



Student-Athlete Handbook 2019-2020

Dear Greyhounds,

On behalf of the Loyola University Maryland Department of Athletics, welcome to the 2019-20 academic year. The upcoming year promises to hold great possibilities for all of you as athletes, students, and citizens of the greater Baltimore community. I am excited to watch as you grow and learn and share your abilities and talents with your teammates, coaches and friends. As administrators, coaches and staff, we are 100% committed to your success in all areas.

As a member of the Loyola University Athletics family, we have high expectations for all of our student-athletes and hope that you appreciate that being a member of an athletics team is an incredible privilege that you have earned. With such privilege also comes great responsibility athletically, ethically, academically and socially. Loyola has high standards for you as members of the campus community, the local Baltimore community and the athletics community and I am confident that you will accept those responsibilities with the utmost respect and commitment to excellence.

As always, my sincere hope for each of you is that your time as a Loyola student-athlete will be extraordinary in every way possible. To help ensure that our hope becomes a reality, I encourage you to take advantage of the many wonderful opportunities that will exist for you on and off campus while you navigate your experience as part of this wonderful community. You will be exposed to many extraordinary opportunities and I encourage you to seize those moments with great enthusiasm. Also know that through your exciting journey, we will always be here to help you, support you, challenge you and encourage you. You will never be alone at Loyola. Please take advantage of the many resources that exist across our campus including the excellent care available to you from our staff in Student-Athlete Support Services and through the Counseling Center.

Have an incredible year and please do not hesitate to let me know how we can make this an extraordinary experience for you.

Go Hounds!

A handwritten signature in black ink, appearing to read "Donna", with a stylized flourish extending to the right.

Donna M Woodruff
Assistant VP/Director of 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.



STAFF DIRECTORY

All phone numbers begin with (410) 617-

Position	Name	Ext.
Assistant Vice President & Director of Athletics	Donna Woodruff	5013
Senior Women’s Administrator, Facilities and Operations	Teddi Burns	2643
Associate Athletic Director	Dave Gerrity	2547
Associate Athletic Director – Compliance	Bill Wnek	2172
Associate Athletic Director – Business Operations	Chris Archacki	2718
Associate Athletic Director – Communications and Strategic Marketing	Ryan Eigenbrode	2337
Athletic Communications, Assistant Director	Erik Pedersen	2777
Assistant Athletic Director for Compliance	Jerron Pearson	2456
Athletic Communications, Assistant Director for Video Production	Jason Johnson	5107
Video Production Assistant (Patriot League Network)	Stephanie Mindock	
Strategic Marketing & Tickets, Associate Director	Jason Estes	2773
Game Day Marketing, Associate Director	Melissa Hassen	5963
Administrative Assistant (Student Center)	Ellie Kenny	5013
Athletics Scheduling Assistant (Ridley Athletic Complex)	Allison Novak	1470
Annual Giving, Assistant Athletic Director/Athletics Director of Development	Brian Schultz	5744
Annual Giving, Assistant Director of Athletics Development	Bailey Mathis	5145
Assistant Athletic Director/Director of Sports Performance	John Hoffman	5372
Sports Medicine, Assistant Athletic Trainer	Nya Dobbs	2413
Sports Medicine, Assistant Athletic Trainer	Kim Willey	1424
Sports Medicine, Assistant Athletic Trainer	David Schaffer	1425
Sports Medicine, Assistant Athletic Trainer	Mechelle Norris	5276
Sports Medicine, Assistant Athletic Trainer	Kathleen Tamberrino	5365
Strength & Conditioning, Head Coach	Bryan Artfitch	2438
Strength & Conditioning, Assistant Coach	Justin Guy	
Strength & Conditioning, Assistant Coach	Jamie Buxton	
Assistant Director Operations and Facilities	Michael Blonar	2037
Equipment Room Service Manager	Suzanne Hudak	1455
Equipment Room Service Manager	Tyler Richardson	5002
Student-Athlete Support Services, Director	Colleen Campbell	5391
Student-Athlete Support Services, Assistant Director	Andrea Hoffman	5960
Student-Athlete Support Services, Assistant Director	Daniel Fitzpatrick	5361
Loyola Athletics Sponsorships – Van Wagner Sports and Entertainment	Samantha Berizzi	1474



