

Lock Haven University of Pennsylvania **Department of Athletics**



Student-Athlete Handbook

Updated July, 2010.



Dear Lock Haven University Student-Athletes,

On behalf of Lock Haven University Department of Athletics, I welcome you to campus and what will, hopefully, be one of the most positive experiences of your life. Our goals for you are to earn a college degree and experience success - to put forth the effort and dedication to achieve academically, athletically, and socially.

As a student-athlete, you are provided with an invaluable opportunity to complete a degree in higher education and compete in a sport you love. The achievements and friendships that you will earn during this time will pave your path for a successful personal and professional life.

Please be aware that as student-athletes, you will be held to high standards of performance in your sport, in the classroom and in the community. You are responsible for knowing what is expected of you as a student and as an athlete. This handbook is an on-going effort to give guidance and provide a resource for you on that path to success.

The life of a student-athlete is demanding yet rewarding at the same time. Take pride in the commitment, planning and sacrifice that will be required to achieve in the classroom and in your respective sport. Strive to be known as a well-rounded citizen with abilities and talents not only in the sport in which you compete. Always work to improve yourself athletically, academically and socially.

Please feel free to contact any member of our department if you have a special need during the year.

Best of luck for a great year!

Sharon E. Taylor
Director of Athletics

Lock Haven University
ATHLETICS

13 National Team Titles
13 National Individual Titles
98 PSAC Titles - Team
4 NEC Titles - Team (field hockey only)
1 EWL Title - Team (wrestling only)
3 Dixon Trophy wins (2001, 02, 07)
27 PSAC Top Ten Award winners (academic/athletics excellence award starting in 1997)
79 PSAC Scholar-Athletes (in 2009-10)
5 Top-30 finishes in NACDA Division II Directors' Cup (since 1996)
(2000-29th; 2001-29th; 2002-25th, 2007-20th; 2009-26th)

LOCK HAVEN UNIVERSITY OF PENNSYLVANIA
Department of Athletics
STUDENT-ATHLETE HANDBOOK
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www.havensports.com

Items contained in this handbook are for informational purposes. Please refer to the NCAA Division I and II Manuals for the bylaws in their entirety and contact your head coach, the Director of Athletics, and/or the Compliance Director for answers to questions related to such items.



LHU ATHLETICS MISSION STATEMENT

The mission of Lock Haven University Intercollegiate Athletics Program is to provide a competitive environment through which student-athletes gain direction and motivation to help them grow academically, athletically, emotionally and socially. The University shall take reasonable steps to safeguard the physical welfare of student-athletes, coaches, and staff, as they engage in activity associated with the athletics programs. Participation in intercollegiate athletics is an integral part of the educational mission of the University and athletics competition is offered to enhance the total development of the student.

Lock Haven University is committed to providing equal opportunity for all students to participate in intercollegiate athletics. The University strives for excellence in all athletics programs, and adheres to the principles of fair play and amateur athletic competition as defined by the National Collegiate Athletic Association (NCAA). Student-athletes, coaches and staff are expected to compete with integrity and sportsmanship at all times within the guidelines of the Pennsylvania State Athletic Conference (PSAC) and the NCAA.

Lock Haven University athletics endeavors to maintain a broad-based, yet competitive, NCAA Division II program in all sports, as well as prominent Division I field hockey and wrestling programs. The intercollegiate athletics program strives not only to enhance the total development of the student athlete, but to benefit the student body, the University, the local community, and alumni, by providing competitive events which build cohesiveness and pride among our constituencies.

It is expected that intercollegiate athletics will be conducted in an enlightened academic atmosphere. All athletics activities will be conducted in an environment designed to minimize associated risks and enhance the performance and enjoyment for participants and spectators.

PHILOSOPHY & OBJECTIVES

The Department of Athletics at LHU takes a proactive role in the development of its student-athletes. Athletics is an integral part of the total educational experience of the University through the unique competitive learning environment it provides. The Department of Athletics shares with other segments of the campus, a responsibility to contribute positively to the optimal development of each student in the learning environment. It is the goal of Lock Haven University and the Department of Athletics to develop "well-rounded citizens" for the future.

Academic Excellence at a Very Affordable Price

- Courses taught by faculty members, not teaching assistants or graduate students
- Honors Program provides academic challenge and merit-based scholarships
- 19:1 student-to-faculty ratio ; average class size is 26 students
- Experience a diverse campus, prepare to meet the world
- More than 60 degree and certification programs
- Study abroad semester offering exchanges on 6 continents
- 97% of recent graduates are either employed or continuing their education.

Bald Eagles and Lady Eagles strive for excellence on and off the field

A total of 79 student-athletes earned PSAC Scholar-Athlete honors last year for maintaining a 3.25 GPA or better, and student-athletes' composite GPA and graduation rate exceed the over all University GPA and graduation rate.



Fast Facts about LHU

- Founded in 1870 as the Central State Normal School and joined the State System of Higher Education in 1983 and became Lock Haven University of Pennsylvania.
 - Enrollment 4,665 at the Main Campus in Lock Haven; 440 at the Clearfield Campus.
 - LHU athletics offers eight women's Division II teams as well as seven men's Division II programs. Division I men's wrestling and women's field hockey programs round out the athletic offerings.
 - LHU boasts of approximately 25,000 living alumni, who work in all professions including teaching, performance, health care and research.
 - LHU has approximately 580 full-time employees, including 270 full-time instructional faculty.
 - LHU has more than 120 clubs, activities and organizations, on campus.
- (from http://www.lhup.edu/admissions/utility/fast_facts.shtml)

ATHLETICS STAFF DIRECTORY

Lock Haven University Department of Athletics
Thomas Fieldhouse, Lock Haven, PA 17745

Director of Athletics	Sharon E. Taylor	staylor@lhup.edu	(570) 484-2093
Associate Director of Athletics	Peter A. Campbell	pcampbel@lhup.edu	(570) 484-2114
Assistant Director of Athletics/SWA	Danielle Barney	dbarney@lhup.edu	(570) 484-2871
Assistant to the Director of Athletics for Facilities and Events.....	Carol Lugg	clugg@lhup.edu	(570) 484-2114
Sports Information Director	Doug Spatafore	dsptafo@lhup.edu	(570) 484-2350
Athletics Secretary	Pam Fisher	pfisher@lhup.edu	(570) 484-2102
Director of Athletics' Operations	Wally Kocher	dkocher@lhup.edu	(570) 484-2647
Equipment Manager	Kim Lindsey	klindsey@lhup.edu	(570) 484-2113
Equipment Manager (Tomlinson Center)	Terry Blazina	tblazina@lhup.edu	(570) 484-2945
Initial & Continuing Eligibility	Efrain Cirilo	ecirilo@lhup.edu	(570) 484-2123 (Registrar's Office)

COACHING STAFF

BASEBALL			
.....Smockey Stover, Head Coach	pstover@lhup.edu	(570) 484-2245Thomas Fieldhouse 228E
.....Heath Stover, Assistant Coach	hstover@lhup.edu	(570) 484-2710Thomas Fieldhouse 228E
BASKETBALL, Men's			
.....John Wilson, Jr., Head Coach	johnwilson2@lhup.edu	(570) 484-2097Thomas Fieldhouse 217
.....Johnny Wilson, Sr., Assistant Coach	johnwilson6@lhup.edu	(570) 484-2421Thomas Fieldhouse 224
BASKETBALL, Women's			
.....Jennifer Smith, Head Coach	jsmith16@lhup.edu	(570) 484-2818Thomas Fieldhouse 219
.....tba, Assistant Coach	tba	(570) 484-2569Thomas Fieldhouse 224
CROSS COUNTRY, M&W			
.....Aaron Russell, Head Coach	arussell@lhup.edu	(570) 484-2261Courthouse Annex
.....Chad Warren, Assistant Coach	cwarren@lhup.edu	(570) 484-2242Courthouse Annex
FIELD HOCKEY			
.....Pat Rudy, Head Coach	prudy@lhup.edu	(570) 484-2722Thomas Fieldhouse 221
.....Mallory Weisen, Assistant Coach	mweisen@lhup.edu	(570) 484-3997Thomas Fieldhouse 221
FOOTBALL			
.....John Klacik, Head Coach	jklacik@lhup.edu	(570) 484-2250Courthouse Annex
.....Terry Szucs, Assistant Coach	tszucs@lhup.edu	(570) 484-2116Courthouse Annex
.....Chris Sprague, Assistant Coach	csprague@lhup.edu	(570) 484-2194Courthouse Annex
.....Matt Monty, Assistant Coach	mmonty@lhup.edu	(570) 484-2564Courthouse Annex
LACROSSE, Women's			
.....Kristen Selvage, Head Coach	kselvage@lhup.edu	(570) 484-2285Thomas Fieldhouse 228C
.....Jessica Lieb, Assistant Coach	jlieb@lhup.edu	(570) 484-3014Thomas Fieldhouse 228F
SOCCER, Men's and Women's			
.....Doug Moore, Head Coach	bmoore4@lhup.edu	(570) 484-2192Thomas Fieldhouse 223
.....Kara Lowery, Assistant	klowery@lhup.edu	(570) 484-2459Thomas Fieldhouse 216
.....Phil Liversedge, Graduate Assistant	pliverse@lhup.edu	(570) 484-2108Thomas Fieldhouse 224
.....Emily Wagner, Graduate Assistant	ewagner@lhup.edu	(570) 484-2736Thomas Fieldhouse 216
SOFTBALL			
.....Kelly Shannon, Head Coach	kshannon@lhup.edu	(570) 484-2917Thomas Fieldhouse 228D
.....Danielle Fraser, Assistant Coach	dfraser@lhup.edu	(570) 484-2574Thomas Fieldhouse 228D
SWIMMING, Women's			
.....Andy Waeger, Head Coach	awaeger@lhup.edu	(570) 484-2820Zimmerli 114
.....tba, Graduate Assistant	tba	(570) 484-2805tba
TRACK AND FIELD, M&W (Indoor and Outdoor)			
.....Heather Leverington, Head Coach	hleverin@lhup.edu	(570) 484-2635Courthouse Annex
.....Aaron Russell, Head Coach	arussell@lhup.edu	(570) 484-2261Courthouse Annex
.....Chad Warren, Assistant Coach	cwarren@lhup.edu	(570) 484-2242Courthouse Annex
VOLLEYBALL, Women's			
.....Tom Justice, Head Coach	tjustice@lhup.edu	(570) 484-2388Thomas Fieldhouse 218
.....Li YiZhi, Assistant Coach	lyi@lhup.edu	(570) 484-3048Thomas Fieldhouse 218
WRESTLING			
.....Robbie Waller, Head Coach	rwaller@lhup.edu	(570) 484-2304Thomas Fieldhouse 222
.....Matt Lackey, Assistant Coach	mlackey@lhup.edu	(570) 484-2387Thomas Fieldhouse 222
.....Terry Fike, Strength & Conditioning	tfike@lhup.edu	(570) 484-2806Thomas Fieldhouse 224



CODES OF CONDUCT

DRUG, TOBACCO & ALCOHOL POLICIES

See Appendix C: LHU Athletics Drug and Alcohol Policy

ETHICAL CONDUCT

Student-athletes and members of the athletics staff have a responsibility to conduct themselves in accordance with the ethical standards of Lock Haven University and the NCAA. As highly visible members of the University community, student-athletes and members of the athletics staff have an obligation to conduct themselves in such a way as to positively reflect Lock Haven University and their sport. This responsibility applies to both on and off campus conduct (e.g., traveling with the team, competing, attending class, living within the local community) as well as any activities conducted online.

SPORTS WAGERING

In accordance with NCAA rules, a student-athlete may not knowingly provide information to assist individuals involved in organized sports wagering/gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team representing the University or participate in any gambling involving intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling. The penalty for breaking this rule is a loss of eligibility. If a student-athlete has any concerns regarding sports wagering/gambling activities, he or she should bring these immediately to the attention of his or her coach or the athletics administration. For more information, view www.ncaa.org.

GENDER DISCRIMINATION/ SEXUAL HARASSMENT POLICY STATEMENT

(from LHU Student Handbook)

Lock Haven University [refers to Main Campus and Clearfield Campus] is committed to providing a learning and working environment that enhances the dignity and worth of every member of its community. To this end, the community must be free from discriminatory conduct of any kind. Thus, because such conduct subverts the well-being of the college environment, abuse, discrimination or harassment of any individual will not be tolerated.

Gender discrimination/sexual harassment in any form is not only contrary to University policy but also morally reprehensible because it undermines the dignity of community members and often represents an unfair exploitation of power.

