

VILLANOVA UNIVERSITY
2004-2005 STUDENT-ATHLETE
HANDBOOK



STATEMENT OF OBLIGATION

All of the information contained in this handbook and planner is the responsibility of the student-athlete. If you should have any questions regarding any of the policies or procedures, please contact your head coach or refer to the directory of this handbook to direct your questions to the appropriate administrator.

**VILLANOVA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
2004-2005 STUDENT-ATHLETE HANDBOOK**

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A MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Student-Athlete:

Let me take this opportunity to welcome you to the Villanova Wildcat family. As a student-athlete at Villanova University, you will be experiencing some of the most exciting and productive times of your life. All of us who represent the University are committed to making your overall experience a rewarding one.

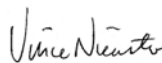
As you may know, success in competition and in the classroom has been the trademark of Villanova student-athletes. This tradition of excellence has spanned many years, and we are thoroughly committed to providing you with the opportunity to carry it forward. We encourage you to take full advantage of the opportunities and experiences that will be made available to you.

We want you to take great pride in representing Villanova. This means adopting an understanding of our academic and athletic tradition and demonstrating a strong sense of responsibility to uphold it. We ask that you represent Villanova University with class, dignity and pride at all times not just during competition.

With this in mind, we have developed this handbook and planner as a resource for you to use throughout your collegiate career. It will provide you with a wealth of information about the University and the Athletics Department.

Remember that our staff is here to assist you in your drive toward success on and off the playing area. Please take advantage of the people and resources available to you.

Sincerely,



Vince Nicastro
Director of Athletics

VILLANOVA UNIVERSITY ATHLETICS DEPARTMENT MISSION STATEMENT

MISSION

Villanova University is proud of its long and distinctive athletics history. The key to our success is based on the fact that our commitment to student-athletes is central, uncompromising and achieved within the highest academic and ethical standards. In support of the broader University Mission Statement, our mission complements and enhances the development of the total person. In the Augustinian tradition, we strive to create a supportive community which fosters the intellectual, spiritual, emotional, social and physical attributes of our students, staff and colleagues. Our mission also embraces the rules and regulations of the National Collegiate Athletic Association and the conferences in which we participate.

VISION

The Athletics Department seeks to be a community of scholar athletes, coaches and staff whose primary focus is to achieve academic excellence while also striving to produce teams and individuals who are committed to athletic competition and outstanding performance. Such efforts are made within the context of our core values: Excellence, Integrity, Sportsmanship, Community, Opportunity and Service. In striving to achieve these goals, we endeavor to attain the University's Strategic Goal which states that:

Villanova will offer equitable athletic opportunities at the intercollegiate, intramural, club sport and recreational levels, and achieve national recognition in selected programs.

CORE VALUES

Excellence: The Athletics Department's active pursuit of excellence begins with the recruitment of distinguished students, coaches and staff and extends to intercollegiate competition as well as intramural, club and recreational programs. The goal of such pursuits is a quality experience for all students independent of their level of participation. Our primary focus on academic excellence remains constant as we strive to create these valuable experiences.

Integrity: The Athletics Department vigorously strives to conduct its programs and functions with the utmost level of integrity. Our goals, strategies and decisions are founded on the principles of integrity and honesty.

Sportsmanship: Villanova University fields disciplined and competitive student-athletes and teams committed to the highest level of sportsmanship. We are resolved to creating an atmosphere of respect, fairness and graciousness among all of our constituencies including our own student-athletes, coaches, opponents, faculty, staff, alumni, supporters, fans, and neighbors.

Community: Villanova University constantly aspires to be a just, welcoming and caring community in the fullest sense. The Athletics Department embraces this responsibility and explicitly seeks to enhance community by means of its interactions, activities and programs.

Opportunity: Villanova University and its Athletics Department are committed to equal opportunity for all which includes nurturing the development of our student-athletes by providing equitable opportunities for academic, spiritual, ethical, social and physical

growth. The Athletics Department reflects this commitment in its recruiting, hiring and retention practices, as well as through professional development opportunities for all staff members. We actively promote the benefits of a diverse environment for all student-athletes, coaches and staff members.

Service: The Athletics Department is devoted to having all its members, student-athletes and staff, recognize their individual and collective responsibility to providing service to our University, our communities and neighbors. Toward that end, all members of the Athletics Department are expected to engage in community service.

RIGHTS AND RESPONSIBILITIES

CODE OF ACADEMIC INTEGRITY

Academic integrity is vital to any university community for many reasons. Student-Athletes are expected to be honest and uphold the academic integrity of Villanova University. Academic misconduct threatens the integrity not only of the student-athlete but also of the University community as a whole.

Academic misconduct takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust.

Some common examples or areas where academic misconduct can occur include, but are not limited to, the following:

PLAGIARISM AND OTHER RELATED ISSUES

- Using the work, ideas or words of someone else and presenting them as your own
- Submitting someone else's work as your own
- Submitting purchased term papers or unacknowledged material derived from them
- Paraphrasing or putting someone else's idea into your own words without acknowledging the source

EXAMINATIONS

- Receiving unauthorized information from someone during an examination
- Giving unauthorized information to someone during an examination
- Using unauthorized materials, such as textbooks or notes during an examination
- Inspecting or looking at another student's paper during an examination

STATISTICS

- Altering or contriving data or statistics in a misleading manner or forgery
- Forging the signature of a professor, an academic advisor, a dean of any university official.

Penalties for Academic Integrity Misconduct:

- 1st offense: 'F' in the course
- 2nd offense: automatic dismissal from the University

CODE OF CONDUCT

Villanova University has established a tradition of ethical conduct at all levels of University life. In accordance with this tradition, all student-athletes involved in the intercollegiate athletics programs are expected to represent the University in an honorable manner at all times.

The Department of Athletics makes every effort to offer a program that assists each student-athlete in securing a degree and fulfilling the objectives of the University. Participation as a member of an athletics team carries academic and athletic responsibilities for the student-athlete as follows:

ACADEMICS

1. Student-Athletes must attend classes regularly and on time. Unexcused absences are unacceptable
2. Mandatory authorized varsity excuse forms will be presented to faculty at least one class period before a legal varsity absence from class. In addition, athletes must notify as far in advance as possible before missing a major exam (i.e. midterm)
3. Student-Athletes assume all responsibility for class conduct and thorough understanding of course syllabi requirements

ATHLETICS

1. Abide by all team, Departmental, University, ECAC, Big East Conference, Atlantic 10 Conference, Patriot League, Big 5 and NCAA rules.
2. Maintain oneself in top physical condition, within accepted health standards
3. Attend all organized practices unless officially excused
4. Take proper care of equipment and return it in good condition
5. Treat officials and opponents with respect and avoid undue confrontations

Student-Athletes are encouraged to obtain clarification of any Departmental, University, Conference or NCAA rules and regulations which he/she does not understand from a member of the coaching staff, the Director of Compliance or the Director of Athletics.

SPORTSMANSHIP

Student-Athletes are expected to promote sportsmanship behavior and to foster good character by:

- maintaining control during emotionally charged situations, including assisting a teammate who appears to be losing control
- communicate with officials and opponents on routine matters during athletic events
- react in a positive manner to an aggressive action by an individual or a group

Coaches should define actions which constitute inappropriate conduct and suggest ways to avoid such behavior. Unacceptable behavior on the playing field includes, but is not limited to, the following:

- Physical abuse (i.e. throwing objects) of officials, coaches, opponents or spectators
- Unauthorized seizure of equipment from officials or the news media
- Inciting players or spectators to negative actions or to any behavior which insults or defiles an opponent's tradition
- Use of obscene or inappropriate language and/or gestures
- Making public statements which are negative, controversial or outside the Department's media policy.