COACHING DIRECTORY

All phone numbers begin with (410) 617-

Position	Name	Ext.
Men's Basketball, Head Coach	Tavaras Hardy	2491
Men's Basketball, Assistant Coach	Ivo Simovic	7171
Men's Basketball, Assistant Coach	Taj Finger	2596
Men's Basketball, Assistant Coach	Freddie Owens	2767
Men's Basketball, Director of Basketball Operations	Kevin Farrell	2437
Women's Basketball, Head Coach	Joe Logan	5168
Women's Basketball, Assistant Coach	Shelley Sheetz	2678
Women's Basketball, Assistant Coach	TBD	2666
Women's Basketball, Assistant Coach	Jenna Loschiavo	5406
Women's Basketball, Director of Basketball Operations	Noah Saag	2551
Crew, Head Coach	Megan Patrick	5671
Crew, Assistant Coach	Greg Muir	5016
Cross Country/Track, Head Coach	Amy Horst	2991
Cross Country/Track, Assistant Coach	David Hightower	2076
Cross Country/Track, Assistant Coach	David Ringwood	
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	Marc Van Arsdale	2041
Men's Lacrosse, Volunteer Assistant Coach	Steve Vaikness	
Men's Lacrosse, Director of Lacrosse Operations	Chris Myers	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, Director of Lacrosse Operations	Charlotte Wood	1473
Men's Soccer, Head Coach	Steve Nichols	2379
Men's Soccer, Assistant Coach	Mamadou Kansaye	5121
Men's Soccer, Assistant Coach	Michael Marchiano	5298
Men's Soccer, Goalkeeper Coach	Brock Yetso	
Women's Soccer, Head Coach	Joe Mallia	5146
Women's Soccer, Assistant Coach	Kevin Dempsey	5279
Women's Soccer, Assistant Coach	Morgan Ruhl	5407
Women's Soccer, Volunteer Assistant Coach	Lacey Phillips	
Swimming and Diving, Head Coach	Brian Loeffler	2388
Swimming, Diving Coach	Robert Baier	5426
Swimming, Assistant Coach	George Kennedy	
Swimming, Assistant Coach	Tommy Glenn	
Tennis, Head Coach	Rick McClure	2081
Volleyball, Head Coach	Alija Pittenger	2772
Volleyball, Assistant Coach	Eric Arriaga	5044



CONFERENCE AFFILIATION

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

American University
Army West Point
Boston University
Bucknell University
Colgate University
Holy Cross
Lafayette College
Lehigh University
Loyola University Maryland
United States Naval Academy



LOYOLA GREYHOUNDS ATHLETIC TEAMS

Loyola University Maryland offers intercollegiate competition in the following 18 sports:

Men's and Women's Basketball
Men's and Women's Cross Country
Men's Golf
Men's and Women's Lacrosse
Men's and Women's Rowing
Men's and Women's Soccer
Men's and Women's Swimming and Diving
Men's and Women's Tennis
Women's Indoor and Outdoor Track
Women's Volleyball





LOYOLA ACADEMIC CATALOGUE

Be sure to review the academic catalogue for a complete listing of courses, policies and degree requirements. The Loyola Academic Catalogue can be found online at this link -

<https://www.loyola.edu/departments/records/catalogues>

[The following is excerpts from the Undergraduate Catalogue – please be sure to reference the catalogue for complete policy information.]

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 in Maryland.

MISSION

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

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 are responsible for honoring all University standards of classroom civility, academic integrity, and general campus conduct, including in-class use of technology, as published in the current [Loyola University Maryland Community Standards](#), and as communicated by the course instructor. Students must also abide by all international, federal, state, and local laws. The Office of Student Life 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 Loyola community. These reports are directed to the Office of Student Life. The associate 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, the conduct process, and sanctions that may be imposed, can be found in the Community Standards.



Academic Conduct

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 the University 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.

To ensure an effective and productive teaching and learning environment for all, the University expects every student to behave with integrity in all matters relating to both the academic and social aspects of the University community. This includes maintaining respect for classroom and other learning communities, appropriate participation in the learning process, upholding the Honor Code, and ensuring the rights of others in all campus settings. Refer to the Community Standards for additional information.

Honor Code

The Honor Code states that all undergraduate students of the Loyola 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, using the Honor Code Violation Report form, to the Dean of Undergraduate and Graduate Studies. Students who witness a violation of the Honor Code also must report the alleged infraction to the Dean of Undergraduate and Graduate Studies.

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 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 here: www.loyola.edu/academics/honor-code.aspx.

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/academics/honor-code.

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 Office of Student Activities, 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 Baltimore Student Exchange Program (BSEP) or the packaged or exchange 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 (five, three- or more credit courses) 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 at year-long programs, exchanges, or affiliations abroad must achieve a minimum cumulative QPA of 3.500 for the year and they must 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*). Students at semester-long programs, exchanges, or affiliations abroad must earn at least a 3.500 cumulative QPA and complete 15 or more credits (excluding pass/fail courses and courses assigned a grade of *W*) 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 may be placed on academic probation or dismissed, depending upon their academic history up until that point.

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 may be dismissed from the University, depending on their academic record up until that point. Students with a cumulative QPA of less than 2.000 after the third semester or any semester thereafter may be dismissed from the University.



