institution before being eligible to compete for or to receive athletically related financial aid from the certifying institution. Exceptions approved by the sport administrator may be made for student-athletes who were not recruited and did not receive any athletically related financial aid. The student-athlete is permitted to practice pursuant to NCAA rules.

Additionally, if a coach leaves Loyola for another coaching opportunity at a different university, student-athletes will not be granted a release to transfer to the university where the coach is now employed. If the student-athlete still elects to pursue the transfer they must complete (1) academic year (two full semesters or three full quarters) of residency at the certifying institution before being eligible to compete for or to receive athletically related financial aid from the certifying institution.

### **STUDENT-ATHLETE GRIEVANCE POLICY**

Occasionally a student-athlete may believe that he or she has been mistreated by his or her coach. Other than the general grievance procedures the University

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follows for normal students, Loyola Athletics has established grievance procedure for student-athletes to express their concerns or issues.

This process is intended to find resolve for student-athletes who feel they have been seriously mistreated. However, it is not a process to express concerns about playing time, style of play or any other issue involving the coach's expertise in his or her sport.

The following details how a grievance should be handled.

1. The student-athlete may meet with his or her coach to discuss the issues or concerns.
2. If the student-athlete believes that the meeting was unsatisfactory, he or she may request a meeting with coach and the athletic director who serves as the sport administrator. The Athletic Director should be briefed on the meeting and may be consulted if deemed necessary.
3. If there is still no resolve to the conflict, the student-athlete may apply to the Faculty Athletic Representative (FAR) for a hearing. If the FAR deems necessary, a meeting with the Athletic Council will convene to determine a final outcome for the grievance.

### **5<sup>th</sup> year athletic aid - Work Policy**

As a condition of accepting aid for a 5<sup>th</sup> year, student-athletes will be required to work 10 hours per week for the Athletic Department. Work assignments may include game management, sports information, athletic training, field maintenance, compliance, and marketing. Final working assignments will be determined by the administrator responsible for your sport.

If you are receiving a minimal athletic grant, you will be required to work hours that are in proportion to your athletic grant as determined by your sport administrator.

If at any point you are deemed to be uncooperative in assisting the athletic department, your athletic aid may be reduced or cancelled.

### **On-Line Social Sites Policy**

As a student-athlete at Loyola University Maryland, you are an extremely visible part of the community. Student-athletes must demonstrate good judgment and uphold high standards of integrity and behavior. Student-athletes should use extreme caution when posting information or pictures on social networking sites such as Facebook or MySpace. You are expected to set good examples of moral and ethical conduct as what you post online reflects upon yourself, your family,

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coaches, teammates, Loyola Athletics and Loyola University Maryland. Failure to adhere to these expectations may result in suspension from your team and or loss of scholarship.

**REMEMBER:** Anything you post generally is available to the public and carries the possibility of being seen by your coach, athletic administrator, or future employer.

## Hazing Policy

Loyola University Maryland Athletics strictly prohibits any forms of hazing activities. Any student-athlete or team involved in hazing may be subject to severe sanctions, loss of scholarships and cancellation of the playing season. The following is a definition of hazing and a list of activities that can be construed as hazing.

### Defining "What is hazing?":

#### Hazing

". . . any action taken or situation created, intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; normally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

## Prohibited Activities

The following is a list of example activities classified as hazing and will not be allowed. Actions and activities that are explicitly prohibited include, but are not limited to:

1. Calisthenics such as sit-ups or push-ups.
2. Forcing freshmen to stand outside in poor weather conditions for lengthy periods of time.
3. Total or partial nudity at any time.
4. Staging mock or local initiations.