HAZING

Hazing means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or included students at an educational institution.

The term hazing includes, but is not limited to, the following:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body or similar activity.
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
5. Any activity that induces, causes, or requires the student to perform a duty or task that invoked violation of the Penal Code.

Personal Hazing Offense

One commits a hazing offense if he/she engages in hazing, solicits, encourages, directs, aids or attempts to cause another to engage in hazing, intentionally, knowingly, or recklessly permits hazing to occur, has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report it in writing to the Dean of Students or other appropriate official of the institution.

Organization Hazing Offense

An organization commits a hazing offense if it condones or encourages hazing or if an officer or any combination of members, pledges, alumni, etc of the organization commits or assists in hazing, etc.

STAFF DIRECTORY

Administrative Staff

Name	Ext.	Email
Director of Athletics		
Vince Nicastro	7803	vincent.nicastro@villanova.edu
Associate Athletic Director/Senior Women's Administrator		
Lynn Tighe	4121	lynn.tighe@villanova.edu
Coordinator/Office Services		
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Director of Administrative Services		
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Sr. Associate Athletic Director/Operations		
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Director of Facilities/Operations		
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Villanova Sports Properties/General Manager		
TBD	6613	TBD
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Director of Media Relations		
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Assistant Director of Media Relations		
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Equipment Manager		
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Dr. Dan Regan	4718	daniel.t.regan@villanova.edu
Associate Director of Academic Support		
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Assistant Director of Academic Support		
Amy Miller	5205	amy.e.miller@villanova.edu

Secretaries

Coaches' Secretary		
Lyn Roebuck	4130	lyn.roebuck@villanova.edu
Track & Field and Women's Basketball		
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Football Office		
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Debra Taylor	4105	debbie.taylor@villanova.edu
Basketball Office		
Mary Anne Gabuzda	4287	maryanne.gabuzda@villanova.edu

Head Coaches by Sport

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Joe Godri 4529 jgodri@earthlink.net

Men's Basketball

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Women's Basketball

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Cheerleading

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Men's Cross Country and Track & Field

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Men's Soccer

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Women's Soccer

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Softball

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Strength and Conditioning

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Shawn Cooley 7841 shawn.cooley@villanova.edu

Swimming and Diving

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Gary Elder 4417 gary.elder@villanova.edu

Men's Tennis

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Women's Tennis

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Volleyball

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Water Polo

Paige Cull 4234 paige.cull@villanova.edu

PAWS: PROVIDING ATHLETES WITH SUPPORT

At the core of every Athletics Department is the student-athlete. It is the responsibility of the University to provide the best academic, athletic and social experience possible for the student-athlete. PAWS has been established to achieve that goal. It is a program completely devoted to the student-athlete and the development of life skills.

COMPONENTS OF PAWS

Business Etiquette/Employment Benefits Dinner

A four course "business" dinner is served. A consultant in business etiquette instructs the seniors in proper business dining etiquette. During dessert, a workshop is focused on helping students identify employment benefit information including medical, pension funds, tax shelters, investment information and life and automobile insurance is given.

Drug and Alcohol Education

PAWS includes a program designed to educate student-athletes on social drinking and the effects of alcohol and drug abuse.

Scholar-Athlete Award

This particular award is presented at the Senior Banquet to one male athlete and one female athlete who best demonstrate excellence in academics and athletics throughout their Villanova career.

Senior Banquet

This banquet is held during Senior Week of spring semester. The intention is to honor the contributions of all senior athletes, cheerleaders, managers and support personnel. Each senior is presented a watch as a memento of their contributions to Villanova.

Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee (SAAC) was formed in the fall of 1993 for the purpose of recognizing the student-athlete in the fields of academics and athletics. Also, it aims to implement programs that will promote a positive image of intercollegiate athletics and the student-athlete. Most importantly, SAAC gives the student-athlete a voice in the administration of the Athletics Department.

The members of the Student-Athlete Advisory Committee will be elected by their teammates. Each team will have two representatives; larger teams will have more representatives directly proportional to the number of players on the team. One of the jobs of the representative is to communicate the interest of their teammates to the Student-Athlete Advisory Committee. The committee will also have an Executive Board consisting of a President, Vice President, Secretary/Treasurer and a Committee Chairperson.

The SAAC meets once a month to discuss issues pertinent to the student-athlete. The members of the committee are the liaisons between their team members and the administration. This committee is very important to the welfare and experience of the student-athlete.

Student-Athlete Appreciation Luncheon

This luncheon is held in conjunction with National Student-Athlete Day. The luncheon primarily recognizes student-athletes and their contributions to the University.

Student-Athlete Resume Guide

The annual Student-Athlete Resume Guide is sent out to approximately 500 potential employers. The guide features resumes of graduating student-athletes, and provides valuable information to employers looking for bright new hires. This gives our athletes the extra exposure and connections needed in a highly competitive job market.

Student Luncheons

Periodically throughout the academic year, various Athletics Administrators have lunch with student-athletes. This is an ideal opportunity to establish good communication between athletes and administrators.

FRESHMAN LIFE SKILLS PROGRAM

The Department of Athletic Student Services is dedicated to providing support for our athletes from their first exposure to the collegiate experience through their tenure on campus and to the preparation for "life after Villanova". One of the most comprehensive programs that has been established is the Freshman Life Skills Program. All freshmen and transfers are required to attend the classes during the fall semester of the academic year. All classes are held at 7 AM on Tuesday and Wednesday. Individual teams are assigned to the once weekly classes. Guidelines for the class are:

- All classes are held from 7 AM until 8 AM
- The classes will begin promptly. The door to the classroom will be locked at 7:05 AM. No one will be admitted after that time.
- There are no permitted unexcused absences
- Missed classes will made up during the athletes' Sophomore year
- If a student does not make up the missed class, he/she may lose eligibility for practice and competition.
- If travel interferes with attendance on the team scheduled day, the athlete will make arrangements ahead of time to attend the alternate day of that week
- Illness must be reported to the intern for student services (ex. 95705) the day of the missed class. The team coach will be notified of the absence.

Subject matter included in the Life Skills program are as follows:

Fiscal Responsibility

By: Patrick Maher of Kistler & Tiffany Co.

Organizations such as the United College Marketing Services stress the importance of educating students about the responsibilities of owning a credit card and to avoid common credit card debt among college students. Nellie Mae, a national student-loan financing corporation, states that 83% of undergraduates hold at least one credit card. But the amount of debt they're carrying is very adult. In 2001, the average outstanding credit card balance was \$2,327. Twenty-one percent of undergraduates with cards maintain a balance of between \$3,000 and \$7,000. Even more shocking, almost 20 percent of 18 year olds hold four or more credit cards. In order to avoid this unnecessary debt, Mr. Maher will discuss the following items of importance for fiscal responsibility:

•Banking, ATM Machines, Checking Accounts •Preparing a realistic budget •Balancing accounts •Credit card use •Annual fees and interest rates •Avoiding credit card debt

Academic Integrity/Study Skills

By: Professor Frank Pryor, Instructor of Political Science.

Academic integrity is vital to any university community. Students receive credit for doing assignments because they will learn from the assignments, and the vast

majority does so honestly. Academic dishonesty threatens the integrity not only of the individual student, but also of the university community as a whole. Professor Pryor will discuss the university code of Academic Integrity and the specifics of the code. Studies have indicated that the nation's students have a serious lack of basic academic skills. This program provides the athletes with the basic study skills necessary to empower them to maximize their academic success during their college tenure. Topics to be covered will be: •Academic Integrity •Plagiarism, cheating •Academic penalties •Academic goals •Importance of grades, GPA •Class attendance •Note taking •Class participation •Dealing with Professors •Study tips •Academic advisors •Taking test •Selecting a major

AIDS and the College Student

By: Elaine Pasqua, Pasqua Productions, Inc.

