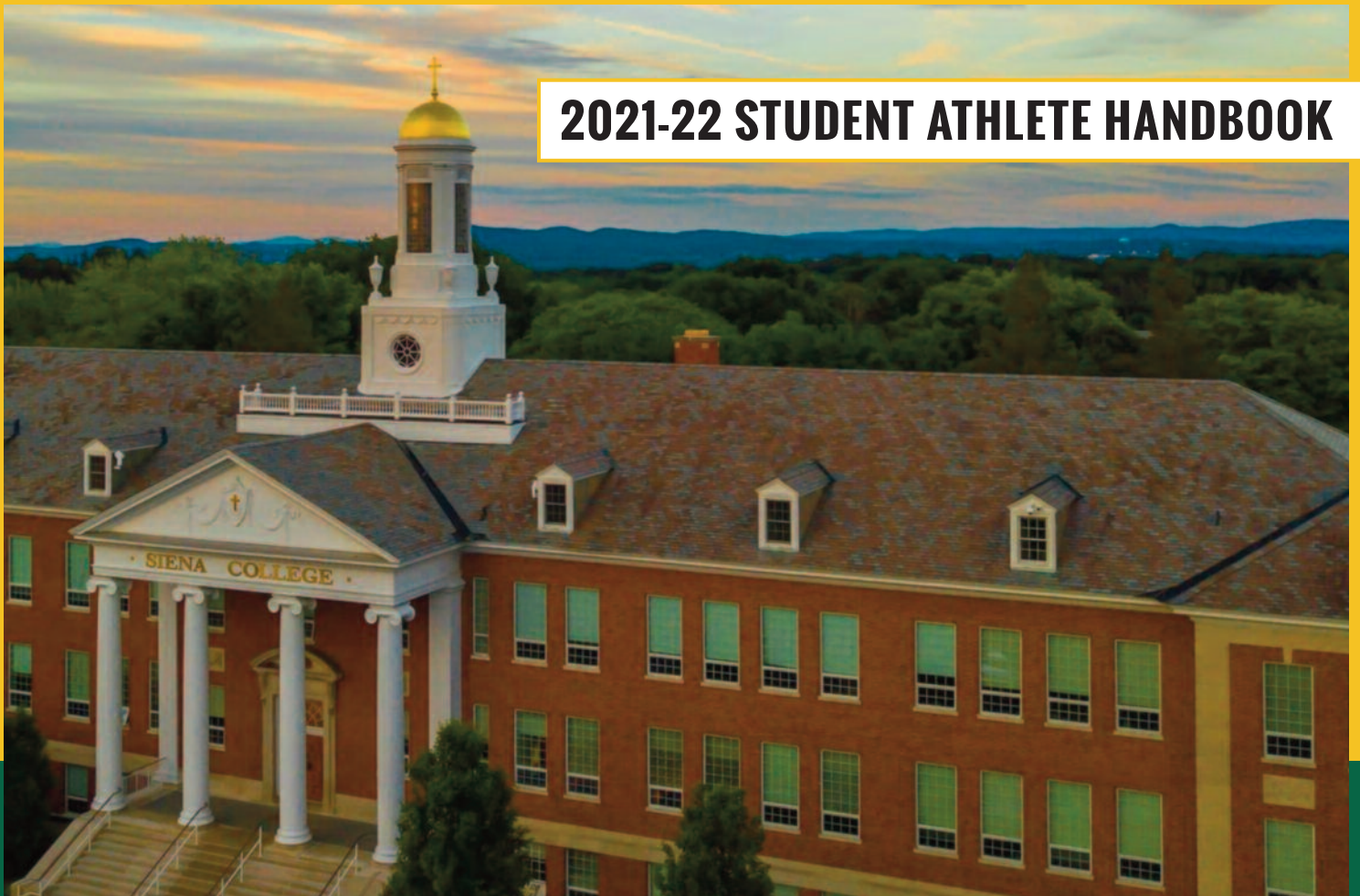


# 2021-22 STUDENT ATHLETE HANDBOOK



[SIENASAINTS.COM](http://SIENASAINTS.COM)

[#MARCH ON](https://twitter.com/SienaSaints)

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Athletic Department  
515 Loudon Road, Loudonville, NY 12211-1462  
Phone: 518-783-2551  
Fax: 518-783-2992

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Dear Student Athlete:

Welcome to Siena Athletics!

Our goal is to provide you with a positive environment in which you can excel athletically and academically. Being an athlete, you know that structure is a necessary part of success.

The purpose of this student athlete handbook is to help you find direction in answering questions about college procedures and policy.

Please reference this handbook through the athletics web site; [www.SienaSaints.com](http://www.SienaSaints.com). It covers areas in which you will have questions during the academic year.

We look forward to working with you and assisting you in developing athletically, socially, and academically. Please take advantage of the services we offer and ask questions of coaches, administrators and staff. Our support staff is here to assist you, but not here to do it for you.

Participating in varsity athletics and succeeding academically is a challenge.

It will take discipline, focus and structure.

March On,

A handwritten signature in black ink, reading "John D'Argenio".

Go Saints,  
John D'Argenio  
Vice President/Director of Athletics

<b>Administrative Staff</b>	<b>Contact</b>	<b>Office Phone</b>
VP/Director of Athletics	John D'Argenio	518-783-2450
Senior Associate Athletic Director/Senior Woman Administrator	Angie Jabir	518-783-2532
Associate Athletic Director/Operations	Drew Santandera	518-782-6454
Assistant Director of Athletics/Development	Paul DiLello	518-783-2530
Assistant Director of Athletics/Compliance	Steven Bari	518-782-6965
Assistant Director of Athletics/Communications	Mike Demos	518-783-2377
Athletic Communications Assistant	Brett Bosley	518-783-2411
Athletic Communications Assistant	Joe Mlxie	518-783-2411
Digital Media Coordinator	TBD	518-782-6590
GM, Siena Sports Properties	Lynne Young	518-782-6590
Business Manager	Heidi Speer	518-783-2450
Administrative Assistant	Ellen Snyder	518-783-2551
Siena Friary Intern - Athletics	Br. Jason Damon, O.F.M.	
<b>Student Athlete Services</b>	<b>Contact</b>	<b>Office Phone</b>
S.A.I.N.T.S. Advisor	Sarah Sivertson	518-783-2993
Assistant Advisor for Student Athlete Development	Kelley Stuetz	518-783-6680
Siena Friary – Athletics Representative	Fr. Roberto "Tito" Serrano, O.F.M.	857-233-7027
<b>Coaching Staff</b>	<b>Contact</b>	<b>Office Phone</b>
Baseball	Tony Rossi	518-786-5044
Men's Basketball	Carmen Maciariello	518-783-2543
Women's Basketball	Jim Jabir	518-783-2484
Cross Country (Men's and Women's)	John Kenworthy	518-786-5064
Men's Golf	Steven Jensen	518-782-6106
Women's Golf	David Wronowski	518-782-6106
Men's Lacrosse	Liam Gleason	518-786-5039
Women's Lacrosse	Abigail Reh fuss	518-786-5043
Men's Soccer	Graciano Brito	518-786-5042
Women's Soccer	Steve Karbowski	518-782-6826
Softball	Casey Bump	518-783-2916
Women's Swimming and Diving	Brogan Barr	518-782-6108
Water Polo	Alex Williams	518-782-6773
Men's/Women's Tennis	Jeff Osborn	518-782-6454
Volleyball	Vilis Ozols	518-786-5041
Strength and Conditioning Head Coach	Ernie Ruch	518-783-2548
Strength and Conditioning Assistant	Andrew Sanders	518-783-2548
<b>Sports Medicine Staff</b>	<b>Contact</b>	<b>Office Phone</b>
Head Trainer	Greg Dashnaw	518-783-2544
Assistant Trainer	Brian McElroy	518-783-2544
Assistant Trainer	Caitlin Moeller	518-783-2544
Assistant Trainer	Kimberly Twait	518-783-2544
Assistant Trainer	Jonathan White	518-783-2544
<b>Marcelle Athletic Complex Staff</b>	<b>Contact</b>	<b>Office Phone</b>
Facilities Assistant	Brendan Krol	518-782-6461
Intramural/Rec Sports Coordinator	Santana Vicencio-LaBarre	518-786-5064
Aquatics Coordinator/Swimming and Diving	Brogan Barr	518-782-6108
<b>Athletic Complex Front Desk</b>		518-786-5032

# Siena College Academic Calendar

## September 2021

- 6 Labor Day
- 7 First day of classes; including Fall A
- 10 Last day to add a Fall A class
- 14 Last day to add a semester course
- Last day to change from credit to audit
- 24 Mid-term grades due for Fall A classes
- 27 Last day to drop Fall A classes with W or to P/F opt

## October 2021

- 8 Last day to drop Fall A classes with WP or WF
- 18-19 No Classes
- 25 Last day of Fall A classes
- Mid-semester grades due
- 26 First day of Fall B classes
- 29 Last day to add a Fall B class

## November 2021

- 5 Last day to drop with W grade
- Last day to exercise Pass/Fail option
- 12 Mid-term grades due for Fall B classes
- 15 Last day to drop Fall B classes with W or to P/F opt
- 24-26 Thanksgiving Break
- 29 Last day to drop semester and Fall B classes with WP or WF

## December 2021

- 13 Last day of classes
- 14 Reading Day
- 15-18 Final exams
- 20 Winter session begins
- 23 Last day to drop a Winter session class
- 30 Last day to drop with a W grade

## January 2022

- 3 Last day to drop Winter session with WP or WF
- 7 Martin Luther King Day
- 20 Winter session final exams/last day of classes
- 24 First day of classes; including Spring A
- 27 Last day to add Spring A classes
- Last day to complete 'I' grade from Fall
- 31 Last day to add a semester course
- Last day to change from credit to audit

## February 2022

- 11 Mid-term grades due for Spring A classes
- 25 Last day to drop Spring A classes with W or to P/F opt

## March 2022

- 4 Last day to drop Spring A classes with WP or WF
- 9 Last day of Spring A classes
- 10 First day of Spring B classes
- 14 Last day to add Spring B classes
- 18 Mid-semester grades due
- 21-25 Spring Break
- 28 Last day to drop with a W grade
- Last day to exercise Pass/Fail option

## April 2022

- 1 Mid-term grades due for Spring B classes
- 14-15, 18 Easter Holiday
- 22 Last day to drop Spring B classes with W or P/F opt
- 29 Last day to drop semester and Spring B classes with WP or WF

## May 2022

- 6 Last day of classes
- Academic Showcase
- 7, 9-11 Final Exams
- 15 Commencement
- 30 Memorial Day – No classes
- 31 Summer session terms 1, 2, 3 begin

## June 2022

- 3 Last day to complete 'I' grade from Spring
- 24 Summer session term 1 final exams
- 27 Summer session term 4 begins

## July 2022

- 8 Summer session term 2 final exams
- 12 Summer session term 5 begins
- 13 Summer session term 3 final exams
- 22 Summer session term 4 final exams

## August 2022

- 5 Summer session term 5 final exams



August 2021

Dear Siena Student Athlete:

Welcome to the 2021-22 academic year and athletic season!

The purpose of this letter is to inform you of the College's position with regard to hazing and "initiation" activities prior to the beginning of preseason. While team unity and team bonding are important for a team's success, the way this is achieved is critical.

Siena has implemented a Hazing Policy that you should become thoroughly familiar with. The policy clearly outlines behaviors and activities that are prohibited, and which are applicable to members of an athletic team. NY State Penal Law prohibits hazing. In addition, Siena College policy prohibits any action or situation, whether on or off College premises, created by an individual, group, organization or athletic team which intentionally or unintentionally produces mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demeans another person.

Some examples of behavior that are unacceptable as team activities or initiations include, but are not limited to, the following: forced consumption of alcohol; paddling in any form; engaging in public stunts; morally degrading or humiliating games; wearing signs with inappropriate language/slogans; singing lewd songs; shaving of heads; or any activities inconsistent with the law and/or College policies. In addition, initiations, however explained, or any activities that imply, force, encourage, condone, or allow students to misuse alcohol or other drugs, or violate the law, or commit unethical, immoral or inappropriate behavior are prohibited as well.

With hazing and initiations, as with all things, teams share responsibility. However, captains and coaches should set the standard since they are often concerned with the spirit of the team and welfare of student athletes. New players should be able to look to returning players as role models and for support.

I encourage all players to make the welcome of new players to their teams free from harassing and humiliating activities, abuse and excessive alcohol consumption. Please become familiar with the particulars of the Hazing Policy which is enclosed in this manual and in the student handbook *Siena Life*. If there are any questions about activities that may be unacceptable, or to report incidents, contact John D'Argenio, Vice President/Director of Athletics or one of the College officials listed in the Hazing Policy.

Have a great season, both in competition and in the classroom!

Sincerely,



Maryellen Gilroy, Ed.D.  
Vice President for Student Affairs

# Siena College

## Athletic Department Mission Statement

### Mission

The Athletic Department will provide a dynamic and progressive environment in which members of the Siena community can take part in competitive and or recreational opportunities while providing its student athletes with a positive environment in which to learn, live, compete, and practice.

### Core Values

#### 1. Community

The Athletic Department will provide opportunities in which student athletes can share in the Franciscan values of Siena through its Saints in the Community program. The department recognizes the unique place Siena athletics holds in the Capital Region and that it has a responsibility to share its major varsity sports teams with the community.

#### 2. Equity

Athletics will prioritize the competitive opportunities it offers the student athletes in a fair manner. The department will provide recreational and intramural opportunities to all members of the community who desire to participate.

#### 3. Integrity

The Athletic Department will win the right way. Success achieved by taking short cuts or operating outside prescribed requirements—NCAA, Conference, College policy—is a hollow success. As a staff, our actions and attitude will serve as examples to our students and teach them that any success worth having should be done the right way.

#### 4. Student Centered

The department's services and efforts will be centered on the student athletes and will assist them in developing to their full academic, athletic and social potential. Student athletes will be given the opportunity to develop skills such as leadership, teamwork, decision-making, and organization. We will educate student athletes to the importance of respect, responsibility, accountability, and compassion. Our recreational programs will provide the student community a means whereby their social development will continue beyond the classroom experiences.

# Code of Conduct

The Athletic Department emphasizes that all student athletes demonstrate appropriate behavior and adherence to all College policies whether traveling to and from competition or hosting recruits during visits to Siena's campus.

It is a privilege to represent Siena College as a student athlete. Student athletes are expected to represent themselves, their families and their teammates in a favorable manner. Therefore, it is important to keep in mind how you represent yourself if posting information on websites such as Facebook and Twitter. Perceptions of inappropriate behavior which may violate College or Department policies will be investigated.

Every student athlete is expected to abide by the College's Code of Conduct as defined in *Siena Life*. (As a student athlete, you will be expected to demonstrate appropriate behavior according to the conference's code for sportsmanlike conduct as well.)

For your own safety, please keep the following recommendations in mind as you participate in social-networking websites:

- a) Set your security settings so that only your friends can view your profile.
- b) You should not post your email, home address, local address, telephone number(s), or other personal information, as it could lead to unwanted attention, stalking, identity theft, etc.
- c) Be aware of who you add as a friend to your site – many people are looking to take advantage of student athletes or to seek connection with student athletes.
- d) Consider how the above behaviors can be reflected in all social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Athletic Department's and the College's. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family, or the College.

The Metro Atlantic Athletic Conference initiates, stimulates, organizes, enhances, and improves intercollegiate athletic competition between member institutions and thereby promotes and develops educational leadership, physical fitness and sportsmanship.

## UNSPORTSMANLIKE BEHAVIOR

- Any arrest for unlawful conduct;
- Physical and/or verbal abuse of officials, coaches, opponents, or spectators;
- Throwing or kicking of objects;
- Taunting;
- Use of obscene or otherwise inappropriate language or gestures;
- Participating in any action which violates the generally recognized ethical standards of intercollegiate athletics, the College or the community.

## Sportsmanship Statement

The Constitution of the MAAC within its mission statement cites as a purpose of the Conference that its members shall participate in its athletics program on the basis of mutual trust and confidence and based upon high standards of scholarship and sportsmanship.

Understanding that realization of those goals requires that opponents respect each other and admire earnest effort made fairly in the pursuit of victory, the Conference requires ethical conduct worthy of the educational stature and the standards of its member institutions. MAAC student athletes are expected to treat opponents with respect.

Please be aware that significant penalties will be applied for fighting, taunting an opponent, or other unethical conduct.

## Athletic Department Policy on Alcohol and Drug Use

### STATEMENT

The Siena College Athletic Department expects student athletes to adhere to a set of standards that positively represent the Athletic Department and the College. There exists a responsibility on the part of the student athlete to strive for excellence in all they do as students, athletes and members of the Siena College community. In the quest for excellence, both on and off the playing field, it is important for student athletes to make responsible choices and realize the long-term athletic, academic, and health benefits of choosing not to drink, and/or drink responsibly, or use drugs. The welfare of its student athletes is a major concern of the Athletic Department.

### UNACCEPTABLE BEHAVIOR/ACTIONS

- Drinking and driving a motor vehicle.
- Use of alcohol before, during or after department (or conference) sponsored athletic events either at home or during road trips.
- Use of alcohol that interferes with academic success, athletic performance, personal relationships, or that leads to financial or legal problems.
- Irresponsible use and/or being intoxicated in a public place.
- Drinking in Siena College Athletic Department-issued gear.
- Drinking with recruits.
- Violations of the College's Alcohol and Drug Policy.
- Violations of federal, state and/or local laws.
- Furnishing or distributing alcohol to minors.
- Behavior that is detrimental to the team, Athletic Department or College.
- Use or possession of illegal drugs and/or abuse of legal drugs.

## CONSEQUENCES

Siena College students are responsible for abiding by local, state and federal law. Furthermore, as members of the Siena College community, student athletes are responsible for adhering to the Siena College Alcohol & Drug Policy. Sanctions may occur for violations of the foregoing.

In addition, student athletes may be subject to Athletic Department sanctions separately or concurrently with any legal or other College sanctions as a result of a violation of the Athletic Department's policy on alcohol and drug use. Student Affairs may be contacted for possible code of conduct violations and the Athletic Department will cooperate with the investigation. With respect to the athletic department policy, the respective head coach, sport administrator and/or VP/Director of Athletics will review each case. The VP/Director of Athletics or his/her designee will then determine if a violation of the Athletic Department policy has occurred and, if so, may impose an appropriate sanction. Possible sanctions, depending upon the nature or severity of the violation, may range from a warning to dismissal from the athletic program and/or forfeiture of athletic aid. Alcohol-related incidents accumulate over a student athlete's term of eligibility with sanctions ultimately becoming more severe.

Furthermore, if the student athlete is found responsible for:

- Driving under the influence
- Drunken and disorderly conduct
- Public intoxication
- Minor in possession
- Use or possession of illegal drugs and/or abuse of legal drugs,

Or accepts responsibility for any other charge where legal intoxication is determined, one or more of the following sanctions may be imposed:

- Suspension – temporary, indefinite or permanent suspension of the student athlete from further participation (scheduled team practice and competition) in all intercollegiate athletics.
- Cancellation of all or part of any athletic aid awarded to student athlete.
- Community service deemed appropriate by the Athletic Administration.
- Alcohol/drug counseling.

The sanctions described in this policy are not intended to be all-inclusive and other sanctions may be imposed.

Student athletes are required to sign a statement each year to confirm their understanding of and responsibility to adhere to the Athletic Department's policy if they are to be participants in the intercollegiate athletic program at Siena College.

It is further understood that coaches may have team policies that further define unacceptable behavior as it relates to alcohol consumption. A student athlete may be subject to additional requirements and expectations of a team alcohol policy as defined by the Head Coach and approved by the VP/Director of Athletics. Team rules must be clearly communicated in writing to all participants at the start of each school year.

