



VALPO

The Shield of Character is one of the most important and valuable symbols of Valparaiso University. At its center is the Light, the source of all truth, serving as a reminder of who we are and what we strive to be.

The Shield of Character reflects what we protect and defend as an interconnected Valpo community: the common set of shared characteristics and values found among those who live and work here and those who have walked on this campus.

Our Purpose

Valpo Athletics is committed to being key ambassadors for Valparaiso University and serving an important role of utilizing sports to uplift the University. We are committed to helping Valpo student-athletes flourish. We choose to make a concerted effort to 1) define success collaboratively, 2) take ownership of pursuing success with passion and 3) demonstrate the discipline to execute strategy.

Our Mantra

Choose to Be Great.

Valparaiso Athletics Core Values

Student Well-Being: We are committed to the health, safety, and athletic, academic, and personal growth of the students.

Character & Integrity: We hold ourselves accountable to the highest standards of sportsmanship as well as professional and personal conduct.

Stewardship: We are committed to being trustworthy stewards of the reputation of Valparaiso University, the experience of the students, and the resources we manage.

Respect: We believe that respect for people, their personal identity, difference, and beliefs are an undeniable tenet that guides our professional and personal interactions.

Ethical Conduct NCAA Bylaw 10

Every individual associated with Valparaiso University athletics (e.g., staff members, student-athletes, coaches and administrators) shall act with honesty and sportsmanship at all times representing the honor and integrity of fair play and the generally recognized high standards associated with wholesome competitive sports. In addition to these principles, it is the responsibility of all student-athletes and staff members to remain forthright and honest in relation to all NCAA, affiliated conferences and Valparaiso University rules and regulations. This includes providing information in relation to investigations of possible violations, involvement in academic fraud, and involvement in the use of banned substances and impermissible supplements.

NCAA Bylaw 10.1 addresses unethical conduct. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to the following:

- a) 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 the individual's institution;
- b) Knowing involvement in providing a prospective or enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- c) Knowingly furnishing the NCAA or an individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- d) Receipt of benefits by any institutional staff member for facilitation or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., runner);
- e) Knowing involvement in providing a banned substance or impermissible supplement to student-athlete, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banded substance for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or,
- g) Failure to provide complete and accurate information the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Student-Athlete Code of Conduct

I. Introduction

The Valparaiso University Department of Athletics Student-Athlete Code of Conduct is designed to explain the expectations that the University has of its student-athletes and to act as a supplement to the Valparaiso University student and student-athlete handbooks. The policy provides guidelines to alert student-athletes to the potential consequences that behavior may have on participation in intercollegiate athletics.

Valparaiso student-athletes are reminded that they are students first and participation in intercollegiate athletics at Valparaiso University is a privilege, not a right. Athletic participation is governed by the policies and procedures of the National Collegiate Athletic Association (NCAA), all affiliated conferences, Valparaiso University policies and procedures and all federal, state and local laws.

The Department of Athletics reserves the right to take action under this Code of Conduct regarding participation and the awarding, modification, and renewal of athletic aid for the University's athletic programs. This Code of Conduct is designed to identify the most basic principles of expected conduct for student-athletes. It is intended to supplement, not replace individual team rules. This Code of Conduct does not apply to academic misconduct, which will be referred to the University Honor Council.

Student-athletes are also subject to the Student Guide to University Life, including all of the policies, procedures, and codes of conduct set forth therein.

II. Purpose

Valparaiso University student-athletes are representatives of the institution at all times while they are members of an athletic team. It is expected that all student-athletes will represent the values of the institution as outlined in the University's Mission Statement. This Code of Conduct is intended to outline the possible consequences that may result if actions not consistent with University, NCAA, and state or federal law occur.

III. Policies on Misconduct

There are two types of misconduct that may affect athletic eligibility:

Category I Misconduct

Any of the following acts by a student-athlete may be deemed a violation of Category I.

- Violation of a law that is classified as a felony;
- Violation of a term or requirement imposed by any court in a criminal proceeding; or,
- Violation of a term or requirement imposed by a University official, administrator, or judicial agent.

The student-athlete is deemed to have committed Category I misconduct when:

- The student-athlete is convicted of, does not contest, or receives deferred judgment for a crime that is classified as a felony;
- The student-athlete is found by a court to have violated a court imposed term or requirement; or,
- The student-athlete is found by the Director of Athletics, in consultation with the Faculty Athletics Representative, to have violated a condition imposed by the Department of Athletics, a University official or judicial agent, and the conduct underlying the violation represents a violation of the Code of Conduct.

Category II Misconduct

Any of the following acts by a student-athlete may be deemed a violation of Category II.

- Violation of a law that is not classified as a felony, including, but not limited to, laws pertaining to alcohol and hazing;
- Violation of a term or requirement imposed by the Department of Athletics, a University official, or a judicial agent that does not constitute Category I misconduct;
- Violation of a Department of Athletics Policy; or,
- Violation of University policies, rules, and/or regulations.

The student-athlete is deemed to have committed Category II misconduct when:

- The student-athlete is convicted of, does not contest, or receives deferred judgment for a crime that is not classified as a felony;
- The student-athlete is found by a court to have violated a court imposed term or requirement; or,
- The student-athlete is found by the Director of Athletics to have violated a term or condition imposed by the Department of Athletics, a University official, or a judicial agent, and the conduct underlying the violation represents a violation of the Code of Conduct that does not constitute Category I misconduct.

IV. Sanctions for Misconduct

Penalties that may be imposed include, but are not limited to the following:

- Warning, reprimand, probation with or without conditions;
- Requirements for restitution, conditions to encourage personal rehabilitation, or conditions related to satisfactory academic performance.
- Suspension from practice(s), game(s), match(s), or meet(s);
- Suspension or expulsion from the University;

- Non-renewal, reduction, or cancellation of athletic aid;
- Removal from team; or,
- Any other action deemed appropriate by the Head Coach, Department of Athletics, University official or judicial agent.

Student-athletes who are found to have committed a Category I or a Category II violation that involves the distribution, sale or possession of a banned substance or those crimes which are considered violations against a person, will be required to sit out a minimum of 5% of the total season contests or one contest, whichever is greater, of their team’s NCAA Championship Season Segment.

Student-athletes who have committed more than one Category I and/or II violation during their tenure at Valparaiso University will be subject to penalty greater than a first offense.

V. Notice and Review

If the University or the Department of Athletics has a reasonable belief that a violation of the Department of Athletics Code of Conduct has occurred the student-athlete will be notified. Subject to a review of the alleged violation, sanctions may be imposed.

VI. Appeal

The student-athlete has the right to appeal any sanctions imposed due to an alleged Category I or Category II violation. Appeals will be heard by the following individuals/entities depending on the proposed sanctions.

- Sanctions that involve suspension from practices, games, and matches may be appealed to a committee comprised of the Faculty Athletics Representative (FAR), the Senior Compliance Director, and the Chairperson of the CIA (Committee on Intercollegiate Athletes) or his/her designee
- Sanctions that involve non-renewal, reduction, or cancellation of athletic aid may be appealed according to established procedures of the Financial Aid Appeals Committee.
- Sanctions that involve suspension or expulsion from the University may be appealed according to established procedures of the University’s judicial process.

VII. Institutional Control

When a student-athlete is found to have committed a Category I or Category II violation, the Head Coach and the Sport Administrator of the student-athlete’s program will submit to the Athletic Director proposed sanctions. After approval from the Athletic Director, the conditions of the sanction(s) and their execution dates will be verified and kept on file in the Compliance Office for review by the FAR.

VIII. Records and Privacy

Records of misconduct and actions taken will be maintained in student-athlete’s educational records. These records are subject to state and federal privacy protection, as well as University policies regarding confidentiality.

Academic Misconduct and the Honor Code

The NCAA and Valparaiso University have very strict rules regarding academic honesty. Below is information about the University’s honor code policy followed by the NCAA rules regarding academic misconduct.

Valparaiso University Honor Code

The Honor Code permits both students and faculty to perform their academic duties in an atmosphere of freedom — an ideal which requires the commitment of students and faculty to assure its reality. This commitment is first affirmed when you sign and return the attached Statement of Understanding and is reaffirmed each time you write the Honor Pledge:

“I have neither given or received nor have I tolerated others’ use of unauthorized aid.”

Writing and signing the pledge is appropriate for any academic work which is to be considered solely your own.