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5. Wearing or carrying items for no purpose, such as coconuts, helmets, burlap bags, bricks, paddles, rocks, etc.
  6. Freshman versus upperclassmen in athletic contests or other competitions, except for balanced teams composed from both groups.
  7. Dropping food (eggs, grapes, liver, etc.) in the mouths of freshman.
  8. Requiring freshman to wear unusual, embarrassing or uncomfortable clothing.
  9. Paddle swats.
  10. Freshman expected to do anything that the upperclassmen will not volunteer to do with them.
  11. Throwing whipping cream, water, paint, etc., on a freshman.
  12. Giving freshman house or apartment duties not also shared by upperclassmen.
  13. Forcing freshman to listen to extremely loud music or many repetitions of the same music.
  14. Freshman expected to do anything exclusively "for the fun or entertainment of the upperclassmen."
  15. Pushing, shoving, or tackling freshman.
  16. Freshman awakened repeatedly during the night.
  17. Rat court, kangaroo court, or any individual interrogations.
  18. Lengthy work sessions.
  19. Forcing drugs or alcoholic beverages in any amount by threats or peer pressure on a freshman.
  20. Yelling or screaming at freshman.
  21. Line-ups of freshman class.
  22. Deception to convince a freshman that he will not be accepted by the team or that he/she will be hurt.
  23. Freshman not permitted adequate time for studies.
  24. Memorization of stories, poems, or information not directly related to your fraternity.
  25. Less than six continuous hours of sleep for freshman.
  26. Required eating of offensive foods such as raw onions, spoiled foods, pet foods, etc.
  27. Calling freshman "scums" or similar names.
  28. Road trips, kidnapping of freshman.
  29. Members intentionally littering or jumbling an apartment or a room for freshman to clean.
  30. War games.
  31. Assigning vandalism "pranks" such as stealing, painting objects, panty raids, harassing another organization.
  32. Errands run by freshman for upperclassmen or any personal servitude.
  33. Putting freshman in a room which is uncomfortable (temperature, noise, small).
  34. Feminine apparel of any kind.
  35. Physical mutilation of the body via "branding" or tattooing – freshman.

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**Financial Aid Bylaws pertaining to aid increase, reduction, cancellation, renewal and nonrenewal of awards****15.3.3.1 One-Year Period.**

If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year (see Bylaw 15.01.5). *(Revised: 4/27/06 effective 8/1/06)*

**15.3.3.1.1 Exceptions. Effective Date: Aug 01, 2008**

An institution may award athletically related financial aid to a student-athlete for a period of less than one academic year only under the following circumstances:  
*(Adopted: 4/27/06 effective 8/1/06)*

(a) **Midyear Enrollment.** A student-athlete whose first full-time attendance at the certifying institution during a particular academic year occurs at midyear (e.g., the beginning of the second semester or second or third quarter of an academic year) may receive a financial aid award for the remainder of that academic year.  
*(Revised: 5/9/06)*

(b) **Final Semester/Quarter.** A student-athlete may receive athletically related financial aid for less than one academic year, provided the student is in the final semester or final two quarters of his or her degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements.

(c) **One-Time Exception.** One time during a student-athlete's enrollment at the certifying institution he or she may be awarded athletics aid for less than a full academic year, provided the student-athlete has not previously received athletically related financial aid from the certifying institution.

(d) **Eligibility Exhausted/Medical Noncounter.** A student-athlete who has exhausted eligibility and is exempt from counting (per Bylaw 15.5.1.6) in the institution's financial aid limit, or a student-athlete who is exempt from counting (per Bylaw 15.5.1.3) due to an injury or illness may receive athletically related financial aid for less than one academic year. If an institution awards aid under this provision, the institutional financial aid agreement shall include specific nonathletically related conditions (e.g., academic requirements) the student-athlete must satisfy in order for the aid to be renewed for the next academic term or terms. If the student-athlete satisfies the specified conditions, the institution

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shall award financial aid at the same amount for next term or terms of the academic year. If the student-athlete does not satisfy the specified conditions, he or she must be provided a hearing opportunity per Bylaw 15.3.2.4. *(Adopted: 4/24/08 effective 8/1/08)*

#### **15.3.4.1 Reduction or Cancellation Permitted.**

Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient: *(Revised: 1/11/94, 1/10/95)*

- (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 15.3.4.1.3); *(Revised: 4/23/08)*
- (c) Engages in serious misconduct warranting substantial disciplinary penalty (see Bylaw 15.3.4.1.2); or
- (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. *(Revised: 1/10/92, 1/11/94, 1/10/95, 1/9/96, 12/13/05, 9/11/07)*

