

SAINT PETER'S COLLEGE
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
2007-2008 STUDENT – ATHLETE HANDBOOK



TABLE OF CONTENTS

Mission Statement of Saint Peter's College	2
Mission of Intercollegiate Athletics	3
Student-Athlete Conduct	5
Athletic Staff Directory	7
Academic / Athletic Support Services	9
<ul style="list-style-type: none"> •Academic Eligibility Requirements • Satisfactory progress and Good Academic Standing • Missed Classes / Scheduling • Change of Academic Schedule (Add/Drop) • Registration Procedures • Declaring a Major • Grading System • Grade-Point Average Calculations • Study Hall • Study Hall Rules • Tutorial Program • Laptop Policy • Academic Skills • Rules for Academic Success • Student-athlete Responsibility Check List • Student-Athlete Advisory Board (SAAC) • CHAMPS / Life Skills Program • Student Grievance Policy • Faculty Moderators 	
Compliance	23
<ul style="list-style-type: none"> •Agents •Amateurism •Awards and Benefits •Sportsmanship •Gambling •Employment •Financial Aid •Playing & Practice Seasons •Special Assistance Fund – MAAC Needy •Transferring •Hosting visiting prospect – Internet Conduct 	
Medical Information	35
<ul style="list-style-type: none"> •Drug Abuse Policy •Injury Insurance Information & Emergency Action Plan 	
Equipment	39
<ul style="list-style-type: none"> •Laundry 	
Transportation	40
<ul style="list-style-type: none"> • Modes of Travel / Arrangements • Meals •Van Policy 	
College Resources	43
<ul style="list-style-type: none"> •Campus Ministry •Career Services •Personal Development •Community Service & Service Learning •Cooperative Education Program •Health Services •Recreational Life Center •Student Activities 	
Academic Calendar	44
Campus Map	45

MISSION STATEMENT OF SAINT PETER'S COLLEGE

Saint Peter's College, founded in 1872, is a Jesuit, Catholic, coeducational, Liberal Arts College in an urban setting which seeks to develop the whole person in preparation for a lifetime of learning, leadership, and service in a diverse and global society. Committed to academic excellence and individual attention, Saint Peter's College provides education, informed by values, primarily in degree-granting programs in the arts, science, and business, to resident and commuting students from a variety of backgrounds.

Accompanying this College Mission Statement is a set of 14 Fundamental Goals, described as "flowing from the mission" for purpose of "guiding the direction of the College." Like the Mission Statement itself, they reflect a Jesuit tradition of education which stresses in addition to the value or academic excellence a personal concern (*cura personalis*) for each student and for their growth in moral character and social responsibility. These fourteen Fundamental Goals include the following:

- To stress ethical and moral values and personal responsibility as essential for the development of the whole person.
- To encourage, through cura personalis, the individual growth of all members of the College community.
- To heighten the awareness of the richness that diversity brings to the learning experience.
- To foster the education of the whole person through a comprehensive student life program.
- To nurture a strong sense of community among all the members of the College family, including current students and graduates.

MISSION OF INTERCOLLEGIATE ATHLETICS

To fulfill its mission and achieve the goals of its Academic Plan, Saint Peter's College offers broad co-curricular programs for all students in recreation, exercise, and intramurals; sponsors a rich intercollegiate athletics program; and encourages athletics and the pursuit of wellness. Organizationally, the recreational and intramural programs report to the Director of the Yanitelli Recreational Life Center, and the intercollegiate athletics programs reports to the Director of Athletics.

The Mission of the Department of Athletics of Saint Peter's College:

The Mission of the intercollegiate athletics program at Saint Peter's College is to provide opportunities which enable student-athletes to reach their full potential in academic and athletic pursuits. Emphasis is placed on learning and on the development of the whole person. Fully intergraded into the college experience, the athletics program fosters sportsmanship, leadership, teamwork, and ethical and moral conduct among all participants. Through intercollegiate competitions with peer institutions, the students and the College as a whole seek to build community spirit and gain the attention of the public.

The Department of Athletics regards its own mission as a participant in the College's commitment to the ideals of a Jesuit tradition of education. The Department of Athletics is responsible for administering the intercollegiate program and for ensuring that it is in harmony with the mission of Saint Peter's College and in compliance with the rules set forth by the NCAA and the MAAC.

ATHLETICS – A PHILOSOPHY OF EXCELLENCE

While Saint Peter's College places primary emphasis on formal learning through instruction and study, it clearly recognizes that, in the complete education of the whole person, the student has many other needs – spiritual, personal, and social – for which the College must make provision. To service these needs, the College offers a broad program of student personnel services. The Department of Athletics is one arm of this responsibility.

As a college with roots in the Jesuit tradition of education which emphasizes the ideal of cura personalis, Saint Peter's has developed a sound Department of Athletics. The primary objective must be the development of the individual who participates in athletics programs. The quality of the experience and its contribution to the individual's development will relate to the sufficiency and the availability of the Recreational Life Center's facilities, and of the Joseph J. Jaroschak Field, the total commitment and competence of the personnel that make up the Department of Athletics, and their dedication to the development of the individuals who participate.

In order to assure the primary educational objective of nourishing the personal growth of each individual, the Department of Athletics carefully monitors the academic progress of all student-athletes, with the help of faculty moderators who

are regularly informed of the academic progress of the student-athlete in his or her charge. The Academic / Athletic Coordinator, who reports to the Academic Dean-Day Session, maintains ongoing communication among students, professors, and the Department of Athletics.

Furthermore, athletic programs provide secondary benefits in keeping with the College's goal of nurturing "a strong sense of community among the members of the College family, including current students and graduates." As stated in its Handbook, the Department of Athletics is to provide "a common focus for members of the entire College community: student, faculty, administrator, and alumni can meet and share a common experience." In line with the College's commitment to social justice and to the educational value of diversity, the Department of Athletics provides a fair and equal opportunity for all students and staff to participate in athletics programs.

STUDENT-ATHLETE CONDUCT

CODE OF CONDUCT

By virtue of a student's participation in an intercollegiate sport, each student-athlete is recognized and identified more readily on campus than the average student. For this reason, and because of the fact that the student-athlete's conduct thus reflects not only his or herself but also the team and the entire Department of Athletics, the expectations for student-athlete's conduct must go beyond that which is expected of a member of the student body. Because of this, the following guidelines are set down as policy and expectations of the Department of Intercollegiate Athletics for its student-athletes.

EACH COACH IS EXPECTED TO REVIEW THIS POLICY WITH HIS OR HER TEAM MEMBERS PRIOR TO THE FIRST PRACTICE OF THE SEASON.

1. A student-athlete who puts on a Saint Peter's College uniform is representing not only his or herself but the team and the College as a whole. Thus, during any athletic contest, both home or away, the student-athlete is reminded to conduct him or herself in a way in which Saint Peter's College is reflected in nothing but a positive light.
2. During travel or away trips, both while on the road and at the host institution, the student-athlete is expected to behave in a proper and respectable manner.
3. Saint Peter's College Athletes, as all Saint Peter's College students, are expected to comply with all of the rules and regulations of the College. Student-athletes are subject to the same disciplinary procedures as any student on campus.

However, any student-athlete who is processed through the campus judicial system as a result of his or her actions is also subject to additional sanctions in regard to his or her participation on an intercollegiate team. It is thus within the purview of the Director of Athletics to consider implications and results of official College judicial action and to take any appropriate additional measures which are in the best interest of the intercollegiate program.

Suspension from the team is an example of the type of action which may be taken. In any case, it is expected the coach will review the student-athlete's situation with the Director of Athletics and will take appropriate action.

4. **ALL STUDENT-ATHLETES WHO BECOME MEMBERS OF A TEAM ARE REQUIRED TO ATTEND EACH AND EVERY PRACTICE SESSION AND COMPETITION.**

If, as a student-athlete, you become injured and cannot participate, you are still required to attend the practice or competition unless you are scheduled for therapy, rehabilitation, or treatment in the training room. If a student-athlete must miss a practice or competition due to injury, illness,

class, etc., he or she must **FIRST** clear this absence through the head coach. Repeated violations of missed practices / competitions or any event scheduled will result in the non-renewal of athletics aid and disciplinary action by the coach and/or Director of Athletics.