*Please refer to the Sports Medicine section for information on Siena College's Drug Testing Policy.*



## Hazing Policy

New York State Law and Siena College policy prohibit hazing. New York State Penal Law provides as follows:

**120.16 Hazing in the first degree.** A person is guilty of hazing in the first degree when in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a Class A misdemeanor. (Note: Punishable by up to one (1) year imprisonment, a fine up to \$1,000, or both).

**120.17 Hazing in the second degree.** A person is guilty of hazing in the second degree when in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation. (Note: Punishable by up to 15 days imprisonment, a fine up to \$250, or both).

In addition, Siena College considers hazing as any action or situation created by an individual, group, organization, or athletic team intentionally or unintentionally, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or in any way demean the dignity of another human being. Examples may include, but are not limited to, the following: forced consumption of alcohol; paddling in any form; creation of excess fatigue; "kidnapping"; physical and/or psychological shock; engaging in public stunts, morally degrading or humiliating games; wearing signs with inappropriate language/slogans; singing lewd songs; shaving of heads; or any other activities or behavior inconsistent with the law and/or College policies.

No individual or group may haze another at any time, including initiation into or the affiliation with any organization, group or athletic team. Initiations, however explained, or activities that imply, force, encourage, condone, or allow students to misuse alcohol or other drugs, or violate the law, or commit unethical, immoral or inappropriate behavior are forbidden. Hazing of any kind is strictly prohibited by the College and is subject to sanction.

All members of the College community are expected to report to College officials hazing activity of any kind of which they have knowledge or information. Reports of hazing can be made to: the Vice President, the Vice President for Student Affairs, the Dean of Students, the Director of Security, the VP/Director of Athletics, or the Director of Campus Programs and Activities. Upon investigation, the matter may be referred to the Vice President for Student Affairs for adjudication through the College's established disciplinary process. In addition, the matter may be referred to outside law enforcement agencies. Members, prospective members or participants who fail to report an act or contemplated act of hazing of which they have knowledge or information may also be found in violation of this policy. The planning or preparation to engage in hazing activity is also a violation of this policy.

If an individual student faces a charge of violating this policy, the matter will be referred to the College's disciplinary procedures and, if found responsible, s/he will be subject to the full range of sanctions, which may include expulsion from the College. If a College-recognized organization (e.g., a club) faces a charge of violating this policy, it will be charged as an individual would be under such procedures, and sanctions, to be determined at the discretion of the College, which may include the loss or suspension of college recognition and/or re-recognition on certain conditions, in addition to the charges and sanctions directed to individual members. If members of a College-sponsored activity or program (e.g., an athletic team) are charged and found responsible for violating this policy through the student disciplinary procedures, the College will impose appropriate sanctions, which may include, but are not limited to, the full range of student status sanctions (including expulsion), removal or suspension from the program, forfeiture of games or limitation of activities, and/or other sanctions as deemed appropriate by the College.

It is the right of every Siena student to be free from the humiliation and danger of hazing. Hazing does not build strong organizations, teams, groups, or tradition. Rather, it is a means of abuse and humiliation. If you have concerns or complaints about hazing, or questions about this policy, you should contact the Vice President, the Vice President for Student Affairs, Dean of Students, Director of Security, VP/Director of Athletics, or Director of Campus Programs and Activities immediately.

## Gambling

The NCAA prohibits any involvement by prospective or currently enrolled student athletes in any type of gambling activities that involve intercollegiate or professional sports. Those found in violation will lose their eligibility for intercollegiate athletics subject to an appeal for restoration. Any of the following activities may render a student athlete ineligible:

- providing any information (i.e., reports concerning team morale, game plans and injuries of team members) to any individual who could assist anyone involved in organized gambling activities;
- making a bet on any intercollegiate team;
- accepting a bet or bribe on, or agreeing to throw, fix, or illegally influence the outcome of an intercollegiate contest;
- failing to report any bribe or offer, or any knowledge of any attempt to throw or fix a game or to illegally influence its outcome;
- participating in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling;
- participating in "fantasy sports" by providing an entry fee;
- participating in "daily fantasy sports" where a buy-in to a league occurs and a chance to win a prize is available.

# Academic Policies and Procedures

## NCAA ACADEMIC ELIGIBILITY REGULATIONS

The NCAA has developed rules and regulations for all intercollegiate athletic teams and athletes. The intent of these regulations is to ensure that college athletics remains as amateur competition and that student athletes do not sacrifice education for athletics. We have summarized the regulations which you should keep in mind at all times.

### SATISFACTORY PROGRESS

All student athletes must meet the following requirements in order to participate in regular-season competition:

- Register for a minimum of 12 credit hours of academic work each semester in which the sport season occurs. All courses must be taken for a letter grade or pass/fail.

**Note:** To be eligible to practice, you must be enrolled in a minimum of 12 credits at all times except during the first five days of classes.

Following either the first academic year, or after one season of eligibility has been used in a sport, then you must:

- Satisfactorily complete at least six credits in a semester to be eligible for the next semester, satisfactorily complete at least 18 credits during the academic year, and satisfactorily complete at least 24 credits before the start of the next academic year.
- Declare a specific major by the start of the third year (or fifth semester) of enrollment.
- The courses you take must lead toward a degree in your declared major. If the declared major is changed after these deadlines, the change must be documented by the academic official in order to comply with NCAA requirements.
- If you are entering your second year of collegiate enrollment, you must have a cumulative grade-point average (GPA) of at least 2.0 and have successfully completed 24 credits.
- If you are entering your third year of collegiate enrollment, you must have a cumulative GPA of at least 2.0. For subsequent years you need to have at least a 2.0.
- NCAA regulations (Bylaw 14.4.3.2) require that student athletes first enrolling in college after August 1, 2003 must complete a percentage of the requirements for their degree program. The chart at right specifies the required percentages and credits needed for second, third, fourth, and fifth-year student athletes.

**Percent of Degree Requirements**  
*In effect for all student athletes whose first year of full-time collegiate enrollment occurred on or after August 1, 2003*

Academic Year	% of 120	Credits
First Year	---	---
Second Year	20%	24
Third Year	40%	48
Fourth Year	60%	72
Fifth Year	80%	96

Courses for area requirements, required courses in major, and electives all count toward meeting this requirement.

## TRANSFERS

Transfer student athletes are expected to meet the criteria for the semester of collegiate enrollment they are entering.

## ACADEMIC SUSPENSION

At any time while a student athlete is on academic probation, the Vice President of Academic Affairs has the right to declare that student athlete ineligible for intercollegiate athletic participation and possible dismissal from the College. If a student athlete is declared academically ineligible, his/her athletic eligibility may be restored upon meeting the academic criteria required for the subsequent semester.

## INSUFFICIENT GPA

If a student athlete's cumulative grade point average is below the institutional and/or NCAA standard, they may not travel or compete in an intercollegiate sport. A student athlete's eligibility will be reevaluated each term. In order to improve their GPA, the student athlete must take courses at Siena College.

## INSUFFICIENT CREDITS

Student athletes must successfully complete at least 24 credits each academic year in order to be eligible for intercollegiate competition. If a student athlete does not meet the credit requirements, courses may be taken either at Siena or transferred from another institution (usually during the summer) in order to meet satisfactory progress requirements. Remember to consult with your division or school's office to receive approval to take courses at another institution.

**\*\*All academic issues must be discussed with the S.A.I.N.T.S. Advisor or Assistant Athletic Director/Compliance to ensure all NCAA regulations are adhered to.**

## ACADEMIC INTEGRITY

The concept of academic integrity lies at the very heart of any college. This is particularly true of Siena with its strong Franciscan tradition and its dedication to fostering sound moral growth. In such an environment, academic dishonesty cannot be tolerated. Students who commit such acts subject themselves to sanctions as severe as dishonorable dismissal from the College.

Academic dishonesty can take different forms, including, but not limited to: cheating [dishonesty in a test situation], plagiarism [dishonesty in the presentation of materials in a paper or report], and failure to report known instances of academic dishonesty. If a student is unsure of what constitutes academic dishonesty, it is the student's responsibility to ask his or her instructor for clarification. It is also the student's responsibility to be familiar with the Academic Integrity Policy and related information.

The Siena Academic Integrity Committee (AIC) hears cases of alleged academic dishonesty, reviewing all evidence regarding the alleged violation. If the student is found responsible, the committee will determine the appropriate sanction(s), which may include failure of the course, suspension from the College, or permanent dismissal.

Alleging ignorance of what constitutes academic dishonesty or of the College's policy on the subject will not be considered a valid explanation or excuse.

## Academic Integrity Sanctions

Depending on the nature of the offense, sanctions can range from a mandated workshop on plagiarism, to a failing grade on the assignment or for the course, to suspension or expulsion from the College. These are only examples, and sanctions are at the discretion of the course instructor and/or the AIC, as appropriate. In any case in which a failing grade for the course is assigned as a sanction, a student may not drop or withdraw from the course; the College will process the administrative grade change at the semester's close. The student may repeat the course, and as with any student repeating a course, both grades will appear on the student's transcript, but the lower grade will not count in cumulative totals.

### First Violation:

The instructor determines an appropriate sanction, records it on the AIVAF, and submits the form to the AVPAA with any supporting documentation. The instructor notifies the student and/or the AIC, as appropriate. The student will receive an email to their Siena account from the AVPAA that an AIVAF has been filed in the Academic Affairs Office. The student will be required to meet with the AVPAA to review the accusation

and to discuss the importance of academic integrity. A written summary of the conversation during that meeting will be placed in the student's file.

### Second Violation:

The AVPAA will review the AIVAF from the faculty member as well as any supporting documentation. The student will receive a notice from the AVPAA that an AIVAF has been filed in the Academic Affairs Office. This notice will inform the student that they will be automatically suspended from the College. It will outline the procedure to appeal. This suspension will go into effect immediately on the date of the letter. If the student makes an appeal to the committee, the suspension will be temporarily lifted pending outcome of the appeal. If the Committee finds the student responsible and votes to reinstate the suspension, the suspension would normally be for the length of one or nearly one full semester.

## CLASS ATTENDANCE

Attending class is the best way to maximize your chances for academic success at Siena. The classroom provides much of the material which will form the basis for projects, assignments and examinations. Attendance is taken in most courses, and many in which classroom participation figures heavily in the grading. There are also instances in which instructors consider attendance and participation in order to evaluate a borderline performance.

In the event that you will miss class due to an athletic competition, it is the student athlete's responsibility to get a letter of notification from the Athletic Department's Academic Advisor and present it to your instructor PRIOR to the date of your absence. *\*Do not plan on counting an athletic competition as an excused absence.\**



# Siena College Class Attendance Policies

## Faculty Attendance Policies

1. Faculty members establish their own class attendance policies and must provide these policies to students at the beginning of the semester (in writing and/or posted on a public website). This policy should also be verbally communicated during the first class (and laboratory) session of the semester (within the drop/add period).

For all courses that have any required activities scheduled outside of class time, faculty must include the required activities with their attendance policy. In addition, students must be given sufficient advance notice, at least four weeks in advance of the date and time of these activities.

For all courses that will conduct exams outside of class time, faculty must include with their attendance policy the time and the day (e.g., Wednesdays 6-8 p.m.) at which the exams will be administered.

Faculty members must provide the attendance policy for each of their next semester's classes (and labs) to their department heads within 48 hours of the final submission of the next semester's schedule. The academic deans must post these attendance policies no later than the date that the schedule for the next semester is made available online to students.

2. It is each faculty member's discretion as to whether missing class for any purpose (bereavement, health/medical, personal business, varsity intercollegiate athletic contest, or any other activity) is an excusable absence. Faculty should establish attendance policies that treat all students equally. If a faculty member excuses a student for participation in any other College-sponsored activity, the faculty member must also excuse a student for participation in a College-sponsored varsity athletic contest.
3. At the beginning of the semester, faculty must review the scheduled College-sponsored activities for each student in her/his class (that brings these activities to the faculty member's attention) and must determine how the absences will be handled. If the absences will affect a student's grade and/or the student's ability to successfully complete the course requirements, the student must be informed immediately (as early as is possible within the drop/add period).
4. Class attendance policies are not in effect during a vacation period (vacations as listed in the Academic Calendar) and between terms when classes are not in session, unless attendance at a class-related activity is specified by the faculty member in the course syllabus at the beginning of the semester.
5. In conformance with College policy, when course exams are held outside of class time, if a student is absent due to a conflict with a scheduled contest, the student is

"excused" and subject to the faculty member's policy regarding excused absence from an examination period.

6. It is often necessary to reschedule contests after the semester has commenced (often due to weather-related cancellations). The Athletic Department and student athletes should inform faculty of these changes in schedule as soon as is possible. Faculty should be flexible and reasonable in handling these changes. For these cases, the stated attendance policy is in effect and the faculty member should as soon as is possible inform a student if the changes in schedule will affect the student's grade and/or the student's ability to successfully complete the course requirements.
7. If a post-season athletic contest, scheduled by the MAAC or the NCAA, conflicts with a course examination, an affected student is excused from the examination and the faculty member will provide a make-up exam (or other appropriate accommodation) at another time within the examination period or no later than 24 hours after the last day of the examination period.
8. The VPAA, Deans, and Registrar should attempt to make up the final examination schedule as early as possible. The earliest date would most likely be at the end of the last "add" date. Also, this would most likely involve changes in many practices, including the deadline for faculty requests for "examination exceptions/special scheduling."

## Student Athlete Missed Class Policy

1. Student athletes will not miss any regularly scheduled classes or laboratory sessions for any team meeting, practice, non-official scrimmage, or other sports-related activities other than scheduled intercollegiate competitions and official scrimmages. Note: an official scrimmage or exhibition game is an event that is a non-league contest that is required by the MAAC or the NCAA (these organizations sometimes require a "minimum" number of scheduled competitions).
2. Faculty members establish their own class attendance policies and must provide these policies to students at the beginning of the semester. It is each faculty member's discretion as to whether missing class for an athletic contest is an excusable absence. At the beginning of the semester, student athletes must discuss with each faculty member the impact that missing classes for scheduled athletic contests will have on their course grade and on successfully meeting the course requirements. It is essential that each student acquaint him/herself at the beginning of each semester with the attendance policies of each instructor/course.
3. The VP/Director of Athletics will provide to the Faculty Athletics Representative and the Academic Vice President, at least one month prior to the start of a sport's season and no later than one week prior to the start of each semester/session, a listing of all competitions in that sport which will necessitate student athletes being absent from



class. The listing will include the time and date of competition, destination, estimated departure time, travel time, game time, and estimated return time. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans be made. This listing may be provided in hardcopy but must be posted on a website. This website listing will be available for view by all faculty and students and will be accessible only to people with a *Siena Username and Password*.

4. At the beginning of each semester/session, student athletes must provide each of their faculty a copy of their team's competition absence letter.
5. The following scheduling policies do not assure that an absence is excused. As stated above, faculty members set their own attendance policies and it is each faculty's discretion as to whether missing a class for an athletic event is an excusable absence.
  - For *home* competition, student athletes shall not miss classes (or class-sponsored activities) prior to two hours before the scheduled competition time.
  - For *away* competition with same-day travel, student athletes shall not miss any classes (or class-sponsored activities) prior to 30 minutes before the scheduled time of departure.
  - For *away* competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition (typically, this results in no practice at the site of competition the day before the contest). An exception can be made if there is no available flight within 30 hours prior to the time of competition.
6. Student athletes will be responsible for submitting all assignments on time (or before leaving for an event), and advance arrangements will be initiated by the student athlete for any tests/quizzes that will be missed. As noted above, the student is subject to each faculty member's attendance policy.
7. Coaches will not penalize student athletes for missing practices or games due to conflicts with regularly scheduled classes for which student athletes are enrolled.
8. No competition, except MAAC or NCAA scheduled post-season competition, will be scheduled on days when final examinations are scheduled unless prior approval has been received from the Academic Vice President.
- 9a. When MAAC or NCAA scheduled post-season competition conflicts with the exam schedule, an affected student is excused from the examination and the faculty member will provide a make-up exam (or other appropriate accommodation) at another time within 10 days of the contest. In situations when the league is considering scheduling events during a final examination period, Siena College should formally propose to the league that such conflicts be minimized through scheduling after the examination period.
- 9b. Any additional exceptions (to the above statements regarding scheduling of contests, scheduling of travel, and notification of faculty) for tournaments and other competitions must be approved by the Faculty Athletics Representative and the Academic Vice President. Each faculty member's attendance policy is in effect and the student must immediately determine if these events will affect her/his grade and/or the ability to successfully complete the course requirements.
10. If a contest is rescheduled after the semester has commenced (often due to weather-related cancellations), the Athletic Department and student athletes should inform faculty of these changes in schedule as soon as is possible. Each faculty member's attendance policy is in effect and the student must immediately determine if the changes in schedule will affect her/his grade and/or the ability to successfully complete the course requirements. *Note: see the exceptions listed in 9.a. & 9.b.*
11. Student athletes who believe that they have received a lack of reasonable accommodations of the provisions of this missed-class policy *by a faculty member* may immediately submit a complaint to the faculty member's departmental chair. The "Internal Complaint System" is described in *Siena Life Student Handbook*. Normally, the student should first discuss the matter with the faculty member.
12. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy *by a coach* may immediately submit a complaint to the VP/Director of Athletics. The "Internal Complaint System" is described in *Siena Life Student*

*Handbook.* Normally, the student should first discuss the matter with the coach.

13. Students, faculty or coaches who have questions about the application of these statements may contact the Faculty Athletics Representative or the office of Academic Affairs.

**In complying with Siena's efforts to minimize missed classes by student athletes, the following are considered when scheduling athletic events:**

1. Schedules for intercollegiate contests in each sport should be constructed such as to limit the number of missed class sessions for each class/lab to 6 per semester (for Mon/Wed/Fri) classes; 4 per semester for two-day-a-week courses; and, 2 per semester for once-a-week courses (this is approximately 15% of course meetings).
2. Team trips during weekends and vacation/break periods should not begin prior to the last scheduled class before a break; and, students should return from such trips in time to assure attendance at the resumption of classes.
3. Non-official exhibition games (and scrimmages) should not be scheduled when classes are in session (i.e., they should not conflict with a scheduled class) and are not considered to be an "official varsity intercollegiate competition." Note: an official scrimmage or exhibition game is an event that is a non-league contest that is required by the MAAC or the NCAA (these organizations sometimes require a "minimum" number of scheduled competitions).
4. For travel to away games that involves leaving the day before the contest, meeting for departure must be scheduled after every team member's last (day-schedule) class/laboratory session (except in the case of multiple games). This is always possible with bus transportation. If this is impossible to arrange in cases where air transportation must be used,

the Academic Affairs Office must be informed at the time that travel arrangements are made.

5. Teams should return to Siena as soon as possible following a scheduled contest. For bus travel, teams should attempt to return from the contest on the same evening as the contest. For air travel, teams should take the first available flight back to campus.
6. When it is necessary to reschedule contests after the semester has commenced (due to weather-related cancellations or other unavoidable circumstance), the Athletic Department and student athletes should inform faculty of these changes in schedule as soon as is possible and must be immediately posted on the Athletic-Schedule website. Only missed conference games (or games required by the MAAC or the NCAA) should be rescheduled and care should be taken regarding increasing the number of additional missed classes.
7. Coaches should be aware of the following:
  - For *home* competition, student athletes shall not miss classes (or class-sponsored activities) prior to two hours before the scheduled competition time.
  - For *away* competition with same-day travel, student athletes shall not miss any classes (or class-sponsored activities) prior to 30 minutes before the scheduled time of departure.
  - For *away* competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition (typically, this results in no practice at the site of competition the day before the contest). An exception can be made if there is no available flight within 30 hours prior to the time of competition.

It should always be noted that faculty members set their own attendance policies and it is each faculty's discretion as to whether missing a class for an athletic event is an excusable absence.



