

Bellarmino University Athletic Department 2008-2009 Student-Athlete Handbook

The Bellarmine University Student-Athlete Handbook provides information for all student-athletes on the NCAA, Great Lakes Valley Conference and institutional rules, regulations and policies for athletics participation. If you have questions regarding information in any of the handbook sections, please contact your coach or a member of the athletics administration for clarification.

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Section 1: Mission Statement

The Bellarmine University Athletics Department has an absolute obligation to ensure that intercollegiate athletics are an integral part of the educational philosophy and mission of the University. There is a strong focus on the NCAA Division II model of athletics that balances academic, social, and athletic life. The Department engages the pursuit of excellence in academics and athletic play. Bellarmine Athletics provides a supporting role between intercollegiate athletics and higher education that enhances community and builds character for all of its student-athletes through personal development.

Philosophy Statement

Bellarmino Athletics offers student-athletes, through a competitive athletic program, a valuable co-curricular experience as a part of the student life experience. Bellarmine Athletics provides opportunities for student-athletes to enrich their talents in the areas of leadership, cooperation, fellowship, and sportsmanship. At the direction of the Athletics Department, coaches are made fully aware that academics is primary, and they are urged to monitor student-athletes' academic progress and direct them to effective means to obtain success in their pursuit of academics.

The University firmly believes that athletics has a very important role to play in helping student-athletes achieve success in their academic pursuits. Bellarmine Athletics has great interest in nurturing the student-athletes' physical well-being and personal development. Bellarmine Athletics strives to enhance diversity and develop positive societal ideals in all of its endeavors. The Athletics Department strives for gender equity by providing equitable athletic opportunities for both men and women and developing and sustaining programs, which help all student-athletes, achieve their potential academically, athletically and developmentally. Bellarmine Athletics makes every effort to employ coaches and staff members who are capable of performing as professionals in an educational community where a high standard of integrity and ethical behavior, as well as sportsmanship is expected of its members.

Therefore, the Athletics Department strives to assist the University's student-athletes in demonstrating excellence and integrity in all areas of their academic, athletic, and social development.

Non-Discrimination Policy

Bellarmino University admits qualified students of any age, gender, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletics and other school administered programs. Bellarmine University is an affirmative action/equal opportunity employer.

Section 2: Bellarmine Athletics Expectations and Standards Policy

Introduction

Participation in intercollegiate athletics at Bellarmine University is a privilege. As a required condition for any student-athlete to be a member of a Bellarmine University team, he or she must agree to follow the University's Student Code of Conduct and the Bellarmine Athletics Expectations and Standards Policy. The ongoing monitoring of student-athletes is in the best interest of both the student-athletes and the University. Bellarmine student-athletes are to represent Bellarmine University personally in a manner that is representative of the high standards of the programs of excellence in both academics and extra-curricular activities. The Athletics Department strives for gender equity by providing equitable athletic opportunities for both men and women and developing and sustaining programs, which help all student-athletes, achieve their potential academically, athletically and developmentally. Bellarmine Athletics makes every effort to employ coaches and staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship are expected of its members. The Department places great emphasis upon retention and graduation rate, trying to increase these numbers toward an ideal 100%. Finally, Bellarmine Athletics will continue to recruit student-athletes that are academically and athletically prepared for a competitive University environment.

Purpose of Expectations and Standards Policy

1. To maintain good physical and mental health habits and strong sense of community among all student-athletes.
2. To hold accountable any student-athlete who may be using or experiencing problems with alcohol or drugs and refer them to treatment and support them as needed.
3. To identify inappropriate behavior patterns and provide a means of intervention and treatment (e.g. education and counseling).
4. To help ensure that every student-athlete is medically and emotionally competent to participate in healthy and competitive athletic play.
5. To ensure that all Bellarmine student-athletes are exemplary representatives of the University, on campus, in athletic play, in the community, and when representing the University.

1. Standards of Conduct

Every student-athlete is expected to conduct himself or herself in a manner that exhibits honor and respect to the team, department, University and surrounding community for the duration of his or her tenure as a student-athlete. In addition, student-athletes are accountable to the following authorities:

- State and federal laws, both civil and criminal
- Bellarmine University Student Code of Conduct
- Bellarmine Athletics Expectations and Standards Policy
- National Collegiate Athletic Association (NCAA)
- Great Lakes Valley Conference (GLVC)
- Great Western Lacrosse League (GWLL)
- Team Rules

2. Definitions

Student-Athlete. Once a student is accorded the status of a varsity athlete, including redshirt years, proposition 48 student-athletes, he or she is expected to act in accordance with the Expectations and Standards Policy until the completion of eligibility, including semester and summer breaks.

Team Function. An athletic team function is defined as any team gathering, whether on or off campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team's purpose, and organized, and arranged or initiated by the Athletics staff, or team members.

Hazing. As defined by the Bellarmine University Student Code of Conduct.

Sportsmanship. Sportsmanship shall be defined in accordance with the standards of NCAA, GWLL, GLVC, and the Bellarmine Athletics Expectations and Standards Policy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. All student-athletes are obligated to represent themselves, the team, the Athletics Department, the University, their families, and their communities, with the highest level of sportsmanship.

Prohibited Conduct

Student Athletes are expected to uphold the Bellarmine Student Code of Conduct. At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the University and its Athletics Department, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct: profane, abusive, demeaning, harassing, threatening, or obscene expression. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.

- A. Academic Dishonesty---As defined by the Bellarmine University Student Code of Conduct.
- B. Alcohol--- As defined by the Bellarmine University Student Code of Conduct.
- C. Other Drugs--- As defined by the Bellarmine University Student Code of Conduct.
- D. Nutritional or Dietary Supplements---Many nutritional/dietary supplements contain substances banned by the NCAA. Supplement use may lead to a positive NCAA drug test and may affect the eligibility of student-athletes. To avoid this violation, if a question arises, the student-athletes should contact the Athletics Medical Staff.
- E. Hazing--- As defined by the Bellarmine University Student Code of Conduct.
- F. Violence--- As defined by the Bellarmine University Student Code of Conduct.
- G. Gambling---As defined by the Bellarmine University Student Code of Conduct to include the following: Student-athletes shall not solicit or accept a bet on any intercollegiate competition, solicit or bet on any intercollegiate team, accept a bet on any team representing an institution, or provide information to individuals involved in organized gambling activities involving intercollegiate competition.
- H. Unexcused Class Absences and Poor Academic Performance---Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect team play and eligibility to participate in team sport(s).
- I. Failure to Meet Team Obligations---Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; and otherwise fulfill their responsibilities as team members (e.g. curfew, dress code, etc.).
- J. Conduct Unbecoming a Bellarmine Student-Athlete---Behavior that reflects negatively on them, their team, the Athletics Department, or the University may be grounds for disciplinary action.
- K. Conduct Unbecoming of a Student Host---Behavior that reflects negatively on them, their team, the Athletics Department, or the University may be grounds for disciplinary action. These behaviors include but are not limited to: mistreatment of prospective student-athletes, not providing appropriate transportation, providing alcohol to prospective students, consuming alcohol, abusive language, sexual misconduct, etc.

Implementation of the Policy

At the beginning of each academic year, a mandatory presentation will be made to all student-athletes at Bellarmine University to outline and to review the Bellarmine and NCAA intercollegiate athletics, drug, alcohol, conduct policies, their purposes and implementation. The Director of Athletics or his/her designee will make this presentation to each team. A copy of the Athletics Expectations and Standards Policy will be provided to each student-athlete and coach, distributed via Internet, and included in the student-athlete handbook. Each student-athlete will be required to sign a form acknowledging receipt and understanding of the policy in order to participate in intercollegiate athletics at Bellarmine.