As a university, we take seriously our responsibility to educate all members of the community about the nature of gender discrimination/sexual harassment, its effects on both individual and communal well-being, and the steps necessary to combat it. Lock Haven University is committed to equality of opportunity and freedom from discrimination for all of its students, faculty and staff. (Read statement in its entirety in LHU Student Handbook)

UNIVERSITY ANTI-HAZING POLICY / PA ACT 175

(Excerpt from LHU Student Handbook)

Pennsylvania Act 175 of 1986 prohibits fraternities, sororities, and other student organizations from hazing applicants for membership or from hazing persons who are already members to maintain their memberships in organizations.

An organization and its members are engaged in hazing if it engages in any activity, for pur-

poses of initiation or continuing membership, which recklessly or intentionally endangers the physical or mental health of a student. This means any potential dangerous forced physical activity; any activity which could cause a student to suffer extreme mental stress, as well as any other form of forced activity potentially harmful to the mental health of dignity of a student.

Hazing activities include, but are not limited to: whipping, beating, forced calisthenics, exposure to elements, forced consumption of food, liquor, drugs (legal or illegal) or any other substance, sleep deprivation, forced exclusion from social contact, conduct which could result in extreme embarrassment, nudity, coerced sexual activity, confinement, physical restraint, or mental harassment.

An organization and its student members are also engaged in hazing if pledging, initiation or continuing membership activities cause the willful destruction of or removal of public property.

Act 175 provides that no student can consent to being hazed. Any activity falling within the definition of hazing activities is considered to be forced activity, subjecting the organization and its members to the full range of penalties.

Any organization found to have engaged in hazing may have its official recognition revoked. Any student who participates in hazing may be fined, suspended, or expelled from the University via the University Judicial System. Hazing is also a criminal penalty, and students are subjected to arrest and prosecution under the Pennsylvania Crime Code. Conviction may result in a term of one year in addition to any other applicable penalty under the Pennsylvania Crime Code. (Read statement in its entirety in LHU Student Handbook)

PSAC SPORTSMANSHIP POLICY

The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents. To view the complete policy, go to www.psacsports.org/sportsmanship.doc.

CONDUCT AT ATHLETICS CONTESTS

(from LHU Student Handbook)

The following policies shall govern player behavior and crowd control during athletics contests at Lock Haven University.

Policy on Players' Behavior. Players competing in athletics events at Lock Haven University shall be subject to all policies and regulations of the University, the City of Lock Haven and the Commonwealth of Pennsylvania, as they pertain to personal conduct.

Athletics administrators and coaches have the responsibility to set the tone for appropriate and responsible behavior expected of players and team personnel in intercollegiate athletics at Lock Haven University.

Players on the bench: If a fight breaks out and a player leaves the bench area to participate in the fight, he/she shall be immediately suspended from participation for the duration of that contest and may be subject to further disciplinary action.

Players on the court/field: A player who has been determined (a) to have provoked or initiated a fight, or (b) to have used more force or action than necessary to protect himself/herself during a fight, will be suspended from participating in the team's next contest.

In any and all situations, the University reserves the right to take disciplinary action in accordance with the University's Student Rights and Responsibilities procedures.

Crowd Control Procedures. Individuals attending athletics events at Lock Haven University shall be subject to all policies and regulations of the University, the City of Lock Haven and the Commonwealth of Pennsylvania, as they pertain to personal conduct.

Coaches, officials, athletics administrators and Public Safety officers shall take all precautions to prevent altercations and/or acts of disorderly behavior.

Coaches shall be responsible for the conduct of their teams. Athletics administrators shall make public address announcements or undertake preliminary intervention, as necessary, to pre-

vent incidents from occurring.

Public Safety officers and athletics administrators shall enforce all crowd control procedures. Officers in attendance at home events in the sports of football, soccer, baseball, men's and women's basketball, and wrestling, shall position themselves in an area visible to players and spectators.

Officers shall anticipate problems and move to prevent them. They shall respond to specific requests from officials and/or athletics administrators.

The number of officers present at events shall be determined jointly by Public Safety and athletics administrators, based on expected crowd size.

At the end of contests, and at halftime of football, soccer and basketball contests, Public Safety officers shall ensure the safe transit of officials and visiting team from the playing area to the locker room area.

TEAM TRAVEL POLICIES

All student-athletes must travel with the team. This includes traveling to the competition site and returning to Lock Haven. Any exception to the University's travel policy must be approved by the head coach or the Director of Athletics. Each athletic team represents Lock Haven University. Players and coaches should be on their best behavior and not put themselves in a situation that would be embarrassing to the University. A team's travel attire should be respectable and neat.

Alcohol usage on all Lock Haven University team trips is strictly prohibited regardless of age of student-athlete. Coaches are responsible to establish team policies for in-season and out-of-season alcohol consumption.

RECRUITING VISITS/STUDENT HOSTING

Student-athletes may be asked to assist in the process of acquainting a recruit with campus life. As a student host, responsibilities could include a meal with the recruit or the recruit and his or her parents, attendance at an on-campus University athletics event, and overnight housing of the recruit. Appropriate conduct is required of you by institutional, conference and NCAA standards. In particular, it is your duty to make sure that the potential student-athlete is not exposed to underage drinking or illegal drugs while visiting the LHU campus. Your coaching staff will provide a Student Host Instruction/Receipt form, which you will fill out and sign prior to serving as a student host.

See **Appendix A: Recruiting Student Host Form**

SOCIAL NETWORKING POLICY

Student-athletes should be concerned with any behavior that might reflect badly on themselves, their families, their teams, and/or Lock Haven University. Such behavior includes any activities conducted online.

Student-athletes are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, Commonwealth of Pennsylvania, Lock Haven University and National Collegiate Athletic Association (NCAA) rules and regulations.

As a student-athlete participating in intercollegiate sports at Lock Haven University, you are a representative of the University. Please keep the following guidelines in mind as you participate on social networking web sites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of

Social Networking Policy (continued)

your control the moment it is placed online – even if you limit access to your site.

- You should not post information, photos, or other items online that could reflect negatively on you, your family, your team, the athletics department, or Lock Haven University.
- You should not post your home address, local address, phone number(s), birth date, or other personal information, as well as your whereabouts or your plans. By doing so, you could be opening up yourself or others to predators.
- Coaches and athletics department administrators may and will monitor these web sites.
- Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

The malicious use of online social networks, including derogatory language about any member of the NCAA community; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action by the Head Coach and/or Director of Athletics.

Sanctions for failure to agree and adhere to this policy will result in actions ranging from reprimand or suspension to dismissal from the program, as well as loss of athletics aid, if applicable. It is the Department of Athletics' intention to achieve a level of behavior that reflects positively on all of us. This policy is, in addition to any specific team policies established by your coach, to be used as a guideline and is consistent with policies established by Lock Haven University that apply to all students.

Violations of Department and University policy or evidence of such violations in the content of social networks or digital platforms are subject to investigation and sanction under the LHU Student Handbook. They are also subject to investigation by law enforcement agencies.

Ignorance of these regulations does not excuse student-athletes from adhering to them.

INFORMATION ABOUT BOOSTERS

The Department of Athletics is very proud to have the loyal support of its alumni and friends. These "boosters", referred to as "representatives of athletics interests" by the NCAA, are an important part of our athletics program. A booster is any individual who is a member of a sport booster club, has made donations to the sport or to the athletics department, is involved in any manner in providing benefits (e.g. summer jobs) to enrolled student-athletes or is otherwise involved in promoting the LHU athletics program.

Once identified as a representative of the institution's athletics interest/booster, that designation remains indefinitely.

According to the NCAA, the control and conduct of LHU's intercollegiate athletic program shall include being held accountable for the acts of all individuals that have been identified as "boosters". Extra benefits to student-athletes or their family members from athletics representatives are specifically prohibited.

This information should be considered only as a guide to a general understanding of the NCAA legislation which might result in the loss of an individual's eligibility or disciplinary action against LHU. We strongly suggest that if you are not absolutely certain about an NCAA rule, contact the Department of Athletics at (570) 484-2102 before proceeding.

Information About Boosters (continued)**A booster MAY NOT:**

1. Give student-athlete cash or loans in any amount
2. Sign or co-sign a note with an outside agency to arrange a loan
3. Give student-athletes gifts or free services (e.g. laundry, haircuts, dry cleaning) of any kind
4. Provide special discounts for goods or services
5. Provide use of an automobile
6. Provide a benefit connected with off campus housing (e.g., television sets, stereo equipment, specialized recreational facilities, room furnishings or appointments of extra quality and/or quantity)
7. Provide student-athletes transportation within or outside of the campus area
8. Entertain or contact a prospect or prospect's family on or off campus
9. Provide tickets to an athletic, institutional or community event
10. Provide rent free, reduced rent or a benefit connected with on or off campus housing
11. Provide guarantee of a bond
12. Provide promise of financial aid for post-graduate education or employment after college education
13. Allow a student-athlete, his/her friends or relatives use of their telephone to make free long distance calls
14. Give any kind of tangible or financial benefit to a student-athlete, a prospective student-athlete, or family members of either.

AMATEURISM DURING ENROLLMENT

(Division I/Division II: NCAA Bylaw 12.1.2) You are not eligible if:

- (a) Following initial full-time collegiate enrollment, you use your athletics skill (directly or indirectly) for pay in any form in that sport;
- (b) following initial full-time collegiate enrollment, you accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- (c) following initial full-time collegiate enrollment, you sign a contract or commitment of any kind ... to play professional athletics, regardless of its legal enforceability or any consideration received;
- (d) following initial full-time collegiate enrollment, you receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- (e) following initial full-time collegiate enrollment, you compete on any professional athletics team (per Bylaw 12.02.4), even if no pay or remuneration for expenses was received; or,
- (f) you enter into an agreement with an agent either prior to or following initial full-time collegiate enrollment;
- (g) [Division I] After initial full-time collegiate enrollment, you enter into a professional draft.

PROMOTIONAL ACTIVITIES

(Division I/Division II: NCAA Bylaw 12.5)

After becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

1. Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind; or,
2. receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.

Similarly, it will result in a loss of eligibility in the following situations:

1. A student-athlete may not permit use of his or her name or picture in a "name-the-player" contest conducted by a commercial business for the purpose of promoting that business,
2. A student-athlete's name or picture may not be used by an athletics equipment company or manufacturer to publicize the fact that the institution's team uses its equipment.

Promotional Contests. Receipt of a prize for winning an institutional or noninstitutional promotional activity (e.g., making a half-court basketball shot, being involved in a money scramble) by a prospective or enrolled student-athlete (or a member of his or her family) does not affect his or her eligibility, provided the prize is won through a random drawing in which all members of the general public or the student body are eligible to participate.

AWARDS & BENEFITS

(Division I/Division II: NCAA Bylaw 16.02.3)

Extra Benefit : An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

Examples:

- a) You may not receive any special discount, payment or credit on a purchase (e.g., airline tickets, clothing) or service (e.g., laundry, dry cleaning) from an institutional employee or representative of its athletics interests (booster);
- b) You may not be provided free or reduced-cost service for which a fee normally would be charged;
- c) It is not permissible for anyone to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at a reduced cost;
- d) You may not receive movie tickets, dinners, or use of cars from commercial agencies without charge or at reduced rates, or free/reduced-cost admission to professional athletic contests;
- e) Your coach or other representative of athletics interest may not loan you money, guarantee the use of an automobile, signing or cosigning a note with an outside agency to arrange a loan;
- f) You may not accept athletics equipment, supplies, or clothing from a manufacturer or commercial enterprise.

COMPLIMENTARY TICKETS

Institutional Contests in the Student-Athlete's Sport. An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

(Division I: Bylaw 16.2.1.2) Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued.

(Division II: Bylaw 16.2.1.2) Complimentary admissions shall be distributed only to persons designated by the student-athlete who have identified themselves and signed a receipt therefore.

PSAC regular-season contest limits: Complimentary ticket (pass list only, no "hard" tickets) policy for Conference events: Football (125), Basketball (30), Wrestling (30).

UNIVERSITY TICKETS & FINES

You are responsible for paying all university fines assigned to you by university entities, including the Public Safety, the Business Office, or the Athletics Equipment Room. This includes, but is not limited to, fines for dorm damages, overdue books, and unpaid parking tickets.

Items contained in this handbook are for informational purposes. Please refer to the NCAA Division I and II Manuals for the bylaws in their entirety and contact your head coach, the Director of Athletics, and/or the Compliance Director for answers to questions related to such items.