The faculty affirms its commitment to the Honor Code by clearly defining what is or is not unauthorized aid, by utilizing testing devices, such as the take-home exam, and by administering examinations without a proctor unless one is requested by the student.

Please remember that the penalty for violating the honor code may be receipt of a failing grade and will impact your eligibility to participate as a student-athlete.

NCAA Academic Misconduct

It is important to understand the NCAA's policies regarding academic misconduct. Valparaiso University's Honor Code covers all student-to-student academic dishonesty whereas the NCAA Pre-Enrollment Academic Misconduct regulations address issues of academic dishonesty that includes student-athletes, prospects, staff, faculty and boosters. Below are the NCAA bylaws that cover Academic Misconduct and impermissible academic assistance.

Pre-Enrollment Academic Misconduct

A prospect, student-athlete or current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, shall not engage in the following conduct:

- a) Knowing involvement in arranging for fraudulent academic credit or false transcript for a prospective student-athlete;
- b) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility center or an institution's admissions office regarding an individual's academic record; or
- c) Fraudulence or misconduct in connection with entrance or placement exams.

Post-Enrollment Academic Misconduct

A student-athlete shall not be involved in:

- a. The alteration or falsification of a student-athlete's transcript or academic record.
- b. Academic misconduct involving a current or former institutional staff member or representative of athletics interests; or
- c. Academic misconduct without the involvement of a current or former institutional staff member or representative of athletics interests, that results in:
 - i. An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes for the institution while ineligible.
 - ii. An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or
 - iii. The erroneous awarding of an Academic Progress Rate point; or

Impermissible Academic Assistance Impermissible academic assistance by a current or former institutional staff member or representative of athletics interests includes, but is not limited to the provision or arrangement of:

- a) Substantial assistance that is not generally available to an institution's students (and is not otherwise expressly authorized in bylaw 16.3), which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point; or
- b) An academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point.

Institutional Staff Member

For the purposes of eligibility bylaws, an institutional staff member is any individual, excluding a student employee, who performs work for the institution for the athletics department, regardless of whether he or she receives compensation for such work.

Student Employee

For purposes of eligibility bylaws, a student employee is an institutional staff member if:

- a) He or she has institutional responsibilities to provide academic services to student-athletes; or
- b) He or she engages in academic misconduct or provides impermissible academic assistance at the direction of a nonstudent employee, an institutional staff member per 14.9.2.1 or booster.

In summary, all work must be your own. Do not permit anyone to do your work for you or attempt to falsify grades or assignments for you. Protect your passwords, assignments and exams.

Sports Wagering

In accordance with NCAA Bylaw 10.3, department of athletics staff members, non-athletics department staff members who have responsibilities within or over athletics, staff members of a conference office and student-athletes are prohibited from knowingly participating in gambling activities or providing information to individuals involved or associated with any type of gambling activities concerning intercollegiate, amateur or professional athletics competition. The prohibition extends to all sports in which the NCAA sponsors a championship competition, bowl subdivision football or emerging sports for women.

Gambling can be anything from placing a wager in Las Vegas to betting a friend for lunch. Remember, **Don't Bet On It.**

For more information related to problem gambling, you can call the NCAA Sports Wagering Line at 317/917-6222 or the 24-hour Confidential National Gambling Helpline at 800/522-4700.

Hazing

Valparaiso University expects that all members of the university community will observe and fully comply with the Valparaiso University policies and Indiana State laws on hazing.

In accordance with the Valparaiso University Guide to Student Life, no organization or individual shall conduct hazing activities. Hazing activities are defined as:

Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following:

- use of alcohol;
- paddling in any form;
- creation of excessive fatigue;
- physical and psychological shocks;
- quests, treasure hunts, scavenger hunts, road trips or any other such activities;
- wearing of public apparel which is conspicuous and not formally in good taste;
- engaging in public stunts and buffoonery;
- morally degrading or humiliating games and activities; and,
- any other activities which are not consistent with the regulations and policies of the educational institution.

It should be noted that **HAZING IS AGAINST THE LAW** in the state of Indiana and can carry both criminal and civil penalties. It should be noted that violations that involve hazing may also be addressed through the Student Athlete Code of Conduct as well as through University Judicial Board.

Student Host Responsibility During Official Visits

Serving as a student host during an official visit is an important service to Valparaiso University and the department of athletics. An official visit is one in which a prospect can visit campus while their travel, accommodations and entertainment can be paid for. It is important that as a student host you understand what your responsibilities are while you are hosting a prospect. Appropriate conduct is required of you by institutional and NCAA rules and regulations. At the time of an official visit you will be required to sign a form outlining the policies below stating you understand fully all points.

- Several students may host a prospect, but only one student host per prospect may be provided a free meal if restaurant facilities are used.
- A maximum of \$60 per person (PSA and up to four family members accompanying the PSA) may be provided to cover costs of hosting the prospect. These funds may be used for any additional meals, snacks, or entertainment excluding the cost of admission to campus events. These funds may not be used for the purchase of souvenirs or other institutional mementoes.
- No cash may be given to the visiting prospect or to anyone else.
- You may not use vehicles provided by or arranged for by any institutional staff member or representatives of athletics interests. NEVER allow a prospect to use your vehicle.
- You may not transport the prospect, or anyone accompanying the prospect beyond 30-miles of the Valpo campus.
- You should not allow recruiting conversations to occur on or off campus between the prospect and a representative of our athletics interests. It is your responsibility to ensure such contact does not take place when you are hosting a prospect.
- A visiting prospect may participate in physical workouts or other recreational activities provided such activities are not organized or observed by the coaching staff and are not designed to test the athletics ability of the prospect.
- Prospective student-athletes are prohibited from using drugs or alcohol at any time during an official visit. No matter the age of the student host, drug or alcohol use is prohibited while the prospect is present. Drinking under the age of 21 is against the law in the United States.
- Valparaiso University will not tolerate sexual harassment by anyone associated with our athletics teams. Student hosts must be aware of the University's prohibition of this type of activity and work to ensure that prospects conduct themselves appropriately.
- It is the responsibility of the University to ensure the safety and well-being of prospective student-athletes visiting our campus. Additionally, it is the responsibility of the student host(s) to ensure that all federal and local laws as well as all Valparaiso University and athletics department rules are followed.
- Student hosts understand by agreeing to act as a student host, any violations of the Official Visit Policy may constitute a violation of athletics department policy as outlined in the Student Athlete Code of Conduct resulting in punitive action.

All suspected violations of this policy must be reported immediately to the Compliance Office.

Eligibility for Practice, Competition and Financial Aid

In order for a student-athlete to participate in intercollegiate athletics at Valparaiso University, he or she must meet all required NCAA, affiliated conference, and Valparaiso University rules, requirements and academic benchmarks in order to participate in practice and competition.

NCAA Eligibility

Prior to beginning any athletically-related activities, all student-athletes are required to complete the NCAA Student-Athlete Statement, the NCAA Drug Testing Consent Form, Concussion Policy Form, Sickle Cell test or waiver, and have a physical on file with the Athletic Training Room performed within the past year.

All incoming freshmen must be certified as academic qualifiers and as amateur athletes by the NCAA Eligibility Center.

All incoming freshman and transfer students must be admitted in accordance with Valparaiso University written policies for admission.

All student-athletes have five years from their initial collegiate enrollment to utilize four seasons of competition. Competition is utilized when a student-athlete participates in any event against a non-institutional team or individual in a particular sport.

Medical Hardship Waiver

In some circumstances, a student-athlete may have competed in a minimal number of contests and becomes medically unable to participate. In these cases, the compliance office may file a Medical Hardship Waiver with the conference office on a student-athlete’s behalf to regain the year of eligibility lost. The qualifications for a Medical Hardship Waiver include:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two- or four-year institution;
- The injury or illness occurs prior to the completion of the first half of the playing season that concludes with a NCAA Championship in that sport; and,
- The injury or illness must be incapacitating, meaning that it is not possible to continue participation in that sport.

Student-athletes are required to meet all NCAA, affiliated conference, and Valparaiso University academic requirements.

Redshirt

The term “redshirt” refers to a student-athlete who has not utilized one of the four years of eligibility by virtue of not participating in any athletics competition with any outside team during the NCAA Championship segment of that sport. One moment of play eliminates the possibility of a student-athlete receiving this designation. There is an exception to this rule in the sport of Football.

