



Dominican University of California Department of Athletics

Student Athlete Handbook

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MISSION STATEMENT AND PHILOSOPHY OF VARSITY ATHLETICS:



SECTION I:

MISSION STATEMENT AND PHILOSOPHY OF VARSITY ATHLETICS:

Dominican Athletics Mission Statement

Dominican Athletics is dedicated to supporting academic and athletic excellence through continuous learning, leadership, and service. We build esprit de corps on campus and within the greater community by embracing diversity; promoting balance in life; and respecting the dignity and worth of the individual.

Dominican Athletics Vision Statement

Dominican is an academic leader in NCAA Division II athletics, mentoring a diverse student body that excels in scholarship. Strongly supported by the greater bay area community, Dominican is a top university of choice for Division II athletes, consistently competing athletically for conference championships and national prominence. Our student athletes are ambassadors for the university and are well recognized for sportsmanship, leadership and integrity.

SECTION II:

Organization and Administration of Varsity Athletics

NCAA and Conference Affiliation:

The NCAA is the primary association that governs and controls intercollegiate athletics on the national level. Dominican University of California athletics program is taking the next step towards becoming a full-fledged member of NCAA Division II by successfully completing its first year of candidacy for membership. With the first year completed, the university has been granted acceptance into year two candidacy by the Division II Membership Committee. Year two candidacy becomes effective September 1, 2009.

Dominican was admitted to the Pacific West Conference under exploratory status in 2008-09 and competed in an independent schedule that reflected the program's previous association with NAIA Division II. Dominican will become the ninth member of the PacWest for the 2009-2010 season.

Pacific West Conference Members

Academy of Art University
Brigham Young University, Hawai'i
Chaminade University
Dixie State College

Grand Canyon University
University of Hawai'i at Hilo
Hawai'i Pacific University
Notre Dame de Namur University

Dominican University of California Athletic Teams

Men

Basketball
Golf
Soccer
Lacrosse

Women

Basketball
Golf
Soccer
Softball

Tennis
Volleyball

Key Dominican University of California Phone Numbers

| | |
|---|--------------|
| Department of Athletics | 415-482-3500 |
| Athletics Fax | 415-485-9746 |
| Sports Information / Media Relations Office | 415-482-3526 |
| Dominican Main Switchboard | 415-457-4440 |
| Campus Security | 415-269-6070 |
| Emergency (from any on-campus phone) | 9-911 |
| Admissions Office | 415-485-3204 |
| Academic Advising | 415-485-3296 |
| Financial Aid | 415-257-1350 |
| Tutoring | 415-257-0153 |
| Facilities | 415-342-6204 |

Athletic Department Organizational List

Athletic Administration

| | | |
|----------------------------------|---------------|--|
| Director of Athletics | Terry Tumey | terry.tumey@dominican.e Dominican |
| 415-482-3504 | | |
| Manager, Athletic Administration | Patrick Huser | patrick.huser@dominican.e Dominican |
| 415-485-3219 | | |

FAR & Compliance

| | | |
|---------------------------------|-----------------|--|
| Faculty Athletic Representative | Dr. Chris Leeds | cleeds@dominican.e Dominican |
| 415-482-3532 | | |
| Compliance Coordinator | Marla Reid | marla.reid@dominican.e Dominican |
| 415-482-3563 | | |

Sports Information/Media Relations

| | | | |
|-----------------------------|---------------|--|--------------|
| Sports Information Director | Brandon Davis | brandon.davis@dominican.e Dominican | 415-482-3526 |
|-----------------------------|---------------|--|--------------|

Athletic Training

| | | |
|-----------------------|-------------|--|
| Head Athletic Trainer | Jesse Mazza | jmazza@dominican.e Dominican |
| 415-257-1353 | | |

Coaching Staff

| | | |
|--|------------------|--|
| Head Coach, Women's Basketball | Brianna Chambers | brianna.chambers@dominican.e Dominican |
| 415-482-3506 | | |
| Director of Soccer | Jon Delano | jonathan.delano@dominican.e Dominican |
| 415-482-3511 | | |
| Head Coach, Volleyball | Roger Goodwin | rgoodwin@dominican.e Dominican |
| 415-257-1304 | | |
| Head Coach, Softball | Bob Herman | bob.herman@dominican.e Dominican |
| 415-257-1306 | | |
| Head Coach, Women's & Men's Golf | John Murray | 415-482-3564 |
| john.murray@dominican.e Dominican | | |
| Head Coach, Women's Tennis | Marla Reid | marla.reid@dominican.e Dominican |
| 415-482-3563 | | |

Head Coach, Men's Basketball
415-458-3758

Bret Tovani

bret.tovani@dominican.eduDominican

Head Coach, Lacrosse/Mgr, Intramural Ned Webster
415-482-3512

ned.webster@dominican.eduDominican

Emergency Numbers

Security:

415-269-6070

San Rafael Fire:

415-453-1515

Police Department (Emergency Only)

415-485-3393

Sheriff's 24-Hour Dispatch

415-499-7233

Marin General Hospital

415-925-7000

Kaiser Terra Linda Hospital

415-444-2400

SECTION III:

ETHICAL CONDUCT

Student-Athlete Code of Conduct

Athletics at Dominican University of California is an integral part of the school's total education program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be consistent with the University's stated goals and objectives established for the intellectual, physical, social and moral development of its students.

As a student athlete at Dominican University of California, you are expected to:

- Place academic achievement as the highest priority
- Show respect for teammates, opponents, officials, and coaches.
- Exhibit fair play, sportsmanship, and proper conduct on and of the playing field.
- Maintain a high level of safety awareness.
- Refrain from the use profanity, vulgarity, and other offensive language and gestures.
- Adhere to the established rules, standard and policies set forth by the Department of Athletics and Recreation, and the team rules and policies established by your Head Coach.
- Respect all facilities and equipment and use it safely and appropriately.
- Refrain from the use of alcohol, tobacco, illegal and non-prescription drugs, anabolic steroids, or any substance that enhances physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or American Medical Association.
- Know and follow all NCAA, university and team rules and regulations as they pertain to eligibility and sports participation. Reference eligibility sections for more information.

Pacific West Conference Code of Conduct

As stated in the Pacific West Conference Bylaws, Article 11, Section 1:

A. It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

B. Unsportsmanlike conduct shall subject the individual to disciplinary action. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

C. Acts of Unsportsmanlike Conduct and Individual Penalties.

Acts of unsportsmanlike conduct shall include, but not be limited to: any player who strikes or physically abuses an official, opposing coach or player. This person may be ejected from the contest and, in the event of a flagrant violation, may be suspended for additional contests as the Commissioner deems appropriate.

The following actions shall be subject to a public reprimand for the first offense and a suspension for one contest for an additional offense (a flagrant offense is subject to suspension on the first offense):

1. Intentionally inciting participants or spectators to violent or abusive action.
2. Using obscene gestures of profane or unduly provocative language or action toward officials, opponents, or spectators.
3. Publicly criticizing any game official, Conference personnel, another institution or its personnel.
4. Acts of unsportsmanlike conduct not specifically described herein.

Any person who engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program be subject to a public reprimand for the first offense, and to the suspension of the privilege of recruiting for one season for an additional offense.

D. Penalty Imposition and Appeal Procedures.

1. Whenever the Commissioner concludes that there has been a violation of this regulation, he/ shall impose the penalty prescribed above or, where he/she is given discretion as to penalty, he/she shall impose a penalty which he/she deems appropriate.
2. Whenever the Commissioner decides to impose a penalty, he/she shall first give notice of the decision to the individual and the institution involved.
3. In the event that the individual or the institution feels that the penalty is inappropriate because the violation did not occur or because the penalty is excessive, there shall be the right to appeal the matter to a Compliance Committee. The appeal may be taken by giving the Commissioner notice within five (5) days of receipt of notice of the penalty imposed by him/her.
4. The Compliance Committee shall be appointed by the Conference president from among the institutional representatives whose institutions are not involved in the complaint. The Committee shall conduct a prompt hearing, giving the individual or institution opportunity to be heard. The Committee may reaffirm, set aside, or increase the penalty as is deemed appropriate, giving the individual or institution written notice of its decision and its reasons.
5. The penalty imposed by the Commissioner shall be stayed pending the decision by the Compliance Committee. No public announcement of the penalty shall be made until the individual or institution fails to give notice of the desire to appeal within the five-day period.
6. Nothing herein shall prevent the Commissioner from taking appropriate interim action.
7. Whenever a penalty of suspension is imposed at or near the end of a season of competition, the penalty may be carried over into the next season of competition.
8. Definition of terms used in this bylaw.
 - Suspension in the case of a player means that the player cannot participate in the designated number of contests but may practice.
 - In the case of a coach, suspension means that the coach cannot be present in the playing arena for the designated number of contests but may conduct practice sessions.

NCAA Guidelines

- A. In addition to the expectations of the University, the NCAA has specific guidelines for unethical conduct. You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play [NCAA Bylaw 10.01.1]. NCAA in Bylaw 14.01.3.3 states that a prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:
 1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution;
 2. Fraudulence in connection with entrance or placement examinations;
 3. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
 4. Dishonesty in evading or violating NCAA regulations;
 5. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to possible violation of NCAA regulations;
 6. Knowledge and/or involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
 7. Knowledge and/or involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
 8. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor;
 9. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

10. Soliciting a bet on any intercollegiate or professional team;
11. Accepting a bet on any team representing the institution; or
12. Participating in any gambling activity that involves intercollegiate athletics and professional sporting events, through sports wagering, a bookmaker, a parlay card or any other method employed by organized gambling [Bylaw 10.3].

