

XAVIER UNIVERSITY ATHLETICS



Student-Athlete Handbook & Planner

2006-2007

If found please return to:

Name: _____

Sport: _____

Address: _____

Telephone: _____

E-Mail: _____

XAVIER UNIVERSITY ATHLETICS

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XAVIER UNIVERSITY ATHLETICS

MISSION STATEMENT

Consistent with the Jesuit philosophy of education and the mission of the University, the Xavier Intercollegiate athletics program strives to enhance and Integrate the Intellectual, moral, spiritual, emotional, social and physical growth of young men and women. Each sport operates in an environment of Integrity and ethical conflict, which promotes: academic success, fiscal responsibility, competitive excellence, sportsmanship, community service and equitable opportunities for all students and staff, Including women and minorities.

GOVERNING BODIES

Xavier University is a member of the National Collegiate Athletic Association, Atlantic 10 Conference, Colonial Athletic Association (Women's Golf).

Our sixteen teams compete against the following Atlantic 10 Conference members:

University of Dayton	University of Rhode Island
Duquesne University	University of Richmond
Fordham University	St. Bonaventure University
George Washington University	Saint Joseph's University
LaSalle University	Saint Louis University
University of Massachusetts	Temple University
University of North Carolina at Charlotte	

ATHLETIC DEPARTMENT STAFF 2006-2007

Director of Athletics	
Mike Bobinski.....	Cintas Ctr745-3413
Senior Associate Athletic Director	
Rich Franchak	Cintas Ctr.....745-3470
Associate Athletic Director ~ Marketing	
Mike Dunn.....	Cintas Ctr.....745-3223
Associate Athletic Director ~ Media Relations	
Tom Eiser.....	Cintas Ctr.....745-3124
Associate Athletic Director ~ Business	
Greg Park.....	Cintas Ctr.....745-3415
Compliance Coordinator	
George Rathman.....	Schmidt FH.....745-2855
Senior Woman Administrator/Director of Student-Athlete Development	
Kim Powers Hoyt.....	Academic Resource Center.....745-3708

Coordinator of Athletic Academic Advising	
Sister Rose Ann Fleming.....	Alter 104-B.....745-3648
Athletic Academic Advisor	
Jen Brand.....	Academic Resource Center.....745-3115
Head Athletic Trainer	
Jody Jenike.....	Cintas Ctr.....745-3028
Associate Athletic Trainer	
Mike Mulcahey.....	Cintas Ctr.....745-2928
Assistant Athletic Trainer	
Michelle Sullivan.....	Cintas Ctr.....745-4274
Athletic Trainer Assistant	
Rachel Hildebrand.....	Cintas Ctr.....745-2803
Director of Marketing	
Brian Hicks.....	Cintas Ctr.....745-3604
Assistant Director of Marketing	
Mark Gazdik.....	Cintas Ctr.....745-3389
Marketing Intern	
Beth Johnson	Cintas Ctr.....745-3378
Assistant Sports Information Director	
Pat McKenna.....	Cintas Ctr.....745-2058
Sports Information Assistant	
Jake Linder.....	Cintas Ctr.....745-3388
Sports Information Intern	
Mike DeGeorge.....	Cintas Ctr.....745-3961
Director of Premium Seating	
Andy Barry.....	Cintas Ctr.....745-1999
Ticket Manager	
Barry Burns.....	Cintas Ctr.....745-1910
Head Strength Coach	
Chris Rounds.....	Cintas Ctr.....745-3226
Assistant Strength Coach	
Holly Frantz.....	Cintas Ctr.....745-1972
Administrative Assistant to the Director of Athletics	
Carol Maas.....	Cintas Ctr.....745-3413
Men’s Basketball Administrative Assistant	
Jody Geisen.....	Cintas Ctr.....745-3417
Women’s Basketball/Volleyball Administrative Assistant	
Liz Miller.....	Cintas Ctr.....745-3414
Olympic Sports Administrative Assistant	
Janet O’Brien.....	Schmidt FH.....745-3727
Administrative Assistant for Athletic Academic Advising	
Laura Frazier.....	Alter Hall.....745-3489

Coaches:

Baseball

Scott Googins.....	Schmidt FH.....745-2891
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Assistants	
JD Heilmann.....	Schmidt FH.....745-1962
Zach Schmidt.....	Schmidt FH.....745-2890
Men's Basketball	
Sean Miller.....	Cintas Ctr.....745-2850
Assistants	
Chris Mack.....	Cintas Ctr.....745-2851
James Whitford.....	Cintas Ctr.....745-3766
Kenya Hunter.....	Cintas Ctr.....745-2852
Director of Men's Basketball Operations	
Bill Comar.....	Cintas Ctr.....745-1914
Director of Men's Basketball Administration	
Mario Mercurio.....	Cintas Ctr.....745-3149
Women's Basketball	
Kevin McGuff.....	Cintas Ctr.....745-3414
Assistants	
Mike Bradbury.....	Cintas Ctr.....745-2880
Kristin Cole.....	Cintas Ctr.....745-3709
TBA.....	Cintas Ctr.....745-3946
Director of Women's Basketball Operations	
Nicole Like.....	Cintas Ctr.....745-3763
Men's & Women's Cross Country & Track	
Steve Nester.....	Schmidt FH.....745-2849
Assistant	
TBA.....	Schmidt FH.....745-2849
Men's & Women's Golf	
Doug Steiner.....	Schmidt FH.....745-3465
Tom Elfers.....	Schmidt FH.....745-1903
Men's Soccer	
Dave Schureck.....	Schmidt FH.....745-3879
Assistants	
Alex Aldaz.....	Schmidt FH.....745-2853
Mike Popejoy.....	Schmidt FH.....745-4206
Andy Brinkman.....	Schmidt FH.....745-4206
Women's Soccer	
Alvin Alexander.....	Schmidt FH.....745-2848
Assistant	
Tiffany Crooks.....	Schmidt FH.....745-2848
Amber Alexander.....	Schmidt FH.....
Men's & Women's Swimming	
George Rathman.....	Schmidt FH.....745-2855
Assistants	
Steve Reigler.....	Schmidt FH.....745-3010
John Janszen.....	Schmidt FH.....745-4207
Men's & Women's Tennis	
Jim Brockhoff.....	Schmidt FH.....745-2840

Assistant
 Eric Toth.....Schmidt FH745-2840

Volleyball

Floyd Deaton.....Cintas Ctr.....745-3198
 Associate Head Coach
 Amanda Ault.....Cintas Ctr745-3137

Other Numbers:

Academic Resource Center.....745-3708
 Training Room (Cintas Center).....745-2899
 Training Room (Schmidt Fieldhouse).....745-1973
 Weight Room.....745-3226
 Bookstore.....745-3311
 Bursar’s Office.....745-3435
 Campus Police.....745-1000
 Financial Aid Office.....745-3142
 Residence Life.....745-3203
 Health & Counseling Center.....745-3022
 Learning Assistance Center.....745-3280
 Multicultural Affairs Office.....745-3181
 Career Development Center.....745-3141
 Recreational Sports.....745-3208

If a student-athlete has an issue or concern in reference to the following topics, he/she can contact the administrators below:

Financial Aid, Housing, Student-Athlete Welfare:.....Rich Franchak
 Academic Progress and Eligibility, Student-Athlete Welfare:.....Kim Powers Hoyt
 Academic Progress, Health, Counseling, Nutrition:.....Kim Powers Hoyt
 NCAA Compliance:.....George Rathman

If a student-athlete has an issue or concern related to his/her sport, he/she can contact the following sport administrators:

Mike Bobinski.....Men’s Basketball, Women’s Basketball
 Rich FranchakBaseball, Cross Country & Track, Swimming, Volleyball
 Brian Hicks.....Men’s Soccer
 Tom Eiser.....Women’s Soccer
 George Rathman.....Golf
 Mike Dunn.....Tennis

ACADEMIC SUPPORT SERVICES FOR STUDENT-ATHLETES

As a student-athlete at Xavier University, you take just as many classes as the average Xavier student, but because of your athletic commitments, you have far less time to study. Nevertheless, you don’t need to settle for mediocre grades. Many student-athletes earn excellent grades. They do it by being organized and disciplined. They do it by developing their academic skills and by learning how to learn.

The important element in academic success at Xavier University is not your high school grades or ACT/SAT scores but your motivation, which comes from your desire to succeed and from your pride and self-confidence in your abilities. Work and faith in your self are the means to turning the desire for academic success into actual achievement.

Student Responsibilities

As a student, you have the primary responsibility for your academic progress. We will try to clarify general policies and procedures, and provide a checklist to help you keep track of your University commitments. Successful organization and study habits are essential to achieving the college education you deserve!

In order to benefit from the athletic academic advising services being provided, it is extremely important that you are aware of all notifications pertaining to registration, bursar holds, etc. For this reason, all students must check their on-campus mailboxes as well as their Xavier email accounts on a frequent basis. Your Xavier email is accessible through myxu.xu.edu.

Athletic Academic Resource Center

As a student-athlete, you represent Xavier University in intercollegiate athletic competition and are a regular, full-time student of the University. You have the same academic responsibilities as students who are not athletes, and you must devote sizeable amounts of time and energy to participate in your sport. Student-athletes have the ultimate responsibility for learning and for following a program that leads to a college degree. To support you in these efforts, the Xavier University Academic Advising Office in conjunction with the Department of Intercollegiate Athletics seeks to provide quality academic support services that will give you the greatest opportunity to excel in academics while competing in intercollegiate athletics.

The “AARC” is an athletic academic resource center located on the first floor of Kuhlman Hall, housing the offices of Jenn Brand and Kim Powers. In the AARC, student-athletes can make tutorial appointments, use computers or reserve laptops for team travel. The AARC provides a number of services that include, but are not limited to, monitoring student-athletes’ academic progress, providing assistance in selecting a major and supervising study hall. Every effort is made to make the transition to college life as smooth as possible for you. It is the goal of the staff to see that Xavier’s student-athletes have every opportunity to complete their education. It is a sincere hope that the AARC provides a basis for you to discover the importance of finding a balance between academic, athletic, social and personal development.

Goals of the Athletic Academic Resource Center

- Support student-athletes’ efforts to receive a quality education and graduate from Xavier University with their chosen degree;
- Encourage and facilitate student-athletes’ goals for their career and for their personal development;
- Ensure that the academic integrity of the University is maintained;
- Comply with the rules and regulations of the University, the Atlantic 10 Conference and the NCAA;

- Help ensure athletic eligibility during student-athlete's tenure at Xavier University

Academic Advising

Athletic Academic Advisors in the AARC are not the student-athletes' primary advisors concerning course selection. All students at Xavier University are assigned a divisional advisor. As professional educators, divisional advisors are knowledgeable about degree requirements of their particular programs of study. Therefore, you are encouraged to develop and maintain close ties with divisional advisors who assist you in registration and class scheduling. However, it is important to note that you, the student-athlete, retain sole responsibility for becoming familiar with all policies and procedures governing completion of the degree program in which you are registered.

Athletic Academic Advising Distribution:

Kim Powers Hoyt	Athletic Academic Resource Center	745-3708
	• Baseball, Men's and Women's Golf, Women's Tennis	
Sister Rose Ann Fleming	104-B Alter	745-3648
	• Men's & Women's Basketball, Volleyball	
Jen Brand	Athletic Academic Resource Center	745-3778
	• Men's and Women's Cross Country, Men's and Women's Swimming, Men's and Women's Soccer, Men's Tennis	

Class Registration

Student-athletes have the opportunity to register for classes on a priority basis. Every effort should be made to utilize this period. After priority registration, student-athletes can schedule until the first day of classes. This insures that you will be able to get the classes necessary to meet the satisfactory progress requirements. The schedule of classes is available in advance of pre-registration. All athletes must meet with their departmental academic advisors prior to the opening of general student registration.

The Xavier University Catalog publishes its courses in the curriculum; it also provides a description of each course. In the catalog there is a page with the recommended sequences of courses to help you schedule the courses you need to graduate.

All full-time undergraduate students must set up a time with their academic advisor for selecting their courses. Their registration form must be signed by both their academic advisor and themselves prior to registering their courses for the next semester or summer of attendance. The advisor will utilize the degree audit report, received from Registrar, to check the students' progress.

Undergraduate students may register at or after the time they are assigned for in the Registrar's Office during priority registration week. A list of registration times are provided in the hallway just outside of the Registrar's Office in Alter Hall. Student-athletes have priority registration.

Full-Time Course Load for Student Athletes:

12-HOUR REQUIREMENT FOR COMPETITION/PRACTICE

- Exceptions only in final semester of enrollment (i.e. pending graduation) or enrollment in Graduate program. SEE ACADEMIC/ATHLETIC ADVISOR FOR DETAILS.

Undergraduate Student Maximum

1. Fall or spring - 18 hours
2. Summer - 7 hours each session not to exceed 14 hours for the entire summer.

Graduate Student Maximum

1. Fall and spring - 15 hours
2. Summer - 7 hours each session not to exceed 14 hours for the entire summer.

Late Registration/Late Fees

Late registration begins the first calendar day of the semester and ends on the 7th calendar day of the semester. Registration is not permitted beyond the 7th calendar day of the semester. There will be a late registration fee charge of \$25.00 on your Bursar's bill.