Full-Time Enrollment

To be eligible for practice and competition, all student-athletes must be enrolled in a full-time program of studies (12-hours for undergraduate and 9-hours for graduate). A student-athlete may be enrolled in less than the full-time number of hours if they are in their final semester prior to graduation as long as less than 12-hours are needed to meet graduation requirements.

All freshmen student-athletes are required to be certified as a final qualifier by the NCAA Eligibility Center. Any student not certified as a qualifier prior to the start of athletically-related activities will have 45-days to continue practice as long as they meet all other eligibility requirements.

After a student-athlete’s first semester, it is required that all student-athletes meet the academic requirements listed in the chart below in order to remain eligible for competition.

Entering Semester	All Student-Athletes Must...
1 st Semester	<ul style="list-style-type: none"> • Be certified as an academic qualifier and amateur by the NCAA Eligibility Center
2 nd Semester	<ul style="list-style-type: none"> • Pass six hours in the 1st semester
3 rd Semester	<ul style="list-style-type: none"> • Pass six hours in the 2nd semester • Pass a combined 18-hours in the 1st and 2nd semesters

	<ul style="list-style-type: none"> • Pass 24-hours prior to the start of the 3rd semester • Have a cumulative GPA of at least 90% of minimum required GPA
4 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 3rd semester • Have a cumulative GPA of at least 90% of minimum required GPA
5 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 4th semester • Pass a combined 18-hours in the 3rd and 4th semesters • Declare a major • Pass 40% of the credit hours for designated degree • Have a cumulative GPA of at least 95% of minimum required GPA
6 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 5th semester • Have a cumulative GPA of at least 95% of minimum required GPA
7 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 6th semester • Pass a combined 18-hours in the 5th and 6th semesters • Pass 60% of the credit hours for designated degree • Have a cumulative GPA of at least 100% of minimum required GPA
8 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 7th semester • Have a cumulative GPA of at least 100% of minimum required GPA
9 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 8th semester • Pass a combined 18-hours in the 7th and 8th semesters • Pass 80% of the credit hours for designated degree • Have a cumulative GPA of at least 100% of minimum required GPA
10 th Semester	<ul style="list-style-type: none"> • Pass six hours in the 9th semester • Have a cumulative GPA of at least 100% of minimum required GPA

Transfer Students

Transfer student-athletes are expected to meet the Progress Toward Degree (PTD) percentages listed above. The compliance office and registrar certify all incoming transfer student-athletes for athletics and academic eligibility.

Graduate Students

Student-athletes who enroll as graduate students must be admitted as degree-seeking students in accordance with regular admissions policies and enrolled in a minimum full-time course of studies. Graduate students must complete six-hours of academic credit preceding the term eligibility is certified and must pass six-hours to be eligible the following semester.

Repeated Courses

In accordance with NCAA Bylaw 14.4.3.5.6, credit for courses that are repeated may be used by the student to satisfy the minimum academic progress requirements only under the following conditions:

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

Cooperative Education and Study Abroad Programs

NCAA Bylaw 14.4.3.5.8 states that a student-athlete shall not be required to complete six semester hours of academic credit the preceding academic term of full-time enrollment during any term or terms of enrollment in a cooperative education program or an institutionally approved study abroad program.

General Eligibility Requirements

Student-athletes should become familiar with the academic requirements of the University, their respective college, and departments in which they will major and/or minor.

Valparaiso University Transfer Policy

In some circumstances, a student-athlete may wish to transfer from Valparaiso University to another institution to continue to participate in intercollegiate athletics. NCAA Bylaw 13.1.1.3.1 mandates that student-athletes are responsible for notifying the institution of their desire to pursue transfer options.

Procedure for Notification of Transfer

All undergraduate student-athletes are subject to the NCAA Amended Transfer Windows per NCAA Bylaw 13.1.1.3.1.

1. Student-athlete must make a request, using the NCAA Notification of Transfer form in JumpForward.
2. Once submitted to the compliance office, a member of the compliance staff will notify the head coach and sport administrator to indicate receipt of notification.
3. A member of the compliance staff will disperse a Transfer Portal Education Module that must be completed before being entered in the Portal.
4. Within two business days of the request, the student-athlete will be required to meet with one of the following individuals for an exit interview:
 - a. Sport Administrator
 - b. Senior Woman Administrator
 - c. Director of Athletics
 - d. Faculty Athletics Representative
5. A member of the compliance staff will add the student-athlete to the NCAA Transfer Portal within two business days of receipt.
6. In the instance that the student-athlete is receiving athletics financial aid, the compliance office will notify the office of financial aid that the aid is to be cancelled at the end of the term. Student-athletes will be provided the opportunity to appeal cancellation through the established financial aid appeal procedure.
7. In sports that permit the one-time transfer exception and in which the Missouri Valley Conference (MVC) Intra-conference Rule does not apply, the student-athlete must participate in the exit interview within two business days in order for Valparaiso University to consider the waiver upon transfer.
 - a. The student-athlete is entitled to an appeal of the denial of the one-time transfer exception per NCAA bylaw 14.5.5.2.10.
 - b. In the event that the student-athlete is denied the one-time transfer exception, the student-athlete will have seven business days to provide a written appeal to the Faculty Athletics Representative (FAR). Within 15 days of the receipt of the appeal, the FAR will convene with the Committee on Intercollegiate Athletics (CIA) to conduct an appeal hearing. In the event that the hearing does not take place, the student-athlete will be automatically provided the one-time transfer exception if available to the student-athlete.
8. Student-athletes entering the transfer portal will be provided with guidelines regarding the use of athletics facilities and services as well as the return of athletics-issued equipment and clothing.
9. All items that are checked out to the student-athlete, including all clothing and other gear, must be returned within five business days. Failure to return checked items will result in a charge to the student account.
10. Changes to the notification of transfer will be addressed via email.
 - a. In the case that a student-athlete has decided to commit to another institution, the student-athlete may email compliance to indicate they no longer wish to be contacted by other institutions.
 - b. In the case that a student-athlete has decided not to transfer, but would like to return to their team, an email can be used to remove the student-athlete from the Transfer Notification Database.

Services Available Upon Notification of Transfer

1. A student-athlete who provides notification of transfer
 - a. Services available to the student-athlete

- i. Academic services
 - ii. Sports medicine services for the sole purpose of continuing treatment of an existing injury or condition
 - iii. Issuance of equipment
 - iv. Use of strength and conditioning areas
 - v. Use of athletics-controlled facilities not available to the general student body
2. A student-athlete who provides notification of transfer after voluntarily quitting the team or after being dismissed from the team
- a. Services available to the student-athlete
 - i. Academic services
 - ii. Sports medicine services for the sole purpose of continuing treatment of an existing injury or condition
 - b. Services unavailable to the student-athlete
 - i. Issuance of equipment
 - ii. Use of strength and conditioning areas
 - iii. Use of athletics-controlled facilities not available to the general student body
 - iv. Access to game/practice film

Drug Testing and Banned Substances

NCAA Drug Testing

Consent Form and Use of Banned Substances

You must sign the NCAA Drug-Testing Consent form to participate (i.e., practice or compete in intercollegiate athletics). By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

A student-athlete who is found to have utilized a substance on the list of banned drugs, as set forth in Bylaw 18.4.1.4.7, shall be declared ineligible for further participation in regular-season and postseason competition in all sports in accordance with the ineligibility provisions in Bylaw 18.4.1.4. The certifying institution may appeal to the NCAA Eligibility Committee for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration.

A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be charged with the 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 (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student-athlete's positive drug test, and until the student-athlete retests negative (in accordance with the testing methods authorized by the NCAA Executive Committee) and the student-athlete's eligibility is restored by the NCAA Eligibility Committee. If the student-athlete tests positive for the use of any drug, other than a "street drug" as defined in 18.4.1.4.7, after being restored to eligibility, he or she shall lose all remaining regular-season and postseason eligibility in all sports.

If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year.

The Board of Governors shall adopt a list of banned drugs, and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drugs and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaw 18.4.1.4.10.

You agree to allow the NCAA to test you in relation to any participation by you in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 18.4.1.4.7. Additionally, if you participate in Division I football or track and field, you also agree to be tested, on a year-round basis, for anabolic steroids, diuretics and urine manipulators.

All student-athletes are subject to drug testing based upon reasonable suspicion.