AIDS is a disease that is not going away. For the past several years, the rate of new HIV infections in the United States has held steady at 40,000. Fifty percent of those cases are occurring in the 15 to 24 year old age group. Within that group, female heterosexual exposure is rising at a dramatically disproportionate rate. Complacency only extrapolates the epidemic. AIDS and The College Student is a powerful, interactive program that reveals the faces behind the AIDS pandemic. The unfortunate increase of binge drinking on college campuses has added to the problem. Many HIV infections occur while one is under the influence of drugs or alcohol. It is stressed that individuals must remain sober in order to make clear-minded, healthy choices. Other high-risk behaviors such as sharing of sharps, unprotected sex, and sex with multiple partners are covered. The issues of self-respect, protection and prevention, as well as the dishonesty that can lead people are also presented. Topics include: •AIDS technical facts •Current trends in the epidemic •High risk behaviors •Unsafe sex •Needle sharing •Body piercing •Alcohol and behavior choices •Risk reduction/Prevention •Decision making skills •Handling peer pressure

Athletes and the Law

By: Scott Reidenbach, Esquire '93.

The NCAA has established extensive rules and regulations for the eligibility of collegiate student-athletes. Our Compliance Officer will discuss the intricacies of legislations with all teams throughout the year. Coaches also will discuss NCAA rules with their teams. Scott Reidenbach will discuss the privilege of being a Villanova student-athlete and the involved responsibilities of that privilege. Student-athletes are much better known in the community than the average student, and are considered by many as role models. Topics to be discussed will be: •Taking responsibility for one's own actions •Creating one's own destiny •Legal ramifications of Alcohol use: underage drinking, supplying alcohol to underage drinkers, DUI •Using fake ID •Ramifications of sexual assault, date rape, including what to do if one is a victim or has been accused •What to do if one gets in trouble: sources of help •Dealing with legal authorities •Many aspects of repercussions of illegal actions

Nutrition/Eat to Compete

By: Jessica Feinstein, RD, Nutritionist/Villanova Dining Services.

The importance of proper nutrition not only for performance enhancement, but also building healthy life long habits is essential for student-athletes. The focus of the program is to equip the athletes with the knowledge necessary to make appropriate dietary selections in their daily lives. The student-athletes are taught the fundamentals of good sports diet including the functions of carbohydrates, fats and proteins and their sources. Topics to be covered include: •Nutrition Assessments •How to develop individual diets according to athlete's needs and sport specifics •Information on supplements, energy bars, sports drinks and ergogenic aids •Discussion of vitamin and mineral needs •Pre-exercise/competition meals •Vegetarian athletes' dietary needs •Female athlete triad •Reading a food label •Eating healthy in the dining halls/on the road

Eating Disorders

By Dr. Joan Whitney, Director of University Counseling Center.

Disordered eating is a serious concern among men and women college students. Athletes face a heightened risk for disordered eating. Pressures from the general athletic environment and the specific sport demands may influence or precipitate disordered eating in athletes who are vulnerable or predisposed toward disordered eating. In a recent survey on eating disorders at NCAA member institutions, 94% (16 of 17) of women's sports reported at least one athlete who showed signs of disordered eating. Eating disorders, with their health consequences, are not a new problem. However, we now have a new awareness of the problem's prevalence with research showing the long-term health risks of disturbed eating patterns. This workshop endeavors to heighten the awareness of the problem among female student-athletes and to encourage those students who are struggling with the problem to seek help.

Time Management

By: Dr. John Kelly and Dr. Terri Nance.

If you had an extra hour every day, what would you do with it? Do you have the information you need at your fingertips when you need it? Being organized and effectively managing time are not personality traits: they are skills and a state of mind that anyone can develop. This program, facilitated by two Senior Villanova professors will give you the tools to establish priorities, achieve goals and focus on what is most important. Ideas and strategies are facilitated with interaction and exercises. Points of discussions will include: •Keys to remembering •Developing a personal productivity cycle •Saying NO to poor uses of time •Maximizing time commitments

Career Choices

By: Barbara Cowan, Recruiter for Northwestern Mutual

The primary reason most people attend college is to prepare themselves for a career. Although a college degree is an important asset to have when beginning a career search, many employers are looking for much more from their candidates, particularly when there is a tight job market. The fact of being a collegiate student-athlete is a strong asset to have on a resume. However, the more experience and skills earned during the four years of school the better. This workshop will describe some of the most important skills employers are looking for and how to go about developing those skills. It will also help the student identify which careers most interest them. Topics will include: •A self analysis worksheet •Identification of interests •Identification of achievements •Identification of career paths •Career contact exploration •Internships •Networking

Resume Building

By: Dave Leibig, University Career Services

After beginning to identify possible career paths, it is important to begin to develop a written resume history. "The Career Book for Student-Athletes" will be supplied to each student to guide them through the process of planning their future. Whether it be applying for graduate school or entering the "real world", this workbook will give helpful hints for writing a resume, interviewing and/or finding an internship or summer job that fits the interest of the individual. Topics of the workshop will include: •Resources available at the Career Services Center •Graduate school advisement •Resume Writing Sources for internship •Campus work experience availability

ACADEMIC SUPPORT FOR ATHLETICS

LOCATION: 1st Floor - Jake Nevin Field House

HOURS: Monday - Friday, 9 am - 5 pm

GOAL: The mission of the Office of Academic Support for Athletics is to provide supplemental academic support for all Varsity student-athletes at Villanova University in a manner that addresses their unique academic needs.

CLASS ATTENDANCE AND VARSITY EXCUSE FORMS

There is a direct correlation between classroom attendance and academic success. Accordingly, class attendance is mandatory for all student-athletes. If a student-athlete must miss class(es) due to participation in any Varsity contest, the athlete is required to complete a Varsity Excuse Form. Approved Varsity Excuse Forms may be obtained from the Academic Support Office in Jake Nevin Field House. Approved forms must be submitted to the instructor one class period before the missed class. Student-Athletes are responsible for completing any homework, projects, term papers or tests missed during the absences. Unnecessary excessive absences will be subject to established disciplinary measures. THIS DISCIPLINE MAY INCLUDE PRACTICE AND/OR GAMES AND/OR TRAVEL RESTRICTIONS BY THE OFFICE OF ACADEMIC SUPPORT.

ACADEMIC RESOURCE CENTER (ARC)

LOCATION: Stadium Press box

HOURS: Monday-Thursday 4:00 p.m. to 10:00 p.m.
Sunday 5:00 p.m. to 10:00 p.m.

ENTRANCE/EXIT: Main door for press box facing Lancaster Avenue

STAFFING: **CO-DIRECTOR** – responsible for decision-making, including opening/closing, all relevant paper work, and monitoring of students, tutors, and mentors. Reports to the Assistant Director of Academic Support.
INTERN – responsible for aiding director in all of his/her duties, as well as also playing an integral part in the decision-making.
Tutors : responsible for aiding students in their studies.
Freshman Mentors : responsible for helping students make a smooth transition into college academia and athletics and to advise students on decisions concerning both academics and athletics.

GOAL: Provide an efficient and comfortable learning environment to serve as an extension of the Academic Support Office which insures academic success for all student-athletes.