Billing Statements

Students who take full advantage of priority registration will receive a bill and a card from the Bursar's Office. Students will then be required to pay the full amount due by the due date or fill out the card explaining why the bill was not paid in its entirety. Any student who registers for the first time after priority registration must go to the Bursar's Office and work out payment arrangements with the Collection Manager.

Book Vouchers

Students receiving scholarship for textbooks can pick up a book voucher from Laura Frazier in the Office of Academic Advising. This voucher can then be used for purchasing books at the bookstore. At the end of each semester, you must return your books to Laura. If these books are not returned, your bursar bill will be charged the published buy back value for each unreturned text book.

Schedule Adjustments

Once a student has registered for a term, to add or drop courses, a student must complete a drop/add available in the Registrar's Office. Student-athletes **MUST COMMUNICATE INTENDED PLANS WITH THE ATHLETIC ACADEMIC ADVISOR BEFORE SUBMITTING THESE FORMS.** An Advisor's signature is required on drop/add forms.

Adding a Course

Classes can be added through the first seven (7) calendar days of the term.

Dropping a Course

Classes can be dropped through the first seven (7) calendar days of the term without a grade appearing on the student's academic record. Undergraduate courses

dropped on the eighth (8th) day of the term or later receive a grade of W, through approximately 80% of the term.

Refunds

Students, who officially withdraw from the university or withdraw from classes, may be eligible for a tuition refund according to the following schedule. Lab and course fees are not refundable after classes begin. A request for a refund must be made in person or in writing to the Bursar's Office.

This schedule is applicable to the Fall and Spring semesters:

<i><u>Number of Calendar Days from Beginning of the Semester</u></i>	<i><u>Amount of Refund</u></i>
Before the first day	100%
1st - 7th day	100%
8th - 14th day	80%
15th - 21st day	60%
22nd - 28th day	40%
29th - 35th day	20%
After 35th day	0%

Tuition refunds for summer sessions are prorated based upon the official withdrawal date and the portion of the session elapsed.

Refunds for students leaving the residence halls are based on the tuition refund schedule. Board plan refunds are calculated based on the portion of the semester remaining after the meal card is surrendered.

In extraordinary circumstances, such as serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be made to the college dean requesting special consideration. Appropriate documentation is required with such an appeal.

Special Registration Conditions

Students taking courses as audit or as repeated courses are responsible for obtaining and completing the proper forms to identify such courses at the time of registration or during schedule adjustment. **STUDENT ATHLETES MUST SEE THEIR ACADEMIC/ATHLETIC ADVISOR BEFORE TAKING COURSES AS AUDIT OR REPEATED COURSES.**

Auditing Courses

An audited course DOES NOT carry credit or earn a grade. No one may change from credit status to audit status or from audit status to credit status after the 7th calendar day of the term.

Repetition of Courses

A course previously taken for credit may be repeated. A student may register for the same course no more than three (3) times, including any withdrawals. The credit

hours of the repeated course are counted only once. While all grades are entered in the student's official academic record, only the most RECENT grade counts in the student's grade point average, EVEN IF IT IS THE LOWEST.

Closed Course Exception

If there is a course you want to get into and the course is closed by the time you register, you will need to see the chair of the department of which the closed course is in (i.e. If BIOL 41-35 is closed, you will need to see the chair of the Biology department), and fill out a Closed Course Exception form. You will be expected to give a valid reason such as you need the course to graduate on time or the course is a prerequisite for another course or series of courses you need for graduation in your major.

Some courses may not be repeated, such as:

1. MATH 105 may not be repeated after successful completion of a more advanced math course.
2. An elementary or intermediate foreign language course may not be repeated after successful completion of a more advanced course in the same language.

Satisfactory/Unsatisfactory

Satisfactory/Unsatisfactory (S/U) grading is only available in certain classes. Letter grades are not given in these classes. The semester hours in classes taken on an S/U basis will count toward the university's minimum semester hour requirement of 120 or more credits for graduation if they are passed successfully. Neither the class credit hours nor any quality points are computed into the student's grade point average if the grade is Satisfactory. However, if the grade is Unsatisfactory, both the credit hours and the earned quality points are computed into the student's cumulative grade point average.

Off-Campus Courses

To receive credit for a course taken at another institution, during summer break for example, course selection must be approved by both the AARC advisor and the student-athlete's divisional registrar before enrollment in that course. Without proper approval, the course cannot be credited toward athletic eligibility. Courses taken at another institution will not be computed in the calculation of Xavier University's grade point average.

Study Tables Program

Both attending Xavier and participating in an NCAA Division I sport are full-time jobs. The freshman athletic study program is designed to help the freshman athlete balance school and athletic requirements. Every first semester freshman student-athlete is required to attend study tables and **must attend** ten hours each week (2 hours each day Sunday through Thursday). Each night the study tables program will be open for two hours at the designated study tables location. Study tables provide the athletes a quiet environment in which to study and it is expected that each participant will provide the others the courtesy of keeping distractions to a minimum. The main focus of the study sessions is to help students develop consistent and appropriate study patterns by providing a structured environment in which to work on class assignments, and to

provide tutorial assistance before academic problems arise. Each head coach is regularly notified of any absences, tardiness, or inappropriate use of study time of student-athletes who are attending the study sessions. The Study Tables Program is an integral part of our academic support service. Below is a short list of expectations for study tables:

1. Be in your seat BEFORE 7pm.
2. Bring textbooks, paper, pens, calculators...any supplies you will need to study.
3. Have your notes from class to review.
4. All cell phones and pages MUST BE TURNED OFF.
5. Do not bring food.

Tutorial Program

The intent of the tutorial program is to supplement all of the sound education practices (class attendance, note taking, reviewing and preparing properly for quizzes and exams, actively participating in class discussions and staying current with all assigned readings) that are imperative for academic success. Student-athletes who need one-on-one tutorial assistance may request tutorial services by contacting their AARC academic advisor or by contacting the Learning Assistance Center. Once tutoring appointments are made, you are expected to attend all tutorial appointments. You are to bring all class notes and questions to the sessions and be prepared to actively participate in the study process. The tutor is not responsible for doing the athletes' work for them.

Independent Study

Student athletes who show the ability to manage the concurrent demands of academics and athletics will be placed under their own supervision. In this program, the only requirement is that one's grades remain sufficiently high.

Placement

At the beginning of the year, all freshman student-athletes will be required to attend study tables. At the end of the first semester, all freshman athletes' grades will be reviewed. Those who have a G.P.A. of 3.00 or higher will be placed under their own supervision. It must be emphasized that participation in the freshman athletic study program is required as part of the student-athlete agreement. Also, being placed under one's own supervision is a privilege, not a right. Those who fail to achieve a 3.00 GPA or higher will be moved back into the study tables program for their second semester.

Specialized Tutoring

Xavier University has made available tutoring labs that specialize in certain areas of study. These labs are designed to assist students with their courses. The following is a list of tutoring labs with times and locations for the academic year.

<u>Lab</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Math	Mon-Thur	9AM-9PM	HINKLE 116
	Friday	9AM-4PM	HINKLE 116
	Saturday	CLOSED	
	Sunday	1PM-9PM	HINKLE 116

Writing	Mon-Thur	9AM-9PM	ALTER B12
	Friday	9AM-4PM	ALTER B12
	Saturday	1PM-5PM	ALTER B12
	Sunday	1PM-9PM	ALTER B12

All times are subject to change. For tutoring in other subject areas, ask the secretary for the specific department. You may also call the Learning Assistance Center to arrange a tutor.

Learning Assistance Center

The Learning Assistance Center provides assistance to students with documented learning, medical or psychological disabilities. Assistance is also provided to faculty and staff in working with this Population. The primary goal of the Learning Assistance Program is to provide services for equal academic access. The staff works with both the student and faculty to provide specific academic adjustments that are warranted to help the student to achieve academic success. The office staff can assist in securing resources and equipment to aid in the classroom. Referrals for academic, career, and personal counseling are provided as well as monitoring of the campus to assure accessibility. An important activity of the office is to inform students of services and adaptive equipment on campus and in the community. Students are encouraged to access those services that best meet their individual needs. Student advocacy and self-advocacy is also encouraged.

The Learning Assistance Center offers the following services to eligible students:

- Certified peer tutors
- Special testing arrangements
- Adaptive equipment
- Volunteer note taker services
- Informing faculty about students needs
- Community resource information
- Support groups

Students are required to identify their needs and register with the office in order to be eligible for services. All services are based on individual needs and are offered at no additional charge. For more information, contact Kim Powers in the AARC at 745-3708.

Class Attendance Policy

Xavier is an attendance-oriented university. The Xavier catalog states: in order to secure credit in any registered course, the student is required to attend classroom and laboratory exercises regularly and promptly. Regular attendance is determined by the individual faculty members. If you miss class due to away games, any additional absences may cause real problems for you. Be smart, when you are on campus, go to class. You will discover that there is very little sympathy for student-athletes who do not attend class. In addition, no intercollegiate contest will be scheduled during mid-term or final examination periods. Limited practice sessions are permissible but students with academic conflicts are excused.

Travel Absence Policy

Prior to the beginning of each sport's season the AARC staff prepares letters to student-athletes' professors informing them of the team's game and travel schedules. You must hand deliver the letter to each of your professors. Since the University does not grant an automatic excused absence for student-athletes, each student-athlete must work closely with his or her professors to work out solutions to problems created by game and class conflicts. If you are going to be absent from class due to any athletic event, inform your professors ahead of time and arrange to make up the work you are going to miss.

Short term absence due to illness or injury

1. Contact your professor or department secretary.
2. Contact your athletic academic advisor.

Long term absence due to hospitalization or personal matters

Call the Athletic Academic Resource Center immediately.

Withdrawal from the University during an academic term

A student-athlete who wishes to withdraw from all classes during a term must do the following:

1. Contact the Director of Student-Athlete Development and the Sr. Associate Athletics Director
2. Notify the appropriate college dean in person or in writing;
3. Obtain authorization from the dean by completing a withdrawal form;
4. Submit the form to the Registrar's Office;
5. If a campus resident, notify the Office of Residence Life.

A student is considered to be enrolled until officially withdrawn. Failure to withdraw officially from the University will result in grades of VF for all courses. Once a semester begins, withdrawal from the University (even if only registered for one course) is recorded as an Official Withdrawal on the student's academic record.

A student who wishes to withdraw from the university between semesters is not required to withdraw formally but is encouraged to contact their academic advisor or dean about the decision.

Undergraduate Grading System

A	=	Exceptional
B	=	Good
C	=	Satisfactory
D	=	Minimum passing
F	=	Failure
S	=	Satisfactory/credit earned
U	=	Unsatisfactory/no credit
I	=	Incomplete, changed when grade assigned

VF	=	Failure to officially withdraw
W	=	Official withdrawal
NC	=	No credit earned, non-graded class
AU	=	Audit, no credit or grade earned

No grade change can be made later than the 15th calendar day after the beginning of the next academic semester (fall or spring) except in the case of a resolved Grade Grievance. S/U grades are given in certain pass/fail courses, in place of letter grades. The grade of S does not equate with letter grades and is transferable to other universities only upon their approval. A VF grade will occur when any student stops attending class and does not file an official withdraw form with the University Registrar.

Quality Points

The quality point is the unit used to measure student achievement in a course. The number of quality points received for any course is equal to the number of points attached to the grade received multiplied by the number of credit hours for the course. Quality points are calculated as follows:

A	=	4 points per credit hour
A-	=	3.67 points per credit hour
B+	=	3.37 points per credit hour
B	=	3 points per credit hour
B-	=	2.67 points per credit hour
C+	=	2.37 points per credit hour
C	=	2 points per credit hour
D+	=	1.67 points per credit hour
D-	=	1.37 points per credit hour
D	=	1 point per credit hour
F	=	0 points per credit hour
VF	=	0 points per credit hour
I	=	0 points per credit hour
U	=	0 points per credit hour

The student's term grade point average (GPA) is computed by dividing the total number of quality points by the total number of quality hours in that term. W, AU, S, and NC grades are not calculated into quality points, nor quality hours. The cumulative GPA is based on all terms at Xavier:

Examples:

a) Four three-credit courses per semester:

Course	Grade	Credits	QualityPoints	
English 101	B	3	3.0	9.0
Socio 101	A	3	4.0	12.0

Math 105	F	3	0.0	0.0
Psych 102	D	3	1.0	3.0
Total		12		24.0

24 divided by 12 = 2.000

b) Four three-credit, one two-credit and one one-credit courses per semester:

Course	Grade	Credits	Quality	Points
English 101	B	3	3.0	9.0
Socio 101	A	3	4.0	12.0
Math 105	F	3	0.0	0.0
Psych 102	D	3	1.0	3.0
Bio 120	C	2	2.0	4.0
Bio Lab 133	B	1	3.0	3.0
Total		12		31.0

31 divided by 15 = 2.067

Semester Examinations

Semester Examinations are held at the end of each semester for each course in which you are enrolled. The time and place are listed on your syllabus, or will be given to you by your professor. There are no competitions scheduled during exam week and no classes scheduled. You must focus all your attention on studying for and excelling on these examinations.

Academic Honesty Policy

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, and the falsification of results and material submitted in reports or registration information.

Every paper or report submitted for credit is accepted as the student's own work; therefore, it may not be composed wholly or partially by another student or person. Certainly, the activities of other scholars will influence all students; however, the direct and un-attributed use of another's efforts is prohibited, as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, F in the course, or expulsion from the university. The appropriate dean's office is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes in interpretation arise, the student, faculty member, and department chair should attempt to resolve the difficulty. If this is unsatisfactory, the office of the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.