Academic Appeal Process

Students dismissed from Loyola due to academic deficiency may appeal their dismissal by calling the Academic Advising and Support Center at 410-617-5050 to schedule an appeal hearing with members of the Academic Standards Committee.

Students who request an 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 Undergraduate and Graduate Studies. 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 academic 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*.

Courses at Other Colleges

All transfer courses require the prior written permission of the chair of the department awarding the credit and/or the Academic Advising and Support Center. Mode of course delivery is not a factor in determining eligibility for credit. 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* (2.000) or higher must be obtained for any course transferred to Loyola, and then only the credits are transferred. Courses with a grade of *C-* or below are not transferable (see Grades). 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 Undergraduate and Graduate Studies.

Exceptions

Exceptions to university-wide academic policies must have the approval of the Academic Advising and Support Center (AASC). A student may appeal the decision of AASC, in writing, to the Dean of



Undergraduate and Graduate Studies. 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. The Dean's decision is final. Students must submit appeals on their own behalf; appeals from a third party will not be accepted. Both the initial request and any appeal should be submitted within 14 days from the date the appeal to AASC was denied to allow for proper consideration.

Grade Reports

Students can generate official grade reports online using WebAdvisor. Online access requires a valid User ID and Password (same as Loyola email). Final grade reports are also mailed to the permanent address. No grades are given in person or over the telephone. Official grades will not be released for students with outstanding financial obligations to the University; students who have not filed the immunization record with Student Health Services; or those who have borrowed and not returned equipment or supplies such as library books and athletic equipment.

Leave of Absence

Students may take a leave of absence for not 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 may be granted by the Dean of Undergraduate and Graduate Studies, or the dean's designee. Medical documentation supporting the request for a medical leave of absence is required.

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 Academic Advising and Support Center for any exceptions to this policy.

Upon completion of the approved leave of absence, students may return to Loyola 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 Academic Advising and Support Center 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.

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 online or from the Records Office).

Note: Federal financial aid will pay for only one repeat of a previously passed course (*D* or better). For additional information, contact the Office of Financial Aid (410-617-2576).

Residency Requirement

Students must satisfactorily complete at least 20, three-, four-, or five-credit courses at Loyola University Maryland. Of the last 20 courses, 15 must be taken at Loyola. 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. 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) during the official registration period. To take a sixth course, students must receive electronic permission from their academic advisor prior to registering using WebAdvisor. Students may also register by submitting a Change of Registration Form to the Records Office. The form must have the sixth course box checked and be signed by the academic advisor (if electronic permission has not been given) and the Academic Advising and Support Center. 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-, four-, or five-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.

Transcripts

Student academic records are maintained in the Records Office. Academic records are available for student inspection, by appointment during office hours.

The transcript is a facsimile of the student's permanent academic record at Loyola. Unofficial transcripts are printed on security paper with a watermark indicating that the document is unofficial. Official transcripts are transmitted or mailed directly to another college or university or other official institution



or agency. Official transcripts are printed or electronically produced on security paper, and they bear the seal of the University and the signature of the director of records.

Transcripts are issued only upon the written request of the student concerned or the submission of an electronic request using WebAdvisor or Loyola's secure online transcript ordering service. Due to authentication restrictions, email, fax, and telephone requests are not accepted. There is a charge of five dollars (\$5) per official transcript and an additional three-dollar (\$3) service charge for transcripts ordered through Loyola's secure online transcript ordering service. There is no charge for unofficial transcripts.

Transcripts should be requested well in advance of the date desired to allow for processing time and possible mail delay. The University will not assume responsibility for transcripts that are delayed, because they have not been requested in time or the student has an outstanding debt with the University. Transcripts will not be faxed; however, they can be delivered electronically through Loyola's online transcript ordering service.

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.

Withdrawal from a Course

During the first four days of the fall or spring 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 also obtain the signature of an administrator from Student Athlete Support Services. Failure to comply with the official withdrawal procedure will result in a permanent grade of *F* or *AW* (for audit registration students only).

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



Location: Newman Towers 107W

Hours: Hours: 8:30 am - 5:00 pm

Contact Information: 410-617-2062/7380/2750 or dss@loyola.edu

Staff:

- Marcia Wiedefeld, Director, mwiedefeld@loyola.edu, (410) 617-2062
- Abby Hurson, Assistant Director, ashurson@loyola.edu, (410) 617-7380
- Kathleen Bruns, Accommodations Coordinator, khbruns@loyola.edu, (410) 617-2750

Website: www.loyola.edu/department/dss

DSS ensures students with disabilities have equal opportunity to access University programs and services. This is done by providing services and accommodations, such as:

- alternate arrangements for exams;
- note takers;
- sign language interpreters;
- parking accommodations;
- adaptive equipment;
- books in alternative format; or
- other accommodations as needed.

To request an accommodation or modification, students must self-identify and register with DSS. Students must provide adequate time for DSS to review documentation and make arrangements for accommodations.