ACADEMIC INFORMATION & POLICIES

STUDENT SERVICES AT LHU

Office for Disability Services for Students(570) 484-2926

Educational Opportunity Program/Act 101(570) 484-2453
 EOP/Act 101 assists students whose educational and economic backgrounds impair their initial ability to successfully pursue higher education. Check with the office to determine eligibility.

Student Support Services(570) 484-2324
 SSS program - First generation, low income students, or students with a documented disability are eligible. Contact office to determine eligibility and for more details on services offered.

University Tutorial Services(570) 484-2442
 The University Tutorial Service provides tutors to students who apply for assistance in basic subject areas and general education courses (100 and 200 level courses). This service is provided to students free of charge. The assistance, rendered by a trained and qualified peer tutor, will depend on the student's academic needs and available time. Tutorial Service assistance is provided in small group settings. IF YOU NEED HELP WITH A COURSE (EXCEPT ENGLISH OR MATH) APPLY IN THE TUTORIAL CENTER LOCATED IN RUSSELL HALL 137. http://www.lhup.edu/ad_c/TutorialServices

Math Tutoring Lab(570) 484-6260
 Robinson 409
 Check website for semester hourswww.lhup.edu/math/math_tutoring.htm

Writing Center(570) 484-2497
 Raub 409; Check website for semester hours.....www.lhup.edu/writingcenter

NCAA CONTINUING ELIGIBILITY

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies (12 credits), be in good academic standing, and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also, a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree.

Eligibility for Competition

Student-athletes are required to complete a minimum of 6 semester hours per term of fulltime enrollment. The Six-Hour Rule affects transfer students as well – the six hours must be transferable degree credit. Thus, even though certified as eligible at the beginning of the academic year, a student-athlete may become ineligible for spring.

- (Division II: Bylaw 14.4.3.1) *Eligibility for competition* shall be based on the following requirements:
- (a) Satisfactory completion of six-semester or six-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution; and;
 - (b) For a midyear transfer student-athlete, for a student-athlete following the student-athlete's first academic year in residence or after the student-athlete has used one season of eligibility in any sport

Eligibility for Competition (continued)

at the certifying institution, the certification shall be determined by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based on:

- (1) Satisfactory completion before each fall term of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms; or
- (2) Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters.

(Division I: Bylaw 14.4.3.1) Eligibility for competition shall be determined based on satisfactory completion of at least:

- (a) Twenty-four-semester or 36-quarter hours of academic credit prior to start of the student-athlete's second year of collegiate enrollment (third semester, fourth quarter);
- (b) Eighteen-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement) (see Bylaw 14.4.3.1.4); and
- (c) Six-semester or six-quarter hours of academic credit during the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled full time at any collegiate institution (see Bylaw 14.1.10 for postseason certification).

75/25 Rule

(Division II: Bylaw 14.4.3.1.4) *Hours Earned during Regular Academic Year.*

A student-athlete shall earn at least 75 percent of the minimum number of semester or quarter hours required for progress toward degree during the regular academic year. The student-athlete shall earn no more than 25 percent of the minimum number of semester or quarter hours required for progress toward degree during the summer or through correspondence courses taken during the 1993-94 academic year and thereafter.

Declaring a Major

(Division I: Bylaw 14.4.3.1.6/Division II: Bylaw 14.4.3.1.5) *Designation of Degree Program.*

A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or used a season of eligibility in a sport at the certifying institution. Designation of a specific baccalaureate degree program may be accomplished by:

- (a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or
- (b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department) of the program leading to the specific baccalaureate degree that the student-athlete is pursuing.

Repeating a Course

(Division I: Bylaw 14.4.3.4.6/Division II: Bylaw 14.4.3.3.7) *Repeated Courses.*

Credit for courses that are repeated may be used by a student to satisfy the minimum academic progress requirements only under the following conditions:

- (a) A course repeated due to an unsatisfactory initial grade may be used only once and only after it has been satisfactorily completed;
- (b) Credit for a course that may be taken several times (e.g., a physical education activities course) shall be limited by institutional regulations; and
- (c) Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate degree program once a program has been designated).



LHUP ACADEMIC POLICIES

Review current LHU Student Handbook for policies in their entirety.

Academic Probation and Retention of Students

A student who has attempted more than twelve semester hours of credit and whose cumulative grade point average falls below 2.00 at the end of the summer term will be suspended for one semester.

Suspension appeals must be received within two weeks after the close of the summer session. The basis for the successful appeal must be documented extraordinary circumstances preventing the student from achieving a 2.00 cumulative grade point average.

EXPLANATIONS

- Probationary status is awarded at the conclusion of the fall and spring semester.
- Suspension is awarded at the conclusion of the summer sessions.
- At the end of the fall and spring semesters, students are notified of probationary status, i.e. cumulative GPA less than 2.00. In addition, student transcripts will include a probationary notation.
- Any student who has attempted more than 12.0 semester hours (cumulative) and has a cumulative GPA less than 2.00 at the end of the summer sessions will be suspended. Students should, therefore, carefully review their academic record at the end of the spring semester to determine the need to enroll in summer classes at LHU. Formal notification of suspension occurs in early August.
- GPA is not an issue for summer enrollment. Students may register for summer classes no matter what their academic standing.
- Remember that suspension appeals must be received within two weeks after the close of the summer session. Again, students should carefully review their academic record upon completion of summer courses. Appeals must document extraordinary circumstances preventing adequate academic performance. Appeals are submitted to the student's college dean.
- A student enrolling during any semester or summer session of the academic year is subject to review under this academic policy. If the grade point average is not met, suspension will be noted on the academic record as of the last semester of attendance.
- Students who have been placed on probation and choose not to enroll for the spring or summer will be suspended at the end of the summer. Students who want to return for the fall semester will be required to appeal this suspension through their college dean. If however, students sit out the fall semester and want to return for the spring 2008 semester or later, they will be required to request permission to return through the Registrar's Office.

Academic Amnesty Policy

Students returning to Lock Haven University after a minimum two-year interruption in matriculation have two options available concerning their previous academic record at the University. For either option the student's past academic record remains on the transcript, and the student receives full credit for courses taken.

Option I: Previously earned quality points will continue to be calculated in the student's grade point average.

Option II: Previously earned quality points will not be calculated in the student's grade-point average after readmission.

In addition, readmitted students must meet the University's requirements as well as the individual departmental and certification requirements that are in place the year in which they return. Credit for courses already taken may be accepted toward graduation; at the discretion of individual departments, students may be required to repeat those courses in which significant changes in content have occurred. Specific questions concerning these options should be addressed to the Registrar's Office

Appeals: Students who are academically suspended may petition the appropriate College Dean for reinstatement. Students majoring in the College of Education and Human Services should write to the Dean of the College of Education and Human Services. Arts and Science majors (including students who are exploratory) should write to the Dean of the College of Arts and Science.

Students must understand that in order to maintain academic integrity and fairness to all students, the deans will scrutinize each appeal carefully. The appeal letter must document extraordinary circumstances beyond the student's control (e.g., personal, medical, or serious family emergencies) that significantly interfered with his or her ability to complete the required academic work.

The signed letter must include:

1. A statement with supporting documentation indicating why academic performance was poor.
2. A statement indicating how the student expects to improve his or her academic performance.
3. A statement concerning the projected course of study.

Other statements, independent documentation, references, and other information that the student feels may be helpful should also be submitted at this time. Informal appeals submitted electronically may not receive full consideration and may not be reviewed.

Readmission: After being suspended, a student must apply for readmission on academic probation if the current level of enrollment in his or her area permits. A written notification must be submitted to the Registrar at least six weeks before the semester the student intends to return. After a two-year separation from the University, students may petition for Academic Amnesty.

The University reserves the right to establish conditions for the readmission of students who have been academically suspended. It is the prerogative of the Dean or his/her designee to establish conditions and requirements in the readmission letter. Examples of such conditions include but are not limited to (1) repeat courses for which a student has received an E and (2) meet with the student's academic advisor and/or Dean on a regular basis.

Grading System:

A 2.0 GPA is required for graduation. Therefore, a C-overall average will not be sufficient to enable a student to graduate.

GRADE AVG.	QUALITY POINT	GRADE AVG.	QUALITY POINT
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	E	0.0
C+	2.3	WF	0.0

The following notations may also be on your academic records:

P-Pass / F-Failing / CR-Credit / NC-No Credit / I-Incomplete, work must be completed by mid-term of the following semester / W-Administrative Withdrawal/no penalty (1st 5 wks of semester) / WP-Withdraw/Pass (2nd 5 wks) / WF-Withdraw/Fail (2nd 5 wks) / AU-Audit / CH-Credit with Honors / Earned-Number of semester hrs for which a passing grade was received / Attempted-Number of registered semester hours.

Declaring A Major

NCAA Bylaw 14.4.3.1.3 stipulates that a student-athlete shall designate a program of studies toward a specific baccalaureate degree by the beginning of his or her third year of enrollment (fifth semester). It is strongly suggested that a major be selected before the end of the fourth semester. This permits ample time to complete all the necessary paperwork. Failure to declare a major will result in a student-athlete's becoming ineligible for his or her sport season. *[LHU form to declare a major can be picked up at Enrollment Services in Russell Hall]*



Graduation Requirements

In order to receive a degree from Lock Haven University, students must be able to meet the following minimum requirements:

- A minimum of one hundred twenty earned semester hours of work are required for graduation. Transfer students must earn a minimum of 30 semester hours as resident students to receive a degree.
- A minimum cumulative gpa of 2.0 (a student must be credited with twice as many quality points as he/she has semester hours)

Ultimate responsibility for the successful completion of a degree program lies with the student. Therefore, the student must know and observe the academic policies and regulations of the University and must meet the requirements for graduation. Students should work closely with an advisor in examining program and course requirements.

Graduation with Honor

Lock Haven University recognizes students' scholastic achievement upon graduation by recording honors on the permanent records as well as at commencement. The QPA necessary are as follows: 3.50 with honor (cum laude); 3.60 with high honor (magna cum laude); 3.75 with highest honor (summa cum laude).

Class Attendance/Absences

It is the responsibility of the student-athlete to inform their professors/instructors of their competition schedule and to make up all class work missed because of scheduled competitions. Faculty shall allow student-athletes to make up missed work and shall not in any way penalize the student-athlete for any missed classes due to scheduled competitions. Any work missed during such absences must be made up within the period required of all students in that course. The coaches and student-athletes must make every effort to hold class absences to a minimum. See **Appendix B: Sample Missed Class Memo**

Classes Off Campus

Students who intend to take classes at another institution must complete an approval of transfer credit form from the Lock Haven University Office of the Registrar. To transfer the credits to Lock Haven University, the student must secure a minimum grade of a C. Only the credits transfer, not the actual grade received.

Academic Honesty Policies and Procedures

Lock Haven University forbids academic dishonesty. Students who commit acts of academic dishonesty shall be subject to the sanctions outlined below. This policy applies to all students registered at Lock Haven University during or after their enrollment. Students may contest only (1) whether or not academic dishonesty has occurred or (2) whether a penalty was given capriciously. (Review full policy and procedure at www.lhup.edu/student-handbook/)

Responsibilities of Students: Classroom Behavior

Students and faculty share responsibility for maintaining an appropriate learning environment in the classroom. Civility and respect create a safe and productive atmosphere in which students can achieve. Disruptive behavior hinders the educational process and is unacceptable at Lock Haven University of Pennsylvania.

The definition of disruptive behavior is at the reasonable discretion of the faculty member teaching the class, and determination of whether a specific behavior is disruptive resides within the authority of the faculty member. Examples of disruptive behavior include, but are not limited to, the following:

1. Showing disrespect for and displaying poor manners toward any faculty member or other students.
2. Disruptive or inappropriate use of technology and electronic devices in the

- classroom, such as cell phones, computers, pagers, and MP3 players.
3. Persistent speaking without being recognized or interrupting other speakers.
4. Persistently entering class late or leaving early without an excuse or the faculty member's permission.
5. Threats, harassment, or personal insults of any kind directed toward any faculty member and other students.

Faculty have the discretion to impose sanctions for disruptive behavior in their classrooms. Some of the sanctions may include:

- a formal apology
- dismissal from the class in which the disruptive behavior occurs
- referral to Student Affairs for resolution of the situation, which action could result in dismissal from the University

ATHLETICS OPERATING PROCEDURES & PERSONNEL**EQUIPMENT ROOM POLICIES**

Kim Lindsey, Thomas Fieldhouse Equipment Manager - (570) 484-2113
Terry Blazina, Tomlinson Center Equipment Manager - (570) 484-2945

Equipment Room Hours of Operation

The Equipment Room will normally be open one hour prior to any contest that does not fall within normal equipment room hours. Also, the equipment room can be open prior to away departure times if necessary and if requested by the coach.