1. Every paper or report submitted for credit is accepted as the student's own work. It may not, therefore, have been composed wholly or partially, by another.

2. The wording of a student's paper or report is taken as his/her own. Thus, he/she may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper, another student's paper or notebook, or any other written or printed source. Another writer's phrases, sentences or paragraphs may be included only if presented as quotations and the source acknowledged.
3. Similarly, the ideas expressed in a paper or report are accepted as originating with the student. A paper that paraphrases any written or printed material without acknowledgment may not be submitted for credit. Ideas from books and essays may be incorporated in a student's work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited.
4. A student may incorporate in his/her paper or report ideas that have arisen from discussions or lectures when understanding and conviction have made them their own. One may not however, seek out and restate the ideas on another simply to meet the assignment.
5. A student may correct and revise his/her writing with the aid of reference books, and also discuss individual details with other persons. He/she may not, however, turn over his/her work to another person for wholesale correction and revision.
6. It is permissible to submit papers typed by another person, provided the typist has not sought to change wording, ideas, organization, or any significant aspect of the paper in any way. Students submitting such papers should proofread carefully.
7. No paper may be submitted for credit that has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors at the commencement of the assignment.

Policy on Graduate Studies

1. Student athletes who complete their Bachelor's degree before they have exhausted their eligibility must comply with Bylaw 14.1.7 of the NCAA Manual.
2. Student athletes who remain at Xavier University after completion of their undergraduate degree to continue with graduate work MUST have intent to complete the particular graduate course of study.
3. A student athlete working towards a graduate degree must follow all Xavier University regulations and fulfill basic standards for academic progress in the graduate school.

Academic Probation

A freshman in a baccalaureate program whose cumulative average falls below 1.750 is placed on academic probation. If a student-athlete is placed on academic probation after the first semester, the student-athlete may be permitted to practice with the team, but will not be eligible for competition until meeting the requirements for the following semester.

Any upperclassman in a baccalaureate program whose cumulative average falls below 2.000 is placed on academic probation. A student-athlete placed on academic probation before the third semester is not eligible for practice and competition until the student athlete meets the eligibility requirements for the following semester.

Academic probation can be imposed by a dean at the end of any term. While on probation a student may be restricted to a reduced course load, and/or receive other stipulations intended to improve the student's academic success. Academic probation is removed when the student's cumulative average rises to 2.000 or above.

“HOW TO” STUDY POINTERS

Effective Study Skills

The following are several suggestions on effective study procedures. These procedures should be taken as guidelines. If you are not having academic difficulties, then there may be little need for you to change your present study practices. However, if you are having difficulty balancing athletic and academic demands, then the following guidelines may help you to better organize your time and achieve academic success.

Planning Study Time

Keep a regular study schedule that fits your biorhythm and try to study approximately the same time every day. Like practice, studying should be part of your daily routine. Don't allow group sessions to become bull sessions. A good way to test your knowledge is to plan to meet with a study group for a limited amount of time. Make sure that you have something to contribute to the group by previous study on your own.

How to Study

Study at the same place every day, preferably not in your room unless it is very quiet. Find a quiet, well-lighted room. Don't forget necessary books and papers. The library, dorm study rooms, study hall, and empty classrooms are good places to study. It is difficult to do well academically if you don't have a quiet place to study. Shorter, unbroken study periods are better than extended study time punctuated by frequent interruptions. Know your assignments. What readings are required? Do you have a topic for each project? Is research required? When are the assignments due? In short, know what you should be studying before you begin. Review, organize, and summarize your notes each week. This helps you to learn them.

Organizing Notes

Write the notes for each class in a clearly marked section of a notebook or in separate subject notebooks. Do not mix notes from different courses. Keep all handouts from a particular class in one folder. If you can not find your notes you can not study them. Keep your syllabi up to date. Date all notes and handouts.

Time management

Plan your whole semester. On a desktop or pocket semester calendar or in your student-athlete planner, mark all of your quizzes, tests, essays, and special projects. Also, mark game days and traveling days. If you do this at the beginning of the semester when you receive your syllabus for each class, you will be able to predict particularly difficult weeks and organize your schedule accordingly.

1. Make a weekly schedule listing classes, meals, practices, meetings, study time, and rest time for each day of the week.

2. Plan to study at approximately the same time every day if at all possible, for example from 7:30 -9:30 p.m.
3. If you have blocks of free time during the day of more than an hour, try to go to the library or a study room to work during these periods.
4. The weekly schedule will help you plan an adequate number of study hours each week and to budget your time effectively.
5. Make a daily “To Do” List just before you go to bed or first thing in the morning. On this list, write down in order of importance, appointments, errands, class and study time, practices, etc. The To Do List will help you avoid missed appointments and forgotten errands.

Dealing with Tension before Examinations

Some tension is good for you and helps you concentrate. Too much tension can impair your ability to concentrate, and make you unrealistically insecure about work and even physically ill.

Before and during a test you can often reduce tension by:

1. Not waiting to study until the very last moment.
2. Doing what you believe you need to do in order to be reasonably well prepared for the test.
3. Having your own watch and an extra pen or two with you.
4. Getting a good night’s sleep.
5. Not being in a rush before the test.
6. Not talking to others who are nervous just before the test.
7. Taking a few minutes once you have the test in hand to calm down and plan your strategy.

Professors and Their Expectations

- Demonstrate respect for your professors by making a serious commitment to their courses.
- Know your professors’ names and titles as Professor or Doctor unless they tell you otherwise. Find out where their offices are and what office hours they keep. Know their office phone numbers. Do not call them at home unless there is a real emergency.
- You are expected to attend class every day, especially since you will likely miss classes because of away competitions.
- Be on time! Few things make worse impression on professors than being late. Complete your work on time. If you need more time, ask well in advance for an extension. Check your syllabus before each class and bring the correct texts, notebooks, and folders to class. Unprepared students are as annoying as late students.
- Show an interest in the course by sitting near the front and by participating. (You may participate, at least in part, by asking the professor questions after class).
- Concentrate in class. If you are bored, take more notes.

XAVIER STUDENT-ATHLETE DEVELOPMENT PROGRAM

The Student-Athlete Development Program is another student support service offered by the Athletic Academic Resource Center. The challenges that today's college athletes face, both in and out of their athletic arenas, are unparalleled in the history of higher education. Unfortunately, many college athletes are unprepared to face today's biggest challenge: Life after Graduation.

To prepare college athletes for life's challenges beyond their athletic arenas, the NCAA developed the Life Skills Program. The Program was designed to help college athletes bridge the gap from college life to professional life in the world, as well as, make meaningful contributions to their communities.

While being a student-athlete has many advantages, it can have drawbacks. At Xavier University we realize that the added responsibilities of competing at the Division I level make student life more challenging. In order to offset some of these challenges, and enhance your experience as a student-athlete, we created the Xavier University Student-Athlete Development Program. The purpose of this program is to improve your chances of success in your sport, in the classroom, and in all areas of your life by committing to the following five areas:

COMMITMENT TO ACADEMIC EXCELLENCE:

- To support the academic progress of the student-athlete toward intellectual development and graduation.

COMMITMENT TO ATHLETIC EXCELLENCE:

- To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

COMMITMENT OF PERSONAL DEVELOPMENT:

- To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills.

COMMITMENT TO COMMUNITY SERVICE:

- To engage the student-athlete in service to his/her campus and surrounding communities.

COMMITMENT TO CAREER DEVELOPMENT:

- To encourage the student-athlete to develop/explore positive career goals/paths. Occasionally we will bring in national caliber speakers to address important topics. These programs are held in one of the larger assembly areas on campus. Everyone is encouraged to take advantage of these programs, workshops and services.

EDSM 141-Issues Affecting Student-Athletes

This course is required for all freshmen student-athletes. It creates opportunities for student athletes to become self-managed, responsible for self-actions, knowledgeable of others, and a successful part of the Xavier campus community. EDSM 141 is

mandatory for all first-year Xavier student-athletes. It is a one-semester course for which the student-athlete will receive one credit.

Course Mission and Objectives:

1. To give student-athletes an opportunity to become involved in their own education.
2. To help student-athletes clarify their values, set goals, and learn how to be motivated to achieve these goals.
3. To develop a sense of community among new student-athletes at Xavier who can become academic partners as well as friends.
4. To enhance academic skills and adopt new study strategies conducive to succeeding in college level courses.
5. To connect student-athletes with the many different resources and services offered at Xavier University.
6. To provide student-athletes with an instructor who can serve as a valuable resource to a number of issues associated with attending a university.
7. To help student-athletes cope with personal and social issues such as organizing time, stress management, prevention of depression, and alcohol awareness.
8. To improve student-athletes communication skills and to talk with the media more effectively.
9. To provide student-athletes with a working knowledge of NCAA and Xavier academic requirements, the academic advising system, various degree programs, and policies and procedures of Xavier University and the athletic department.

Student-Athlete Advisory Council (SAAC)

The SAAC was created to bring about an open dialogue between student-athletes and those responsible for the Athletics Department. Furthermore, we want to develop this student group into a leadership pool that can help provide guidance and information to both their teammates and the administration. Your SAAC representatives should identify themselves to you. The council meets monthly to share and discuss different ideas and developments that affect student-athletes at Xavier University. Every meeting is open to all student-athletes. You are encouraged to use this program to address problems that you are having, or to bring up suggestions that you feel may benefit the Athletics Department.

Purpose of SAAC

1. To provide a formal voice for student-athletes within the Department of Athletics concerning University and Departmental rules, regulations and issues that affect their lives.
2. To provide a peer support group and distribute information.
3. Open lines of communication between Faculty, the Athletic Advisory Board and Administration.
4. Review NCAA Legislation.
5. Actively encourage student-athlete involvement in community and campus projects.
6. Design and implement programs which will encourage academic achievement, health promotion, social responsibility and general awareness.

Membership

1. The membership will consist of representatives from each of the 16 varsity intercollegiate teams. Each member will serve as a liaison between the council and their individual team.
2. Representatives must be in good academic standing.
3. Attendance at each monthly meeting is required.

Executive Board

1. The SAAC Executive Board will be made of up two SAAC Co-Presidents and four to five Cabinet Members.
2. The Executive Board will be selected at the last scheduled meeting of the year during the spring semester.
3. The Co-Presidents will preside over monthly SAAC meetings.
4. The Executive Board will meet with the Director of Student-Athlete Development one week prior to each monthly meeting.

2006-2007 SAAC Representatives

Baseball, Drew Roberts (Exec. Board)	Soccer (M), Adam Sokolowski
Baseball, Michael Lucas	Soccer (M), Mike Scholten
Baseball, Adam Pasono	Soccer (M), Joel Gunnarson
Basketball (M), Derrick Brown	Soccer (W), Christine Chuck
Basketball (M), TBA	Soccer (W), Nalani Butler
Basketball (W), Suntana Granderson	Soccer (W), Maggie O'Neal
Basketball (W), TBA	Swimming (M), Dave Janszen (Co-President)
Cross Country/Track (M), Clinton Womack	Swimming (M), Matt Krouse
Cross Country/Track (M), Ben Milroy	Swimming (W), Dana Hunter (Co-President)
Cross Country/Track (W), Katie Wetterau	(XU's Atlantic 10 SAAC Representative)
Cross Country/Track (W), Becky Clark	Swimming (W), Krystel Kooyman
Golf (M), TBA	Tennis (M), Jeremy Miller
Golf (M), Andy Connell	Tennis (W), Jeannette Feider
Golf (W), Kat Hardy (Exec. Board)	Tennis (W), TBA
Golf (W), Kara Manis (Exec. Board)	Volleyball, Jill Quayle
Rifle, Ashley Skeuse	Volleyball, Jenni Horvath
	Volleyball, Danielle Skrajewski

Honors for Student-Athletes

All-Honors Day will be held on Saturday, April 15, 2006. The Scholar-Athlete Awards Program will have the following Awards to present:

- a. Dean's Award
- b. Athletic Director's Award
- c. Faculty Nominations
- d. Achieving Seniors Award
- e. Four-Point Club
- f. Top Team Scholar Award
- g. Most Improved Student Athlete Award
- h. Atlantic 10 Academic All-Conference Award
- i. Henry B. Bunker Memorial Scholarship
- j. Thomas E. Sedler Award
- k. Athletic Board Community Service Award

- l. Highest Team Grade Point Average
- m. The Rev. Paul L. O'Connor, S.J. Award (Seniors Only)
- n. NCAA Leadership Conference Award

Dean's Award

An award given to those students who have maintained a cumulative grade point average of 3.5 or higher on a 4.0 scale in the Colleges of Arts and Sciences, Business Administration, and Social Sciences.

Athletic Director's Award

An award given to those students who have maintained a cumulative grade point average of 3.25 to 3.49 on a 4.0 scale in the Colleges of Arts and Sciences, Business Administration, and Social Sciences.

Faculty Nominations

An award based on recommendations of the Faculty to those students who exhibit various characteristics of scholarship including a representative grade-point average. All recommendations are reviewed by a special sub-committee.

Achieving Seniors Award

An award given to those seniors who have participated at Xavier in an NCAA Division I sport for four years and simultaneously maintained a cumulative grade point average of 3.0 on a 4.0 scale.