**POLICY ON COACH/FACULTY CONTACT**

Siena College, its faculty, and its Athletic Department have enjoyed a long and productive working relationship that has benefitted generations of student athletes. The Athletic Department values the relationships that have been built and recognizes that such relationships help to build a strong community of support for our student athletes.

The S.A.IN.T.S. Office, along with Siena’s Faculty Athletic Representative, have the responsibility of communicating with academic administrators, faculty members and associated instructional staff on matters directly related to a student athlete’s academic pursuits. If a coach or coaching staff member has a concern regarding a student athlete’s academic pursuits, the coach or coaching staff member must communicate their concern(s) to the S.A.IN.T.S. Office. The S.A.IN.T.S. Office serves as the liaison between appropriate academic offices, faculty members and coaching staff.

It is not permissible for coaches or coaching staff members to initiate contact directly related to a student athlete’s academic pursuits in any form – verbal, written, electronic or otherwise – with Siena academic administrators, faculty members or associated instructional staff.

Please note that contact initiated by academic administrators, faculty members or associated instructional staff with a coach or coaching staff member is permitted. If this contact includes discussion of matters directly related to a student athlete’s academic pursuits, the coach or coaching staff member must refer such contact to the S.A.IN.T.S. Office immediately.

**CHANGE OF MAJOR**

In order to successfully change your major, students need to complete an academic record change on [www.siena.edu/arc](http://www.siena.edu/arc). The staff in your School’s office (Business, Liberal Arts, or Science) will assign you a new advisor in the department of your new major. You will receive an email indicating your new advisor. If you wish to declare a major in another School, it is advised you meet with the assigned faculty advisor or S.A.IN.T.S. Advisor to discuss the effects on progress toward degree and NCAA eligibility.

**SEMESTER PROGRESS REPORTS**

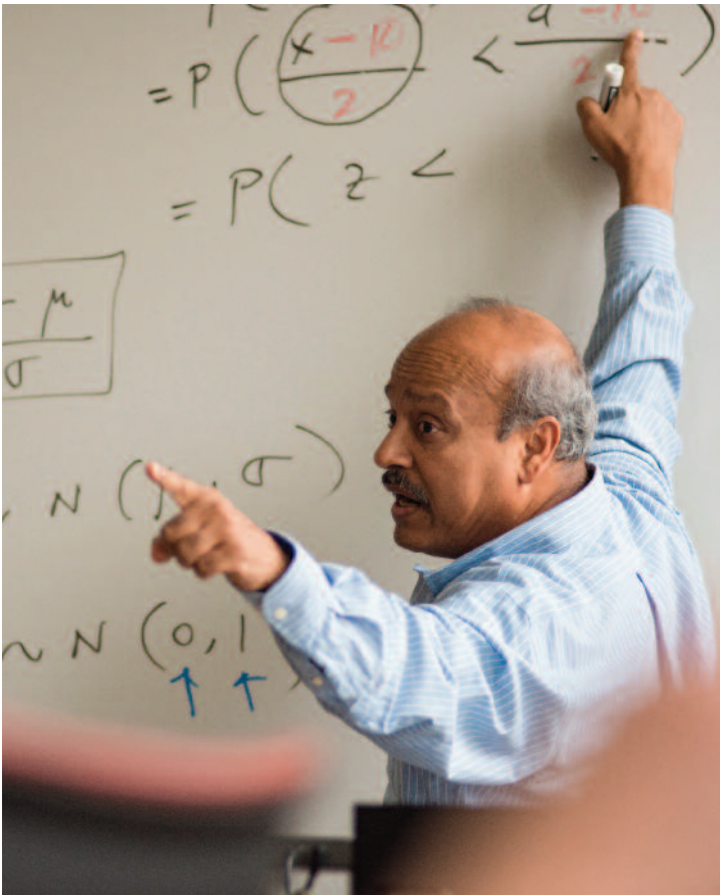
The Athletic Department Academic Advisor will monitor the progress of student athletes throughout the semester. Approximately six weeks into each semester, a progress report will be sent to the faculty for all student-athletes who are required to attend study hall.

This report will ask for feedback in regard to test and quiz scores, preparation of assignments, attendance and class attitude and participation. At this point, determination will be made in terms of the academic approach needed for the remainder of the semester.

Actions could include: assignment of tutors, assignment to study hall, weekly reports from the faculty, or a combination of the above.

**CALCULATING GPA**

Quality Points (grade points x credit hours)	
÷	
Hours Attempted	
<b>Point Scale</b>	
A = 4.0	C- = 1.7
A- = 3.7	D+ = 1.3
B+ = 3.3	D = 1.0
B = 3.0	D- = 0.7
B- = 2.7	F = 0.0
C+ = 2.3	U = 0.0
C = 2.0	



# Support Services for Athletes

## STUDY HALL REQUIREMENTS

1. Incoming freshmen and transfers, whether or not they are in season, are required to attend 6 hours of study hall each week for the entire semester (3 hours for incoming freshmen Presidential Scholars). Continuing students who have a cumulative grade-point average below a 2.5, will be required to attend the following hours per week: Cumulative GPA between 2.3-2.49 are required 4 hours, and 2.29 and below are required 6 hours to complete. With the respective sports administrator's approval, coaching staff reserves the right to enforce more stringent standards, but must monitor their own study hall sessions for those student athletes.
  - a. Student athletes with senior status, as determined by academic affairs, will be exempt from study hall for their **final semester of eligibility** if they have at least a 2.2 cumulative grade-point average and are within 21 hours of graduation as determined by the first days of classes for the semester, and the Head Coach approves exemption.
  - b. Incoming Presidential Scholarship freshmen will be evaluated at mid-term. Upon review, these student athletes will be exempt, remain in study hall for the required 3 hours, or will be required to attend additional hours for the remainder of the semester.
2. Student athletes required to attend study hall by administration's standards must complete their hours during the day by attending study hall sessions in accordance with the Siena course schedule. The study hall schedule will operate on a Monday through Sunday basis. Final hours for the week will be tallied and violations will be reported to the Head Coach and respective sports administrator on the following Monday.
3. Student athletes on academic probation (cumulative grade-point average below a 2.2) are required to meet with the S.A.IN.T.S. Advisor on a weekly basis. Failure to do so will result in missing a practice selected by your coach. Students are responsible for scheduling a meeting with the academic advisor at least one week in advance and arriving prepared with all syllabi and current assignments.

## STUDY HALL RULES:

**EACH RULE IS CENTRAL TO A CONSISTENT THEME...RESPECT. IT WILL BE GRANTED SO LONG AS IT IS GIVEN. IF YOU ARE ASKED TO LEAVE STUDY HALL FOR VIOLATING ANY OF THE FOLLOWING RULES, YOUR HEAD COACH WILL BE NOTIFIED AND YOU WILL NOT EARN CREDIT FOR ANY OF THE HOURS YOU ATTENDED DURING THAT SITTING!**

1. Be respectful of your fellow Saints! You are responsible for utilizing this time and will be asked to leave immediately and will not receive credit for the session you are attending if you deny anyone else the opportunity to be productive.
2. You are responsible for swiping in and out of study hall and fulfilling your weekly required hours. **You must stay a minimum of thirty minutes before swiping out.** If you swipe out prior to a completion of a ½-hour increment, you will not receive credit for the ½ hour. You may only stay a maximum of 3 consecutive hours in one seating, unless given prior approval.
3. There will be **ZERO TOLERANCE** for swiping in and leaving.
4. There is no talking in study hall. Students will receive a warning for talking. Should a student continue to be disruptive, he/she will be asked to leave study hall and will receive no credit for the hours he/she completed that day.
5. Cell phone use will be allowed as long as it is being used for study purposes. The study hall monitor will check to make sure this privilege is not being abused. Remember, you are here for a reason and that is to study, complete your work, and be successful in your classes!
6. You are allowed to bring snacks and drinks to study, but please: **CLEAN UP AFTER YOURSELF!** The study hall monitor will make us aware of those who leave garbage and you will receive a violation.
7. Please push your chairs in and be sure the area where you worked is tidy before you sign out.
8. You may use your headphones during study hall; we recognize that many people enjoy the comfort of music while they study. Keep the volume down. Please don't abuse this privilege.
9. Please bring enough school work to keep yourself occupied while you complete your hours.
10. Non-academic use of computers/laptops is NOT ALLOWED.
11. Assume you have to complete all of your study hall hours every week, even on short academic weeks. You will be notified by the S.A.IN.T.S. Advisor, via email, if shortened hours are in effect.
12. The following activities may be counted toward your mandated study hall hours each week, as long as you provide documentation (*Paw Passes* are available on the

desk outside the S.A.I.N.T.S. Advisor's office or online. You may only complete a maximum of half your weekly hours through *Paw Passes*. Examples: 6 hours required, 3 hours allowable *Paw Pass*. 4 hours required, 2 hours allowable *Paw Pass*. 3 hours required, 1 ½ hours allowable *Paw Pass*.

- **Writing Center session**
- **Scheduled meeting with professor or office hour visit**
- **Tutor session coordinated through Saints Supporting Saints or SASE Tutoring Services**
- **Group tutor session coordinated by the respective academic department**
- **Mandated lecture/film/workshop**
- **Away competition – Coach supervision (maximum 2 hours per trip)**

*If the Paw Pass is not completed in full, is forged or is not submitted to the S.A.I.N.T.S. Advisor prior to the end of the week you are requesting credit study hall hours, you will not earn credit. No exceptions.*

## **Consequences for those who do not complete their required hours of study hall each week: (Consequences carry over from the fall to the spring semester.)**

**1st Violation:** Action taken by coach (documented to the academic advisor and sport administrator, copy put in student file).

**2nd Violation:** Athlete is suspended from the next regular-season competition.

**3rd Violation:** Athlete is suspended from all team activities for one calendar week during his/her regular season. Regular season is defined as starting six days prior to the first official contest (scrimmage excluded).

**4th Violation:** Athlete is suspended indefinitely from all team functions.

## **TUTOR PROGRAM**

*Saints Supporting Saints*, a tutorial service exclusively for student athletes is set up so that Saints receive immediate attention in their attempt to gain control of their academic success. The Athletic Department takes pride in supporting and promoting our own Saints who excel in certain subjects by inviting them to utilize their strengths and help fellow Saints achieve their academic goals.

The tutoring program is located in the Marcelle Athletic Complex and is available to all student athletes upon request. Tutor requests and application forms are available online via ARMS. There is also a tutorial service coordinated through the Siena College Office of Student Success and Academic Advising, located in Siena Hall 215. These services are available to **all** students who may obtain a tutor at no cost.

## **S.A.I.N.T.S ADVISOR**

In cooperation with the coaches, the S.A.I.N.T.S Advisor Program regularly monitors the progress of student athletes. Progress reports are sent to the faculty each semester. Information regarding grades, attendance and progress are shared with both the student athlete and the coaches. In the event a problem is discovered, an individual conference is scheduled with the athlete to develop strategies to alleviate the problem.

## **THE WRITING CENTER**

The staff of the Writing Center offers free, one-on-one assistance with any piece of writing to all students, faculty and staff at Siena. The Center can help generate ideas, organize an argument, clarify a purpose, or provide an objective response to a draft. Writing Center staff members talk to all writers about any piece of writing in progress. You are welcome to drop in, but encouraged to make an appointment. You may do so by going to the following link: <https://www.siena.edu/offices/writing-center/>.

## **COUNSELING CENTER**

Student athletes encounter a variety of personal, social and academic concerns. For those matters that cannot be adequately addressed by a coach or athletics administrator, the student athlete will be referred to Siena's Counseling Center.

Counseling is conducted on a one-on-one basis by psychologists and professional counselors. Group programs dealing with study techniques or personal development are also offered. All sessions, either group or individual, are held in strict confidence. Services are provided in personal counseling and psychotherapy, career development, educational counseling, alcohol and substance abuse, and consultation.



## OFFICE OF ACCESSIBILITY

The Office of Accessibility promotes Siena's commitment to a student-centered education within an environment that affirms the uniqueness and diversity of each individual. The office provides advocacy for and service to students with disabilities in order to ensure equal access to educational opportunities and to empower student self-advocacy and success. Staff within the office provide consultations in accordance with current laws and amendments.

Accommodations are granted to students who have registered and provided documentation to the office. All information is considered confidential.

## STUDENT ATHLETE ADVISORY COMMITTEE

The Student Athlete Advisory Committee (SAAC) is a representative body comprising two members from each team chosen by coaches or administrators. The purpose of SAAC is to encourage communication between student athletes and the Athletic Department by providing a forum for student athletes to discuss issues of concern regarding departmental policies and procedures as well as MAAC and NCAA regulations (both

current and proposed). SAAC also participates in community service and leadership projects and promotes partnerships with other student groups on campus.

## STUDENT ATHLETE MENTORS

The Student Athlete Mentors (SAM) committee comprises one mentor per team chosen by coaches or administrators. SAM promotes student athlete wellness and provides peer mentoring to all student athletes. Mentors encourage health and safety through a variety of workshops, speakers and events throughout the year, and are trained as peer educators through the Office of Health Promotion.

## S.A.I.N.T.S. CUP PROGRAM

Each athlete can help earn credit for their team by participating in program offerings. There are a number of different ways for a team to stand out including: academic performance, community service events, supporting other teams in the department, and attending speakers and workshops throughout the year.



# Key Terms

## Certified Learning Disabled

Student athletes with a certified learning disability will be reviewed on a case-by-case basis in regard to meeting the listed criteria. In any regard, student athletes must meet NCAA requirements necessary for satisfactory academic progress.

## Incomplete Grades

Unfinished course work from prior semesters (*I* grades) do not count in the calculation of academic classification. Students are given one month after the close of the semester to make up the work, otherwise the *I* grade is converted to an *F*.

## Repeating a Course

A student may repeat a course in which a grade of less than C– is earned. In this case, a student must indicate at the time of registration that the course is one which is being repeated. Both grades will appear on the student's transcript, but the higher grade will be used in computing the cumulative grade-point average (GPA). Credit for the course will be given only once.

## Drop and Add

If a student withdraws from a course before the official Last Day to Add a Semester Course date, the course will not be reflected on the transcript. After this, permission for withdrawal may be granted up until the date set in the Academic Calendar with the *W* grade assigned by the Registrar. After this date, up until two weeks before the last day of classes, the Registrar may permit withdrawal with either the grade *WP* (Withdrawal Passing) or *WF* (Withdrawal Failing, not computed in the GPA) based upon the student's academic status in the course at the time of withdrawal.

**It is recommended that you discuss adding and dropping all courses with the S.A.I.N.T.S. Advisor and assigned faculty advisor before any action is taken.**

## Pass/Fail Description

The purpose of the pass/fail option is to encourage students to take courses in which they may have an interest, but because of grade considerations, might be reluctant to do so.

Any full-time student may elect to take one course each semester to a maximum of eight courses on the pass/fail option. The student may not apply any courses in the major field, any internships or any courses used to fulfill core requirements under this option.

In order to receive a passing grade, *P*, the student must earn at least a C– grade in the course. Otherwise, the failing grade, *Z*, will be assigned, and no credit will be received. A pass/fail grade does not affect a student's quality-point index. The original letter grade will not be revealed to the student or transmitted to another college.

The student must complete the appropriate online by the published deadline and may not make a change after the deadline.

## Academic Probation

A student's academic record will be reviewed, not only on the basis of grades for the current semester, but also on the basis of the entire record to date. The College reserves the right to assign a poor scholar to academic probation when he or she is below the minimum standards and may prohibit the athlete from participating in intercollegiate athletics.

## Full-Time Student

A matriculated full-time undergraduate student is registered for at least 12 credits, and a matriculated full-time graduate student is registered for 9 credits during a regular semester. Student athletes engaging in intercollegiate competition must be registered as full-time matriculated students. Pass/Fail courses count toward for determination of full-time status; however, there are additional guidelines in determining athletic eligibility.

## Major

An extensive program of study in a designated academic area. Once the major is chosen and recorded, it can only be changed by following formal procedures for change. Consult with the S.A.I.N.T.S. Advisor or faculty advisor to complete the necessary online forms. A major must be declared by the beginning of the fifth semester in order to remain eligible for athletic competition.

## Quality Hours

The credit hours for courses receiving letter grades. Most courses will count in calculating quality hours.

## Quality Points

Refers to the numerical value assigned to letter grades earned in a course. For example, a grade of *A* in a three-credit course earns 12 quality points (three hours x four points).

# Academic Tips

## Work Smarter

1. Always study the most important subject first.
  2. Make friends with several students in each of your classes. This will ensure that, when you are absent because of away games, you'll have notes to borrow and friends to tell you what went on in class.
  3. Get a high grade on the first exam by studying right from the first day of class. This high grade will help carry you through the balance of the semester when practicing and playing consume a lot of your time.
  4. Be wiser with the time you have during the day. Don't leave much for the evening. Go to bed early and get up early. An hour's work in the morning is the best way to start the day.
  5. Take control of your life by making yourself do things when they are supposed to be done. Create a to-do list.
- Take notes in the area to the right of the margin and only write on one side of the page
  - Date and number each page
  - Take down major points and skip lines between each major point
  - Review your notes briefly before each class and as soon as possible after each class
  - Write down the teacher's questions (they could be on a test)
  - When you read the textbook:
    - read the introduction (you will know what to come is important)
    - read the conclusion (you will know what was important)
    - read the questions at the end of the chapter
    - Actively read – write 2-3 sentence summaries in your own words on each paragraph read. Create text annotations and symbols to help you summarize and connect to the reading
    - Sit alertly
    - Pay particular attention to all charts, tables, graphs, etc. that are included in the selection. They would not be included if they were not important
    - Determine the meanings of all words which you do not know

## How to Improve Study Skills

### Attend class regularly.

- Sit as close to the instructor as possible so you can hear him/her and see the blackboard closely
- Draw a two-inch margin to write key words and special notes to yourself



# NCAA Rules Summary

The NCAA has developed rules and regulations for all inter-collegiate athletic teams and student athletes. The intent of these regulations is to ensure that college athletics remains as amateur competition and that student athletes do not sacrifice education for athletics. We have summarized the regulations which you should keep in mind at all times.

## PRACTICE AND PLAYING SEASON

The length of playing seasons, when practices may begin and end for the season, when the first contest may be played and how many hours and days per week student athletes may participate in athletic activities are all areas governed by NCAA, MAAC and Siena College rules.

The length of playing seasons is sport-specific. What activities and the number of hours that these activities can be conducted are dependent upon whether a sport is considered in-season or out-of-season.

When a sport is in-season, practice, competition or other athletically related activities (i.e., team meetings, watching game tapes, required workouts, etc.) may not exceed 20 hours per week. It is also required that student athletes have one full day off from athletically related activities within a seven-day period. Activities may not exceed four hours in one day when classes are in session. Coaches are required by NCAA rules to document hours during which required activities are conducted on ARMS.

Following the final contest of the championship segment, a student athlete may only participate in voluntary athletically related activity (per NCAA bylaw 17.02.19) for a seven-day period. Health and medical activities (e.g., medical evaluations or treatment for prevention and/or rehabilitation of injuries) or activities that are academically related (e.g., meetings with academic advisor, tutoring sessions) are permitted during this period.

When a sport is out-of-season, the maximum number of hours during which student athletes may be required to work out is eight hours per week. In all sports, four hours (within the eight permitted) may be skill-related instruction per week.

It is also required that student athletes have two full days off from athletically related activities within a seven-day period.

**Please note that student athletes may not miss class to participate in workouts or other types of practice activities.**

## DURING THE SUMMER

Student athletes may not be required to participate in weight-training and conditioning activities held under the supervision of coaches or other departmental staff members during the summer. Student athletes may voluntarily participate in strength and conditioning activities conducted only by the department's strength and conditioning coach. Summer practices cannot be organized or supervised by staff members. In individual sports only (tennis, cross country, golf, swimming and diving), a coach may participate in individual workout sessions with student athletes from the coach's team if the request is initiated by the student athletes.