No one is allowed in the equipment room/storage area other than the Equipment Manager, student equipment managers, coaches, and athletics administration. Student-athletes are prohibited from entering the equipment room.

If you have an equipment problem, please bring equipment to the Equipment Manager or assistants during normal hours of operation.

Operating Procedures

All equipment that is issued to teams in-season will be on an issue and retrieval basis per instruction from coaching staff of your sport. Once issued, all equipment becomes the responsibility of the athlete to whom it was assigned. The replacement cost due to loss, theft or undue damage to equipment will be billed to that athlete. It is an NCAA violation for any student-athlete to keep any issued equipment and a hold will be placed on the student-athlete transcript for uniforms or equipment not returned.

All Lock Haven University game uniforms and practice gear are the property of the Lock Haven University Student Cooperative Council. All equipment and supplies must be checked out and in by the Equipment Manager or her designee.

Equipment and clothing are not generally for sale. Contact the Director of Athletics for special requests or circumstances.

Care & Cleaning Instructions

All athletic clothing may be washed daily (practice gear) or as needed (game gear). Practice gear must be dropped off after each practice to be ready for next session. Game uniforms must be dropped off immediately after each game or as soon as possible after team has returned from an away game. Practice gear and game uniforms not turned in on time may not be clean for the next session.

Game uniforms and warm-ups should be marked for identification and placed in team bins. All game uniforms to be washed should be turned face-out and not left on pins. Student-athletes are responsible for making sure their uniforms are turned in to the equipment room.



MEDICAL INFORMATION

Depending on the request of the sport's head athletic trainer, required Athletics Medical Information Forms can be downloaded from: <http://www.lhup.edu/deptofathletics/medicalforms.htm> or can be located at www.atsusers.com

Immunizations

It is the University's athletic policy that ALL student-athletes show proof that they have met the requirements for current immunization standards. Questions regarding immunizations should be referred to the Glennon Infirmary at (570)484-2276.

Insurance Requirement for Student Athletes

Prospective student-athletes MUST have a completed Athletic Insurance Information form on file with the Department of Athletics and the Athletic Training Room prior to any participation in team activities. This form is available online or will be supplied by your coach(es). This form should be returned to your coach or the Athletic Training Room prior to the season and before you take part in any practice or team session. Please complete all requested information in its entirety to avoid any delay in the eligibility process. International student-athletes must have insurance coverage from a company in the United States. See the athletics department secretary in Thomas Fieldhouse for information.

Physicals

Physical examinations are required for all participating prior to practice and competition. The coach is responsible for contacting the athletic trainer who will arrange suitable dates and times for examinations by the University medical staff. Preliminary squad lists must be provided by the coach to the athletic trainer. No student-athlete will participate in practice or competition without a prior screening and physical examination by the University medical staff. Physical examinations obtained by outside sources before scheduled physicals by university staff will not be accepted for participation.

Student-athletes are responsible for updating their health insurance information should it change. Failure to do so will result in the student incurring any unnecessary medical costs should the incorrect procedures be followed. Refer to the insurance brochure for detailed coverage information.

Division I Sickle Cell Testing (New for 2010)

In 2010, the Division I Legislative Council decided that all incoming Division I student-athletes must be tested for sickle cell trait, show proof of a prior test or sign a waiver releasing an institution from liability if they decline to be tested. The new rule will be in effect starting with the 2010-11 academic year. The legislation applies to student-athletes who are beginning their initial season of eligibility and students who are trying out for the team.

Reporting Injuries

The student-athlete is responsible to report to the Certified Athletic Trainers all injuries and illnesses as soon as possible. The Athletic Training Room will mail all of the necessary medical referrals as indicated. In the event of an emergency due to athletic injury or illness, the athlete will be transported to a pre-arranged hospital or medical facility. The athlete should at no time seek outside medical attention for an athletic related injury or illness without the prior written authorization from the Athletic Training Room

and/or from the Glennon Infirmary staff, unless injury results in a medical emergency.

Team Physician

Currently, John Bailey, MD, is our primary team physician. He is a board certified orthopedic surgeon whose office is in Williamsport, PA. Our team physician has the ultimate word in deciding whether or not an athlete can participate. We are very proud of the working relationship we have with Dr. Bailey. We are confident that we provide the best care available.

Dr. Bailey evaluates our student athletes one afternoon per week at his office suite at the Lock Haven Hospital. Please see one of the certified athletic trainers to arrange for appointment. Do not simply show up expecting to see Dr. Bailey. The certified athletic training staff will determine the need for a visit. Dr. Bailey is also on-site for all home wrestling and football contests.

Our team physician does an outstanding job, and makes every attempt to see our student-athletes in his offices on very short notice. This becomes an issue when an athlete should not or cannot wait until the regularly scheduled, weekly clinic to be seen. Please do not take it upon yourself to contact Dr. Bailey unless instructed to do so. Please allow us to correspond with the physician. We have established very effective lines of communication with our physician and his staff, and this process will result in more expeditious results.

Training Room Policies

- Respect the entire Sports Medicine staff. They are there to help you as student-athletes.
- Respect the property of Lock Haven University. This includes the exercise equipment, tables, coolers, water bottles, etc...
- Only student-athletes may be treated and evaluated in the training room.
- Our training room is a co-educational facility at all times. Please dress and act accordingly.
- Under no circumstances will athletes render treatments of any kind on themselves.
- Equipment and supplies shall not be removed from the athletic training room without prior permission from one of the certified athletic training staff; this includes towels and water bottles.
- No cleats of any kind will be permitted in the training room.
- Profanity and/or tobacco usage will not be tolerated.
- Do not loiter in the training room.
- Taping and treatments will be provided on a first come, first served basis with priority given to emergency procedures and in-season athletes. Please arrive early. It is your responsibility to make practice on time.
- Promptly report any changes in your medical history and any prescription medications to the certified athletic trainer responsible to your sport.

ADDITIONAL STUDENT HEALTH SERVICES

Glennon Health Services (campus infirmary)(570) 484-2276, 2277, 2380
Mon.-Thurs.: 8am - 8pm/ Fri.: 8am-5pm/ Sat.: 8am-1pm (nurses only; limited services)

LHU Wellness Center(570) 484-2911
Resource center offering information on alcohol, sexual abuse, eating disorders, drugs and problem drinkers, sexually transmitted diseases, condoms, DUI's, drugs, depression, fire safety, underage drinking, healthy relationships, smoking, abstinence, and healthy eating, and stress management.

Ground floor/Woolridge Hall; Hours vary-view website at www.lhup.edu/wellness

LHU Healthy CHOICES for Life Program(570) 484-2114
Peer alcohol education program offering free presentations to campus groups
214 Thomas Fieldhouse

University Counseling Services(570) 484-2479
For non-emergency situations and due to confidentiality purposes, students must call on their own to arrange a meeting. ****after 4 pm, emergency crisis intervention service provided at 748-2262**

FACULTY ATHLETICS REPRESENTATIVE (FAR)

Dr. Jody Preische, Instructor/Assistant Certified Athletic Trainer
Health Science Department - (570) 484-2704 - jpreisch@lhup.edu

As described in Article 6.1.3 of the NCAA Bylaws, the faculty athletics representative (FAR) shall be "a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department."

Appointed by the President of the University, this position is designed to provide advice and oversight for the Department of Athletics. *The duties of the FAR include (but are not limited to):*

- Ensure academic integrity of the University
- Assist in facilitating the institutional control of the intercollegiate athletics program
- Enhance the overall academic and athletic experience of the student-athlete
- Represent the faculty on review boards and appeal processes
- Review of the initial eligibility of incoming freshman student-athletes
- Assist in the monitoring of coaches' recruiting records for compliance purposes
- Represent Lock Haven University at Pennsylvania State Athletic Conference and NCAA meetings and seminars when required

SENIOR WOMAN ADMINISTRATOR

Danielle Barney, Assistant Director of Athletics
215 Thomas Fieldhouse - (570) 484-2871 - dbarney@lhup.edu

As described in Article 4.02.4 of the NCAA Bylaws, the SWA is the highest ranking female involved with the management of a member institution's intercollegiate athletics program. An institution with a female director of athletics, such as Lock Haven University, may designate a different female administrator involved with the management of the program as SWA.

The duties of the SWA include (but are not limited to):

- Acts as a key decision-maker instrumentally involved with the athletics department.
- Participates on senior management team.
- Works within the group structure to accomplish goals.
- Strategizes ways to support and manage gender equity and Title IX plans and issues.
- Advocates issues important to female and male student-athletes, coaches and staff.
- Educates individuals on issues concerning both men and women.
- Serves as a role model and resource for students, coaches, administrators and others.
- Leads student-athletes in successfully balancing academics & athletics by providing leadership.
- Reviews Equity in Athletics Disclosure Act Report.

SPORTS INFORMATION OFFICE

Doug Spatafore, Sports Information Director
Russell Hall Lower Level - (570) 484-2350 - dspatafo@lhup.edu

Location and Staff Information

The Lock Haven University Sports Information Office is located in the Lower Level of Russell Hall, and Doug Spatafore, the Sports Information Director, can be reached at (570) 484-2350 or dspatafo@lhup.edu. The office serves as a liaison between Lock Haven athletics, student-athletes, coaches, administrators and the media. Duties include but are not limited to coordinating interviews, responding to media requests for information on LHU teams, maintaining statistics, records, photos, publications and the Athletics website (www.haven-sports.com).

Interviews

All interviews/requests must be coordinated through the Sports Information Office. If you receive an email request or a phone call at your dorm, at home or on your cell phone, politely direct that person to contact the office, reminding them that it is University policy. The office will not provide a student-athlete's home phone number to any representative of the media. If you ever have had a problem or a difficult time with a member of the media, please inform the office.

Tips for Working with the Media

Control Your Message

You can be asked any question, but you can always steer the answer to the response you want to make.

Be Positive

Be positive and upbeat whenever possible. Praise your coaches, teammates and sport. Try not to repeat negative language.

Be on Time

Be on time for interviews when scheduled.

Personalize

Especially in one-on-one interviews, learn the reporter's name and use it!

Be Yourself

Be human! Relax and share your thoughts.

20-Second Rule

Try to make your point in 20 seconds or less. You can always elaborate later if there is time or interest.

LEADERSHIP, DEVELOPMENT, & SERVICE OPPORTUNITIES

CAREER SERVICES

The Career Services Office, located in Akeley Hall, is an integral part of the University's educational program. It offers a wide range of free services to help students explore, select and pursue a career path. Students are encouraged to use these services as early as their freshman year and throughout their years at Lock Haven University.

Individual counseling, and FOCUS, an online interactive career guidance and information system, are available to assist students with their career planning process. The office maintains a Career Library of up-to-date information on career options, employer organizations, internships, job listings, summer opportunities and graduate/professional schools. Assistance is provided in developing career objectives, resume writing, interviewing skills, and job search strategy. The office also co-sponsors several job fairs and career-related events, and shares job and internship listings with the other thirteen universities in the PA State System.

Additional information and resources may be accessed on the Internet through the Career Services website: (<http://www.lhup/career>). The office is open 8 a.m. until 4 p.m. on weekdays, with additional evening hours established each semester.

MOUNTAINSERVE: COMMUNITY SERVICE OFFICE

MountainServe, the Center for Rural Community Service and Learning, exists to encourage civic responsibility for the faculty, staff and students of Lock Haven University. MountainServe offers guidance to students who are seeking placement in meaningful service work and resources to faculty and staff members interested in service learning. Through an open and honest dialogue between the residents of Lock Haven and Clinton County, MountainServe promotes sustainable forms of community development through linking the resources of the University to identifiable community needs.

MountainServe offers students individual counseling for a service placement, an on-line application, as well as mentoring to student groups interested in performing community service. Those students who register with MountainServe will receive membership into our listserv that provides weekly updates as to what service opportunities are available and upcoming. Students may also get involved in more sustained forms of service through partici-

pation in one of our many service programs such as Americorps, International Service Scholars Program, and the community-based Federal Work Study Program.

For more information, the office is located in 103 Raub Hall, just off the lobby area. Contact the Director, Ms. Anne-Marie Turnage at (570)484-2498 or online at the following website: <http://lhupvolunteer.wetpaint.com>.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee (SAAC) is a recognized Student Cooperative Council (SCC) organization. As defined by the NCAA under Bylaw 6.1.4, the committee is for student-athletes at Lock Haven University. SAAC is comprised of at least two student-athletes from each sport (1 voting representative, 1 alternate) as well as representation from the student-athletic training staff. Each member must be an active member of his or her sport or program; be enrolled full-time at Lock Haven University; and, be in good academic standing. The group meets every other week on Thursday evenings. At least one representative is required to attend every meeting. If a representative is unable to attend a scheduled meeting, he or she is required to send a teammate as a substitute.