#### **15.3.4.2 Increase Permitted.**

Institutional financial aid may be increased for any reason prior to the commencement of the period of the award. Once the period of the award begins, institutional aid may only be increased if the institution can demonstrate that such an increase is unrelated in any manner to an athletics reason. *(Adopted: 1/11/94; Revised: 2/26/03)*

#### **15.3.5 Renewals and Nonrenewals.**

##### **15.3.5.1 Institutional Obligation.**

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under

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Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletics department. *(Revised: 1/10/95)*



## ATHLETIC COMMUNICATIONS

The Office of Athletic Communications is responsible for athletic publications, media relations and website maintenance for Loyola's 18 intercollegiate sports. The office is located on the ground floor of the Andrew White Student Center.

### Publications

Student-athlete bios and/or photos will appear on LoyolaGreyhounds.com and other publications maintained by the athletic department. As a student-athlete, you will be asked to fill out a data form to provide information intended for use by the Office of Athletic Communications. This information may appear in press releases, game programs, media guides, etc.. for the purpose of publicizing individual student-athletes and athletic programs.

### Interview Policies

Some student-athletes will receive requests for interviews by the media. All interviews with Loyola University Maryland student-athletes must be arranged through the Office of Athletic Communications. **PLAYERS ARE NOT AVAILABLE GAME DAY UNTIL AFTER THE GAME.**

### Post Game Interviews

Following each game or match, there will be a 10 minute cooling-off period. Approximately 10 minutes after the game ends, the head coach and any requested players will be available for interviews in a designated area.

### Player Telephone Interviews

It is suggested that all requests for player telephone interviews be made at least 24 hours in advance through the Office of Athletic Communications. Telephone requests will be arranged at an appropriate time, so as not to interfere with the academic schedule of the student-athlete.

### Website Information

Student-athlete bios are posted on Loyola's official athletic website, [www.LoyolaGreyhounds.com](http://www.LoyolaGreyhounds.com). If your headshot is missing or if any information is incorrect, please contact the Office of Athletic Communications.



## ATHLETIC TRAINING

The athletic training staff provides methods of prevention, evaluation, treatment and rehabilitation of all injuries to create the safest and most competitive environment possible for the student-athletes at Loyola University Maryland.

Working alongside the athletic training staff are the team physicians from Union Memorial Sports Medicine. The sport medicine team provides coverage and coordinates doctor's appointments and diagnostic imaging for all Greyhound student-athletes.

In order to participate, each student-athlete must complete a health information booklet prior to his/her season. All incoming freshman and transfers are required to be tested for the sickle cell trait. Student-athletes are also educated in the risks and management of concussions, infections, and disordered eating.

There are two athletic training rooms for student-athletes. One is located on the main level of the DeChiaro College Center and provides treatment for basketball, volleyball, golf, swimming, tennis, cross-country/track, cheering and crew. The other athletic training room is located in the Ridley Athletic Complex and provides treatment for the men's and women's lacrosse and soccer teams. Both athletic training rooms include a hydrotherapy room and spacious rehabilitation and treatment areas.

The athletic training staff is listed below along with their team responsibilities. Please contact the athletic trainer responsible for your team with any questions.

Joe Artuso, Assistant Athletic Director  
Director of Sports Medicine  
Men's Soccer, Men's Lacrosse

Office: 410-617-2438, 1426  
Cell: 410-365-7123  
Email: [JArtuso@loyola.edu](mailto:JArtuso@loyola.edu)

Steve Austin, Assistant Athletic Trainer  
Crew, Swimming, Tennis,  
Women's Volleyball

Office: 410-617-5276  
Cell: 443-375-1512  
Email: [saustin1@loyola.edu](mailto:saustin1@loyola.edu)

Jonathan Howard  
Assistant Athletic Trainer  
Men's Golf, Cross Country, Women's Track

Office: 410-617-5365  
[jphoward@loyola.edu](mailto:jphoward@loyola.edu)

Pam Sommerhauser  
Assistant Athletic Trainer  
(Men's Lacrosse)

Office: 410-617- 1425  
Cell: 443-375-0323  
Email: [pasommerhauser@loyola.edu](mailto:pasommerhauser@loyola.edu)

Rachel Franz  
Assistant Athletic Trainer  
Women's Basketball

Office: 410-617-2743  
Cell: 410-340-6554  
Email: [rcfranz@loyola.edu](mailto:rcfranz@loyola.edu)



## *STRENGTH and CONDITIONING*

The strength and conditioning program aspires to produce athletes with strength, speed, power and discipline that are capable of putting these qualities into play in the area of competition. It is our desire to develop a solid strength and conditioning program and become a leader in division I athletics.