5. Alcohol/Drug use: Any student-athlete using alcohol or drugs at a school related function, event or trip may be suspended immediately from the team. In addition, reports of alcohol or drug related activities resulting in disciplinary measures on campus including the residence halls may result in the suspension from the team and the possible revocation of any athletically related financial aid.

ATHLETIC STAFF DIRECTORY

ADMINISTRATIVE STAFF

Phone: 201-761-(extension)

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ACADEMIC / ATHLETIC SUPPORT SERVICES

A student-athlete has additional responsibilities and time constraints not imposed on the general student body. The Academic / Athletic Coordinator position was established to help the student-athlete take advantage of the excellent educational opportunities offered at Saint Peter's College.

At the beginning of the year, all student-athletes attend an introductory meeting that will acquaint them with the program's services and introduce them to the Department of Athletics' Staff. Any questions student-athletes have will be answered at this time.

Remember the Academic / Athletic Coordinator is only one resource and was not established to keep the student-athlete isolated from other College professional staff. A student-athlete must also interact with major advisors, faculty and a vast array of College officers. The Academic / Athletic Coordinator, however, can serve as a liaison between the student-athlete and other College officials, providing the necessary knowledge to help the student-athlete gain academic and social independence.

The primary role of the Academic / Athletic Coordinator is helping a student-athlete decide on and coordinate his or her academic direction, monitor his or her academic progress, report his or her progress to coaches, refer the student-athlete to the appropriate resources when needed and be an advocate on the student-athlete's behalf.

ACADEMIC ELIGIBILITY REQUIREMENTS

Student-athletes are allowed 4 seasons of eligibility within 5 calendar years from the time they first enroll full-time in a collegiate institution. When a student-athlete participates in any competition in their sport (including a scrimmage with outside competition), whether it is for one minute or an entire contest, they have used a season of competition and one of their four years of eligibility.

Student-athletes must be enrolled full-time, that is, carry a minimum of 12 credit hours each semester to be eligible to practice or compete with his or her team. If a student-athlete drops below 12 hours he or she will immediately be ineligible to practice or compete, and his or her athletics grant-in-aid will be revoked unless otherwise approved by the Department of Athletics. Graduating senior student-athletes who need less than 12 credit hours to complete degree requirements may receive an exception to enroll in less than 12 credit hours.

If a student-athlete chooses to take summer courses at another institution, permission from the Academic Dean is required before he or she can take the course. To obtain approval for a course to be taken elsewhere, student-athletes must complete a Request to Take Undergraduate Courses at Another Institution form available at Enrollment Services. The Permission to Enroll form must be completed before a student-athlete takes the course.

Don't forget that all student-athletes need to bring a copy of their permission to enroll form to the Department of Athletics to keep as a backup copy.

Remember that no student can raise their GPA through transfer credits; a student can only raise his or her cumulative credit total.

SATISFACTORY PROGRESS AND GOOD ACADEMIC STANDING

All student-athletes must meet the Satisfactory Progress requirements of Saint Peter's College as outlined in the Undergraduate Bulletin. Also, students on probation are not permitted to participate in athletics except in very rare situations if an exception is granted by the dean(s).

NCAA CONTINUING ELIGIBILITY AND SATISFACTORY PROGRESS REQUIREMENTS

Year of Initial Collegiate Enrollment	Semester of Full-Time Enrollment	NCAA Requirements
Prior to Fall 2003	Entering 1 st Semester	- Must be certified by the NCAA Initial Eligibility Clearinghouse
	Entering 2 nd Semester	- 6 degree applicable credits earned previous semester
	Entering 5 th Semester (3rd year)	- Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (48hrs.). - 6 degree applicable credits earned previous semester - Must have declared a major - 90% of GPA for graduation (1.8 gpa) - 25% of degree must be completed.
	Entering 7 th Semester (4th year)	- Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (72hrs.). - 6 degree applicable credits earned previous semester - 95% of GPA for graduation (1.9 gpa) - 50% of degree must be completed.

	Entering 9 th Semester (5th year)	<ul style="list-style-type: none"> - Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (96hrs.). - 6 degree applicable credits earned previous semester - 95% of GPA for graduation (1.9 gpa) - 75% of degree must be completed.
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Year of Initial Collegiate Enrollment	Semester of Full-Time Enrollment	NCAA Requirements
After Fall 2003	Entering 1 st Semester	- Must be certified by the NCAA Initial Eligibility Clearinghouse
	Entering 2 nd Semester	- 6 degree applicable credits earned previous semester
	Entering 3 rd Semester (2nd year)	<ul style="list-style-type: none"> - min. 18 credits earned during academic year - 90% of GPA for graduation (1.8 gpa) - 6 degree applicable credits earned previous semester
	Entering 5 th Semester (3rd year)	<ul style="list-style-type: none"> - 40% of degree requirements - min. 18 credits earned during academic year - 95% of GPA for graduation (1.9 gpa) - 6 degree applicable credits earned previous semester - declaration of major program
	Entering 7 th Semester (4th year)	<ul style="list-style-type: none"> - 60% of degree requirements - min. 18 credits earned during academic year - 100% of GPA for graduation (2.0 gpa) - 6 degree applicable credits earned previous semester
	Entering 9 th Semester (5 th year)	<ul style="list-style-type: none"> - 80% of degree requirements min. 18 credits earned during academic year - 100% of GPA for graduation (2.0 gpa)

		- 6 degree applicable credits earned previous semester
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MISSED CLASSES / SCHEDULING

A student-athlete will occasionally miss classes to participate in “away” athletic events. However, no official College policy exists that excuses student-athletes when they must be away from campus to represent the College in athletic competition.

In general, faculty members are understanding, provided that student-athletes inform them prior to travel and as early as possible about anticipated absences. A student-athlete should tell his or her professors at the beginning of each semester when they are going to miss classes due to athletic competition. This early information is especially important if the student-athlete will be traveling on the date of a scheduled exam. An instructor then has an opportunity to offer an early exam or make-up exam.

****At the beginning of each semester, documentation of team travel will be written out in a letter for student-athletes to deliver to their instructors.**

At least four days prior to departure, student-athletes should reconfirm the absence with their professors. At that time, a student-athlete should arrange to make up missed course work which results from team travel.

Scheduling Practices / Games:

The Director of Athletics will assist in the preparation of competitive schedules for Men’s and Women’s Basketball and Football. The Assistant Director of Athletics / Sports Information Director will assist the head coaches in all other sports in the scheduling of the competitive seasons; however, the Director of Athletics is the final approval authority for all schedules. The Vice President for Student Affairs will grant final approval of men’s and women’s basketball schedules.

Coaches should take into consideration the following factors when developing their intercollegiate schedules:

- a. Budget constraints.
- b. Academic schedules.
- c. Holidays and school closings.
- d. Declaration of playing season / MAAC Championship Date / NCAA Championship Date.
- e. MAAC scheduling policies.
- f. NCAA scheduling requirements.
- g. Class schedules.

Contests should be scheduled whenever possible so that student-athletes will be able to attend their classes. Realizing that it is impossible to

conduct the entire season without some missed class time, an emphasis should be placed on the academic scheduling of classes by team members. **GAMES OR CONTESTS CAN NOT BE CONDUCTED DURING FINAL EXAMINATIONS, ON READING DAY, CHRISTMAS DAY OR EASTER SUNDAY.** Consideration should be made for contests that must be played on Good Friday – these contests must start after 3:00 p.m. Practices may **NOT be held between 8:30 a.m. - 3:00 p.m.** Monday through Friday.

CHANGE OF ACADEMIC SCHEDULE (ADD/DROP)

Courses may be added / dropped without penalty during the first two weeks of each semester. **Remember that a student-athlete must be enrolled in at least 12 credits to be eligible to practice and compete in his or her sport.**

For courses student-athletes drop after the add / drop period, they will receive a “W” on their transcript. It is permissible to drop courses after the add / drop period for extraordinary circumstances ONLY (poor performance alone is not acceptable cause), and the drop must be approved by the Academic / Athletic Coordinator.

Note that if student-athletes merely stop attending classes without completing the drop procedure, they will receive an “FA” in the course. For further information on the procedure, see the SPC Undergraduate Course Bulletin.

REGISTRATION PROCEDURES

Pre-registration is held each semester for the following semester. All student-athletes should register at this time. Prior to registering, students must do the following:

1. Get registration materials from the Registrar as instructed, and
2. Meet with your assigned academic advisor, who will approve and sign your registration materials.