- Applications are accepted at any time; however, accommodations are not retroactive. Students looking to receive accommodations are encouraged to apply prior to the start of their first semester.
- Students must complete an online application and provide recent documentation* of their disability from a certified professional.
- All documentation is confidentially housed in the DSS office.

Submit documentation* to:

Disability Support Services
Loyola University Maryland in Maryland
4501 North Charles Street
Baltimore, MD 21210
(410) 617-2080 (FAX)



LOYOLA
GREYHOUNDS

STUDENT-ATHLETE SUPPORT SERVICES

STAFF

Colleen Campbell

Director of Student-Athlete Support Services
Jenkins Hall 015
Office: (410) 617-5391 Fax: (410) 617-5182
Cell: (410) 978-2227
Email: CCampbell1@loyola.edu

Men's Basketball
Men's Lacrosse
Men's Soccer

Andrea Hoffman

Assistant Director of Student-Athlete Support Services
Jenkins Hall 015
Office: (410) 617-5960 Fax: (410) 617-5182
Cell Phone: (573) 289-5068
Email: amhoffman1@loyola.edu

Men's Golf
Men's Rowing
Men's Tennis

Women's Lacrosse
Women's Rowing
Women's Tennis
Women's Volleyball

Daniel Fitzpatrick

Assistant Director of Student-Athlete Support Services
Jenkins Hall 015
Office: (410) 617-5361 Fax: (410) 617-5182
Cell: (260) 206-4573
Email: drfitzpatrick@loyola.edu

Men's Cross Country
Men's Swimming

Women's Basketball
Women's Cross Country
Women's Soccer
Women's Swimming
Women's Track

Visit our website at <https://www.loyola.edu/departments/student-athletes>



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 Colleen, Andrea, or Daniel 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 Colleen, Andrea or Daniel.** 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 Student-Athlete Support Services Office 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 Student-Athlete Support Services Office is not involved in any grade change appeals. You must follow the policies outlined in the Undergraduate Catalogue.

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 and is listed on WebAdvisor. A copy of this report is also given to your coaches.
- B. Upperclassmen may 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 and is listed on WebAdvisor. A copy of this report is also given to your coaches.

TRAVEL LETTERS

- A. Please meet with professor after the **FIRST CLASS** to review travel letter.
- B. Acknowledge that you realize you will need to make-up any missed assignments, exams and quizzes even though athletic absences are excused absences.
- C. Have the professor sign a copy of travel schedule and return it to your Athletic Academic Advisor by the end of the **second** 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 suffers a season-ending injury, or is temporarily injured and unable to compete, will be considered on a case to case basis as to whether or not he/she is permitted to travel with the team for away competitions. Ordinarily a student-athlete in this situation would be expected to stay at Loyola and attend classes and meet academic requirements. Exceptions will be considered by the Sport Administrator and the SASS office.
- B. The Student-Athlete Support Services Office has two (2) 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 Student-Athlete Support Services Office 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 Student-Athlete Support Services Office does not have the authority to change a student athletes' assigned registration time.

Students may register online on WebAdvisor or with a staff member in the Student-Athlete Support Services Office.

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 Student-Athlete Support Services Office.

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.*

Please note that individual teams may have higher GPA requirements for participation in the 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 Athletic Academic Advisor **during your first academic meeting.**
- B. If your syllabus is on Moodle please email a copy to your Athletic Academic Advisor to keep. If your syllabus is not on Moodle please bring a hard copy so your Athletic Academic Advisor may scan it.

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 11:00 pm 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 <https://www.loyola.edu/departments/student-athletes> and outside our office located in Jenkins Hall 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 written verification 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 Student-Athlete Support Services Office, 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 canceled and you attend study hall during your class time, please send an email to Daniel Fitzpatrick to notify him.

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, sign language 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 tele sensory 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 – 11:00 pm
Monday – Thursday	9:00 am – 11:00 pm
Friday	9:00 am – 4:00 pm
Saturday	CLOSED

The rules of The Study are as follows:

- All students entering *The Study* are required to present a valid Loyola University Maryland ID card. **Your study hall hours cannot be recorded without this ID. We will not be accepting any notes confirming hours from graduate assistants.**
- No food or drinks (except water) 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 WRITING CENTER

The Loyola Writing Center (LWC), LOCATED IN Maryland Hall 057, 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.

Scheduling an Appointment

Writers may sign up for appointments through our online scheduler, [TutorTrac](#), or request a tutor by emailing us at LWC@loyola.edu. We offer [face-to-face appointments](#) for undergraduate and graduate students. In addition, graduate students may make an appointment for [online tutoring](#) via [Adobe Connect](#). All graduate students seeking an online appointment must be 'present' during the appointment to engage with the tutor and answer questions. A webcam and microphone are not necessary. The built-in chat function can also provide real-time communication. Read more about [online appointments for graduate students](#).