The purpose of SAAC is to promote efficient communication between student-athletes and the Lock Haven University athletics department to discuss issues that affect student-athletes, and to encourage the involvement of student-athletes in campus and community projects.

2010-2011 SAAC Officers:

President

Jennifer Williams (Sr., Women's Soccer)

Vice President

Janine McCarthy (Jr., Women's Soccer)

Secretary

Evan Kolb (Sr., Wrestling)

Treasurer

Kyle Yoder (Jr., Men's Soccer)

*[Advisor: Danielle Barney,
Asst. Director of Athletics]*



ATHLETICS ADVISORY BOARD (AAB)

The Athletics Advisory Board (AAB) serves in an advisory capacity to the President of Lock Haven University. It provides advice on a broad range of policies, procedures and other matters affecting the University's intercollegiate athletics program. The Lock Haven University athletics program is an extension of the educational mission of the institution and reflects the standards of higher education.

The AAB membership will always include two student-athletes (one male, one female), as selected by the SAAC through the nomination process in the Spring.

STUDENT COOPERATIVE COUNCIL, INC

The Student Cooperative Council, Inc., or SCC, is the student governing body of Lock Haven University. As the governmental body of the students, the SCC plays an integral role in the administration of the University. The SCC works with students, faculty and administration on policies that affect the University. All students are members of the SCC and all have a role in the election of officers and representatives on the Student Senate. This principle governing body allocates activity fees for the operation of intercollegiate athletics, clubs, theatre groups, musical groups, intramurals, and recreation. The SCC operates the University Bookstore and vending services on campus. LHU student-athletes are strongly encouraged to participate in the activities and functions of the SCC.

CHAMPS/Life Skills PROGRAM

CHAMPS/Life Skills--NCAA Mission

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the athlete as an integral part of the student body. With this in mind, the CHAMPS/Life Skills program was created to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting.



CHAMPS/Life Skills Commitment Statements

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 athletics programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

Commitment to 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 Career Development: to encourage the student-athlete to develop and pursue career and life goals.

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

NCAA and PSAC LEADERSHIP & SCHOLARSHIP OPPORTUNITIES

Contact: Danielle Barney, Asst. Director of Athletics, (570) 484-2871, dbarney@lhup.edu

NCAA Division II Leadership Academy: NCAA Regional event that celebrates the special attributes that exist in Division II, and provides student-athletes, coaches, faculty and administrators with tools to provide leadership at the local level. Lock Haven is in the Mid-Atlantic/Northeast Region, which is slated for its next academy in 2011.

Recent attendees: Nick Hilton (men's track and field/cross country), Milan Dry (women's basketball), Chris Edelman (men's track and field), Ilia Lopez (softball), Sobhan Namvar (wrestling), LeighAnn Miller (women's cross country).

NCAA Degree Completion Award: The purpose of the Division II Degree-Completion Award program is to provide financial assistance to deserving student-athletes with completion of a first baccalaureate degree. Each institution is allowed to submit three candidates who have exhausted their athletics eligibility and have received athletics financial aid. Factors considered are academic performance, financial circumstances, athletic achievement and involvement in campus and community activities. Timeline: Applications due early April. *Recent award winners: Amanda Gutmaker (softball), Phil Liversedge (men's soccer), Patrick Long (men's soccer), Monica Mangual (women's soccer), Allison Furry (volleyball), Courtney Hughes (softball/field hockey).*

NCAA Postgraduate Scholarship: The NCAA awards up to 174 postgraduate scholarships annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition. The one-time grants of \$7,500 each are awarded for fall sports, winter sports and spring sports, and must be used for graduate tuition. Each sports season (fall, winter and spring), there are 29 scholarships available for men and 29 scholarships available for women. The scholarships are one-time, non-renewable grants. Timeline: Must apply immediately following season; usually January, March, and May deadlines. *Recent award winners: Christopher Edelman (men's track and field) Christopher Robson (cross country/track and field)*

PSAC Student-Athlete Advisory Committee Semester Meetings: Each semester the PSAC office hosts a conference meeting for SAAC members from each of the member institutions. Student-athletes are updated on the state of the PSAC, of NCAA legislation and of general student-athlete issues.

Other opportunities will be communicated to student-athletes through coaches and email!



CHAMPS/Life Skills -- CHAMPS CHALLENGE

Past Champions

2009-10: Men's Cross Country/Track and Field	2006-07: Softball
2008-09: Women's Cross Country/Track and Field	2005-06: Men's Cross Country/Track and Field
2007-08: Women's Basketball	2004-05: Men's/Women's Track and Field

Earn points for your team in the CHAMPS Challenge in the following ways:

INDIVIDUALS

Personal Development - 50 points

Can include attending or presenting lectures/presentations on a variety of topics related to personal development including, but not limited to: nutrition, self-esteem, stress management, alcohol choices, media relations and fiscal responsibility.

Professional Development - 50 points

Check with the LHU Career Services website - <http://www.lhup.edu/career> - for any upcoming events, including workshops on resume building, career conferences or attending career fairs.

Community Service Commitment - 50 points

This includes mentoring or peer education in anything that reaches out to others in the University, local or global community. Visit the MountainServe office (103 Raub Hall) or call ext. 2498 to explore available service opportunities.

TEAMS

****Your team will be awarded points based on the percentage of student-athletes participating in each program/event. Teams with 30 or more student-athletes who meet at least a 60% participation rate will be awarded the total points amount. Teams with 29 or fewer student-athletes who meet a 70% participation rate will be awarded the total possible points. CHAMPS/Life Skills mandatory presentations/speakers do NOT count towards your team's score.****

If you team has... To earn full points you need...

30 or more student-athletes -- 60% of team at program/event

29 or fewer student-athletes 70% of team at program/event

Personal Development - 100 points possible

Can include attending or presenting lectures/presentations on a variety of topics related to personal development including, but not limited to: nutrition, self-esteem, stress management, alcohol choices, media relations and fiscal responsibility.

Professional Development - 100 points possible

Check with the LHU Career Services website - <http://www.lhup.edu/career> - for any upcoming events, including workshops on resume building, career conferences or attending career fairs.

Community Service Commitment - 200 points possible

This includes anything that reaches out to others in the University, local or global community. ... Visit the MountainServe office (103 Raub Hall) or call ext. 2498 to explore available service opportunities.

Athletes Supporting Athletes - 100 points possible

Show support and pride in all of the athletics' teams at LHU by attending a competition as a team, or come up with a different way to show your support of another Haven team.

Academic Commitment / Team GPA

(Points awarded following spring semester)

- | | |
|--------------------------------|---|
| a. First-place team (300 pts) | c. Third-place team (150 pts) |
| b. Second-place team (200 pts) | d. Any remaining team over 3.00 GPA (100 pts) |

SAAC Involvement

- Team representative in attendance (100 pts)
- Miss because of contest but gave early notification (25 pts)
- No attendance/no notification (0 pts)

Team Athletic Achievement

- | | |
|--------------------------------------|--|
| a. National Championship (300 pts) | d. Regular Season Divisional/Conference Title (75 pts) |
| b. Regional Championship (200 pts) | e. Individual Conference Champion (50 pts) |
| c. Conference Championship (150 pts) | |

The 'Extra Mile' - 50-100 points

Something done on an individual or team basis that is above and beyond other categories of CHAMPS/Life Skills. It may consist of any activity you have done that you do not believe falls into another category. *Final amount of points will be awarded by CHAMPS/Life Skills director.

FINANCIAL AID

LHU Student Financial Services (<http://www.lhup.edu/financial-services/>) is committed to helping students find solutions to higher education financing. A staff counselor is available to assist both students and parents. Please contact Student Financial Services, 118 Russell Hall, (570) 484-2344, for further information.

Financial Aid Calendar

JANUARY

BEGIN PREPARING YOUR FEDERAL TAX RETURNS

File parents' and student's federal tax returns early so that you are ready to file the Free Application for Federal Student Aid (FAFSA) by the March 15th deadline. Keep a copy of every document sent to the IRS (e.g. 1040, all schedules, W-2s, etc.) for future reference.

BEGIN COMPLETING THE FAFSA

Complete the Free Application for Federal Student Aid (FAFSA) to apply for financial aid at Lock Haven University (LHU). LHU's Federal School Code is 003323. Students are encouraged to file the FAFSA online at www.fafsa.ed.gov. The FAFSA on the Web Worksheet will help you (and your parents if you are dependent student as determined in Step 3 of the FAFSA) collect information needed to complete the FAFSA.

NOTE: You may complete the FAFSA anytime starting January 1st. LHU recommends that you file the FAFSA by March 15th

REVIEW YOUR SPRING CLASS SCHEDULE CAREFULLY

If you are a returning student, you should consider your class schedule as it relates to financial aid satisfactory academic progress requirements. Be sure to satisfy the credit and GPA requirements so that you qualify for financial aid next year.

FEBRUARY

APPLY FOR LOCK HAVEN UNIVERSITY FOUNDATION SCHOLARSHIPS AND AWARDS

Returning students interested in LHU Foundation scholarships can go online to view the scholarships and to apply, or, pick up a scholarship booklet from the Foundation. The deadlines for applying occur in February; be sure you know and meet these deadlines.

APPLY FOR FINANCIAL AID FOR SUMMER

LHU begins sending information about summer financial aid to incoming freshmen who will begin their studies in the summer. In April Student Financial Services will begin awarding summer aid to returning students who have current-year FAFSAs (i.e. 2009-2010 FAFSAs for summer 2010) on file and are registered for summer classes.

MARCH

SUBMIT THE FAFSA BY MARCH 15th

File the FAFSA as soon as possible. LHU recommends that you file the FAFSA by March 15th to be considered for campus-based aid including the Federal SEOG Grant, Federal Work Study, and the Federal Perkins Loan. Remember that other schools may have earlier deadlines. Keep a copy of the completed FAFSA for future reference. Upon receipt of the FAFSA, the Pennsylvania Higher Education Assistance Agency (PHEAA), will send first-time Pennsylvania filers a form to collect more information for PA State Grant consideration.

NOTE: Do not wait until you have been accepted to file your FAFSA. List the school you're most interested in first on the FAFSA. If you will not attend that school, you can easily update your application.

APRIL

PLAN YOUR FALL CLASS SCHEDULE CAREFULLY

If you are a returning student, you should consider your class schedule as it relates to financial aid. Be sure to satisfy credit and GPA requirements so that you qualify for financial aid next year.

RECEIVE YOUR SAR

Receive your Student Aid Report (SAR) within a few days of filing your FAFSA online. Read it carefully and make any necessary corrections. If you make corrections, you will receive a revised SAR, and LHU will be notified of the corrections (if you listed LHU as one of your school choices). Review the revised SAR and, if it's correct, keep it for your records. The correction process can be repeated if you need to make additional corrections.

FILE YOUR LOAN APPLICATIONS (if interested)

If you would like a Federal Stafford Loan, make sure you indicated your interest in student loans on the FAFSA. If you didn't indicate interest and want a loan, correct your SAR. A Federal Stafford Loan will be automatically approved for you. If desired, file Federal (parent) PLUS and alternative loan applications.

Federal PLUS Loan applications must be obtained from either AES/PHEAA (800-692-7392) or a participating lender; parents may also apply online at www.aessuccess.org. For alternative loan information, please visit www.lhup.edu/financial-services/financial-aid/alternative_loan_programs.htm. Keep the borrower copy of any loan applications you complete.

MAY**RECEIVE YOUR PENNSYLVANIA STATE GRANT AWARD NOTIFICATION**

Upon receipt of the FAFSA, the Pennsylvania Higher Education Agency (PHEAA) will collect more information for PA State Grant Consideration. You must supply this information to be considered for a PA State Grant. NOTE: It is LHU's responsibility to notify PHEAA if the student changes housing status, adjusts enrollment, or receives additional aid, all of which could affect the grant amount.

RECEIVE YOUR RETURNING STUDENT FINANCIAL AID AWARD LETTER

LHU begins sending financial aid award letters to returning students who have filed the FAFSA.

JUNE**LHU BEGINS PROCESSING LOANS FOR THE UPCOMING SCHOOL YEAR**

AES/PHEAA will contact new Stafford Loan borrowers who must complete an online Master Promissory Note (MPN) and an online entrance loan counseling session.