FLOOR PLAN: 1st floor - entrance and exit
2nd floor - team study hall (may also be used for individual study hall)
3rd floor - individual study hall, computer lab, sign-in
4th floor - individual rooms for tutoring, mentoring, and small study groups

ACADEMIC RESOURCES: Tutors & Mentors
Computers and printer

SIGNAGE: Rooms for quiet study hall
Dry erase boards for tutors, mentors, and coaches
Mandatory sign-in for laptop usage
Individual study hall sign-in sheet
Tutor sign-up sheet for students
Tutor/student sign-in sheet for tutors not available
nightly

ACADEMIC SUPPORT COMPUTER LAB

A computer facility, located in the Academic Support Office in the Jake Nevin Field House, is available for all student-athletes. Our computer room is equipped with 5 Hewlett Packard Vectra XA5 computers and a Hewlett Packard Laser Jet printer. These computers provide access to the Campus Network. Stop by and use the facility - it is for you! The computer room hours are: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Note: Lab hours can be extended during exam periods upon request.
Travel LapTop Computer Program

Travel laptop computers will be available for the use of student-athletes. The following rules must be observed for the continued use of these computers:

1. Reserving a laptop: Student-athletes must reserve a laptop in person by filling out a reservation form. A computer may be reserved, two days in advance. For example, if a student-athlete would like to use a computer for a weekend road trip, the computer may be reserved the Wednesday before the weekend.

2. Pick-up section: A computer may be picked up after 12:00 p.m. on the reserved date. At that time the reservation sheet should be completed with the following information: the student-athlete is required to leave a form of I.D. in the Office of Academic Support while the computer is on loan. Acceptable forms of I.D. include: drivers license, Villanova student I.D. or a major credit card. The student-athlete must also learn how to properly use the laptop before borrowing it from the Office of Academic Support (OAS). Each varsity team must have a representative trained in Laptop use by the office of Academic Support before laptops are reserved.

3. Return section: The laptop must be returned by noon the following day on overnight usage. THERE ARE NO EXCEPTIONS TO THIS RULE. Other student-athletes may be waiting to take a computer out. Late returns will result in restrictions on future use. Upon returning a laptop, a student-athlete must sign the computer back in, computers are not to just be dropped off.

** Student-athletes will be liable for the loss/theft of a computer signed out to them.

** Computers will be issued on a first-come, first-served basis with priority given to traveling teams. If a student is not traveling on a particular weekend and would like to borrow a laptop, he/she may sign out a computer after 3:00 p.m. that Friday if there are any remaining at that time.

FRESHMAN MENTORING PROGRAM AND COLLEGIATE PLANNER

Since 1994, the Villanova University student-athlete Mentoring Program has been a success story for incoming freshman both academically and personally. Freshman student-athletes will be assigned a graduate mentor who will assist them through an individualized academic mentoring program for the year. With the guidance of their graduate mentor, the freshman will complete weekly academic mentoring forms. Weekly hours for all freshman will be sent to coaches at the beginning of each academic week. All freshman will be responsible for their weekly check-in time and prompt attendance.

Beginning in the fall of 2004 semester, another successful program will become a part of the student-athlete experience. Every freshman student-athlete will be presented with a collegiate planner upon their arrival on Villanova's campus. The Collegiate Planner will include the student-athlete handbook as well as the contact information for the student-athlete's mentor. The planner will serve as an essential source of phone numbers, important dates and general campus information for the student-athletes. The individualized mentoring program, combined with the collegiate planner program, will help make the freshman experience, both academically and personally, a success. All student-athletes will also be trained in the use of a daily planner. This training will help the athlete effectively manage his or her time.

PROCEDURE FOR UNDERGRADUATE REGISTRATION ON THE WEB

1. ADVISEMENT

The name of your campus academic advisor can be viewed by accessing 'NOVASIS' with your PIN and then entering the 'Student Records Information Menu.' Your academic advisor will issue a 'Registration Access Code' that will allow you to register on the Web at or after your time appointment. Your time appointment is listed in the Master Schedule and also on 'NOVASIS.'

2. CHECK THE MASTER SCHEDULE FOR OPEN SECTIONS

Before your time appointment for registration, you should check the Web for open sections of the courses that you would like to register. The Master Schedule can be viewed at www.villanova.edu/webview/schedule.html.

3. REGISTRATION

After consulting with your campus academic advisor and checking the availability of open sections, you are ready to register for the upcoming semester. At or after your time appointment you will:

* access the Registrar's home page: www.registrar.villanova.edu

- follow steps for on-line registration (also listed in the Master Schedule).

ASSISTANCE WITH PROCEDURES

Obtained in the Office of Athletics Academic Support.

SUMMER SCHOOL

The NCAA specifies that an enrolled student-athlete may receive athletically related financial assistance to attend an institution's summer school only in the same proportion to the amount of athletically related aid received during the prior academic year. If the student-athlete did not receive athletically related aid during the prior academic year, he/she will not be provided athletically related aid during the ensuing summer term. Student-athletes who are eligible for summer school financial support must complete an authorization form obtained in the Office of Academic Support. This completed form must be approved by the (1) Academic Support Office, (2) Compliance Office, (3) Director of Athletics for your sport, and (4) Business Office.

TUTORIAL ASSISTANCE PROGRAM

The Office of Academic Support provides tutorial support for student-athletes in every discipline of the University, and is responsible for compensating the tutors; hence all student-athletes have tutorial assistance available to them free of charge. Tutorial assistance in math for the arts, business calculus and paper writing will be held every week in the Academic Resource Center.

CONTINUING ELIGIBILITY REQUIREMENTS

BE ADVISED THAT UNDER NO CIRCUMSTANCES IS ANY STUDENT-ATHLETE PERMITTED TO DROP OR WX (OFFICIAL WITHDRAW) A COURSE OR CREDITS THAT WOULD PLACE HIM/HER BELOW THE TWELVE (12) CREDIT MINIMUM WITHOUT PREVIOUS APPROVAL FROM THE FACULTY ACADEMIC ADVISOR AND OFFICE OF ACADEMIC SUPPORT. SUCH ACTION WITHOUT APPROVAL RENDERS THE STUDENT-ATHLETE IMMEDIATELY INELIGIBLE TO PRACTICE OR COMPETE FOR ANY INTERCOLLEGIATE TEAM.

1. FULL-TIME STATUS

A student-athlete must be enrolled in a minimum of 12 credit hours per semester. Villanova has a computer program in place to flag any student-athlete who might personally withdraw from a course without consulting his/her academic advisor.

2. SATISFACTORY PROGRESS

In order to maintain eligibility, a student-athlete must have successfully completed 24 credit hours of course work toward a degree from one playing season to the next and maintain a minimum GPA of 2.0. Only six credits earned in summer school may be applied toward the required 24 credit hours. In other words, the student-athlete must have passed 18 of the 24 credits before the summer school session.

3. GRADE POINT AVERAGE

A student-athlete must maintain a grade point average of 2.0. EXCEPTION: A student-athlete is eligible to compete and practice with a 1.70 GPA during the second semester of his/her freshman year only.

4. DESIGNATION OF DEGREE PROGRAM

A student-athlete must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the third year (fifth semester) of enrollment.

5. PERCENTAGE OF DEGREE REQUIREMENTS

A student-athlete entering his/her third year of enrollment before initial enrollment of 2003 shall have completed 25 percent of the course requirements toward his/her degree; entering the fourth year, 50 percent; and entering the fifth year of enrollment shall have completed 75 percent of courses required toward his/her degree.

NOTE:

New academic eligibility requirements from year of initial enrollment of 2003-2004 of academic year:

40% of degree requirement, entering third year of enrollment

60% of degree requirement, entering fourth year of enrollment

80% of degree requirements entering fifth year of enrolment

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 University. 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/her athletic ability or reputation until after completion of his/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. ask to be placed on a professional league's draft list. EXCEPTION: according to NCAA bylaw 12.2.4.2.1 there is an exception for the Professional Basketball Draft in that a student-athlete in the sport of 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 declares, in writing, his/her intention to resume intercollegiate participation within 30 days after the draft.
4. accept payment of expenses or gifts of any kind (including meals and transportation) from an agent.
5. receive preferential benefits or treatment (for example, loans with deferred pay-back basis) because of reputation, skill, or pay back potential as a professional athlete.
6. retain professional services for personal reasons at less than the normal charge from a representative of his/her school's athletic interests.

