ATHLETIC DIRECTOR'S WELCOME

Dear Student-Athlete,

It is my pleasure to welcome you to the 2013-2014 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 few years at Loyola have been a tremendous experience, 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 past academic year. 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,

James R. Paquette

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	Extension
Director of Athletics	Jim Paquette	2283
Senior Women's Administrator, Associate Athletic Director for Facilities & Operations	Teddi Burns	2643
Associate Athletic Director	Dave Gerrity	2547
Assistant Athletic Director for Marketing and Sales	Scott Lowe	2773
Associate Athletic Director for Compliance & Student-Athlete Welfare	Bill Wnek	2172
Assistant Directory of Business Operations	Chris Archacki	2718
Director, Academic Affairs for Varsity Athletics	Colleen Campbell	5391
Associate Director, Academic Affairs for Varsity Athletics	Adriana Mason	5361
Coordinator, Academic Affairs for Varsity Athletics	Abbie Day	5960
Assistant Director for Compliance	Lauren Connolly	2660
Assistant Athletic Director of Sports Medicine	Joe Artuso	1426
Associate Athletic Trainer	Pam Sommerhauser	2438
Assistant Athletic Trainer	Steve Austin	5276
Assistant Athletic Trainer	Nathan Morrison	5365
Assistant Athletic Trainer	Joanna Murray	1424
Assistant Athletic Trainer	David Schaffer	1425
Assistant Athletic Trainer	Elizabeth Cruz	1464
Assistant Athletic Director for Athletic Communications	Ryan Eigenbrode	2337
Associate Director of Athletic Communications	Amanda McClure	2777
Assistant Director of Athletic Communications	Kristen James	2656
Assistant Director of Athletic Communications for Digital Media	Reilly Bradshaw	5107
Associate Director, Athletic Annual Fund	Mark Harris	5744
Program Assistant	Will Johnson	5145
Assistant Director, Marketing & Sales	Melissa Hassen	5963
Assistant Director, Facilities and Operations	Gregg Semenetz	2037
Equipment Manager	Mary Dean	5357
Equipment Manager	Val Szczepaniak	5002
Equipment Manager	Suzanne Hudak	1455
Faculty Athletic Representative	Lisa Oberbroeckling	2516
Strength and Conditioning Coordinator	Brian McGivern	5372
Assistant to the Athletic Director	Ellie Kenny	5013
Administrative Assistant	Joann Austin	1470

ATHLETICS DEPARTMENT COACHES DIRECTORY

All phone numbers begin with (410) 617-

Position	Name	Phone Extension
Men's Basketball, Head Coach	G.G. Smith	2491
Men's Basketball, Assistant Coach	Josh Loeffler	7171
Men's Basketball, Assistant Coach	Dan Ficke	2596
Men's Basketball, Assistant Coach	Keith Booth	2767
Men's Basketball, DOBO	Kevin Farrell	2437
Women's Basketball, Head Coach	Joe Logan	5168
Women's Basketball, Assistant Coach	Ryan Gensler	2678
Women's Basketball, Assistant Coach	Vacant	2666
Women's Basketball, Assistant Coach	Jill Glessner	5406
Women's Basketball, DOBO	Vacant	2551
Crew, Head Coach	Al Ramirez	5671
Crew, Assistant Coach	Vacant	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	Dave Metzbower	2041
Men's Lacrosse, Operations	Vacant	1469
Women's Lacrosse, Head Coach	Jen Adams	2167
Women's Lacrosse, Assistant Coach	Dana Dobbie	5408
Women's Lacrosse, Assistant Coach	Caroline Hager	2633
Women's Lacrosse, Operations	Colleen Dawson	1473
Men's Soccer, Head Coach	Mark Mettrick	2379
Men's Soccer, Assistant Coach	Matt Dwyer	5121
Men's Soccer, Assistant Coach	Bryan Harkin	5298
Women's Soccer, Head Coach	Katherine Vettori	5146
Women's Soccer, Assistant Coach	Lincoln Phillips	5279
Women's Soccer, Assistant Coach	Emily Janss	5407
Swimming, Head Coach	Brian Loeffler	2388
Swimming, Assistant Coaches	Jeanne Ball/Robin Glaser	5368
Tennis, Head Coach	Rick McClure	2081
Women's Track, Head Coach	Amy Horst	2991
Women's Track, Assistant Coach	Sandra Gallagher-Mohler	5942
Women's Track, Assistant Coach	Vacant	5942
Volleyball, Head Coach	Jake Lawrence	2772
Volleyball, Assistant Coach	Katie Zulandt	5044

CONFERENCE AFFLIATION

Loyola University Maryland competes at the Division I level of the National Collegiate Athletic Association (NCAA) and all of the athletic teams are members of the Patriot League.