## PARTICIPATION IN OUTSIDE COMPETITION

A student athlete in any sport who participates as a member of any outside team in any non-collegiate, amateur competition during the academic year becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year.

Student athletes may compete on an outside team during any official vacation period provided such competition is during a period outside of Siena's declared playing season in that sport. The number of currently enrolled student athletes from any one school participating on the same outside team is limited by sport as follows:

Baseball (4)  
Basketball (2 in summer only)#  
Cross Country (2)\*  
Field Hockey (5)  
Golf (2)\*  
Lacrosse (5)  
Soccer (5)  
Softball (4)  
Swimming (5)\*  
Tennis (2)\*  
Track and Field (7)\*  
Volleyball (2)  
Water Polo (4)

\* In individual sports, there are no limits on the number of student athletes from the same school who may participate on the same outside team during the summer

# Basketball players may compete only in NCAA-sanctioned leagues or events (Permission to participate in leagues or events must be granted in writing by the Head Coach, Compliance Officer, and Athletic Director.)

• **Always check with the Compliance Office BEFORE participating on any outside team.**

# NCAA Rules Regarding Extra Benefits

An extra benefit is considered to be anything provided to a student athlete which is not afforded to the general student body of the College. The following are examples of extra benefits under NCAA legislation:

- special discounts, payment arrangements or credit on purchases or services (e.g.: airline tickets, clothing, dry cleaning);
- arrangement for employment for family member or friends;
- free or reduced cost of professional services;
- use of telephone without charge for long-distance call;
- use of a departmental copy machine or fax machine;
- free or reduced rates for services from a business owned by a department staff member or booster (e.g.: movie tickets, dinner or other entertainment);
- cash or loan for money;
- guarantee of bond or bail;
- use of an automobile;
- loan or arrangements for a loan by departmental staff member by signing or cosigning for a loan;
- use of personal properties (e.g.: stereo, boat, apartment, summer home);
- birthday, Christmas or other holiday gifts;

Accepting impermissible benefits is a serious NCAA violation. Regardless of the circumstances or the motivation, you will be held accountable for any such violations which may jeopardize your eligibility and/or institutional financial aid.

If you are unsure of what may constitute an extra benefit, please consult with your coach and/or the Assistant Athletic Director for Compliance.

## INVOLVEMENT WITH BOOSTERS

A “representative of athletics interest,” commonly referred to as an athletic booster, is a supporter of Siena’s athletic programs. A booster may be a member of one of the support groups affiliated with the College through Saints Alive!, and/or is or has been involved in promoting Siena Athletics in any way.

Boosters are not permitted to do anything for prospective or enrolled student athletes without receiving authorization from the athletic department’s administration. Certain types of involvement may jeopardize the eligibility of the student athletes involved. It is a violation of NCAA rules for boosters to be involved in the recruitment of prospects (i.e., making any type of contact with prospective student athletes on or off-campus, via telephone, email, Internet, or letter).

It is permissible for a booster to invite a student athlete to his/her home for a home-cooked meal if it is a special occasion (i.e., birthday, Thanksgiving). However, student athletes may not be transported by the booster. Boosters may also invite a team for dinner or to meet with a group of alumni in a city where the team is competing. Boosters may not pay for

meals at restaurants. These meals must be approved by compliance before they are served.

Boosters are permitted to employ currently enrolled student athletes during the summer and/or official vacation periods during the academic year. All arrangements for such employment must be made through the Athletic Department and all NCAA rules regarding employment of student athletes must be adhered to.

## COMPLIMENTARY ADMISSIONS

According to NCAA regulations, each student athlete is allowed a maximum of four complimentary admissions per event in his/her designated sport. All recipients of a student athlete’s complimentary tickets will be admitted via a pass list held at the ticket window on game day. Hard tickets are not issued to student athletes or their recipients. Complimentary admissions are administered in ARMS in advance of each scheduled contest for which admission is charged.

Student athletes may not receive payment for complimentary admissions nor exchange them for any item of value.

In the event of post-season competition, the Athletic Department reserves the right to determine complimentary ticket distribution within the guidelines established by the institution, conference and the NCAA.

## INVOLVEMENT IN PROMOTIONAL ACTIVITIES

Student athletes may not be involved in any type of promotional activity or contest held in conjunction with a college’s intercollegiate competition in which a prize may be won. Participation would jeopardize the individual’s eligibility for intercollegiate competition unless:

- the prize won is through a random drawing in which all members of the general public or the student body are eligible to participate, and



- in the case of a Division I student athlete, the eligibility shall apply only in the sport in which the promotional contest or activity occurs. For example, if a student athlete takes part in a free-throw shooting contest at halftime of a men's or women's basketball game, that student athlete would lose his/her eligibility in the sport of basketball.

If a student athlete's appearance on television or radio is related in any way to athletic ability or achievement, the student athlete is not allowed to accept any payment for the appearance. Student

athletes may not make any endorsement of any commercial product or service. The student athlete may receive only legitimate and normal expenses directly related to such an appearance provided it occurs within a 30-mile radius of the campus.

On July 1st, 2021, the NCAA released an interim policy on Name, Image, and Likeness.

For more information, please refer to the Siena College Interim NIL Policy on [SienaSaints.com](https://www.sienasaints.com)

## Athletic Department Policies

### TEAM TRAVEL

Travel arrangements are made in accordance with College and Athletic Department guidelines. Normally, athletic teams travel by vans or chartered buses. Airline transportation is utilized for long-distance travel or when participating in national events.

Prior to leaving for competition away from Siena, student athletes should reconfirm with their instructors that they will be absent from class. It is important that student athletes communicate with professors well in advance. It is the student athlete's responsibility to make up missed coursework.

While traveling with a team, the Athletic Department pays only for transportation, room, and meals in compliance with NCAA rules. Room service, laundry (except for team uniforms), telephone calls, entertainment, etc. must be paid for by the student athlete.

All student athletes must travel to and from athletic competition with their team. Student athletes are not permitted to drive themselves or ride with non-departmental staff members to away contests. A student athlete may request an exemption by completing the "Student Athlete Travel Release" form on ARMS prior to any non-departmental travel.

At no time should unauthorized individuals drive College-owned or leased vehicles.

### EQUIPMENT/UNIFORM ISSUANCE AND RETURN

Student athletes are responsible for all equipment and uniforms issued to them as representatives of intercollegiate teams.

All practice and game uniforms supplied by the College are to be worn only during official team practice and competition. Student athletes should wear articles of clothing with identifying college marks (e.g.: jackets, sweatshirts, T-shirts, hats) with the thought in mind that they are representing Siena College and their particular sport.

All College property must be returned at the completion of the season in good condition. Items damaged or not returned will be charged at replacement cost to the student athlete's student account in the Business Affairs Office.

### HOUSING

Student athletes receiving a full athletic scholarship are required to live on campus in either the dormitories or in townhouses. The townhouse apartments are generally reserved for juniors and seniors. Returning resident students select rooms each spring for the next academic year using a campus-wide lottery and priority point system. For further information on the priority point housing system, please refer to the *Siena Life* handbook.

### MEAL PLANS

Student athletes receiving a full athletic scholarship are provided with a full meal plan. Full grant recipients residing in the residence halls and townhouses receive a standard meal plan and may eat meals at Lonnstrom Dining Hall, Massry or Casey's.

Students with meal plans must present their ID card as they enter Lonnstrom Dining Hall, Casey's or Massry. ID cards and meal plans are nontransferable. Anyone other than the individual authorized by the College found to be using an ID card/meal ticket will be sanctioned. Individuals who allow their card to be used may also be sanctioned.

### ATHLETIC TICKET POLICY

**Men's Basketball:** Regular-season game tickets are \$40 for students. Tickets can be picked up at the Athletic Ticket Office located in the Marcelle Athletic Complex.

**Guidelines:** For individual game tickets, you are limited to one ticket per college ID. One student is allowed to present up to five Siena ID cards for individual game purchases.

**Transportation:** Shuttle buses will be available for all games played at the Times Union Center. Buses leave from in front of Siena Hall one hour before tipoff and return immediately following the game.

**Women's Basketball:** Students are not required to purchase tickets to the women's games held at the Alumni Recreation Center. For all games played in the ARC, Siena students are admitted free by showing their Siena ID at the door.

**The ticket office** is located in the ARC Event Entrance..

## **FULL GRANT STUDENT ATHLETE TEXTBOOK PURCHASING AND RETURN POLICY**

***At the time of purchasing AND returning books from the Sarazen Student Union Bookstore, student athletes on a full athletic scholarship must identify themselves as a full grant student athlete. They are responsible for seeing the Athletic Academic Advisor prior to purchasing and returning their books. For each fall, spring and summer (if applicable) term, the Academic Advisor will provide each student athlete with a form that identifies them as a full grant student athlete. The student athlete is responsible for picking up the form from the Academic Advisor's office and submitting to the SSU Bookstore cashier at the time of purchasing and returning their books.***

**FULL GRANT STUDENT ATHLETES SIGN A FORM, PROVIDED BY THE ACADEMIC ADVISOR AFFIRMING THEY WILL COMPLY WITH THE FOLLOWING PROCEDURES:**

### **Purchasing Procedure:**

- I may only purchase books required for the course I am currently enrolled in.
- I must return required books for courses I dropped prior to the "last day to drop" date passes.
- I will arrive to the bookstore with my course schedule and syllabi, if available, which list the books I am required to purchase.
- I understand the Sarazen Union Bookstore will be forwarding the Athletic Academic Advisor a copy of the receipt(s) for all of the books I purchase at the end of the second week of school, in addition to a list of required books for each course to ensure the Athletic Department is funding only the required text books for each of my classes.
- Outside of required books, the only other accessory the Athletic Department will fund is a calculator required for a class. Calculators must then be returned to the Athletic Academic Advisor at the conclusion of the semester so that she may lend these calculators to other student athletes. If I intend on keeping it for future use at the conclusion of the course, I must purchase the calculator on my own.
- I understand it is most convenient for the Sarazen Union Bookstore staff and the Athletic Department Administration if I purchase all of my books in one visit.

### **Return Procedure:**

- I am responsible for returning all books and submitting a buyback receipt to the Athletic Academic Advisor no later than 24 hours after the last final exam is scheduled on campus. This receipt will be matched with the bookstore copy of the buyback receipt to ensure compliance.
- In order to keep any text books, I must submit a typed letter addressed to the Athletic Academic Advisor listing the title(s) of the book(s) I would like to keep and citing the reason why. Administration will determine whether or not my reason is legitimate.
- I understand it is most convenient for the Sarazen Union Bookstore staff and the Athletic Department Administration if I return all of my books in one visit.

If full grant student athletes do not comply with these rules, the Athletic Department reserves the right to bill them personally for the cost of their books and does not guarantee covering the cost of their books for subsequent semesters while at Siena College.

## **DEPARTMENT POLICY ON TRANSFER REQUESTS**

Student athletes who wish to transfer to another institution must submit a written request through ARMS ("Transfer Notification Request") for compliance approval: Assistant AD/Compliance and Associate AD/Senior Woman Administrator. A student athlete cannot initiate or receive contact from another institution until the notification of transfer is processed and the student athlete's name appears on the NCAA transfer portal. Once the student athlete's name has been added to the NCAA transfer portal, he/she may contact coaches from other institutions about the possibility of transferring.

### **Procedure:**

The procedure for how a student athlete may request a transfer:

1. The student athlete must submit their request through ARMS as described above. This will be received by the Assistant AD/Compliance, Associate AD/Senior Woman Administrator and the Head Coach.
2. The institution has two business days to add the student athlete's name to the transfer database.
3. Once the student athlete's name has been uploaded in the database, they are free to discuss transferring with coaches from other institutions. Per NCAA bylaw 15.3.5, the student athletes' financial aid may be reduced or cancelled at the end of the academic term that the notification of transfer was submitted. If the notification of transfer is received between regular terms, the student athlete's financial aid may be reduced or cancelled immediately.
4. Upon receipt of the notification of transfer, the institution may revoke access to student athlete services. This includes, but is not limited to, all varsity-athlete-only areas such as the Sports Medicine suite and team locker rooms. All student athletes, regardless of transfer status, will be able to access academic advising services.

## Appeal

An opportunity for a hearing before the Athletic Scholarship Appeal Committee is required for all student athletes whose athletic aid has been reduced, cancelled or not renewed. A decision to reduce, cancel or not renew a grant-in-aid may be appealed within 14 calendar days of the date of the written notice from the Assistant VP/Financial Aid regarding the change in aid status. The student shall send a letter appealing the decision to the Assistant VP/Financial Aid, who will convene the Athletic Scholarship Appeal Committee. The Athletic Scholarship Appeal Committee shall be comprised of the Faculty Athletics Representative, the Assistant Vice President for Student Affairs/Dean of Students and the Assistant VP/Financial Aid, who will chair the committee. The letter from the student requesting an appeal should include a detailed statement in response to the cancellation, reduction or non-renewal of aid and any supporting documentation. The Athletic Department will be notified and given an opportunity to provide a detailed statement citing reasons for the recommendation to change the grant-in-aid status as well as any supporting documentation. The Athletic Scholarship Appeal Committee will convene to review all submitted materials and may, at its discretion, seek additional clarification and/or information. The Committee may also, at its discretion, invite the student and/or a representative from the Athletic Department to present information in-person before the Committee. The Athletic Department shall have the right to respond to any new issues raised by the appellant. In considering any appeals, the Committee deliberations will take into consideration that the College is under no contractual obligation to renew athletic grants-in-aid from year to year; however, it is the College's hope to continue providing this type of financial aid until a student athlete's eligibility is exhausted, except where there is reason not to do so. The Committee will render its finding on whether there was cause to terminate, reduce or not renew grant-in-aid prior to the exhaustion of the student athlete's eligibility based on the standard of more likely than not. The Committee will forward its findings to the appellant and the Athletic Department. If the Committee finds it more likely than not there was cause for the termination, reduction or non-renewal of grant-in-aid, the decision of the Athletic Department should be affirmed. If in the judgment of the Committee, it was more likely than not that there was not cause for action, the Committee may mandate a renewal of the grant-in-aid for such a period of time as it deems appropriate under the circumstances. The decision of the Committee is final.

## HOSTING RECRUITS

Siena College expects all students, student athletes and their campus visitors to respect the rights of others, obey all local, state and federal laws, and abide by campus policies and regulations.

- Student athlete hosts will not use alcohol or illegal drugs during an official visit or encourage prospective student athletes to use alcohol or drugs.
- Student athlete hosts are required to register prospects as their guests as per College policy.
- Appropriate conduct at all times is required of student athletes in accordance with College, Conference and NCAA standards.
- It is expected that student athletes and their guests will respect all College personnel.
- Inappropriate behavior (especially those involving alcohol, drugs or sex) in the recruiting process and during recruiting visits will not be tolerated.
- Any violation of this code of conduct, College policy, Athletic Department policy, or any law that occurs during the official visit by anyone involved (student athlete, prospect and/or teammates) must be reported to the Head Coach prior to the prospect's departure from campus.

Violations of this policy, other departmental policies or College policy will be dealt with through the department and/or College's judiciary system. Possible sanctions, depending upon the nature and severity of the violation, can range from a warning to dismissal from the College.

Violations of NCAA regulations will be handled through the College and Conference policy and procedures for reporting NCAA violations. Student athletes responsible for violating NCAA rules may jeopardize their eligibility for intercollegiate athletics.

## STUDENT ATHLETE EXIT INTERVIEWS

Student athletes are requested to complete an online survey at the conclusion of their final season of competition or upon requesting a transfer. Those wishing to have a face-to-face interview with an athletic department administrator are accommodated.

## MARCELLE ATHLETIC COMPLEX POLICIES

All students are allowed to use recreational and athletic facilities and equipment located in Marcelle Athletic Complex upon payment of tuition and fees. Students are permitted to bring guests into the facility at a charge of \$5 per day, per guest.

In order to gain access to the MAC, a valid Siena College ID must be presented at the front desk upon entering the facility. ID cards will be held until you leave the building.

**The Marcelle Athletic Complex is a tobacco-free area. Use of tobacco (i.e., cigars, cigarettes, chew and snuff) is prohibited in the building.**

# Scholarships and Financial Aid

## FINANCIAL AID

The Athletic Department distributes athletic financial aid based on athletic ability to its sports teams. The distribution of aid to the teams is determined by the department's core team sports, individual and team sports and sponsored/associate structure. All distribution of aid must be done in coordination with the College's Office of Enrollment Management.

## ATHLETIC GRANTS-IN-AID

The awarding of athletic grants is based on the recommendation of the respective head coach and the VP/Director of Athletics, with final approval by the Assistant Vice President for Financial Aid. The student athlete recommended for an athletic award must be accepted to the College and have registered with the NCAA Eligibility Center before a National Letter of Intent and a financial aid agreement may be sent. All student athletes, regardless of the amount of athletic aid awarded must file the FAFSA, and for TAP if a resident of New York State.

According to NCAA regulations, a full athletic grant may not exceed the cost of tuition, fees, room, board, and books. However, a student athlete qualifying for a PELL Grant may receive this additional aid beyond the full grant.

Partial scholarship student athletes may supplement their athletic award with other types of institutionally or externally administered financial aid should they qualify. It is recommended that student athletes apply for all available sources of aid.

## RENEWALS AND NON-RENEWALS

Once an athletic grant is awarded, Siena College is committed to fulfilling its financial responsibilities until the student athlete's eligibility is exhausted, regardless of athletic performance. However, athletic grants are not automatically "four-year scholarships." They must be renewed annually. Notices of renewals or non-renewals must be made on or before July 1 for the next academic year by the Financial Aid Office.

An athletic grant may be reduced or cancelled immediately if the student athlete:

- voluntarily withdrawals from a team;
- gives a written notification of transfer;
- engages in serious misconduct as determined by the College's regular disciplinary authority;
- renders him/herself ineligible for intercollegiate competition either by academics or NCAA rules violations;
- fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- violates Department and/or College conduct codes.

Reduction or cancellation of athletic aid is not permitted on the basis of athletic ability, performance or contribution to the team, an injury that prevents the student athlete from participating, or for any other athletic reason during the award period.

If the College decides to reduce or cancel a student athlete's athletic aid for the coming academic year, the student athlete is entitled to a hearing before a non-athletics institutional agency as per NCAA Bylaw 15.3.2.3. The student athlete will be notified by the Associate Athletic Director/Senior Woman Administrator about the reduction in aid and the student's right to a hearing. The hearing will be conducted by the college's Assistant VP/Financial Aid or designee.

## Termination, Reduction or Non-Renewal

### Process:

A decision to reduce, cancel or not renew a grant-in-aid may be appealed within 14 calendar days of the date of the written notice from the Assistant Vice President for Financial Aid regarding the change in aid status. The student shall send a letter appealing the decision to the Assistant Vice President for Financial Aid who will convene the Athletic Scholarship Appeal Committee. The Athletic Scholarship Appeal Committee shall be comprised of the Faculty Athletics Representative, the Assistant Vice President for Finance and Administration and the Assistant Vice President for Financial Aid, who will chair the committee.

The letter from the student requesting an appeal should include a detailed statement in response to the cancellation, reduction or nonrenewal of aid, and any supporting documentation.

The Athletic Department will be notified and given an opportunity to provide a detailed statement citing reasons for the recommendation to change the grant-in-aid status, as well as any supporting documentation.

The Athletic Scholarship Appeal Committee will convene to review all submitted materials and may, at its discretion, seek additional clarification and/or information. The Committee may also, at its discretion, invite the student and/or a representative from the Athletic Department to present information in-person before the committee. The Athletic Department shall have the right to respond to any new issues raised by the appellant.