Enforcement of the Policy

Possible infractions not covered by the Bellarmine University Student Code of Conduct will be administered by the Director of Athletics or his/her designee.

1. Any member of the Department of Athletics may report a violation of the Policy.
2. Any member of the Vice President for Student Affairs staff may report a violation of the Policy.
3. Any member of Campus Security may report a violation of the Policy.
4. All reports must be based on first-hand knowledge and will remain confidential.
5. All reports of violation must be submitted to the Director of Athletics in writing within one week of the event and not to include email.
6. The Director of Athletics will notify the student-athlete and the coach of the respective sport of the violation and appropriate sanctions. (The Assistant Director of Athletics will serve in this capacity in the absence of the Director of Athletics.)
7. All violations that are covered by the University Student Code of Conduct will be forwarded to the Vice President for Student Affairs for University action.

Sanctions and Disciplinary Process

All athletic disciplinary hearings will be heard by the Director of Athletics or his/her designee.

- A. Violation of Team Rules---Head Coaches will establish team rules consistent with the Expectations and Standards Policy. Team rules shall be in writing and distributed to team members at the start of each academic year. The Head Coach and Director of Athletics each have the authority to impose sanctions for the violation of team rules.
- B. Violation of Rules or Policies other than Team Rules---For violations of rules and policies other than team rules (e.g., violations of NCAA rules, Bellarmine University Student Code of Conduct, etc.) the Head Coach may impose sanctions with the approval of the Director of Athletics, or designee.
 1. Violations of the Bellarmine University Student Code of Conduct as found in the Bellarmine University Student Handbook will be handled in accordance with University policy as deemed appropriate by the Dean of Students. The University Code of Conduct is listed in the Student Handbook. The student discipline procedures for such violations will be followed as stated in the Bellarmine University Student Handbook. Additional sanctions may be placed on the student-athletes from the Director of Athletics and/or head coach for such violations.
 2. The Director of Athletics, as stated in the Athletics Expectations and Standards Policy, will handle violations of the Bellarmine Athletics Expectations and Standards Policy that fall outside the Bellarmine University Student Code of Conduct (e.g. behavior not in keeping with the Bellarmine University Athletics' Expectations and Standards Policy, breaking curfew, dress code on a road trip, acting as a poor host for prospective students, etc.).
- C. Violation of Criminal Law---Student-athletes arrested for, or charged with, violating the criminal law may be placed on immediate administrative suspension from involvement in team activity pending further investigation. The Vice President for Student Affairs Office, in accordance with the Bellarmine University Student Code of Conduct, will immediately handle violations of criminal law. The Head Coach and/or Director of Athletics may, for violation of criminal law, impose team sanctions on the student-athlete apart from suspension with the approval of the Vice President for Student Affairs.
- D. Multi-Sport Athletes---Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.
- E. Possible sanctions include but are not limited to:

1. Warning---The issuance of a written warning
2. Probation---Special status with conditions imposed for a limited time
3. Community Service—At the direction of the Athletics Department
4. Restitution---Payment for damaged property
5. Temporary Suspension---Removal of a student-athlete from all Athletics Department activities, including participation in team events, for a limited time
6. Interim Suspension---Removal of a student-athlete from all Athletics Department activities, including participation in team events, for a specified period of no less than one season
7. Expulsion---Permanent removal from a team and/or Athletics Department activities
8. Withdrawal of Financial Aid---Termination of athletic-related financial aid at first opportunity allowable by NCAA regulations.

First Violation

The restrictions placed on a student-athlete that violates the Bellarmine Athletics Expectations and Standards Policy for the first time in an academic year will be placed on suspension for one game. The student-athlete is not allowed to practice, participate in conditioning, or travel, but may attend team functions. If the violation occurs after the last competition of the regular season, the student-athlete will serve their suspension at the beginning of the following academic year. The student-athlete will also have 10 hours of community service to be completed in the Department of Athletics.

Second Violation

The restrictions placed on a student-athlete that violates the Bellarmine Athletics Expectations and Standards Policy for the second time in an academic year will be placed on suspension for two weeks (14 days). The student-athlete is not allowed to practice, participate in conditioning, or travel, but may attend team meetings. If the violation occurs after the last competition of the regular season, the student-athlete will serve their suspension at the beginning of the following academic year. The student-athlete will also have 20 hours of community service to be completed in the Department of Athletics.

Third Violation

The restrictions placed on a student-athlete that violates the Bellarmine Athletics Expectations and Standards Policy for the third time in an academic year will be placed on suspension indefinitely from athletic play. The student-athlete is not allowed to practice, participate in athletic competition, conditioning, and travel or team functions.

***THE SANCTIONS FOUND IN THIS POLICY ARE MINIMUM REQUIREMENTS TO BE MET BY EACH STUDENT-ATHLETE WHO VIOLATE THE POLICY. EACH HEAD COACH MAY IMPLEMENT MORE STRINGENT SANCTIONS TO MEET INDIVIDUAL TEAM RULES. ALL SANCTIONS BY ALL COACHES AND ATHLETICS ADMINISTRATORS MUST BE SUBMITTED TO THE DIRECTOR OF ATHLETICS FOR APPROVAL. ANY SANCTIONS PLACED ON STUDENT-ATHLETES RESULTING FROM HEARINGS IN THE DEPARTMENT OF ATHLETICS MUST BE SUBMITTED TO THE VICE PRESIDENT FOR STUDENT AFFAIRS FOR APPROVAL.**

****The student-athlete may make written appeal within three days of being informed of the athletics disciplinary sanction when the result of the violation(s) is suspension (excluding interim suspension) or, permanent removal (expulsion) from a team or withdrawal of financial aid. Appeals must be based upon sanction proportionality, new evidence, or procedural conformity. The appeals process will be followed in accordance with policy stated in the Bellarmine University Student Code of Conduct found in the Student Handbook. The Director of Athletics will appoint an Athletic Appeals Board that will hear all athletic appeals.**

Referral to Counseling

Student-athletes who, in the judgment of their team coach, Athletics Director, or the Vice President for Student Affairs evidence a need for professional assistance will be referred to appropriate counseling

resources. It is the student-athlete's responsibility to follow up on this referral and to adhere to professional recommendations. Failure to comply may result in additional university action.

Records Privacy

Federal and State law and related University policy governing the access to student records applies to the administration of this Policy.

Appeals

A student-athlete who is subject to season-long suspension or expulsion from athletics team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the Director of Athletics, may request for appeal from these sanctions. The appeal must be made in writing, to the Vice President for Student Affairs office within 3 business days of receipt of the notice of the sanctions. The appeal letter must explain the grounds for the appeal and can be based upon one or more of the following reasons: sanction proportionality, new evidence, and/or procedural conformity. The Vice President for Student Affairs' decision on the appeal is final.

Drug Testing

Student-athletes are required to consent in writing to drug testing under the terms of NCAA policy on drug testing, as a condition of the privilege of participating in intercollegiate sports. Failure to provide such consent shall result in immediate suspension and possible permanent expulsion from the team.

Agreement/Waiver

I understand and agree that I am required to know, understand and follow the standards contained in the Bellarmine Athletics Standards and Expectations Policy. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures, contained in the complete Bellarmine University Student Code of Conduct which can be found in the Student Handbook.