The Four-Point Club

An award given to those students who have maintained a cumulative grade point average of 4.0 on a 4.0 scale after completing at least three full semesters at Xavier University.

Top Team Scholar Award

An award given to those students on each team who have attained the highest cumulative grade point average after completing at least three full semesters at Xavier University.

Most Improved Student-Athlete

An award given to one member of each team who, in the coaches' opinion, has shown the most progress as evidenced by progress reports, grades, and general attitude toward academic commitment as a student-athlete.

Atlantic 10 Academic All-Conference

Academic All-Conference is an award given to student-athletes in each of its sports. To be eligible, a student athlete must have a grade point average of at least 3.00 and be a starter or key reserve on his/her team. Voting is conducted by the Atlantic 10 Conference's sports information directors. The number of players selected to a team reflects the standard-sized team in that sport.

Henry B. Bunker Memorial Scholarship

An award established in memory of Henry B. Bunker, a 1921 Xavier Alumnus and strong supporter of the athletic program. The scholarship is presented to a member of the Xavier athletic family (e.g. manager, trainer) who has a cumulative grade point average of 3.0 or better, has financial need, and is a contributing member of the Xavier athletic program.

Thomas E. Sedler Award

An award established by Mr. Thomas E. Sedler, Chief Executive Officer of the Home City Ice Corporation. The recipient of the Sedler Award is chosen from the top candidates who have demonstrated exemplary dedication in meeting learning challenges.

Community Service Award

An award established to recognize a male and female student-athlete, each of whom portrays the important service element of a Jesuit education. The student is a person who is not only proficient in a skill and intellectually superior, but a person who sees an essential duty in life to be of service to others.

Highest Team Average

An award given to that team which has the highest semester grade-point average each semester.

Rev. Paul L. O'Connor, S.J. Award

An award named after Xavier University's 29th President that is given to a senior male and female student-athlete who best exemplifies the ideal of Xavier University based upon academic performance and excellence in the athletic arena. Extra-curricular activities will be considered if candidates are very close in the academic/athletic areas.

PROFESSIONAL DEVELOPMENT (Located in the Gallagher Student Center)

To schedule any of these services, please call 745-3140.

Career Counseling

Individual sessions are designed to help students identify strengths and interests, clarify career goals, and develop successful job search skills.

Workshops/Programs

Beginning as early as freshman and sophomore years, students attend workshops and programs to identify possible career alternatives, develop resumes, prepare for interviews, and plan effective job search strategies.

Professional Experience Program

The Professional Experience Program (PEP) provides an opportunity for qualified sophomores, juniors, seniors and graduate students to test out their career goals. PEP provides the link between the classroom experience and the world of work by assisting

students in obtaining part-time, summer, or internship opportunities in their career area. Interested students should ask about PEP in the CSC Office.

Full-Time Employment Services

On campus interviews, job fairs, resume referral, employment newsletters, access to job postings on the web, and a variety of other resources are available to assist graduating students in locating full-time employment.

Coordination of On-Campus Employment

Working with the Financial Aid Office, Career Services Center assists aid awarded students with locating on-campus positions. Once all aid awarded students are placed, this service is open to all students.

Career Resource Library

The Career Services Center offers current, accurate information on thousands of careers in business, social service, non-profit and education, in addition to school district information, career planning guides, job market statistics, salary surveys and more.

“Top athletes won’t try to compete in their sports without the proper equipment. The brightest of these superstars see their careers end by thirty-nine. Others find their careers have ended at twenty-two. Your equipment for the remaining forty-five years of your life is your education. Don’t be ill-equipped.”

Nancy Hogshead, Olympic gold-medal swimmer

Career Planning Checklist

Freshman Year

STAGE I: Knowing yourself

The goal of this stage is to evaluate your interests, abilities, strengths, weaknesses and experiences and how these relate to specific majors and/or careers.

- _____ Identify personal interests, needs, skills and values.
- _____ Develop short- and long-range personal goals.
- _____ Explore various academic disciplines as areas of study and consult with: academic advisors, faculty and counselors at the Career Services Center (CSC).
- _____ Expand information base on various occupations that are of personal interest. Begin with FOCUS II, a computerized self-assessment, the CSC Career Resource Library and Alumni Career Advising Service (ACAS), 745-3141.
- _____ Develop good study skills, concentrate on academics and keep your grades up!

Sophomore Year

STAGE II: Researching majors and the marketplace

The goal of this stage is to acquire more knowledge about academic majors of interest and how they may relate to specific career fields. Important considerations include your self-assessment results and the specifics about careers. Do not forget to investigate such areas as the amount of training required, the employment outlook, the work environment, opportunities for advancement and so on.

- _____ Review, revise, reaffirm your assessment of your interests, skills and values.

- _____ Continue career exploration related to your area of study through informational interviewing, job shadowing, career publications and career-related sites on the Internet.
- _____ Discuss career educational plans with counselors, academic advisors, faculty and employers.
- _____ Research various employment trends by using FOCUS II in the CSC and the Occupational Outlook Handbook available in the CSC and McDonald Library.
- _____ Declare a major.
- _____ Develop a resume for summer/part time positions.
- _____ Secure career-related activities such as practicums, internships, student organization involvements, volunteer and community work, part-time and summer employment.

Junior Year

STAGE III: Making and testing decisions

The goal of this stage is to select a career field related to your major based on information you received in Stages I and II.

- _____ Become involved in PEP (Professional Experience Program), which provides opportunities for career-related job experiences. Call 745-3141 for more information.
- _____ Consider academic choices that will be available to you after graduation (graduate/professional school, employment or other). Contact the chair of the Graduate Studies Advisory Committee 745-2009.
- _____ Further explore career opportunities and study in depth those, which are most interesting to you.
- _____ Attend career fairs and workshops sponsored by the Career Services Center.
- _____ Begin to build a personal network in the professional world; join a professional organization on or off campus.
- _____ Revise your resume.

Senior Year

STAGE IV: Implementing a plan of action

The goal of this stage is to develop a focused, strategic job search plan utilizing resources available at the Career Services Center and other on-campus services.

- _____ Revise your resume with a counselor in the CSC, 745-3141.
- _____ Take a more comprehensive inventory of the skills and abilities you have developed.
- _____ Apply for and take necessary examinations (graduate/professional study, government jobs).
- _____ If planning graduate/professional study, complete applications.
- _____ Attend workshops and seminars on interviewing and the job search process sponsored by the Career Services Center.
- _____ Establish a registration file at the CSC for full-time job referral.
- _____ Sign up for on-campus interviews with prospective employers.

_____ Obtain firsthand occupational and industry-related information from personal and professional contacts; conduct a personal job hunt: letter and telephone campaign, plus networking.

Guide for Choosing a Major & Planning a Career

Deciding upon a college major and eventually a career can sometimes be frustrating. However, help is on the way! This worksheet gives you a recommended sequence of activities you can pursue that will relieve much of the uncertainty about your choices.

Phase I-Knowing Yourself

During this phase you should be evaluating your interests, abilities, strengths, weaknesses, values and experiences and how these relate to specific majors and/or careers.

Step 1 Schedule an appointment with a Health & Counseling Center Counselor (745-3022) to discuss your situation and begin your investigation.

Date Completed _____

Step 2 Utilize the software self-assessment packages in the Health & Counseling Center Self-Help Lab: The Self-Directed Search

Date Completed _____

Step 3 Contact your HCC counselor for a post assessment interview to discuss your results and plan your next steps.

Date Completed _____

Phase II-Researching Majors & the Marketplace

At this stage you should begin to acquire more knowledge about academic majors or interest and how they may relate to specific career fields. Important considerations include your self-assessment results and the specifics about careers. Do not forget to investigate areas such as opportunities for advancement and so on.

Step 1 Contact academic advisors, professors and department chairpersons for information about particular majors.

Date Completed _____

Step 2 Use reference materials to research available careers. The Health & Counseling Center, Career Services Center, and University Library all have publications to assist you.

Date Completed _____

Step 3 Check CSC job listings to learn more about job descriptions and requirements.

Date Completed _____

Step 4 Meet with professionals in your field(s) of interest to gain a hands-on perspective of various careers. Utilize the CSC Alumni Career Advising Service (ACAS).

Date Completed _____

Step 5 Check the CSC resource library for information on employment and referrals for graduate school information.

Date Completed _____

Step 6 Check CSC job listings and on-campus recruiting schedules regularly.

Date Completed _____

Step 7 Inform CSC of your commitments/successes in your post graduations plans.

Date Completed _____

NCAA ACADEMIC ELIGIBILITY

NCAA Rules and Maintaining Eligibility – What You Need To Know

The following section highlights areas pertaining to NCAA Rules. Please read these rules to ensure you are aware of circumstances that can affect your eligibility to participate in intercollegiate athletics. The list below is not exhausted. Should you have any questions, please contact George Rathman at 745-2855, Kim Powers at 745-3708, or Jen Brand at 745-3778.

Progress Towards Degree

Xavier University prides itself on the outstanding achievements of its Student-Athletes.

As a group, Xavier University Student-Athletes have:

- Maintained above a 3.0 GPA
- Achieved a 100% graduation rate
- Earned National Department and Team GPA rankings
- Received Numerous Atlantic 10 and National Academic Awards and Scholarships.

Below please find the MINIMUM requirements a Student-Athlete must meet in order to maintain eligibility for intercollegiate athletics. However, to MAINTAIN OUR NATIONAL LEVEL OF SUCCESS AND RECOGNITION, XAVIER UNIVERSITY STUDENT-ATHLETES SHOULD CONTINUE TO SET ACADEMIC GOALS ABOVE AND BEYOND THESE MINIMUM STANDARDS. Furthermore, it is a Student-Athlete's responsibility to keep oneself eligible. An academic advisor will assist a Student-Athlete and address eligibility concerns, however it is the STUDENT-ATHLETE'S RESPONSIBILITY to ensure s/he remains eligible.

First and foremost, to remain eligible for intercollegiate athletics, a Xavier University Student-Athlete must be enrolled in a MINIMUM of 12 credit hours during each the fall and spring academic terms. A student-athlete who drops below 12 credit hours at any time during the fall or spring academic term, immediately becomes ineligible for practice and competition, and may jeopardize his or her future academic progress for the following term.

Secondly, to remain eligible for intercollegiate athletics, a Xavier University Student-Athlete must meet the Progress Towards Degree requirements listed below as designated by your current class. NOTE: Some Student-Athletes may not fit into the categories listed below [i.e., transfer Student-Athletes and Student-Athletes pursuing a graduate degree]. Please see George Rathman, Sister Fleming or Kim Powers regarding questions or concerns for your Progress Towards Degree Requirements).

Freshman (full-time enrollment fall 2005)

To be eligible for practice and competition for:

1st semester:

- Admitted to Xavier University and certified by NCAA Clearinghouse.

2nd semester:

- Passed 6 hours of credit during the 1st semester;
- Achieved a cumulative 1.750 GPA through the 1st semester. (Note: if a student-athlete does not achieve a cumulative 1.750 GPA through the 1st semester, the student-athlete may still be eligible for practice, but will not be eligible to compete until meeting the progress towards degree requirements for the following semester).

3rd semester:

- Passed 6 hours of credit during the 2nd semester;
- Passed a total of 18 hours during the 1st and 2nd semester;
- Passed 24 hours before the beginning of 3rd semester and achieved a cumulative GPA of 2.00.

4th semester:

- Passed 6 hours of credit during the 3rd semester and achieved a minimum cumulative GPA of 1.80.

5th semester:

- Passed 6 hours of credit during the 4th semester;
- Passed a minimum of 18 hours during the 3rd and 4th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 5th semester;
- Declared a major before the beginning of the 5th semester (**NOTE: TO DECLARE A MAJOR YOU MUST HAVE A CUMULATIVE GPA OF AT LEAST A 2.0**);
- Completed 40% of degree requirements before beginning of 5th semester.

6th semester:

- Passed 6 hours of credit during the 5th semester and achieved a minimum cumulative GPA of 1.90.

7th semester:

- Passed 6 hours of credit during the 6th semester;
- Passed a minimum of 18 hours during the 5th and 6th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 7th semester;
- Completed 60% of degree requirements before beginning of 7th semester.

8th semester:

- Passed 6 hours of credit during the 7th semester and achieved a minimum cumulative GPA of 2.00.

9th semester (IF NEEDED):

- Passed 6 hours of credit during the 8th semester;
- Passed a minimum of 18 hours during the 7th and 8th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 9th semester;
- Completed 80% of degree requirements before beginning of 9th semester.

10th semester (IF NEEDED):

- Passed 6 hours of credit during the 9th semester and achieved a minimum cumulative GPA of 2.00.

If a student-athlete renders himself/herself ineligible based on the above criteria, the student-athlete will not be allowed to practice or compete until meeting the requirements for the following semester (see only exception by 2nd semester). A student-athlete should consult Athletic Academic Advising to determine what needs to be achieved in order to become eligible the following semester.

Sophomores (full-time enrollment fall 2004)

To be eligible for practice and competition for:

3rd semester:

- Passed 6 hours of credit during the 2nd semester;
- Passed a total of 18 hours during the 1st and 2nd semester;
- Passed 24 hours before the beginning of 3rd semester and achieved a cumulative GPA of 2.00.