Student-athletes should also meet with the Academic / Athletic Coordinator after meeting with their advisors to ensure that all NCAA academic eligibility requirements are being satisfied. Student-athletes should also discuss scheduling with their coach(es) to minimize conflicts with practice and competition schedules. Specific instructions regarding pre-registration procedures will be given to student-athletes when necessary.

Trimester (Night) Courses: Enrollment in a trimester course begins on the first day of the term or the first day thereafter when a student-athlete is in “paid status”. A student-athlete will be considered enrolled until the last day of final examinations for that term unless he or she withdraws before then (in which case the student-athlete is enrolled full-time only until the date of withdrawal). This is the only period of time that a trimester course counts toward full-time status. For example, if a student-athlete is enrolled in nine credits in the fall semester (day) and three credits in the fall trimester (night), he or she will be enrolled full-time only until the last day of the finals for the fall trimester. If the student-athlete

wishes to remain eligible for the remainder of the fall semester, he or she would have to enroll in a winter trimester course. Winter trimester courses can count toward full-time status at the end of the fall semester **or** the beginning of the spring semester, but not both.

DECLARING A MAJOR

Student-athletes are encouraged to select a major field of concentration prior to the beginning of their junior year, so that a satisfactory, balanced program of study may be planned. **Remember that NCAA eligibility regulations require a student-athlete to declare a major before his or her fifth semester (beginning of the third year).** A declaration of major form, available at Enrollment Services, is required for all student-athletes beginning with their 5th semester.

CHANGING YOUR MAJOR

If, after declaring a major, a student-athlete wishes to change to a different major, he or she must file a change of major form for the official change to take place.

Please consult with the Academic / Athletic Coordinator before changing majors as the change could potentially affect athletic eligibility.

GRADING SYSTEM

Most undergraduate courses have a letter-grade system for evaluating academic performance. Each letter grade is assigned a numerical value for the purpose of determining a student's grade point average (GPA). Listed below are the letter grades and the numerical value they represent:

A	4.0	B-	2.7	D	1.0
A-	3.7	C+	2.3	F /FA	0.0
B+	3.3	C	2.0		
B	3.0	D+	1.5		

Students may be unfamiliar with some grades. For example, the grade "IC" indicates that a student has satisfactorily completed the majority of the course work with a "D" or better average, but that the student was unavoidably prevented from completing the remaining work. A "WD" on a student's record indicates he or she dropped that course. If a student does not officially complete the withdrawal process, an "F" is the final grade. All students should be aware that most graduate and professional schools do not approve an excessive number of "W" grades.

Students may obtain credit for courses in which they have received an "IC" only by completing the work in a satisfactory manner before the end of the fifth week of the next registered semester. If this is not done, the grade becomes an "F". This may result in a change of status affecting a student-athlete's eligibility.

GRADE-POINT AVERAGE CALCULATIONS

With all the talk about grade point average (GPA), a student-athlete may wish to know how to calculate his or her own GPA. Using the numerical values from the grading system above, a sample calculation is presented below:

Course	Hours	Grade	Grade Points
Math(3 hours credit)		C=2	3*2=6
Science(5 hours credit)		C=2	5*2=10
English(3 hours credit)		A=4	3*4=12
Spanish(5 hours credit)		B=3	5*3=15
	16 hours credits		43

If a student-athlete passed 16 hours of courses, and earned 43 grade points, divide 43 by 16 to find your GPA—2.69. In this case, the student-athlete would be considered to be making satisfactory progress.

STUDY HALL

Because the academic success of each student-athlete is important to the Department of Athletics, an organized study hall, as well as a tutoring program, has been established for the student-athlete.

Study halls are scheduled at times and locations best suited to a team's needs.

Study halls are monitored at all times. Study hall is mandatory for certain groups of student-athletes and certain individual student-athletes, based on agreements reached between coaches the Academic / Athletic Coordinator. Each coach will be informed if their student-athlete's are required to attend study hall.

If the student-athlete fails to meet the study hall time requirements the following penalties will be imposed:

First Infraction: The coach will meet with the student-athlete within a timely manner to reinforce the importance of study center and also to review the consequences. The coach will utilize the student-athlete's calendar to assist and educate the student-athlete in proper time management skills.

Second Infraction: The coach and the Academic / Athletic Coordinator will arrange a meeting with the student-athlete to discuss the severity of missing study center. Please note, if a team is on the road this meeting will be held on the first day the team returns to campus.

Consequence: The student-athlete will be assigned specific study center hours according to his or her schedule. He or she will be obligated to attend study hall at the specified times designated by the coach and the academic advisor.

Third Infraction: Consequence: *Suspension from practice* until the student-athlete proves to be in compliance with study center policy. Bill Stein will send a letter to the parent/guardian and the student-athlete detailing the situation and the consequences.

Fourth Infraction: Consequence: *GAME SUSPENSION* until the student-athlete proves to be in compliance with study center policy.

The following penalties will be enforced if a student-athlete behaves inappropriately during any Academic Study Hall Session.

First Violation: The student-athlete's will be notified to sign out and the student will not be allowed to log any further time that day.

Second Violation: The student-athlete will be ejected from study hall. The student's name and reasons for disruption will be delivered to the head coach.

Third Violation: The student-athlete will meet with the Athletic Director with necessary disciplinary action to be taken at that time.

If a student consistently falls below the minimum study-hour time requirement for the semester, or repeatedly behaves inappropriately during the study sessions, the student will be required to attend study hall the following semester, regardless of their GPA.

STUDY HALL RULES

1. Come to study hall prepared to study. Bring the required books, papers, notebooks, etc.

2. Do not disturb other student-athletes.
3. Food and/or drinks are not allowed.
4. No radios, cassette players, etc.
5. Proper attire must be worn.
6. No tobacco of any kind is allowed.
7. Falsifying or helping others to falsify hours spent in study hall is prohibited.

TUTORIAL PROGRAM

Don't be embarrassed to ask for the help of a tutor. Almost everyone needs some help in a course during their College career.

The biggest mistake student-athletes make is waiting until they are in serious trouble in a course before they ask for help. If student-athletes use the tutorial service when they begin having trouble, they will save a lot of time, frustration and wasted effort. Often the student-athlete's tutor can show the best way to study for a particular course.

LAPTOP POLICY

A team or individual student-athlete may reserve a laptop to use while traveling off-campus to an intercollegiate athletic competition

Reservations for laptops must be made 48 hours prior to the date of travel.

Laptops will be given out the day the team departs (unless there is an early morning departure, in which case the laptops will be given out the previous afternoon).

Laptops must be returned the morning after the team returns by noon.

If a student-athlete does not return a laptop within a specified time, he or she will lose privileges for the semester.

Student-athletes are responsible to immediately notify the Department of Athletics of any problems with the laptops. It is important to keep the laptops functioning at all times.

If a laptop is lost or stolen, the student-athlete must report the occurrence immediately. A thorough investigation will follow and the student-athlete may be held responsible.

ACADEMIC SKILLS

Some students are better prepared for academic success than others. Studying isn't just something a student does in school; studying is part of the learning process, a skill that will be used throughout a lifetime.

If any student-athlete is interested in acquiring effective study skills, start with positive thinking. Know yourself. Know when and where you function best. Know what time of day is best for studying. Recognize when you need a break.

An important tip is to make a schedule. A schedule can save you time and energy while helping you to remember important assignments. A schedule not only shows you what you need to get done, but how much time you have to accomplish the task. Unless you are organized and have a schedule, it is just too easy to get sidetracked.

The following information has been included to help student-athletes develop effective study habits and improve their chances of academic success.