Dominican Student Code of Conduct

Excerpts taken from the Dominican University of California Student Handbook:

DOMINICAN UNIVERSITY OF CALIFORNIA PROCEDURES

STUDENT CODE OF CONDUCT

Implicit in his or her enrollment is the student's agreement to abide by the Student Code of Conduct and to accept its sanctions. Dominican University of California, by reason of its religious and humanistic commitment, expects of its students, both on campus and elsewhere, behavior commensurate with its commitment. In general, this entails:

1. Respect for the rights and dignity of all persons;
2. Respect for the academic goals and processes of the University;
3. Respect for property, public and private;
4. Respect for civil law; and
5. Respect for the University's religious heritage, character, and ecumenical spirit.

Violations of the Student Code of Conduct

No handbook could cover all possible violations of the student code of conduct. The following is a list of examples of violations of University policies, procedures, and rules that will lead to disciplinary action:

- Violation of laws, including federal, state, or local ordinances or regulations;
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, on the Dominican campus or at an off-campus University sponsored event;
- Theft, unauthorized possession, damage, vandalism, defacement, or misuse of University property or property of any person while he/she is on campus or at a University -sponsored event;
- Hazing;
- Behavior, physical/verbal/psychological, which threatens the health, safety, welfare and/or dignity of any person on the Dominican campus or at an off-campus University sponsored event, or which interferes with an event;
- The sale, or manufacture, or possession of weapons, including firearms, explosives, or dangerous combustible materials on University property;
- The sale, manufacture, or possession/maintenance of toxic or poisonous substances on University property;
- Sexual activity that is unwanted (See Sexual Harassment and Assault Policy);
- Actions that prevent the University staff, including faculty, resident advisors, and work-study students from discharging their duties;
- Engaging in lewd, indecent, or obscene behavior on campus property or at University functions;
- Interference with campus security personnel;
- Violation of Alcohol and Drug Policy;
- Falsifying information to University authorities, including the knowing misrepresentation of the facts in response to a University investigation, the presentation of "fake" ID cards, forgery, and altering records;
- Interfering with the appropriate free speech of Dominican University personnel, other students, invited guests, and others on campus;
- Reckless driving, speeding, or disobeying traffic signs on campus;
- Misuse of the University's phone and/or technology systems (e.g., sending abusive or pornographic matter via campus email, or similar);
- Unauthorized entry to or use of University property, including the University name, address, or seal;
- Violations of published policies or procedures of the University, as found in various handbooks and memoranda of University policies and procedures distributed periodically by administrative offices. (It is the responsibility of each student to know the policies and procedures of the University which pertain to him/her);

Abuse of the Judicial System

Any action or failure to act which abuses the integrity of the University judicial system constitutes a violation of the Student

Code of Conduct, including the following:

- Failure to obey the summons of a judicial body or University official.
- Falsification, distortion, or misrepresentation of information before a judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Institution of a judicial proceeding knowingly without cause.
- Impeding an individual's participation in, or use of, the judicial system.
- Influencing or attempting to influence the impartiality of a member of a judicial body.
- Influencing or attempting to influence another person to abuse the judicial system.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

Responding to Violations of the Student Code of Conduct

Violations of the Student Code of Conduct should immediately be reported to the Dean of Students, who will conduct an initial inquiry or will direct the complainant to the appropriate office. The University will investigate all violations and will take disciplinary action that is appropriate to the type and severity of the violation, as well as considering the existence and disposition of any previous violations. The University may send cases to the Student Conduct Board for review.

Because faculty members are acting as agents of the University in fulfilling their teaching and advising responsibilities, in cases where a student's inappropriate behavior adversely affects a faculty member in the performance of his/her Dues, that faculty member will be consulted by the administration in determining the disciplinary action that is most appropriate.

It is the responsibility of each member of the University community to inform his/her guests on campus or at campus events of the social standards in place at Dominican University of California. Students are responsible for the behavior of their guests.

Sexual Misconduct

Sexual Harassment and Assault Policy:

For complete and detailed information regarding this policy, please visit the online Student Life webpage at <http://www.dominican.edu/Dominican/about/current/studentlife.1.html>. In any instance of alleged sexual harassment or assault, this policy and its definitions, standards and procedures take precedence over any other University policy.

SECTION IV:

AMATEURISM

I. Eligibility

A student-athlete must retain amateur status to remain eligible for intercollegiate competition in a particular sport [Bylaw 12.1.1]. You are not eligible for participation in a sport if you:

- A. Subsequent to initial full-time collegiate enrollment, used your athletics skill (directly or indirectly) for pay in any form in that sport;
- B. Subsequent to initial full-time collegiate enrollment, accepted a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- C. Subsequent to initial full-time collegiate enrollment, signed a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;

- D. Subsequent to initial full-time collegiate enrollment, received, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules;
- E. Subsequent to initial full-time collegiate enrollment; competed on any professional athletics team [per Bylaw 12.02.4], even if no pay or remuneration for expenses was received;
- F. Subsequent to initial full-time collegiate enrollment, entered into a professional draft or an agreement with an agent or other entity to negotiate a professional contract;
- G. Accept money, transportation or other benefits from an agent or agree to have an agent market your athletics ability or reputation in that sport [Bylaw 12.3.1.2];
- H. If, since becoming a student-athlete, you have accepted any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service [Bylaw 12.5.2.1]; and
- I. Were paid for work you did not perform, 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 12.4.1].

II. Road Racing

Road racing is essentially the same as cross country competition, therefore, subsequent to initial full-time collegiate enrollment, a student-athlete who accepts pay in any form for participation in such a race is ineligible for intercollegiate cross country competition.

III. Gambling and Sports Wagering

The NCAA defines “sports wagering” as follows:

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. 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.
(NCAA Bylaw 10.02.1)

Student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition (NCAA Bylaw 10.3)

SECTION V:

ELIGIBILITY

The goal of the University is to have each student-athlete pursue and obtain an academic degree. As a student-athlete, you have the responsibilities of attending class on a regular basis, of completing all classroom assignments, and of conducting yourself in all academic matters in ways that are consistent with acceptable classroom performance. You are required to meet all University academic requirements as well as eligibility rules of the University, Conference, and NCAA. Although the University monitors academic progress and eligibility, it is your responsibility to insure that applicable requirements are being met. If you have questions, you should consult with your coach or the Faculty Athletics Representative.

I. NCAA and University Academic Requirements

You must meet minimum academic requirements to be eligible to receive financial aid, practice and/or compete. Important academic requirements include the following:

A. Full-time Status

You must be admitted as a regular student seeking a degree according to the published University entrance requirements and be registered for at least 12 semester hours except for waiver provisions in the NCAA Constitution and Bylaws. You will become immediately ineligible for practice and competition if you drop below the minimum twelve-hour academic requirement at any time.

B. Initial Eligibility

A student-athlete who enrolls in a Division II institution as an entering freshman with no previous full-time college attendance must meet the academic requirements as certified by the NCAA Eligibility Center. Upon certification, the student-athlete will be deemed a qualifier, partial qualifier or a nonqualifier.

A qualifier is a student who has met **all** of the following requirements (bylaw 14.02.9.1):

1. Graduate from high school;
2. Presents a minimum cumulative GPA of 2.000 in a successfully completed core curriculum of at least 14 academic courses
3. A minimum combined score on the SAT verbal/critical reasoning and math sections of 820 or minimum sum score of 68 on the ACT

As a qualifier, you are permitted to receive financial aid based on athletic ability, practice and compete During your first academic year in residence.

A partial qualifier is a student who does not meet the requirements for a qualifier but who, at the time of graduation from high school, presents **one** of the following academic requirements [Bylaw 14.3.2.1]:

1. Presents a minimum cumulative GPA of 2.000 in a successfully completed core curriculum of at least 14 academic courses
2. A minimum combined score on the SAT verbal/critical reasoning and math sections of 820 or minimum sum score of 68 on the ACT

As a partial qualifier, you are permitted to receive financial aid based on athletic ability and practice but cannot compete During your first academic year in residence.

A non-qualifier is a student who has not graduated from high school or presented neither the core-curriculum grade-point average and required SAT/ACT score. As a non-qualifier, you are not eligible to receive financial aid based upon athletic ability, compete nor practice During your first year in residence. However you are eligibility to receive financial aid not based on athletic ability.

C.Continuing Eligibility and Progress-Toward-Degree Requirements

If you have transferred to your current institution midyear, or you have completed one academic year in residence at your current institution, your academic record shall determine your eligibility in existence at the beginning of the fall term of the regular academic year. To be eligible to represent an institution in intercollegiate athletic competition, you must maintain progress toward a baccalaureate or equivalent degree at Dominican as determined by the Registrar’s office. The following chart provides a summary of the Division II Progress-Toward-Degree requirements:

| Entering 2 nd Year of Collegiate Enrollment (Sophomore) | Entering 3 rd Year of Collegiate Enrollment (Junior) | Entering 4 th Year of Collegiate Enrollment (Senior) | Entering 5 th Year of Collegiate Enrollment (Senior) |
|--|---|---|---|
| Pass 6 credits per fulltime term | Pass 6 credits per fulltime term | Pass 6 credits per fulltime term | Pass 6 credits per fulltime term |
| Complete 24 credits per year (including summer) | Complete 24 credits per year | Complete 24 credits per year | Complete 24 credits per year |
| Complete 18 credits During fall and spring | Complete 18 credits During fall and spring | Complete 18 credits During fall and spring | Complete 18 credits During fall and spring |

| | | | |
|---|---|---|---|
| Earn a total of 24 credits with a 2.00 GPA every semester and overall | Earn a total of 48 credits with a 2.00 GPA every semester and overall | Earn a total of 72 credits with a 2.00 GPA every semester and overall | Earn a total of 96 credits with a 2.00 GPA every semester and overall |
| | Declare a major | | |

1. A student-athlete who changes his or her designated degree program may comply with the progress-toward-degree requirements if:
 - a) The change in programs is documented appropriately by the institution's academic authorities;
 - b) The credits earned before the change are acceptable toward a degree previously sought; and
 - c) The credits earned from the time of the change are acceptable toward the new desired degree; and
 - d) A student-athlete who has designated a specific degree program with an identified major may not use a course to fulfill the credit-hour requirement for meeting progress toward degree even if the course fulfills an elective component of the student-athlete's degree program, if the student ultimately must repeat the course to fulfill the requirements of the student's major. (bylaw 14.4.3.1.6)