The Strength and Conditioning staff will enhance each individual student-athlete's athletic potential through a structured program that includes all aspects of development and injury prevention. The designed programs are created to increase an athlete's strength, speed, agility, flexibility, conditioning, and explosiveness which are all important components in the developing a highly-skilled collegiate athlete. Our belief is Strength, Speed, and Conditioning is the key to a successful athletic career.

The primary goal of the strength and conditioning program is to minimize risk of injury by adequately preparing all athletes for the demands of competition. It is well established that effective training programs improve joint stability and joint range of motion, increase muscular strength and power, enhance movement mechanics, and increase energy system function. The end result is a heightened ability to manage the physical stress of competition.

The second goal of the strength and conditioning program is to improve the performance capabilities of each athlete and contribute to the success of each team. This is accomplished through consistent, sport-specific training that challenges each athlete mentally and physically. Specifically, movement-based training built on a foundation of proven principles is effectively periodized to prepare each athlete for optimal performance during the competitive season and maintain that level of fitness throughout the off season.

We achieve this through evolving training programs that are successful and measured based on individual and team testing results. The designed training regimens are based on individual physical evaluations using flexibility, speed and agility, muscular strength and endurance, muscular power, and aerobic endurance testing.

It is important to understand that every sport and athlete should approach strength and conditioning differently. Our program is designed to focus on sport specific training and to allow for changes to that program to suit each athlete specifically based on what their individual areas of improvement may be at that time. All athletes have the opportunity to work with the strength and conditioning staff in a one on one setting to address areas that have been established as need for improvement.

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The strength and conditioning staff works diligently to ensure that all student athletes feel comfortable and welcomed in our facilities. A member of the staff will be in the facility during any strength and conditioning session to assure proper form, technique, and intensity is maintained through every session. We want to establish a positive and energetic atmosphere for our teams, we understand that improving all aspects of strength and conditioning is difficult and can be time consuming so we want ensure that our student athletes want to come in and work with us and enjoy each session.

We currently have two strength and conditioning facilities for our student athletes to use. They are located in the DeChiaro Student Center for those students training at Reitz Arena and the other is located within the Ridley Intercollegiate Athletic Complex. Both facilities are equipped to allow for a variety of free weight strength exercises as well as the use of Functional trainers, Hammer Strength and Power Lift equipment. We also have Woodway treadmills, Jacobs Ladders, and a variety of plyometric equipment that is incorporated in all strength and conditioning programs to prepare for a well rounded student athlete.



## CAMPUS RESOURCES

### Department Chairpersons – College of Arts and Sciences

Department	Name	Phone Extension
Biology	Bernadette Roche	5591
Chemistry	Brian Barr	2684
Classics	Joseph Walsh	2896
Communication	Russell Cook	2528
Computer Science	Roger Eastman	2281
Economics	John Burger	5831
Teacher Education	Wendy Smith	2194
Secondary Education	Kathleen Sears	2122
Special Education	Elana Rock	5177
Engineering Science	Rob Bailey	2564
English	Gayla McGlamery	2321
Fine Arts	Anthony Villa	2817
Global Studies	Michael Burton	2557
History	Matthew Mulchahy	2019
Mathematical Sciences	Dipa Choudhury	2898
Modern Languages and Literature	Leslie Morgan	2936
Philosophy	Dale Snow	2026
Physics	Randall Jones	2706
Political Science	Kevin Hula	2133
Psychology	Carolyn Barry	5325
Sociology	Barbara Vann	2805
Speech-Language Pathology/Audiology	Kathleen Siren	5493
Theology	Frederick Bauerschmidt	2042
Writing	Cindy Moore	2830