The members of the Patriot League are:

American University

Army

Boston University

Bucknell University

Colgate University

Holy Cross

Lafayette College

Lehigh University

Loyola University

Navy

LOYOLA ATHLETICS

ATHLETIC TEAMS

Loyola University Maryland offers competition in the following 18 sports:

Men
Basketball
Cross Country
Rowing
Golf
Lacrosse
Soccer
Swimming
Tennis

Women
Basketball
Cross Country
Rowing
Lacrosse
Soccer
Swimming
Tennis
Indoor Track
Outdoor Track
Volleyball

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 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, 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.

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 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.

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. More information on the Honor Code can be found on the University's website at 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.

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.

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 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.

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.

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 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.

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.*

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 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.

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 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.

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.

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).

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.)

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.

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.

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).

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.

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
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.

**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, (410) 617-2062

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

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

Adriana will be responsible for the following teams:
Men's Swimming and Diving
Women's Swimming and Diving
Women's Basketball
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

This position will be responsible for the following teams:
Men's Crew
Women's Crew
Men's Cross Country
Women's Cross Country
Men's Golf
Women's Tennis
Men's Soccer
Women's Track and Field
Men's Tennis

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.

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 Abbie.** 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 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 (6th 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 (6th 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 address 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.**

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 six (6) laptops that may be checked out for use during team travel. Please contact a member of the staff to check-out a laptop for travel.

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 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 Web Advisor or with a staff member in the Office of Academic Affairs for Varsity Athletics.

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 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 http://www.loyola.edu/department/studentathletes.aspx 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 Abbie Day 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, graphics, internship, photography or video classes).

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 3rd 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 accept any notes confirming hours from graduate assistants.**
- No food, drinks or tobacco products 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.

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.

Loyola Writing Center Hours:

Monday, Tuesday and Thursday	10:00 am – 8:00 pm
Wednesday	10:00 am – 6:00 pm
Friday	10:00 am – 4:00 pm
Saturday	CLOSED
Sunday	TBA

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.*

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** http://www.loyola.edu/department/studentathletes.aspx.

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, in person, on Facebook or Twitter, etc. All tutoring appointments must be requested on our website or with Adriana Mason, Tutor Coordinator. All cancellations or rescheduling of tutoring appointments must be sent to Adriana Mason 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 http://www.loyola.edu/department/studentathletes.aspx. 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 or (410) 617-5361.

ENFORCEMENT POLICY

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

A. **First warning** – Written warning sent to the student-athlete and their coach via email 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 sent to the student-athlete and their coach via email.
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.**

***** 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 Associate Athletic Director, Bill Wnek x 2172 or refer to the 2013-2014 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

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 have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1-(a)]

- You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate 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 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]

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. [Bylaw 12.1.2]
- 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.
- Used your athletics skill for pay in any form in that sport. [Bylaws 12.1.2 and 12.1.2.4]

You are not eligible in a 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 12.3.1]

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 allow 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 on 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 on whom you are naturally or legally dependent.

Employment Earnings – All Sports.

Earnings from a student-athletes 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:

- 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;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. [Bylaws 12.4 and 15.2.7]

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 and 14.1.8]

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 14.1.7.2.1.3]

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 14.1.7.2.1.1]

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 14.1.7.2.1.2]

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 14.1.7.1]

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 14.1.7.1.1]

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 14.1.7.1.3]

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 on:

- Having 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;
- Having 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]
- 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 institution's overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3]

- 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. [Bylaws 14.4.3.3.2 and 14.4.3.3]
- 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. [Bylaws 14.4.3.2 and 14.4.3.3]
- 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. [Bylaws 14.4.3.2 and 14.4.3.3]

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 14.02.11.1, if you:

- Graduate from high school;
- Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.2 (based on a 4.000 scale) in a successfully completed core curriculum of at least 16 core courses; and Bylaw 14.3.1.1.
- 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 year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.11.2 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; and
- You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]

Other Regulations Concerning Eligibility – All Sports.