I grant permission to the Director of Athletics and the University's Communications staff to include customary information about me in the Department's media guides, event programs, and other publications.

Date _____ **Signature** _____

Sport _____ **Printed Name** _____

Section 3: Behavioral Guidelines for Student-Athletes

The following guidelines apply to all student-athletes. It shall be the head coach's responsibility to establish and enforce additional team regulations for his/her particular sport. All student-athletes are expected to comply with established team and training rules.

1. Athletics aid may be reduced or cancelled during the period of the award if the student-athlete:
 - renders himself/herself ineligible for intercollegiate competition;
 - engages in serious misconduct warranting substantial disciplinary penalty;
 - voluntarily withdraws from a sport for personal reasons.
2. Student-athletes are expected to attend all classes. Missing classes except for scheduled games will not be tolerated. Missing class to attend practice is a violation of NCAA regulations.
3. Possession and/or use of a controlled substance may be deemed sufficient cause for immediate dismissal from the team and for possible disciplinary action by University authorities.
4. The purchase and/or consumption of alcoholic beverages by student-athletes or student employees, regardless of age, on any road trip, or while representing the University, is strictly forbidden and will result in disciplinary action which may include suspension or dismissal from the team.
5. No play or game personnel may use any form of tobacco product during athletic practices and contests.
6. Participation in gambling activities that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling, is a violation of NCAA regulations.
7. All student-athletes are expected to display acceptable behavior on and off the playing field. Fighting, verbal abuse, taunting, hazing activities and foul language are not acceptable.
8. All athletes must travel to events with the team. A student-athlete may return home with parent(s) or guardian(s) provided prior approval has been received by the coach. The parent or guardian must submit the travel approval form at least 24 hours prior to departure from the campus for that specific event or contest. The Travel Approval Form is listed on the web under compliance and may be printed and faxed to the school.
9. Participation in game ceremonies, team and athletics department-sponsored activities is expected of each student-athlete.
10. Game uniforms, including warm-ups, jackets, etc., are to be worn only at games or upon other occasions as specified by the coach. All apparel is the property of the University and must be returned at the end of the playing season to the head coach. Failure to return apparel and equipment will result in a fine up to the cost of replacement.
11. Attendance at training sessions and practices must take precedence over non-athletic extracurricular meetings and events. Exceptions are at the discretion of the coach.
12. The student-athlete is expected to participate in all practices and games. Illness, injury or special needs must be communicated to and approved by the head coach.
13. Violations of Behavioral Guidelines may be sufficient grounds for reduced athletics financial aid, non-renewal of athletics financial aid, and disciplinary action up to and including suspension or dismissal from the team.

14. Student-athletes should also understand the Student Code of Conduct listed in the Student Handbook. Violations of that code are subject to the University's disciplinary processes which apply to all students. Severe violations can result in loss of athletic eligibility.

Section 4: GLVC and GWLL Sportsmanship Policy

The Presidents, Faculty Athletic Representatives, Athletics Directors, Senior Woman Administrators and coaches in the conference are committed to maintaining sportsmanship and healthy competitive environments. The GLVC and GWLL will strive to promote environments that are hospitable; the conferences do not believe that it is desirable to create a hostile environment for intercollegiate athletic contests. The members believe that part of the mission of intercollegiate athletic programs, within educational context, should be to set an example for students and communities of how to act with sportsmanship and respect for opponents.

Therefore the GLVC and GWSS expect all participants to treat opponents and officials with respect. Failure to do so may lead to penalties. Trash talking, taunting, baiting, celebrations that demean opponents, vulgar or profane language, intimidating actions, fighting attempts to injure, and any other malicious or violent conduct may be penalized by contest officials and/or the conference. At the same time, the conferences have no desire to take away the joy and exuberance that naturally occurs following an exciting play or contest. Rather the intent of the conferences is to encourage sportsmanship and honest competition.

GLVC and GWLL Student-Athlete Pledge of Sportsmanship

As a Great Lakes Valley Conference or a Great Western Lacrosse League student-athlete, I understand that the use of inappropriate language, taunting, baiting, or the use of unwarranted physical contact, directed at opposing players, coaches, or fans are contrary to the spirit of fair play and the sportsmanship the conference expects of its members.

I understand that any unsportsmanlike action during the course of the contest may result in an immediate penalty assessed to me or my team. Furthermore, I understand that game officials have been instructed that they may assess such penalties without prior warning. In signing this form, I pledge my efforts to promote GLVC and GWLL sportsmanship policies.

Student-athletes will be required to sign the sportsmanship pledge prior to competition.

Section 5: Student-Athlete Compliance

14.01.2 Academic Status

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

14.01.3 Compliance with Other NCAA and Conference Legislation

To be eligible to represent the University in intercollegiate athletics competition, a student-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the Association and all rules and regulations of the University and the conference(s) of which the institution is a member. Specific attention is called to legislation affecting eligibility in the following areas.

14.01.3.1 Amateurism.

A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12.

You cannot have signed or promised to sign with an agent, semi-professional or professional team or anyone else who offers to help manage your professional career. If you have received prize money, you may also be ineligible. Please contact Compliance Services if any of these things have occurred.

14.01.3.2 Awards, Benefits and Expenses.

Receipt by a student-athlete of non-permissible awards, extra benefits, or excessive or improper expenses not authorized by NCAA legislation violates the Association's amateurism principle and renders the student-athlete ineligible for athletics participation in the sport for which the improper award, benefit or expense was received.

14.01.3.3. Unethical Conduct. A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- Fraudulence in connection with entrance or placement exam;
- Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
- Dishonesty in evading or violating NCAA regulations; or
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations.

14.01.3.4 Financial Aid

A student-athlete who receives financial assistance other than that authorized by the Association shall not be eligible for intercollegiate athletics competition.

14.1.3.1 Student-Athlete Statement

Prior to participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletics competition under the Associations' governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete

subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1

14.1.4. Drug-Testing Consent Form

Each academic year a student-athlete shall sign a form prescribed by the Council in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form prior to practice or competition in Divisions I and II sports in which the Association conducts year-round drug testing and prior to competition in all other sports in Divisions I, II and III shall result in the student-athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1

14.1.5 Student-Athlete Health Insurance Portability and Accountability Act (HIPPA)

Authorization/Buckley Amendment Consent Form—Disclosure of Protected Health Information.

Each academic year, a student-athlete may voluntarily sign a statement or a form prescribed by the Management Council in which the student-athlete authorizes/consents to the institution's physicians, athletics trainers and health care personnel to disclose the student-athlete's injury/illness and participation information associated with the student-athlete's training and participation in intercollegiate athletics to the NCAA and to its Injury Surveillance System (ISS), agents and employees for the purpose of conducting research into the reduction of athletics injuries. The authorization/consent by the student-athlete is voluntary and is not required for the student-athlete to be eligible to participate.

NCAA Eligibility Center

The establishment of the NCAA Eligibility Center in Indianapolis, Indiana, was first announced by Dr. Myles Brand, president of the NCAA, in January 2007. Succeeding the current NCAA Initial-Eligibility Clearinghouse in Iowa City, Iowa, the eligibility center will certify the academic and amateur credentials of all college-bound student-athletes (domestic and international) who wish to compete in NCAA Division I or II athletics.