2023-24 NCAA Banned Drugs

1. The NCAA Bans the Following Classes of Drugs.
 - a. Stimulants;
 - b. Anabolic Agents;
 - c. Alcohol and Beta Blockers (banned for rifle only);
 - d. Diuretics and Other Masking Agents;
 - e. Street Drugs;
 - f. Peptide Hormones and Analogues;
 - g. Anti-estrogens; and
 - h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2. Drugs and Procedures Subject to Restrictions.
 - a. Blood Doping;
 - b. Local Anesthetics (under some conditions);
 - c. Manipulation of Urine Samples;
 - d. Beta-2 Agonists permitted only by prescription and inhalation;
 - e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning.

Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!

- 1) Dietary supplements are not well regulated and may cause a positive drug-test result.
- 2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
- 3) Many dietary supplements are contaminated with banned drugs not listed on the label.
- 4) Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate athletics staff before using any substance.

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is no complete list of banned substances. Do NOT rely on this list to rule out any supplement ingredient.

Check with your athletics department staff before using any medication or supplement.

- 1) Stimulants.
e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, etc.
Exceptions: phenylephrine and pseudoephedrine are not banned.
- 2) Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione).
e.g., boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.
- 3) Alcohol and Beta Blockers (banned for rifle only).
e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
- 4) Diuretics and Other Masking Agents (water pills).
e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
- 5) Street Drugs.
e.g., heroin; marijuana; tetrahydrocannabinol (THC); and synthetic cannabinoids (e.g., Spice, K2, JWH-018, JWH-073).
- 6) Peptide Hormones and Analogues.
e.g., growth hormone (HGH); human chorionic gonadotropin (HCG); erythropoietin (EPO); etc.
- 7) Anti-Estrogens.
e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD); etc.
- 8) Beta-2 Agonists:
e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned (unless otherwise noted)!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877/202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3. It is your responsibility to check with the appropriate athletics staff before using any substance.

Valparaiso University Drug Testing

Procedure

1. In determining the student-athletes that will be tested for the use of banned substances, the director of compliance will utilize a combination of random selection, selection of individuals who have previously received a positive test for banned substances and reasonable suspicion. The sample size will be approximately 5% of the total student-athlete active roster and shall exclude any individual who is no longer an active member of the roster or has exhausted their eligibility.
2. Once determined, the director of compliance will notify all student-athletes chosen for the drug test via email and text message (when available) no later than 16 hours prior to testing and no earlier than 24 hours prior to the test.
3. Each student-athlete will be required to schedule an appointment within the designated time period for testing either in-person or via telephone and will be required to sign the Drug Testing Notification Form that will be administered by the Department of Sports Medicine.
4. In the case of a class or competition conflict, the student-athlete may be excused to attend class. In the case of practice conflict, the student-athlete shall be required to attend the drug testing.
5. The drug test will be administered by a designated medical staff either in-office or on-campus that will be considered designated drug testing officials.
6. On the day of the drug test, student-athletes who do not attend their appointment time will be called by a member of the sports medicine staff or director of compliance. If the student-athlete does not ultimately show

for the drug test, they will be referred to the director of athletics for violation of the Student-Athlete Code of Conduct.

7. In the case of a student-athlete's test result is positive for a banned substance, the sample will be sent for confirmation testing. If the confirmation confirms as positive, the following action will be taken:
 - a. First positive:
 - i. No previous code of conduct violations: Referral to the university Office of Alcohol and Drug Education (OADE) and meeting with the Director of Athletics and head coach.
 - ii. With previous code of conduct violation: Referral to OADE and mandatory competition suspension as outlined in the Student-Athlete Code of Conduct.
 - b. Second positive: Referral to OADE and mandatory competition suspension as outlined in the Student-Athlete Code of Conduct.
 - c. Third positive: Dismissal from the team and loss of scholarship.

Alcohol and Drugs

Student-athletes are prohibited from: the use of any illegal drugs for any reason; the use of legal drugs or prescribed medications for gaining a competitive advantage; the illegal use of alcohol; the illegal possessing or distributing of drugs or alcohol; and the abusing of alcohol. This prohibition applies throughout each student-athlete's career at Valparaiso University.

Tobacco Use

Student-athletes and athletics staff members are prohibited from using tobacco products at practices or games, or at any other event where they are representing Valparaiso University. This ban on the use of these products applies to all occasions when student-athletes and staff are in/at Valparaiso University facilities and its competitor colleges/universities athletics facilities, and is applicable during team travel to and from these sights.

Smoke Free Campus

Valparaiso University is a Smoke Free Campus. This policy extends to all VU athletics facilities including the Athletics-Recreation Center, inside Brown Field, Eastgate Field, Softball Complex and Emory Bauer Field.

Benefits and Awards

Awards

The Athletics Department gives the following awards:

- Varsity Letter: awarded to the participants who have met the established standards and are recommended and approved for varsity recognition;
 - First Year – Letterman Jacket
 - Fourth – Framed Letter

Extra Benefits

Per NCAA Bylaw 16, a student-athlete shall not receive any extra benefit. 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.

An extra benefit is any special arrangement by an institutional employee or a representative of Valparaiso University's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly

authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

Examples of extra benefits include, but are not limited to:

- A special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., dry cleaning, laundry);
- A professional service without charge or at a reduced price;
- The use of a telephone or credit card for personal reasons without charge or at a reduced rate;
- Services (e.g. movie tickets, dinners, use of car) from commercial agencies without charge or at a reduced rate;
- Free or reduced-cost admission to professional contests from professional sports organizations;
- A loan of money;
- A guarantee of bond;
- The use of an automobile;
- Signing or co-signing a note with an outside agency to arrange a loan; and,
- Preferential treatment, benefits, or services (e.g., loans on a deferred pay back basis) for your athletic reputation or skill or pay-back potential as a future professional athlete.

Please note that there are many supporters of Valparaiso University athletics and although their intentions may be to congratulate you or provide you with a favor, taking any benefit or service not available to the general population puts your eligibility in jeopardy.

Financial Aid

If you are receiving athletically-related financial aid, there are some important information that you need to be familiar with.

What does your Athletics Scholarship Cover?

If you are on a partial athletics scholarship, your scholarship will go toward your total billed charges.

If you are on a full scholarship, your aid will cover:

- Tuition
- General Fees and course fees
- Engineering or Nursing Fee (if applicable)
- Room
- Board
- Course-required text books (if included in aid agreement)
- International Health Insurance (if applicable)

If you are on a full scholarship, your aid will NOT cover:

- Fines (parking, housing, etc.)
- Recommended text books or reading materials
- Course supplies (paints, cameras, paper)
- School supplies (pencils, pens, folders, etc.)
- Any other charges not included in a full scholarship

Terms and Conditions of Valparaiso University Athletics Aid

1. Institutional financial aid may be awarded for any term in which the student-athlete is in regular attendance in a full-time degree seeking course of studies. The student-athlete must meet all applicable NCAA, conference and University regulations to be eligible for financial aid. A student-athlete who withdraws from the institution may not receive financial aid during the remainder of the term.

2. Institutional financial aid awarded to a student-athlete must conform to the rules and regulations of Valparaiso University.
3. Financial aid awarded to a prospective student-athlete may not be conditioned on the recipient reporting in satisfactory physical condition. Once a student-athlete has been accepted for admission and awarded financial aid, the institution is committed for the term of the original award, even if the student-athlete's physical condition prevents him or her from participating in intercollegiate athletics.
4. Any institutional financial aid awarded in any degree on a student-athlete's athletic ability or participation cannot be awarded for a period of less than a year except in cases outlined in NCAA Bylaw 15.3.3.
5. All Valparaiso University financial aid awards based in any degree on a student-athlete's athletic ability or participation is awarded for a period of one year. The Department of Athletics may recommend renewal each year through the term in which the student-athlete graduates, but cannot guarantee a period in excess of one year.
6. The University may increase institutional financial aid at any time for any reason.
7. The University may reduce or cancel institutional financial aid based in any degree on athletics ability if the recipient: (a) Renders him or herself ineligible for intercollegiate competition; (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; (c) Engages in serious misconduct warranting substantial disciplinary penalty; or (d) Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons.
8. The University may not reduce or cancel institutional financial aid based in any degree on athletics ability during the period of the award: (a) On the basis of a student-athlete's ability, performance or contribution to the team's success; (b) Because of an injury, illness or physical or mental medical condition (except as permitted in NCAA Bylaw 15.3.4.2); or (c) For any athletics reason.
9. In the event that institutional financial aid based in any degree on athletics ability is not renewed, cancelled or reduced, the student-athlete will be notified by the Office of Financial Aid along with notification of the student-athletes right to appeal the decision as outlined in the Valparaiso University Student-Athlete Handbook.
10. If a prospective student-athlete or student-athlete is awarded institutional financial aid unrelated to athletics that is of equal or greater value than his or her signed award of athletically related financial aid, the prospective student-athlete, on his or her initiative, may release the institution from its obligation to provide the athletically related financial aid.
11. Student-athletes will be notified by the Office of Financial Aid no later than July 1st of each year of the renewal, cancellation or reduction of their institutional financial aid.