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

You are not eligible if five calendar years have passed from the date you first registered as a full-time 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 international aid services of the U.S. Government and extensions that have been approved in accordance with NCAA legislation. [Bylaw 14.2.1]

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.l. [Bylaw 14.1.8]

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 14.1.8.3]

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 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 14.7.1.3 are met.

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 14.7.4]

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.

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 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, 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]

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 other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5]

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.

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 competition.

The director of athletics must notify the vice president of NCAA educational affairs 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 Committee on Student- Athlete Reinstatement.

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 website (www.ncaa.org) or may be obtained from the NCAA health and safety staff in educational affairs.

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).
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.

2013-14 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance

The NCAA bans the following classes of drugs:

a. Stimulants
b. Anabolic Agents
c. Alcohol and Beta Blockers (banned for rifle only)
d. Diuretics and Other Masking Agents
e. Street Drugs
f. Peptide Hormones and Analogues
g. Anti-estrogens
h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.
The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

a. Blood Doping.
b. Local Anesthetics (under some conditions).
c. Manipulation of Urine Samples.
d. Beta-2 Agonists permitted only by prescription and inhalation.
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

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

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing a dietary supplement ingredient is taken at your own risk**.

Note to Student-Athletes: There is no complete list of banned substances.
Do not rely on this list to rule out any supplement ingredient.

Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone) etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

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

Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens :

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

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting.

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

Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.**

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

GAMBLING ACTIVITIES (Bylaw 10.3)

Student-athletes shall not 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;
- 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
- 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 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 parley 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**.
- 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-athletes 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 institutions financial aid limitations, provided:

- 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;
- The student-athlete is compensated only for work actually performed; and
- 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:

- Only for work actually performed; and
- 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 ASSOCIATE 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.

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 2012-2013 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. <u>No cash may be given to the prospect or anyone else</u>.

- 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

- 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 Associate 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 Associate Athletic Director for Compliance, Bill Wnek x2172.

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 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 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 single serving 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:

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.

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.

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.

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 bongs, 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.

Charging a fee when hosting parties.

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

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.

Providing false identification: 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. Manufacturing, selling or distributing false identification.
Standard sanction: University suspension, $500 fine, and permanent residence hall suspension.

Multiple or repeated violations of the Alcohol Policy. 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 reality and is not used in accordance with a medical prescription (e.g., household chemicals/agents, steroids).

Loyola Athletics also has a drug education and testing program, each student-athlete will sign off on this policy on an annual basis.

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

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.

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.

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.

STUDENT-ATHLETE GRIEVANCE POLICY

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

5th year athletic aid - Work Policy

As a condition of accepting aid for a 5th 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. You are expected to set good examples of moral and ethical conduct as what you post online reflects upon yourself, your family, 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.
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.

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.

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) **Graduated During Previous Academic Year and Will Exhaust Eligibility During the Following Fall Term.** A student-athlete who graduated during the previous academic year

(including summer) and will exhaust his or her athletics eligibility during the following fall term may be awarded athletically related financial aid for less than one academic year.

(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 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 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)*

15.3.4.1 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 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 Andew 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 offical athletic website, 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 Lacrosse	Office: 410-617-2438, 1426 Cell: 410-365-7123 Email: JArtuso@loyola.edu
Pam Sommerhauser Associate Athletic Trainer Women's Basketball	Office: 410-617- 1425 Cell: 443-375-0323 Email: pasommerhauser@loyola.edu
Steve Austin Assistant Athletic Trainer Men's Basketball	Office: 410-617-5276 Cell: 443-375-1512 Email: saustin1@loyola.edu
David Schaffer Assistant Athletic Trainer Men's Soccer, Men's Lacrosse	Office: 410-617-1425 Cell: 410-294-1509 Email: dpschaffer@loyola.edu
Elizabeth (Beth) Cruz Assistant Athletic Trainer Women's Lacrosse	Office: 410-617-1424 Cell: 443-655-2815 Email: eacruz@loyola.edu
Nathan Morrison Assistant Athletic Trainer Cross Country, Golf, Rowing, Swimming, Tennis, Track & Field, Volleyball	Office: 410-617-5365 Cell: 785-346-6740 Email: namorrison@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.