The Eligibility Center is an agency which provides initial-eligibility certification for all freshmen wishing to compete at the Division I and II levels. All prospective student-athletes who plan to enroll in college as a freshman must register and be certified by the NCAA Initial-Eligibility Clearinghouse. All walk-ons have to be certified before representing the institution in athletic competition.

The Eligibility Center will certify the amateur status of all freshmen wishing to compete at the NCAA Division I or II level. In addition the Eligibility Center will certify all transfers from two-year and four year non-NCAA institutions. Additional information on the NCAA Eligibility Center can be found at www.ncaaclearinghouse.net

Academic-Eligibility Requirements

Division I

2007 - 2008

If you enroll in a Division I college before August 1, 2008, and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses:

- 4 years of English
- 2 years of math (algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 1 extra year of English, math or natural or physical science
- 2 years of social science
- 3 years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy);

- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core course grade-point average on the test score sliding scale

Note: Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them, and if the courses appear on your high school's core-course list as math or science courses.

You will be a qualifier if you meet the academic requirements listed above. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletics scholarship during your first year of college; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

You will be a non qualifier if you do not meet the academic requirements listed above. As a non qualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive an athletics scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play only three seasons in your sport if you maintain your eligibility from year to year (to earn a fourth season you must complete at least 80 percent of your degree requirements before beginning your fifth year of college).

Amateurism-Eligibility Requirements

In response to the NCAA membership's concern about amateurism issues related to both international and U.S. students, the eligibility center will determine the amateurism eligibility of all freshman and transfer college-bound student-athletes for initial participation at an NCAA Division I or II member institution. In Division III, certification of an individual's amateurism status is completed by each institution, not the eligibility center. If you plan to participate in intercollegiate athletics at an NCAA Division I or II institution in fall 2007 or thereafter, you must have both your academic and amateurism status certified by the eligibility center before representing the institution in competition. When you register with the eligibility center, you will be asked about benefits and activities that might impact your status as an amateur. The information you provide about your athletics participation will be reviewed and determination will be made as to whether your amateurism status should be certified or if a penalty should be assessed before certification. If a penalty is assessed, you will have an opportunity to appeal the decision. The following pre collegiate enrollment activities will be reviewed:

1. Contracts with a professional team.
2. Salary for participating in athletics.
3. Prize money.
4. Play with professionals.
5. Tryouts, practice or competition with a professional team.
6. Benefits from an agent or prospective agent.
7. Agreement to be represented by an agent.
8. Delayed initial full-time collegiate enrollment to participate in organized sports competition.

Additional information regarding NCAA amateurism rules is available on the eligibility center's resource page (by logging on to NCAA.org and clicking on "Information for College-Bound Student-Athletes" in the "My Links" section on the right-hand side of the page).

National Letter of Intent

The National Letter of Intent (NLI) is designed to reduce and limit recruiting pressure on student-athletes and to promote and preserve the amateur nature of collegiate athletics.

- By signing the NLI, a prospective student-athlete agrees to attend the designated college or university for one academic year. Participating institutions agree to provide the student-athlete with financial aid for one academic year provided he/she is admitted to the institution and is eligible for financial aid under NCAA rules.
- The NLI has advantages to both the prospective student-athlete and participating educational institutions.
- Once a National Letter of Intent is signed, prospective student-athletes are no longer subject to further recruiting calls and contacts.

- Student-athletes are assured of an athletics scholarship for one full academic year.
- Institutions can be certain that once the student-athlete has signed an NLI, there is no need to continue recruiting for that position.
- The NLI emphasizes the student-athletes' commitments to educational institutions, not particular coaches or teams. The program promotes student-athletes' academic objectives and helps to sustain the amateur nature of college sports.
- There are consequences for failing to attend the designated college or university for one academic year. More information on the National Letter of Intent can be found at www.national-letter.org.

Section 6: Academic Policies and Procedures

Class Attendance

Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the instructor of the course. This policy shall be made known to the class at the beginning of each semester. It is the student's responsibility to know the policy on attendance for each course in which he/she is enrolled. It is the responsibility of student-athletes to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

Absences Due to Illness - student-athletes should contact their instructors at the earliest opportunity preferably **prior to** the class meeting (especially if any graded work is scheduled).

Absences Due to Emergencies - student-athletes should notify the Student Affairs Office and the Athletics Office if they must leave the University for any extended period of time because of hospitalization, injuries, or family problems. Instructors will be contacted, but it is the responsibility of the student-athlete to arrange for any makeup work.

Absences Due to Team Travel - student-athletes should provide their instructors with a list of dates on which athletic events conflict with class attendance at the beginning of each semester. In addition, instructors should be reminded of forthcoming absences at least 2-4 class days in advance. Arrangements should be made ahead of time to make up all missed assignments, exams, quizzes, labs, etc.

Student-Athlete Absentee Notice Form: student-athletes should complete an absentee notice form for each class missed due to competition away from the college. The forms should be requested at least two class days prior to the competition. The form confirms that you are participating in a college-sanctioned competition. It does not serve as an excused absence for that class. Your instructor has the final say in excused and unexcused absences and it is the student-athlete's responsibility to know and abide by that policy.

The student-athlete is responsible for making arrangements ahead of time for any missed quizzes, tests, presentations, etc. Papers should be handed in prior to missing class unless prior arrangements have been made. A student who is inexcusably absent from class on a day on which a test or examination announced in advance is given will receive the grade of "F" and will not have the opportunity of making up the test. In the case of an excused absence on such a day, he/she will consult with his/her instructor as to what arrangements are to be made for taking care of the situation.

Withdrawal from a Course

Students may withdraw from a course during the first week of classes with no entry on their official transcript. From the second through the tenth week of classes (or two-thirds of the semester for classes not offered on a regular basis), students may withdraw from a course with a grade of W on the transcript. Students may not withdraw after the end of the tenth week of classes except for documented reasons of serious illness or family or financial problems. To withdraw after the tenth week, students must obtain the permission of their school's Dean. Deadlines for withdrawal from a course are published in the Class Schedule.

A student who finds it necessary to drop a course or withdraw from college after registration must complete the proper form in the Registrar's Office or give **WRITTEN** notice, by mail, to the Registrars Office.

The date of withdrawal is not the day the student stops going to class, but the date the proper withdrawal notice is received in the registrar's office. Students who fail to comply with this regulation will receive an "F" for all courses for which they have registered and forfeit all tuition refunds. The dates and refund schedule are listed in the current Class Schedule.

Academic Status

Academic status is expressed in a quality point index. A student's quality point index is found by dividing the sum of quality points by the sum of "Hours Attempted". For analysis of academic status Bellarmine computes both a semester index and a cumulative index. To be eligible for graduation, a student must have a cumulative quality point index of 2.00 or higher.

Good Standing

The status of good standing indicates that a student has a cumulative quality point of 2.00 or better and that he/she is making satisfactory progress toward a degree. For purposes of extracurricular and co-curricular activities, students must have a 1.80 at the end of their first two semesters and a 2.00 every subsequent semester.

Probation

A student will be placed on probation for any of the following reasons:

- Cumulative index falls below 2.00;
- Semester index falls below 1.60;
- Assigned two "Fs" in any semester.

Students will continue on probation until they raise their cumulative index to 2.00. A warning letter is sent to any student whose semester index falls between 2.00 and 1.60.

Dismissal

Any student whose cumulative index falls below the following scale will be dismissed for poor scholarship:

- At the end of 2 semesters - 1.40
- At the end of 3 semesters - 1.50
- At the end of 4 semesters - 1.60
- At the end of 5 semesters - 1.80
- At the end of 6 semesters - 2.00

All appeals of academic dismissal shall be made to the Provost.