RECEIVE MONTHLY PAYMENT PLAN INFORMATION

Tuition Management Systems (TMS), LHU's payment plan provider, sends payment plan information to all new and returning students. Payment plan information is also available on the TMS website at www.aford.com/lhup.

JULY**RECEIVE THE FALL SEMESTER BILL**

LHU sends the fall semester bill to all registered new and returning students by the end of the month.

AUGUST**REVIEW YOUR FALL CLASS SCHEDULE CAREFULLY**

Consider your class schedule as it relates to financial aid satisfactory academic progress requirements. Be sure to satisfy the credit and GPA requirements so that you qualify for financial aid next year.

PAY THE FALL SEMESTER BILL

The fall semester bill is due this month. Financial aid that has been awarded will appear as credit on the bill. Federal Work Study will not be listed on the bill. To avoid a late fee or hold on next semester's registration, the balance due must be paid by the due date.

SEPTEMBER**COMPLETE THE FEDERAL STAFFORD LOAN ENTRANCE COUNSELING SESSION**

First-time Federal Stafford Loan borrowers who have not yet done so must complete an online entrance counseling session before their loans can be disbursed. Go now to AES/PHEAA's web site at www.aessuccess.org to complete the Stafford Loan entrance counseling session.

NOTE: The session may be completed at any time, even before you enroll.

OCTOBER**FILE YOUR SPRING LOAN APPLICATIONS (if interested)****NOVEMBER****BEGIN PREPARING YOUR FEDERAL TAX RETURNS**

File parents' and student's federal tax returns early so that you are ready to file the Free Application for Federal Student Aid (FAFSA) by the March 15th deadline. Keep a copy of every document sent to the IRS (e.g. 1040, all schedules, W-2s, etc.) for future reference.

BEGIN COMPLETING THE FAFSA

Complete the Free Application for Federal Student Aid (FAFSA) to apply for financial aid at Lock Haven University (LHU). LHU's Federal School Code is 003323. Students are encouraged to file the FAFSA online at www.fafsa.ed.gov. The FAFSA on the Web Worksheet will help you (and your parents if you are dependent student as determined in Step 3 of the FAFSA) collect information needed to complete the FAFSA. NOTE: You may complete the FAFSA anytime starting January 1st. LHU recommends that you file the FAFSA by March 15th.

REVIEW YOUR SPRING CLASS SCHEDULE CAREFULLY

If you are a returning student, you should consider your class schedule as it relates to financial aid satisfactory academic progress requirements. Be sure to satisfy the credit and GPA requirements so that you qualify for financial aid next year.

DECEMBER**FOUNDATION SCHOLARSHIPS AND AWARDS**

If you are an incoming freshman, click here for information about applying for LHU Foundation scholarships. Returning students interested in LHU Foundation scholarships click here. The deadlines for applying occur in February; be sure you know and meet these deadlines.

ATHLETICS GRANT-IN-AID**Athletics Scholarships**

When a student-athlete accepts an athletics scholarship, in any dollar amount, they certify that:

1. They will enroll as a full-time student each semester and will meet the institutional and NCAA academic requirements.
2. They will participate as a member of the referenced LHU athletics team if selected by the coaches.
3. They will attend all practice sessions, abide by all training rules, attend all meetings and off-season programs, and maintain conduct which is in no way detrimental to Lock Haven University, the team, the coaches, or themselves.
4. They understand that the financial assistance may be canceled during the period of its award if the student voluntarily renders themselves ineligible for intercollegiate athletics, fraudulently misrepresent any information, engages in misconduct warranting disciplinary action by the head coach or other college officials or suffers any injury in a non-athletic activity which renders one incapable of participation in the sport for which they are receiving financial assistance.
5. They understand that Lock Haven University and NCAA regulations require all athletic financial assistance to be issued on a year to year basis.
6. In the event of injury related to participation in this sport, the award shall be continued through the above mentioned period even though, by reason of such injury, the team physician has declared the recipient unable to participate.

Reduction or Cancellation of Athletics Award

If an athlete voluntarily withdraws from a sport for personal reasons or graduates, cancellation of aid may occur immediately.

1. Financial aid may be reduced or cancelled in the term during which it is awarded if the athlete fails to meet the terms of the award as outlined in Section I-VII of the Contract for Financial Assistance. Failure to meet the terms of the Athletic Scholarship Award form could result in immediate reduction or cancellation of aid.
2. If an athlete quits the team, stops coming to practice, becomes ineligible for academic or disciplinary reasons, their aid may be reduced or cancelled immediately. It is the athlete's responsibility to communicate with the coach to insure they are meeting all requirements set forth by the Athletics Scholarship Award.
3. Aid cannot be increased, reduced, or cancelled during the period of award because of the student-athlete's athletic performance and/or ability. In addition, if any athlete performs better than expected, his/her aid cannot be increased during the period of the award.
4. An athlete will receive written notification if their aid will be reduced or cancelled with justification of such action. The athlete is entitled to an appeal hearing if they wish.
5. Awarding of athletics scholarships including the reduction or cancellation of awards must meet NCAA Bylaw 15 (Financial Aid) and existing PSAC and University policy.

NCAA Bylaw 15.2.5.5.2-Eligibility Effects of Improper Aid from Outside Organization.

It is not permissible for a student-athlete to receive financial aid, directly or indirectly, from a source outside the institution (e.g., a foreign government, a sports association, a high school booster club) for expenses related to attendance at a member institution, if the award of such financial aid is based in any degree upon the recipient's athletics ability. Receipt of financial aid from such a source renders the student-athlete ineligible for all intercollegiate athletics participation.



APPENDIX C: LHU Athletics: Drug and Alcohol Policy

Dear Student-Athlete,

The purpose of this letter is to provide you with a copy of the "Lock Haven University of Pennsylvania Department of Athletics: Drug and Alcohol Policy," which was adopted in the Fall of 2002. All student-athletes who participate in varsity athletics at Lock Haven University must complete and return the following three forms associated with the policy:

1. Acknowledgement of Receipt of Lock Haven University Department of Athletics Drug and Alcohol Policy.
2. Informed Consent/Release from Liability Form.
3. Authorization for Release of Testing Information and Records.

The policy will be explained to all student-athletes either during orientation or at the pre-season meeting for their sport held in August or early September. All students will have an opportunity to ask questions regarding the policy at these meetings. No student-athletes will be allowed to practice unless the forms have been fully completed in ink and returned to me prior to or at either of these meeting opportunities.

Please note that if you are under the age of twenty-one years of age you must also receive the signature of a parent or legal guardian on these forms. Therefore, in order to expedite the processing of these forms and to prevent you from missing practice time I have decided to forward the policy to you so that you may review the policy and obtain the necessary parental or guardian's signature prior to the orientation or team meetings. This will allow you the opportunity to sign the policy after it has been explained to you and return the forms immediately.

From 2009-10, the NCAA has introduced new procedures for requesting a medical exception based upon prescribed medication by a Doctor. For anabolic agents and peptide hormones, a medical exception must be approved by the NCAA before the athlete is allowed to participate while taking these medications. Please read this section of the policy (III.G) carefully and stop in to ask any questions you may have regarding this new NCAA policy.

If you or your parents have any questions or require any additional information regarding the policy please do not hesitate to contact me at (570) 484-2114 or by e-mail at pcampbel@lhup.edu.

Sincerely,
Peter Campbell
Associate Director of Athletics

Lock Haven University of Pennsylvania Department of Athletics
Drug and Alcohol Policy
Updated July 6, 2010

I. OVERVIEW

A. Introduction

1. University Commitment to a Substance-Free Environment: Lock Haven University is a member of the Network of Drug-Free Colleges and Universities. The University pursues and is dedicated to a solid commitment throughout the institution to:

- a. Establish and enforce clear policies that promote an educational environment free from the abuse of alcohol and other drugs;
- b. Educate members of the campus community for the purpose of preventing alcohol and drug abuse, as well as provide information about the use of legal drugs in ways that are not harmful to self or others;
- c. Create an environment that promotes and reinforces healthy, responsible living; respect for community and campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members;
- d. Provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment, and referral.

2. Department of Athletics Policy on Drug and Alcohol Abuse: This policy is not to be construed as a contract between Lock Haven University of Pennsylvania and the student-athlete. Furthermore, the Athletic Department may amend this policy from time-to-time, as needed, and with or without notice to the student-athlete. Lock Haven University recognizes the serious threat that the abuse of alcohol and tobacco and use of illegal drugs present to the physical, mental and emotional well-being of student-athletes and to the integrity of intercollegiate athletics. Indeed, student-athletes under the influence of drugs or alcohol pose a serious threat to their own safety and health, as well as to that of other student-athletes participating in intercollegiate competition or practice. Therefore, for the health and safety of student-athletes, the Lock Haven University Department of Athletics has implemented the following program of drug and alcohol education, prevention, counseling, rehabilitation, and screening to assist the University's student-athletes in an attempt to ensure and maintain an alcohol and drug-free competitive environment.

3. Safe Harbor Program: A student-athlete eligible for the Lock Haven University Safe Harbor Program may refer himself or herself to the program for voluntary evaluation, testing and counseling. A student is not eligible for the program after he or she has been informed of an impending drug test, or has received a positive Lock Haven University or NCAA drug test. Lock Haven University will work with the student to prepare a Safe Harbor treatment plan which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and a positive initial test will not result in any administrative sanction, except those listed in this section. The team physician or head athletic trainer may suspend the student from play and/or practice if medically indicated. A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A

student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will only be permitted to enter the Safe Harbor Program one time during his/her athletics eligibility at Lock Haven University.

If a student-athlete is determined to have used a banned substance after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and subjected to appropriate sanctions, as detailed in the Lock Haven University of Pennsylvania Department of Athletics Drug and Alcohol Policy. Entering the Safe Harbor Program will not be treated as a positive test as it relates to sanctions. However, any positive test after the initial Safe Harbor Program test will be treated as the next subsequent positive, e.g., a first positive test will be treated as a second positive test.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Lock Haven University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, the Associate Director of Athletics, the Head Athletic Trainer, the student-athlete's head coach and the team physician may be informed of the student's participation in the Safe Harbor Program. The athletic trainer assigned to that sport also may be notified, if medically appropriate. The assistant coach(es) also may be informed at the discretion of the head coach. Other university employees may be informed only to the extent necessary for the implementation of this policy.

B. Purpose of Policy

This policy is designed for students who represent Lock Haven University in intercollegiate athletics. It pertains to situations where a student-athlete tests positive in a University administered drug test, or a student-athlete voluntarily admits to drug use prior to or during any criminal investigation or investigation under the general University policy on drug use.

The general purpose of this Lock Haven University of Department of Athletics Drug and Alcohol Policy (hereinafter referred to as "Drug and Alcohol Policy") is:

1. To educate and inform student-athletes about the serious risks associated with use of illegal drugs;
2. To discourage use of illegal drugs and alcohol abuse by student athletes;
3. To ensure a healthy and safe environment for student-athletes participating in athletics practice and competition and to develop a pro-active approach to dealing with drug use and alcohol abuse;
4. To provide a "level playing field" for all student-athletes participating in athletics' practice and competition;
5. To provide referral to counseling and to rehabilitation programs for student-athletes found to be using illegal drugs or abusing alcohol;
6. To prevent embarrassing situations for the institution as a result of student-athletes testing positive for drugs in NCAA post-season competition.

C. Education

All student-athletes are required to participate in scheduled education programs on substance abuse while participating in intercollegiate athletics at Lock Haven University. The programs are part of an ongoing effort designed to help student-athletes avoid prohibited use of alcohol, tobacco products, legal and illegal drugs.

D. Program Requirements

At the beginning of each sport season, a presentation will be made to explain the

Drug and Alcohol Policy to all student-athletes. A copy of the policy will be made available to each student-athlete.

Each student-athlete desiring to participate in intercollegiate athletics must sign the following forms:

1. Acknowledgement of Receipt of Lock Haven University Department of Athletics Drug and Alcohol Policy: This form acknowledges that the student-athlete has received a copy of the Drug and Alcohol Policy. It also verifies that the information in the policy has been explained to the student-athlete and that he/she understands the policy.
2. Informed Consent/Release from Liability Form: This form gives consent to the University, its employees and agents, to perform drug testing on the student-athlete. This document also releases from liability the University, its staff, employees and agents.
3. Authorization for Release of Testing Information and Records: This form allows the release of the test result information to a select group which may include, but is not limited to: the director of athletics, head coach, athletic trainer, Vice President for Student Affairs or designee, and attending psychologist or counselor.