RULES FOR ACADEMIC SUCCESS

Whether a student-athlete has a strong academic background or a weak one, these general rules will help anyone do their best academically:

- **Attend class.** Tests are most often based on the material covered in class. Any student-athlete that is going to be away from campus for a game needs to alert his or her instructors ahead of time. Get assignments in advance, if possible, and determine when the work is due. Student-athletes should let instructors know when they are ill. Class attendance may be one criteria used by your professor when assigning final grades.
- **Go to class prepared.** Student-athletes should have all reading and written assignments completed on time. If you go to class unprepared, it is often difficult to understand the material presented in class. Also, your instructor may tag you as a student with a poor attitude, which may influence your grade.
- **Know your instructor.** Introduce yourself to your instructor; this is especially important in large section classes. If you have any questions relative to your course, meet with your instructor. Your teacher is interested in your performance in the classroom and will generally be happy to discuss material related to your course.
- **Make a good impression.** Go to class on time. Entering class late causes a disruption. Do not talk on the phone, text message, read newspapers, listen to radios or MP3 players, , etc. in class.
- **Use a computer for lengthy papers, whenever possible.** Not only will you get more done in less time, the added neatness will improve your grade.
- **Don't let little problems become big problems.** If you feel yourself falling behind in class, contact someone for help. Also, remember your instructors are there to teach. Don't be afraid to make an appointment and ask questions about material that you don't understand. Make sure someone knows you need help before you reach the point where you cannot possibly do well in the course.
- **Attend Study Hall.** Supervised Study Hall is provided in order to help you develop good study habits and learn the importance of time management. You

should set aside at least two hours a day for studying and use your Study Hall time constructively.

STUDENT-ATHLETE RESPONSIBILITY CHECK-LIST

1. Attend all classes.
2. Request tutors at the beginning of the semester in courses where you may need help.
3. Meet regularly with tutors once they are assigned.
4. Set up and follow a weekly and daily study schedule.
5. Get help from professors when you do not do well on tests or do not understand the subject matter.
6. Meet with the Academic / Athletic Coordinator if you are not doing well in a course.
7. Use the C.A.L.L. Center if your written work can use improvement.
8. Attend study hall if you are required to or need this service to boost your amount of quality study time.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

What is SAAC?

Per the NCAA, SAAC is a committee made up of student-athletes assembled to provide insight on their experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

Saint Peter's College SAAC Mission Statement:

The SAAC program at Saint Peter's College strives to create awareness of the athletics' program among the campus community. SAAC members provide input on SPC, NCAA and MAAC regulations and policies that affect the student-athlete experience here at SPC. SPC SAAC also fosters the CHAMPS / Life Skills program, and works to provide the skills student-athletes will need to succeed at SPC and beyond.

Structure at Saint Peter's College:

Each athletics team at Saint Peter's College is required to have two SAAC representatives, one primary representative and one alternate. Saint Peter's College will be represented at all regional and national leadership conferences and national SAAC meetings.

Monthly Meetings:

All monthly meetings will be held in the Peacock Café during the lunch hour. Lunch will be provided at every meeting. Each team is expected to have representation at every meeting. SAAC members are selected by coaches and/or a student-athlete could volunteer for a position with SAAC.

SAAC Projects 2007-2008:

- Individual Team Community Service
 - Each team is required to do one community service event in the 2006-2007 Academic Year.
 - 75 percent of the team must be involved in the project in order for it to count.
 - Projects need to be approved ahead of time by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.

- SAAC Community Service Project
 - The SAAC members as a group will do a toy drive during the Holidays in association with local programs.

- **CHAMPS / Life Skills Program**
 - Each team is required to do one “Life Skills” Workshop that will be presented to the entire student-body. The goal of the workshops are to help student-athletes build skills that will assist them in their success as a student-athlete and then as they transition into their careers.
 - This event will be optional for student-athletes to attend, however, each team must coordinate and market the event on their own.
 - SAAC members should contact the Academic / Athletic Coordinator or the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator for workshop ideas and contact information for resources.
 - Ideas for the “Life Skills” Workshops include, but are not limited to the following:
 - Stress Management
 - Resume Writing
 - Networking
 - Time Management
 - Interviewing Skills
 - Nutrition
 - Hazing
 - Finance

Student Grievance Policy

Complaints student-athletes have may be brought to the attention of any of the administrators in the Department of Athletics. The details surrounding the complaint will then be referred to the Director of Athletics. The Director of Athletics will then address the issue directly or refer the student-athlete to an administrator outside of the Department of Athletics based on the nature of the issue.

Student-athletes may also initiate a complaint with their team's Faculty Moderator (a complete Faculty Moderator contact list can be found on the next page), or file a grievance through the College's student grievance procedure, which is published in the Student Handbook, *The Net*. Click on the link listed below to obtain further information regarding the grievance procedure:

<http://www.spc.edu/PDFFiles/DeanOfStudents/NET.pdf>

Faculty Moderators

Sport	Moderator	Department	Extension
Baseball	Dr. James Clayton	Education	6188
	Ed Moskal	Computer Science	6362
Softball	Dr. Katherine Wydner	Biology	6438
Swimming (M&W)	Dr. Joyce Henson	Business Administration	6394
Men's Basketball	Dr. Lisa O'Neil	Philosophy	6226
Tennis (M&W)	Dr. John Hammett	Mathematics	6349
	Rachel Wifall	English	6326
Women's Basketball	Jim Jacobson	Education	6194
XC Track	Jim Jacobson	Education	6194
Volleyball	Dr. Michelle Picarelli	Mathematics	6347
	Dr. Karl C. Alorbi	Business Administration	6386
Women's Bowling	Joseph DeSciscio	Human Resources	6366
Football	Dr. Jerome Gillen	History	6176
Soccer (W)	Dr. David Surrey	Urban Studies	6152
Soccer (M)	Dr. Jose Lopez	Physics	6352
	Dr. John Mpi	Biology	6430
Golf (M)	Thomas Matteo	Business Administration	6395

COMPLIANCE

AGENTS

It is essential that student-athletes know the NCAA rules related to professional sports. A violation of the rules concerning agents could have severe negative consequences for the student-athlete and the College. In order to remain eligible for intercollegiate competition, **NCAA rules stipulate that a student-athlete may NOT:**

1. Agree, either orally or in writing, to be represented by an agent or organization in the marketing of his or her athletic ability or reputation until after the completion of his or her collegiate eligibility. In addition, representation by an agent may not be arranged until after the last intercollegiate contest, including post-season games.
2. Negotiate or sign a playing contract in any sport in which the student-athlete intends to compete.
3. Accept payment of expenses or gifts of any kind (including meals and transportation) from an agent.
4. Receive preferential benefits or treatment (ie. Loans with deferred pay-back basis) because of reputation, skill, or pay back potential as a professional athlete.
5. Retain professional services for personal reasons at less than the normal charge from the representative of his or her school.

NCAA REGULATIONS TRYING OUT WITH A PROFESSIONAL TEAM:

After initial full-time collegiate enrollment, an individual who has eligibility remaining may try out with a professional athletics team (or participate in a combine including that team) at any time, provided the individual does not miss class; further, an individual may receive actual and necessary expenses in conjunction with one 48-hour tryout per professional team (or a combine including that team) and that a self-financed tryout may be for any length of time.

AMATEURISM

Per NCAA Bylaw 12.1.2, a student-athlete loses amateur status and thus is not eligible for intercollegiate competition in a particular sport if the individual:

- a) Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- (b) Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;

- (c) Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- (d) Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- (e) Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
- (f) Subsequent to initial full-time collegiate enrollment, enters into a professional draft (see also Bylaws 12.2.4.2.1 and 12.2.4.2.3); or
- (g) Enters into an agreement with an agent.

Exceptions to letter (f):

1. **Professional Basketball Draft** – An enrolled student-athlete in basketball may enter a professional league’s draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares his or her intention to resume intercollegiate participation within 30 days after the draft. The student-athlete’s declaration shall be in writing to the institution’s Director of Athletics.

2. **Division I-AA Football** - In football, an enrolled student-athlete (as opposed to a prospective student-athlete) may enter the National Football League draft one time during his collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted by any team in that league and the student-athlete declares his intention to resume intercollegiate participation within 72-hours following the National Football League draft declaration date. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.

3. **In sports other than basketball and football** – To specify that an enrolled student-athlete may enter a professional league’s draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete is not drafted and within 72 hours following the draft he or she declares in writing to the Director of Athletics his or her intention to resume participation in intercollegiate athletics.

IN ANY SPORT, A STUDENT-ATHLETE MAY NOT:

1. Agree to have your picture or name used to promote a commercial product.
2. Accept such things as gifts, meals, use or loan of a car, use or loan of money from an athletic interest group or people within the athletics program at Saint Peter’s College.

3. Be represented by an agent or organization to market your athletic skill or reputation.
4. Receive any benefit that is not available to other students at the College.
5. Participation in a summer league **NOT** approved by the NCAA (you must have written permission from the Assistant AD / Compliance Officer in the Department of Athletics, for summer league participation).
6. Any student-athlete planning on participating on any outside organization during the academic year or the summer months, must notify the Assistant AD / Compliance Officer in the Department of Athletics for approval.