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.

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

2012-2013 Academic Year

Fall Semester 2013

August 2013
- 30 First-year resident students report to residence halls
- 30 – 9/1 Fall Orientation

September 2013
- 1 Upperclass resident students report to residence halls
- 2 Faculty advisors meet with first-year students
- 2 Labor Day (No Classes)
- 3 Fall Semester begins
- 3 Applications due for January 2014 Graduation
- 3-6 Late Registration: In-Person Add/Drop Period
- 6 WebAdvisor Add/Drop Period ends for Fall Semester
- 7 Course Withdrawal Period begins for Fall Semester
- 8 Mass of the Holy Spirit
- 8-15 Initium Activities
- 20 Applications due for May 2014 Graduation (full-time students)
- 27-29 Family Weekend

October 2013
- 18 Midsemester Holiday
- 18 Midterm grades due in Records Office by 3:00 p.m.*
- 23 WebAdvisor Registration for Spring 2014 Semester (Class of 2014)
- 30 WebAdvisor Registration for Spring 2014 Semester (Class of 2015)

November 2013
- 1 All Saints Day
- 6 WebAdvisor Registration for Spring 2014 Semester (Class of 2016)
- 7 Course Withdrawal Period ends for Fall Semester; last day to withdraw from a course with a grade of W
- 13-14 WebAdvisor Registration for Spring 2014 Semester (Class of 2017)
- 18 WebAdvisor Add/Drop Period begins for Spring 2014 Semester
- 26 Thanksgiving Break begins after last class
- 27 – 12/1 Thanksgiving Break (No Classes)
- 28 – 12/1 Thanksgiving Break (University Closed)

December 2013
- 2 Classes Resume
- 8 Feast of the Immaculate Conception
- 9 Last day of classes for Fall Semester
- 10 Study Day
- 11-19 Exams and close of Fall Semester; exams are scheduled on Saturday, December 14
- 23 – 1/1 Christmas Break (University Closed)

Spring Semester 2014

January 2014

2	University Opens
2	Mail-In Registration ends for Spring Semester (part-time students)
12	Resident students report to residence halls
13	Spring Semester begins
13	Applications due for May 2014 Graduation (part-time students)
13-16	Late Registration: In-Person Add/Drop Period
16	WebAdvisor Add/Drop Period ends for Spring Semester
17	Course Withdrawal Period begins for Spring Semester
20	Martin Luther King, Jr. Holiday (University Closed)

February 2014

28	Midterm grades due in Records Office by 3:00 p.m.

March 2014

3-9	Spring Break
5	Ash Wednesday
10	Classes Resume
10	Web and Mail-In Registration begin for Summer 2014 Sessions
19	WebAdvisor Registration for Fall 2014 Semester (Class of 2015)
21	Maryland Day Celebration
26	WebAdvisor Registration for Fall 2014 Semester (Class of 2016)
27	Course Withdrawal Period ends for Spring Semester; last day to withdraw from a course with a grade of W

April 2014

2	WebAdvisor Registration for Fall 2014 Semester (Class of 2017)
17-21	Easter Break (No Classes)
18-21	Easter Break (Offices Closed)
22	Classes Resume
28	Last day of classes for Spring Semester
29	Study Day
30	Exams and close of Spring Semester (continued in May)

May 2014

1-8	Exams and close of Spring Semester; exams are scheduled on Saturday, May 3 (continued from April)
16	Academic Honors and Departmental Awards Ceremony: McManus Theatre, 11 a.m.
16	Baccalaureate Mass: Reitz Arena, 1:30 p.m.
17	Commencement: 1st Mariner Arena, 11 a.m.

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 1st 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.

- **Where do I go if I need to add money to my meal plan?**
  Student Administrative Services (SAS), which is located on the 1st 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 1st 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 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/recreationalsports/fitnessandaquaticcenter/index.html.

- **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 $70.00, 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 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.****

_____ _____
Student-Athlete's Name (Please print) Sport

_____ _____
Student-Athlete's Signature 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). 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.

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 3rd floor of Jenkins Hall.

Failure to abide by these rules may result in loss of tutoring privledges 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.

_____ _____
Student-Athlete's Name (Please print) Sport

_____ _____
Student-Athlete's Signature Date