Loyola Writing Center Hours (Undergraduate):

Monday, Tuesday, Thursday: 10 am - 9pm
Wednesday: 10am - 6pm
Friday: 10am - 3pm
Saturday/Sunday: Closed

You must present a study hall report form to the Student-Athlete Support Services Office by Thursday to receive credit for your study hall hours. You may obtain this form from your Writing Center consultant.

THE STUDENT-ATHLETE SUPPORT SERVICES OFFICE COMPUTER LAB

The Computer Lab includes 12 flat screen computers, a network printer along with a fax machine and scanner. **You may only earn study hall hours within the Student-Athlete Support Services Office computer lab, not the lounge area.** If you are completing study hall hours in the Student-Athlete Support Services Office, 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 Student-Athlete Support Services Office 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. **Tutoring appointment requests must be made via the web at <https://www.loyola.edu/departments/student-athletes/tutoring/request>**

Student-athletes are not permitted to contact tutors on their own to schedule, cancel or reschedule tutoring appointments. You are not permitted to schedule, cancel or reschedule tutoring appointments with tutors via email, telephone, text message or in person. All tutoring appointments must be requested on our website. All cancellations or rescheduling of tutoring appointments must be sent to Andrea Hoffman who will notify the tutor. Failure to abide by these rules may result in NCAA sanctions.

Tutor schedules will be available two weeks in advance. Each tutor's schedule will be posted on TutorTrac, which can be accessed via <https://www.loyola.edu/departments/student-athletes>. Student-athletes must select the tutor they would like to meet with and request an appointment during a time the tutor is available.

- 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 attending the appointment. **Failure to attend a tutoring appointment or showing up to cancel an appointment will result in a warning.**
- D. Any cancellations must be made through Andrea at least three (3) hours before the peer tutoring appointment.



- E. All student-athletes are required to complete a tutee feedback form at the completion of each session. The form can be found at:
<https://www.loyola.edu/departments/student-athletes/tutoring/tutee-report>

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 Andrea Hoffman (410) 617-5960.

ACADEMIC ENRICHMENT ENFORCEMENT POLICY

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

- A. **First warning** – Written warning given to the student-athlete and their coach and the student-athlete must complete twelve (12) hours of study hall the next week.
- B. **Second warning** – Meeting with the student-athlete, their coach and their athletic advisor within a week 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 a week 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 academic advisor and/or not attending a scheduled tutoring appointment:

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

*** All Study Hall warnings be carried over from the previous 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 Assistant Athletic Director, Jerron Pearson x 2456 or refer to the NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

<http://www.ncaapublications.com/productdownloads/D120.pdf>

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.
- You have engaged in unethical conduct if you refuse to furnish or fail to provide accurate or complete information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution.
- 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.
- You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Amateurism – All Sports.

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.



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.

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.

Continuing Eligibility – All Sports

Your eligibility for competition shall be based on:

- Having successfully completed 24-semester 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 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.
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your fourth semester 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.)
- 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).
- If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements (16 three + credit hour courses) 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.
- If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements (24 three + credit hour courses) 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.
- If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements (32 three + credit hour courses) 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.



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 14.02.10.1, 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 non-qualifier 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 non-qualifier is not permitted to receive any institutional financial aid, except as stated below.

As a Non-qualifier.

- You are eligible to receive non-athletics 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.

Other Regulations Concerning Eligibility – All Sports.

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

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.

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 and you have eligibility remaining as set forth in Bylaw 12.8.1

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.

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.

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 17.31.1.3 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.

It is permissible to participate as a member of a basketball team in an NCAA- sanctioned summer basketball league or event.

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.

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 14.7.2.

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.



Loyola University Maryland – Drug/Alcohol Education and Testing Program

Be sure to review the Drug/Alcohol Education and Testing Program information that was shared with you via ARMs and email. The Loyola testing program is in addition to any NCAA sanctioned testing that may occur.

NCAA Drug Testing – All Sports.

A student-athlete who tests positive for a banned drug other than a "street drug" shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for a "street drug" shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test);

A student-athlete who tests positive has an opportunity to appeal the positive drug test;

A student-athlete who tests positive a second time for the use of any drug other than a "street drug" shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility;

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; and

If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty 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 the entirety of the prescribed penalty.

Non-NCAA Athletics Organization Positive Drug Test – All Sports.

The Executive Committee shall authorize methods for drug testing any student-athlete who has disclosed in the student-athlete statement that he or she has a positive drug test administered by a non-NCAA athletics organization. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code shall not participate in NCAA intercollegiate competition for the duration of the suspension.



NCAA RULES AND REGULATIONS



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 –

<http://www.ncaa.org/sport-science-institute/topics/2019-20-ncaa-banned-substances>

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.