### Department Chairpersons – School of Business and Management

Department	Name	Phone Extension
Accounting	Kermit Keeling	2752
Information Systems and Operations	Gloria Phillips-Wren	5470
Law & Social Responsibility	Andrea Giampetro-Meyer	2570
Marketing	Richard Klink	5546
Economics	John Burger	5831
Finance	Hal Fletcher	1506
Management and International Business	Harsha Desai	2395

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### Student Services

Office	Phone Extension
Alcohol and Drug Education and Support Services	2928
ALANA Student Services	2310
Bookstore	2291
Campus Ministry	2222
Campus Police	5911 (Emergency) 5311 or 5010 (Non-emergency) 5566 (Escort)
Academic Advising and Support Center (AASC)	5050
Center for Community Service and Social Justice (CCSJ)	2989
Counseling Center	5109
Dining Services	5912
Disability Support Services	2750 or 2062
Financial Aid	2576
Financial Services	2044
Health Services	5055
International Programs	2910
Library	6800
Parking and Transportation	2423
Post Office	2258
Records Office	2263
Recreational Sports	2786
Student Activities	2713
Student Administrative Services (SAS)	5047
Student Government (SGA)	2268
Student Life	5081
Technology Services	5555



## ACADEMIC CALENDAR

### 2011-2012 Academic Year

#### FALL SEMESTER 2011

##### September 2011

- 2 First-year resident students report to residence halls
- 3-4 Fall Orientation
- 4 Upperclass resident students report to residence halls
- 5 Labor Day (No Classes)
- 5 Faculty advisors meet with first-year students
- 6 Fall Semester begins**
- 6 Applications due for January 2012 Graduation
- 6-9 Late Registration: In-Person Add/Drop Period
- 9 WebAdvisor Add/Drop Period ends for Fall Semester
- 9-18 *Initium* Activities
- 11 Mass of the Holy Spirit
- 23 Applications due for May 2012 Graduation (**full-time** students)
- 30 - 10/2 Family Weekend

##### October 2011

- 14 Midsemester Holiday
- 14 Midterm grades due in Records Office by 3:00 p.m.\*
- 19 WebAdvisor Registration for Spring 2012 Semester (Class of 2012)
- 26 WebAdvisor Registration for Spring 2012 Semester (Class of 2013)

##### November 2011

- 1 All Saints Day
- 2 WebAdvisor Registration for Spring 2012 Semester (Class of 2014)
- 9, 10 WebAdvisor Registration for Spring 2012 Semester (Class of 2015)
- 11 Last day to withdraw from a course with a grade of W for Fall Semester**
- 11 WebAdvisor Add/Drop Period begins for Spring 2012 Semester
- 22 Thanksgiving Holiday begins after last class

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23-27	Thanksgiving Holiday
28	Classes Resume

### December 2011

8	Feast of the Immaculate Conception
9	Last day of classes for Fall Semester
12-20	Exams and close of Fall Semester; exams are scheduled on Saturday, December 17
24 - 1/1	Christmas Break (University Closed)

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### SPRING SEMESTER 2012

#### January 2012

2	University Opens
3	Mail-In Registration ends for Spring Semester ( <b>part-time</b> students)
15	Resident students report to residence halls
16	Martin Luther King, Jr. Holiday (University Closed)
17	<b>Spring Semester begins</b>
17	Applications due for May 2012 Graduation ( <b>part-time</b> students)
17-20	Late Registration: In-Person Add/Drop Period
20	WebAdvisor Add/Drop Period ends for Spring Semester

#### February 2012

22	Ash Wednesday
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#### March 2012

2	Midterm grades due in Records Office by 3:00 p.m.
5-11	Spring Break
12	Classes Resume
12	Web and Mail-In Registration begin for Summer 2012 Sessions
14	WebAdvisor Registration for Fall 2012 Semester (Class of 2013)
21	WebAdvisor Registration for Fall 2012 Semester (Class of 2014)
23	Maryland Day Celebration
28	WebAdvisor Registration for Fall 2012 Semester (Class of

- 2015)  
**30**      **Last day to withdraw from a course with a grade of *W* for Spring Semester**

### **April 2012**

- 5-9      Easter Holiday (No Classes)  
6-9      Easter Holiday (Offices Closed)  
10      Classes Resume  
30      Last day of classes for Spring Semester