Reduction/Cancellation of Athletics Aid

If the Athletics Department proposes to reduce or to cancel athletic aid prior to or during an academic year, the Office of Financial Aid will notify the student in writing of the proposed reduction or cancellation of athletics aid. If the change is proposed prior to a new academic year, the letter will be sent by July 1 or as soon as possible following the notification of change from the Athletics Department. If the proposed change occurs during an academic year, the letter will be sent as soon as possible following the receipt of notification from the Athletics Department. The letter will notify the student of his/her right to request an appeal hearing as stated in NCAA Bylaw 15.3.2.3.

A student who wishes to appeal a decision related to his or her financial aid shall submit a written request for a review of the decision that includes:

- The student's name, sport and head coach
- Reasons for believing the decision was in violation of the Student-Athlete Handbook, Valparaiso University policy or was otherwise unreasonable.
- The names of any relevant institutional staff members involved with the aid.
- Copies of any relevant documents

The student shall have the burden of establishing that the decision was in violation of NCAA policy, Valparaiso University policy, or was otherwise unreasonable. The student should submit the appeal to the Office of Financial Aid as soon as possible, no later than the date indicated on the letter from the Office of Financial Aid regarding the athletics aid decision. Normally the time frame is two weeks after receipt of the letter. Should the student claim that the decision to reduce or not renew athletics aid was in violation of Valparaiso University's Nondiscrimination Policy, the University's Title IX Coordinator shall be immediately notified and provide oversight into this process.

The Office will immediately forward the request to the Director of Athletics and the student's head coach. The coach, Director of Athletics, or any designee of the Director of Athletics may file a response to the request within seven days of receipt of the student's request for a review. The response must include:

- Reasons for believing the decision was not in violation of NCAA policy, Valparaiso University policy or was otherwise unreasonable.
- The names of any additional relevant institutional staff members involved with the aid.
- Copies of any relevant documents.

A copy of the response will be immediately forwarded by the Office to the student.

Committee

The Satisfactory Academic Progress Committee (SAP), which will be used in the instance of financial aid appeals, consists of staff members from the financial aid office, other administrative offices, and faculty appointed by the Office of Financial Aid. The Associate Director of Financial Aid chairs the committee.

Procedures

- The student submits a request to the Office of Financial Aid for a review before the SAP Committee.
- The coach or Director of Athletic (or his/her designee) submits a response and a copy of the response is immediately forwarded to the student.
- A meeting is scheduled, and the student-athlete and coach or Director of Athletics (or his/her designee) are notified of the time and place.
- Each side may present its position to the SAP Committee in person. Normally the student-athlete and the coach or Director of Athletics (or his/her designee) will present their positions separately.
- The Committee will normally make a decision that either upholds the entire decision to reduce or not renew the aid or overturns the entire decision. The Committee must consult with Valparaiso University's NCAA Compliance Officer before making any other type of decision.
- The Committee chair will notify each party in writing of its decision within 10 days.
- The Committee's decision is final. There is no appeal beyond the Financial Aid Appeals Committee.
- If the student wishes to discuss the result of the appeal, a meeting with the chair or a designated member of the Committee may be arranged.

Finally, the Committee's decision shall only relate to the student's aid. It shall have no jurisdiction over the student's status as a student athlete or membership status on an athletic team.

Federal Taxes on Scholarships

Financial aid awarded beyond tuition, fees, and the cost of course-required books is taxable by the IRS (Internal Revenue Service). In other words, scholarship monies for meals and housing are taxable. It is the responsibility of student-athletics receiving taxable financial aid to claim it on their income tax forms each year.

In the case of foreign student-athletes receiving taxable meal and housing scholarship funds, the University is required by the IRS to withhold 14% of these funds and forward to the IRS. Foreign student-athletes are then required to file tax returns each year with the IRS. All international student-athletes will be responsible for their tax withholding to be paid each year.

Financial Aid in Excess of Federal and NCAA Limits

Full grant-in-aid recipients may be able to use part or all of their outside grants or academic merit scholarships to cover the difference between a full grant-in-aid and the student's cost of attendance. If a full-grant-in-aid student-athlete receives outside grants and/or merit aid, it is the responsibility of the student-athlete to inform the Compliance Office for review.

Outside Awards

Outside financial aid is any aid that a student-athlete receives toward their education that may or may not be disbursed through the Financial Aid office at Valparaiso University. Examples of outside financial aid may come from the organizations listed below, but are not limited to:

- Corporations
- Non-profit organizations
- Booster clubs
- Fraternal organizations
- Contests

Examples of aid not considered to be from an outside source or organization include:

- Federal Pell Grant
- Federal Loans
- State tuition savings plans
- Athletics scholarship
- Academic scholarships
- Need-based scholarships

At the start of each academic year, student-athletes are required to complete and sign the Outside Financial Aid Form indicating all outside financial aid awards they have or will receive. In accordance with NCAA rules, all awards that are based on athletics participation must count against a student-athlete's grant-in-aid amount.

NCAA SPECIAL ASSISTANCE FUND

The NCAA Student Assistance Fund (SAF) is money that is distributed by NCAA to institutions in order to provide student-athletes additional services and money to pay for a variety of services or incidental expenses. Expenses that SAF can pay for include: required supplies and course fees related to attendance, medical and dental expenses; and emergency travel for family illness or death.

Who will receive SAF Funds?

If a student-athlete is considered to have demonstrated financial need, as determined by receipt of the Federal Pell Grant, that student-athlete may be eligible to receive SAF funding.

What is the Process?

If a student-athlete is determined eligible to receive SAF funds, payments will be made directly by the Office of Financial Aid to the student account which will be refunded once per semester.

Medical Expenses and Emergency Travel

Student-athletes who incur medical or dental expenses in excess of coverage by their primary insurance can complete an application for SAF monies to assist in the payment of the expenses. In addition, should a family emergency arise that requires a student-athlete to travel with short notice, SAF monies may be used to pay for transportation.

Housing

All student-athletes receiving housing are expected to follow University housing regulations. Violations may result in forfeiture of the housing allowance for scholarship student-athletes. Violations can include providing false information to the Office of Residence Life.

A full athletic grant-in-aid covers the cost of a double room in a University residence hall.

Full athletics grant-in-aid student-athletes residing in fraternity housing units will receive a housing allowance equal to the average of the standard double room rate of University on-campus housing. The student-athlete is responsible for any difference in cost.

Full athletic grant-in-aid student-athletes residing off-campus will receive a housing allowance equal to the average of the standard double room rate of University on-campus housing. The student-athlete is responsible for any difference in cost.

Book Scholarship

Student-athletes receiving a full athletics grant-in-aid must adhere to all rules and regulations regarding course-related text books. The process for purchasing and returning text books is as follows:

Book Pick-Up

- Student-athletes are responsible for purchasing their course required text books using their OneCard at the University Book Store.
- Once all books are purchased, receipts for purchases must be returned to the compliance office within two weeks of the end of the add/drop period.
- In the case of a book that needs to be acquired for an added class, the student-athlete must notify the compliance office immediately and return the receipt to the compliance office.
- The compliance office will review all course schedules and book receipts to ensure that texts purchased were for the courses registered. The compliance office will then send the information to the Office of Financial Aid to balance student accounts.
- Any unauthorized purchases, or purchases for receipts that were not provided, will be the responsibility of the student.

Book Return

- Student-athletes are required to return all books purchased as part of their financial aid to the compliance office no later than the final day of finals for each semester.
- Any books returned after the deadline will be charged to the student-athlete's account and the student-athlete may lose their book scholarship.
- Student-athletes may request to retain their books, with approval based on buy back price, future use, or lack of value.