In considering any appeals, the Committee deliberations will take into consideration that the College is under no contractual obligation to renew athletic grants-in-aid from year to year; however, it is the College's hope to continue providing this type of financial aid until a student athlete's eligibility is exhausted, except where there is reason not to do so.

The Committee will render its finding on whether there was cause to terminate, reduce or not renew grant-in-aid prior to the exhaustion of the student athlete's eligibility based on the

standard of more likely than not. The Committee will forward its findings to the appellant and the Athletic Department.

If the Committee finds it more likely than not there was cause for the termination, reduction or nonrenewal of grant-in-aid, the decision of the Athletic Department should be affirmed.

If in the judgment of the Committee, it was more likely than not that there was not cause for action, the Committee may mandate a renewal of the grant-in-aid for such a period of time as it deems appropriate under the circumstances.

The decision of the Committee is final.

Student athletes unable to participate due to injury or illness will have the opportunity to retain all or part of their athletic aid if they remain with the program in some capacity.

All student athletes wishing to voluntarily withdraw from a sport must sign a release form with the Assistant Athletic Director/Compliance.

## SUMMER ATHLETIC AID

Siena College may provide summer athletic aid to those student athletes receiving a full athletic grant in men's or women's basketball during the regular academic year. The issuance of summer aid is not automatic. Only summer courses taken at Siena may be covered for full grant recipients. Student athletes receiving such aid will be allowed to stay in the dormitories only during the time they are taking classes. They will be charged for any additional days at the College's current rate. Issuance of aid for summer classes must be approved by the Assistant Vice President for Financial Aid and is approved primarily to keep students on track for graduation within four years.

## FIFTH-YEAR ATHLETIC AID

The receipt of athletic aid for a fifth year will be given consideration on a case-by-case basis upon request of the Head Coach. Final approval must be made by the Assistant Vice President for Financial Aid.

## REQUEST TO STUDY ABROAD

All requests by student athletes to study abroad must be submitted to the Assistant Athletic Director/Compliance using the *Student Athlete Request to Study Abroad* form.

In order to be considered for retention of an athletic scholarship when studying abroad for a semester, a student athlete must meet all of the following criteria:

1. The study-abroad experience must be a demonstrated integral component of the student's major field of study. All credits must be preapproved through the appropriate School office.

Note: Minors and certificate programs are not requirements of degree programs, but rather are considered optional.

2. A student athlete must meet all applicable progress toward degree and eligibility requirements as per NCAA regulations.
3. The semester abroad must be taken during the non-traditional sport season of the student's junior or senior year – unless dictated by the academic program (for example: Albany Med and Social Work).

If a student athlete's request is denied, he/she has the right to appeal this decision. A committee composed of an athletic administrator, Dean of the student's School and the Director of International Programs will review the appeal. The student will be required to provide a transcript, CAPP report and other supporting documentation to be considered for a review.

## NCAA STUDENT ATHLETE OPPORTUNITY FUND APPLICATION PROCESS

The NCAA has allocated funds to supplement opportunities for student athletes at Division I member institutions. NCAA Special Opportunity Funds are not institutional funds. The Metro Atlantic Athletic Conference, as per NCAA regulations, is responsible for distribution and administration of the funds to its member institutions each year that funds are available. It has been determined by the MAAC Board of Directors that the funds will be used for summer financial aid.

At Siena College, a student athlete can apply for summer tuition aid through the NCAA Special Opportunity Fund, and if selected based on the criteria below, may be awarded the cost of tuition for up to two courses. Room, board and fees may be provided as per MAAC policy.



**In order to be considered for summer tuition aid, the following conditions must be met:**

1. Summer aid can be used only for courses taken at Siena College's official summer school session. Correspondence courses, courses taken at other institutions, study-abroad, or independent study courses are not covered.
2. A student athlete must have been enrolled full-time at Siena College for the fall and spring semesters during the previous academic year.
3. Summer aid will only be given if a student athlete is enrolled in course(s) that are required to meet the student's degree requirements.
4. Summer aid will only be awarded while a student is enrolled in a class that meets the above criteria and relevant NCAA regulations.
5. A student athlete must be recommended by his/her coach and academic advisor to be considered for summer aid.

**PROCEDURES:**

1. Student athlete can pick up an application from the Athletic Department Academic Advisor.
2. Student athlete must complete form, secure required signatures and provide a written statement as detailed on application to the Athletic Department Academic Advisor by the deadline.
3. Academic Advisor reviews and verifies information.
4. VP/Director of Athletics consults with Academic Advisor and Head Coach to consider applicant's request.
5. Assistant VP for Financial Aid or designee reviews recommendation and if approved, issues an award letter to the applicant. If denied, the Assistant VP for Financial Aid or designee notifies the applicant.

**SELECTION CRITERIA:** Consideration for selection to receive aid may be based on any one or more of the criteria listed below: (not necessarily in this order)

1. Student athlete needs credits from course(s) to maintain progress toward degree and/or restore eligibility to participate in NCAA intercollegiate athletics.
2. Student athlete has documented financial need through Siena's Office of Financial Aid. The FAFSA based on the most recent tax year will be used to determine need and must be filed by April 1st.
3. Consideration may be given to a student athlete's year in school and expected graduation date.
4. Student athlete needs to improve his/her GPA to maintain eligibility or restore eligibility to participate in NCAA intercollegiate athletics.
5. Student athlete has submitted all required paperwork (application and written statement) accurately and in full no later than APRIL 1st.

## **NCAA SPECIAL ASSISTANCE FUND**

The NCAA has established a fund to benefit student athletes who receive PELL Grants, international student athletes and athletic aid recipients with unmet need. The fund is administered through the MAAC Office. Qualified student athletes in all varsity intercollegiate sports at Siena may apply by completing an application with the Assistant Athletic Director/Compliance.

Permissible uses for special assistance funds include:

- medical expenses (except those covered by another insurance program, either personal or institutional);
- hearing aids; vision therapy (contact lens, eyeglasses—if not covered by another insurance program);
- off-campus psychological counseling or therapy;
- travel expenses for student athlete or parents related to family emergencies;
- purchase of expendable academic course supplies (notebooks, pens, computer paper) and rental of nonexpendable supplies (computer equipment, cameras) that are required of all students in a course; and
- articles of clothing and shoes up to \$250.

Those student athletes verified as eligible through the Financial Aid Office will be notified that they may qualify for aid through the NCAA Special Assistance Fund. After an application is made with the Assistant Athletic Director/Compliance, the application is forwarded to the MAAC Office. The student athlete must pick up the check in person at the office of the Assistant Athletic Director/Compliance. Valid receipts must be turned in to account for the amount of the check.

## **VACATION EMPLOYMENT**

All student athletes may be employed during official vacation periods as defined by the Academic Affairs Office.

## **EMPLOYMENT GUIDELINES**

According to NCAA rules, the following applies to all types of student athlete employment:

- useful work must be performed,
- the rate of pay must be the regular rate for such duties,
- hours paid must be equal to actual hours worked,
- payment in advance of hours worked is not permitted, and transportation to the job site may be provided if it is available to all employees.
- Student athletes may be employed on a fee-for-lesson basis in any sport as long as the above guidelines are met.
- Student athletes are responsible for adhering to employment rules and regulations and are to report any irregularities in compensation or benefits to the VP/Director of Athletics or Compliance Office.

# Sports Medicine

Injuries are part of intercollegiate athletics; therefore the sports medicine staff is on hand to assist injured student athletes and coaches. Immediate care can reduce the amount of time required to return the student athlete to competition. An important thing to remember is that not all student athletes are the same. Some will recover more quickly than others. Attendance at treatment and therapy sessions is important to recovery. If a student athlete cannot make a scheduled therapy time because of class or work, the student athlete or a member of the student athlete’s coaching staff should bring that to the trainer’s attention and other arrangements will be made.

Each athlete is treated with the staff’s best efforts, so please take advantage. If there is something we cannot do or provide, we can direct you to that service. Physicians provide game coverage and are on-call. Our physicians are extremely dedicated to the well-being of Siena College student athletes.

## POLICIES AND PROCEDURES OF TRAINING ROOM

The Siena College training room is under the supervision of the Head Athletic Trainer. The trainer has the authority, with approval of the Director of Athletics, to set policy, establish hours, monitor conduct, and make decisions concerning the overall operation of the training room.

Each team’s athletic trainer will meet with the coach and team members to review sports medicine policies and training room hours.

Hours for rehab and practice prep will be posted in the training room.

### Important Phone Numbers

Siena College Security . . . . . 783-2376  
Director of Athletics . . . . . 783-2450  
Training Room . . . . . 783-2544

## EMERGENCY MEDICAL TREATMENT

The following procedures should be used in emergency medical situations:

- 1. **DO NOT MOVE THE ATHLETE**
- 2. Send someone for the trainer. Stabilize the injured athlete. If a trainer cannot be reached, summon Siena Security by calling 783-2376. Security will call for an ambulance, so be ready to supply security with:
  - a. exact location
  - b. nature of injury

Telephones are located in the training room, the front desk of the Marcelle Athletic Complex and in the Intercollegiate Athletics Office.

- 3. Direct all life-threatening injuries to Albany Memorial Hospital. Notify the emergency room at Albany Memorial:

471-3111

## TRAINING ROOM DAILY GUIDELINES

- 1. The training room is a co-ed facility. Therefore, you are expected to dress appropriately. Proper use of language is expected and appreciated.
- 2. Any type of tobacco product in the training room is prohibited by Siena College and the NCAA.
- 3. The training room is not an equipment room. Please do not bring your equipment or duffel bags in with you. Do not wear cleats or spikes in the training room.
- 4. An injury log is maintained on a daily basis, as well as a treatment log. Please report all injuries to the training staff for proper care and recordkeeping.
- 5. If you need some type of care or assistance, please ask us for help. Do not attempt to do things on your own.
- 6. Treatments for injury care and prophylactic taping are provided on a first-come, first-serve basis. In-season athletes will be given priority on game days.



7. Training room equipment shall not be taken from the training room without permission from the trainers.
8. The telephone in the training room is for staff use only.
9. At certain times, the training room can become crowded. Should this occur, an athlete could be asked to leave the room until an available slot opens up. The athlete who is asked to leave the room is expected to show cooperation, since an overly-crowded room can only hinder the staff from working as expeditiously as possible.
10. An athlete who has any special needs or concerns should see the Head Athletic Trainer. Our goal is to meet everyone's needs.
11. OSHA health standards and guidelines are followed by the training room staff. These rules are for your protection, as well as ours. Please report all open wounds, scratches, abrasions, turf burns, etc., to a member of the training room staff for proper care.
12. A trainer will be present at all home events. Coverage of away events and practices will be provided as staffing allows.
13. Our goal is to return a healthy, functional athlete to the playing field. We are not here to force athletes into competition, nor are we making an attempt to detract from an athlete's participation time. The sports medicine staff will make decisions about treatment, taping and training room administration. These decisions are final.

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## Department Student Athlete Supplemental Insurance Policy

### Policy

Siena College requires that all full-time students have health insurance coverage for routine and non-emergency care in the Capital Region (including Albany, New York and the surrounding areas). This is required of all Student Athletes as well. To ensure compliance with this policy, all full-time students are automatically enrolled in the Siena College Student Health Insurance Plan and billed via their Siena student account. They must complete a waiver/online decision form annually by the posted deadline to opt out of the plan if they have other existing insurance that covers them in the Capital Region. Once a waiver is completed and approved, the coverage will be cancelled, and a refund of the fee will be posted on the student's account. Follow this link to view the student health insurance plan available to all full-time students: <https://www.siena.edu/offices/compliance/student-health-insurance/>

The Department of Athletics and Recreation strongly recommends that parent(s) or guardian(s) maintain coverage for the Student Athlete either under their family/personal insurance or through the Siena College Student Health Insurance Plan. Primary insurance information must be updated with the Athletic Department prior to each regular term or at the moment health insurance is terminated or changes throughout the year. The Athletic Department may withhold a Student Athlete from practice or competition activities if the semiannual certification is not received.

Siena provides secondary athletic accident medical insurance for all injuries sustained during required practice and contests. Injuries sustained at unsupervised/voluntary sessions, in intramural or in non-intercollegiate athletic situations will not be considered for coverage through the secondary athletic accident plan. Illness and other health related problems are

not eligible for coverage under the secondary plan. Siena College's secondary plan is in excess of the family insurance or any other valid and collectible insurance. Unlike automobile insurance, claims made against the family health policy will not increase the premium.

### NAHGA

NAHGA Claim Services administers the adjudication and payment of eligible claims filed under the secondary plan. If a Student Athlete has a medical expense for an injury that occurred during a required practice, competition, or training, those expenses will be submitted to NAHGA for consideration according to the procedures outlined in "Procedures."

### Procedures

1. Should a Student Athlete become injured, he/she should report the injury to a member of the Siena Sports Medicine staff immediately. A coach must also report all Student Athlete injuries to Siena Sports Medicine once he/she becomes aware of the injury.
2. The assigned Siena Sports Medicine staff member, in collaboration with the team physician, decides if the Student Athlete needs to seek further medical attention (ER, X-Rays, MRI, etc.). If there is a medical emergency, the Student Athlete should go directly to the emergency room but all other medical care must be referred by the Siena Sports Medicine staff.
3. The Student Athlete will be given a referral form to be presented to the medical provider. The Student Athlete must also present his/her primary insurance for the initial visit and any follow up.
4. The Athletic Department business office is responsible for reporting claims to NAHGA for medical expense incurred from an injury occurring during practice or contest.

5. An efficient claims process is essential to having your medical expenses paid in a timely manner. Your responsibility as a Student Athlete in this process is as follows:

- a. Report all injuries immediately to Siena Sports Medicine
- b. Provide any correspondence such as an Explanation of Benefits (EOB) from your primary insurance carrier or itemized bill (HCFA) from a medical provider to ????

The Athletic Department business office will review the expenses with Siena Sports Medicine staff, and will then submit what is appropriate to NAHGA for consideration under the secondary insurance plan for payment.

The secondary insurance plan will pay or deny the amount due and send an explanation of benefits (EOB) to Siena's Athletic Business Office and the Student Athlete stating what action was taken. In most cases most payments are made by primary insurance or the secondary plan. Payments may be denied for the following reasons:

- a. They are deemed not medically necessary
- b. Charges are over usual and customary expense
- c. The expense is the result of an illness and not from a covered accident or activity.

Any expense not paid by either primary insurance or the Siena secondary plan will be considered for payment by the Athletic Department. The expense not covered by secondary insurance may be paid by the Athletic Department, at their sole discretion, provided the reason for the treatment was related to the Student's athletic commitment and was reported to Siena Sports Medicine within 30 days. Any decisions of the Athletic Department concerning expenses not covered by secondary insurance is final.

The parent(s)/guardian(s) of the Student Athlete should NOT directly pay for any medical expense that their primary insurer does not cover. It is imperative that any correspondence from a medical provider, hospital, surgery center, or any other expense related to an athletic injury be submitted to the Athletic Department's business office as soon as it is received. Delays in submitting correspondence may result in an expense being denied. For NAHGA to process the claim, the primary Explanation of Benefits (EOB), and Itemized bill (HCFA) is needed.

The Siena Athletic Department may not be responsible for medical payments when administrative procedures described in this section are not followed.

### **Primary Insurance Information on File**

A Student Athlete must have primary insurance on file with Siena Sports Medicine and may be required to complete online forms that include primary insurance information. Failure to do so will affect the Student Athlete's eligibility to participate in practice or competition.

### **Secondary Insurance Policy**

The Siena Athletic secondary insurance policy includes a \$90,000 maximum benefit per accident, and a \$5,000 accidental death and dismemberment benefit. If there are medical expenses after \$90,000, the NCAA Catastrophic Insurance plan may respond. See the link: <http://www.ncaa.org/about/resources/insurance/ncaa-catastrophic-injury-insurance-program>

### **Referrals**

As a best practice, the Student Athlete should use a medical provider, who is in-network with their primary insurance. If a Student Athlete chooses to go to a provider that is outside of their primary insurance's network, they may incur large out-of-pocket expenses which would be the responsibility of the Student Athlete.

### **Surgeons**

A Student Athlete who uses any outside orthopedic surgeons and/or physicians must provide documentation from that surgeon/physician dictating the diagnosis, restrictions, and treatment plan to be followed in order for the Student Athlete to participate in team activities.

### **Dental**

Dental injury expenses will be covered only for athletic-related injuries to sound, natural teeth or permanent bridges, and only if the injury is reported immediately to the athletic training staff. Routine cleaning, care of cavities, or care of and/or extraction of wisdom teeth are not covered by the Athletic Department secondary insurance. Assistance in payment of these expenses may be covered by the NCAA Special Assistance Fund. Decisions for assistance in these situations will be made by the Head Athletic Trainer and the Senior Associate Athletic Director/Senior Woman Administrator.

### **Miscellaneous Benefits**

Prescription corrective lenses/contacts, nutrition counseling, Team Physician prescribed medications, other related health care expenses are not normally covered by the Athletic Department. Assistance in payment may be covered by the Special Assistance Fund or athletic team budgets. Decisions for assistance in these situations will be made by the Head Athletic Trainer and the Senior Associate Athletic Director/Senior Woman Administrator, and in the case of team budgets, the respective Head Coach.

### **Tattoos and Piercings**

Siena College will not be financially responsible for medical care related to tattoos, branding or body piercing.

### **Medical History and Pre-Existing Injuries**

All Student Athletes will be required to complete a medical history questionnaire prior to participation. All previous injuries or conditions must be disclosed to Siena Sports Medicine and there must be a clearance or return to play authorization before participation. Siena Athletics' secondary

plan will not be responsible for medical expenses from undisclosed injuries or conditions.

### **Exit Interview**

The Athletic Department requires that all Student Athletes participate in an exit interview at the conclusion of the academic year or upon completion of their athletic participation at Siena College. It is important that the Student Athlete discusses or discloses any medical issues related to athletic participation during this interview. Failure to do so may jeopardize the ability of the secondary plan to respond to medical expenses from undisclosed injuries.

### **Physicals**

All physicals conducted by the Department are designed to test the physical and mental well-being of a Student Athlete to determine if he or she is capable of practicing and competing for their respective team. Student Athletes must undergo a physical administered through the Athletic Department before they can take part in athletically related activities at Siena.

### **First-Year Student Athletes**

All prospective Student Athletes are required to undergo a pre-participation physical administered by a doctor retained by the Athletics Department. The physical is generally given during the summer orientation for first-year students. The Head Athletic Trainer will advise appropriate Department personnel (head coaches, administrators) as to when the physical will be given.

### **Summer Activities**

As required by NCAA rules, all incoming freshmen and transfers taking part in voluntary summer strength and conditioning activities conducted by the Department's Strength and Conditioning staff must have a physical prior to participating.

### **Physical Scheduling**

The Head Athletic Trainer, Team Physician, and the Senior Associate AD/Senior Woman Administrator will coordinate the scheduling of physicals.

### **Returning Student**

Upon returning to campus, returning Student Athletes are required to sign a form indicating that their health status has not changed and if they have suffered any injury during the summer months.

### **End of Year/Season**

In some instances, Student Athletes will be required to undergo an end-of-season/year physical. This will be determined by the Head Athletic Trainer and/or their designee.

### **NCAA Catastrophic Insurance**

The Catastrophic Injury Insurance program provided by the NCAA covers Student Athletes who are catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits in excess of any other valid and collectible insurance. The Catastrophic Injury Insurance Policy provides Medical, Dental, Rehabilitation Expense, Disability, and Death Benefits. For the NCAA Catastrophic Insurance plans summary please see the link: <http://www.ncaa.org/about/resources/insurance/ncaa-catastrophic-injury-insurance-program>

### **Questions**

For more information on this service provided by the NCAA, consult with the Head Athletic Trainer or visit NCAA.org.