AGENTS COMMITTEE

The NCAA has asked that each institution provide a career-counseling panel to aid the student-athlete in avoiding the pitfalls of dishonest agents. To that end, Villanova has established a Career Counseling Committee. The members of the Committee have expertise in the area of professional agents. The Committee will:

- supply information to the student-athlete regarding professional career opportunities.
- screen and evaluate potential agents to represent the student-athlete.
- evaluate contracts.

The Chair of the Committee is Dottie Malloy, University Vice President and General Counsel. For information, contact her at 519-7857.

AMATEURISM

ELIGIBILITY

The following are NCAA guidelines for maintaining athletic amateur eligibility:

WITHIN YOUR SPORT, YOU MAY NOT:

1. accept payment, or a promise of payment (in cash, prizes, gifts, or travel) for participation in your sport.
2. enter into an agreement of any kind to compete in professional athletics (you cannot negotiate a verbal or written professional contract).
3. request that your name be put on a draft list for professional sports (other than basketball), or try out with a professional sports organization during the academic year. You may try out during the summer and retain your eligibility so long as you receive no expenses whatsoever from the professional organization.
4. use your athletic skill for payment (you cannot be employed on a "fee for lesson" basis), has been deregulated. Student-Athletes can now receive fees for lessons now.
5. play on any professional athletic team.
6. have your athletically related financial aid determined by anyone other than the University.
7. participate on teams other than those of Villanova University during the academic year, except during published vacation periods.

IN ANY SPORT, YOU MAY NOT:

1. agree to have your picture or name used to promote a commercial product.
2. accept such things as gifts, meals, loans of cars or money from athletic interest groups or people within the athletics program at the University.
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 University.
5. participate in a summer league not approved by the NCAA (you must have written permission from the Director of Athletics for summer league participation).

IF IN DOUBT, ASK FIRST!

AWARDS AND 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. Admission will be via pass list.

CHARGES NOT PAID BY THE ATHLETICS DEPARTMENT

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

- all phone charges
- consumable charges (i.e. lab fees for breakage, non-required field trips, etc.)
- library fines, parking fines or fines for damage to University property, including residence halls
- key deposits or the cost of key replacements
- replacement costs for lost student I.D.'s
- school supplies, dictionaries, reference books, pens, notebooks, paper, etc unless specified on students syllabus
- vehicle registration fees or parking stickers
- University 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-academically related issues and must be supervised or approved by compliance or academic support if used in conjunction with an academic purpose.

GAMBLING

Student-athletes shall not knowingly:

- provide information to individuals involved in organized gambling activity concerning intercollegiate athletic competition.
- solicit a bet on any team representing the institution.
- accept a bet on any team representing the institution.
- participate in any gambling activity through a bookmaker, a parlay, or any other method employed by organized gambling.
- participate in any gambling activity involving collegiate or professional sports.

INVOLVEMENT IN ANY OF THESE ACTIVITIES WILL RESULT IN YOUR IMMEDIATE LOSS OF ELIGIBILITY DISMISSAL FROM THE ATHLETICS PROGRAM AND/OR CANCELLATION OF YOUR ATHLETIC SCHOLARSHIP.

ENFORCEMENT

If a student-athlete is found to be in violation of University or Departmental policies, the penalty imposed depends upon the severity of the offense and may include the following:

- written warning
- disciplinary probation
- dismissal from the squad
- cancellation or graduation of financial aid
- suspension or expulsion from the University

In addition to awareness of the gambling and bribery threat to the integrity of intercollegiate sports, student-athletes are responsible for:

- reporting to their coach 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.
- increasing their awareness that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA, as well as local, state and/or federal prosecution of the involved individual(s).

EMPLOYMENT

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

A listing of part-time jobs for on and off campus employment is available in the office of Athletics Student Services.

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 you can earn during the semester.
3. The work performed must be useful, and the rate of pay is to be at a normal (i.e. reasonable) 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 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-on-loan. A partial grant-in-aid is a scholarship covering some, but not all, of the expenses covered by a full grant-in-aid.

SCHOLARSHIP BOOKS ON LOAN

REQUIRED TEXTBOOKS-ON-LOAN

Some Athletic Scholarship Awards include Required Textbooks-on-Loan. It is the responsibility for those student-athletes who receive such awards to follow the regulations regarding this program.

1. The compliance office will notify all student-athletes and coaches regarding where and when to pick-up textbooks. It is the responsibility of the student-athlete to pick up their books within the allotted time frame.
2. In the fall and spring, during the first week of school and during final exam week of each semester, there will be a book return. Signs will be posted throughout the Athletic Department regarding the date, time and place. In addition, all student-athletes will receive an email with the same information. **EACH STUDENT-ATHLETE MUST RETURN THEIR OWN REQUIRED TEXTBOOKS-ON-LOAN.** If you fail to return your required textbooks-on-loan, you will NOT receive your required textbooks-on-loan for the following semester.

For any additional information concerning the Required Textbook-on-Loan Program, contact the Office of Compliance

ATHLETIC SCHOLARSHIP

A financial award which is 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 with approval from the Director of Athletics. An offer of a financial award is contingent upon admittance to the University and the student-athlete's academic standing. Returning student-athletes must be academically eligible and making normal progress toward a degree to be eligible for an award.

Presently, the cost of tuition and fees, room and board and use of required course related books is the maximum amount awarded under an athletic grant. Grants for lesser amounts are also given. It is important that all textbooks be returned at the close of each semester. The athletics department reserves the right to bill students for textbooks which are not returned.

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 progress requirements.

ATHLETIC SCHOLARSHIP POLICY

1. The total amount of financial aid (excluding bona fide loans and aid from family) for athletes receiving athletic grants or other University designated financial aid (such as student employment, college work study, SEOG, University Scholarships or Grants, etc.) may not exceed the cost of tuition and fees, room and board, and the cost of required, course related books. However, an athlete receiving a PELL Grant may receive the maximum award for miscellaneous expenses as permitted under the PELL Grant program.
2. An athlete who fails to meet academic eligibility and normal progress requirements relative to the athlete's sport season by the first competition or the first day of classes, whichever comes first, may lose his/her athletic grant.

3. If a student-athlete is injured during practice, competition, or University sponsored travel to or from competition under Intercollegiate Athletics auspices, that student's athletic grant will be continued until the athlete receives his/her baccalaureate degree or through the athlete's fifth year of enrollment, whichever comes first. During the student-athlete's enrollment at the University, approved medical expenses will be covered under this policy.

*The University's obligation to provide medical care and financial aid under this policy will terminate immediately if appropriate University medical staff certify that an injured athlete has recovered sufficiently to permit competition and the athlete voluntarily chooses not to participate in athletics.

4. An athletic grant may be withdrawn if the student-athlete:

- * fails to meet academic eligibility and normal progress requirements as defined by the student-athlete's sport season.
- * voluntarily quits the team.
- * loses amateur status in the student-athlete's sport.
- * does not make the team.
- * fraudulently misrepresents any information on an application, letter of intent or tender.
- * engages in serious misconduct warranting substantial disciplinary penalty.

5. If a student-athlete's grant is withdrawn for any reason, the student-athlete has a right to a campus review of the action. Information regarding the procedure is available from the Associate Athletics Director for Compliance.