Living Allowance Checks

Student-athletes living off-campus may be eligible for an allowance check if they are receiving a total sum of scholarship funds that exceed the cost of tuition and the general fee.

Student-athletes will receive 5 equal disbursements per semester, unless there are charges to the student account that are not included in permissible expenses to be paid by athletics aid.

The schedule of disbursement is:

- Approximately one week after the first day of fall classes
- Approximately one week after first day of spring classes
- The first of each month September through April

Financial Aid Refunds and Allowance Checks

In order to receive your financial aid refund or allowance check, you must register via Data VU.

From there, you can set your refund options, whether you want to receive your refund or allowance check as a direct deposit, via gift card, or a paper check.

Amateurism

To be eligible to compete in intercollegiate athletics, an individual must be an amateur. Amateur status can be lost if you:

- Use your athletic skill (directly or indirectly) for pay in any form in that sport (e.g., commercials, advertisements, fee for lessons).
- Accept a promise of pay.
- Sign a contract or make a commitment (orally or written) of any kind to play professional athletics with a professional sports organization.
- Receive money (e.g. salary, reimbursement of expenses, etc.) from a professional sports organization based on athletics skills or participation, except as permitted by the NCAA rules. (Check with the Compliance Office prior to accepting any money, to make sure it is permissible per the NCAA).
- Compete on any professional team.
- Enter into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

In accordance with NCAA rules, your coach may not help negotiate a professional sports contract. Your coach cannot directly or indirectly help market the athletic abilities or reputations of a student-athlete to an agent, a professional sports team or a professional sports organization and shall not receive compensation or gratuities of any kind, directly or indirectly for such services.

Employment

All student-athletes who make the decision to work either during the academic year or during the summer months between academic years must first receive permission from the Valpo Compliance Office.

It is permissible for student-athletes to be employed as long as the following conditions are met:

- Compensation is provided for work performed;
- Compensation is provided at the going rate for the area in that particular specialty and experience;
- Transportation to and from employment is only provided if the same is provided to all employees;
- Benefits are not received unless they are made available to all other employees; and,
- A Student-Athlete Employment Form has been completed and approved by the Compliance Office.

In the instance that a student-athlete is employed at an institutional camp or clinic, the following must occur:

- In addition to coaching duties, student-athletes must also have supervisory duties;
- Compensation must be provided at a rate commiserate with experience; and,
- Compensation cannot be provided only for speaking or demonstrating.

Playing and Practice

As a student-athlete, it is important to balance academic and athletic commitments. The NCAA has established policies that create maximum hours that any student-athlete can be required to participate in athletics activities.

For fall sports other than football that are required to be on-campus prior to the start of the academic year, there is no limit on the amount of time a coach may require athletically-related activities.

During a team's in-season component (the time where teams compete against outside teams) the following conditions apply:

- Athletically-related activities cannot exceed 20 hours in one week;
- All competition, no matter the length of time, will count as three hours;
- Student-athletes must have one day where athletically-related activities are not required; and,
- Athletically-related activities cannot exceed four hours in one day.

During a team’s out-of-season component (the time where training can occur, but no competition takes place) the following conditions apply:

- Athletically-related activities cannot exceed 8 hours in one week;
- Student-athletes must have 2 days where athletically-related activities are not required;
- Of the eight hours, no more than 4 hours (Sports other than Football) can be spent on skill instruction in one week; and,
- Of the eight hours, no more than 2 hours (Football) can be spent on reviewing film and participating in walk-thrus
- Athletically-related activities cannot exceed 4 hours in one day.

Voluntary Athletically-Related Activities

In order for any athletically-related activities to be considered voluntary, the following conditions must be met:

- The student-athlete must not be required to report back to a coach or any other department of athletics staff member any information related to the activity. In addition, any staff member who observes the activity may not report back to any coach anything related to the activity.
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any staff member may require student-athletes participation at any time. It is permissible for a staff member to provide information about available opportunities to participate when strength and conditioning coaches will be available;
- The student-athletes participation in the activity may not be recorded for the purpose of reporting such information to the coaching staff; and,
- The student-athlete may not be subjected to penalty and/or reward based on attendance in such voluntary activity.

What is and What is not Countable Athletically-Related Activity?

<i>Countable Athletically-Related Activities</i>	<i>Non-Countable Athletically Related Activities</i>
Practices (not more than 4 hours in one day)	Compliance Meetings (RARA)
Athletics meetings with a coach initiated or required by a coach (e.g., end of the season individual meetings)	Meetings with a coach initiated by the student-athlete as long as no athletically-related activity occurs.
Competition (and associated activities, regardless of their length count as three hours) Note: NO athletically-related activities may occur after competition.	Drug/alcohol educational meetings or Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Required weight-training and conditioning activities.	Voluntary weight training not conducted by a coach and not reported back to any staff member.
Setting up of offensive and defensive alignment.	Student-Athlete Advisory Committee (SAAC) meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary sport-related activities (please see conditions of voluntary activities).
Required participation in camps/clinics.	Travel to/from the site of competition (as long as no countable activities include including watching game film) (RARA)
Visiting the competition site in the sport of golf.	Training room activities (e.g., treatment, taping, etc.) rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., acting as a student host) (RARA)

Participation in a physical activity class for student-athletes only taught by a member of the athletics staff.	Fundraising activities or public relations/promotional activities and community service projects. (RARA)
Mandatory recruiting events.	Individual meetings with University leadership regarding NCAA violations. (RARA)

TIME MANAGEMENT PLAN

Time Demands and Time Management Plan (TMP)		
Time Management Plan Declaration		Annual Review
Time management plan must be developed in each sport with senior administrators, head coach and student-athlete(s). FAR must be involved in the oversight and implementation.		The TMP shall be reviewed on an annual basis.
Scheduling Predictability and Schedule Changes		
<ul style="list-style-type: none"> • Students will be provided anticipated schedules at least two weeks in advance using JumpForward. • Schedule changes must be communicated no later than 48-hours in advance. • Acceptable schedule changes within 48-hours include facility issues, weather and health and safety concerns. 		
What goes into the TMP?		
Required Athletically Required Activities (RARA)	Countable Athletically Related Activities (CARA)	
Countable or noncountable activities that are required of a student-athlete. Includes compliance meetings, organized team promotional activities, recruiting activities, media activities, fundraising, community service, team-building activities and team travel.	Any required activity with an athletics purpose. Examples include practice, required strength/conditioning, required film review, walk-throughs, etc.	
NOT RARA OR CARA: Health and medical activities, academic-related activities, voluntary athletically related activities or Life Skills Activities involving multiple sports (formally organized by the athletics department)		
Days Off and Time Off		
Weekly – Days Off	7 Days Off – End of Season	7 Additional Days Off
1 day off per week <ul style="list-style-type: none"> • Preseason and Vacation* • In-Season 2 days off per week <ul style="list-style-type: none"> • Out-of-Season 	Beginning the day after a student-athletes’ or team’s last contest of the championship segment	Specific to each student-athlete. Must occur in-season or out-of-season during the academic year when classes are in session*
Travel Day Off		
A travel day cannot be a day off, with the following exceptions: <ul style="list-style-type: none"> • A travel day following away-from-home competition may be considered a day off if the 24 hours immediately following return to campus are free from all athletically-related activities. • A travel day to away-from-home competition may be considered a day off if the 24-hours immediately preceding departure from campus or immediately following arrival to the locale of the competition are free from all athletically-related activities. 		
Time Off- 8-hour Overnight Period		
<ul style="list-style-type: none"> • A minimum of 8 hours is required between athletically-related activities overnight. This includes late return from away competition. 		

- Does not apply to: days between multi-day tournaments/events, promotional practices, voluntary activities, required student hosting duties, required life-skills activities, health/medical activities, academic activities, facilities issues, weather or coach illness.

Academics

Athletics and Class Absences

At the beginning of the semester student-athletes will be provided a letter which includes a copy of the student-athlete's competition schedule. It is the student-athlete's responsibility to provide the letter to all instructors. **NOTE: Absences are not permitted in order for student-athletes to attend practices.**

Student-athletes are expected to attend their classes, complete class assignments, and take all examinations. Absences due to athletic road trips do not excuse the student-athlete from doing any missed class assignments. **It is the responsibility of the student-athlete to make advance arrangements for assignments or examinations to be missed due to road trips.**

Prior to the beginning of the sport season, head coaches will be provided class excuse forms for the entire season. Student-athletes should discuss upcoming absences with their instructors before such absences occur.