**All student athletes must annually complete insurance information through the department's online form system. If this information is not on file in the intercollegiate athletic office, the student athlete will not be permitted to practice or compete.**





## 2021-22 NCAA Banned Substances

NCAA Division I Bylaw 12 and NCAA Divisions II and III Bylaw 14 require that schools provide drug education to all student-athletes. The athletics director or athletics director's designee shall disseminate the list of banned-drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified the list may change during the academic year and that updates may be found on the NCAA website ([ncaa.org](http://ncaa.org)); and informed of the appropriate athletics department procedures for disseminating updates to the list. It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.

### The NCAA bans the following drug classes:

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators.
9. Beta-2 agonists.

**Note:** Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [ncaa.org/drug\\_testing](http://ncaa.org/drug_testing). There is no complete list of banned substances.

### Substances and Methods Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Beta-2 agonists (permitted only by inhalation with prescription).
5. Tampering of urine samples.

### NCAA Nutritional/Dietary Supplements:

Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. **Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.**

1. Nutritional/dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
2. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
3. Any product containing a nutritional/dietary supplement ingredient is taken at your own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 816-474-7321 or [dfsaxis.com](http://dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).

**THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES.**  
**Do not rely on this list to rule out any label ingredient.**

Drug Classes	Some Examples of Substances in Each Class	
<b>Stimulants</b>	Amphetamine (Adderall) Caffeine (Guarana) Cocaine Dimethylbutylamine (DMBA; AMP) Dimethylhexylamine (DMHA; Octodrine) Ephedrine Heptaminol Hordenine Methamphetamine	Methylhexanamine (DMAA; Forthane) Methylphenidate (Ritalin) Mephedrone (bath salts) Modafinil Octopamine Phenethylamines (PEAs) Phentermine Synephrine (bitter orange)
	<i>Exceptions: Phenylephrine and Pseudoephedrine are not banned.</i>	
<b>Anabolic Agents</b>	Androstenedione Boldenone Clenbuterol DHCMT (Oral Turinabol) DHEA (7-Keto) Drostanolone Epitrenbolone Etiocholanolone Methandienone	Methasterone Nandrolone Norandrostenedione Oxandrolone SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23] Stanozolol Stenbolone Testosterone Trenbolone
<b>Alcohol and Beta Blockers (banned for rifle only)</b>	Alcohol Atenolol Metoprolol Nadolol	Pindolol Propranolol Timolol
<b>Diuretics and Masking Agents</b>	Bumetanide Chlorothiazide Furosemide Hydrochlorothiazide	Probenecid Spironolactone (canrenone) Triameterene Trichlormethiazide
	<i>Exceptions: Finasteride is not banned.</i>	
<b>Narcotics</b>	Buprenorphine Dextromoramide Diamorphine (heroin) Fentanyl, and its derivatives Hydrocodone Hydromorphone Methadone	Morphine Nicomorphine Oxycodone Oxymorphone Pentazocine Pethidine
<b>Cannabinoids</b>	Marijuana Synthetic cannabinoids (Spice; K2; JWH-018; JWH-073) Tetrahydrocannabinol (THC)	
<b>Peptide Hormones, growth factors, related substances and mimetics</b>	Growth hormone (hGH) Human Chorionic Gonadotropin (hCG) Erythropoietin (EPO)	IGF-1 (colostrum; deer antler velvet) Ibutamoren (MK-677)
	<i>Exceptions: Insulin, Synthroid and Forteo are not banned.</i>	
<b>Hormone and Metabolic Modulators</b>	Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole] Clomiphene (Clomid) Fulvestrant GW1516 (Cardarine; Endurobol) SERMS [Raloxifene (Evista); Tamoxifen (Nolvadex)]	
<b>Beta-2 Agonists</b>	Bambuterol Formoterol Higenamine	Norcoclaurine Salbutamol Salmeterol

**Any substance that is chemically related to one of the above classes, even if it is not listed as an example, is also banned.**

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport AXIS at 316-474-7321 or [dfsaxis.com](https://dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).

## NCAA Drug-Testing Consent Form

Each academic year, a student athlete shall sign a form giving consent to be tested for the use of any banned drugs. Failure to complete and sign the consent form prior to practice or competition shall result in the student athlete's ineligibility for participation in all intercollegiate athletics. Any student athlete may be subject to NCAA drug testing.

## Siena College Drug-Testing and Substance-Abuse Awareness Program Policy

### 1. Introduction

The following policy statement on student athlete drug-testing and substance-abuse awareness has been adopted and shall be administered by the Siena College Athletic Department. Siena College reserves the right to make changes to this Policy as needed, and this Policy should not be construed to create a contract between the student athlete and Siena College. Please note this Policy represents the Siena College Department of Athletics' Drug-Testing and Substance-Abuse Awareness Program, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at [www.ncaa.org](http://www.ncaa.org). This Policy, which relates only to a student athlete's participation in intercollegiate athletics at Siena College, is also separate from the Siena College Student Code of Conduct which governs the student athlete's conduct generally as a student member of the Siena College community. Therefore, the sanctions resulting from enforcement of this Policy do not interfere with or impact the authority of the College to discipline a student athlete under the Siena College Student Code of Conduct.

Siena College is concerned with the health, safety and welfare of the student athletes who participate in its programs and represent the College in competitive athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of alcohol, and inappropriate use of tobacco are inconsistent with the standards expected of student athletes at Siena College. Substance use and abuse in sport can pose risks to a student athlete's health/safety and negatively affect his/her academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and the ideals of Siena College.

For the purposes of this Policy, "student athlete" shall mean any student at Siena College who participates in any Athletics Department-sponsored varsity sporting event and/or practice.

### 2. Purpose

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student athletes, to promote fair competition in intercollegiate athletics, to affirm

compliance with applicable rules and regulations on drug and alcohol abuse, to identify student athletes who are improperly using drugs or alcohol and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of the following elements of the Siena College Department of Athletics' Drug-Testing and Substance-Abuse Awareness Program Policy is to prevent substance use and abuse by student athletes through education, testing and professional guidance.

- Education – providing student athletes and athletic staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- Testing – analyzing biological specimens to detect prohibited substances student athletes may introduce to their bodies and associated sanctions resulting from use detailed in this Policy; and
- Professional Referral – facilitating appropriate treatment and rehabilitation of student athletes.

### 3. Alcohol, Tobacco and Other Drug Education

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Siena College will conduct a drug and alcohol education program for student athletes at least twice a year. These educational programs will be designed to review athletic department, institutional, conference, and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this Policy and a list of banned substances. All student athletes and athletics staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition to educating student athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

### 4. Consent to Participate

As a condition of participation in intercollegiate athletics at Siena College, each student athlete will be required to sign a consent form agreeing to undergo drug and alcohol testing and authorizing release of test results in accordance with this policy (See Appendix A). By signing this consent form, the student athlete understands it is the right of every sport team to administer specific team policies that include additional or more severe sanctions than that of this department-wide policy. Failure to consent to or to comply with the requirements of this policy may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Siena College. Each student athlete, annually, will be informed

of the Siena College Department of Athletics' Drug-Testing and Substance-Abuse Awareness Program Policy and where that policy is located.

### **5. Alcohol Policy**

The alcohol policy for student athletes who are of legal drinking age will be applied on a team-by-team, year-by-year basis. It is the responsibility of every member of the College community to be aware of the risks associated with alcohol use and abuse. Consistent with the College community, the Department of Athletics views the use of alcohol to be incompatible with the goal of athletic excellence. Student athletes are required to conduct themselves in accordance with institutional policies, and federal, state and local laws. This extends to the recruitment of prospective Siena College student athletes. Prospective student athletes visiting campus and socializing with current students are not permitted to participate in any activities that will permit the use of alcohol. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

The Athletic Department may suspend any student athlete upon a charge, conviction or plea of guilty to any of the following:

- Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs;
- Public intoxication;
- Drunk and disorderly;
- Other violations of local, state or federal law involving alcohol or drugs, including possession;
- Other violations of local, state or federal law involving alcohol or drugs and acts of violence;
- Violations of the Siena College Student Code of Conduct involving alcohol or drugs; or
- Underage drinking.

### **6. Tobacco Policy**

The use of tobacco products by all game personnel (e.g. coaches, student athletes, athletic trainers, managers, and game officials) is prohibited in all sports during practice and competition. A student athlete who violates this tobacco policy will be sanctioned for a "first offense" as outlined in the penalty section of this policy. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

### **7. Dietary Supplements**

Siena College Department of Athletics' personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes, the labeling of dietary supplements is not accurate and is misleading. Terms such as

"healthy" or "all-natural" do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletic Trainer. Student athletes are solely responsible for any substance that they ingest. All student athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are confidential. The Resource Exchange Center may be accessed at [www.drugfreesport.com/REC/](http://www.drugfreesport.com/REC/). The password is ncaa1, ncaa2, or ncaa3.

By signing the Siena College Drug/Alcohol Education & Testing Program Consent Form, the student athlete:

1. Acknowledges that he/she understands that they are to disclose all dietary supplements used to the head athletic trainer;
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
3. Fully accepts that they have been made aware of the Siena College and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;
4. Accepts any and all liability if they have in the past used, continue to use, and/or use at anytime in the future, dietary supplements in any form; and releases Siena College, its agents, and all personnel of any and all responsibility and liability related to such use.

### **8. Prohibited Drugs/Substances**

The drug- and/or alcohol-screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Appendix B). For an ongoing updated listing of the banned-drug classes, view the NCAA's website at [www.ncaa.org](http://www.ncaa.org). Prohibited substances that Siena College may screen for include, without limitation, alcohol, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines/methamphetamines, cocaine, masking agents/diuretics, and anabolic steroids. Siena College requires that all student athletes keep the athletic training staff and/or team physician aware of any prescribed drugs and dietary supplements that he or she may be taking. Siena College reserves the right to test for substances not contained on the NCAA banned-drug list and may test at cut off levels that differ from the NCAA program.

### **9. Specimen Analysis**

The drug-screening process may include, but is not limited to, the following biological specimen collection methods:

- Urine Testing. The collection process and protocol can be found in Appendix C.

## 10. Selected Types of Drug Testing

### • *Unannounced Random Testing*

All student athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing. The Director of Athletics or his/her designee may select student athletes from the official institutional squad lists by using a computerized random number program.

### • *Pre-season Screening*

Student athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

### • *Reasonable Suspicion Screening*

A student athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, or Assistant Athletic Trainer and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student athlete's abnormal appearance, conduct or performance are: class attendance,

significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement (See Appendix D). If suspected, the Director of Athletics or his/her designee will notify the student athlete and the student athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

### • *Postseason/Championship Screening*

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student athletes at any time within thirty (30) days prior to the post-season competition. If a student athlete tests positive, he/she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

### • *Re-entry Testing*

A student athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug or alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility.

### • *Follow-up Testing*

A student athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student athlete's case.

## 11. Notification and Reporting for Collections

The student athlete will be notified of and scheduled for testing by Siena College. Notifications of testing shall consist of a face-to-face meeting with the student athlete, or a phone conversation with the student athlete. The Director of Athletics or his/her designee will notify the student athlete of the date and time to report to the testing station and will have the student athlete read and sign the Student Athlete Notification Form (See Appendix E).

The Director of Athletics or his/her designee will be in the testing station to certify the identity of the student athletes selected. Student athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student athletes complete the collection process.

**ALL COLLECTIONS AND/OR TESTING UNDER THIS POLICY SHALL BE OBSERVED COLLECTIONS.**



## 12. Laboratory Analysis/Reporting Results

Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Siena College hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/anabolic agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, Siena College hereby certifies that no sample will be sent to a laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

If the laboratory reports a specimen as substituted, manipulated or adulterated, which under the circumstances could only have been done by the student athlete, the student athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

All student athlete information and records associated with the Siena College drug-testing program will be confidential and will be released only to those individuals with a legitimate need to know.

## 13. Sanctions

Refusal to sign a consent form prohibits a student athlete from participating in any intercollegiate sport at Siena College. Any student athlete who tests positive for a banned substance or who refuses to submit to a required drug test, and/or who violates the terms of the Voluntary Disclosure Counseling Program as described below shall be subject to the sanctions below.

Notwithstanding anything herein to the contrary, a team physician, in his/her sole discretion, reserves the right to withhold a student athlete from practice and/or competition if such practice and/or competition would pose a threat to the health and safety of the student athlete or his/her competitors. However, any decision to restrict a student athlete from practice and/or competition for health and safety concerns must be based on credible information. Only the team physician may release a student athlete to resume competition and/or practice. All violations of this policy are cumulative.

If a student athlete has been charged and found responsible for possession of drugs by the College's office of Student Affairs or by law enforcement that will count toward an offense in the athletic department policy.

### • First Offense

The Director of Athletics or his/her designee will schedule a confidential meeting with the student athlete, the appropriate head coach and the Head Athletic Trainer to review the positive drug test results. The team physician will also be present if deemed necessary by the Director of Athletics or his/her designee. At the student athlete's sole expense, the student athlete may be required to attend drug counseling assessment

session(s) as determined by the Director of Athletics or his/her designee. The student athlete will initially be referred for an on-campus counseling interview. The counselor will ask the student athlete to discuss the nature and extent of his/her involvement with prohibited drugs and/or alcohol. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student athlete, based on the circumstances of the case. Failing to comply with the counselor's directions for treatment will be classified as a second offense. The student athlete will may also be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee. All costs associated with any counseling session shall be the sole responsibility of the student athlete. The student athlete will be required to attend all practices and competitions unless excused by the appropriate head coach.

### • Second Offense

The Director of Athletics or his/her designee will schedule a confidential meeting with the student athlete, the appropriate head coach and the Head Athletic Trainer to review the positive drug test results. The team physician will also be present if deemed necessary by the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will notify the student athlete's parent(s) or legal guardian(s) in writing. The student athlete will be immediately suspended from participation in any intercollegiate sport at Siena College for 25% of the competitive season. Competition will wrap around to the subsequent season if necessary. Student athlete will be required to attend all practices and competitions unless excused by the appropriate head coach. At the student athlete's sole expense, the student athlete will be required to attend drug/alcohol counseling assessment session(s) as determined by the Director of Athletics or his/her designee. The counselor will ask the student athlete to discuss the nature and extent of his/her involvement with prohibited drugs and/or alcohol. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student athlete, based on the circumstances of the case. Failing to comply with the counselor's directions for treatment will be classified as a third offense. The student athlete may also be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee. All costs associated with any counseling session shall be the sole responsibility of the student athlete.

### • Third Offense

The Director of Athletics or his/her designee will schedule a confidential meeting with the student athlete, the appropriate head coach and the Head Athletic Trainer to review the positive drug test results. The team physician will also be present if deemed necessary by the Director of Athletics or his/her designee. The Director of Athletics or his/her designee will notify the student athlete's parent(s) or legal guardian(s) in writing. The student

athlete will be immediately suspended from participation in any intercollegiate sport at Siena College for 50% of the competitive season. Competition will wrap around to the subsequent season if necessary. Student athlete will be required to attend all practices and competitions unless excused by the appropriate head coach. At the student athlete's sole expense, the student athlete will be required to attend drug/alcohol counseling assessment session(s) as determined by the Director of Athletics or his/her designee. The counselor will ask the student athlete to discuss the nature and extent of his/her involvement with prohibited drugs and/or alcohol. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student athlete, based on the circumstances of the case. Failing to comply with the counselor's directions for treatment will be classified as a third offense. The student athlete may also be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee. All costs associated with any counseling session shall be the sole responsibility of the student athlete.

#### • **Fourth Offense**

The Director of Athletics or his/her designee will schedule a confidential meeting with the student athlete, the appropriate head coach and the Head Athletic Trainer to review the positive drug test results. The team physician will also be present if deemed necessary by the Director of Athletics or his/her designee. The student athlete will be permanently suspended from participating from any varsity intercollegiate sport at Siena College. The Director of Athletics or his/her designee will notify the student athlete's parent(s) or legal guardian(s) in writing.

#### **14. Missing A Counseling Session**

It is the responsibility of the student athlete who makes an appointment with a counselor to keep that appointment. If the student athlete is not able to keep the appointment, he/she is expected to cancel the appointment by telephone, preferably 24 hours in advance but at least by 8:30 a.m. on the day of the appointment. Prior to the appointment, the student athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies.

Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.

#### **15. Voluntary Disclosure Counseling Program**

- A student athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletic Department by voluntarily disclosing his/her use prior to an announced drug test.
- If the student athlete seeks assistance prior to being identified as having violated this policy or being notified that he/she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student athlete will be ineligible to participate in intercollegiate sports pending an evaluation. The student athlete who has made a voluntary disclosure will be required to take a drug test immediately to establish a baseline for follow-up testing. A student athlete will not be permitted to enter the Voluntary Disclosure Counseling Program thirty (30) days or less prior to an NCAA or Conference postseason competition.



- The student athlete will be required to undergo an evaluation by a Siena College counselor. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student athlete, based on the circumstances of the case. The counselor will provide a summary of his/her findings and recommendations to the Athletic Director.
- A student athlete will be permitted to remain in the Voluntary Disclosure Counseling Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that re-entry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student athlete will be required to undergo drug and/or alcohol testing as part of the re-entry evaluation.
- Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Voluntary Disclosure Counseling Program will be deemed the next subsequent offense under this policy.
- If the student athlete regains his/her eligibility to participate in intercollegiate sports, he/she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director in consultation with the counselor.

## **16. Appeal Hearing**

Student athletes who test positive for a banned substance by the laboratory retained by the College may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student athlete's request for additional testing of the sample, the Director of Athletics will formally request the laboratory retained by the College to perform testing on specimen B. The student athlete will remain eligible while waiting for the results of specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student athletes who test positive or who have been determined to be in possession and/or use of illegal substances by means other than urinalysis in accordance with Section 10 above will be entitled to a hearing prior to the imposition of any sanction. Requests for such a hearing must be made in writing to the Director of Athletics or his/her designee within 48 hours of notification of a positive test result. If the 48 hours would end on a weekend, the request must be made by noon on the next business day. The student athlete must confirm receipt of the request.

The student athlete may have an advisor, or any representative other than an attorney, if the student so desires. However, the student athlete must present his/her own case. The hearing should take place no more than 72 hours after the written request is received. The Hearing Panel will consist of individuals internal and external to the Athletics Program (e.g., Team Physician, Dean of Student Affairs, Academic Dean, and Faculty Athletics Representative). Either the student athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The Hearing Panel will make a recommendation to the Director of Athletics regarding the sanction whose decision shall be final.

## **17. Medical Exceptions**

The NCAA and Siena College recognize that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA and Siena College allow exceptions to be made for those participants with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones. Information regarding exceptions procedures can be found at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety).

## **18. Confidentiality**

Every effort will be made to maintain confidentiality within the Drug-Testing and Substance-Abuse Awareness Program, which has been designed for the protection of all our participants as well as others associated with the athletics program. Any information concerning a student athlete's alleged or confirmed use of banned substance solicited or received pursuant to implementation of this Policy, shall be restricted to institutional personnel and to parents or guardians as provided herein, except as required by law. The occasion could arise when Siena College is required, or is asked, to cooperate with law enforcement agencies in legal action. Under appropriate circumstances, these requests will be honored.

## **Tobacco Ban**

Under NCAA regulations, all tobacco use is prohibited during practice and competition for coaches, game officials and players. If a player is chewing tobacco, that player shall be disqualified for the remainder of that practice or competition.

# Athletic Communications

*The Siena College Athletic Communications Office is the publicity and media relations arm of the College's intercollegiate athletics program. The office is located in Room 115 of the Marcelle Athletic Complex.*

*Assistant Athletic Director for Communications, Mike Demos, can be reached at ext. 2377 or via e-mail at [mdemos@siena.edu](mailto:mdemos@siena.edu).*

## Publicity

The Athletic Communications Office acts as the gatekeeper for the athletic department's media relations. The department coordinates all media requests for interviews, photographs and social appearances.