II. ALCOHOL AND TOBACCO POLICY

A. Tobacco Policy

1. Department of Athletics: The Lock Haven University Department of Athletics discourages the use of tobacco in any form (cigarettes, smokeless, etc.). The use of tobacco is prohibited in connection with any intercollegiate athletics function or trip. Student-athletes using tobacco products will be suspended from intercollegiate athletics practices or competition.

2. NCAA Prohibition: The use of tobacco products is prohibited by all game personnel (student-athletes, coaches, managers, trainers, game officials) in all sports during practice, competition, or team travel to and from events.

B. Alcohol Policy

Alcohol-related violations include, but are not limited to, the following:

1. A student-athlete during practice, competition, or team activity, shows signs of alcohol intoxication.
2. On a road trip, a member of the coaching staff finds that a student-athlete has consumed an alcoholic beverage. (A road trip is considered to be from the time of departure from campus to the time of return.)
3. A violation of any team or University rule involving use or abuse of alcohol.

Student-athletes are entitled to a hearing before the appropriate student judicial officer or body in accordance with the University's drug, alcohol and disciplinary policies outlined in the student handbook. However, if a student-athlete is found to have committed an alcohol violation, in addition to any sanctions that may be imposed by the appropriate student judicial officer or body the following additional sanctions may apply throughout the student-athlete's four years of NCAA eligibility.

1. FIRST VIOLATION:

- a. Student-athlete will meet with the head coach.
- b. Student-athlete may be suspended from competition. The head coach and athletic director will determine if a suspension is necessary and, if so, the length of the suspension.
- c. Student-athlete will be required to attend an alcohol education class conducted by the Wellness Coordinator. The cost of the program shall be paid by the student-athlete.
- d. Student-athlete may lose a portion of his/her athletically-related financial aid, as deemed appropriate by the head coach and the director of athletics.

Failure to comply with the above sanctions will result in suspension from practice and competition until they are satisfied. If a student-athlete is involved in more than one sport, the suspension will apply to the other sport(s) as well.

2. SECOND VIOLATION:

- a. The associate director of athletics will notify the head coach, head trainer and counselor, of the violation.
- b. The student-athlete may be suspended from practice and competition for a year from the date of the second infraction. This suspension shall apply to any intercollegiate team of which the student-athlete is a member.
- c. The student-athlete will be required to attend a more intense alcohol abuse assessment/evaluation program with a qualified outside agency and to follow treatment guidelines prescribed. The cost of the program shall be paid by the student-athlete.
- d. The student-athlete will lose all or a portion of his/her athletically-related financial aid for the year, as deemed appropriate by head coach and the director of athletics.

3. THIRD VIOLATION:

- a. It must be assumed that the student-athlete has a significant problem or has consciously made poor decisions relevant to his/her behavior. The associate director of athletics will notify the head coach, head trainer and counselor, of the violation.
- b. A third offense will result in permanent suspension of the student-athlete from intercollegiate athletics at Lock Haven University and forfeiture of all athletically-related financial aid. The director of athletics will notify the student-athlete of these sanctions.
- c. In accordance with the University's drug, alcohol and disciplinary policies, the student-athlete may be suspended from the University.

III. DRUG POLICY

A. Banned Substances

This policy will apply to all student-athletes, whether transfer or first-year, as if they are entering the policy for the first time. For all student-athletes, use of any of the drugs listed in this section, except when prescribed by a qualified physician to treat a student-athlete's medical condition, (see section G. below) is forbidden before, during, or after the competitive sport season.

1. NCAA Prohibited Drugs: The complete list of NCAA banned drugs may be found in the current NCAA manual under Banned-Drug Classes. Note: for a complete list visit the website at http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting/drug+testing/drug_testing.html. IT IS YOUR RESPONSIBILITY TO AVOID BANNED SUBSTANCES ON THE CURRENT LIST. Section (g) off the NCAA banned drug list does NOT apply to LHU institutional testing.

2. Recreational Drugs: The following drugs are also prohibited:

- | | |
|-----------------|-------------------------------------|
| a. amphetamines | f. opiates |
| b. barbiturates | g. PCP (angel dust) |
| c. cocaine | h. steroids |
| d. codeine | i. tetrahydrocannabinol (Marijuana) |
| e. Ecstasy | j. morphine |

3. Nutritional/Dietary Supplement

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 or institutional drug test. The use of supplements is at the student-athlete's

own risk. Student-athletes should contact the institution's team physician or athletic trainer for further information. Additional information on dietary supplements can be accessed at the Dietary Supplement Resource Exchange Center (REC) website at www.drugfreesport.com/rec

B. Student-Athlete Selection: A student-athlete is any student attending Lock Haven University whose name appears on a current NCAA squad list. If a student-athlete quits the team or is removed from the team for disciplinary reasons, and is on the NCAA squad list, he/she will still be subject to institutional testing until the end of the academic year in May. Also, with the addition of NCAA Summer Testing, any student-athlete on the NCAA squad list will be subject to testing until the following August.

1. Testing of Student-Athletes: Any student-athlete at Lock Haven University may be subject to drug testing as part of a routine physical examination or as a result of specified drug testing sessions arranged during the academic year.

2. Team Testing: All sports will be subject to drug testing throughout the year. The order of selection of teams will be random. The order of selection of athletes on the teams will also be random. The following teams will be in the selection pool:

- | | | |
|-----------------------|-------------------|--------------------------|
| a. Baseball | g. Lacrosse | m. Men's Indoor T & F |
| b. Men's Basketball | h. Men's Soccer | n. Women's Indoor T & F |
| c. Women's Basketball | i. Women's Soccer | o. Men's X-Country |
| d. Field Hockey | j. Softball | p. Women's X-Country |
| e. Football | k. Swimming | q. Men's Outdoor T & F |
| f. Volleyball | l. Wrestling | r. Women's Outdoor T & F |

C. Drug Testing Procedures

1. Notification of Student-Athletes for Testing: The athletics administrator in charge will notify coaches of the student-athletes selected. On the day before the test, each coach will notify, in person, the individual(s) to be tested. At the time of notification, the coach will have each student-athlete sign a Lock Haven University Drug Testing Appointment Card, indicating the time of the test the next day. The student-athlete will be given a copy of the card.

2. Collection Procedures: All individuals being tested will be required to present a photo I.D. for admittance to the test. The collection agency shall implement the specimen collection procedures identified by the Center for Drug Free Sport. See Appendix.

3. Report of Positive Test Results: The associate director of athletics shall be notified of any tests which are positive for prohibited substances. The associate director of athletics shall then notify the student-athletes of the positive results. Student-athletes testing positive shall be re-tested at their own expense at a later date to ensure that they are drug-free prior to any subsequent participation in intercollegiate athletics. The test shall be conducted by the same laboratory that conducted the earlier test.

4. Determination of First Violation and Sanction: The associate director of athletics or designee shall provide the student-athlete an opportunity to rebut or explain the positive test results prior to determining that a violation has occurred and, if it is determined that a violation has occurred, what athletic sanction(s) to impose. The extent and formality of this opportunity shall be within the sole unfettered discretion of the associate director of athletics or designee.

5. Appeal of Imposition of Sanctions: A student who is found to have violated this policy may appeal to the director of athletics or designee within five (5) days from



the imposition of the sanctions for a first violation.

6. Determination of Second Violation and Sanction The student-athlete who allegedly fails to comply with the sanctions for a first violation, or who is alleged to have committed a second violation, will be referred to the University Judicial process for a hearing, adjudication, and appeal of the alleged violation, as outlined in the Student Rights and Responsibilities Document. (See Student Handbook for "Procedures for Conduct Violations".) Student-athletes should be aware that, if they are found to have violated this policy by the University Judicial Process, they will be subject to the sanctions outlined in section III.E.2 of this policy, as well as the sanctions outlined in the Student Handbook.

D. Consequences of Failure to Participate In Testing or to Cooperate With Treatment Plans

1. Failure to Execute Consent and Notification Form: Any student-athlete who fails to execute the three forms under "Program Requirements" (I.D.1,2,3 of this policy) will be unable to participate in intercollegiate athletics at Lock Haven University and will forfeit any athletically-related financial aid.

2. Failure to Appear for Testing If a student-athlete fails to show up for a designated test it will be treated as if the student-athlete tested positive. The test may be rescheduled within 24 hours if the director of athletics is satisfied that the reasons for the student-athlete's failure to appear for the testing were beyond the individual's control. If a student-athlete quits the team or is removed from the team for disciplinary reasons, and is on the NCAA squad list, he/she will still be subject to institutional testing until the end of the academic year in May. Also, with the addition of NCAA Summer Testing, any student-athlete on the NCAA squad list will be subject to testing until the following August.

3. Failure to Comply with Rehabilitation or Treatment Plans If a student-athlete tests positive and fails to comply with the sanctions for a first violation, he/she may be subject to a second violation under the policy. Compliance requires that the individual appears for all scheduled appointments and participates in the activities in a manner meeting the expectations of the drug counselor.

E. Sanctions

1. First Violation

a. Notification of Student-Athlete: The director of athletics or designee shall notify the student-athlete of any violation.

b. Evaluation of Drug Involvement: The student-athlete will be required, at his/her own expense, to schedule an appointment for a drug abuse assessment and medical evaluation with a qualified outside agency and follow the treatment guidelines prescribed.

c. Counseling: The student-athlete will be required to undergo drug counseling at his/her own expense. The counselor shall determine the length of treatment.

d. Follow-up Testing: Follow up testing will be mandatory for a period of six (6) months at intervals to be determined by the director of athletics or designee.

e. Suspension of Athletics Eligibility: Subsequent to a positive drug test, the student-athlete shall be suspended from practice and competition for a period to be determined by head coach and director of athletics or designee.

f. Loss of Athletically-Related Financial Aid: A student-athlete may lose all or a portion of his/her athletically-related financial aid as deemed appropriate by the head coach and director of athletics or designee.

2. Second Violation

a. Notification of Student-Athlete: The director of athletics or

designee shall notify the student-athlete of any violation.

b. Counseling: The student-athlete shall be advised to continue counseling at his/her own expense.

c. Cancellation of Eligibility: If the student-athlete tests positive for a second time or fails to follow through with recommended treatment for a first violation, the student-athlete shall have his/her athletic eligibility at Lock Haven University revoked, permanently.

d. Loss of Athletically-Related Financial Aid: The student-athlete will immediately lose all athletically-related financial aid at Lock Haven University.

F. Confidentiality of Information Concerning Drug Abuse

All information, including test results, under the Drug and Alcohol Policy are confidential. In addition to the student-athlete involved, the director of athletics shall release information, on a need-to-know basis, to the following individuals: the team physician, the student-athlete's supervising athletic trainer, the University psychologist or counselor (if used for treatment), the University Hearing Officer or the members of the University Judicial Board (depending upon which is involved), and the student-athlete's head coach(es). If an appeal takes place, the hearing records and drug test results will be released to the student-athlete and appropriate University officials involved in the appeals process.

G. NEW Procedures for Medical Exceptions – Prescriptions - IMPORTANT

The institution will adopt the new NCAA Medical Exceptions policy effective August 2009.

NCAA Medical Exceptions – including case examples for use of stimulants, finasteride (Propecia), and testosterone. This stricter application will be applied effective August 2009.

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete's eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids)*, and peptide hormones* (NCAA Bylaw 31.2.3). (*anabolic agents and peptide hormones must be approved by the NCAA before the athlete is allowed to participate while taking these medications. The institution, through its director of athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to The National Center for Drug Free Sport (Drug Free Sport) any medical documentation it wishes to have considered.)

In all cases, a student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance. It is the responsibility of the institution to educate student-athletes about this policy, and to follow-up with any student-athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

1. have declared the use of the substance to his or her athletics administrator responsible for keeping medical records,

2. present documentation of the diagnosis of the condition, and
3. provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

Requests for medical exceptions will be reviewed by physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above.

Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete's medical records or physicians' letters should not be sent to the NCAA unless requested by the NCAA. Also, the use of the substance need not be reported at the time of NCAA drug testing.