### **May 2012**

- 1      Study Day  
2-10      Exams and close of Spring Semester; exams are scheduled on Saturday, May 5  
18      Academic Honors and Departmental Awards Ceremony: McManus Theatre, 11 a.m.  
18      Baccalaureate Mass: Reitz Arena, 1:30 p.m.  
19      Commencement: 1st Mariner Arena, 11 a.m.
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## COMMONLY ASKED QUESTIONS

- **What happens if I don't feel well and I can't make it to class?**  
Call or email your professor to let he/she know that you will not be in class. If necessary, make an appointment with the Student Health Services at x5055.
- **Where do I go if I lose my student ID?**  
Student Administrative Services (SAS), which is located on the 1<sup>st</sup> floor of Maryland Hall (x2423). A new student ID costs \$15.00.
- **Where can I check my schedule and my midterm and final grades?**  
They are available on WebAdvisor at [www.loyola.edu/webadvisor](http://www.loyola.edu/webadvisor).
- **Where do I go if I need to add money to my meal plan?**  
Student Administrative Services (SAS), which is located on the 1<sup>st</sup> floor of Maryland Hall (x5802).
- **Where do I go if I have problems with my financial aid or questions about my bill?**  
Financial Services, which is located on the 1<sup>st</sup> floor of Maryland Hall (x2044).
- **Are there laptops that student-athletes can take on their road trips?**  
Yes, the Office of Academic Affairs for Varsity Athletics has nine (9) laptops that are used for team travel. Please contact a member of the staff to check-out a laptop for travel.
- **Where is the library?**  
It is located past the Hammerman House along the Millbrook Road path next to Alumnae Field. Their phone number is x6800 and their website is <http://www.loyola.edu/library/index.htm>.
- **Where is the FAC located?**  
It is located on North Charles Street, just one block north of the Charles Street Bridge. Their phone number is x5453 and their website is <http://www.loyola.edu/athletic/recreational sports/fitnessandaquaticcenter/index.html>.

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- **What if I have problems with my computer?**  
You should contact Technology Services at x5555 or you may stop by their offices located at Knott Hall 002.
  - **What is the visitation policy in the dorms?**  
Visitation is defined as the presence of a member of the opposite gender in the living quarters of a resident student. Visitation is permitted in all residences during the following hours only: Sunday through Thursday 10 a.m. to midnight, Friday and Saturday 10 a.m. to 2 a.m. Same gender guests visiting overnight are limited to three consecutive nights and may only stay if all roommates are in agreement.
  - **What happens if I don't like my room or my roommate?**  
Speak to your resident assistant (RA) or you may contact Student Life at x5081.
  - **What happens if I lose my keys?**  
Students who lose their keys must report the loss to their Assistant Director. They will be given a spare key for 24 hours. After 24 hours, if they have not found their original key, their room/apartment will be re-keyed. All costs involved will be the responsibility of the student. Students will also be billed for keys not returned at check out.  
Key Prices: Room/Apartment Key \$40.00, Cardkey \$25.00, Mailbox Key \$35.00, Laundry Room Key \$10.00.
  - **What is the number for campus police?**  
For an emergency call x5911 and for a non-emergency call x5311.
  - **What do I do if I plan on working during the academic year?**  
Contact Bill Wnek (x2172) to complete the necessary compliance paperwork.



## RULES OF THE STUDY ACKNOWLEDGMENT FORM

### The Study Policies & Procedures

#### Hours of Operation

Monday – Thursday	9:00 am – 12:00 midnight
Friday	9:00 am – 4:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	12:00 noon – 12:00 midnight

#### Student IDs

- All students must have a Loyola University Maryland student identification (ID) card to enter the Study. Students without a Loyola ID will not be permitted to enter the Study.  
If you have lost your ID card you must buy a new one from Student Administrative Services (SAS) located on the first floor of Maryland Hall.
- The desk attendants will not be writing any notes or emailing any hours for study hall credit.
- If you leave the Study for any reason then you will be swiped out. Students are not permitted to leave the Study under any circumstances without having their card swiped through the card reader.