4th semester:

- Passed 6 hours of credit during the 3rd semester and achieved a minimum cumulative GPA of 1.80.

5th semester:

- Passed 6 hours of credit during the 4th semester;
- Passed a minimum of 18 hours during the 3rd and 4th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 5th semester;
- Declared a major before the beginning of the 5th semester (**NOTE: TO DECLARE A MAJOR YOU MUST HAVE A CUMULATIVE GPA OF AT LEAST A 2.0**);
- Completed 40% of degree requirements before beginning of 5th semester.

6th semester:

- Passed 6 hours of credit during the 5th semester and achieved a minimum cumulative GPA of 1.90.

7th semester:

- Passed 6 hours of credit during the 6th semester;
- Passed a minimum of 18 hours during the 5th and 6th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 7th semester;
- Completed 60% of degree requirements before beginning of 7th semester.

8th semester:

- Passed 6 hours of credit during the 7th semester and achieved a minimum cumulative GPA of 2.00.

9th semester (IF NEEDED):

- Passed 6 hours of credit during the 8th semester;
- Passed a minimum of 18 hours during the 7th and 8th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 9th semester;
- Completed 80% of degree requirements before beginning of 9th semester.

10th semester (IF NEEDED):

- Passed 6 hours of credit during the 9th semester and achieved a minimum cumulative GPA of 2.00.

If a student-athlete renders himself/herself ineligible based on the above criteria, the student-athlete will not be allowed to practice or compete until meeting the requirements for the following semester. A student-athlete should consult Athletic Academic Advising to determine what needs to be achieved in order to become eligible the following semester.

Juniors (full-time enrollment fall 2003)

5th semester:

- Passed 6 hours of credit during the 4th semester;
- Passed a minimum of 18 hours during the 3rd and 4th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 5th semester;
- Declared a major before the beginning of the 5th semester (**NOTE: TO DECLARE A MAJOR YOU MUST HAVE A CUMULATIVE GPA OF AT LEAST A 2.0**);
- Completed 40% of degree requirements before beginning of 5th semester.

6th semester:

- Passed 6 hours of credit during the 5th semester and achieved a minimum cumulative GPA of 1.90.

7th semester:

- Passed 6 hours of credit during the 6th semester;
- Passed a minimum of 18 hours during the 5th and 6th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 7th semester;
- Completed 60% of degree requirements before beginning of 7th semester.

8th semester:

- Passed 6 hours of credit during the 7th semester and achieved a minimum cumulative GPA of 2.00.

9th semester (IF NEEDED):

- Passed 6 hours of credit during the 8th semester;
- Passed a minimum of 18 hours during the 7th and 8th semester;
- Achieved a cumulative GPA of 2.00 before the beginning of the 9th semester;
- Completed 80% of degree requirements before beginning of 9th semester.

10th semester (IF NEEDED):

- Passed 6 hours of credit during the 9th semester and achieved a minimum cumulative GPA of 2.00.

If a student-athlete renders himself/herself ineligible based on the above criteria, the student-athlete will not be allowed to practice or compete until meeting the requirements for the following semester. A student-athlete should consult Athletic Academic Advising to determine what needs to be achieved in order to become eligible the following semester.

Seniors (full-time enrollment fall 2002)

7th semester:

- Passed a minimum of 24 hours before the beginning of the 7th semester of which 75% were earned during the 5th and 6th semesters (averaging allowed);
- Achieved a cumulative GPA of 2.00 before the beginning of the 7th semester;
- Completed 50% of degree requirements before beginning of 7th semester.

8th semester:

- Passed 6 hours of credit during the 7th semester.

9th semester (IF NEEDED):

- Passed 6 hours of credit during the 8th semester;
- Passed a minimum of 24 hours before the beginning of the 9th semester of which 75% were earned during the 7th and 8th semesters (averaging allowed);
- Achieved a cumulative GPA of 2.00 before the beginning of the 9th semester;
- Completed 75% of degree requirements before beginning of 9th semester.

10th semester (IF NEEDED):

- Passed 6 hours of credit during the 9th semester.

If a student-athlete renders himself/herself ineligible based on the above criteria, the student-athlete will not be allowed to practice or compete until meeting the requirements for the following semester. A student-athlete should consult Athletic Academic Advising to determine what needs to be achieved in order to become eligible the following semester.

Fifth Years (full-time enrollment fall 2001)

9th semester:

- Passed a minimum of 24 hours before the beginning of the 9th semester of which 75% were earned during the 7th and 8th semesters (averaging allowed);
- Achieved a cumulative GPA of 2.00 before the beginning of the 9th semester;
- Completed 75% of degree requirements before beginning of 9th semester.

10th semester:

- Passed 6 hours of credit during the 9th semester.

If a student-athlete renders himself/herself ineligible based on the above criteria, the student-athlete will not be allowed to practice or compete until meeting the requirements for the following semester. A student-athlete should consult Athletic Academic Advising to determine what needs to be achieved in order to become eligible the following semester.

NCAA COMPLIANCE

Academic Fraud

The NCAA defines academic fraud as ANY involvement of an institutional staff member (i.e., coach, tutor, advisor, TA, professor, trainer, student manager, etc.) in arranging fraudulent credit or false transcripts for a prospective or enrolled Student-Athlete. As a result, academic fraud is an institutional NCAA violation and can result in the loss of eligibility for the Student-Athlete(s) involved. As a Student-Athlete, you are responsible for completing your own work.

In practical terms, what is academic fraud? “Students helping other students” is not considered academic fraud under NCAA rules. Additionally, it is fine to receive help from a tutor or professor. However, help is not defined as having another person complete your work. Below, find examples of what action is not considered academic fraud and what action is considered academic fraud:

- A tutor may show you how to do research on the internet.
- A tutor may NOT do the research for you.
- A tutor may help you organize ideas for a paper.
- A tutor may NOT provide you with ideas for a paper.
- A tutor may help you with a problem set.
- A tutor may NOT do the problem set for you. The tutor can show you how to do similar problems, but cannot do the actual homework problems for you.
- You may NOT lift a paper from the internet and claim it as your own work.
- You MUST provide proper citations for ideas or thoughts that are not yours that you include in a research paper.

Should you encounter a situation of academic fraud or have questions as to what amounts to academic fraud, please contact George Rathman at 745-2855.

Extra Benefit

An “extra benefit” is any special arrangement by an institutional employee or a representative of the institution’s athletics interests (“booster”) to provide a Student-Athlete or a Student-Athlete’s relatives or friends with a benefit not authorized by the NCAA rules. The NCAA allows Xavier University to provide Student-Athletes with scholarships to cover tuition, fees, room, board and books. Xavier University can also provide complimentary admissions to Xavier University athletic events, practice or competition-related apparel, equipment, meals, travel, academic support services and medical treatment. It is a violation of NCAA rules for Student-Athletes to receive any other benefit unless the same benefit is available to all Xavier University students or members of the general public. This prohibition on receiving extra benefits also applies to parents/guardians and relatives. An extra benefit to a parent or relative is considered an indirect extra benefit to a Student-Athlete and can affect a Student-Athlete’s eligibility.

Examples of extra benefits include:

- Use of a staff member’s car for your personal use.
- Use of the long distance telephone service, photocopy machine and the fax machine in the athletics department.
- An athletic department member typing a paper for you for free.
- Receiving a “discount” at a store or restaurant because you are a student-athlete.
- Co-signing of a loan by an institutional employee or a booster.
- Employment of a Student-Athlete at a rate higher than wages paid for similar work.
- Payment to a Student-Athlete for work not performed.

Exceptions to the extra benefit rule include:

- Occasional meal at staff member's or booster's home (must be within 30 miles of Xavier University and approved by the Head Coach).
- Reasonable local transportation on an occasional basis.
- Student-Athlete Special Assistance Fund.
- Transportation in the event of a serious injury, illness or death of a family member.

Recruiting

As a Xavier University Student-Athlete, your Coach may ask you to be involved in the recruiting process. Due to the recent recruiting incidents that have occurred on institutional campuses nation-wide, it is important that a Student-Athlete act responsibly when interacting with a prospect. As a result, please be aware of the following:

On Campus: A Student-Athlete is permitted to make contact with a prospect except during a dead period.

Off Campus: A Student-Athlete may not contact a prospect off campus unless the contact is incidental. Additionally, as a Student-Athlete, you may not write or telephone a prospect at the direction of a Xavier University staff member. However, a Student-Athlete may generally correspond with a prospect at his/her discretion.

Unofficial Visit: An unofficial visit is when a prospect visits Xavier University at his/her own expense. During an unofficial visit, a prospect must pay for all expenses associated with the visit.

Official Visit: An official visit occurs when Xavier University pays for any portion of expenses when a prospect visits campus. An official visit can last up to 48 hours. During an official visit, a Student-Athlete may be asked to host the prospect.

As a host, a Student-Athlete:

- Must read and sign an Athletic Department Student-Athlete Host Form (see below).
- May receive a maximum of \$30/day to cover all actual costs of entertaining the prospect.
- Shall not give any cash to a prospect.
- Shall not give or buy a prospect ANY item of value (e.g., no souvenirs, clothing, hats, etc.)
- Shall not transport a prospect more than 30 miles from campus.
- May permit a prospect to engage in recreational or workout activities during the visit as long as the activity is not organized or observed by a coach and is not designed to test the prospect's athletic abilities.
- May receive a complimentary admission when accompanying a prospect to a campus athletic event.

It is imperative that a Student-Host demonstrate ethical behavior and act responsibly during a prospect's visit. A Student-Athlete may not use Student-Host funds to purchase alcohol or to finance other illegal activities. Xavier University will not tolerate the use of alcohol or the engagement in illegal activity while a Student-Athlete hosts a prospect. Involvement in such activities may result in disciplinary action towards the Student-Athlete.

Xavier University Athletic Department Student Host Instructions

Student Host _____

Prospect(s): _____

Official Visit Date: _____ Sport: _____

Your role as a student host is very important in the recruiting program of Xavier University athletic teams. You should be aware of the prospect's itinerary and your responsibilities regarding the prospect's schedule. Additionally, you must understand and abide by all applicable NCAA, Atlantic 10 Conference, and Xavier University regulations. ***This includes that the use of alcohol, drugs, sex and gambling is prohibited during any time of the recruiting process. Violation of recruiting regulations may result in both practice and competition suspensions as well as dismissal from your team and loss of athletic financial aid.*** Please carefully review the following rules:

1. Only full-time students who are eligible to practice may serve as hosts. Partial qualifiers or non-qualifiers under **Bylaw 14.02.9.2** may not serve as student hosts during their initial academic year in residence [**Bylaw 13.7.5.5.3**].
2. Only one student per prospect per day from Xavier University may serve as an official host; other students may assist the host, but must pay for their own meals [**Bylaw 13.7.5.5.2**].
3. The Official Visit may last no more than 48 hours from the moment the prospect arrives on campus, and all entertainment must occur within a thirty (30) mile radius of campus [**Bylaw 13.7.2 and 13.7.5.1**].
4. A maximum of thirty dollars (\$30.00) for each day of the visit may be provided to cover all actual costs of entertaining the host, the prospect, and the prospect's parents or legal guardians or spouse. These funds may not be used to purchase souvenirs such as T-shirts or other institutional mementos [**Bylaw 13.7.5.5 (a)**]. Additionally, these funds may not be used to finance the purchase of alcohol or other activities that may be deemed improper by Xavier University or the Athletic Department.

5. If recreational equipment (e.g.: jet ski, ice skates) is used to entertain a prospect or the prospect's parents or legal guardians or spouse, the normal retail cost of the use of such equipment must be assessed against the \$30-per-day allowance. If such normal retail cost exceeds the \$30-per-day allowance, such equipment may not be provided **[Bylaw 13.7.5.8]**.
6. No cash, including any portion of the entertainment money provided to the host, may be given to the prospect or anyone else **[Bylaw 13.7.5.4]**.
7. Entertainment monies may not be used for any person other than the host, the assigned prospect, the prospect's parents or legal guardians, and/or the prospect's spouse **[Bylaw 13.5.1 and 13.7.5.1 and 13.7.6]**. Additional persons (e.g.: the prospect's siblings or friends) may accompany the prospect at their own expense, and only if they are not prospects **[Bylaw 13.7.7]**.
8. The host may provide transportation during the Official Visit, but may not use vehicles provided or arranged for by a coach or institutional staff member or booster **[Bylaw 13.6.2.2.2 and 13.7.5.5.4]**. A host should NEVER allow a prospect or the prospect's parents or guardians or spouse to drive his/her car.
9. The host must not allow recruiting conversations to occur, on or off campus, between the prospect and a booster of Xavier University. If an incidental, unplanned meeting occurs, an exchange of greetings is permissible, but in a polite manner do not allow the contact to go beyond a greeting **[Bylaw 13.01.5 and 13.02.11]**.
10. The prospect may engage in recreational or workout activities provided they are not organized or observed by members of the athletic department coaching staff, and are not designed to test the athletic abilities of the prospect **[Bylaw 13.12.3.3]**.
11. The host, the prospect and the prospect's parents or legal guardians and/or spouse may receive a complimentary admission – but no hard tickets – to campus athletic events during the Official Visit. Prospects and their parties may be seated in the general seating area of the facility. Seating in the press box or on the team bench is specifically prohibited **[Bylaw 13.7.5.2]**.