Following are three treatment issues to help illustrate the new NCAA medical exception procedure:

ADHD – Attention Deficit/Hyperactivity Disorder is one of the most common neurobehavioral disorders of childhood and can persist through adolescence and into adulthood. ADHD is generally diagnosed in childhood, but sometimes not until college or later. The most common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), which are banned under the NCAA class of stimulants. In order for a medical exception to be granted for the use of these stimulant medications, the student-athlete must show that he or she has undergone standard assessment to identify ADHD. Frequently a student-athlete may find that the demands of college present difficult learning challenges. They may realize that some of their teammates are benefitting from the use of these medications, and figure they should ask their team physician or family doctor to prescribe the same for them. If they do not undergo a standard assessment to diagnose ADHD, they have not met the requirements for an NCAA medical exception. Most colleges provide these types of assessment through their student support services or counseling and testing centers. The student-athlete should either provide documentation of an earlier assessment, or undergo an assessment prior to using stimulant medication for ADHD. If the diagnosis is ADHD, the student-athlete may then pursue treatment with the team physician or family physician for a prescription for stimulant medication, and provide all documentation to the appropriate athletics administrator to keep in the file in the event the student-athlete is selected for drug testing and tests positive. At that point, the athletics administrator will be instructed to provide the documentation for review by the medical panel, and if all is in order, the student-athlete's medical exception is granted.

Male-pattern baldness -- Androgenic alopecia is a common form of hair loss in both men and women. In men, this condition is also known as male-pattern baldness. Hair is lost in a well-defined pattern, beginning above both temples. Over time, the hairline recedes to form a characteristic "M" shape. Hair also thins at the crown of the head, often progressing to partial or complete baldness. Non-banned medications are available to treat this condition. Finasteride (trade name Propecia), which is prescribed in some cases to treat male-pattern baldness, is a banned substance under the class of masking agents, as it interferes with the ability to identify steroid use. Before using finasteride, a student-athlete must exhaust other standard medications and document this effort. All documentation should be submitted to the sports medicine staff to review and maintain in the student-athlete's record. In the event a student-athlete tests positive for the use of finasteride, the institution will then submit the full record for a medical exception review.

Hypogonadism – or testosterone deficiency, results either from a disorder of the testes (primary hypogonadism) or of the hypothalamus or pituitary glands (secondary hypogonadism). Causes of primary hypogonadism include Klinefelter's syndrome, undescended testicles, and hemochromatosis. Secondary hypogonadism can be due to aging, increasing body mass index, and/or type 2 diabetes mellitus. Treatment for hypogonadism may include testosterone medication. Testosterone falls under the banned drug class "anabolic agents". A student-athlete must request approval to use medication with testosterone prior to participation while using this substance. A full medical documentation of the diagnosis, course of treatment and prescription history must be provided by the institution prior to allowing the student-athlete to compete on this medication. If a student-athlete tests positive for testosterone and has not obtained prior approval to use this substance, the case must go to appeal.

In all cases, if a student-athlete does not meet the criteria for a medical exception, the student-athlete may request an appeal hearing of his positive drug test. In this case, the student-athlete's eligibility will be suspended pending the outcome of the appeal.

Questions about this new NCAA policy may be directed to Mary Wilfert, Associate Director, Health and Safety, mwilfert@naaa.org or 317-917-6319.

ACKNOWLEDGEMENT OF RECEIPT OF LOCK HAVEN UNIVERSITY DEPARTMENT OF ATHLETICS DRUG AND ALCOHOL POLICY

I, _____, hereby acknowledge that I have received a copy of the Lock Haven University Department of Athletics Drug and Alcohol Policy. I further acknowledge that I have read the information and that the policy was explained to me. I certify that I understand the provisions of the policy.

_____	_____
Student-Athlete Signature	Date
_____	_____
Print Name	Print Sport
_____	_____
Lock Haven University Student ID No.	Parent/Guardian (if student-athlete is under 21 years of age)



INFORMED CONSENT/RELEASE FROM LIABILITY FORM.

I understand that, according to the Lock Haven University Department of Athletics Drug and Alcohol Policy, a copy of which I have received and reviewed, I am required to submit a sample of my urine for chemical analysis as requested by persons identified in the policy. I understand that qualified laboratory personnel at an independent laboratory selected by the University will conduct the analysis.

The purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances in my urine as set forth in the Lock Haven University Department of Athletics Drug and Alcohol Policy.

I consent freely and voluntarily to any request for a urine sample under this policy. I hereby release the Commonwealth of Pennsylvania, the Board of Governors of the State System of Higher Education, Lock Haven University, its trustees, officers, employees, agents, and contractors, from legal responsibility or liability for decisions made concerning my eligibility to participate in intercollegiate athletics and loss of athletically-related financial aid while a student at the University based on the results of this analysis.

I understand a documented chain of custody for my urine sample exists to ensure the identification of my sample throughout the collection and testing process.

_____	_____
Student-Athlete Signature	Date
_____	_____
Print Name	Print Sport
_____	_____
Lock Haven University Student ID No.	Parent/Guardian (if student-athlete is under 21 years of age)

AUTHORIZATION FOR RELEASE OF TESTING INFORMATION AND RECORDS

I hereby authorize release to those persons described in the Lock Haven Department of Athletics Drug and Alcohol Policy, information and records, including test results, relating to the provisions of the policy applicable to all members of Lock Haven University athletics teams.

I also authorize the release of such information and records to my parent(s) or legal guardian(s) in the event I am under the age of 21 and found to be in violation of the provisions of the Drug and Alcohol Policy, pursuant to an applicable student disciplinary proceeding.

I hereby release the Commonwealth of Pennsylvania, the Board of Governors of the State System of Higher Education, Lock Haven University, its trustees, officers, employees, agents and contractors, from legal responsibility or liability for the release of such information and records.

Intending to be legally bound hereby, I have signed this document on the date listed below.

_____	_____
Student-Athlete Signature	Date
_____	_____
Print Name	Print Sport
_____	_____
Lock Haven University Student ID No.	Parent/Guardian (if student-athlete is under 21 years of age)



SAMPLE
 LOCK HAVEN UNIVERSITY DRUG TESTING APPOINTMENT CARD
 Testing Contact
 (570) 484-2114

_____ has an appointment in
 (Name of Student-Athlete)

_____ on _____
 (Location) (Date)

at _____ am/pm.
 (Time)

REMEMBER

- *Be on time.
- *Bring a picture ID.
- *Do not drink excessive amounts of water prior to the test.
- *Please do not urinate immediately before coming to the test.
- *Failure to keep this appointment or to comply with testing requirements will be treated as a positive drug test.

I have received notification of the above date and time for an Institutional Drug Test.

 Student-Athlete

 Date

SPECIMEN COLLECTION PROCEDURES

1. Upon entering the collection station, an institutional representative will identify the student-athlete and the student-athlete will record time of arrival and print name on Student-Athlete Roster Form.
2. When ready to urinate, the student-athlete will select a sealed beaker from a supply of such and will record his/her initials on the beaker's lid.
3. A collector will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a specimen of at least 50 mL (85 ML for anabolic steroid testing) is provided.
4. Once a specimen of at least 50 mL (85 mL for anabolic steroid testing) is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.
5. Fluids and food given student-athletes who have difficulty voiding must be from sealed containers (certified by the collector) that are opened and consumed in the station. These items must be caffeine - and alcohol-free and free of any other banned substances.
6. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
7. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
8. Upon return to the collection station, the student-athlete will begin the collection procedure again.
9. Once a specimen is provided, the student-athlete will pour a small amount of urine into an approved container. A collector will check the specific gravity and pH of the urine in the presence of the student-athlete.
10. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
11. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
12. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
13. The laboratory will make final determination of specimen adequacy.
14. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
15. If a student-athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the student-athlete, not to exceed two consecutive negative tests.
16. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a specimen collection kit and a uniquely numbered Custody and Control Form from a supply of such.
17. The collector that monitored the furnishing of the specimen by observation will sign the Custody and Control Form.
18. A collector will record the specific gravity and pH values on the Custody and Control Form.
19. The student-athlete will pour approximately 340 mL (60 mL for anabolic steroid testing) of the specimen into the "A vial" and the remaining amount (approximately 20 mL) into the "B vial."
20. The student-athlete will place the cap on each vial; the collector will then seal each vial in the required manner under the observation of the student-athlete and witness (if present).
21. The laboratory's copy of the Custody and Control Form shall not contain the name of the student-athlete.
22. All sealed specimens will be secured in a shipping case. The collector will put the laboratory copy of the Custody and Control Form in the case, and prepare the case for forwarding.
23. The student-athlete and witness (if present) will sign the Custody and Control Form, certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded on the Custody and Control Form at that time. If deviations are alleged, the student-athlete will be required to provide another specimen.
24. The collector will sign the Custody and Control Form, give the student-athlete or a designee a copy and secure all remaining copies. The compiled Custody Forms constitutes the "Master Code" for that drug testing.
25. After the collection has been completed, the specimens will be forwarded to the laboratory and all copies of all forms forwarded to the designed persons.
26. The specimens become the property of the institution.
27. If the student-athlete does not report for testing, the collector will notify institutional representative.



2010>2011 ACADEMIC CALENDAR

FALL 2010 ACADEMIC CALENDAR

Monday	August 30	Classes begin at 8:00 AM
TBA	TBA	Convocation (modified class schedule)
Wednesday	September 1	Last day to drop first half semester course
Thursday	September 2	Last day to add first half semester course
Sunday	September 5	Last day to add full semester course
		Last day to change schedules without \$5 fee
Monday	September 6	Labor Day - No Classes
Tuesday	September 21	Last Day to apply for December 2010 Graduation
		Last day to exercise pass/fail option
Friday	September 24	Incompletes from Spring 2010, 2010 summer sessions should be completed
Friday	October 1	Last day to drop a course with "W" grade – full semester courses
		Last day to drop a course with a grade of WP or WF with faculty permission – first half semester courses
		Last day to withdraw from school without academic penalty ("E" grades)
TBA/SFS	TBA/SFS	Last day for partial tuition refund as a result of credit reduction or withdrawal
Monday	October 11	Fall Holiday
Tuesday	October 12	Classes resume at 8:00 AM; follow Monday's schedule
Tuesday	October 19	End of first half semester courses
Wednesday	October 20	Start of second half semester courses
Friday	October 22	Last day to drop a second half semester course (completed with change of schedule form)
Friday	October 22	First quarter ends
Monday	October 25	Last day to add a second half semester course (completed with change of schedule form)
Tuesday	October 26	Mid-term low grades due from faculty
Friday	November 5	Last day to drop a course with a grade of WP or WF with faculty permission – full semester courses
Wed.-Fri.	November 24-26	Thanksgiving Holiday – No Classes
Monday	November 29	Classes resume at 8:00 AM
Tuesday	November 30	Last day to drop a course with a grade of WP or WF with faculty permission – second half semester courses
Sunday	December 12	Commencement ceremony
Monday-Friday	December 13-17	Special class schedule/ exam period
Friday	December 17	Last day of classes
Tuesday	December 21	All grades due by 9:00 AM; Semester closes

http://www.lhup.edu/academic/acad_affairs/academic_calendars.htm

2010>2011 ACADEMIC CALENDAR

SPRING 2011 ACADEMIC CALENDAR

		<i>(Subject to change)</i>
Monday	January 17	Martin Luther King, Jr. Holiday (No Classes)
Tuesday	January 18	Classes begin at 8:00 AM
Thursday	January 20	Last day to drop first half semester course
Friday	January 21	Last day to add first half semester course
Monday	January 24	Last day to add a full semester course
		Last day to change schedules without \$5 fee
TBA	TBA	Martin Luther King, Jr. Celebration (modified class schedule)
Tuesday	February 1	Last day to apply for May 2011 and August 2011 Graduation
Tuesday	February 8	Last day to exercise pass/fail option
Friday	February 11	Incompletes from the Fall 2010 and Winter Intersession 2010 semester should be completed
Friday	February 18	Last day to drop a course with "W" grade – full semester courses
		Last day to drop a course with a grade of WP or WF with faculty permission – first half semester courses
		Last day to withdraw from school without academic penalty ("E" grades)
TBA	TBA	Last day for partial tuition refund as result of credit reduction or withdrawal
Friday	March 4	End of first half semester courses
	March 7 – 13	Spring Break
Monday	March 14	Classes Resume at 8:00 AM
Tuesday	March 15	Start of second half semester courses
Wednesday	March 16	Mid-term grades due from faculty at end of day
		Last day to drop a second half semester course (completed with change of schedule form)
Thursday	March 17	Last day to add a second half semester course (completed with change of schedule form)
Friday	April 1	Last day to drop a course with a grade of WP or WF with faculty permission – full semester courses
Friday	April 15	Last day to drop a course with a grade of WP or WF with faculty permission – second half semester courses
TBA	TBA	Scholarship Day (follow Friday's class schedule)
TBA	TBA	Follow Wednesday's class schedule
	May 2 - 6	Special class schedule/ exam period
Friday	May 6	Last day of classes
Friday	May 6	Commencement - College of Arts & Sciences
Saturday	May 7	Commencement - College of Education & Human Services
		Semester closes
Tuesday	May 10	All grades due by 9:00 AM