2. Be in good academic standing according to the standards of the University:
 - a) All intercollegiate varsity teams are committed to following all eligibility rules as prescribed for NCAA events. The NCAA constitution states that to be eligible a student-athlete "must be in good academic standing" and "must maintain satisfactory progress toward a baccalaureate degree as prescribed by the regulations of the NCAA and the member institution." In addition to the NCAA rules, satisfactory progress is interpreted at Dominican University of California to mean:
 - 1) That the student-athlete is enrolled for at least 12 hours in a degree program, and
 - 2) The student-athlete must designate a specific program of studies (major) by the beginning of the fifth semester of collegiate enrollment, and
 - 3) The student-athlete has accumulated at least 24 hours of acceptable credit each year prior to the beginning of the fall semester (summer terms will not be considered a semester of enrollment), and
 - 4) Has a cumulative GPA and most recent semester GPA of 2.0 or better

II. Seasons of Competition

- A. You are not eligible to participate in more than four seasons of intercollegiate competition, except for extensions that have been approved by the NCAA.
- B. A student-athlete shall complete his or her seasons of participation During the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution [Bylaw 14.2.2]

III. Outside Competition Rules and Regulations

- A. Outside Competition, Sports other than basketball (bylaw 14.7.1)

You will not be eligible in your sport if, after enrollment, you compete or have competed as a member of any outside team in any non collegiate, amateur competition (i.e. tournament play, exhibition games, or other activity).

- B. Outside Competition, Basketball (bylaw 14.7.2)

You will not be eligible in basketball if, after enrollment, you participate in any organized basketball competition except while representing Dominican. It is permissible for you to participate in outside basketball competition During the summer. Please check with the Compliance Officer prior to competition.

IV. Transfer Students (incoming)

- A. You are a transfer student if:

The registrar or admissions officer from your former college certified that you were officially registered and enrolled at that college in any term in a minimum full-time load and you were present on the opening day of classes, or the director of athletics from your former college certified that you reported for the regular squad practice that any staff member of the athletics department of your former college announced before the beginning of any term [Bylaw 14.5.2].

- B. If you are a transfer student-athlete 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 14.8.1.2.

- C. If you are a transfer student from a two-year institution, you are not eligible During your first academic year in residence unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or one of the exceptions specified in Bylaw 14.5.4.4.

V. Transfer Policies (outgoing)

Bylaw 13.1.1.2, Four-Year College Prospective Student-Athletes states that an athletics staff member or other representative of the institution's athletics interests shall not make contact with a student-athlete of an NCAA or NAIA institution, directly or indirectly without first obtaining written permission from the first institution's director of athletics.

In accordance with NCAA legislation, Dominican University of California considers each transfer request on a case-by-case basis. A student-athlete's request for contact may be approved or denied based upon the following situations:

- A. Requests for contact for transfer exception may be denied:

1. To any PacWest institution, or any other institution whom Dominican regularly competes;
2. If the request is received late in the academic year or During the summer, resulting in a situation, which creates a recruiting disadvantage for Dominican;
3. To scholarship student-athletes who have been found to be deficient in fulfilling athletic related obligations; and
4. To student athletes During the departure of the coach(es) of your sport and the arrival of the new coach(es) within your sport.

Extenuating circumstances, which justify the need to transfer, may result in the athletics department granting exceptions to the above policies.

Dominican athletics considers the welfare of the student-athlete and the athletic program in all decisions. The Athletic Department believes a quality student-athlete experience also includes understanding the meaning and value of commitment and responsibility.

VI. Transfer Denials and Appeals

Dominican may either approve or deny your request to permit another institution to contact you. If your request is denied, Dominican will inform you in writing, within 14 consecutive calendar days of receipt of your request and you may request an appeal. The appeal must be submitted in writing by the student-athlete to the Director of Athletics within 2 weeks after date of notification. A hearing will be conducted by a committee outside of the athletic department within 30 consecutive calendar days of receiving your request for a hearing. The committee may consult the Director of Athletics, Senior Woman Administrator, and/or coach for additional

information. The decision of the committee will be rendered in a timely fashion and the decision reached by the committee is final.

SECTION VI:

Financial Aid

I. Definition and Maximum Value

- A. You are not eligible if you receive financial aid other than the financial aid that Dominican distributes. However, it is permissible to receive:
 - 1. Money from anyone upon 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 that has been awarded to you by an established and continuing program to aid students, of which athletics participation shall not be the major criterion;
 - 4. Financial aid that has been awarded to you by an established and continuing program for recognition of outstanding high-school graduates, of which athletics participation may be a major criterion [Bylaw 15.01.3].
- B. Institutional financial aid includes scholarships, grants, loans, tuition waivers, employee dependent tuition benefits, on-campus employment (including work-study), in the athletics department, on-campus employment outside the athletics department or off-campus employment for which the athletics interests of the institution intercede on behalf of the student-athlete [Bylaw 15.02.4.1].
- C. 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 upon whom you are naturally or legally dependent.
- D. Employment earnings of a student-athlete who has exhausted eligibility in a particular sport shall be exempt provided the student-athlete subsequently does not practice or compete in intercollegiate athletics.

II. Student-Athlete Employment

All employment during the academic year **MUST** be reported to the Compliance Coordinator. All employment during the academic year and summer must adhere to NCAA regulations. Discuss any employment opportunities with your coach. **PRIOR** to employment, NCAA regulations require a signed written statement by the student-athlete and employer, failure to do so is an NCAA violation. The statement will be kept on file in the athletics department.

- A. Compensation which may be paid to a student-athlete:
 - 1. Only for work actually performed, and

2. At a rate commensurate with the going rate in that locality for similar services [Bylaw 12.4.1- (a), (b)].
- B. Compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, and fame or personal following that he or she has obtained because of athletics ability [Bylaw 12.4.1].
- C. An employer other than the student-athlete's institution may employ a student-athlete on a commission basis only if:
1. The cost of any preliminary training program for such employees is borne by the student-athlete;
 2. The personnel so employed consist of both student-athletes and non-athletes;
 3. The employment of student-athletes does not result in the company's use of athletics reputations of such individuals to promote the sale of the company's products; and
 4. The company is able to document that employees who are non-athletes receive earnings from sales commissions at a rate generally equivalent to the commission rates realized by the student-athletes employed by the company.
- D. An individual may NOT receive "broken-time" payments except as authorized and administered by the United States Olympic Committee during the period immediately preceding and including actual Olympic competition [Bylaw 12.4.2.1].
- E. A student-athlete may not be employed to sell equipment related to the student-athlete's sport if his or her name, picture or athletics reputation is used to advertise or promote the product, the job or the employer.
- F. A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation. Out-of-season playing and practice limitations may restrict the number of players from the same institution who may be employed in that institution's camp [Bylaw 12.4.3].

III. Extra Benefits

- A. Definition of an extra benefit: An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by a student-athlete or their relatives or friends

is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability. [Bylaw 16.02.3]

- B. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation or an improper award of expense allowance in conjunction with competition that involves the use of overall athletics skill, the individual is ineligible in all sports [Bylaw 16.01.1].

- C. Non-permissible awards or benefits include, but are not limited to;
 - 1. Cash or equivalent;
 - 2. Gift certificates;
 - 3. Country club or sports-club memberships;
 - 4. Use of vehicles or transportation provided for personal use or non-athletic related business;
 - 5. Use of long distance telephone lines for non-course required issues;
 - 6. Free typing or clerical services;
 - 7. Gifts of clothing, equipment or jewelry;
 - 8. Receipt of loans on deferred pay back or those not intended to be collected;
 - 9. Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
 - 10. Use of golf courses for no fee.

IV. Dominican Financial Aid

- A. What is Financial Aid?

Financial aid can help pay for tuition and fees, books and supplies and living expenses. Financial aid provides choice, access and persistence. Choice means students can choose to pursue a college education without first looking at the price tag. Access means students will be able to pay costs of getting into college. Persistence means students will be able to stay in college long enough to complete their educational objectives.

- B. Who can apply?

You can apply for financial aid if you're a U.S. citizen or eligible non-citizen and are admitted or plan to be admitted to the university. Although students holding a F-1 or J-1 visa are not eligible to apply for federal or state financial assistance, they may apply for Dominican scholarships and some work programs. Clarifications about student eligibility based on citizenship and residency can be obtained at the Financial Aid Office.

C. Who receives financial aid?

Most full-time Dominican students receive some type of financial aid. Even though students enrolled part-time can receive some type of financial aid, the major programs require full-time enrollment. Full-time enrollment for undergraduate students is 12 or more units each semester; full time for graduate students is 9 or more units each semester.

To receive any financial aid, you must:

1. Be admitted by the Office of Admissions.
2. Be enrolled in a program leading to a degree.
3. Be making satisfactory academic progress toward your educational goal.
4. Submit an application to the proper agency administering the financial aid programs.

D. Where is the Financial Aid Office located?

The Financial Aid Office is located in Bertrand Hall. Office hours are from 9 a.m. to 6 p.m. Monday through Thursday and 10 a.m. to 5 p.m. on Fridays. The telephone number is 415-257-1350 and the fax number is 415-485-3294.

E. How do students apply?

Complete: Free Application for Federal Student Aid (FAFSA), Dominican Financial Aid Application. You may be required to submit other documents before aid is received. The forms needed to apply for federal, state and Dominican financial aid programs are available at the Financial Aid Office at Dominican or on the Dominican website.

Apply for: Throughout the school year you may apply for the federal Pell Grants, federal Supplemental Grants, federal loans, federal work study, various Dominican scholarships, and federal loan disbursement.

F. How is eligibility determined?

Submitting a completed application, along with necessary documents, begins the process of determining who will get federal aid. An analysis of your ability to pay is compared with Dominican's standard expense budget. If the amount of money available is less than total college expenses, you have a financial need and are eligible for aid.