Dean's List

To acknowledge publicly the high scholastic achievement of its students, Bellarmine follows the traditional practice of publishing a Dean's List at the end of each semester. Placement on this list is merited by a full-time student with a semester average of 3.50 or higher. Students doing their student teaching are eligible for the Dean's List if they have a 3.50 in courses for that one semester and if they have been on the Dean's List for the two semesters immediately preceding the semester of student teaching.

President's Honor Roll

Student-athletes who earn between a 3.0 and 3.49 during the fall and spring semesters will be listed on the President's Honor Roll.

All-Academic Teams

Student-athletes who have a 3.20 cumulative average at the end of the fall and spring semester of the current year will be nominated for All-Academic teams.

Section 7: Athletics Eligibility

Eligibility

Only full-time students are eligible to represent the University in extracurricular or co-curricular activities. For undergraduates, full-time students must carry twelve or more hours in the fall and spring semesters. For graduate students, full-time status is determined by the specific program of studies. Academically, students must possess a cumulative quality point index of 1.80 after the first two semesters of their freshman year and 2.00 after all succeeding years and must be making satisfactory progress towards a degree. Satisfactory progress is defined as the successful completion of 24 semester hours during the academic year (fall, spring, and summer). However, an exception to the undergraduate full-time course load is permitted during the final semester before graduation. In addition student-athletes are required to make progress toward a degree. Beginning with the junior year, a student-athlete must take a minimum of 12 hours applicable to their specific degree program.

Except for reasons of academic and nonacademic suspension or dismissal, students who possess a cumulative quality point index of 2.00 (1.80 after their freshman year) will be eligible to represent the University in extracurricular or co-curricular activities until the next full-time semester. Students who are ineligible academically to represent the University will regain their eligibility as soon as they attain a cumulative 2.00 quality point index.

Under ordinary circumstances, full-time transfer students become eligible to represent the University upon enrollment in Bellarmine University as a full-time student. Once enrolled, transfer students must maintain the same academic standards established for all students.

Eligibility Requirements

The student-athlete is required to meet all university academic requirements as well as the eligibility rules of the national associations and affiliate conferences. Specifically these requirements are as follows:

Twelve Hour Rule

All undergraduate students competing in intercollegiate varsity and junior varsity teams **must be enrolled** in at least 12 semester hours of course work **at all times** during the playing season and during any post-season competition. Graduate students must be enrolled full-time as determined by their specific graduate program.

- **Undergraduate students cannot drop below 12 hours for even one day.** If you are making course changes that could involve a temporary drop below 12 hours, be sure to add a new course into your schedule before dropping the old course.
- The only exceptions are for graduate students and seniors who need less than 12 hours to graduate as certified by the registrar's office.

Six Hour Rule

All students participating in intercollegiate athletics must pass six hours each semester to remain eligible for the following semester.

Satisfactory Academic Progress

All undergraduate students must satisfactorily complete 24 semester hours of acceptable degree credit during each year of University enrollment and prior to the beginning of each new season of competition. This is an average of 12 hours per semester. Eighteen of the 24 hours must be passed during the regular academic year. Only six hours may be counted in the summer toward the required 24 hours.

Division II:

The calculation of the grade-point average used to fulfill "satisfactory completion" requirements shall be based upon hours earned or accepted for degree credit in a specific baccalaureate program. Consult the current *Bellarmino University Catalog* for requirements for specific programs and degrees.

- After the completion of the freshman year: 1.80

- After the completion of the sophomore year and subsequent seasons: 2.00

Division I:

By beginning of year 2 students must have 90% of minimum GPA needed for graduation.

By beginning of year 3 students must have 40% of degree completed and 95% of minimum GPA needed for graduation.

By beginning of year 4 students must have 60% of degree completed and 100% of minimum GPA needed for graduation

By beginning of year 5 students must have 80% of degree completed and 100% of minimum GPA needed for graduation

Student-athletes who have a cumulative point standing below a 2.0 at the end of the spring semester must attend summer school at Bellarmine in order to improve their point standing. Students who have above a cumulative 2.0 point standing may take courses at other institutions provided they have received a waiver and visiting student letter from Bellarmine.

Designated Degree Program

Student-athletes shall designate a program of studies leading toward a specific degree by the beginning of the junior year or third year of enrollment. Student-athletes shall declare their major with the Registrar's Office and on the Student-Athlete Information Form at the beginning of their fifth semester. A minimum of 12 hours per semester must count toward your designated degree program beginning with your fifth full-time semester in school.

Student-athletes shall have four years of eligibility and shall complete their seasons of participation during the first 10 semesters in which they are enrolled in a collegiate institution in at least a minimum full-time program of studies.

GLVC ELIGIBILITY REQUIREMENTS

Any student-athlete who has been enrolled in a collegiate institution as a full-time student for four semesters or who has utilized two seasons of competition, and who has attended the member institution for at least one semester, must have a cumulative grade point average of 2.00 or higher to be eligible, regardless of the institution's definition of good standing. Enrollment and competition includes all transfer work; the GPA includes only work at the member institution. Effective date: Students enrolling after January 1, 1993.

Section 8: Playing and Practice Season Regulations

Countable Athletically Related Activities – In Season

- Practice – includes team and individual instruction
- Competition
- Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member
- Individual skill-related activities requested by a student-athlete or workouts required by or supervised by the member of the institution's coaching staff
- On-site activities called by a member(s) of a team that is considered as a requisite for participation in that sport (e.g. captain's practice)
- Film or videotape reviews of athletic practices or contests
- Required participation in camps, clinics or workshops
- Meetings initiated by coaches or other institutional staff members on athletically related matter
- Visiting the competition site in the sports of cross country and golf

Daily and Weekly Time Limitations – In Season

- Student-athletes' participation in countable athletically related activities shall be limited to four hours per day, 20 hours per week.
- Student-athlete's are required to have one day off during the playing season. A team travel day may be considered as a day off, provided no countable athletically related activities occur during that day.
- All competition counts as 3 hours, regardless of actual duration.
- A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 is still in effect. A practice round on the day prior to the start of a collegiate golf tournament at the tournament site shall count as three hours, regardless of the duration of the round.
- Hourly and weekly limitations do not go into effect until the first day of classes or the first date of competition, whichever occurs first.
- Hourly and weekly limitations are not in effect during the academic year between terms when classes are not in session (e.g. Christmas Break, Spring Break, etc.)
- See Bylaw 17.02.1.1 for a detailed description of Countable Athletically Related Activities.

Practice Prohibited After Competition

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. doubleheaders in softball or baseball, rounds of golf in a multi-day tournament).

Countable Athletically Related Activities – Out-of-Season

- Out-of-season limits: 8 hours per week
- Maximum of 2 hours per week for individual skill-related instruction. ***The NCAA approved Proposal 8 at the January 2008 Convention that permits more than one group of student-athletes from the same team to participate in skill instruction in different facilities at the same time. The number of student-athletes permitted to participate varies according to the starting squad size - a maximum of four for teams with six or fewer (basketball and volleyball), and no more than six for larger starting squad sizes (baseball, softball, soccer, field hockey).***
- Required weight training and conditioning activities held at the direction of or supervised by an institutional staff member
- No Countable Athletically Related Activities permitted outside the playing season during an institutional period (e.g. Thanksgiving, Christmas, Spring Break and Summer Vacation).
- ***The NCAA also adopted Proposal 18 which prohibits all countable athletically related activities outside the playing season one week before the start of the finals through the end of the institution's exam period.***

Section 9: Financial Aid

Financial aid in the form of athletic grants is available to all participants of each intercollegiate team on recommendation by the coach of each sport and approval by the Athletics Director and the director of student aid. Athletic grant-in-aids are made available in a package with all other financial aid that is available to all college students who can demonstrate a need factor through the completion of financial aid materials. The amount of athletic aid is subject to the regulations of the national associations governing the men and women sport programs, as well as state and federal grant regulations.