6. Pregnancy is not a basis for withdrawal of athletic aid.

7. Graduate School: The decision to further athletic scholarship awards for athletes who have attained his/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 "walk-on") is entitled to all the benefits of scholarship student-athletes, except athletic grant-in-aid awards and benefits arising from these awards. The following benefits are made available to all student-athletes:

- academic advising assistance (i.e. tutoring, career counseling, etc.)
- training room treatment for athletically-related injury
- strength and conditioning facility use
- referrals for vacation and permanent employment
- team travel and equipment use
- training table participation during pre-season practice until the dormitory opens

PLAYING AND PRACTICE SEASON

IN-SEASON

During season, practice/competition is limited to a maximum of 4 hours a day, 20 hours a week. (Golf: a practice round of golf may exceed the 4 hour daily limitation, but the 20 hour a week rule is still in effect). In addition, one day off a week which is free from all countable athletic activities, is mandatory. A travel day may be used as the official day off. Please note: any competition counts as 3 hours toward the maximum of 20.

ACTIVITIES CONSIDERED AS COUNTABLE ATHLETIC ACTIVITIES

Practice is any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.

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 offensive or defensive alignments
- chalk talk
- lecture on or discussion of strategy relating to the sport
- activities utilizing equipment relating to the sport
- discussions or review of game films, motion pictures or videotapes relating to the sport
- activities conducted under the guise of physical education class work (i.e. any class composed of or including primarily members of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport)
- required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member
- participation in a physical-fitness class conducted by a member of the athletics staff
- 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 workouts required or supervised by a member of the coaching staff
- on-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport (i.e. captain's practices)

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
- meetings with coaches on non-athletic matters
- travel to and from practice and competition
- medical examinations or treatments
- participation in regular physical education classes, with or without credit, that are listed in the institution's catalog and open to all students
- voluntary individual workouts, provided these workouts are not required or supervised by coaching staff members, 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 do not engage in athletically related activities
- 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 generally

- 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

Safety Exceptions: A coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) in the following situations, and the coach may spot or provide safety or skill instructions but cannot conduct the individual's workouts:

- Swimming and Diving - when the student-athlete is engaged in swimming and diving
- Track and Field - when the student-athlete is engaged in field events
- Water Polo - when the student-athlete is engaged in water polo

OFF-SEASON

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
- in all sports other than football, two hours a week may be utilized as individual skill-related instruction at the request of the student-athlete
- no more than four student-athletes may be involved at one time

Off-season practice shall not be considered to have occurred in the following activities:

- practice for any established event, participation in which is not prohibited by the NCAA, provided such practice is limited to students eligible for that event
- a single game or contest played before the end of the NCAA championship between undergraduate student-athletes who are or were members of the institution's squad and for which there is no organized practice (i.e. seniors vs. next year's squad)
- voluntary participation by student-athletes in weight-training or conditioning programs utilizing the institution's facilities outside the institution's established playing season in a sport, provided such activities are supervised only by members of the institution's strength and conditioning staff or, in the sport of Division I-A Football, athletics trainers, who perform such duties on department-wide basis.
- use of an institution's athletics facilities by student-athletes, provided the activity is not supervised by or held at the direction of any member of the institution's coaching staff
- use of an institution's athletics facilities by a group composed partly of enrolled student-athletes and partly of individuals not otherwise affiliated with the institution, provided the activity is not supervised by or held at the direction of any member of the institution's coaching staff, and provided the use of the facilities is consistent with policies established for outside groups, in general

SPECIAL ASSISTANCE FUND FOR STUDENT-ATHLETES

The NCAA has provided funds to assist student-athletes with special financial needs. 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 needs, financial aid forms must be filed annually.

Permissible Uses:

- medical expenses (except those covered by insurance, either institutional or personal)
- hearing aids
- vision therapy (i.e. contact lenses, eyeglasses)

- off-campus psychological counseling
- travel expenses for parents or student-athletes related to family emergencies . The Athletics department will assist in making these arrangements
- 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 all students enrolled in the course
- articles of clothing and shoes, up to \$500.00

FOREIGN AND DOMESTIC STUDENT-ATHLETES NOT RECEIVING PELL GRANTS

The awarding institution must certify in writing through the signature of the Director of Financial Assistance that the student-athlete has unmet financial needs beyond the value of a full grant-in-aid, as certified by the International Student Advisor. The written certification must be submitted with the application form to the conference office, and a copy also must be on file in the office of the Director of Athletics. Student-athletes who do not receive Pell Grants are eligible for the fund only if they are receiving full grants-in-aid from their institutions.

See the Office of Compliance for appropriate forms to apply for the fund.

SUMMER LEAGUE COMPETITION

When competing in a summer league, student-athletes should notify and obtain approval from their coaches and from the Director of Compliance. If a student-athlete does not obtain approval, he/she may jeopardize future athletic eligibility.

GUIDELINES FOR ALL SPORTS EXCEPT BASEBALL AND BASKETBALL:

1. Competition must be during Villanova University's official summer vacation.
2. Notify your coach before competing.
3. Notify the Compliance office before competing.

GUIDELINES FOR BASEBALL AND BASKETBALL:

1. Competition must be between June 15th and August 31st.
2. The league must be an NCAA sanctioned league.
3. Notify your coach before competing.
4. Obtain permission from the Compliance Coordinator before competing.
 - Basketball players must have written permission.
5. You may play on one team in one league only.

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/her interest in your transfer, the Athletics Director or his/her designee at that institution must seek written permission from Villanova University to speak to you. The contact person on our campus is the Director of Compliance. If permission is granted, the transfer institution may begin the recruiting process with you. If permission is denied, no recruiting activities may take place. Also, if permission is denied, you may request a hearing to challenge the denial.
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 the waiver, the student may transfer and be eligible for competition immediately. It is the prerogative of the original institution to waive the requirement.

If you are contemplating a transfer, see the Office of Compliance for further information.

MEDIA RELATIONS

Your Relationship and Responsibility to the Media

In order to best serve you as a Villanova University student-athlete, our office of Media Relations is ready to assist you in dealing with interview and photograph requests from newspapers, radio stations, and television stations. **BEFORE YOU AGREE TO BE INTERVIEWED OR PHOTOGRAPHED BY ANYONE, PLEASE CHECK WITH THE OFFICE OF MEDIA RELATIONS FOR APPROVAL.**

Villanova's office of Media Relations wants to protect you as a student-athlete, as well as promote your achievements and those of your teammates, your coaches and your school. They accomplish this task, with your cooperation, by use of media guides, press releases, photographs, newspaper articles and other media interviews and promotional plans developed with your coach. They also compile biographical and statistical information about you during your career as a Wildcat, in addition to maintaining the Athletics Department web site.

Please feel free to stop in with your questions. Should you wish to be counseled or advised in regard to dealing with outside media representations, our staff will gladly spend time with you to discuss your needs.

SPORTS MEDICINE

Sports Medicine is the treatment and rehabilitation center for the Department of Intercollegiate Athletics. Treatments are administered only upon the Team Physician's or Staff Trainer's approval. All treatments are performed until the medical or training staff determines that no further treatment is required.

The following schedule is in effect for the academic year:

- Monday - Friday 7:30 a.m. - 6:00 p.m.
- Weekends by appointment only

MEDICAL CARE

The Villanova University Department of Intercollegiate Athletics has obtained the services of the best medical consultants. The Team Physicians and full-time Athletic Trainers are prepared to provide appropriate health care.

PHYSICAL EXAMINATIONS

The Department requires all incoming freshmen and returning student-athletes to undergo a physical evaluation and examination. The Head Coach is responsible for ensuring that appropriate procedures are performed, documented, reviewed and filed with Sports Medicine before the first practice session. The examinations are performed by the Team Physicians with the assistance of the Athletic Training Staff. During this time, general health is evaluated and a medical history is compiled and reviewed. This is done to assure that there is no medical condition that would endanger the health of a student-athlete through sports participation.