G. Remaining Eligible

To receive financial aid, you must be "in good standing" (undergraduates must earn a cumulative GPA of 2.0 or higher to be in good standing), you must complete at least 12 credits each semester if attending full time.

Graduate students must earn a cumulative GPA of 3.0 or higher.

Aid will be suspended if you fail to complete the required credits with the minimum GPA or exceed the maximum number of semesters. Any student whose aid has been suspended may appeal that decision. A written appeal that states the reasons for the failure to maintain satisfactory progress standards and the steps taken to meet those standards in the future is required. Appeals should be directed to the appeal committee, which will determine if the satisfactory progress requirements will be waived. The satisfactory academic progress requirements are subject to change due to changes in federal or state law and institutional policy. A complete description of the satisfactory progress requirements is available at the Financial Aid Office.

H. Payment to the student

Tuition, fees and all other amounts due to Dominican at the time of disbursement must be paid before the proceeds of your financial aid are released. Disbursement is usually in equal amounts (one-half of the total award) at the beginning of each semester. All financial aid checks are mailed to the student from the business office. Proper identification with photograph must be presented before checks will be released.

Proceeds of any financial aid will be used to pay any outstanding amount due the university on a payment plan and all other amounts due when the financial aid is disbursed to you, regardless of the payment plan due dates. You should allow at least five days for processing after the financial aid notice is signed and returned before inquiring about your check.

According to the Tax Reform Act of 1986, all scholarships and federal financial aid grants are counted as taxable income to the extent these awards, either individually or together, exceed the cost of tuition and related expenses. It is your responsibility to report all such aid on your tax return.

If you receive federal financial aid and totally withdraw from classes during a semester, you may be responsible for repayment of a portion of the federal financial aid received for that semester. The amount to be repaid is based on the number of class days in attendance before withdraw compared to the total days in the semester and the amount of federal aid received. If you are entitled to a refund of tuition and fees charges, all or part of the refund may be returned to the federal financial aid programs. The amount of a refund, repayment or return of federal financial aid is based on the U.S. Department of Education regulations concerning return of federal financial aid. Any refund or repayment

calculation exceeding the amount of the refund that was determined by university policy will be charged to the student. Financial aid recipients are strongly encouraged to confirm the amount of any personal liability before processing a total withdrawal from classes.

I. **Rights and responsibilities of accepting financial aid**

As a financial aid recipient at Dominican, you have the right to:

1. Know what financial programs are available to you.
2. Know how to apply, how eligibility is determined and what terms and conditions are related to your aid.
3. Know how the university determines whether you are making satisfactory academic progress toward your degree and what happens if you are not.
4. Request an explanation of your financial aid package, including what portion is gift and what portion must be repaid and the terms of repayment.
5. Know the costs of attending Dominican and the refund policy for students who withdraw.
6. To receive financial aid at Dominican, you must:
7. Complete all financial aid forms accurately and file them on time.
8. Apply every year because financial aid is not automatically extended from year to year.
9. Provide correct information on all applications and documents submitted.
10. Read and understand all documents you sign. You should also keep copies of them for your records.
11. Know the limits and conditions of financial aid programs.
12. Notify the Financial Aid Office of any change of address, name, marital status, attendance status or receipt of additional awards.

J. **Financial Aid Suspension:** Financial aid suspension will result from **failure to:**

1. Complete the minimum number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.0 for undergraduates and 3.0 for graduates.
3. Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirements, **MUST** attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility. *Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.*

Reinstatement:

1. **Appeals:** A student whose non-athletically related financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the “Forms” section on the campus web page. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status

within the probation semester will result in the suspension of future financial aid. *Consult the Financial Aid Office for specific information on the appeal process.*

2. **Makeup:** A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) during a subsequent term, at the student's expense. A student must complete the number of credits for which s/he received aid and must earn the required cumulative GPA. This process may take no more than two consecutive semesters. It is the student's responsibility to notify the Financial Aid Office when makeup is complete.

For more information, contact:

Financial Aid Office
Dominican University of California
50 Acacia Ave
San Rafael, CA 94901
(415) 257-1350 Voice
(415) 485-3294 Fax
finaid@dominican.edu

V. Terms and duration of Athletics Scholarship

Dominican University of California's Athletics Grant-in-Aid Agreement (Coaches Award) defines the terms and duration of an athletic scholarship and the mutual responsibilities of the Dominican and the student-athlete. NCAA rules prohibit awarding aid in excess of one academic year per award. Every scholarship student-athlete must sign and return a GIA each year. A student-athlete assumes responsibilities to Dominican and to the particular sport for which the aid is granted upon signing the GIA.

VI. Criteria for Reduction or Cancellation of Athletics Scholarship

- A. Institutional financial aid based in any degree on athletics ability may be reduced or cancelled during the period of the award if the recipient:
 1. Renders himself or herself ineligible for intercollegiate competition; or
 2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
 3. Engages in serious misconduct warranting substantial disciplinary penalty; or
 4. Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled [Bylaw 15.3.4.1].

B. Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:

1. On the basis of a student's athletics ability, performance or contribution to a team's success; or
2. Because of an injury that prevents the student from participating in athletics; or
3. For any other athletics reason.

VII. Renewals and Non-renewals

A. A continuing student-athlete who received an athletics scholarship the previous year and who is eligible for financial aid must be issued a renewal Athletics Grant-in-Aid Award or written notification of non-renewal or reduction on or before July 1.

B. In the event of a non-renewal or reduction of aid, the student-athlete, upon request, has the opportunity to appeal as described in the University Financial Aid Appeal Process.

VIII. Financial Aid Appeal Process

POLICY ON STUDENT NCAA FINANCIAL AID APPEALS

POLICY

A student who wishes to appeal any decisions related to his/her financial aid shall submit a written request that includes:

- The student's name, student ID number, year in school, and sport.
- Current contact information (address, email, phone number)
- State your case for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case.
- Copies of any relevant documents (e.g., letter regarding initial award of athletics grant).

The student should submit these materials to the Financial Aid Office within 2 weeks after the student receives notification that the aid is either being cancelled, reduced or not renewed. The student may request an in-person hearing before the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will conduct a hearing and make a decision based on the findings at the hearing. The student will receive notification of the committee's decision in writing within two weeks after the hearing. The Financial Aid Appeals Committee's decision is final and no further appeal is considered.

COMMITTEE

The Financial Aid Appeals Committee consists of the Director of Financial Aid, Assistant Director of Financial Aid, and Financial Aid Associate.

PROCEDURES

The student must submit a request to the Financial Aid Office for a hearing before the Financial Aid Appeals Committee. A hearing will be scheduled, and the student-athlete and all involved parties such as, the coach and the Director of Athletics are notified of the time and place. Each individual will present arguments to the Financial Aid Appeals Committee. Within 14 days, the Financial Aid Appeals Committee reaches a decision and sends it in writing to each party. The committee's decision is final.

One of two actions is taken:

- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is not approved.
- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is either a violation of the rules, regulations and institutional policies OR is questionable, the appeal is approved. The financial aid is then reinstated to the student as soon as possible.

In any case, the chair of the Financial Aid Appeals Committee will notify the student in writing within 2 weeks after completion of the hearing. If the student wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

SECTION VII:

PLAYING AND PRACTICE SEASONS

NCAA legislation requires each institution to monitor many aspects of each sport's playing and practice seasons. Following is a brief summary of this legislation.

- I. The following are considered Countable Athletically Related Activities [17.02.1.1]
 - A. A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week. [Bylaw 17.1.5.1].
 - B. Outside of the playing season, only a student-athlete's participation in the countable athletically related activities specified in NCAA Bylaws shall be permitted. Participation in such activities shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent on individual skill workouts [Bylaw 17.1.5.2].
 - C. Participation in individual skill-related instruction in sports other than football is permitted outside the institution's declared playing season, provided no more than four student-athletes from the same team are involved in skill-related instruction with their coaches at any one time in any [Bylaw 17.1.5.2.1].
 - D. Daily and weekly hour limitations do not apply to countable athletically related activities during:
 1. Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
 2. Institution's official vacation period(s); and
 3. The academic year between terms when classes are not in session [Bylaws 17.1.5.3.5 and 17.1.5.3.6].

II. Required Day Off During Playing Season

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason National Invitation Tournaments, and during participation in NCAA Championships [Bylaw 17.1.5.4].

SECTION VIII:

DRUG TESTING

I. NCAA Drug Testing

- A. Every Division II institution is subject to year-round drug testing. Division II institutions not sponsoring football will be selected **at least** once every two years.
- B. If Dominican is selected for year-round drug testing, the director of athletics, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24-hour notice. After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying student-athletes of their selection for drug testing and having them sign the NCAA Year-Round Drug-Testing Notification Form. Student-athletes must be notified in person or via direct.
- C. Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in Bylaw 31.2.3.1.
- D. If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.1 and you test positive (consistent with NCAA drug-testing protocol), you will be **ineligible** for further participation in regular-season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. Dominican may appeal to the NCAA Eligibility Committee for restoration of your eligibility if circumstances warrant restoration.
- E. A student-athlete who tests positive shall be charged with a loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition.
- F. If a student-athlete tests positive a second time for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3.1, he or she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- G. An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports,

the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete tests negative and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

H. The list of NCAA banned drugs is subject to change and Dominican and the student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA web site (www.ncaa.org), and a copy is provided to you at this meeting and is posted in the Training Room.

II. Non-NCAA Athletics Organization Positive Drug Test – All Sports:

If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.1.

If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.

The director of athletics must notify in writing the NCAA's director of sports sciences regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while eligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the NCAA Executive Committee) and request that the Academic/Eligibility/Compliance Cabinet restore eligibility.