IF IN DOUBT, ASK FIRST BEFORE YOU ACT!!!!!!!

AWARDS & BENEFITS

COMPLIMENTARY ADMISSIONS

A student-athlete will be provided four complimentary admissions for any sport in which he/she participates. The student-athlete must designate the recipients of the complimentary admission in writing in advance. No hard tickets will be issued. Admissions will be via a pass list at the gate.

CHARGES NOT PAID BY THE DEPARTMENT OF ATHLETICS

The types of expenses listed below are **NOT** covered and must be paid by the student-athlete:

- All phones charges.
- Consumable charges (i.e. Lab fees for breakage, non-required field trips, etc.).
- Library fines, parking fines or fines for damage to the College property, including residence halls.
- Key deposits or the cost of key replacements.
- Replacement costs for lost student I.D. cards.
- School supplies, dictionaries, reference books, pens, notebooks, paper, etc, unless student-athlete applies and qualifies for the NCAA Special Assistance Fund (MAAC Needy).
- Vehicle registration fees or parking stickers.
- College breakage deposit.
- Use of institutional phones to call off campus is strictly prohibited.
- Use of institutional copy machines, faxes and computers is prohibited for non-academic related issues and must be supervised or approved by the compliance officer or academic / athletic coordinator if used in conjunction with academic purpose.

SPORTSMANSHIP

All student-athletes are to compete with honesty and sportsmanship at all times. Student-athletes must honor the responsibilities which accompany the privileges of representing Saint Peter's College and the Metro Atlantic Athletic Conference by adhering to all conference and playing rules. Student-athletes are expected to

treat opponents with respect. Student-athletes must be aware that significant penalties will be applied for fighting, taunting an opponent or other unethical conduct, and that if you have shown dishonesty in evading or violating NCAA regulations you will be declared ineligible.

GAMBLING – NCAA Bylaws 10.3 & 10.3.1

Staff members of a member conference, staff members of the athletics department of a member institution and **student-athletes shall not knowingly:**

- (a) Provide information to individuals involved in organized **gambling** activities concerning intercollegiate athletics competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution;
- (d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- (e) Participate in any **gambling** activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized **gambling**.

KEY POINTS:

- Sports wagering/gambling includes participation in a pool (e.g. March Madness) or fantasy leagues in which there is an opportunity to win a prize.
- It is illegal for a student-athlete to gamble on any athletics contest (amateur, collegiate, or professional) if the NCAA sponsors a championship in that sport.

SANCTIONS FOR GAMBLING ACTIVITY:

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

(b) A student-athlete who solicits or accepts a bet or participates in any **gambling** activity that involves intercollegiate athletics or professional athletics, through a bookmaker, 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. 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

Department staff members, under the direct supervision of the Director of Athletics, may attempt to assist athletes in securing employment. Such contacts made on behalf of student-athletes are permissible if in compliance with departmental, as well as NCAA rules and regulations.

STUDENT-ATHLETES

1. All student-athletes will be permitted to work and earn an income during the academic year.
2. There is no dollar limit on the amount a student-athlete can earn during the semester.
3. The work performed must be useful, and the rate of pay is to be at the normal, going rate for the duties performed.
4. The hours paid must be for the hours worked. Payment in advance of hours worked is **NOT** permitted.
5. Transportation to work may only be accepted if the same transportation is available to all employees.
6. Student-athletes who wish to coach or teach skills in their sports during the summer (or official vacation periods) may do so on a fee-for-lesson basis.
7. Payment cannot be from an outside entity, organization, or individual who is not related to the recipient of the lesson.

FINANCIAL AID

A full grant-in-aid is a scholarship which includes tuition, room and board, fees and books. A partial grant-in-aid is a scholarship covering some, but not all, of the expenses covered by a full grant-in-aid.

ATHLETIC SCHOLARSHIP DEFINED

A financial award given to a student-athlete based upon athletic ability or sports performance is considered an athletic grant.

A qualifying student-athlete may receive an athletic grant upon recommendations of the coach and approval from the Assistant Athletic Director / Compliance Officer. An offer of a financial award is contingent upon admittance to the College and the student-athlete's academic standing. Returning student-athletes must be academically eligible and making NCAA progress toward degree requirements to be eligible for the award.

Presently, the cost of tuition and fees, room and board, and books is the maximum amount awarded under an athletic grant. Grants for lesser amount are also given. It is mandatory that all textbooks are returned at the end of each semester to the Academic / Athletic coordinator. If a student-athlete wishes to keep a book, it must be related to their major and a letter requesting it must be in writing to the Academic / Athletic Coordinator. Holds will be placed on student-athletes' accounts that do not turn in their books in a timely manner.

An athletic grant is issued for one academic year and may be renewed for the next academic year. This renewal is contingent upon the attainment of academic eligibility and normal academic progress toward degree standards set by the NCAA, and other criteria as selected by a student-athlete's respective coach.

SPC / NCAA ATHLETIC SCHOLARSHIP POLICY

1. A student-athlete who fails to meet academic eligibility and NCAA progress toward degree requirements relative to the first competition of the championship segment of the student-athlete's playing season, or the first day of classes, whichever comes first, may lose his or her athletic grant.
2. If a student-athlete is injured during practice, competition, or college sponsored travel to or from competition under intercollegiate athletic auspices, that student's athletic grant will be continued until the athlete receives his or her baccalaureate degree or through the 5th year of enrollment, whichever comes first. During this time the student-athlete must act as if they were healthy to participate, and maintain academic eligibility and NCAA progress toward degree requirements. If they do not do so, their athletic grant can be revoked.
3. An athletic grant may be **REVOKED** if the student-athlete:
 - Fails to meet academic eligibility and NCAA progress toward degree requirements.
 - Voluntarily quits the team.
 - Loses amateur status in the student-athlete's sport.
 - Fraudulently misrepresents any information on an application, letter of intent or tender.
 - Engages in serious misconduct warranting substantial disciplinary penalty with the team or with Saint Peter's College.
 - Misses numerous unexcused practices and competition.
4. If a student-athlete's grant is withdrawn for any reason, the student-athlete has a right to an appeal. Information regarding this procedure is available from the Financial Aid office.
5. Graduate School: The decision to further athletic scholarship awards for athletes who have attained his or her baccalaureate degree and still have remaining eligibility shall be at the discretion of the coach.

NON-SCHOLARSHIP STUDENT-ATHLETES

A non-scholarship student-athlete (also referred to as a "Walk-On") is entitled to all the benefits of scholarship student-athletes, except athletic grant-in-aid awards and benefits from these awards. **The following benefits are made available to ALL student-athletes:**

- Academic advising assistance (e.g. tutoring, career counseling, study hall, etc.)
- Training room treatment for athletically-related injury
- Strength and conditioning facility use
- Team travel and equipment use

PLAYING AND PRACTICE SEASON

IN-SEASON

During the NCAA championship season, practice / competition is limited to a maximum of four hours a day, 20 hours a week (Golf: a practice round of golf may exceed the four hour limitation, but the 20 hour a week rule is still in effect). In addition, ONE day off a week free from all countable athletic activities is mandatory. A travel day may be used as an official day off. (Exception: In Basketball, if there are three contests in a given week it is permissible to skip the required day off in that week, so long as two days of no countable related activities occur in the preceding or following weeks.) Please note: any competition counts as three hours toward the maximum of 20 per week.

ACTIVITIES CONSIDERED AS COUNTABLE ATHLETIC ACTIVITIES

Activities considered as practice shall be considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:

- Team conditioning or physical fitness activities.
- Field, floor or on-court activity.
- Setting up offense or defense alignments.
- Chalk talk.
- Lecture on or discussion of strategy relating to the sport.
- Activities utilizing equipment relating to the sport.
- Discussion or review of game films, motion pictures or videotapes relating to the sport.
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.
- Film or videotape reviews of athletic practices or contests required, supervised or monitored by institutional staff members.
- Required participation in camps, clinics, or workshops.
- Meetings initiated by coaches or other institutional staff members on athletically related matters.
- Individual work-outs required or supervised by a member of the coaching staff.