Priority Registration

Priority registration (within class, i.e. freshmen within freshmen class, etc.) is currently provided to all student-athletes based on the credit hours earned and the championship season of the student-athlete's sport.

Academic Services for Student-Athletes

The NCAA requires schools in Division I to provide academic services to their recruited student-athletes.

To achieve academic excellence and maximize opportunities at VU, student-athletes are encouraged to use all academic resources available to them. Academic Services for Student-Athletes provides information about VU policies and procedures, and about the range of campus academic services. In addition to referring student-athletes to campus resources, student-athletes with demonstrated academic deficiencies may be required to meet with a member of the Academic Services staff on a regular basis.

Resources provided by Academic Services for Student-Athletes include:

- Study Table
- Academic Progress Tracking
- Verification of degree applicability in the registration process
- Post graduate scholarship assistance

A major resource for all students is the Academic Success Center (ASC). ASC provides referral services to help connect students with appropriate resources including help sessions, supplemental instruction and peer tutors.

The ASC is located in the Christopher Center Library, Room 100A. The website, www.valpo.edu/academicsuccess provides additional resources.

Sports Medicine Program

The Training Room is staffed by NATA Certified Athletic Trainers.

- A. Each student-athlete must be given a medical examination by a licensed physician upon initial entry into VU and prior to the beginning of practice sessions. The student-athlete will undergo a health assessment administered by a certified athletic trainer prior to each following year of participation.

- B. The University, through its insurance programs, assumes secondary financial responsibility for medical services needed by student-athletes injured in University sponsored practices or competition. This insurance is contracted for annually by the Vice President for Administration and Finance.
- C. The Athletics Department is not financially responsible for medical treatment required due to:
- Injuries incurred in activities other than a University sponsored athletic practice or competition;
 - Medical problems not directly caused by athletic participation (for example: removal of tonsils or appendix); or
 - A pre-existing injury or condition or for care or treatment of a sickness.
- D. All injuries sustained during practice or competition must be reported immediately to an athletic trainer for initial evaluation.
- E. If the Athletics Department is to assume financial responsibility for student-athletes desiring outside medical consultation, ***the student-athlete must first secure clearance from a VU certified athletic trainer.*** Failure to obtain prior permission may result in the student-athlete being held responsible for all expenses incurred.
- F. Students receiving bills for authorized visits to outside physicians or hospitals should immediately deliver the bills to a certified athletic trainer who will submit the bill to Insurance Coordinator.
- G. All arrangements for the care of injuries must be made before a student-athlete withdraws from the University or graduates. The Athletics Department and University accept no responsibility once a student-athlete has terminated his/her student affiliation with the University. This policy excludes expense incurred after 52 weeks from the date of the accident or the date of the first medical treatment for sickness.
- H. Students are encouraged to arrange with the athletic training staff to receive treatments for any injuries at a time other than during practice time.

Athletics Department Concussion and Reporting of Suspected Illnesses and Injuries Policy

Athletic Trainer and Student-Athlete Cooperative Statement

The athletic trainer is the student-athlete's first contact in the medical care process. All illness and physical injuries, including concussion or suspected concussion are to be reported by the ill or injured student-athlete to the team assigned staff athletic trainer but if that person is not available, any other staff athletic trainer or team physician within 24 hours of the onset of symptoms or injury. The athletic trainer will initiate appropriate care of the condition and/or refer the athlete to an appropriate healthcare provider. The athletic trainer will communicate with the student-athlete and the coaching staff during the care of an illness/injury. The goal of the athletic trainer is to return the athlete to activity as soon as the condition(s) is resolved and/or the risk of further injury/illness is minimal.

Concussion Policy

The NCAA, National Athletic Trainers Associating, and the Zurich International Conference on Concussion in Sport have developed guidelines for evaluation, treatment, and management of sport related concussion. Based on this information, the NCAA has implemented guidelines to assist Sports Medicine Medical Teams (athletic trainers and team physicians) in the evaluation, treatment, and return of post-concussive student-athletes to activity. Each student-athlete (SA) will be provided the NCAA Concussion Fact Sheet and this statement at the yearly compliance/sports medicine meetings.

Why is this policy important?

The brain is an organ that controls and operates the body physically, emotionally and mentally. When the brain is injured, these processes are altered in varying degrees. The Sports Medicine Medical Team needs to know when you have symptoms of a concussion so proper care can be given for the protection of your brain and returning you to activity safely. If you return too soon, there is a chance for "second impact syndrome" or having a second injury to the brain before the first is completely healed. Significant short and long term problems can occur if you return too quickly. In

some cases, repeat concussions can cause permanent brain damage and even death. Severe brain injury can change your life.

What is a concussion?

A concussion is trauma to the brain as a result of an impulsive force to the head, neck or body. Concussions can result from the head or body hitting the ground or an object, colliding with another athlete, or being hit by an object. Because a brain cannot be seen, we rely on external signs and symptoms. These signs and symptoms include dizziness, blurred vision, sensitivity to light, nausea, amnesia, headache, emotional changes and confusion (please see the NCAA Concussion Fact Sheet).

Pre-injury evaluations are done to determine a cognitive and functional base line.

During a student-athlete’s pre-participation medical processing, baseline testing will occur to determine a cognitive and functional base line. Priority in testing will be given to student-athletes participating in sports most at risk for consecutive injury. This baseline information will be used as part of the return to activity criteria.

Evaluating a concussion

Concussions are evaluated using multiple criteria during an on-field evaluation, sideline evaluation, and/or a clinical setting evaluation within 24 hours of the injury. Periodic evaluations will occur post-injury to monitor signs and symptoms. Those symptoms include somatic, cognitive and emotional characteristics, physical signs, balance, cognition, cranial nerve function, function reaction and sleep levels or patterns.

Management and return to activity post-concussion

All student-athletes with a concussion or a suspected concussion will be removed from the activity immediately and will not return to activity that day unless it is determined by the staff athletic trainer or team physician that the student-athlete does not have a concussion. Re-evaluation of the student-athlete will occur periodically to determine if symptoms have resolved. When the symptoms have resolved, the Return-to-Play (RTP) protocol will be initiated.

Concussion Return-to-Play Protocol

Rehabilitation Stage	Functional Exercise	Objective of Stage
1. No sport or activity which raises the heart rate higher than Activities of Daily Living level until asymptomatic.	Relative physical and cognitive rest. Limit reading and computer activities. Activities of daily living can be increased as signs and symptoms decrease.	Allow brain and associated tissues to heal.
When all symptoms have resolved, progress RTP protocol		
2. Light aerobic exercise	Non-impact stationary exercise <70% max heartrate (e.g., stretching, bike, elliptical)	Increase heart rate within range.
3. General exercise	Running drills specific to sport. No head impact activities. <80% max heartrate	Add movement and multi-directional activity
4. Non-contact training drills	Complex training drills (e.g., passing, shooting, change of direction, start and progress weight training, resistance exercises) <90% of max heartrate	Exercise, coordination, and cognitive load.
5. Full contact practice	Participate in normal training activity.	Restore confidence and assess functional skills by coaching staff.
6. Return to play	Normal game play	Stay asymptomatic

- Each stage should have a minimum 20-22 hour break before accomplishing the next stage.
- If signs and symptoms should reappear during a step, wait 20-24 hours and retry the stage.
- If signs and symptoms return a second time, the student-athlete will be directed to the team physician.

Multiple Concussion Care Guidelines

Assessment	First Concussion Care	Second Concussion Care (within 2 years)	Third Concussion Care (within 3 years)	Fourth Concussion Care (within 4 years)	Fifth Concussion Care (within 5 years)
If any sign, symptom or any positive test on the concussion assessment evaluation criteria	Follow return concussion policy and RTP protocol. Begin 5 day progression from date clear of symptoms	Formal examination by physician. Begin RTP protocol once asymptomatic for 10 days.	Formal examination by physician. Consider time away from sport for remainder of season.	Formal examination by physician. Consider termination of remainder of season.	Formal examination by physician. Consider termination of all intercollegiate sport activity.