III. Alcohol and other Drug Policy

The goal of the Dominican athletic department's alcohol and other drug policy (AOD) is to ensure the student-athletes practice and compete to the best of their ability free of the influence of drugs. Three objectives accompany this goal:

- A. Contribute to the education of the student-athlete regarding the abuse of AOD by participating in and encouraging student-athlete participation in campus-wide substance abuse prevention programs.
- B. Aid student-athletes in finding medical assistance and counseling for AOD related problems.

- C. Facilitate compliance with NCAA regulations concerning substance abuse.

IV. Procedures

- A. Consent

- 1. Each student-athlete shall sign the NCAA Drug Testing Consent Form signifying they are aware they may be drug tested at NCAA championships.

- B. Individual Testing Upon Reasonable Suspicion

- 1. The Dominican athletic department reserves the right to conduct drug testing on any student-athlete if a member of the athletic department has reasonable suspicion that a particular student-athlete is using, or in the case of anabolic steroids, has used any substances in violation of this policy. A positive test result will be considered a violation of this policy and may subject the violator to the consequences discussed below.

- C. Violations*

- 1. A positive test for any banned NCAA substance such as over-the-counter supplements like ephedrine, androstenedione and androstenediol, un-prescribed prescription, (all prescriptions should be checked against the banned list, check with your athletic trainer or physician) mind altering or performance enhancing substances or the illegal use of alcohol.

***Refer to Dominican Department of Athletics “Drug and Alcohol Policy” for Violations. Posted online.**

- D. Appeals*

The student-athlete shall have three business days after notification of a positive drug test to file a request in writing to the Director of Athletics for a hearing to appeal the test finding.

***Refer to Dominican Department of Athletics “Drug and Alcohol Policy” for Appeals process. Posted online.**

SECTION IX

Dominican Sports Medicine Policies

The following are excerpts from the Dominican Training Room Handbook. For a complete listing of all pertinent information regarding the Training Room and Medical Procedures, please reference the this document.

Training Room Policy:

The Dominican Training Room is located in room 101 in the Conlan Center. University Trainers and any additional medical personnel are located in the Training Room. Hours often vary from semester to semester based on when individual sports are in-season. If you need assistance call Head Athletic Trainer Jesse Mazza (415-257-1353) to set an appointment outside of regular team hours, all emergencies call 911.

Office Hours:

1. The athletic training room will attempt to maintain open office hours that best serve the largest number of student athletes.
2. The athletic training room will make every attempt to schedule open hours to cover the largest number of practice schedules possible.
3. Standard hours of operation outside of match/game days for the training room are as follows:
 - a. Monday through Thursday 1:30 p.m. until ½ hour after last team practice
 - b. Friday 1:30 p.m. to 6:30 p.m.
 - c. Saturday/Sunday Closed (**Game Schedule Applies**)
4. Evaluation and treatment may be scheduled at earlier times by appointment only.
5. Athletic training room hours will vary to reflect all home match/game schedules.
6. Head athletic trainer office hours are Monday Through Friday 10:00 a.m. to 12:30 p.m.
7. Each team should allow for athlete evaluations and treatment during scheduled practice times.
8. Athletic training hours and access to training room facilities during scheduled match/game times are restricted to those athletes competing in match/game. Please be aware that the training room is responsible for both home and visiting athletes.

Training Room Rules; (applies to all athletes)

In order to preserve as much of a sterile atmosphere as possible within the training room and the limited amount of space the following rules will be in effect.

1. **No backpacks** are allowed in the training room.
2. **No Cleats** shall be permitted in the training room at any time.
3. **No eating or drinking** is permitted in the training room
4. All athletes should shower prior to requesting any taping.
5. Athletes returning from any outside practice should attempt to remove as much loose soil as possible from clothing.
6. **All training room hand towels are to be used for training room and team bench only!**

7. **Chewing gum** is not permitted in the training room.

Due to the nature of this universities affiliation with the Dominican sisters and the Catholic Church the following will not be permitted or tolerated in the training room.

1. No Foul or abusive language
2. No uniform changing or undressing with the exception of being required for an injury evaluation.
3. No remarks or statements that are considered derogatory/demeaning towards another individual.
4. No remarks/statements of a sexual nature directed at any member of the opposite or same sex.

General rules and guidelines for the training room.

1. Training room telephone may not be used by athletes to make calls off-campus, including all local calls.
2. No person other than training room staff is permitted to operate the radio.
3. Athletes are responsible for cleaning up any mess that they create.
 - a. No water or ice spills left behind.
 - b. No water cups or water bottles left on counters/tables
 - c. No trash left on treatment tables or floor
 - d. Replace all supplies and close all containers
4. No person other than training room staff is granted access or use of training room computer system.
5. No training or rehabilitation equipment shall be removed from the training room without clearance from the Head Athletic Trainer.
6. All water coolers/containers and water bottles must be checked out through the athletic training staff.
7. **All training room towels are for team benches only! Towels should not be used in order to clean shoes, clean blood or other spills.**

Injury Reporting

1. Each athlete and coach is responsible for reporting **all** injuries and illness to the training room.
2. **Due to legal and liability issues coaches are advised to refrain from evaluating, assessing or diagnosing any injury sustained during university sanctioned activities.**
3. All injuries and or illness must be reported according to university policy.
 - a. **Injuries must be reported to the training room within 24 hours**
 - b. Illness should be reported as soon as possible to the training room as well as the student health center.
 - c. Athletes that receive emergency medical treatment must report to the training room within 24 hours if possible (may be completed via e-mail or telephone).
 - d. **Coaches are responsible for ensuring that all injuries are reported according to university policy for away matches/games. Reporting must be in writing, and submitted to the training room.**
4. All injuries sustained during an away match/game are to be reported within 24 hours.
5. All verbal injury reports must be followed up in writing or via e-mail within 48 hours.
6. Injuries sustained during an away match/game should be verified with a written report from host team certified athletic trainer whenever possible.
 - a. All team medical kits will contain the proper form for injury reporting
7. Coaches are responsible for double checking that an injury has been evaluated by the host team certified athletic trainer.

8. Coaches are responsible for notifying the head athletic trainer as soon as possible regarding all injuries referred to any emergency facility for treatment.
9. Coaches should adhere to the following guidelines for injury management.
 - a. Coach should determine the suspected seriousness of injury by visual evaluation.
 - b. In an Emergency situation a coach should:**
 1. Follow emergency first aid guidelines:
 1. Stabilize and calm injured athlete.
 2. Summon assistance from the athletic training room.
 3. Activate EMS according to Emergency Action Plan (EAP) if required (appendix "A")
 - c. Coach **should not** attempt to evaluate injury in order to return athlete to participation with the exception of minor injuries (scrapes, small cut, and mild bruise).
 - d. There are no exceptions to "c" regardless of a coaches training or background unless licensed as a medical doctor (M.D.)
 - e. Coach should exercise good judgment and a conservative approach when asking if an athlete "feels okay."
 - f. Injured athlete should report to athletic training room as soon as possible.
 - g. Injured athlete should be held out for remainder of practice/training until evaluated by head athletic trainer or appropriate medical personnel.
 - h. Athlete should be referred to urgent care or emergency room if required or if any injury is suspect as to severity and training room staff is not available.
 - i. All head/spine traumas should be referred to the E.R. without exception if athletic training staff is off campus.
 1. Coaches should error on the side of caution and activate EMS with no exceptions.
 2. **All athletes with a suspected head or spine injury should not under any circumstances be transported by a coach, teammate, roommate, parent/guardian or any other individual regardless of training or background.**
 3. All suspected head and spine trauma must be transported to E.R. via San Rafael fire department, **there are no exceptions.**
 - c. Coach **should not** attempt to evaluate injury in order to return athlete to participation with the exception of minor injuries (scrapes, small cut, and mild bruise).
 - d. There are no exceptions to "c" regardless of a coaches training or background unless licensed as a medical doctor (M.D.)
 - e. Coach should exercise good judgment and a conservative approach when asking if an athlete "feels okay."
 - f. Injured athlete should report to athletic training room as soon as possible.
 - g. Injured athlete should be held out for remainder of practice/training until evaluated by head athletic trainer or appropriate medical personnel.
 - h. Athlete should be referred to urgent care or emergency room if required or if any injury is suspect as to severity and training room staff is not available.
 - i. All head/spine traumas should be referred to the E.R. without exception if athletic training staff is off campus.
 1. Coaches should error on the side of caution and activate EMS with no exceptions.
 2. **All athletes with a suspected head or spine injury should not under any circumstances be transported by a coach, teammate, roommate, parent/guardian or any other individual regardless of training or background.**
 3. All suspected head and spine trauma must be transported to E.R. via San Rafael fire department, **there are no exceptions.**

Injury Reports

1. Written reports will be sent to each team's head coach from the training room 1 time per week during a team's season or as soon as possible following a game/match.
2. Training room injury reports will contain the following items:
 - j. Athletes name
 - k. Date of injury
 - l. Date of evaluation
 - m. Results of injury evaluation. i.e. athlete has a sprained ankle
 - n. Athlete Participation status
 - o. **Estimated return** to play/practice status.
 - p. Clearances required for return to play, i.e. team physician and head athletic trainer.
3. Athletes are responsible for verbal communication with coaching staff on his/her injury status.
4. All verbal communication by the training room with a team's coaching staff will be followed up in writing. **Only basic information will be released according to applicable federal laws.**
5. Athletes are responsible for completing all assigned rehabilitation exercises and follow up visits to training room and team physicians.
6. The training room will attempt to schedule team physician visits:
 - a. At the earliest possible time
 - b. Within the athletes time frame of availability whenever possible.
 - c. During an athlete's regularly scheduled practice time.