University Charges Not Covered by the Full Grant-In-Aid:

- Orientation Fee
- Residence Halls damage deposit
- Cost of treatment for non-athletically related injuries
- School insurance policy – you will be charged a fee per semester if you do not complete the insurance form listing your current insurance coverage. This is separate from the athletic forms you must complete.
- Library fines
- Fines for damage to university property
- School supplies, reference books, pens, notebooks, etc.
- Vehicle Registration Fee, parking fines, etc.
- Lost textbooks, keys, Bellarmine IDs

Student-Athlete Employment

If your coach or another staff member helps you find employment, keep in mind that you are representing the Department of Athletics and the University. Employment contacts made on your behalf are made in compliance with departmental and NCAA rules and regulations.

Report this type of employment to the compliance officer.

Rules of Employment

- The following rules are applicable to any type of student-athlete employment:
- The work performed must be useful;
- The rate of pay must be the normal rate of pay for duties performed;
- The hours paid must be the hours worked;
- Payment in advance of hours worked is not permitted; and transportation to work may be provided only if transportation is available to employees.

Renewal or Non-renewal of Athletics Financial Aid (15.3.5)

It is the policy of the Bellarmine Athletics Department to honor its financial commitment to each student-athlete in accordance with NCAA (15.3) and the Great Lakes Valley Conference rules. An athletics aid award may be issued for a period of not more than one (1) academic year (15.3.3).

Upon recommendation of the head coach, all returning student-athletes eligible to receive athletics aid shall be notified in writing by the Director of Financial Aid on or before July 1 prior to the academic year in which the aid to be effective.

Reduction and Cancellation (15.3.4)

Institutional financial aid may be graduated or canceled during the period of the award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition; or
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
3. Engages in serious misconduct warranting substantial disciplinary penalty, or
4. Voluntarily withdraws from a sport for personal reasons. If the recipient withdraws from a sport for personal reasons prior to the institution's first competition in that sport, graduation or cancellation

may occur immediately. If the recipient withdraws subsequent to the institution's first competition in that sport, the gradation or cancellation shall not occur prior to the conclusion of that semester.

Hearing Opportunity Required (15.3.4.1.3)

If the grant-in-aid is not renewed, the student-athlete must receive an appeal procedure letter in order to be notified of the right to appeal. The student-athlete who has had his/her financial aid reduced or cancelled may request a hearing to appeal the action. The student-athlete shall submit a written request to the Director of Financial Aid.

The student-athlete will be given fifteen (15) working days from the date of the non-renewal notification letter in which to notify the Director of Financial Aid of intent to appeal the decision. The expiration of this fifteen (15) working day period will conclude the student-athlete's right to appeal.

Section 10: Sports Medicine Policies and Procedures

The Athletics Department has three Certified Athletic Trainers that are available to all athletic teams. The athletic trainers are responsible for administering the documentation of all injuries that occur in our athletics programs, recommend doctor and/or hospital referrals. The Head Athletic Trainer will coordinate the insurance claims processing with the Director of Athletics.

Physicals

All student-athletes are required to have a physical examination once a year. The physical is required each year before the student-athlete is allowed to participate in any intercollegiate activities. The athletic trainer will arrange for physicals each year. The athletic trainer will notify all coaches of the date, time and site of physicals. It is the responsibility of the coaches to notify the athletes of the date, time and importance of the required physicals.

All student-athletes, including walk-ons (freshmen, transfers, upperclassmen) are required to have a physical at the scheduled physical date annually. Student-athletes will not be allowed to practice or compete until they have passed a physical examination.

If the student-athlete misses the scheduled physical, he/she will be required to get a physical at the next available time. A BELLARMINE PHYSICIAN MUST PERFORM ALL PHYSICALS.

Medical Treatment

When appropriate the athletic trainer will arrange for medical treatment for student-athletes at doctors' offices or hospital emergency rooms. **If the athletic trainer is not available, the coach is responsible for arranging for proper emergency treatment. In that case, the athletic trainer should be notified as soon as possible after the occurrence.** The athletic trainer will assess the injured athlete's ability to participate on a daily basis. It is very important that an injured athlete see the trainer daily for treatments and to determine the earliest safe date for resuming athletic activities. The trainer will inform the athlete of the time to be in the training room for daily treatment. If an athlete misses a treatment, he/she will not be allowed to participate in athletic activities that day.

Coaches should make sure their athletes are aware of the injury and treatment policy. The training room will be opened every day during classes for injury treatments and on weekends as needed for activities. Training room hours will be announced regularly and the athletic trainer will try to schedule treatments convenient to the class schedules of the student-athletes.

Court/Field Injury Procedure

In the event of an on field/court injury, the following will be the "chain of command" in determining if the student-athlete can resume activity following the injury.

1. Team Physician (if on site)
2. Certified Athletic Trainer (if on site)
3. Student Athletic Trainer/Coach

Medical Coverage

The Athletics Department will not cover medical expenses other than those for a specific injury suffered during actual participation in official college practice or game competition. Student-athletes who receive treatment by a medical source without specific authorization from the Athletics Department do so at their own expense.

All medical expenses incurred by a student-athlete due to injury at practice or competition must be filed first with the student's insurance company. Bellarmine will not file their insurance until an Explanation of Benefits form has been received from the student's insurance company. The student-athlete and/or the parents are responsible for providing the athletic trainer with the Explanation of Benefits within a timely manner.

All arrangements for the care of injuries are to be made before the student-athlete leaves college or graduates. The University will not accept any responsibilities after an athlete has graduated.

Insurance

All athletes are required to have insurance. If they do not have coverage, they may purchase a policy through 1st Agency for a reasonable rate. Contact the athletic trainer for this information.

The athletic trainer is responsible for processing all insurance claims that result from athletic injuries. It is the responsibility of the athlete to get bills and all other required documentation to the athletic trainer in a timely fashion. Only the trainer or athletics director can approve payment of a medical bill with the athletic insurance policy.

TRAINING ROOM REGULATIONS

1. All athletes should report to the training room if they are injured. It is your responsibility to let us know when you are hurt. Bellarmine University's insurance will not cover you unless we send you to the University doctor.
2. You are to report for treatments until released by the trainers. Treatment should be scheduled on your off days when the training room is open. It is in your best interest to get as many treatments as possible.
3. All treatments are given one hour before you are to be dressed and ready for games or practices. Class attendance or an emergency are the only excuses for being late for treatment. Getting treatment is NO EXCUSE for being late to practice, unless you were in class. We will follow the procedures set forth in the coach's manual for not getting treatment.
4. Post practice/game treatments are immediately following the session. Do not go to dinner or eat before coming for treatments. We will close the training room 15 minutes after the last practice is scheduled to be completed.
5. The training room will be open from 1 PM to 5 PM on weekdays for treatments and evaluations. Morning hours are by appointment only. If you schedule an appointment, you are expected to be there on time so others may be scheduled around you.
6. The training room is open for treatments only. Please be respectful of the training staff giving treatments and the athletes that are receiving treatments. No offensive language or behavior is tolerated in the training room. The training room is not a gathering place.
7. It is imperative that you sign in every time you get treatment. This allows us to keep accurate records and provide information to those that have requested it in accordance with HIPPA laws. If you do not know what treatment you received, please ask.
9. No food or drink of any kind is allowed in the training room.
10. Shirts are to be worn at all times. Outdoor athletes may not wear or bring shoes into the training room. Outdoor athletes should remove all grass and dirt before coming into training room for treatment.