#### Rules of the Study

- The rules of the Study are as follows:
  1. No food or drinks are allowed in the Study.
  2. The use of cellular phones in the Study is strictly prohibited.
  3. The Study is not to be utilized as a lounge. Sleeping is prohibited and may result in dismissal from this area.
  4. The Study is a quiet study hall. Therefore, students must keep noise to a minimum. As a guiding principle, a student's voice volume is too loud if she/he is distracting other students. Please speak to a

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Graduate Assistant if you would like to reserve a room or space to meet with a study group.

5. The photocopier and printer are to be utilized for tutoring purposes and alternative test sites **ONLY**. Computer labs are located throughout the University community for printing purposes.
6. The Study must be utilized appropriately. Students found utilizing the Study for other activities such as movie watching, game playing, instant messaging, etc. will be asked to show, using their syllabi, where such activities are required by an instructor. Failure to show academic relevance of the activity will result in the student(s) being asked to find a more academically based activity to perform while in the Study or dismissal from the Study.
7. Study rooms and use of adaptive technology/equipment can be reserved via a Graduate Assistant at the front desk of the Study.

### Violations of the Rules

Any student who does not adhere to these rules will be dealt with in an appropriate manner.

- Initially, the student receives a written warning. The graduate assistant on duty will state to the student the rule that was violated and how his/her behavior needs to change. The graduate assistant will also explain to the student that this is their only warning and if his/her behavior doesn't change then the student will be asked to leave the Study.
- The second time the graduate assistant must address a student about any rule violation they will be **immediately asked to leave the Study and their student ID card will be swiped out**. The graduate assistant will present the student with a notification form stating why they were dismissed from the Study. They will no longer be allowed to earn study hall credit for that day. Once a student is dismissed from the Study then they are not permitted to return to the Study until the next day.

***\* A warning letter will occur and no hours will be awarded if a student-athlete is signed in during their class times.\****

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Student-Athlete's Name (Please print)

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Sport

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Student-Athlete's Signature

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Date



## TUTORING RULES ACKNOWLEDGMENT FORM

All tutoring requests by student-athletes should be made on the Office of Academic Affairs for Varsity Athletics website ([www.loyola.edu/academics/studentathletes](http://www.loyola.edu/academics/studentathletes)). The tutors listed on our website have been trained to abide by NCAA rules in regards to tutoring.

Please understand that tutors serve as supplements to your professors. Tutors are not intended to teach you any subject area. They are only there to assist with any questions or confusion you may have with a class. Tutors are not permitted to complete homework assignments, take-home tests/quizzes or write papers for you; that is considered an NCAA violation. Please come to all tutorial appointments on time and prepared with all necessary books and notebooks and with specific questions that you need help with.

Student-athletes must abide by the following rules in regards to all tutoring appointments.

1. Student-athletes are not permitted to contact tutors on their own to schedule tutoring appointments. Student-athletes are not permitted to contact tutors via email, telephone, text message or in person. All tutoring appointments must be requested at [www.loyola.edu/academics/students](http://www.loyola.edu/academics/students).
2. If a student-athlete needs to cancel or reschedule a tutoring appointment you must contact a staff member in the Office of Academic Affairs for Varsity Athletics at least 3 hours prior to the appointment. They will then notify the tutor of the cancellation or need to reschedule. Showing up to a tutoring appointment just to cancel the appointment will also result in a warning.
3. If a student-athlete fails to show up for a scheduled tutoring appointment then they will receive a warning letter.
4. All tutoring appointments must take place in the Study, located on the 3<sup>rd</sup> floor of Jenkins Hall.

**Failure to abide by these rules may result in loss of tutoring privileges and/or NCAA sanctions.**

\_\_\_\_\_  
Student-Athlete's Name (Please print)

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Student-Athlete's Signature

\_\_\_\_\_  
Date



## HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received and read the Loyola University Maryland Student-Athlete Handbook and agree, as a student-athlete, to abide by the code of conduct and the rules and regulations found therein. I promise to conduct myself in a manner that represents my teammates, my coaches, my university and my parents at the highest standards and that silence in the face of inappropriate actions or speech is as wrong as the words and deeds themselves.

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Student-Athlete's Name (Please print)

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Sport

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Student-Athlete's Signature

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Date