Injury Information

1. **All information regarding an athlete's health status is privileged and private.**
2. Coaches should not discuss any health related matters with anyone other than the athlete, head athletic trainer or parent/guardian if the athlete is under 18 years old.
3. At no time should a coach, athletics staff member or other associated university employee offer any medical information regarding an athlete's injury to any news media, coach, parent/guardian or university person with the following exceptions.
 - a. Coaches may release a play/no play list
 - b. Coaches may inform university officials that a player is out for a match/game or the season if it has been confirmed through the athletic training office.
4. Coaches **are not** permitted under any circumstance to attend physician visits
5. **Coaches Will Not** under any circumstances make contact with or carry on discussions with a treating physician regarding an athlete's injury. Medical information is privileged and protected by federal HIPPA laws.
6. **All persons** failing to adhere to items 1 through 5 above will be in violation of federal HIPPA laws and subject to federal prosecution as an individual. Violations **will be** reported to the appropriate administrators as well as government officials.
7. **At no time** will Dominican University of California or the office of athletic training give permission to any coach or university employee permission to deviate from items 1 – 4.
8. All requests for medical information should be directed to the head athletic trainer.

Physicals

Incoming Athletes

Item 1: Physical Examination

1. **All incoming athletes are required to complete a health history questionnaire and physical examination.** (appendix "F")
2. According to university policy each incoming freshman/transfer student must complete a musculoskeletal/heart-lung examination.
 - a. All physical examinations are to be performed by the designated team orthopedic surgeon's office or other designated health care provider.
 - b. **No exceptions** will be made for this examination process.
3. Each head coach will be notified of date and time for each scheduled group examination.
4. It will be the responsibility of each head coach to inform all athletes of the date and time for examination.
5. A single fall date will be selected by the athletic training office for completion of physical exam.
6. Exceptions will only be made for athletes enrolling for spring semester and walk-ons
7. **All incoming freshman/transfer students are ineligible for participation in any conditioning, practice or play until examination and health history questionnaire are complete.**
8. **Failure to complete requirements by due date may result in disqualification to participate in athletics for the current season.**
9. **Disqualified athletes may appeal decision through the director of athletics and the university VP/Provost.**
10. Exceptions and special arrangements for completion of this exam will be made after consideration of circumstances.
11. The head athletic trainer and team physician request that all coaches refrain from requesting special consideration or date/time changes for completion of the physical exam.
12. The training room will make every effort to schedule examination dates and times to allow for all incoming students to be present. Time and date will be determined by team physician and head athletic trainer.
13. Examinations will be scheduled with sufficient time to allow for the uninterrupted start of preseason practice/conditioning.
14. Failure to notify the training room in advance regarding the need for a physical examination of an incoming athlete by the coach or athlete will not justify a special consideration request.
15. All athletes granted an appointment outside of scheduled physical examination date will complete the examination according to physician availability.
 - a. Athletes **will not** be given special consideration regardless of position on team or time of season.
 - b. Coaches and athletes **may not** contact physician's office to bargain or persuade the physician for earlier appointments.
 - c. Every effort will be made by the office of athletic training to obtain the earliest possible appointment.

Returning Athlete

1. Each returning athlete **will be** required to submit to a musculoskeletal examination prior to participation in any university sanctioned activity.
2. Returning athletes **will be** required to have clearance from head athletic trainer for any previously diagnosed injury prior to participation in any university sanctioned athletic activity.
3. Returning athlete must complete a fitness evaluation during the first week of pre-season training.
4. **Each returning athlete is required to complete a health history questionnaire prior to participation in any practice, match, game or conditioning program.** (Appendix "F")

5. **Each athlete that will be returning in the following year must complete an end of year physical exam** (exit exam)

Qualification to Play

1. Each athlete **will be** considered medically “Qualified to Play” after all requirements outlined in sections 3.01 and 3.02 have been met.
2. No athlete will be considered “Qualified to play” after sustaining an injury unless released by any currently treating physician in writing and by the head athletic trainer.
3. **Release from any treating physician must be on physician’s letterhead with signature.** Prescription pad notes will not be accepted.
4. No athlete will be considered “Qualified to Play” if not cleared by the head athletic trainer.
5. **All** athletes **must** complete a preseason computer concussion assessment.
6. **All** athletes **must sign** a drug testing agreement for random drug testing during their season of play.
7. **Any and all** athletes that fail any drug test **will be penalized** according to NCAA and Dominican University of California guidelines with no exceptions and without coaching consent or changes.

Medical Expenses

Insurance

Incoming Student Athlete:

1. All student/athletes are required to have a valid and current primary insurance carrier for medical coverage.
 - a. Primary insurance is coverage paid for by parent/guardian or student.
 - b. Primary insurance must cover medical services.
2. According to university policy all student athletes who fail to show primary insurance coverage are required to purchase coverage through tuition addition.
3. All athletes must submit proof of insurance coverage to athletic training office.
4. All athletes are required to submit a photocopy of a current insurance card.
5. Any athlete that fails to notify athletic training room of changes, lapses or cancellation of primary insurance coverage will be disqualified from participation.
6. Athlete will not be re-instated until written proof from an insurance carrier is provided.
7. Any injury that occurs during the time period of a lapse in coverage **will not** be covered by secondary insurance.
8. Each legally enrolled and qualified athlete is covered by the university with secondary insurance.
9. Secondary insurance coverage pays for all expenses remaining after primary insurer has paid for services rendered.
10. Each athlete is covered by tertiary insurance that is classified as catastrophic and is required by the NAIA.
11. Tertiary insurance covers all medical costs incurred that exceed maximum allowed through secondary insurance coverage.

12. No athlete may participate in any athletics for Dominican University of California without proper and current medical insurance.

- a. Athlete may not participate in tryouts (includes open gym).
 - b. Athlete cannot participate in pre-season conditioning.
 - c. Athlete cannot participate in pre-season match/game.
 - d. Athlete cannot participate in regular season practice/conditioning.
 - e. Athlete cannot participate in regular season match/game.
13. All insurance claims must be submitted to head athletic trainer.
14. Copies of all medical billing and insurance company “explanation of benefits” (EOB’s) must be submitted to head athletic trainer within 10 days of receipt.
15. All injured athletes must complete required insurance claim and have an injury report and referral on file with the head athletic trainer.
16. Outside of a medical emergency all injuries must be evaluated by head athletic trainer and/or recognized team physician prior to an insurance claim being filed.
17. All athletes must adhere to the university policy on insurance coverage/claim as written. (appendix “E”)
18. At this time there is no fee charged for insurance claims filing or follow up, this service is currently performed as a courtesy

Returning Student Athlete:

1. Each returning athlete must submit proof of current valid medical insurance to the office of athletic training.
2. Each Returning athlete must complete insurance information form. (Appendix “F”)
3. A photocopy of current valid insurance card must be on file in the office of athletic training.
4. All returning athletes are covered by university sponsored secondary medical insurance.
5. Secondary insurance only covers participation in university sanctioned events/activities.
6. Any and all scrimmages that are not scheduled with department of athletics and the athletic training room will be considered unsanctioned which will result in no secondary coverage or university responsibility for medical care.

FAQ's (Frequently Asked Questions)

FAQ'S regarding training room procedures, policies, including injury reporting, doctor visits, physicals, game schedules, travel schedules, rental vehicles. Please read the handbook completely. If you need further information or clarification on any of the following items please contact the training room (Head Athletic Trainer or office asst.). Information requests may also be made for addition to staff meeting agenda.

Do I need to deliver a list of recruits? Yes, A complete list including addresses, phone numbers and e-mails to the training room.

When is the list due? The list is due in the training room no later than June 1st.

Why is the list due in June? Athletes are mailed a medical packet that must be completed and returned to the office of athletic training by August 1st.

What if I am not finished recruiting by June 1st? You may add recruits to your list at anytime especially if your season is in the spring.

What if an athlete walks on at the start of the school year? The athlete must complete walk-on/tryout paperwork prior to any workouts.

How much time do I have before making a decision? You have 7 days from the date the walk-on paperwork is issued to decide the status of the potential athlete.

Can I get an extension or renewal for the Walk-on? No, there are no exceptions or renewals of the time period.

What is the procedure if an athlete sustains an injury? The athlete must report to the training room as soon as possible, the athlete and coach must inform the training room of the injury within 24 hours.

Who decides when the athlete can return to play? An athlete's return to play is decided by the team or treating physician and the athlete. The Head Athletic Trainer must also release the player.

Should the athlete report minor injuries or cuts and scrapes? Yes, due to the current outbreak of serious infections from unknown causes. The source of the infection has not been determined at this time and affects mostly athletes. All other injuries need to be reported regardless of severity so that they can be documented and also evaluated in order to prevent further injury.

Who arranges physician visits? The Head Athletic Trainer will arrange for doctor's visits after the injury has been assessed and it is determined that a follow up diagnosis or care is needed.

Can the athlete make an appointment with his/her personal physician? Yes, in an emergency situation an athlete may seek medical help but must still report within 24hrs. Reporting to the training room first and seeing the team physician is preferred in order to assure that the athlete is getting quality care by a licensed medical doctor.

Can I refer an injured athlete to a personal or other physician? No, under no circumstances can a head coach or assistant coach refer or recommend a doctor. This is considered "doctor shopping" and is an illegal practice.

Does an athletic trainer need to be present at all of my team's practices and games? No, a certified athletic trainer does not need to be present for practices outside the normal working hours of the training room (hours are set according to known practice schedules. If a team practices off campus then the trainer must be available by phone or radio. A certified athletic trainer must be present at all home games there are no exceptions even if it is a tournament and no Dominican teams are playing.

Do I need to deliver a home and away game schedule? Yes, you must deliver a home and away schedule to the training room at least 90 days prior to the first game. This includes scrimmages and preseason matches.

What about last minute changes or cancellations? Last minute changes and cancellations can be submitted as they occur. Cancellations should be reported no less than 24 hours prior to scheduled start for all home games with the exception of last minute changes (Rain, opposing team fails to show, no officials).

Who arranges vehicle rentals for travel? Currently all rentals and arrangements are made through the Head Athletic Trainer.

Can I make my own travel arrangements? No, at this time coaches may not make their own vehicle arrangements with the exception of air and charter bus.

Does the Head Athletic Trainer Arrange Charters? Yes, at the current time all charter bus arrangements should go through the Head Athletic Trainer.