TREATMENT OF ILLNESS & INJURY

All injuries or illnesses that might interfere with the ability to attend classes, practice, or compete are to be reported to the staff trainer as soon as possible. If you do not see the trainer, you will be considered healthy and expected to participate. You should see a Staff Trainer in Sports Medicine as soon as possible for any illness. At that time, an evaluation is made to determine the extent of your disability and your ability to practice or compete that day. If necessary, an outside medical referral will be made at this time. The Department of Intercollegiate Athletics does not assume any financial responsibility for medical treatment obtained without a referral from the Athletic Trainer and/or Team Physician.

PREGNANCY

Pregnancy will be viewed as an illness and will be treated as such. The NCAA will approve a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. Pregnancy is not a basis for withdrawal of athletic financial aid.

The Villanova University community has a support network to assist in every aspect of a pregnant student-athlete's needs: counseling, accommodation in course load and scheduling, alternate educational and housing opportunities, medical and financial assistance, career planning, and parenting or adoption information. The University makes every effort to provide any student who becomes pregnant with a supportive environment intended to assure caring, non-judgmental, professional assistance to the woman herself and to others affected by the pregnancy who may wish such assistance.

When a Villanova student faces an unexpected pregnancy, she has several options. She may continue her studies at Villanova; if she is a resident student-athlete, she may continue to live in her residence hall. If she prefers not to remain on campus or in her current housing situation, the University will help her find alternate housing with a family who will offer their emotional support, if she so wishes. A student may also take a leave of absence from school, without any penalty, if she prefers or needs to do so.

In addition to the support network within our campus community, Villanova is also a participant in the Nurturing Network, a national organization that is especially helpful in assisting college and professional women experiencing an unplanned pregnancy. Through this organization, a Villanova woman has the option of transferring to another college of comparable excellence during her pregnancy. The Nurturing Network offers her support services including assistance with housing, medical care, and counseling.

A Villanova student who elects to stay at Villanova during her pregnancy has the full support of the Villanova community. Villanova is committed to life and to making the choice of life viable for our student-athletes.

MEDICAL INFORMATION

DRUG AND ALCOHOL PROGRAM

The drug and alcohol program has been established to assist the student-athlete in making choices. It is also designed to identify those who may have problems or concerns in these areas and direct them to help. The major portion of the program is education.

Another facet of the drug and alcohol program is testing for the use of controlled substances. All student-athletes are randomly tested throughout the academic year. In addition, the football, basketball and track teams are tested by the NCAA without advance notice. This procedure is in addition to drug testing in conjunction with competition in an NCAA Championship.

Please refer to the Drug Testing Handbook for further information which is distributed to each athlete at the beginning of each season. Additional copies are available in Sports Medicine.

INSURANCE COVERAGE AND PROCEDURES

Villanova University may assume responsibility for the payment of all medical expenses incurred as a result of your participation in intercollegiate athletics.

However, the insurance carrier and the University cannot accept the responsibility or expense for a pre-existing injury. Coverage provided by the Department is in compliance with the guidelines issued by the NCAA. Department insurance covers the difference between the total cost of the approved medical treatment and the benefits paid by you or your parents' personal medical insurance coverage. You must fill out and submit a Villanova University Insurance Questionnaire annually. All insurance claims should be submitted to the Director of Sports medicine.

University policy dictates that you must have hospitalization and accident coverage through a family policy, or purchase coverage through the University's Student Health Service. This personal coverage is used as the primary carrier for expenses which are not reimbursed under the Department's insurance program. It also serves as a secondary carrier for all expenses covered by the Department. The maximum medical expense coverage amount is \$100,000, and the accidental death or dismemberment coverage amount is \$100,000.

1. An insurance questionnaire must be on file in the Sports Medicine Department before the start of the season.
2. When a sports related injury occurs, the student-athlete must go to Sports Medicine Department to report the injury within one week of occurrence and file a claim form with the Director of Sports Medicine.
3. When the student-athlete is sent to the hospital, doctor, MRI, etc., the student must present his/her parent/guardian insurance information. The parent/guardian's insurance is the primary insurance company.
4. When the student-athlete is sent to any off-campus medical care, they must take a copy of their insurance claim form with them, in addition to a copy of the athletic department secondary insurance carrier.
5. All bills relating to the student-athlete's injury must be submitted to the Parent/Guardian Insurance Company first.
6. Once the parent/guardian's insurance company pays/denies the bills, the student should bring the Explanation of Benefits from their insurance company and bills relating to their injury to the Director of Sports Medicine.*

7. The Department of Sports Medicine will then submit all information regarding the student-athlete's claim to Villanova's insurance company for processing.

***INSURED PERSONS WHO RECEIVE DIRECT REIMBURSEMENT FROM THE CARRIER ARE RESPONSIBLE FOR PAYMENT OF ALL BILLS COVERED BY THE INSURER.**

EQUIPMENT ROOM

The Equipment Room located on the lower level of the Jake Nevin Field House is the central location for team uniform issues and laundry services.

Hours of Operation:

Monday-Friday 9:00am-6:00pm

Saturday-Sunday As needed by teams typically 9:00am-4:00pm

*Hours may vary during breaks/holidays and some weekends and will be posted above the laundry chute.

Expectations:

1. Each student/athlete will be issued a laundry loop that is color coded with their number on it. The loop is designed to hold all of the student/athletes PRACTICE clothing (Game Uniforms are handed in separately). Instructions for use of the loop are as follows:

TOWELS AND SOCKS

Lay towel and socks through the loop
of drawstring and snugly secure cordlock

SHIRTS

Thread laundry loop
through shirt opening

PANTS

Thread laundry loop through leg openings
or belt holes go through at least two
belt holes

READY

Secure the side-release
buckle and your laundry is
ready to be washed

- Each student/athlete may receive a towel for the year. If lost it will be the responsibility of the student/athlete to replace it.
- Placing laundry that is not specific to practice or competition to be washed is an NCAA violation and will not be washed.
- We use hypoallergenic Detergents that contain no perfumes or dyes for washing uniforms and practice clothing.
- Laundry Service will be completed in a 24 hour time frame (i.e. if a loop is dropped off on Monday at 9am it will be ready by Tuesday at 9am.
- All issued equipment is the property of Villanova University and is to be returned to the Equipment Room at the end of the student-athlete's traditional season. If any issued Equipment is not returned the student-athlete will receive an Equipment Hold on their account with the bursar and will not be able to register for classes or receive their diploma until the equipment has been returned.
- If a uniform is torn or damaged please let an Equipment Manager know as soon as possible, the Equipment Room will make every effort to have the damage repaired before the next competition.
- Most teams will utilize a TEAM laundry approach. This means that at the end of practice or a game there will be a large mesh bag or bin in the locker room to put the Laundry Loops in. A member of the team or a team manager will then take the laundry to the Equipment Room. After washing and drying is complete the Laundry Loops will be returned to the locker room.
- If a team is dropping off laundry after hours then drop the laundry down the laundry chute.

PROBLEM PROCEDURES & UNIVERSITY RESOURCES

The University has many varied programs to assist you in case you are experiencing problems or difficulties. The Athletics Department also provides resources to assist you in handling problems or concerns that may arise in connection with your experiences as a student-athlete.

ATHLETICS DEPARTMENT

I. GENERAL CONCERNS OR PROBLEMS WITHIN THE ATHLETICS PROGRAM

FIRST STEP – If you are experiencing any concern or difficulty associated with your activities as a student-athlete, you should discuss your concern with your team captain or a team leader. If you are not comfortable for any reason in talking your concern over with your team captain or a team leader, you may skip this step and go immediately to the second step.