2019-20 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:

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and
8. 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:

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

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

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



Examples of NCAA Banned Substances in Each Drug Class

Note to Student-Athletes:

There is NO complete list of banned substances.

Do not rely on this list to rule out any label ingredient.

1. Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
2. 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; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
3. Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
6. Peptide Hormones and Analogues: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
7. Anti-Estrogens: Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); etc.
8. Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at

<http://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program>.

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) at 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.



SPORTS WAGERING ACTIVITIES



For more information visit - <http://www.ncaa.org/enforcement/sports-wagering>

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

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 parlay card or any other method employed by organized gambling that involves wagering on the student-athlete's institution **shall permanently lose all remaining regular-season and postseason eligibility in all sports.**
- 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

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-athletes 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.

Criteria Governing Compensation to Student-Athletes

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

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

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).

Chris Archacki, Associate Athletic Director 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

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

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

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

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

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-athlete's 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, Dave Gerrity x2547

Loyola is now smoke and Vape Free:



Inspired by the Jesuit tradition of *cura personalis*, Loyola University Maryland is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. On July 1, 2019, our campuses became smoke and vape free. Smoke-free policies are becoming a standard to foster a healthy collegiate environment, with the goal of reducing the health risks related to smoking and secondhand smoke for the campus community.

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. 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. 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.



Financial Aid:

15.3.3.1.1

One-Year Period. [A] 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, Revised: 5/9/06, 4/24/08 effective 8/1/08, 5/19/09, 1/15/11 effective 8/1/11, 8/7/14)

(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.

(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.

(d) 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 been enrolled full time at the certifying institution for at least one regular academic term and has not previously received athletically related financial aid from the certifying institution.

(e) Eligibility Exhausted/Medical Non-counter. A student-athlete who has exhausted eligibility and is exempt from counting (per Bylaw 15.5.1.5) in the institution's financial aid limit, or a student-athlete who is exempt from counting (per Bylaw 15.5.1.2) 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 non-athletically 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 the 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 15.3.2.3.

15.3.4 Reduction or Cancellation During Period of Award.

15.3.4.1 Increase Permitted. Institutional financial aid may be increased for any reason at any time. (Adopted: 1/11/94, Revised: 2/26/03, 4/23/08, 10/27/11 effective 8/1/12; awards may be executed before 8/1/12, 8/7/14)

15.3.4.2 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: 1/10/92, 1/11/94, 1/10/95, 1/9/96, 12/13/05, 9/11/07, 8/7/14)

(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 15.3.4.2.3);



(c) Engages in serious misconduct warranting substantial disciplinary penalty (see Bylaw 15.3.4.2.4); 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.

15.3.4.2.1 Timing of Reduction or Cancellation. Any reduction or cancellation of aid during the period of the award may occur only after the student-athlete has been provided an opportunity for a hearing per Bylaw 15.3.2.3. (Adopted: 5/15/07, Revised: 4/23/08, 8/7/14)

15.3.4.2.2 Non-athletically Related Conditions. An institutional financial aid agreement may include non-athletically related conditions (e.g., compliance with academic policies or standards, compliance with athletics department rules or policies) by which the aid may be reduced or canceled during the period of the award. (Adopted: 4/23/08, Revised: 8/7/14)

15.3.4.2.3 Fraudulent Misrepresentation. If a student-athlete is awarded institutional financial aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application, letter of intent or financial aid agreement and would permit the institution to cancel or reduce the financial aid. (Revised: 1/11/94, 8/7/14)

15.3.4.2.4 Misconduct. An institution may cancel or reduce the financial aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general. (Revised: 1/11/94, 8/7/14)

15.3.4.2.5 Release of Obligation to Provide Athletically Related Financial Aid -- One-Year Award. Before becoming a counter for an academic year pursuant to a one-year grant-in-aid, if a prospective student-athlete or student-athlete is awarded institutional financial aid unrelated to athletics that is of equal or greater value than his or her signed award of athletically related financial aid, the prospective student-athlete or student-athlete may, on his or her initiative, release the institution of its obligation to provide the athletically related financial aid. (Adopted: 1/15/11 effective 8/1/11, Revised: 10/27/11 effective 8/1/12; awards may be executed before 8/1/12, 8/7/14)



STUDENT-ATHLETE GRIEVANCE POLICY

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

Additionally, in accordance with Maryland Law student-athletes can report concerns as follows:

Policy on Student Concerns About Athletic Programs and Activities

This policy explains the process for reporting and addressing student concerns regarding the University's athletic programs and activities. A student who has a concern about any University athletic program or activity may report the incident online at **NEED WEBSITE ADDRESS TO BE ADDED** or contact the Dean of Students Office at 410-617-5171.

In reporting such concerns, students may choose to keep their identities confidential, although the University reserves the right to properly address the substance of student concerns in its discretion. Concerns reportable under this policy may relate to a men's or women's varsity athletic program, club sport, or other athletic club or organization.