I certify that I have read and understand and agree to adhere to the above instructions, and hereby acknowledge receipt of \$ _____ for the purpose of entertaining the above-named prospect(s).

Student Host Signature

Date

Athletic Department Staff Member Signature

Date

Gambling

NCAA rules are very strict regarding gambling. As a Xavier University Student-Athlete you may not:

- Knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team representing ANY institutional or ANY professional team.
- Accept a bet on any team representing Xavier University or participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or ANY method employed by organized gambling.

Policy Against Hazing and Initiation

The Xavier University Department of Athletics believes that hazing demeans those who participate and is fundamentally incompatible with the standard of integrity expected by the University and its athletics program. As a result, a student-athlete cannot be required, expected or allowed to participate in hazing activities for any reason. Examples of such activities include, but are not limited to, a student-athlete being:

1. Yelled at, cursed or sworn at, humiliated, ridiculed, or physically or psychologically abused;
2. Forced or expected to participate in tattooing, piercing, head shaving or branding;
3. Forced or expected to wear embarrassing clothing;
4. Forced or expected to drink alcohol;
5. Instructed to participate in calisthenics not related to required conditioning for the sport in which the student-athlete participates;
6. Required to act as a personal servant to the players;
7. Transported and abandoned;
8. Forced or expected to consume inappropriate concoctions;
9. Expected to associate only with specified people;
10. Required to conduct hunts or quests;
11. Forced to engage in public stunts or buffoonery;
12. Required to engage in simulated sexual acts;
13. Threatened or physically restrained or abused (such as being held down, tied or taped up, or confined in a small space);
14. Required to appear nude or semi-nude in either public or private places; and/or
15. Expected to damage, destroy or steal property.

The Department of Athletics is firmly committed to vigilant enforcement of this policy, and will promptly and thoroughly investigate any allegation of hazing or initiation. Should a violation be found, the student-athletes involved will be expelled or suspended from the team for a specified period of time. The Department of Athletics expects captains, team leaders, and upperclass student-athletes to help insure that such activity not occur. Team sanctions will be imposed if it is determined that hazing was conducted by team members.

Suspected incidents of hazing or initiation, as well as any related concerns, should be reported as soon as possible to George Rathman (Compliance Coordinator), Kim Powers (Senior Woman Administrator), or Rich Franchak (Senior Associate Athletic Director). All may be reached via email or at 513-745-3413(4) or 513-745-3727.

Amateurism and Agents

NCAA rules provide that prior to the completion of Student-Athlete's eligibility, a Student-Athlete:

- MAY NOT agree, either orally or in writing, to be represented by an agent for the purpose of marketing your athletics ability or reputation in a sport.
- MAY NOT agree either orally or in writing, to be represented by an agent in the future.
- MAY NOT accept (or allow family members or friends to accept) any benefits from prospective agents such as transportation, meals, lodging, a loan, a car, or any other items.
- MAY NOT receive any type of pay for play (directly or indirectly) in any form in that sport.
- MAY NOT be involved in any commercial endorsements for a product, service or establishment or allow your name, picture or personal appearance to be used to promote any commercial products, services or employers even if no compensation is received.
- MAY NOT accept a promise of pay (even if the pay is to be received after you finish your eligibility).
- MAY NOT negotiate or sign a contract or commitment to play professional athletics.
- MAY NOT receive (directly or indirectly) a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization.
- MAY NOT compete on any professional athletics team, even if no pay or remuneration for expenses is received.

Athletic Participation: During the Academic Year and Vacation Periods (including Summer)

Academic Year

NCAA rules restrict your participation in athletics during the academic year. These rules include:

- During the academic year a Xavier University Student-Athlete may only participate for a Xavier University Athletic Team including the time when your team is not in-season. Two exceptions apply to this rule:
- Academic Vacation Periods (Fall Break, Thanksgiving Break, Winter Semester Break, Spring Break, Easter Break) – A Xavier University Student-Athlete may participate on an outside team during the vacation periods listed above as long as the Student-Athlete receives permission from the Head Coach and the Compliance Coordinator.
- *Soccer* – A Student-Athlete in the sport of soccer may compete on a non-Xavier University team on/after May 1st upon approval by the Head Coach and the Athletic Director. The soccer player must complete the appropriate form

- available in the Compliance Office. The number of players on the outside team cannot exceed five and class time may not be missed for practice activities or competition.
- *Volleyball* – A Student-Athlete in the sport of volleyball may compete on a non-Xavier University team on/after May 1st upon approval by the Head Coach and the Athletic Director. The volleyball player needs to complete the appropriate form available in the Compliance Office. The number of players on the outside team cannot exceed two and class time may not be missed for practice activities or competition.

Playing Season

The playing season is the time when an institution can conduct official practices and competitions. The playing season may be divided into two segments for most sports. For an Individual Sport, the length of the playing season is 144 days. For a Team Sport other than Basketball, the length of the playing season is 132 days. For Basketball, the playing season begins on the Saturday nearest October 15th and ends at the completion of the NCAA Tournament

Practice Limitations

A Student-Athlete may engage in practice and completions twenty hours per week with a limit of four hours of practice a day. A Student-Athlete must receive a day off per week. (Note: these limitations are not in effect during vacation periods when practice occurs).

Out-of-Season

Out-of-Season is the time during the academic year outside the playing season. During this time, a coach may require eight hours of practice in supervised strength and conditioning activities. Two of the eight hours may be devoted to individual skill instruction (for women's basketball, four hours of individual skill instruction is permitted effective August 2005). A Student-Athlete must receive two off days per week during this period.

You may not miss class for practice except for away contests

Summer

Below please find sport specific rules regarding summer competition. If your sport is not mentioned, there are no specific rules pertaining to your sport during the summer. However, as reminder, NCAA rules prohibit the acceptance of any pay for play by ANY Student-Athlete.

- *Baseball* – limit of 4 Xavier University players on an outside team; no Xavier University Coach involvement with outside team; approval by Xavier University Head Coach (and Athletic Director).
- *Basketball* – limit of 2 Xavier University players on an outside team; no Xavier University Coach involvement with outside team; summer league/team certified by NCAA; approval by Xavier University Head Coach (and Athletic Director); competition limited to one team in one league; league play must be within 100 miles of residence or Xavier University.

- *Soccer* – limit of 5 Xavier University players on an outside team; no Xavier University Coach involvement with outside team; approval by Xavier University Head Coach (and Athletic Director).
- *Volleyball* – limit of 2 Xavier University players on an outside team; no Xavier University Coach involvement with outside team; approval by Xavier University Head Coach (and Athletic Director).

Employment

Student-Athletes may be employed during the academic year as well as during the summer. All earnings from employment must be at a rate of pay that is comparable with the going rate, in that locale, for the type of work performed. There are no limits on the amount of earnings during the academic year. Furthermore, a Student-Athlete may accept fee for lesson pay. Once again, the fee for lesson pay must be at a rate of pay that is comparable with the going rate, in that locale, for the type of work performed.

What are the rules regarding employment of prospects and student-athletes?

Prospects may be employed by boosters during the summer prior to their enrollment at Xavier University. Please note that this employment may not begin until the prospect has graduated from high school.

Current student-athletes may seek employment during both the academic year and the summer. This employment must meet the following regulations:

- (a) The student-athlete's compensation must not include any remuneration for the value or utility the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that the student-athlete has obtained because of athletics ability;
- (b) The student-athlete must be compensated only for work actually performed; and
- (c) The student-athlete must be compensated at a rate commensurate with the going rate for similar services in that locality.

Provided these regulations are met, there is no limit on the amount of money student-athletes can earn. Although there is no longer a limit on student-athletes' earning, the Compliance Office must still keep records verifying all student-athlete employment. If you intend to hire a student-athlete at your place of business, please be sure to remind the student-athlete that he or she should consult the Compliance Office regarding the employment arrangements.

Please do not hesitate to call the Xavier University Compliance Office (745-3727) if you have any questions regarding these regulations pertaining to student-athlete employment. Xavier University's Department of Athletics appreciates your efforts to comply with NCAA regulations.

**XAVIER UNIVERSITY ATHLETIC DEPARTMENT
SUMMER EMPLOYMENT FORM**

SUMMER _____

Name _____

Social Security Number _____

Company _____

Address _____

Telephone _____

Employment Dates _____

Wage (per hour or week) _____

Total Summer Earnings _____

Duties Performed _____

Supervisor's Name _____

How did you obtain the job? _____

I CERTIFY THE ABOVE INFORMATION IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date: _____

Signature: _____

Updated 4/15/05

Student-Athlete Use of Xavier University Facilities for Private Lessons

Xavier Student-Athletes are not permitted to use Xavier University facilities to conduct private lessons (Fee-for-Lesson Instruction). Use of a Xavier facility by a Xavier Student-Athlete is a NCAA institutional violation and the Student-Athletes will be ineligible for competition. In order to be reinstated for competition, the Student-Athlete will need to make a charitable contribution in the amount received for the private lesson.

12.4.2.1 Fee-for-Lesson Instruction

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided: *(Revised: 1/9/96 effective 8/1/96, 4/25/02 effective 8/1/02)*

- (a) Institutional facilities are not used; *(Adopted: 4/25/02 effective 8/1/02)*
- (b) Playing lessons shall not be permitted; *(Adopted: 4/25/02 effective 8/1/02)*
- (c) The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and *(Adopted: 4/25/02 effective 8/1/02)*
- (d) The compensation is paid by the **lesson** recipient (or the recipient's family) and not another individual or entity. *(Adopted: 4/25/02 effective 8/1/02)*
- (e) Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time. *(Adopted: 4/2/03 effective 8/1/03)*
- (f) The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions. *(Adopted: 4/2/03 effective 8/1/03)*

**XAVIER UNIVERSITY ATHLETIC DEPARTMENT
STUDENT-ATHLETE FEE-FOR-LESSON
INSTRUCTION DOCUMENTATION**

XAVIER STUDENT-ATHLETE: _____

XAVIER SPORT: _____

XAVIER COACH: _____

XAVIER STUDENT-ATHLETE: _____

LESSON RECIPIENT: _____

DATES OF PRIVATE LESSONS: _____

LESSON INSTRUCTION PROVIDED: _____

FEE FOR LESSON (TOTAL EARNED): _____

PAYOR OF LESSON FEE: _____

FACILITY USED FOR LESSON: _____

DID THE STUDENT-ATHLETE USE HIS OR HER NAME, PICTURE OR
APPEARANCE TO PROMOTE OR ADVERTISE THE AVAILABILITY OF FEE-
FOR-LESSON SESSIONS? _____

**Xavier University Athletic Department
Student-Athlete Transfer Policy
Student-Athlete Transfer Denial Appeal Hearing Process**

Meeting with Coach, Sport Administrator

If a Xavier University Student-Athlete wishes to transfer to another institution, the Student-Athlete must meet with their respective coach and the respective sport administrator. The Student-Athlete can choose to meet with both their coach and sport administrator together or meet separately with each of them. If the Student-Athlete chooses the latter, the meeting with the coach must occur before the meeting with the sport administrator. Additionally, the Student-Athlete may request that the Faculty Athletic Representative (FAR) to be present at any of the meetings.

Required Written Documentation

During the meeting that includes the sport administrator, the Student-Athlete must present in writing their specific reasons for leaving Xavier and wishing to pursue an opportunity at another institution. After the meeting, the sport administrator will meet with the Athletic Director to discuss the situation and decide whether to grant the release request of the Student-Athlete.

Types of Releases

As a general rule, Xavier University reserves the right to restrict releases to institutions within the Atlantic 10 Conference as well as to institutions Xavier University competes against in the Student-Athlete's respective sport. Exceptions to this restricted release may be granted based upon specific reasons documented in the Student-Athlete's written request. Once a decision has been made, the Student-Athlete will be notified if the release has been granted, granted with restrictions, or denied.

NCAA Bylaws for Transfer/One-Time Transfer Exceptions

Under NCAA Bylaw 13.1.1.3.1 (Hearing Opportunity), if an institution decides to deny a student-athlete's request to permit any other institution to contact a student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

Under NCAA Bylaw 14.5.5.2.10 (One-Time Transfer Exception) (d) If a student is transferring from a NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student's being granted an exception to the transfer-residence requirement. If the student's previous institution denies his or her

request for the release, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

Xavier's Appeal Hearing Policy

Below are the procedures Xavier University has established to meet the requirements of Bylaw 13.1.1.3.1 and 14.5.5.2.10 of providing a student-athlete with a hearing due to a denial for permission to contact and/or an objection to the one-time transfer exception:

1. Upon receiving the Xavier University Athletic Department's written denial to contact and/or written objection to the one time transfer exception, a student-athlete may submit a written appeal to the Xavier University Administrative Vice-President requesting a hearing to overturn the Athletic Department's decision.
2. Within five (5) business days upon receiving the written request, the Administrative Vice-President will appoint an appropriate number of Xavier Faculty/Administrators (three at a minimum) to serve as Appeal Committee Members. Individuals selected can not be Athletic Department personnel. The Chair of the Athletic Advisory Board will serve as the Chair of the Appeal Committee. The FAR will serve as an ad hoc member of the committee.
3. After the Appeal Committee is established, the Chair will promptly set the date of the hearing and in writing inform the student-athlete as well as the appropriate Athletic Department representative(s) of the hearing date, location and procedures. Such procedures will include:
 - a. All Committee discussions will be held in confidence. The Chair of the Appeal Committee (and appeal committee members when appropriate) will meet with the Xavier University NCAA Compliance Officer prior to the hearing to clarify any NCAA, Conference, University, and/or Athletic Department policies or procedures that may be related to the appeal issue.
 - b. Legal representation will be prohibited during the appeal hearing. However, the appealing student-athlete may have a faculty advisor present to assist him/her during the hearing.
 - c. The Appeal Committee will meet prior to the hearing for organizational purposes.
 - d. The student-athlete and the Athletic Department representative(s) must submit written rationales for their positions on the matter to the Appeal Committee Chair at least three business days prior to the scheduled hearing.
 - e. The student-athlete and the Athletic Department representative(s) must submit a list of witnesses to testify at the hearing, or in their place written

statements, to the Appeal Committee Chair at least three business days prior to the scheduled hearing.