SECOND STEP – If you are not satisfied after discussion with a team captain or team leader, or if you decided not to raise your concerns with a team captain or team leader, the next step should be take your concern to your coach. It would be helpful, although it is not required, for you to put your concerns in writing together with your suggested solution(s) to the concern. If you are not comfortable for any reason in talking your concerns over with your coach, you may skip this step and go immediately to the third step.

THIRD STEP – If you are not satisfied with the outcome of your meeting with your coach (or if you are not comfortable meeting with him or her), you should take your concern with the Administrator for your sport. It would be helpful, although it is not required, for you to again put your concerns in writing together with your suggested solution(s) to the concern. Upon your request, the Administrator will make arrangements to meet with you to discuss your concern within a reasonable amount of time. The Administrator may suggest that you, your coach, and that Administrator meet together to discuss your concern or may make efforts to mediate your concern with you and your coach. The sport Administrator may also refer you to other sources of support available at the University. The sport Administrator can help you determine how to initiate appropriate action, redress your concern if your concern has been adequately addressed and can provide you with support during this process.

FOURTH STEP – If you are not satisfied with the outcome of your meeting with your sport Administrator, you should take your concern with the Senior Associate Director of Athletics for your sport. It would be helpful, although it is not required, for you to put again your concerns in writing together with your suggested solution(s) to the concern. Upon your request, the Senior Associate Director of Athletics will make arrangements to meet with you to discuss your concern within a reasonable amount of time. The Senior Associate Director of Athletics may also suggest that the both of you meet together with your coach in order to discuss your concern or he/she may make efforts to mediate between you and your coach in regards to your concern.

The Senior Associate Director of Athletics may also refer you to other sources of support available at the University. The Senior Associate Director of Athletics can also help you determine how to initiate appropriate action to redress your concern if your concern has been adequately addressed and can also provide you with support during this process.

FIFTH STEP – If you are not satisfied with the outcome of your meeting with the Senior Associate Athletics Director, you should take your concern with the Athletics Director. It

would be helpful, although it is not required, for you to again put your concerns in writing together with your suggested solution(s) to the concern. The Athletics Director, upon being informed that you have met with your coach and the Senior Associate Athletics Director (the Senior Associate Athletics Director only in cases where you feel uncomfortable meeting with your coach) will make arrangements to meet with you within a reasonable amount of time to discuss your concern. The Athletics Director will review the efforts made to address your concern, suggest alternatives and make reasonable efforts to resolve the problem. The Athletics Director may also refer you to other sources of support available at the University. The Athletic Director can also help you determine how to initiate appropriate action to redress your concern if your concern has been adequately addressed and can also provide you with support during this process.

ATHLETIC SCHOLARSHIP ISSUES

If your scholarship is not renewed or is cancelled and you wish to contest that decision, the University has a procedure for reviewing the decision which includes the right to a hearing before a University panel. Copies of the full text of the hearing procedures are available from the Director of Compliance (Jake Nevin Field House, 1st Floor), the Director of Financial Aid (Kennedy Hall, 2nd Floor) or the General Counsel (206 Tolentine Hall).

OTHER UNIVERSITY RESOURCES:

CAMPUS MINISTRY CENTER

LOCATION: St. Rita's Hall, lower level
HOURS: Monday - Friday, 9:00 a.m. - 5:00 p.m.
TELEPHONE: 519-4080
DIRECTOR: Dr. Beth Hassel, PBVM

SERVICES:

- The Campus Ministry Office works with all members of the Villanova community to build spiritual awareness and growth, and to initiate programs in response to the gospel values of the Catholic Christian tradition.
- Campus Ministry offers personal and spiritual counseling, programs centered on Christian living and social justice, liturgy and preparation for the sacraments, with an emphasis toward creating and eliciting Christian community on campus.
- Encouragement and development of student leadership is a priority reflecting the student's significant role both now and for the future of the Church and Society.

INTERNATIONAL STUDENT OFFICE

LOCATION: 102 Corr Hall
HOURS: Monday - Friday, 9:00 a.m. - 5:00 p.m.
TELEPHONE: 519-4095
DIRECTOR: Steve McWilliams

SERVICES:

- assistance on immigration regulations
- educational, social and personal counseling
- cultural and social activities
- field trips
- host family programs

CENTER FOR HEALTH AND WELLNESS EDUCATION

LOCATION: Health Services Building
Ground Floor
HOURS: Monday - Friday, 9:00 am - 5:00 pm or by
appointment
TELEPHONE: 519-7407
CONTACT: Cathy Lovecchio, Director

SERVICES:

- Health Education and Wellness Programs
 - Topics to include: Drugs & Alcohol, HIV/AIDS, Sexual Assault/Date Rape, Nutrition, Stress Management, Healthy Relationships, Smoking Cessation and more.
 - Peer Education Program - students trained to provide education to their peers on alcohol, drugs, sexual assault and more.
- Specific Alcohol Services include:
- Diagnostic Evaluation, Counseling, Support groups, addiction resource library and more.

OFFICE OF MULTICULTURAL AFFAIRS

LOCATION: 202 Vasey Hall
HOURS: Monday - Friday, 9:00 a.m. - 5:00 p.m.
TELEPHONE: 519-4075
DIRECTOR: Dr. Terry Nance

SERVICES:

* Affirmative Action: Responsible for the dissemination, monitoring and implementation of the University's Equal Opportunity Program and Affirmative Action Plan to ensure that the University is in compliance with federal, state and local laws prohibiting discrimination. Other services include: counseling, advising and monitoring the resolution of complaints or grievances involving allegations of discrimination. If you believe you have been discriminated against on the basis of race, color, religion, sex, age, national origin or handicap, you may consult with the professionals in the Multicultural Affairs office for guidance and assistance.

SEXUAL HARASSMENT

LOCATION: Dougherty Hall, second floor
TELEPHONE: 519-4200
OFFICER: Kathleen J. Byrnes, Esq.

SERVICES:

- Complaints about sexual harassment should be directed to the University's Sexual Harassment Officer.
- The University's Policy on Sexual Harassment and Procedures for initiating formal complaint are available from the Sexual Harassment Officer.
- The Sexual Harassment Officer is also available to advise you informally with respect to issues of sexual harassment.

UNIVERSITY COUNSELING CENTER

LOCATION: Health Services Building 206
HOURS: Monday - Friday, 9:00 a.m. - 5:00 p.m.
TELEPHONE: 519-4050
DIRECTOR: Dr. Joan Whitney

SERVICES:

Confidential, individual counseling on personal issues:

- achieving better relationships

- managing emotions
- dealing with family concerns
- redefining problems in order to solve them
- changing self-defeating habits and attitudes
- increasing sensitivity to others
- balancing academic demand with social and emotional needs
- examining self-destructive eating patterns
- coping with a parent's drinking problem
- dealing with divorcing parents
- managing shyness
- becoming appropriately assertive

Individual study skills counseling:

- using study time more effectively
- assessing present study methods and improving habits
- building and extending comprehension skills
- preparing for and taking exams
- organizing and writing papers

Group programs on topics such as:

- forming intimate relationships
- assertiveness skills
- managing over-eating and binge-eating
- stress management
- coping with test anxiety
- students concerned about alcoholic parents

New Learning Lab, featuring:

- reading rate and vocabulary improvement equipment
- new learning resources
- administering the Miller Analogy Test (for Graduate School)

THE ATHLETICS DEPARTMENT ENCOURAGES YOU TO MAKE FULL USE OF THE EXCELLENT RESOURCES AVAILABLE TO YOU AT VILLANOVA.