ACTIVITIES NOT CONSIDERED AS COUNTABLE ATHLETIC ACTIVITIES

The following are considered non-countable athletically related activities and are **NOT** counted in the weekly or daily time limitations.

- Training table or competition related meals
- Physical rehabilitation
- Dressing, showering, or taping
- Athletics department academic study hall or tutoring sessions
- Meeting with coaches on non-athletic matters
- Travel to and from practice and competition
- Medical examinations or treatments

- Voluntary individual workouts, provided these workouts are not required or supervised by coaching staff member, except that such activities may be monitored for safety purposes by the institution's strength and conditioning personnel
- Individual consultation with a coaching staff member initiated voluntarily by a student-athlete provided the coach and the student-athlete are not engaged in athletically related activity.
- Use of an institution's athletics facilities by student-athletes, provided the activities are not supervised by or held at the direction of any member of an institution's coaching staff
- In the event that use of an institution's facilities is requested by a team composed partly of enrolled student-athletes and partly of individuals not otherwise affiliated with the institution, use of the facilities shall be consistent with policies established for outside groups.
- Involvement of an institution's strength and conditioning staff with enrolled student-athletes either in a supervisory capacity for the institution's weight training facilities or assisting in conditioning programs.
- Such assistance may be provided only if the strength and conditioning staff performs its duties on a department-wide basis.

OFF-SEASON (Nonchampionship Segment)

A student-athlete's involvement in the activities listed below shall be limited to a maximum of **eight hours** a week:

- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member, where no offensive or defensive alignments are set up and no equipment related to that sport is used. No limitation on number of players present.
- In sports other than Football, two hours a week may be utilized for individual skill-related instruction with more than four student-athletes from the same team in attendance at one time from September 15 through April 15. No more than four student-athletes from the same team may be involved in skill-related instruction with their team the remainder of the academic year.
- In sports other than Football, all athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.
- Football - I-AA: Required weight-training, conditioning and review of game film is allowed. Participation shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent viewing film.
- Men's and Women's Basketball: student-athlete's involvement in activities shall be limited to a maximum of eight hours a week with not more than two of those hours devoted to individual or team skill related instruction. There is NO limitation on number of student-athletes that may be involved in such activities at any one time

SPECIAL ASSISTANCE FUND – MAAC NEEDY

The NCAA has provided funds to assist student-athletes with special financial needs. All questions regarding this fund should be directed to the Assistant Director of Athletics / Compliance Officer in the Department of Athletics. **In order to be eligible for this program, the student-athlete must:**

- Either be a PELL grant recipient or have unmet financial needs beyond the value of a full grant-in-aid, as demonstrated by a needs analysis. In order to determine a student-athlete's financial need, financial aid forms (i.e. FAFSA) must be filed annually in the financial aid department.
- For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need. A paper FAFSA must be completed with the Financial Aid Office at minimum. (An additional form must be obtained from compliance office).
- Be an active member of the athletic team (Must attend all practices & competitions – during both the playing and practice seasons)
- Be academically eligible through NCAA progress toward degree requirements.
- For transfer student-athletes who have to serve a year of residency, you will be allowed to apply for the fund, as long as you are academically eligible.
- Non-Qualifiers are NOT eligible for the fund for their first year of residency at the College.
- The Department of Athletics has the right to deny any student-athlete this fund if they obtain a transfer release request to attend another institution
- Seniors who have exhausted eligibility are still eligible for the fund in the same academic year their eligibility expired.

Permissible Uses:

- Medical expenses (except those covered by insurance, either institutional or personal).
- Hearing aids.
- Vision therapy (i.e. contact lenses, glasses).
- Off campus psychological counseling.
- Travel expenses for parents or student-athletes related to family emergencies.
- Purchase of expendable academic course supplies (i.e. notebooks, pens) and rental of non-expendable supplies (i.e. computer equipment, cameras) that are required for students enrolled in the course.
- Articles of clothing, shoes, toiletries, transportation home up to \$500 per year (within a reasonable amount).

Non-permissible Uses:

- Luxury items (i.e. electronic devices, cell phones, DVD's, CD's, leather coats and/or shoes).
- Textbooks.
- Phone bills.
- Groceries – Food.
- Entertainment expenses – Movies, Theatre shows, etc.

Procedure:

- First, you must see the Assistant AD / Compliance officer to see if you are approved for the fund. A set amount will be determined each semester for distribution to student-athletes for necessity items such as articles of clothing, shoes and toiletries. This amount is based off of the budget allocated by the conference office. All student-athletes are required to return **ALL** receipts for their purchases / services **ASAP**. If any student-athlete fails to return their receipts from the previous semester, they will **NOT** be eligible to apply for the funds again. Student-athletes must also be prepared to explain your purchases if required to do so.

- If the case of medical expenses, vision therapy expenses (i.e. Glasses, Contacts), travel expenses and course supplies, you must bring the receipt (or proof of necessity) in to the Assistant Director of Athletics / Compliance Officer prior to receiving a check for these costs. These expenses can be covered in addition to the money available for articles of clothing, shoes and toiletries.

TRANSFERRING

Should you decide to transfer to another institution, the following NCAA regulations will apply:

1. **Permission** – Contact the school(s) you are considering. Before that coach may speak to you regarding his or her interest in your transfer, the Athletics Director, or his or her designee at that institution, must seek written permission from Saint Peter’s College to speak to you. The contact person on our campus is Assistant Athletic Director / Compliance Officer. If permission is granted, the transfer institution may begin the recruiting process with you. If permission is denied, no recruiting activities may take place. You may then request a hearing to challenge the denial.

NCAA Bylaw 13.1.1.3.1 Hearing Opportunity. If the institution decides to deny a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the Department of Athletics. (e.g. the Office of Student Affairs; Office of the Dean of Students; or a Committee composed of the Faculty Athletics Representative, Student-Athletes and nonathletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

2. **Residency requirement** – NCAA regulations require that a transfer student-athlete from one four-year institution to another be a matriculating student for two semesters (excluding summer school) before becoming eligible for competition. A waiver of this requirement is available. If the original institution grants this waiver, the student-athlete may transfer and be eligible for competition immediately. It is the prerogative of the original institution to waive the requirement.

HOSTING VISITING PROSPECTS ON OFFICIAL VISITS

Acting as a student-athlete host is an important service to Saint Peter's College and the Department of Athletics, as well as to your team. Appropriate conduct is required of you by institution, conference and NCAA standards. Failure to adhere to the duties and responsibilities below may result in your suspension from your team and revocation of your athletic scholarship.

1. The student host must be either a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students in general. The institution may provide the following to a student host entertaining a prospective student-athlete:

(a) A maximum of \$30 for each day of the visit to cover all actual costs of entertaining the student host(s) and the prospective student-athlete (and the prospective student-athlete's parents, legal guardians or spouse), excluding the cost of meals and admission to campus athletics events. The cost of entertainment of the institution's athletics department staff members who accompany the prospective student-athlete is also excluded. If an athletics department staff member serves as the prospective student-athlete's host, his or her entertainment costs must be included in the entertainment allowance. The entertainment allowance may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. It is permissible to provide the student host with an additional \$15 per day for each additional prospective student-athlete the host entertains;

(b) A complimentary meal, provided the student host is accompanying the prospective student-athlete during the prospective student-athlete's official visit; and

(c) A complimentary admission to a campus athletics event, provided the ticket is utilized to accompany a prospective student-athlete to that event during the prospective student-athlete's official visit.

- Student-athletes may **NOT** give the cash to the visiting prospect or anyone else.
- The prospective student-athlete cannot receive a discount or free merchandise from any commercial or private place of business, or from friends of Saint Peter's College because of your status as a student-athlete or their status as a prospective student-athlete.
- A complimentary admission (no hard tickets) to a campus athletics event, provided the admission is utilized to accompany a prospect to that event during the official visit. The ticket manager will handle this at the Will Call window at the Yanitelli Center or Cochrane Stadium.

2. Student-athletes may **NOT** drive vehicles provided or arranged for by the coach, institution's staff member, booster or representative of the College's interest to transport the prospect. Never allow the prospect to use or drive your car. The student-athlete and the prospect can ride in a car driven by the coach.