A student who engages in the process described in this policy to share concerns about any University athletic program or activity may not be subject to, and the University prohibits, any form of discrimination, retaliation, or discipline as a result.

Concerns related to potential violations of the University's Code of Conduct should follow the relevant process as stated in the Loyola Community Standards and direct reports of potential violations to the Office of Student Conduct.

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. It is also a violation of Maryland State Law.

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.

Maryland Anti Hazing Law (§ 3-607) The State of Maryland also prohibits hazing and defines it as such: • Prohibited — A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university. • Penalty — A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 6 months or a fine not exceeding \$500 or both. • Prohibited defense — The implied or expressed consent of a student to hazing is not a defense under this section.

What is 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.



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 in the Andrew White Student Center.

Publications

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

Interview Policies

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

Post Game Interviews

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

Player Telephone Interviews

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

Website Information

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

Loyola Greyhounds Social Media Accounts can be found at this [link](#).



Sports Medicine

[Loyola Sports Medicine](#) strives to prevent and manage athletic injuries while promoting safety, a high-quality student-athlete experience, and competitive excellence.

- Loyola Sports Medicine’s six full-time certified athletic trainers work closely with MedStar Sports Medicine which provides our team physician, team orthopedic surgeon, and our on-campus physical therapist.
- Prior to participation each season, student-athletes must complete medical and insurance information using the ARMS software system.
- Sports medicine facilities are located on the main level of the DeChiaro College Center and in the Ridley Athletic Complex.
- To foster a medical grade environment and improve patient care, please respect other student-athletes by behaving in a mature and sensible manner while utilizing our sports medicine facilities.
- If you have any questions, please contact the athletic trainer responsible for your team:

John Hoffman
Director of Sports Performance
Men’s Basketball, Swimming

Office: 410-617-5372
Cell: 240-315-6955
Email: jahoffman@loyola.edu

David Schaffer
Assistant Athletic Trainer
Men’s Lacrosse, Golf

Office: 410-617-1425
Cell: 410-294-1509
Email: dpschaffer@loyola.edu

Kathleen Tamberrino
Assistant Athletic Trainer
Men’s Soccer, Track/CC

Office: 410-617-5365
Cell: 410-812-0885
Email: ktamberrino@loyola.edu

Kim Willey
Assistant Athletic Trainer
Women’s Lacrosse, Tennis

Office: 410-617-1424
Cell: 540-809-9732
Email: kewilley@loyola.edu

Mechelle Norris
Assistant Athletic Trainer
Volleyball, Women’s Basketball

Office: 410-617-5365
Cell: 703-980-5117
Email: msnorris@loyola.edu

Nya Dobbs
Assistant Athletic Trainer
Women’s Soccer, Crew

Office: 410-617-5365
Cell: 973-997-9236
Email: ndobbs@loyola.edu



Campus Resources and Student Services
For Full campus directory - <https://www.loyola.edu/directory>

Office	Phone Extension
Academic Advising and Support Center (AASC)	5050
ALANA Student Services	5661
Bookstore & Hound's Spirit Shop	2291
Campus Ministry	2222
Campus Police – Emergency	5911
Campus Police - Non-emergency	5010
Campus Police – Escort	5566
Career Center	2232
Center for Community Service and Social Justice (CCSJ)	2380
Counseling Center	2273
Dining Services	2985
Disability Support Services	2062
Financial Aid	2576
International Programs	2910
Library	6800
Parking and Transportation	2423
Post Office	2258
Records Office	2263
Recreational Sports	5453
Student Activities	2713
Student Administrative Services (SAS)	5047
Student Government (SGA)	2527
Student Health Service	5055
Student Health Service – After Hours Care	
Student Life	5081
Student Support and Wellness Promotion	2928
Technology Services	5555
Women's Center	5133



ACADEMIC CALENDAR FOR 2019-2020

Fall Semester 2019

August 2019

29 First-year resident students report to residence halls

September 2019

8/30-9/2 Fall Welcome Weekend
 1 Upper class resident students report to residence halls
 2 Labor Day (no classes)
3 Fall Semester begins
 3 Applications due for January 2020 Graduation
 3-6 Late Registration: In-Person Add/Drop Period
 6 Add/Drop Period ends for Fall Semester
 6-15 *Initium* Activities
 7 Course Withdrawal Period begins for Fall Semester
 15 Mass of the Holy Spirit
 20 Applications due for May 2020 Graduation (**full-time** students)
 27-29 Family Weekend

October 2019

18 Midsemester Holiday
 18 Midterm grades due in Records Office by 3:00 p.m.*
 23 WebAdvisor Registration for Spring 2020 Semester (Class of 2020)
 30 WebAdvisor Registration for Spring 2020 Semester (Class of 2021)