Who arranges air travel? Each head coach is responsible for any required air travel.

Who makes hotel reservations? Head coaches are responsible for all hotel reservations

SECTION X:

ACADEMIC ASSISTANCE

Academic Monitoring

The Faculty Athletic Representative (FAR), Dr. Chris Leeds, is available to assist you with any problems you may have academically and serves as the liaison between the university's faculty and the athletics department. You should seek Dr. Leeds' counsel with regard to any of the following:

- Wishing to add or drop classes from your schedule – remember, you MUST maintain a minimum of 12 units.
- Any problems that you cannot resolve with individual faculty (you should always discuss concerns with the faculty first to see if the matter can be resolved).
- Concerns over your academic performance. Dr. Leeds can help with arranging time schedules, tutoring, etc.
- Any personal issues you would like advice on.

Remember, your primary purpose in attending university is to obtain a high quality education. This requires a great deal of dedication and should always take precedence over athletics.

Dr. Leeds will also monitor your academic progress after mid-term evaluations and at the semester's end.

Academically At Risk Student-Athlete Policy

Dominican student-athletes are expected to achieve success both on and off the playing field. As students, Dominican athletes must maintain sound academic standing with the end goal of all athletes graduating with a minimum 3.0 overall GPA. To support student-athlete efforts, the department of athletics, under the supervision of the Faculty Athletic Representative (FAR), provides academic support to athletes in need.

I. Policy: Student-athletes at risk academically, will be required to attend departmental study halls

- All continuing student-athletes with a GPA of less than 2.75 are required to attend a minimum six hours of supervised study hall (supervision is provided by the athletic department staff and the FAR).
- All incoming freshmen and transfer students are required to attend a minimum six hours of supervised study hall (supervision is provided by the athletic department staff and the FAR).
- Freshmen who obtain above a 2.75 GPA after their first semester of attendance will be exempt from mandatory study hall until their GPA may fall below the 2.75 minimum GPA.
- Transfer student will be exempted from mandatory study hall after their first semester IF their cumulative GPA is above a 2.75.
- Any student, regardless of overall GPA, who experiences a semester of less than a 2.75 GPA will be required to attend study hall in the following semester.
- Students who do not attend study hall as required will be subject to disciplinary action including suspension from practices, team competitions, and in severe cases, team membership.

II. Policy: Student-athletes determined as “at risk” (a cumulative GPA of lower than 2.75) will be required to meet with the Faculty Athletic Representative as required

- All continuing student-athletes, incoming freshmen, and first semester transfer students with a GPA of less than 2.75 are required to meet with the FAR at the beginning of the semester, at the midterm, and at the end of the semester. Students at high risk may be required to meet with the FAR on a more routine basis.
- Students who do not meet with the FAR as required will be subject to disciplinary action including suspension from practices, team competitions, and in severe cases, team membership.

TUTORING SERVICES

Tutoring is available free of charge to all Dominican students. Every effort is made to provide tutoring in as many subjects as possible, such as algebra, anatomy and physiology, biology, calculus, chemistry, economics, nursing, Spanish, statistics, and writing. However, we cannot guarantee that tutoring will be available in any particular subject other than writing and math. Tutors are primarily students who have been referred to our center by faculty members. They have strong academic records and have demonstrated the skills to provide support and encouragement to students. A number of our tutors are professionals, hired on a part-time basis to assist students in several different subjects. Students are allowed one hour of tutoring a week per subject, as

available. The Director of Learning Services may grant additional tutoring hours on a case-by-case basis. Tutoring Services is located on the first floor of Bertrand Hall, Room 110. In general, tutoring is available by appointment only and is provided on a first-come/first-serve basis. To sign up for a tutor, contact the Director of Learning Services at (415) 257-0153. After you submit an online tutor request, you will receive the name and number of an appropriate tutor to contact. You and the tutor will choose a time to meet that is convenient for you both. You are encouraged to meet in the Teaching and Learning Center (Bertrand 110), where you can access computers and other helpful resources.

ACADEMIC ADVISING AND SUPPORT SERVICES

The Academic Advising and Support Center (AASC) is located on the first floor of Bertrand Hall, Rooms 109 and 110. The Center offers academic advising, tutoring, disability services, first-year programs, academic assessment, international student services, and skill development free of charge to Dominican students. The University provides these services to help students reach their full academic potential. The Center is open Monday through Thursday 9-6, Friday 9-5, and by appointment. For information or to make an appointment, drop by the Center or call 415/485-3296.

Academic Advising

Students may work with both staff and faculty advisors. Professional advisors in the Academic Advising and Support Center provide academic advisement, course scheduling, and degree planning to prospective and current students who have not yet declared a major, as well as to students in cross-disciplinary majors such as Blended Liberal Studies/Teacher Education. Students with declared majors are advised by the chair or other faculty member within their major department.

MISSED CLASS POLICY

Dominican University faculty are willing to provide, when possible, reasonable accommodation to any student who, when acting in good faith and in timely fashion, provides faculty with written notification of conflict(s) between the student's academic and athletic schedules.

2009 – 2010 Academic Calendar

Fall 2009

| Academic Dates: | |
|--|--------------------------------|
| First Day of Classes | Mon 8/24/2009 |
| Last Day to Drop a Class with 100% Refund | Mon 8/31/2009 |
| Deadline to Add a Class | Tue 9/8/2009 |
| Last Day to Drop a Class with 85% Refund | Tue 9/8/2009 |
| Last Day to Drop a Class with "W" grade | Mon 9/14/2009 |
| Last Day to Drop a Class with 70% Refund | Mon 9/14/2009 |
| Deadline to Withdraw from a Class with a grade of "W" | Fri 11/6/2009 |
| "Incomplete" work from previous semester due to Instructor | Tues 12/1/2009 |
| Last day of classes (undergraduates, Pathways, most graduates) | Fri 12/4/2009 |
| Final Examinations | Mon 12/7/2009 - Fri 12/11/2009 |
| Semester Grades Mailed to Session A Students | Wed 12/23/2009 |

| Academic Holidays* | |
|---|-----------------------------------|
| Labor Day - Campus Holiday | Sat 9/5/2009 - Mon 9/7/2009 |
| Fall Break Day | Fri 10/16/2009 |
| Deadline to File for Graduation (Dec 08, May 09, Aug 09) | Fri 11/20/2009 |
| Academic Holiday | Wed 11/25/2009 |
| Thanksgiving Day - Campus Holiday | Thurs 11/26/2009 - Sun 11/29/2009 |
| Christmas Break (University closed for business) | Thurs 12/24/2009 - Tues 1/5/2010 |

Spring 2010

| Academic Dates: | |
|--|----------------------------------|
| First Day of Classes | Tue 1/19/2010 |
| Last Day to Drop a Class with 100% Refund | Tue 1/26/2010 |
| Deadline to Add a Class | Mon 2/1/2010 |
| Last Day to Drop a Class with 85% Refund | Mon 2/1/2010 |
| Last Day to Drop a Class with "W" grade | Mon 2/8/2010 |
| Last Day to Drop a Class with 70% Refund | Mon 2/8/2010 |
| "Incomplete" work from previous semester due to instructor | Sat 5/1/2010 |
| Last day of classes (undergraduates, Pathways, most graduates) | Tue 5/4/2010 |
| Study Day (credential programs excluded) | Wed 5/5/2010 |
| Final Examinations | Thu 5/6/2010 - Wed 5/12/2010 |
| Commencement Rehearsal Forest Meadows Amphitheater | Thu 5/13/2010 9:00 AM - 11:30 AM |
| Commencement (Graduate) Angelico Concert Hall | Fri 5/14/2010 |
| Commencement (Undergraduates) Forest Meadows Amphitheater | Sat 5/15/2010 |
| Semester Grades Mailed to Session A Students | Tues 6/1/2010 |

| Academic Holidays* | |
|---|-------------------------------|
| Martin Luther King Day - Campus Holiday | Sat 1/16/2010 - Mon 1/18/2010 |
| Presidents Day - Campus Holiday | Sat 2/13/2010 - Mon 2/15/2010 |
| Spring Break - Academic Holiday | Mon 3/8/2010 - Sat 3/13/2010 |
| Spring Break Day - Campus Holiday | Fri 3/12/2010 |
| Cesar Chavez Day - Campus Holiday | Thur 4/1/2010 |
| Good Friday/Easter - Campus Holiday | Fri 4/2/2010 |

SECTION XI:

Equipment Room Policy

Responsibility

Student-athletes are responsible for all equipment issued to them by the University.

Equipment Issue

Equipment will be issued after the student-athlete has passed his/her physical examination and is cleared by the Compliance Officer.

Equipment Replacement

If any item becomes damaged or not usable, the item must be returned to the Head Coach of the associated sport before a replacement will be issued. Any lost item will be replaced at the expense of the student-athlete.

Equipment Collection

It is the responsibility of the athlete to return all issued equipment at the completion of the season. The time and date for the return will be established during the last week of the season.

When all equipment is returned, the athlete will sign the "Equipment Issue Sheet" in the presence of the Head Coach.

Failure to return all issued items will result in charging the price of the items to the athlete's student account and placing a hold on the athlete's academic transcript until the equipment is returned or payment is received.

Equipment Room Use

No one is allowed in the athletics equipment room other than the Head Coach, Athletic Department Administration, and work-study students' assigned task associated with the equipment room.

Equipment Use

No one is allowed to use any equipment, including electronic, mechanical and motorized equipment, without instruction in the proper use by the Athletic Department Manager of Athletic Administration or the Head Coach of the associated sport.

SECTION XII:

PROGRAM EVALUATION

I. Policy

The University Athletics Department has an open door policy for any student-athlete to address concerns. Meetings are considered confidential and can be arranged by appointment.

II. Procedure

- A. Exit interviews with student-athletes who have exhausted their eligibility or are leaving the team.
- B. Director of Athletics will meet with team members upon the conclusion of your sports season.
- C. Individual student-athlete appointments.