- f. At the appeal hearing, the student-athlete, Athletic Department representative(s), and the appeal committee members will be present at all times during the scheduled appeal hearing. Witnesses granted permission to speak to the committee will be invited to do so individually.
- g. At the hearing, the student-athlete will be permitted to make a statement and then may be questioned by committee members related to his/her written statements and any other supporting documents/information the student-athlete has shared with the committee.

Violations

If you, as a student-athlete, see something, hear something, or suspect that a violation has occurred, please talk to your coach or the compliance office immediately. It is MUCH better to catch a violation early and to “self-report” than to have to answer to an inquiry from the Atlantic 10 Conference or the NCAA. Please know that by self-reporting you are HELPING the University, not hurting it.

FINANCIAL AID

Grant-in-Aid (Full)

A full grant-in-aid is financial aid that consists of tuition, fees, room, board, and course required books. A student athlete may receive scholarships, work study, grants, loans, tuition waivers, and educational grants-in-aid administered by an educational institution.

You may legally receive aid which is:

- (a) received from one upon whom the student-athlete is naturally or legally dependent.
- (b) awarded solely on the basis of having no relationship to athletic ability.
- (c) awarded through an established and continuing program to aid students, of which athletic participation shall not be the major criterion (e.g., National Merit Scholarship).
- (d) awarded through an established and continuing program for recognition of outstanding high school graduates, of which athletic participation may be a major criterion (e.g., honorary high school award).

Eligibility for Financial Aid

Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance. An athletic grant-in-aid is available for a period of one year and is renewable each year for not more than five years after the student’s first date of enrollment. Student-athletes must meet all NCAA rules governing financial aid to be eligible for aid, practice and competition. To be eligible for federal funds, student-athlete must complete the FAFSA for the academic school year.

Withdrawal

A student athlete who withdraws from the institution may not receive financial aid during the remainder of the term.

Renewal of Aid

An athletic grant-in-aid is renewable yearly. A Staff member may inform the student-athlete that his/her aid is being recommended for renewal at the end of each year for the following academic year. The renewal is not automatic. The institution is required to renew financial aid on or before July 1, prior to the academic year in which it is to be effective. Notification of renewal or non-renewal must come from the institution's regular financial aid authority and not from the athletic department. If aid is not renewed (or is reduced), the institution shall inform the student-athlete that he/she is entitled to a hearing before the institutional agency making the award.

Reasons for Cancellation or Reduction of Financial Aid During the Period of the Award (one year):

Your aid may be reduced or canceled if:

- (a) Student renders himself/herself ineligible.
- (b) Student fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
- (c) Student engages in serious misconduct warranting a substantial disciplinary penalty.
- (d) Voluntary withdrawal from a sport for personal reasons.

Your grant may not be reduced or canceled:

- (a) on the basis of a student's athletic ability, performance or contribution to a team's success.
- (b) because of an injury that prevents participation.
- (c) for any other athletic reason.

Maximum Limit on Financial Aid

A student athlete shall not be eligible to participate in intercollegiate athletics if he/she receives financial aid that exceeds the value of a full grant-in-aid.

Non-renewal of Athletic Financial Aid Appeal Hearing Process

Under NCAA Bylaw 15.3.2.4, an institution's regular financial aid authority shall notify a student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is reduced or cancelled during the period of the award, or not renewed.

Below are the procedures Xavier University has established to meet the requirements of Bylaw 15.3.2.4 of providing a student-athlete with a prompt hearing to appeal the reduction, cancellation or non-renewal of athletic aid.

The Athletic Scholarship Hearing Committee will be comprised of at least three (3) Xavier Faculty/Administrators (excluding athletic department personnel) which shall include the Senior Associate Director of the Office of Financial Aid (Chair of the committee) as well as the NCAA Faculty Representative.

A student-athlete who wishes to appeal any decisions related to his or her financial aid reduction, cancellation or non-renewal shall submit a typed request for a hearing within 14 days of receiving notice of the reduction, cancellation or non-renewal of financial aid. The request should be addressed to the Athletic Financial Aid Appeals Committee, Xavier University Office of Financial Aid, 3800 Victory Parkway, Cincinnati, OH 45207.

The student-athlete's typed request should include the following:

- The student-athlete's name, social security number or student identification number, sport, year in school;
- Type and amount of previous athletic financial aid;
- Reasons for believing that the decision was unjust, including the names of Xavier University staff members (e.g., coach, financial aid officer, athletic administrator) with whom the student has discussed the aid; and
- Copies of any relevant documents (e.g., initial award letters);
- A written list of witnesses including any advisors and their relevance if applicable; and
- A request for an open hearing (otherwise the hearing will be closed)

Within five (5) business days of receiving the hearing request, the Senior Associate Director of Financial Aid will schedule the hearing and will send notification to the student listing the date, time, location and procedures of the hearing.

The hearing will proceed as follows:

- A. A representative of the Athletic Department will appear first and provide reasoning for the reduction, cancellation or non-renewal of the athletic grant-in-aid. The presentation will be in the presence of the student-athlete.
 1. The presentation will be made by the coach, if possible. An advisor may be present but can only participate in an advisory capacity. If the coach cannot present the case, the name of the replacement shall be submitted to the Chair of the Committee with an explanation of why the coach could not present the case.
 2. The Department of Athletics may present witnesses in support of its case or, with the approval of the Chair of the Committee, a written statement may be submitted. The testimony of witnesses may be question and answer or narrative.
 3. At the completion of testimony by each witness, members of the Committee may ask questions. The student-athlete may also ask

questions, but the questions must be directed through the chair of the Hearing Committee.

- B. After the Athletic Department has presented its case, the student-athlete will put forward his/her case.
1. The student-athlete has the right to representation in an advisory capacity and the right to present evidence.
 2. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. Testimony of the witnesses may be by question and answer or by narrative. Written statements may be submitted.
 3. After the student-athlete has finished presenting each witness, members of the Hearing Committee may question that witness and/or the student-athlete. The representative of the Athletic Department may also ask the questions of the witness and/or the student athlete, but the questions must be directed through the Chair of the Committee.
- C. The chair of the Committee will have the right to exclude any evidence or restrict the number of witnesses if determined to be irrelevant to the case.

After all testimony is received, the Hearing Committee will render a final, non-appealable decision within five (5) business days of the conclusion of the hearing.

Federal Financial Aid and Standards of Academic Progress

Standards of Academic Progress apply to the following programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Loan, Federal PLUS Loan and Xavier funds. These standards include:

- *GPA:* Undergraduate students who have not yet completed two academic years must have a minimum cumulative GPA of 1.75. Students who have already completed two academic years must have a minimum cumulative GPA of 2.0.
- *Annual Completion Rate:* Students must successfully complete a minimum of 67% of the credit hours attempted at Xavier University each academic year (attempted hours are hours for which a university charge incurred, excluding audited hours). The academic for these purposes begin with summer semester and end with spring semester.
- *Maximum Time Frame for Completion of Educational Objectives:* Undergraduate students must complete their first degree program within 150% of the published length of their degree program. For example, if a major requires 120 credit hours to graduate, a student could not receive financial aid beyond 180 credits attempted (including transfer hours) whether or not financial aid was received for those credits.

XAVIER UNIVERSITY ATHLETICS

Student-Athlete Code of Conduct

As a Xavier student, I _____, will live by the Xavier University Student Code of Conduct. As such, my behavior will reflect the values of respect for myself, respect for others, respect for authority, respect for property, honesty and integrity.

As a Xavier student athlete, I understand that I am privileged to be a representative of the University, and my conduct must reflect accordingly I realize that my actions reflect on me, my team and my University; therefore, I accept the responsibility to be held to a higher standard.

I accept that as a member of Xavier's _____, I have teammates to support and assist when they are in need, in both academic and social situations.

I understand that the use of drugs, which are illegal by city, state or federal laws are prohibited by the NCAA; the illegal use of alcohol, or the use of alcohol which results in University disciplinary action, the need for medical attention, or intervention by a law enforcement agency, are violations of NCAA, Xavier University and/or team training rules and may result in sanctions being imposed on me. I also understand that such sanctions may range from my suspension from practice and/or contests to reduction or loss of my athletically related financial aid.

I also understand that if I violate any other University rules, NCAA rules or governmental laws, I am subject to prescribed disciplinary actions within those systems as well as additional Department of Athletics sanctions as determined by the Head Coach and the Athletic Director.

At a team meeting on _____ (date), we have discussed, clarified and committed to living by the Xavier University student athlete Code of Conduct as stated above.

Signature of Student-Athlete

XAVIER STUDENT-ATHLETE CODE OF CONDUCT

Departmental Procedures for Violations

The coach of each sport and the Athletic Administrator for the sport are responsible for the actions of all student-athletes. After discussion between the Athletic Administrator and coach, a student-athlete may be removed from the squad for conduct detrimental to Xavier University.

- A. Each coach is responsible for setting the rules for his/her team. You should receive a copy of these rules at the beginning of each academic year.
- B. Coaches are required to report to his/her Athletic Administrator the need for any severe disciplinary action whenever possible. The reasons for dismissal or suspension must be documented.
- C. The dismissal or suspension of any team member should be discussed with the Athletic Administrator prior to the disciplinary action whenever possible. The reasons for dismissal or suspension must be documented.
- D. Once an athlete has been dropped from the squad for disciplinary reasons, he/she shall not be permitted to return to competition unless reinstated by the approval of the Athletic Administrator and Head Coach.
- E. Any athlete who has a grievance that has not been settled to his/her satisfaction by the Athletic Administrator or coach has the privilege of appealing the grievance to the Athletic Director. All decisions by the Athletic Director are final.

Responsibilities of the Student-Athlete

As a student athlete at Xavier University, you have many obligations to the University, the Department of Athletics and the community. As an athlete, you have a visibility that other students do not have. Your behavior, whether it is positive or negative, will give people a lasting impression of all student athletes and the XU Department of Athletics.

Your primary purpose for attending Xavier University is as a student in the educational program it offers. Therefore, your first responsibility is toward the successful completion of your academic work. As an athlete is expected to perform at his/her best in his/her sport, you are expected to perform your best in all aspects of educational life. Although athletics is an integral part of your total educational experience, it must never transcend your educational purpose for attending Xavier University.

As a member of an athletic team at Xavier, you are a representative of the total University, and you are expected to assume certain responsibilities in addition to those expected of all students.

- A. Conduct yourself in such a manner as to bring credit to yourself, the Department of Athletics, and the University.
- B. Since the action of one reflects upon the University, the team, and the Department of Athletics, each member of a team is expected to discourage irresponsible conduct on the part of a teammate.
- C. Athletes are expected to practice good sportsmanship during all practices and games.
- D. Team members are expected to attend and participate fully in scheduled practice and/or training sessions unless excused by the coach or the head athletic trainer.
- E. The use/abuse of illegal drugs or alcohol will not be tolerated.

- F. Each athlete is personally responsible to the University for the care of equipment and apparel that is provided in each sport. Xavier University has a policy of purchasing the finest equipment available in order to protect the athlete and to enable him/her to perform to the best of his/her ability. Therefore, equipment should not be used unnecessarily, and under no condition is equipment or apparel to be appropriated for personal use. All equipment and supplies must be returned to your coach immediately upon request.
- G. Members of the traveling squad are to be properly dressed and groomed at all times. The coach will inform the team on how to dress for trips. Members will travel, room, and eat with the team unless the coach and/or Athletic Director approve other arrangements prior to the trip.

Student-Athlete Grievance Procedures

If a student-athlete has a concern relating to their participation in intercollegiate athletics, he/she should:

- 1. Request a meeting with his/her head and/or assistant coach to discuss the concern.
- 2. If the student-athlete is not satisfied with the results of his/her meeting with the head coach, then a meeting may be requested with the appropriate sport administrator.
- 3. If the concern is still unresolved after his/her meeting with the sport administrator, then a meeting may be requested with the director of athletics. The meeting request with the director of athletics should be in writing and include a written document that states the concern at hand as well as why the student-athlete did not feel that the concern was not adequately resolved by the coach or administrator of the sport.
- 4. After the student-athlete has exhausted the above avenues to resolve the concern and is still unsatisfied, he/she may bring the issue to the administrative vice president. The meeting request with the administrative vice president should be in writing and include a written document that states the concern at hand as well as why the student-athlete did not feel that the concern was not adequately resolved by the coach, administrator and the director of athletics.

If a student-athlete has an issue with another aspect of campus life, he/she may ask assistance from their coach, sport administrator, Director of Student-Athlete Development to assist in seeking a solution to the problem.