In addition, the office makes every attempt to contact the media in the immediate locale of each of its student athletes in an attempt to keep each player's hometown well informed of all athletic happenings at Siena. The office is responsible for the compilation and distribution of all statistics and records for each of Siena's 17 varsity sports.

The goals of the Athletic Communications Office are to effectively communicate to the news media, and other interested groups, information about Siena's athletic program. The office produces media guides, game-day programs, schedule cards and news releases as part of its daily activities and also maintains the official department website, [www.SienaSaints.com](http://www.SienaSaints.com). It is also responsible for responding to news media inquiries as well as requests for information made by professional scouts. The other principal duty of the office is to serve as the College's liaison to various athletic governing bodies such as the NCAA, ECAC, and MAAC.

The Athletic Communications Office also keeps a personal information file on every student athlete at Siena College. The file is updated at the beginning of each season through the use of a questionnaire.

Each student athlete will be asked to fill out the player biography form for the Assistant Athletic Director for Communications. This form, which includes your past experience and achievements in athletics, as well as personal information, such as your intended major course of study at Siena, will be used extensively by the Athletic Communications Office. Such uses include releases for your hometown papers and media to keep them posted on your progress, as well as for use in media guides, game programs and other printed materials.

Your cooperation in filling out the forms completely is greatly appreciated and results in improved recognition for all our athletic programs. Remember, it is the Athletic Communications Department which nominates student athletes for nearly every academic and athletic award.

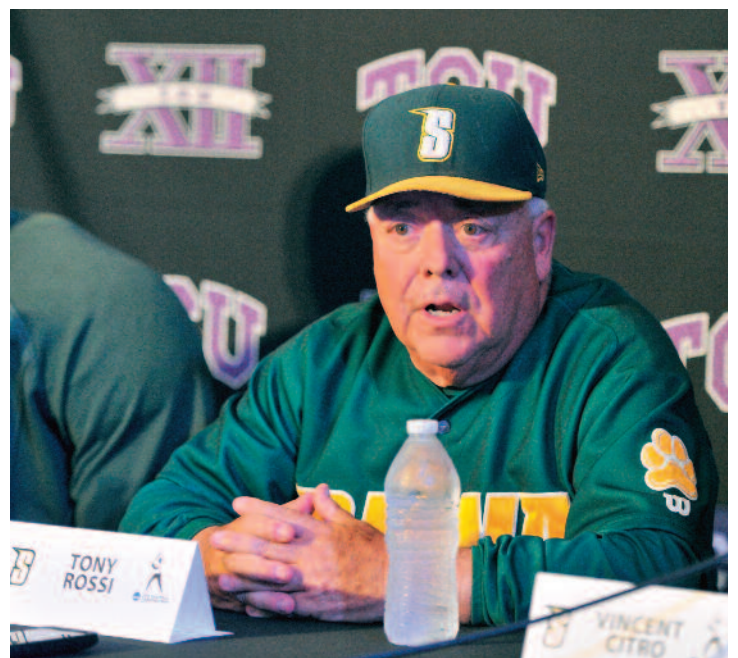
This questionnaire also includes a grade-point average release on the reverse side. The student athlete is not required to sign the release, but if they don't sign it, s/he cannot be nominated for conference All-Academic or regional or national honors.

All requests for interviews or photos will be handled solely by the Athletic Communications Office. If a member of the media contacts a student athlete at his/her dorm or place of residence without permission from a member of the Athletic Communications Office, refer that media member to the Athletic Communications Department before answering any questions.

## Media Guidelines and Interview Tips

The following media guidelines should help you in dealing with the news media, a process that is important to you, both educationally and professionally, and to your team and its perception by the public, and to Siena College.

- Reporters, both print and electronic, are interested in reporting the games and personalities as facts, and as they interpret those facts. **The media, both print and electronic, is not necessarily there to make you look good, nor are they there to make you look bad.** They have a job to do and it is important that you understand and cooperate whenever possible.
- Whether you realize it or not, you have a responsibility to Siena College, your coaches and teammates, as well as to yourself, to cooperate with the media. **You are public figures and role models by virtue of your participation in the College's athletic program.**
- Dealing with the news media can be a learning experience by which you develop communication skills that are not only helpful in your intercollegiate career, but also to your professional and business careers.



- **You should never agree to an interview unless the interview has been arranged by the Athletic Communications Office.** Your home telephone number will be not be given to the media. This allows you to avoid contact with unauthorized persons who may attempt to gain and use information for gambling or other questionable purposes.
  - If you have concerns about the reporter, his or her questions, or the tone of the interview, please see a staff person in the Athletic Communications Office.
  - Remember that the public's acceptance of you, your team, and the College is developed by the impressions made during the interview process, the resulting stories and your decorum.
  - Be positive when talking about your teammates, coaches and team. **Praise your teammates. Avoid negatives.**
  - **Be human. Let reporters see and learn of other things about you besides your role as an athlete.** Make sure the Athletic Communications Office knows of those things, such as unique summer jobs, organizations, awards, special class research projects, academic honors, hobbies, etc.
  - Expect to be in a "fish bowl." High-profile sports and their participants are public figures and celebrities. Expect to lose some of your privacy.
  - **Assume you are "on the record."** When reporters are present, don't say anything you would not want to see in print or on the air. Don't forget that microphones are extremely sensitive and cameras have zoom lenses. If you can't see them, assume you are being recorded.
  - Treat a telephone interview as you would an in-person interview. Just because it may be more conversational, don't do or say things you wouldn't do in a face-to-face interview.
  - **Be on time for scheduled interviews. If you can't, call ahead and let the Assistant Athletic Director for Communications know.**
  - Do not respond to a question that you do not wish to answer. A proper response might be, "I'd rather not discuss that subject."
  - **Don't play referee. Avoid blaming officials. Let someone else say that call was wrong.**
  - If a story is written that is inaccurate, see the Athletic Communications Office and state the facts.
- Note: Student athletes may not comment about the expectation that a particular recruit will sign with the College or how the recruit's abilities will benefit the team. Under NCAA rules, comments about recruits may not be made until a signed National Letter of Intent has been received by the Director of Athletics.**



# Appendix A: Sample Absence Letter

## Sample Letter Notifying Instructor of Class Absence for Intercollegiate Athletic Participation

September 3, 2021

Dear Professor \_\_\_\_\_

Course Name \_\_\_\_\_; MWF, TR (circle one cluster or specific day); Time \_\_\_\_\_

Due to my commitment to the Siena Women's Soccer program, I wanted to let you know of potential schedule conflicts that may occur. Although the MAAC Conference and Siena Athletics work to schedule games with minimum interference of class time, complete avoidance of absences is not possible. Below are dates and times for both home (bolded) and away competitions that may conflict with attendance in your course. If the amount of absences is *not* acceptable per your attendance policy, please inform me immediately so that I may consider enrolling in a different course or section (prior to the last day to add a course, August 26).

Date	Day	Report	Return
<b>9/10/21</b>	<b>Friday</b>	<b>10:15 a.m.</b>	<b>9/10/21 (0.5 missed)</b>
<b>9/23/21</b>	<b>Thursday</b>	<b>10:15 a.m.</b>	<b>9/25/21 (1.5 missed)</b>
<b>10/15/21</b>	<b>Friday</b>	<b>11:15 a.m.</b>	<b>10/18/21 (1 missed)</b>

- It is my responsibility to make up any missed work and to come to you with any questions or concerns I may have, including scheduling conflicts involving tests and/or quizzes.
- My Athletic Academic Advisor is the liaison for any athletic/academic concerns, including proctoring exams.
- Per Siena College policy, if a post-season contest scheduled by the MAAC or NCAA conflicts with a course examination, an affected student is excused from the examination and the faculty member will provide a make-up exam (or other appropriate accommodation) at another time within the examination period or no later than 24 hours after the last day of the examination period.
- I understand I will not at any point in the semester sacrifice my education for athletics.

\_\_\_\_\_  
Student Athlete's Printed Name

\_\_\_\_\_  
Student Athlete's Signature

515 Loudon Road • Loudonville, NY 12211-1462

Sarah Sivertson – S.A.I.N.T.S. Advisor – (518) 783-2993 – ssivertson@siena.edu



Academic Year: 2021-22

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**Summary of NCAA Eligibility Regulations – NCAA Division I**

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**For:** Student-athletes.

**Purpose:** To summarize NCAA regulations regarding eligibility of student-athletes to compete.

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**DISCLAIMER: THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION I BYLAWS. CONTACT YOUR INSTITUTION'S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.**

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**TO: STUDENT-ATHLETE.**

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary has two parts:

1. Part I is for **all** student-athletes.
2. Part II is for **new** student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her designee) or refer to the 2021-22 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

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**PART I: FOR ALL STUDENT-ATHLETES.**

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

**1. Ethical Conduct – All Sports.**

- a. You must act with **honesty** and **sportsmanship** at all times so that you represent the honor and dignity of fair play and the generally recognized **high** standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]
- b. You have engaged in unethical conduct if you refuse to furnish or fail to provide accurate or complete information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1]

- c. You are **not eligible** to compete if you knowingly provide information to individuals involved in organized sports wagering activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]
- d. You are **not eligible** to compete if you knowingly participate in any sports wagering activity that involves intercollegiate, amateur or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. [Bylaws 10.02.1 and 10.3]

## 2. Amateurism – All Sports.

\* For individuals in states with NIL laws or executive actions with the force of law in effect, NCAA rules remain in effect, including prohibitions on pay-for-play and improper recruiting inducements, but NIL activities protected by state law will not impact eligibility. For individuals where there is no state law or executive actions, NIL activity will not impact eligibility, but other rules, including prohibitions on pay-for-play and improper recruiting inducements remain in effect. Please click [here](#) for resources associated with the NIL policy.

- a. You are **not eligible** for participation in a sport if you have ever:
  - (1) Taken pay, or the promise of pay, for competing in that sport. [Bylaws 12.1.2 and 12.1.2.1]
    - **Exception:** Prior to collegiate enrollment, in sports other than men's ice hockey and skiing, you agreed to compete on a professional team, provided the agreement did not allow for more than actual and necessary expenses and you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.5.1]
  - (2) Agreed (orally or in writing) to compete in professional athletics in that sport.
    - **Exception:** Prior to collegiate enrollment, in sports other than men's ice hockey and skiing, you agreed to compete on a professional team, provided the agreement did not allow for more than actual and necessary expenses and you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.5.1]

- (3) Played on any professional athletics team as defined by the NCAA in that sport.

- **Exception:** Prior to enrollment, in sports other than men's ice hockey and skiing, you competed on a professional team, provided you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.3.2.1]

- (4) Used your athletics skill for pay in any form in that sport. [Bylaws 12.1.2 and 12.1.2.4]

- **Exceptions:**

- i. Prior to collegiate enrollment, in sports other than tennis, you accepted prize money based on place finish or performance in an athletics event from the sponsor of the event and the amount of prize money did not exceed \$300 above your actual and necessary expenses; [Bylaws 12.02.7, 12.1.2 and 12.1.2.4.1]

- ii. Prior to collegiate enrollment, in tennis, you accepted up to \$10,000 per calendar year in prize money based on place finish or performance in an athletics event from the sponsor of the event; [Bylaws 12.02.7, 12.1.2, 12.1.2.4.2.1 and 12.1.2.4.2.2]

- iii. After collegiate enrollment, you accepted prize money based on place finish or performance in an athletics event from the sponsor of the event and the amount of prize money did not exceed \$300 above your actual and necessary expenses. [Bylaws 12.02.8, 12.1.2 and 12.1.2.4.1]

- b. You are **not eligible** in a sport if you, or your relatives or friends, ever have accepted money, transportation, lodging, entertainment or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaws 12.3.1 and 12.3.1.3]

- **Exception:**

- In baseball and men's ice hockey, prior to collegiate enrollment you were drafted by a professional baseball team and paid the going rate to be represented by an agent or attorney during contract negotiations. [Bylaws 12.3.1, 12.3.1.1 and 12.3.1.3]

- c. You are **not eligible** in any sport if, after collegiate enrollment, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]
- d. You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

### 3. Financial Aid – All Sports.

- a. You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:
  - (1) Money from anyone on whom you are naturally or legally dependent;
  - (2) Financial aid that has been awarded to you on a basis other than athletics ability; or
  - (3) Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]
- b. You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent.

### 4. Academic Standards – All Sports.

- a. Eligibility for Competition.
  - (1) To be **eligible to compete**, you must:
    - (a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your institution;
    - (b) Be in good academic standing according to the standards of your institution; and
    - (c) Be enrolled in a minimum full-time baccalaureate degree program (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the institution) or be enrolled in and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2 and 14.2.2]

- (2) If you are enrolled in less than a full-time program, you are **eligible** to **compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.2.2.1.3]

You are **eligible** to **compete** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.2.1.1]

- (3) You are **eligible** to **compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.2.2.1.2]

b. Practice.

- (1) You must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution to practice. [Bylaw 14.2.1]
- (2) You may practice during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.1.1]
- (3) You may practice if you are enrolled in the final semester or quarter of a baccalaureate or graduate degree program, or a minor or undergraduate certificate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.2.1.3]

c. Continuing Eligibility – All Sports.

- Your eligibility for competition shall be based on:
  - (a) Having successfully completed 24 semester or 36 quarter hours of academic credit prior to the start of the institution's third semester

- (2) If you are enrolled in less than a full-time program, you are **eligible** to **compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.2.2.1.3]

You are **eligible** to **compete** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.2.1.1]

- (3) You are **eligible** to **compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.2.2.1.2]

b. Practice.

- (1) You must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution to practice. [Bylaw 14.2.1]
- (2) You may practice during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.2.1.1]
- (3) You may practice if you are enrolled in the final semester or quarter of a baccalaureate or graduate degree program, or a minor or undergraduate certificate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.2.1.3]

c. Continuing Eligibility – All Sports.

- Your eligibility for competition shall be based on:
  - (a) Having successfully completed 24 semester or 36 quarter hours of academic credit prior to the start of the institution's third semester

or fourth quarter following your initial full-time enrollment (hours earned during the summer may be used to fulfill this requirement);

- (b) Having successfully completed 18 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); and
- (c) Six semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which you have been enrolled at any collegiate institution. [Bylaw 14.4.3]
- (d) If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution's overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3]
- (e) If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals at least 95 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, your grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]
- (f) If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, your grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]
- (g) If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution's overall cumulative grade-point average required for graduation. For this purpose, your grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.2]

d. Freshmen.

- (1) You are referred to as a **qualifier** and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year, under Bylaw 14.02.13.1, if you:
  - (a) Graduate from high school;
  - (b) Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.3 (based on a 4.000 scale) in a successfully completed core curriculum of at least 16 core courses; and Bylaw 14.3.1.1.
  - (c) Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.3.
  - (d) Complete 10 of the required 16 core courses before the start of your seventh semester of high school.
- (2) You are referred to as an **academic redshirt** if you did not meet the criteria to be a qualifier but completed the required core courses with a high school grade-point average and corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.2.1, or you did not complete at least 10 of the required 16 core courses before the start of your seventh semester of high school. As an academic redshirt:
  - (a) You may receive institutional athletically related financial aid but may not compete during the first academic year in residence.
  - (b) You may practice only on campus or at the institution's regular practice facility during the first regular academic term in residence. You must successfully complete nine semester or eight quarter hours of academic credit in each applicable regular academic term in order to be eligible for practice in the immediately subsequent term of the first academic year. [Bylaws 14.02.13.2 and 14.3.1.2]
- (3) You are referred to as a **nonqualifier** if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. As a nonqualifier:
  - (a) You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations; and

- (b) You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaws 14.02.13.3, 14.3.2.1.1 and 14.3.3]

**5. Other Regulations Concerning Eligibility – All Sports.**

- a. You are **not eligible** to participate in more than four seasons of intercollegiate competition in any one sport. [Bylaw 12.8]
- b. You are **not eligible** if five calendar years have passed from the date you first registered as a full-time student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official religious missions or with recognized international aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaw 12.8.1]
- c. You are **eligible** at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 12.8.1. [Bylaw 14.6.1]
- d. You are **eligible** for championships, certified bowl games or the National Invitation Tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.6.3]

**6. Outside Competition - Sports Other Than Basketball.**

- You are **not eligible** in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any noncollegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in your institution's catalog. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 17.31.1 and 17.31.1.1]
- (1) **Exception – Wrestling.** You may not participate in outside competition between the beginning of your academic year and November 1. [Bylaw 17.31.1.2]

- (2) **Exception – Men’s and Women’s Soccer, Women’s Volleyball, Field Hockey and Men’s Water Polo.** You may compete on outside amateur teams during the spring outside of the institution’s playing and practice seasons, provided such participation occurs no earlier than May 1 and the remaining provisions of Bylaw 17.31.1.3 are met. [Bylaw 17.31.1.3]
- (3) **Exception - Competition as an Individual.** You may participate in outside competition as an individual during the academic year in your sport, as long as you represent only yourself and do not engage in competition as a member of a team or receive expenses from an outside team. In wrestling, you may not participate in outside competition as an individual between the start of the academic year and November 1. [Bylaws 17.31.1.8 and 17.31.1.8.1]

**7. Outside Competition - Basketball.**

- a. You are **not eligible** if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. [Bylaws 17.31.2]
- b. It is permissible to participate as a member of a basketball team in an NCAA-sanctioned summer basketball league or event during the period between June 15 and August 31 or the institution’s opening day of classes, whichever comes earlier, provided the student-athlete has written permission from the institution’s athletics director. [Bylaw 17.31.4]

**8. Transfer Students Only.**

- a. You are a transfer student if:
  - (1) The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time program of studies and you were present on the opening day of classes; or
  - (2) The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former institution announced before the beginning of any term. [Bylaw 14.5.2]
- b. If you are a transfer student from a four-year institution, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the

exceptions specified in Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.7.2.

- c. If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.6.
- d. If you transferred from a four-year college to a two-year college and then to your new institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

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## **PART II: FOR NEW STUDENT-ATHLETES ONLY.**

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division I Manual.

- **Recruitment.**

- a. Offers – All Sports.
  - (1) You are **not eligible** if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution's athletics interests provided or offered to you, your relatives or your friends any financial aid or other benefits not permitted under NCAA legislation. [Bylaw 13.2.1]
  - (2) It was permissible for your institution to arrange educational loans, provided the loans were not made prior to the completion of your senior year in high school. The loans must have been from a regular lending agency and based on a regular repayment schedule. [Bylaw 13.2.5]
  - (3) It was permissible for your institution to arrange summer employment or employ you provided the employment did not begin prior to the completion of your senior year in high school. [Bylaw 13.2.4.2]
- b. Contacts – All Sports.
  - (1) For purposes of this section, contact means “any face-to-face encounter” between a prospect or the prospect’s parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory

school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs. However, an institutional staff member or athletics representative who is approached by a prospective student-athlete or the prospective student-athlete's family member at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter. [Bylaw 13.02.4]

- (2) Staff members at your institution should not have:
  - (a) Contacted you, your relatives or your legal guardians in person, off your institution's campus before July 1, July 7 (women's ice hockey) or July 15 (women's gymnastics) following completion of your junior year in high school; before the opening day of your junior year in high school (men's basketball); before September 1 at the beginning of your junior year in high school (lacrosse, softball and wrestling); before March 1 of her junior year in high school (women's basketball); after you have completed participation in the USA Fencing National Championships and July Challenge at the completion of your junior year in high school (fencing); or before June 15 at the completion of your sophomore year in high school (men's ice hockey). [Bylaw 13.1.1.1]  
  
\*Effective May 1, 2019\*  
Contacted you, your relatives or your legal guardians in person, off your institution's campus before July 1 (baseball and football) following completion of your junior year in high school; before the opening day of your junior year in high school (men's basketball); before September 1 at the beginning of your junior year in high school (lacrosse and softball); before March 1 of her junior year in high school (women's basketball); or before August 1 of the start of your junior year in high school (all other sports). [Bylaw 13.1.1.1]
  - (b) Contacted you prior to any athletics competition in which you were participating during the day or days of competition. [Bylaw 13.1.6.2]
- (3) Contacted you, your relatives or your legal guardians in person, on or off your institution's campus while you were enrolled in your first year of a two-year college if you were a nonqualifier. [Bylaw 13.1.1.2]
- (4) Contacted you, your relatives or your legal guardians in person, on or off your institution's campus. unless they were authorized institutional staff members. [Bylaw 13.1.2.1]

c. Publicity.