Section 11: Drug Testing Policy

NCAA Drug Testing

The NCAA randomly tests student-athletes for banned substances. If you have tested positive for a NCAA banned substance, you will lose your eligibility for a minimum of one year and will not be able to participate in athletic activities at any NCAA institution for a minimum of one calendar year following the positive test.

Drug Testing Consent Form

The Drug Testing Consent Form that you sign prior to participation each academic year states:

A student-athlete who is found to have utilized a substance on the list of banned drugs, as set forth in Bylaw 31.2.2.1 shall be declared ineligible for further participation in regular-season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the NCAA Eligibility Committee for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration. (Bylaw 18.4.1.5)

A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be charged with loss of a minimum of one season of competition or a minimum of the equivalent of one full season of competition if the season of competition has not yet begun for that student athlete. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending on calendar year (e.g., 365 days) after the student-athlete's positive drug test, and until the student-athlete retests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Eligibility Committee.

If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.1, he or she shall lose all remaining regular-season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.

If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. (Bylaw 18.4.1.5.1)

The Executive Committee shall adopt a list of banned drugs and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drugs and the procedure for informing institutions about authorized methods for drug testing are set forth in Bylaws 31.2.3.1 and 31.2.3.3, respectively. (Bylaw 18.4.1.5.2)

The current list of banned drugs may be found at www.ncaa.org/health-safety

Section 12: Athletics Department Student Travel Policy

Practice:

For those athletic teams that must practice off-campus, due care should be taken to limit the number of student-athletes driving - this is to reduce risk of accidents and subsequent liability. Student-athletes should have reliable transportation to and from off-campus sites and student-athletes who drive, should exercise appropriate caution when driving to and from off-campus practice sites. Whenever possible, the coaching staff should drive Bellarmine (rented) vehicles.

Competition:

When an athletic team travels to an away competition, all efforts should be made for the team to travel in one party to the site of competition. Airlines, charter bus or Bellarmine (rented) vehicles driven by the coaching staff are the prescribed modes of transportation.

Any individual driving a Bellarmine (rented) vehicle must be approved by Bellarmine University's insurance carrier. Bellarmine (rented) vehicles are not to be driven by student-athletes or parents unless prior written approval has been obtained from the Athletics Director or his/her designee and the individual has been properly certified to drive. To receive driving approval, one must pass an on-line driver's certification test, pass an MV background check and complete the appropriate paperwork with the Athletics Department Office Manager.

The official team travel party consists of the coaching staff, student-athletes on the team roster, managers, athletic trainers, approved support staff (e.g., statisticians), and Bellarmine employees who travel with the team. No individual other than those in the official team party may travel in a chartered bus or Bellarmine (rented) vehicle without the written approval of the Athletics Director or his/her designee at least 24 hours prior to the trip.

Requests for student-athletes or parents (driving student-athletes) to drive their personal vehicle separately from the team (even if following the team bus or vans) to or from the site of competition must be approved at least 24 hours prior to departure by either the Athletics Director or his/her designee. Such requests will be considered on a case-by-case basis, but they should be the exception, not the norm.

When staying overnight in conjunction with team travel, all team members (student-athletes, coaches and support staff) are expected to stay in the designated team hotel with the team, not with parents or other parties. Any exception to this policy must be approved in advance of the trip by the Athletics Director or his/her designee.

After a student-athlete has completed all of his/her competition(s) and has been released by the head coach (or his/her designee), the student-athlete may return home with their parent(s) separate from the team. All other team members must return with the official team party. A Travel Approval Form must be signed and completed 24 hours prior to departure for each competition. (See form on next page)

Addendums:

The term rented vehicles in this policy refers exclusively to vehicles rented by the Bellarmine University Athletics Department.

If a student-athlete, parent, coach, or other party drives their personal vehicle to or from the site of an official team practice or competition, the individual driving assumes primary liability should an accident occur. In such cases, the insurance carrier of the individual driving is the primary coverage and Bellarmine's insurance policy would be secondary.

If the coach drives his/her personal vehicle to or from the site of competition (even for University related business) his/her personal insurance carrier is the primary coverage. No alcohol shall be carried or consumed in vehicles while on University related travel.

2008-2009 STUDENT-ATHLETE TRAVEL APPROVAL FORM

When staying overnight in conjunction with team travel, all team members (student-athletes, coaches and support staff) are expected to stay in the designated hotel with the team – not with parents or other parties. Any exception to this policy must be approved in advance of the trip by the Athletics Director or his/her designee.

After a student-athlete has completed his/her competition(s) and has been released by the head coach or his/her designee, the student-athlete may return home with their spouse, parent(s) or legal guardians separate from the team. All other team members must return with the official team party. A signed and dated approval form must be on file in the Athletics Office at least 24 hours prior to departure from campus for the appointed trip. The coach must have a copy of the form with him/her before allowing the student-athlete to leave with parent, guardian or spouse. There are no exceptions.

This form must be signed and dated and on file in the Athletics Office no later than 24 hours prior to departure from campus for each contest/event listed below. If it is not, the student-athlete will be required to return with the official traveling party.

An approval form is required for **each** trip. There are no blanket approvals.

Date(s) of Competition _____ Sport: _____

Opponent _____

My son or daughter _____ (name of student-athlete) will be riding home
with (print name of parent(s)/legal guardian(s), spouse: _____

Parent(s) Signature _____ Date _____

Return this form to the Athletics Office by mail or fax.

Mail to: Marilyn Staples, Athletics Office, 2001 Newburg Rd., Louisville, KY 40205

or

Fax to: 502-452-8450

or

E-mail to mstaples@bellarmine.edu

Questions: call Marilyn Staples at 502-452-8408 or email at mstaples@bellarmine.edu

Signature and Date of Approval by Athletics Director of his/her designee

Signature

Date

Section 13: Gambling Policy

The NCAA Student-Athlete Statement signed by all student-athletes at the beginning of every year says that, “you affirm that you meet the NCAA regulations regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.” This means you may not gamble on college or professional sports. It’s against the rules! (NCAA Bylaw 10.3).

Staff members of the athletics department and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a no monetary (e.g., shirt, dinner) or monetary bet on any intercollegiate team
- Accept a bet on any team representing the institution;
- Participate in any gambling activity that involved intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Student-athletes are also responsible for reporting the following:

- Reporting to the coach or athletic director any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
- Contacting the coach or other departmental personnel (e.g. Sports Information Director) when questions concerning appropriate release of team information occurs.
- Recognizing that participation in gambling or bribery activities will result in disciplinary action by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Section 14: Student Host

Student-athletes may serve as a student host for a prospect making an “official” visit to campus. As a student-host you are expected to conduct yourself in a manner that represents yourself, your team and Bellarmine in a positive way.