November 2019

1 All Saints Day
 6 WebAdvisor Registration for Spring 2020 Semester (Class of 2022)
8 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 2020 Semester (Class of 2023)
 18 WebAdvisor Add/Drop Period begins for Spring 2020 semester
 26 Thanksgiving Break begins after last class
 27-12/1 Thanksgiving Break (No Classes)



Loyola University Maryland
Student-Athlete Handbook 2019-2020

28-12/1 Thanksgiving Break (University Closed)

December 2019

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 2020

January 2020

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 2020 Graduation (**part-time** students)
13-16 Late Registration: In-Person Add/Drop Period
16 Add/Drop Period ends for Spring Semester
17 Course Withdrawal Period begins for Spring Semester
20 Martin Luther King, Jr. Holiday (University Closed)

February 2020

24 Web and Mail-In Registration begin for Summer 2020 Sessions
26 Ash Wednesday
28 Midterm grades due in Records Office by 3:00pm*

March 2020

2-8 Spring Break
9 Classes Resume
18 WebAdvisor Registration for Fall 2020 Semester (Class of 2021)
20 Maryland Day Celebration
25 WebAdvisor Registration for Fall 2020 Semester (Class of 2022)
27 Course Withdrawal Period ends for Spring Semester; last day to withdraw from a course with a grade of W

April 2020

1 WebAdvisor Registration for Fall 2020 Semester (Class of 2023)



Loyola University Maryland
Student-Athlete Handbook 2019-2020

- 9-13 Easter Break (No Classes)
- 10-13 Easter Break (Offices Closed)
- 28 Last day of classes for Spring Semester
Study Day
- 29 Exams and close of Spring Semester
- 30 (continued in May)

May 2020

- 1-8 Exams and close of Spring Semester; exams are scheduled on Saturday, May 2
(continued from April)
- 15 Academic Honors and Departmental Awards Ceremony: McManus Theatre,
11 a.m.
- 15 Baccalaureate Mass: Reitz Arena, 1:30 p.m.
- 16 Commencement: Royal Farms Arena (formerly Baltimore 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 in Maryland Hall (x5047). 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 in Maryland Hall (x5047).
- **Where do I go if I have problems with my financial aid or questions about my bill?**
Financial Services, which is located in Maryland Hall (x2576).
- **Are there laptops that student-athletes can take on their road trips?**
Yes, SASS has two (2) 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 <https://www.loyola.edu/department/recreational-sports/fac>
- **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 107.
- **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.

- **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.



Sexual Assault/Sexual Misconduct Protocol for Athletics Department To Act On A Report

If an incident of sexual assault or misconduct is reported to you:

STEP 1 Care for the student – ensure he or she is safe and provide nonjudgmental support

STEP 2 Connect the student with resources – identify support and counseling services

Offer options and put the student in as much control as he or she wants.

Confidential Campus Resources

Sexual Violence Prevention, Education and Response Coordinator	410-617-6769 • Seton 04A
Counseling Center	410-617-2273 • Humanities 150
Student Health Center	410-617-5055 • Seton 02a
Chaplain	410-617-5881
TurnAround, Inc. – 24-hour helpline (off-campus resource)	443-279-0379

Non-Confidential Campus Resources

Campus Safety or Police	410-617-5010
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STEP 3. Contact your Title IX coordinator to make the required report – REPORT NOW

Loyola’s Title IX Deputy For Students:

Name: Katsura Kurita
Email: kkurita@loyola.edu
Phone: 410-617-5171

Sexual assault/sexual misconduct includes unwelcome conduct of a sexual nature and can occur in any sex/gender configuration, regardless of gender identify or orientation. It can occur by a stranger or acquaintance, or an intimate partner, family member, classmate or teammate.

Reportable sexual assault/sexual misconduct includes:

- Nonconsensual contact
- Forced sexual contact
- Coerced sexual conduct
- Domestic abuse
- Retaliation
- Stalking



The Study Policies & Procedures

Hours of Operation

Monday – Thursday	9:00 am – 11:00 pm
Friday	9:00 am – 4:00 pm
Saturday	CLOSED
Sunday	12:00 noon – 11:00 pm

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 in 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.**

You will Acknowledge the RULES OF THE STUDY via ARMs.



TUTORING RULES ACKNOWLEDGMENT FORM

All tutoring requests by student-athletes should be made on the Student-Athlete Support Services website (www.loyola.edu/departments/studentathletes.aspx). 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/departments/studentathletes.aspx.
2. If a student-athlete needs to cancel or reschedule a peer tutoring appointment you must contact Andrea Hoffman at least 3 hours prior to the appointment. She 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 privileges and/or NCAA sanctions.

You will acknowledge the tutoring rules via ARMs.

HANDBOOK ACKNOWLEDGMENT

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.

You will acknowledge review of handbook via ARMs.