3. Boosters or representatives of Saint Peter's College's interest cannot be involved at any time in the recruitment of a prospective student-athlete. The student-athlete should not allow recruiting conversations to occur on or off campus between the prospect and a booster of the athletics program. If an accidental meeting should occur, only an exchange of greetings is permissible.
4. A visiting prospect may engage in recreational or workout activities during a visit provided such activities are not organized or observed by members of the Department of Athletics coaching staff and are not designed to test the athletics ability of the prospect.
5. Student-athlete hosts are responsible for turning in ALL receipts and/or remaining cash from the funds advanced and completing necessary paperwork with the Assistant Director of Athletics / Compliance Officer. This should be done the day after the prospect completes the official visit. Or Monday morning if that occurs during the weekend.
6. Meal vouchers/cards will be provided for meals which are eaten in the cafeteria.
7. Student-athlete hosts are accountable for the whereabouts of the recruit at **ALL** times.
8. Student-athlete hosts will **NOT** consume any alcoholic beverages nor allow alcohol in the presence of any prospect.
9. The use of any illegal substances, including marijuana, is strictly forbidden.

INTERNET CONDUCT:

The Department of Athletics at Saint Peter's College has a policy that bans student-athletes from posting inappropriate or demeaning material online. Postings thought to be inappropriate will be reviewed by a committee made up of institutional staff members and a representative of the Department of Athletics. Student-athletes found to be involved in inappropriate web-postings as determined by the committee will face disciplinary action from the Department of Athletics and/or Saint Peter's College.

MEDICAL INFORMATION

DRUG ABUSE POLICY

All student-athletes are advised that any use of illicit (street drug) or sport enhancing substances is strictly prohibited. Nor will any student-athlete abuse prescribed medications.

Saint Peter's College Drug Testing

Throughout the course of the year, a student-athlete may be chosen at random to be tested for Drug use. The Sports Medicine Staff, Director of Athletics, head coach, and student-athlete have access to the test results. In cases when the student-athlete is under 18 years of age, the parent/guardian will be notified by the Department of Athletics.

If tested POSITIVE, the student-athlete will be subject to the following actions:

1. **First Positive:** The student-athlete must appear for an initial consultation with a school counselor from the Personal Development Center. The school counselor will determine any further plan of action after the initial consultation. The student-athlete will be subject to additional drug testing at the team physician's discretion.

THERE MAY BE NO CHANGE IN THE STUDENT-ATHLETE'S PLAYING STATUS FROM THE FIRST POSITIVE DRUG TEST.

2. **Second Positive:** After a second positive, the student-athlete must appear for further consultation with team physician, school counselor, and additional mandatory psychological counseling (at the student-athlete's expense). A summary of this psychological evaluation will be made available to the team physician and the student-athlete. The recommendation of the evaluation may include additional mandatory counseling, either through the College Counseling Service or another appropriate treatment facility. Periodic progress reports and a final summary will be provided to the team physician, who will be the coordinating professional for the program. This period of evaluation counseling will be followed by additional testing.

THE STUDENT-ATHLETE WILL BE SUSPENDED INDEFINATELY FROM PLAY (GAMES AND PRACTICES) PENDING CLEARANCE FROM COUNSELING AND THE TEAM PHYSICIAN.

3. **Third Positive:** After a third positive, the student-athlete will be suspended (total exclusion from all of Department of Athletics sponsored activities) from intercollegiate athletics for a period of no less than one year from the date which he/she is notified of the positive test result, and loss of scholarship for one calendar year period, commencing the next semester. Additionally, the student-athlete will be referred for drug rehabilitation as specified by the team physician.

The cost of such independent drug rehabilitation is to be covered solely by the student-athlete.

- If the student-athlete feels that he/she has been treated unfairly in terms of suspension or withdrawal of athletic grant-in-aid, he or she retains the right to appeal through the college's due process procedure.
4. At the completion of the one year suspension, the *potential* for reinstatement and renewal of athletic scholarship (if applicable) will be based upon:
- Retest with negative results
 - Recommendation of team physician
 - Recommendation of Director of Sports Medicine
 - Recommendation of the Director of Athletics
 - Recommendation of the head coach
5. Any positive test after reinstatement to the athletic program following a one year suspension shall be cause for immediate and permanent suspension from future participation in any athletic activity at Saint Peter's College and permanent loss athletic scholarship.
6. Refusal to be subjected to any phase of testing and/or counseling procedure will be considered, for discipline purposes, to be a **POSITIVE** test result, and the same procedures as a resultant positive test will be followed.

NCAA Drug Testing

Each student-athlete is also subject to NCAA drug testing at any given time throughout the academic year, or other periods of official organized practice and participation. Tests are conducted periodically with the randomly selected student-athletes being tested for specific substances that appear on the most current NCAA banned substance list. NCAA post season qualifying student-athletes may be subjected to additional drug testing at their post season events, and football and track student-athletes are subject to random testing throughout the academic year by the NCAA on the Saint Peter's College campus. All student-athletes must sign the NCAA Drug Testing Consent Form prior to participation in intercollegiate athletics. Any student-athlete testing positive for any of the banned drugs, will be ineligible to participate in regular-season and post-season competition for one calendar year (365 days) after their positive results, and will be charged with a loss of a minimum of one season of competition in all sports. If you test positive for the second time, you will lose all remaining regular-season and post-season eligibility in all sports.

Any student-athlete who misses a scheduled NCAA Drug Test, the penalty for testing positive will be utilized. You will remain ineligible until you retest negative and your eligibility has been restored by the Student-Athlete Reinstatement Committee.

INJURY INSURANCE INFORMATION

Saint Peter's College carries a rider insurance plan for all of its student-athletes. This plan acts as an addition to any insurance already held by the student-athlete or parent/guardian. The athlete is required to have insurance prior to participation. If a policy is not presently held, then the athlete or parent/guardian may purchase one through the college, cost of which is included in tuition.

If a policy is already held, the athlete must supply a copy of the front and back of their insurance card and all pertinent insurance information at the time of physicals.

*****NOTE:** Once a student-athlete turns 18 years old, most insurance companies will require a copy of a schedule and/or letter for the college notifying them that the student-athlete is a full-time student. Actual policies differ, so contact your insurance provider for more information.

In all cases, student-athletes that are injured while participating in Saint Peter's College athletics will receive coverage by our insurance plan. The policy states "...An explanation of benefits and itemized bills must be provided to the insurance company prior to payment of bills." In other words, the Saint Peter's College insurance will require notification from the student-athlete's primary insurance of benefits paid, and a bill stipulating all charges with a description of those charges from the care provider. It is the **athlete/parent/guardian's responsibility** to obtain these forms and forward them to Saint Peter's College Athletic Trainer immediately upon receipt. Failure to do so will result in delay of payment and penalties issued by the provider.

Any charges associated with second opinion obtained by the athlete/parent/guardian from a physician outside of the Saint Peter's College Sports Medicine Department is NOT covered under the Athletic Injury Insurance
*****Charges are the sole responsibility of the athlete / parent / guardian.**

EMERGENCY ACTION PLAN (IN / OUT-OF-SEASON)

- 1) In the event of an injury, leave the injured student-athlete alone and do not attempt to move him/her from the field of competition.
- 2) Notify an athletic trainer immediately. If there is no trainer available (e.g. out-of-season workout) then immediately to go step 4A and continue with the remainder of the steps.
- 3) The first athletic trainer to arrive at the scene is in charge until a more senior member arrives.
- 4) The athletic trainer in charge will instruct another responsible person to make the following telephone call:
 - A. Dial 911 and inform them of
 - A student-athlete's name and title.
 - Nature of the injury.
 - Location of where a student-athlete are.
 - B. Contact a staff physician and notify them of the situation and where the student-athlete is being transported.
- 5) After calling, assist the athletic trainer in charge.

- 6) The athletic trainer in charge will instruct someone to look for and guide the ambulance.
- 7) When available a Sports Medicine Staff member will accompany the ambulance. When a Sports Medicine Staff member is not available the athletic trainer in charge will designate a coach or college staff member to accompany the injured student-athlete.
- 8) An athletic trainer will contact the parent or guardian informing him or her of the situation once enough information is known.

Saint Peter's College Athletic Injury Insurance Provider:
The Allen J. Flood Co., Inc.
2 Madison Avenue
Larchmont, New York 10538

EQUIPMENT

All student-athletes who meet all of the eligibility requirements for practice and/or competition will be issued equipment, practice clothes and game uniforms as necessary by the Equipment Supervisor on a date/time arranged by the coaching staff.