- (1) Your institution was not allowed to publicize a visit that you made to its campus before you signed a National Letter of Intent or its written offer of admission and/or financial aid or before the institution received your financial deposit in response to its offer of admission. [Bylaw 13.10.2.4]
- (2) You were not allowed to appear on a radio or television program that involved a coach or another member of the staff of the athletics department at your institution prior to your enrollment at the institution. [Bylaw 13.10.2.2]

d. Letter-of-Intent Signing.

- A staff member of your institution was not allowed to be present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from your institution or your conference. [Bylaw 13.1.5.9]

e. Sports Camps.

- You are **not eligible** if you were a winner of any athletics participation award in high school (includes ninth grade level), preparatory school or junior college and, before collegiate enrollment, the institution, members of its staff or a representative of its athletics interests employed or gave you free or reduced admission to its sports camp or clinic. [Bylaw 13.12.1.7]

f. Visits, Transportation and Entertainment.

- (1) You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before collegiate enrollment, any of the following occurred:
  - (a) You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one-member institution;
  - (b) Your one expense-paid visit to the campus lasted longer than 48 hours;
  - (c) Your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;
  - (d) Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier; or

- (e) Your institution entertained you, your parents (or legal guardians) or your spouse outside a 30-mile radius of the campus during your expense-paid visit.
- (2) You may not have received an expense-paid visit prior to September 1 of your junior year in high school. [Bylaw 13.6.2.1.1]
  - **Exception:** In men's basketball, you may not have received an expense-paid visit earlier than January 1 of your junior year in high school. [13.6.2.1.3]
  - **Exception:** In women's basketball, you may not have received an expense-paid visit earlier than the Thursday following the NCAA Division I Women's Basketball Championship game of your junior year in high school. [13.6.2.1.4]
  - **Exception:** In football, you may not have received an expense-paid visit earlier than April 1 of your junior year through the Sunday before the last Wednesday in June. Thereafter, you may have received an expense-paid visit beginning with the opening day of classes of your senior year in high school. [13.6.2.1.5]

**Effective starting in the 2020-21 academic year:**

You may not have received an expense-paid visit prior to August 1 of your junior year in high school. [13.6.2.1.1]

- **Exception:** In baseball, lacrosse and softball, you may not have received an expense-paid visit before September 1 of your junior year in high school. If you attended an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), you may not have received an expense-paid visit earlier than the opening day of classes of your junior year in high school. [13.6.2.1.2]
- **Exception:** In women's basketball, you may not have received an expense-paid visit earlier than the Thursday following the NCAA Division I Women's Basketball Championship game of your junior year in high school. [13.6.2.1.4]
- **Exception:** In football, you may not have received an expense-paid visit earlier than April 1 of your junior year through the Sunday before the last Wednesday in June. Thereafter, you may have received an expense-paid visit beginning with the opening day of classes of your senior year in high school. [13.6.2.1.5]

# About Siena Athletics

Since Siena's founding in 1937, athletics have played an important role in the development of its students and community. In 1976, Siena's athletics program was elevated to NCAA Division I status. With that move, the College committed itself to upgrading its program and making all teams competitive. After stops in the ECAC Metro and North Atlantic Conference, Siena moved to the Metro Atlantic Athletic Conference (MAAC) in 1989, where it has made its mark.

**The Program** — Siena has won 46 MAAC championships since joining the MAAC.

**Take a look at some of the accomplishments...**

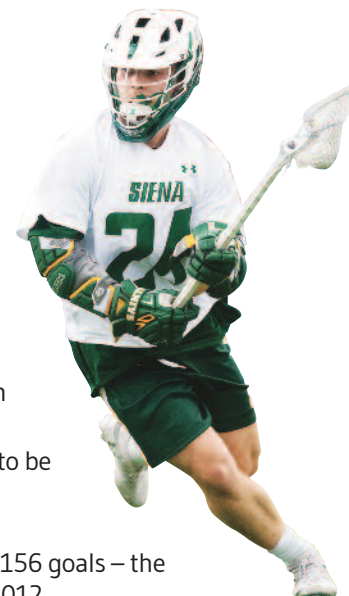
## Men's Basketball

- Back-to-back MAAC Regular-Season Championships in 2019-20 and 2020-21
- 2014 College Basketball Invitational Champions
- Seven MAAC Championships and NCAA Tournament berths, including during the 2019-20 season
- Four NCAA Tournament victories (1989 vs. Stanford, 2002 vs. Alcorn State, 2008 vs. Vanderbilt and 2009 vs. Ohio State)
- Six Postseason NIT appearances, including 1994 semifinals at Madison Square Garden
- Edwin Ubiles became the first former Saint to play in an NBA game, appearing for the Washington Wizards during the 2011-12 season
- Kenny Hasbrouck '09 signed with the Miami Heat and is currently one of ten former student athletes playing basketball overseas professionally
- Tay Fisher '08 enjoyed a successful career with the Harlem Globetrotters from 2008-19
- O.D. Anosike '13 led the nation in rebounding in 2011-12 and 2012-13, and Ronald Moore '10 led the country in assists in 2010



## Men's Lacrosse

- Three MAAC Championships and NCAA Tournament appearances
- Won 87 games between 2007-14 – tied for the eighth highest total in all of Division I
- Finished the 2011 season ranked No. 20 nationally in both major polls
- Won four consecutive MAAC regular-season Championships from 2009-12, and six overall in the past 10 seasons
- Brent Herbst '10 became the first Siena player to be drafted by Major League Lacrosse
- Bryan Neufeld '12 was a two-time All-American Honorable Mention and capped his career with 156 goals – the most of any Division I player from the Class of 2012
- Boasted at least one candidate for prestigious Senior CLASS Award six times in the last decade with seven candidates in total, including Tom Morr '12, who was one of 10 national finalists
- Casey Dowd '15 graduated ranking tied for fifth all-time in NCAA Division I history in groundballs (472) and sixth in faceoffs won (772)



## Women's Basketball

- First MAAC Women's Basketball program to win three games in a national postseason tournament, advancing to the 2015 Women's Basketball Invitational Championship
- 2001 MAAC Championship and NCAA Tournament appearance
- Seven regular-season MAAC Championships
- Three WNIT appearances
- Tehresa Coles '15 was named the MAAC honoree for the 2015 NCAA Woman of the Year Award, and Lily Greci '13 was tabbed a candidate for the Senior CLASS Award
- Kollyns Scarbrough '18 was named the MAAC's nominee for the 2018 NCAA Woman of the Year Award





### Volleyball

- Nine MAAC Championships, including four straight from 2005-08
- Five NCAA Tournament appearances
- Taylor Akana '14 and Lesli Akeo '13 were named MAAC honorees in consecutive years for both the NCAA Woman of the Year and Senior CLASS awards

### Baseball

- Defeated Dallas Baptist 9-8 (10) in the 2014 Fort Worth Regional for program's first NCAA Tournament win
- Five MAAC Championships, reached title game five times in the last seven seasons
- 1999 and 2014 NCAA Tournament appearances
- 56 players have signed professional contracts
- John Lannan '06 pitched in the Major Leagues for the Washington Nationals, Philadelphia Phillies and New York Mets
- Dan Paolini was drafted in the 10th Round of the 2011 MLB Draft by the Seattle Mariners after setting the MAAC all-time home run record (54) in just three seasons and earning All-American honors as a sophomore and junior



### Men's Golf

- Four MAAC Championships and NCAA Tournament appearances
- Don DeNyse III '11 won the MAAC individual championship in 2011 and advanced to the NCAA Tournament
- Brian Bigley '07 has played professionally on the Korn Ferry Tour since 2015

### Women's Golf

- Won a record 13 MAAC Championships and advanced to the NCAA Tournament in 2012 and 2014
  - Captured 2013 ECAC Championship, with Kylie Strijek '14 winning the individual title
  - Kylie Strijek '14 won 2014 MAAC Individual Championship
- ### Women's Lacrosse
- Set a new program record for wins in 2019 with 12, while Sammy Horton became the first goalie in program history to earn MAAC Goalkeeper of the Year honors
  - Eight MAAC Tournament appearances, including seven in the last 11 events held
  - Won 2005 regular-season MAAC Co-Championship





### Softball

- Won first MAAC regular-season title in 2013 behind MAAC Coach of the Year Bill Lajeunesse
- Won program-record 29 games in 2014
- Junior Shannon Jones '13 was named the MAAC Co-Player of the Year in 2012 and a Senior CLASS Award candidate in 2013
- Jessika-Jo Sandrini '14 became the first player in school history, in 2012 and 2013, to be named to two All-MAAC teams; she was a First Team selection as both a pitcher (2014) and a hitter (2012 and 2013)
- Madysen Cossack '19 became just the fourth player in MAAC history to win multiple MAAC Player of the Year awards in 2017 and 2019

### Swimming and Diving

- Won ECAC Championship in 2015, and captured bronze medals each of the prior two seasons
- Kelsey Helin '15 was named Female Walk-on Athlete of the Year by College Swimming and Diving Honors
- Brittany Pavolko '11 was an academic All-District selection in 2011 after winning two MAAC titles and breaking the individual record in the 100 and 200 fly
- Katie Carew '12 was the MAAC's national representative on the NCAA Student Athlete Advisory Committee. She was the league's female nominee for the 2011 NCAA Sportsmanship Award
- Diver Lydia DeLano '23 won the three-meter diving title at the 2019 ECAC Winter Championships, and was named the 2020 MAAC Championships Rookie Diver of the Meet



### Men's Soccer

- Defeated four NSCAA Top-25 opponents – No. 23 Boston University in 2014, No. 15 Ohio State and No. 16 Iona in 2011, and No. 22 Rider in 2013
- For two consecutive weeks in mid-September 2014, received votes in the NSCAA Top-25 Poll with a peak of 24 votes on Sept. 16, which marked the 32nd highest total in the nation
- Jannis Opalka '13 and James Beeston '14 were both candidates for the Senior CLASS Award
- Finished second in the MAAC three times (2008, 2010, 2012), equaling the program's highest league finish



### Women's Soccer

- Captured program's first three MAAC Championships and inaugural NCAA Tournament berths (2010, 2015, Spring 2021)
- Started the 2010 season 12-0-0, ranking No. 25 nationally in the Soccer America poll and standing as the last undefeated, untied team in Division I
- Tabitha Tice '11 was named the MAAC Honoree for the NCAA Woman of the Year Award in 2011, and Anna Grant '15 and Taylor Dorado '20 were named candidates for the Senior Class Award in 2014 and 2019, respectively
- Held a 15-game home unbeaten streak from 2009-11 and a 20-game non-league home win streak from 2007-12 (18-0-2)
- Earned the NSCAA Team Academic Award each of the past 17 seasons



### Cross Country/Track

- The men's and women's cross country squads placed second and third, respectively, at each of the last two MAAC Championship races, tying their best finishes
- Sarah Forman '19 was the MAAC Indoor 3K champion in 2019, while Evans Kibet '20 captured the 2019 MAAC Outdoor title in the 800M run and became the first Saint ever to advance to the second day of an NCAA Regional
- Sarah Forman '19 was named the MAAC's nominee for the 2019 NCAA woman of the Year Award
- Kelly Pasko '17 was named a Junior All-American after running ninth at the 2014 Junior Women's Nationals 6K race
- Women's cross country won the 2018 Brown Division Title at the prestigious Paul Short Run



### Men's Tennis

- Honored by NCAA for posting multiyear Academic Progress Rates (APR) in the top-10 percent of all teams each of the past 12 years
- School-record five student athletes were named Arthur Ashe Jr. Sports Scholars in 2020



### Women's Tennis

- 2006 and 2021 MAAC Championship and NCAA Tournament appearances
- Honored by NCAA for posting multiyear Academic Progress Rates (APR) in the top-10 percent of all teams in 11 of the past 12 years
- Opened 2016-17 season with 15 consecutive victories to make the best start to a season by any Siena program in nearly 70 years



### Water Polo

- Diana Fernandez '20 became the first Saint in program history to earn All-American honors, receiving Honorable Mention All-American nods from the ACWPC in 2019 and 2020
- Finished the 2020 season with the first winning record in program history (7-6) and the best start to a season in 13 years
- Program-record 10 student athletes were named to the ACWPC All-Academic Team in 2020



# 4.0 CLUB

Siena's 4.0 Club honors student athletes who achieved a perfect 4.0 grade-point average during either or both the Fall 2020 and/or Spring 2021 semesters. 4.0 Club members are honored at a luncheon each spring.



**Griffin Barnett**  
Men's Tennis



**Shannon Bergin**  
Women's XC/Track



**Brooke Boormeester**  
Women's Soccer



**Laura Bonomo**  
Women's Lacrosse



**Annie Brennan**  
Women's Lacrosse



**Sophia Caputo**  
Softball\*



**Brendan Conley**  
Baseball



**Grace Cuttone**  
Women's Golf



**Stosh Davis**  
Men's XC/Track



**Gabby DeAngelis**  
Women's Soccer\*



**Isabelle DeChiaro**  
Softball



**Tomas del Olmo**  
Men's Tennis\*



**Cole DiGiacomo**  
Men's XC/Track



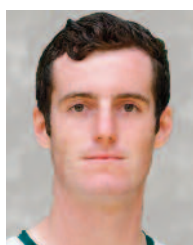
**Grace Dimkopoulos**  
Women's Soccer



**Sarah Duggan**  
Swimming and Diving



**Jack Erb**  
Men's Lacrosse



**Luke Ferrari**  
Men's Soccer



**Hannah Field**  
Women's Lacrosse



**Emily Fiorillo**  
Women's Lacrosse\*



**Abby Huffman**  
Volleyball



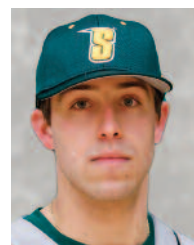
**Meghan Johnsson**  
Volleyball



**Carissa Kahn**  
Women's XC/Track



**Hayley Kmack**  
Women's Lacrosse\*



**Carter Knapek**  
Baseball



**Kelsey Lane**  
Women's Lacrosse



**Steven Lazar**  
Men's Basketball



**Antonio Linge**  
Men's Soccer\*



**Guillermo Lopez Torres**  
Men's Tennis\*



**Shelby Madeiros**  
Women's Tennis



**Dan Maloney**  
Men's Lacrosse



**Molly Mason**  
Softball



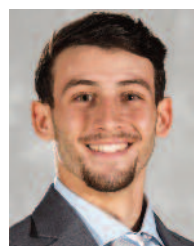
**Maddy McMahon**  
Softball



**Killian McNamee**  
Men's XC/Track



**Emily McNelis**  
Women's Soccer\*



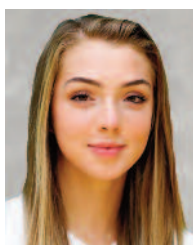
**Tyler Menniti**  
Men's Lacrosse



**Ally Mervine**  
Women's Lacrosse\*



**Marvin Oberli**  
Men's Tennis



**Melina Ortiz**  
Women's Soccer\*



**Jillian Risavi**  
Women's Lacrosse



**Audrey Shultz**  
Swimming and Diving



**Greta Stjade**  
Volleyball\*



**Denzel Tchougang**  
Men's Basketball



**Maggie Verduijn**  
Water Polo



**Owen Walker**  
Men's XC/Track\*



**Alexa Withun**  
Volleyball



**Kiley Wong-Li**  
Softball



**Christopher Yanchoris**  
Men's Lacrosse\*



**Soma Yokoyama**  
Men's Tennis



**Davis Zerr**  
Baseball\*



\* = 4.0 for BOTH semesters



### Ten Expectations

#### 1. Win...conference championships:

Winning conference championships is a goal for all of us. That means finishing among the top four, be it a team sport or an individual sport where every team is invited to the championship. All of us need to do our part to put our teams in a position to win a championship! Given who we are and what we have, it is not unrealistic to compete for a championship every year.

#### 2. Recruit...the right student athletes (people):

Enrolling talented student athletes is A MUST. All of us – coaches, student athletes, staff – play a role in the recruitment process. Coaches must actively recruit prospects who are athletically talented enough to meet the objective above, committed to graduating from Siena in four years, and are good citizens. Watching prospects at tournaments, games, showcases, etc. is required of all coaches whether part-time or full-time. Student athletes play a critical role in the recruitment process. Recruits respect and look up to current athletes – act and dress accordingly when hosting a prospect. When hosting a prospect, student athletes are expected to do so in a responsible manner and in accordance to college and NCAA rules.

#### 3. Disciplined...program:

Coaches are expected to run a disciplined program. Student athletes are expected to respect their coaches and teammates. Being a coach and being a student athlete at Siena is a privilege. No one is entitled to a special standing in the Siena athletic department or at the College in general. An attitude of entitlement by coaches and/or student athletes is not acceptable. Everyone associated with Siena athletics will respect the community, act in a responsible manner so as not to embarrass the College or athletic department, and adhere to all rules, regulations and policies of Siena and the laws of our society. If rules, laws, etc. are violated; coaches, student athletes, staff, and administrators should expect to be disciplined.

#### 4. Committed...expect the best:

Everyone has a unique value and is expected to bring that value to the team to their fullest extent. Coaches will demand commitment to athletics and academics from their team members, and expect each student athlete to give their best efforts that will lead to graduating and winning games and championships. Staff and administrators shall expect the same in their areas and will be committed to providing a dynamic environment for our student athletes and coaches. Being in athletics is a year-round commitment, not a seasonal one.

#### 5. Humility:

Coaches, student athletes, staff and administrators will be humble and thankful. All of us need to respect people in authority, faculty, the people in their living community, alumni, fans, fellow students, each other, and those who work long hours to provide them with a quality environment in which our student athletes live, learn and compete. Part of being humble is showing support for fellow athletes and other students on campus by supporting them in what they do. Give support and you will get it back. Common courtesy is important – SAY THANK YOU!

#### 6. Graduate:

Coaches will instill into their student athletes the expectation that they will graduate in four years. There will be no promises of athletic aid beyond a student's four-year tenure. Staff and administrators will stress academics in all that we do. Complete your degree requirements in four years.

#### 7. Integrity:

All of us will do all of the above the right way and within the rules of all the communities in which we live. Adherence to NCAA rules is expected. If the pending actions of coaches and/or students are questionable, then guidance from the department's compliance personnel is required. That expectation exists for staff and administrators as well. Ask questions before taking action.

#### 8. Accountable:

All of us in the department – coaches, staff, administrators, and student athletes – will be held accountable for our actions. Supervisors will be accountable for the personnel who report to them.

#### 9. Appreciate (No whining):

Coaches will not complain to students, college administrators, alumni, and others about what they do not have. All of us will do our job with what is given to us and expect results. If we need more, let's work together to define the need and what we can do together to realize it. All of us – coaches and staff – need to focus on being successful, as opposed to what we 'need' to be successful. Focus on winning, and not whining.

#### 10. Communicate:

We will talk face-to-face. Email, voicemail, text message, and other forms of digital communication, have a place, but face-to-face communication in a timely and professional manner is best. Pick up the phone. Knock on the door. If there are problems, we should meet and work together to solve them, which means talking to each other and looking for solutions as a team first.