Entertainment Expenses Allowed

A maximum of \$30 per day may be provided to cover the entertainment expenses of yourself (and all hosts), the prospect and the prospect’s parents, legal guardians or spouse. If a student-host is host to more than one prospect, the host can receive an additional \$15 per day for each additional prospect. The entertainment money must not be used to purchase souvenirs (e.g., t-shirts). It is permissible for the Athletics Department to purchase three meals a day for a prospect and his or her parents. The student-host who is accompanying the prospect is also allowed to receive complimentary meals. However, only one host per prospect may be provided a free meal if restaurant facilities are used.

Student Host Expense Report

As a student-host you will be asked to sign a “Student Host Instructions Sheet and Expense Report” verifying that you received the allowable amount for hosting a prospect. Your signature also indicated that you are aware that:

- You may not transport the prospect more than 30 miles from campus.
- You may not use an automobile for the prospect or yourself that has been provided by the University, coaching staff or one of the boosters.
- You may not provide the prospect with material gifts (t-shirts, clothing items, souvenirs, etc.) or purchase them with the entertainment money provided to you.

At the conclusion of the visit, you will be required to complete the Student-Host Expense Form and submit your receipts to the coach who arranged the official visit.

Section 15: Grievances

Student Academic Grievances

Students of Bellarmine University, who believe they have been treated unfairly with respect to academic matters or are convinced they have been discriminated against in any matter on the basis of race, color, handicap, religion, age, national origin, or sex, may initiate and pursue the grievance procedure in accordance with the provisions of the Student Grievance Policy. Academic matters are those concerned with instructional activities, research activities, closely related to either of these functions, grading procedures, or decisions involving instruction or affecting academic freedom.

Preliminary Steps

To initiate or pursue a grievance, the following steps must be observed before the tenth week of the fall or spring semester which follows the term in which the alleged grievance occurred.

1. The student should first discuss the matter with the person(s) directly involved, in an attempt to resolve the grievance through informal discussion.
2. If there is no resolution, the student should discuss the matter with the department chairperson to whom those directly involved report (or if the department chairperson is directly involved, with the school dean, if the school dean is directly involved, with the Vice President for Academic Affairs who shall attempt to mediate an informal resolution.)
3. If there is no resolution through the department chairperson, the student should discuss the matter with the school dean (unless the school dean is directly involved), who shall attempt to mediate an informal resolution.
4. If reconciliation has still not been achieved the student shall submit to the Student Grievance Committee through the Vice President for Academic Affairs a written statement of the grievance. The statement shall contain:
 - A brief narrative of the condition giving rise to the grievance;
 - A designation of the parties involved;
 - A statement of the remedy requested.

Consult the current copy of the *Student Handbook* for a complete description of the Student Grievance Policy.

Athletic Grievances

If the student-athlete protests a suspension by a coach or alleges any other violation of student rights, the student should request a meeting with the coach. If the problem is not resolved between the coach and the student-athlete, the student may ask for a meeting with the Director of Athletics.

If the grievance is not resolved after the meeting between the student-athlete and the Director of Athletics, the student is entitled to a hearing before the University Disciplinary Board or the Vice President for Student Affairs/Dean of Students, whichever the student chooses. The procedure for this hearing is listed in the current *Student Handbook*.

Grants-in-Aid Grievances

Institutional financial aid may be reduced or canceled during the period of the award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition; or

2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
3. Engages in serious misconduct warranting substantial disciplinary penalty, or
4. Voluntarily withdraws from a sport for personal reasons. If the recipient withdraws from a sport for personal reasons prior to the institution's first competition in that sport, gradation or cancellation may occur immediately. If the recipient withdraws subsequent to the institution's first competition in that sport, the gradation or cancellation shall not occur prior to the conclusion of that semester.

Renewals and Non-renewals

The renewal of institutional financial aid shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous year and who has eligibility remaining for the ensuing academic year whether the grant has been renewed or not renewed. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletic department.

Hearing Opportunity Required

A student-athlete who has had his/her financial aid reduced or cancelled may request a hearing to appeal the action. The student-athlete shall submit a written request with the following information to the Director of Financial Aid:

1. The student's name, social security number, sport;
2. Type and amount of previous financial aid;
3. Reasons for believing that the decision was unfair, including names of institution staff members (e.g., coach, financial aid officer) with whom the student has discussed the aid and;
4. Copies of any relevant documents (e.g., letter regarding initial award of athletic grant).

The student should submit these materials to the financial aid office within 15 days after the student receives notification that the grant is being canceled. The student may request an in-person hearing before the financial aid appeals committee. The appeal is reviewed by the financial aid appeals committee, and its decision is final. The student receives a written response within three (3) weeks after the appeal has been submitted.

Sexual Assault & Sexual Misconduct

Inasmuch as a formal grievance procedure is expected to be used as a last resort, it is assumed that all efforts to resolve the complaint through the mediation and resolution procedures have been conducted.

Procedure as outlined in Policy and Procedures Manual 9.2.4

An aggrieved person shall initiate a formal complaint in writing to the chair of a committee charged with handling sexual harassment cases. The committee shall be composed of six individuals, three men and three women. They shall be chosen by the Academic Provost, the Vice President for Student Affairs and Dean of Students, and the Personnel Director. These individuals shall serve on the committee for two years and their names shall be publicized to the community.

The aggrieved person may request that one of the members of the committee serve as his or her advocate or select another individual to serve as an advocate. The committee shall have the responsibility to work out a resolution of the problem which would be satisfactory to the victim and helpful to the one charged with harassment. The committee may recommend what it considers appropriate

disciplinary action in the event that the one charged with harassment is determined to have harassed the aggrieved individual. Such recommendation shall be passed to the President for decision by the appropriate administrative head in consultation with the President. Student grievances are handled through the Student Code of Conduct in the Student handbook.

Consult the "Sexual Assault and Sexual Misconduct Policy" in the current *Student Handbook* for complete details on the mediation and resolution procedures and grievance procedures.

Section 16: Student-Athlete Advisory Committee (SAAC)

What is a Student-Athlete Advisory Committee?

A student-athlete advisory committee (SAAC) 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 affect student-athletes' lives on NCAA member institution campuses.

Presently, there are separate national advisory committees for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have student-athlete advisory committees on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

Bellarmine University Student-Athlete Advisory Committee

"The mission statement of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The BU Student-Athlete Advisory Committee is made up of representatives from each sports program, cheerleaders and dance team to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on campus.

The SAAC meets twice a semester. All athletes are welcome and are encouraged to attend committee meetings. Any athlete with a concern should request that his or her sport representative or any other SAAC member place the item on the committee agenda. The student-athlete may also attend the meeting and bring up the matter as new business.

History of the NCAA Student-Athlete Advisory Committee

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete welfare.

The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member institutions. In August 1997, the NCAA federated along divisional lines. The federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. This is accomplished by providing student-athlete input on issues related to student-athlete welfare that are division-specific. (Federation has increased student-athlete participation in the governance process of intercollegiate athletics by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to a sum total of 79 members serving on the national Divisions I, II, and III committees).

The input of the respective Divisions I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

National SAACs (Divisions I, II and III) at a glance:

- Generate a student-athlete voice within the NCAA structure.
- Solicit student-athlete response to proposed NCAA legislation.

- Recommend potential NCAA legislation.
- Review, react and comment to the governance structure on legislation, activities and subjects of interest.
- Actively participate in the administrative process of athletics programs and the NCAA.
- Promote a positive student-athlete image.