SECTION XIII:

STUDENT WELFARE

1. Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee is established to provide student-athletes with a voice through which they can address issues relating to their welfare both as individuals and as athletes in the Dominican community. Each sport is represented by at least one committee member who has been elected by their teammates. The Dominican Student-Athlete Advisory Committee can address any concerns or represent any issues that you may have.

Additionally SAAC members:

- A. Provide a listening ear to the concerns of team members with regard to academics, activities, department policy, etc.;

- B. Meet with the Director of Athletics, Faculty Athletics Representative, other administrators or staff to discuss pertinent issues, concerns, and the welfare of student-athletes;
- C. Inform team members of their rights and responsibilities;
- D. Serve as a mentor to freshmen athletes and incoming student-athletes;
- E. Outreach to community preparatory school students; and
- F. Disseminate NCAA legislation.

If you are interested in playing an active role in the athletic program and want to become a part of this committee, please contact the Athletic Director or your head coach for more information.

2. Social Networking Websites Policy

The Dominican Athletics Department encourages student-athletes to be concerned with any behavior that might embarrass themselves, their families, their teams, and/or Dominican University of California. This includes any activities conducted online. As a student-athlete participating in intercollegiate sports at Dominican, you are a representative of the university and are always in the public eye. The following guidelines should be adhered to with regards to your participation on social networking web sites.

- ❶ Before participating in any online community, I understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of my control the moment it is placed online – even if I limit access to my site.
- ❷ Student-Athletes at Dominican may not post information, photos, or other items online that could embarrass themselves, family, team, the athletic department or Dominican University of California. This includes information, photos and items that may be posted *by others on my site/ page.*
- ❸ I understand that posting my home address, local address, phone number(s), birth date, student ID, SS# or other personal information may be opening myself up to impermissible activities by boosters, on-line predators or make myself available to Identity theft.
- ❹ As a student-athlete, I am required to exercise caution as to what information is posted on my website about my whereabouts or plans.
- ❺ I must be aware of who I add as a friend to my site – I realize that many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on a team.
- ❻ Coaches and athletic department administrators can and do monitor these web sites. I agree to display my website/page to any coach or administrator when requested.

⑦ Student-athletes could face discipline and even dismissal for violation of team and athletic department policies.

In addition to the unfortunate reality of online predators, potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applications. The athletic department advises Dominican student-athletes to exercise extreme caution in their use of social networking websites.

SECTION XIV:

RECRUITMENT

I. Offers

- A. You are not eligible if, before you enrolled at Dominican, any staff member of Dominican or any other representative of Dominican athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA legislation does not permit.
- B. It is permissible for your summer employment to be arranged by the institution or for you to accept loans from a regular lending agency provided you did not receive the job or loan before the end of your senior year in high school [Bylaws 13.2.4 and 13.2.5].

II. Contacts

- A. You are not eligible if any staff member at Dominican:
 - 1. Contacted you, your relatives or your legal guardian(s) in-person, off the Dominican campus before June 15 immediately preceding your senior year in high school [Bylaw 13.1.1.1];
 - 2. Contacted you in person off Dominican's campus more than three times [Bylaw 13.1.6];
 - 3. Contacted you in person off your institution's campus outside the time periods specified in Bylaw 13.1.4 for basketball.
- B. You are not eligible if anyone other than a Dominican staff member contacted you, your relatives or your legal guardians in person on or off your institution's campus, to recruit you. You are also not eligible if you received recruiting letters or telephone calls from any representative of Dominican's athletics interests [Bylaw 13.1.2.1].

- C. You are not eligible if, while you were being recruited, any Dominican staff member or any other representative of Dominican athletics interests contacted you during the day or days of competition at the site of any athletics competition in which you were competing. It is permissible for such contact to occur (during the permissible period) after the competition if you are released by the appropriate high school authority [Bylaw 13.1.7.2].

III. Publicity

- A. You are not eligible if, before you enrolled at Dominican, Dominican publicized any visit that you made to its campus [Bylaw 13.10.4].
- B. You are not eligible if, before you enrolled at Dominican, you appeared on a radio or television program that involved a coach or another member of the Dominican staff [Bylaw 13.10.3].

IV. Letter of Intent Signing

You are not eligible if a Dominican staff member was present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from Dominican [Bylaw 13.10.7.4].

V. Source of Funds

You are not eligible if any organization or group of people outside Dominican spent money recruiting you, including transporting, entertaining and giving gifts or services to you or your relatives or friends [Bylaw 13.14.4].

VI. Tryouts

Basketball only – you are not eligible if a member of Dominican’s coaching staff participated in competition or in coaching activities involving non-scholastic basketball team of which you were a member [Bylaw 13.11.1.4].

VII. Sports Camps

You are not eligible if you were a winner in any athletics participation award in high school (including ninth-grade level) preparatory school or junior college and before you enrolled at

Dominican, the 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 13.12.1.5.1].

VIII. Visits, Transportation and Entertainment

- A. You are not eligible under Bylaw 13.6 (official visit) if, before you enrolled at Dominican, any of the following happened to you:
1. Dominican paid for you to visit campus more than once;
 2. Your one expense-paid visit to campus lasted longer than 48 hours;
 3. 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.
- B. You are not eligible if you accepted expense-paid visits to more than FIVE NCAA member institutions or more than one expense-paid visit to the same NCAA member institution [Bylaw 13.6.1.2 and 13.6.1.1].
- C. You are not eligible if, before you enrolled at Dominican, Dominican:
1. Entertained you outside a 30-mile radius of the campus or
 2. Entertained you excessively at any site [Bylaws 13.5.1 and 13.5.2].
- D. You are not eligible if Dominican paid for you to visit campus:
1. Before the first day of classes of your senior year in high school [Bylaw 13.6.1.2.2].
 2. Before you presented Dominican with a PSAT, SAT, PACT, or ACT scores taken on a national testing date under national testing conditions [Bylaw 13.6.1.2.3.1].
- E. You are not eligible if, at any time that you were visiting Dominican's campus at your own expense, Dominican paid for anything more than the following:
1. Three free passes, for you and those people who came with you, to attend an athletics event on campus in which Dominican competed [Bylaw 13.6.5.2].
 2. Transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other institutional facilities located within a 30-mile radius of the campus [Bylaw 13.5.3].
- F. You are not eligible if, when you were being recruited:
1. Dominican staff members or representatives of athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere [Bylaw 13.5.2.8].
 2. Dominican staff members or representatives of athletics interests entertained your parents (or legal guardians) or spouse at any site other than Dominican's campus (or, on an official visit, within 30 miles of Dominican's campus) or entertained your friends or other relatives at any site [Bylaw 13.6.6].
 3. Dominican gave you free passes to more than one regular season home game scheduled outside Dominican's community or gave you more than three

- complimentary admissions to any one regular season home game scheduled outside Dominican's community [Bylaw 13.7.2.2].
4. Dominican staff member spent money other than what was necessary for the staff member's personal expense during an off-campus visit with you [Bylaw 13.14.2].

IX. Pre-college or Postgraduate Expenses

You are not eligible if Dominican or any representative of Dominican athletics interests offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at Dominican. This applies to your postgraduate education as well [Bylaw 13.15.1].

SECTION XV:

MEDIA RELATIONS

All student-athletes are encouraged to participate in interviews to generate positive publicity and present the best possible image of Dominican Athletics, including one of good sportsmanship. All interviews must be arranged through the Sports Information Director (Brandon Davis, 415-482-3526, brandon.davis@dominican.edu). Interview sessions are normally held before or following regular practices and other athletic events. Head coaches, with assistance from the Sports Information Director, are responsible for providing their student-athletes with specific guidelines for speaking to media representatives. The following guidelines are presented to student-athletes to assist in interacting with the media:

Some Rules To Remember

- All interviews must be cleared through the Sports Information Director.
- If ANYONE contacts you at home or without the permission of the SID, politely decline and refer them to the Sports Information Director.
- With the proliferation of video phones, blogging, social media websites, and online forums, anything you say or do can be transmitted virtually around the world in a matter of minutes.
- The more cooperative you are with the media, the better chance the media will present positive stories about you. The media has a job to do and it is the program's responsibility to help them do it. Positive media relations is important.
- Do not be cocky. When you win, be humble. Arrogance is a turnoff.
- If and when you lose, do not criticize others, particularly your teammates, coaches or game officials. Defer to the positive. Fans easily forgive mistakes made on the field of play, but they do not easily forgive a bad attitude.

Be aware

- Be proactive in requesting that topics to be covered in an interview are provided in advance.
- Before each interview session the Sports Information Director will brief you if there is a possible "hot" topic.
- Do not comment on specific injuries, especially the injuries of other student-athletes.

Expectations

1. Be presentable.

Appearance can say more than words, so always be presentable for interviews, especially if you are going to be photographed or video recorded. A large part of the impression you make in interviews results from your personal style and your body language. This includes your appearance, facial expressions, and posture.

- Smile.
- Stand or sit up straight.
- Always dress as a representative of your institution.
- No sunglasses, hats, or chewing gum.

2. Be Punctual - Always be on time for an interview, being 5-10 minutes early is even better.

- Be respectful of the reporter's time.
- Do not stand up media. If you agree to do an interview, be there.
- If you are late because of an emergency or have to cancel, contact the Sports Information Director, who can inform the reporter on your behalf.

3. Be Cooperative.

- View your obligation to cooperate with the media as an opportunity to promote yourself as well as your team. Use the media to develop a positive image. Think of every media interview as a potential job interview in your professional career, whether or not you will be a professional athlete. Many student-athletes have parlayed the visibility of their careers into successful careers after their playing days have ended.

Basic Rules To Remember

- Take your time and think about what you say.
- Don't air your dirty laundry.
- Don't create controversy.
- Respect your teammates, coaches, fans, opponents, and officials.
- Don't provide bulletin board material to the other team.
- Don't get trapped.
- Be humble, give credit to your teammates.
- Be there win or lose.