SPORTS MEDICINE

- Cintas Training Room.....745-2899
- Schmidt Fieldhouse Training Room.....745-1973
- Jody Jenike, Head Athletic Trainer.....745-3028.....Cell: 200-3111
- Mike Mulcahey, Asst Athletic Trainer.....745-2928.....Cell: 200-3333
- Michelle Sullivan, Asst Athletic Trainer.....745-4274.....Cell: 200-3222
- Rachel Hildebrand, Grad. Asst Trainer.....745-4208

The training room is located on the ground floor of the Cintas Center. All injuries and illnesses are to be reported to a staff trainer who will then schedule the athlete with the appropriate team physician. Team physicians will be available in the Cintas Training Room on Monday, Wednesday and Thursday each week by appointment.

Requirements to Participate

1. Student-athletes are required to have a physical examination prior to participation in any intercollegiate sport. Upon arrival to campus, each athlete will participate in a preseason physical screening. The final decision on physical qualifications or reason for rejection is the responsibility of the team physician and Athletic Director. The team physician or Sport Administrator will also decide when a student-athlete may return to competition after a previous injury.
2. Student-athletes who miss their scheduled physical examinations will be required to reschedule with the Head Athletic Trainer.
3. Each student-athlete must have their vaccines for entry into the University and must supply the McGrath Health & Counseling Center with information concerning required vaccines.
4. Each student attending Xavier University is required to have Health Insurance. Parents can purchase a policy for their student-athlete through the McGrath Health Center if desired. This will ensure coverage of non-athletic related injuries and illnesses.
5. Each student-athlete will provide the Sports Medicine Department the following completed forms prior to participation because failure to do so will prevent clearance for participation:
 - A) Physical Examination (supplied by Xavier)
 - B) Medical History
 - C) Family History
 - D) Acknowledgment and Waiver
 - E) Emergency Treatment Waiver
 - F) Parent Information Form
 - G) Athlete's Information Form
 - H) Drug Testing Consent Form

Sports Medicine Procedures

1. All student-athletes are to report all injuries and illnesses to a Staff Trainer for evaluation during business hours.
After Business Hours:
 - A) Non-emergency injuries and illnesses occurring after daily Training Room business hours are to be handled by paging the trainer on call.
 - B) Emergency injuries and illnesses occurring on the Xavier University campus are to be handled through Campus Security who will in turn notify a trainer with the student athlete's permission.
2. New injuries are to be evaluated during morning clinical hours or through appointments made with a Staff Trainer. These morning hours are also for rehabilitation.

3. Afternoon clinic hours are reserved for team preparations (practice/competition) and minor treatments unless a new injury occurs during scheduled activity.
4. If a student-athlete is missing practice or competition due to an injury, they are required to appear in the Training Room for daily treatments. Coaches will be notified if any sessions are missed.

Training Room Rules

1. Appropriate dress is required in this co-ed facility.
2. Socializing is to be kept to a minimum in this highly populated area.
3. No yelling, horseplay or profanity is allowed.
4. No tobacco use will be tolerated.
5. Use of Training Room phone is forbidden.
6. Student-athletes are not to touch the stereo without permission from the Staff Trainer and a moderate volume should be maintained.
7. Student-athletes are not permitted in any supply cupboards, storage areas, or drawers without permission of the Staff Trainer present.
8. Student-athletes are not to perform any treatments on themselves. A Staff Trainer must be present to assist with treatments using electric modalities, hot packs, or whirlpools.
9. Student-athletes are not permitted to remove any equipment from the Training Room without a Staff Trainer present who has signed that specific piece out to them.
10. Any unreturned equipment will lead to charges applied to the student athlete's bursar bill.

Insurance

1. The NCAA does not permit us or any other university to provide coverage or pay the bills incurred for expenses related to illnesses and conditions, which are not sustained as the direct result of an accident in our intercollegiate sports program. We strongly recommend that you purchase Xavier's student insurance plan at the Health Center to cover the above conditions, or you must have a policy that will cover you with your parents. If you become stricken with a medical illness while in season for your sport, an appointment with our team physician can be made through a Staff Trainer. If you become ill out of season, you may make an appointment with the McGrath Health Center. Visits to the center generate charges to your bursar bill unless they are filed with your insurance company. These bills become the responsibility of the athlete. The clinic will supply you with an itemized bill to be filed with you or your parents' insurance company. Please make sure that these bills are filed or they will accrue on the Bursar account.
2. All medical bills incurred as a result of an injury in the intercollegiate sports program will be sent directly to your home address, unless the university has instructed the medical vendors otherwise. In some cases the athletic department may get a copy of the bill, but in no cases will the athletic department be the primary place for the bill incurred to be sent. The athletic accident insurance at Xavier University provides secondary coverage for accidents while participating

- in the play or official practice of intercollegiate sports. All claims must be processed through your family's primary care policy before Xavier's secondary coverage will be applied.
3. After medical bills have been filed with the student athletes' primary insurance carrier an End of Balance Statement (EOB) will be issued describing the amount of the original bill the company will become responsible for. This EOB and a copy of the original itemized statement must reach the office of the Head Trainer for filing with Xavier University's policy.
 4. No benefits will be paid under the Xavier University Insurance Plan for procedures unscheduled by the Xavier Sports Medicine Department or unapproved by the Xavier Team Physicians.
 5. Although injuries occurring out-of-season become the sole financial responsibility of the student-athlete, the same level of care will be extended to them through the Training Staff and Team Physicians. It is strongly urged that all of these types of injuries be reported in the routine manner so that a Staff Trainer can notify the coach.

DRUG AND ALCOHOL POLICY

The Xavier Athletic Drug and Alcohol Policy will be presented to student-athletes in the first team meeting of each year. Due to its size, it will not be reintroduced here. It is important to mention that the Policy is accompanied with a Consent Form allowing the Sports Medicine Department to perform Drug Testing on its student athletes. Refusal of the student athlete to sign this Consent Form will result in ineligibility to participate in their sport.

Beginning in the fall of 2004, the NCAA through The National Center for Drug Free Sport, will begin drug testing every Division I institution at least once each academic year. As a result, every Division I sport sponsored by Xavier University is subject to out-of-competition (year-round) drug testing. Therefore, all student-athletes are subject to drug testing before, during or after their competitive season. As Xavier University does not sponsor football, only eight student-athletes from one sport will be randomly selected for the drug test administered by Drug Free Sport. A student-athlete who tests positive for a banned substance as set forth in Bylaw 31.2.3 (listed below) shall be declared ineligible for further participation in championship season and non-championship season competition in accordance with the ineligibility provision in Bylaw 18.4.1.5.1. Additionally, student-athletes may visit the Resource Exchange Center (REC), a free, confidential source of information available to all involved with NCAA athletics. The REC answers inquiries regarding dietary supplements and other NCAA banned substances. The REC's website is www.drugfreesport.com/rec. Use the password `ncaa1`.

The NCAA's position on nutritional supplement use is stated as follows:

Many nutritional/dietary supplements contain NCAA banned substances. In addition the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive

NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

NCAA Banned Substances

(a) Stimulants:

amiphenazole_____	Meclofenoxate
amphetamine_____	Methamphetamine
bemigrade_____	methylene-dioxymethamphetamine, MDMA (ecstasy) (Adopted: 4/26/01)
benzphetamine_____	Methylphenidate
bromantan (Adopted: 7/22/97)_____	Nikethamide
caffeine*_____	Pemoline
chlorphentermine_____	Phenylpropanolamine (PPA) (Revised: 4/25/02 effective 8/1/03)
cocaine_____	Pentetrazol
cropropamide_____	Phendimetrazine
crothetamide_____	Phenmetrazine
diethylpropion_____	Pentermine
dimethylamphetamine_____	Picrotoxine
doxapram_____	Pipradol
ephedrine (Adopted: 7/22/97)_____	Prolintane
ethamivan_____	Strychnine
ethylamphetamine_____	and related compounds
fencamfamine	

(b) Anabolic agents/Anabolic steroids:

androstenediol_____	Methyltestosterone
androstenedione (Adopted: 10/29/97)_____	Nandrolone
boldenone_____	Norandrostenediol
clostebol_____	norandrostenedione (Adopted: 10/29/97)
dehydrochlormethyl-testosterone_____	Norethandrolone
dehydroepiandrosterone (DHEA) (Adopted: 7/22/97)_____	Oxandrolone
dihydrotestosterone (DHT) (Adopted: 7/22/97)_____	Oxymesterone
dromostanolone_____	Oxymetholone
fluoxymesterone_____	Stanozolol
mesterolone_____	testosterone^
methandienone_____	and related compounds
methenolone	
Other anabolic agents:	
Clenbuterol	

(c) Diuretics:

acetazolamide_____	Hydroflumethiazide
bendroflumethiazide_____	Methyclothiazide
benzthiazide_____	Metolazone
bumetanide_____	polythiazide
chlorothiazide_____	quinethazone
chlorthalidone_____	spironolactone
ethacrynic acid_____	triamterene
flumethiazide_____	trichlormethiazide
furosemide_____	and related compounds
hydrochlorothiazide	

(e) Street drugs:

heroin_____	THC (tetrahydrocannabinol)#
marijuana#	

(f) Peptide hormones and analogues:

chorionic gonadotrophin (HCG - human chorionic gonadotrophin)	corticotrophin (ACTH)
growth hormone (HGH, somatotrophin)_____	All the respective releasing factors of the above-mentioned substances also are banned.
erythropoietin (EPO)_____	sermorelin

(g) Definition of positive depends on the following:

* for caffeine - if the concentration in the urine exceeds 15 micrograms/ml.

^ for testosterone - if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

for marijuana and THC - if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

SPORTS INFORMATION AND MEDIA RELATIONS

Asst. Athletic Director for Media Relations	Tom Eiser	745-3124
Asst. Sports Information Director	Pat McKenna	745-2058
Sports Information Assistant	Jake Linder	745-3388
Sports Information Intern	Mike DeGeorge	745-3961

Located on the fourth floor of the Cintas Center, the Sports Information Office is the public and media relations arm of the athletic department. We oversee game/event management, keep all statistics and records for each sport and produce the athletic department publications. Our main job in sports information is to promote Xavier University and its student athletes, coaches, staff and athletic programs in a positive way. As Xavier student athletes you have a responsibility to the institution, your coaches and teammates for cooperating with the media.

Dealing with the Media

All media, including the Newswire, are urged to set up interviews through the SID office. Let the sports information staff set up all phone or private session interviews away from practice or game situations. There may be an occasion when you are directly contacted by a media representative. If this happens, please cooperate but politely remind the reporter to call us first. (We have useful background information on you and your team. We may also be able to find out the topic of the interview in advance.) This policy does not change in the summer! Feel free to talk to the SID staff about any questions/concerns you may have regarding the media.

How to Succeed with the Media

1. Remember that dealing with the media should be a positive experience.
2. Don't do an interview by phone unless it is set up by the SID Office. However, when given a call to return by the SID Office, do so at the agreed upon time. If you cannot call at that time, contact the SID Office immediately.
3. Practice your interviewing skills. The media knows who is a good interviewer and who is not. This is also a useful skill when you enter the job market.
4. Never give out your phone number to a media member.

Before The Interview

1. If you cannot be on time, be early! Always try to be prompt.
2. Dress comfortably. School clothes are appropriate for interviews off the playing fields. Don't worry if a reporter comes to talk to you following a practice or game and you are sweaty. That interview will be taken in context and your appearance will most certainly be expected as a competitor.
3. Acknowledge a reporter's presence when he/she approaches you; make eye contact and shake hands.
4. Learn to use the reporter's name. You should be polite and conversational.
5. Be prepared. Ask the reporter what the interview is about and think about your answers. Know what you want to talk about before you comment. You can control the direction of an interview by how you answer questions. Think of two or three points you would like to talk about and stick to them.

During The Interview

1. Be courteous. In short, be as neat as possible in appearance and as polite as possible. You are representing Xavier University!
2. Be honest and sincere. Tell the truth.

3. Relax and be yourself. Let your personality come out so reporters can see and learn what you are like off the playing field.
4. Avoid the negatives. If someone asks a negative question, try to put a positive spin on it.
5. Never second guess or criticize teammates or coaches in a critical manner. Remember we are a team. Do not dwell on injuries, bad bounces, calls, etc. In general, don't complain about anything. You always come out looking bad.
6. Ask the reporter to repeat a question if it is not clear. Try to help the reporter really understand your message without being condescending. Do not talk in technical terms or be disrespectful. You don't have to answer every detail of every question.
7. Do not joke about schools, cities, opponents, players, coaches, arenas, officials, etc., in a negative way. If you are in public, assume that what you say will be repeated or written in the paper.
8. Never go off the record. You don't have to answer a particular question if you do not want to. Simply respond with something like, "I'd rather not discuss it."
9. Talk in short, complete sentences. It allows the reporter to easily edit the interview without distorting your answers. Avoid starting sentences with "Well...", "Uhh..." or "You know..."
10. Be confident, not cocky.
11. No foul language.
12. Have Fun!

After The Interview

1. Thank the reporters for their time. Make it a good experience for you and the reporters, so that they will ask for you again.
2. If you had any problems with a media person or the interview itself, contact the SID office for help.
3. Remember, in all phases of life, communicating with people is very important. Media interviews are a very helpful way of bettering yourself in this manner.