Any student-athlete signing for this equipment, it is your responsibility to keep it safe and secure. Any lost or damaged uniforms or equipment must be paid for by the student-athlete.

If during the season, you decide not to participate and leave the team, your uniforms and equipment must be returned immediately to the Equipment Supervisor. Any student-athlete failing to turn in their equipment immediately, will be encumbered so that you cannot add or drop course, receive grades, graduate or do any other administrative actions on campus.

LAUNDRY

All team members will be issued a laundry pin at the initial equipment issue. After practice, all clothing that requires cleaning should be secured to this pin and turned in to the Equipment Supervisor / Laundry Room personnel. (NO PERSONAL CLOTHING SHALL BE SUBMITTED). The next day, prior to practice, you can pick up your clean practice clothing from the Equipment Supervisor.

TRANSPORTATION

The safety and security of all individuals who travel to and from away contests is paramount. Therefore, there are several basic rules and regulations regarding travel:

1. A travel roster must be submitted to the Department of Athletics prior to leaving this campus indicating all individuals who will be traveling. In the event of an emergency, this roster will be used to identify all traveling party members.
2. Coaches must ride/accompany the team in whatever vehicle(s), airplane, train, etc. with the student-athletes. Team members are not allowed to drive the teams to destination without coaching staff members present.
3. All team members must utilize the transportation provided by the institution. Should an emergency arise, a letter from the parent releasing Saint Peter's College from liability and granting permission for the student-athlete to either drive to and from an event or to remain at location after the conclusion of the event is mandatory. The Director of Athletics is the final authority in granting these requests.

MODES OF TRAVEL / ARRANGEMENTS

At the start of the competitive season, all coaches need to submit a copy of their competitive schedule to the Associate Director of Athletics indicating the departure and anticipated return for each away event. If overnight lodging is required this should also be indicated as well as the mode of travel requested for all teams. This form will also assist in the preparation and timely administration of the missed class notification form for academic classes.

The Associate Director of Athletics will coordinate the travel arrangement for teams based on the availability of vans, length of the trip, number of individuals traveling with the team and within the budget constraints of the sport. Day trips that are over 180 miles one way will normally utilize a commercial bus. Team travel size will also be a determinant when deciding on vans or buses.

MEALS – The per diem rate for meals while traveling is as follows:

\$ 4.00 - Breakfast

\$ 6.00 - Lunch

\$10.00 – Dinner

ALL TEAM MEMBERS / STAFF / COACHES MUST RECEIVE THE SAME EXACT AMOUNT.

All petty cash that will be utilized on a trip will be requested in advance on a Approval of Expenditure Form. The Associate Director of Athletics will complete the necessary forms and submit for approval. The total amount requested will be based on the anticipated departure and return times with the per diem rates indicated. Additional funds for tolls and gas will also be included for

use on the trip if anticipated. Vouchers will be provided requiring signature of individuals receiving cash, along with a section for reconciliation of all funds expended on the trip.

ALL RECEIPTS MUST BE ATTACHED AND SUBMITTED.

NO RECEIPTS: DO NOT CLAIM THAT A STUDENT-ATHLETE SPENT IT.

Coaches may pick up travel packets the day of departure from the college or on the last business day of the week should travel occur on weekends or holidays. Enclosed in the packet will be keys (if vans are used), travel money, vouchers, directions and other pertinent information for the trip. The packets will be signed for before removal from the Department of Athletics.

Upon arrival, keys to all vans should be put in either the Associate Director of Athletic's mailbox on the third floor of the Recreational Life Center or in the wooden box next to the west desk on the second floor of the Recreational Life Center.

Vans should be cleaned and if possible refueled upon arrival back to campus. The Getty Station at the corner of Montgomery and West Side Avenue should be used. The coach/user of the van will sign for all fuel/oil, etc. and turn in the pink receipts along with their travel packet contents.

NO ADDITIONAL PETTY CASH WILL BE GIVEN UNTIL THE FORMER TRIP HAS BEEN FULLY RECONCILED.

VAN POLICY

Driver:

- Must submit license to College Services
- Must sign authorization form.
- Must return keys to same person who issued the van.
- Keys should be returned by 9 a.m. the next morning (Athletics has key box in Recreational Life Center).
- Must return van to required parking area.
- Van should be returned in same condition as when it was picked up.
- Should return van with full tank of gas.
- Must take driving test with the College (Athletics, Intramurals, Student Activities). Administration in that area will supervise during test.
- Responsible for distribution of weight in van. Insurance company recommends either taking out back seat or not fully loading the van.
- In the event of an accident, report it to the College Services in writing immediately.
- To avoid violations, the driver should be cautious where vehicles are parked and when using the E-Z Pass.

Van Occupancy:

- Not more than 11 occupants in 15 passenger van.
- Should be Saint Peter's College student, faculty, administrator or staff. However, non-Saint Peter's College faculty, staff, etc. are covered under College's insurance policy.
- Should have two (2) authorized drivers when traveling more than one (1) hour each way.
- During inclement weather, a bus will be substituted for vans, for safety issues.

COLLEGE RESOURCES

CAMPUS MINISTRY CENTER
Dinneen Hall
Director: Mary Sue Callan-Farley
201-761-7390

MULTICULTURAL AFFAIRS & AFRICAN AMERICAN STUDIES
Henneberry Hall
Director: Enid LaGesse, Ph.D.
201-761-6425

CAREER SERVICES
Henneberry Hall
Director: Crescenzo Fonzo
201-761-6401

CENTER FOR PERSONAL DEVELOPMENT
Henneberry Hall
Director: Ron Becker
201-761-6420

COMMUNITY SERVICE & SERVICE LEARNING
Dinneen Hall
Director: Beatriz Bruna
201-761-7396

COOPERATIVE EDUCATION PROGRAM
Henneberry Hall
Director: Sondra E. Riley
201-761-6410

HEALTH SERVICES
Saint Peter Hall
Director: Anna Stacey, R.N.
201-761-7445

RECREATIONAL LIFE CENTER
Yanitelli Center
Director: David Bryngil
201-761-7310
Coordinator of Recreational Programs: Patty Marchese-Gentile
201-761-7306

RESIDENCE LIFE
Director: TBA
201-761-7130

STUDENT ACTIVITIES
Dinneen Hall
Director: Jan Reimer
201-761-7370

**FALL 2007 – SPRING 2008
ACADEMIC CALENDAR**

FALL 2007			
AUGUST	17	Fri	Payment due for Fall Semester (after this date, late fee applied)
	29	Wed	Classes begin
SEPTEMBER	3	Mon	Labor Day – College Holiday
	6	Thurs	Final date for adding classes
	12	Wed	Final date for filing pass/fail options Mass of the Holy Spirit – 12 noon
	19	Wed	Michaelmas Convocation – 11am
OCTOBER	8	Mon	Columbus Day – College Holiday
	22	Mon	Mid-semester advisory grades due from faculty
NOVEMBER	2	Fri	Final date for applying for December Graduation
	16	Fri	Final date for withdrawing from Fall courses
	21	Wed	College closes at 2 pm
	22	Thurs	Thanksgiving – College Holiday
	23	Fri	College Holiday
DECEMBER	10	Mon	Last Day of Classes
	11	Tues	Reading Day
	12-18	Wed - Tue	Final Examination Period
	21	Fri	Final Fall Semester Grades due from Faculty
SPRING 2008			
JANUARY	2	Wed	Payment due for Spring Semester (after this date, a late fee will be applied)
	16	Wed	Classes begin
	21	Mon	Martin Luther King Day – College Holiday
	24	Thurs	Final date for adding courses
	31	Thurs	Final date for filing pass/fail options
FEBRUARY	1	Fri	Final date for applying for May or August Graduation
	18	Mon	President’s Day – College Holiday
MARCH	17	Mon.	Mid-semester advisory grades due from faculty
	20	Thurs	Holy Thursday – College Holiday
	21	Fri	Good Friday – College Holiday
	24-28	Mon – Fri	Spring Semester Vacation – No Classes
APRIL	16	Wed	Final date for withdrawing from Spring courses
MAY	6	Tues	Last day of classes
	7	Wed	Reading Day
	8-14	Thurs – Wed	Final Examination period
	17	Sat	Final Spring semester grades due from faculty
	TBA		Baccalaureate Mass
	TBA		Commencement

SAINT PETER'S COLLEGE