Concussion/Injury Return to Learn Policy

All students who have a suspected or diagnosed concussion should receive an evaluation by a healthcare professional trained in concussion management. At Valparaiso, this may include medical practitioners at the health center, athletics trainer or the college’s consulting physician. The evaluation consists of the following:

- Method of injury
- Review of medical history
- Review of symptoms
- Physical Exam
- Cognitive Exam
- Labe testing or imaging where indicated

Tools to facilitate this evaluation may include:

- Sport Concussion Assessment Tool (SCAT5)
- Graded Symptom Checklist (GSC)
- ImPACT neurocognitive test
- The most current medical evidence recommends an individualized approach involving a gradual return to academic activities in a manner that does not prolong or exacerbate symptoms.
- Students should return to full academic function and be asymptomatic before returning to unrestricted physical activity.
- The stress and anxiety that students experience around missed classes and assignments can be mitigated with appropriate short-term academic accommodations and support from professors, deans and the staff at Office of Disability Services
- Ongoing medical supervision with coordinated care between the Student Health Center, Office of Disability Services, physicians, and Sports Medicine staff when appropriate, is essential.
- For students with symptoms lasting longer than 2 weeks, further medical management considerations and accommodations. These athletes will also be sent again to the health center for referral to Neurologist if warranted

Initially students will be advised to rest the brain and body for a 24-72 hour period. This means not attending classes, doing homework, listening to lectures, watching videos, or using the computer or cell phone. Students will be responsible for communicating with their professors about their status. An email from the Athletic Training Room will be sent to Student Health Center and to Office of Disability Services verifying the situation. Any testing done in the training

room will be uploaded to the secure shared drive with the health center to be put into the student's medical file at the health center.

The SA will be scheduled for a visit with trained physician/health center at the earliest convenience. This will start the process to get the SA into the disability system to get any accommodations that the SA may need in the classroom. Students will be encouraged to sleep, eat and hydrate well, spend quiet time with friends/family, listen to calming audio for short periods, take short walks or practice some relaxation techniques. Students will be told to stop any of these activities if concussion symptoms worsen. Students will return for follow-up evaluation within 24-48 hours. At this visit, a thorough symptom review will be done and any other relevant testing. Restrictions on academic work will be kept the same or modified depending on the findings. Students will continue to return periodically (usually every few days) for repeated assessments. When the measures obtained from these markers show significant improvement, the student will be advised to resume class attendance with possible accommodations such as:

- Note taking services
- Permission to leave if concussion symptoms return or worsen
- Dimming lights in the classroom or wearing sunglasses
- Preferred seating to reduce distractions
- Possible extended time for exams or assignments

The student will be instructed to use the services of Office of Disability Services as needed to navigate meeting the requirements of his/her academic courses without jeopardizing physical and cognitive healing.

If the student is successful in a gradual return to academics without symptoms returning or worsening, he/she will be advised to continue working towards full participation over several days to weeks. If symptoms return or worsen, he/she should be evaluated. The student will be responsible for communicating the details of the recovery process to professors.

Insurance

Primary-Secondary and Limits

- A. Primary coverage is provided through the student-athlete's University student insurance policy or the student athlete's parent's insurance policy. The Athletic Department provides secondary coverage for all student-athletes.
- B. Athletics Department insurance covers expenses up to \$50,000. In addition, lifetime catastrophic athletics injury insurance is provided to cover permanently disabling injuries up to \$20,000,000 (the current policy has a \$65,000 deductible).
- C. All matters pertaining to insurance are handled under the direction of the office of the Vice President for Administration and Finance, by the Sports Medicine staff and Health Center personnel.

Claim Filing Procedures

In order to file a VU varsity athletic injury insurance claim for benefit consideration, the following procedures MUST be followed and the required paperwork MUST be supplied and submitted to the Valpo Athletic Trainer. Failure to do so will result in non-payment of the claim, as the Valpo insurance carrier and University will not process or consider benefits unless they receive all of the required paperwork from the student-athlete or parent within ONE YEAR (fifty-two weeks) from date of injury.

1. The student-athlete must immediately report his/her injury to the VU Athletic Training staff. Please contact:

Valparaiso University
Sports Medicine
114 Athletics-Recreation Center

1009 Union St.
Valparaiso, In 46383
219-464-5236

2. The student-athlete or parent is then personally responsible for making sure that all providers bills, as well as prescription bills are initially filed to their own personal, family or employer group insurance company AS QUICKLY AS POSSIBLE. It will be necessary for the student-athlete or parent to supply the personal, family or employer group insurance information to EACH provider of service. (The University's coverage is considered secondary to the student-athlete's personal, family or employer group insurance coverage.)
3. Before filing claims to their own personal, family or employer group insurance company, the student-athlete or parent must take and retain copies of all original ITEMIZED BILLS and prescription statements, as they will need to submit these copies when filing their VU claim at a later date. The VU insurance carrier will not consider benefits unless copies of all ITEMIZED BILLS are submitted when the VU claim is filed, and the VU insurance carrier WILL NOT accept or process subsequent "Balance Due" billing statements. (If the provider of services does not initially send an itemized billing statement home, it will be necessary for THE STUDENT-ATHLETE OR PARENT to contact the office of the provider of service to obtain one.
4. After the student-athlete's personal, family or employer group insurance carrier, HMO or PPO has processed and considered the claim, they will send the student-athlete or parent an Explanation of Medical Benefits (EOB) statement indicating how they paid or denied each claim.
5. The student-athlete or parent must then attach a copy of each Explanation of Medical Benefits statement received, to the corresponding (ITEMIZED) billing statement received from each provider of service (or prescription receipt), and submit both to the VU Athletic Trainer for processing. The Athletic Trainers address is listed above.
6. If the student-athlete has no personal, family or employee group insurance coverage that must be noted on the Parent Insurance Questionnaire. In this case, to file a claim the student-athlete should comply with item #1 and then submit copies of each providers ITEMIZED billing statements (or prescription receipts) to the VU Athletic Trainer for processing.

Equipment and Locker Room Policy

Student-athletes are personally responsible for the equipment that is issued to them. It is the responsibility of the student-athlete to return all equipment and clothing (based on team policy) issued to them at the conclusion of the season, or their separation from the team *whichever is earlier*. All non-returned items will be billed to the student-athlete's student account. All questions regarding equipment must be directed to the Head Athletic Equipment Manager.

Student-athletes should be aware that the lockers they utilize in participating on athletic teams are property of the school. Only Equipment Room issued locks may be used to secure the lockers. Only school issued equipment and practice and game related clothing may be kept in these lockers. There is no expectation of privacy in lockers or the locker rooms. Please keep lockers locked at all times, the Department is not responsible for lost, stolen, or damaged items.

Media Relations for Student-Athletes

- Student-athletes have a responsibility to the institution, their coaches, and teammates for cooperating with the media. The fans of the institution and those from their hometown are interested in their intercollegiate experience.
- The opportunity to deal with the press is a learning experience in developing communication skills that can be helpful not only during the intercollegiate experience but in future professional and business careers.
- Student-athletes should never agree to a telephone interview unless the arrangements have been coordinated by the Sports Media Relations Office. This will permit the athlete to avoid contact by unauthorized persons who may attempt to gain and use information for gambling purposes.
- It is important to be on time for scheduled personal interviews or in returning telephone calls arranged by the Sports Media Relations Staff. If the individual encounters problems with the scheduled appointment, the Sports Media Relation's Office should be notified.
- Student-athletes should not answer a question if they do not wish to respond to it. A proper response might be, "I'd rather not discuss that subject."
- Summarize the interview and seek counsel with Sports Media Relations personnel if you are uncomfortable with the questions, answers or general tone of the interview.
- The acceptance of an individual, the team or the institution by the media is developed by the impressions made through the interview, feature stories and their personal self-decorum.

Student-Athlete Life Skills Program

University resources for holistic development at Valparaiso University empowers student-athletes to excel in competition, the classroom and community by:

- Providing student awareness of vital campus resources;
- Partnering with SAAC to promote student-athlete success;
- Promote support between Valpo intercollegiate teams and student-athletes; and,
- Providing pertinent life skill workshops based on student-athlete needs survey.

Some examples of the types of programs offered include:

- Study skills
- Career building
- Career panels
- Leadership training
- Goal setting
- Time management
- Financial tips
- Motivational speakers
- Mental toughness

Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. SAAC is a committee that is present at all NCAA institutions, conference

offices and at the national level. SAAC members and committees provide input on the rules, regulations and policies that affect student-athlete’s lives within the NCAA.

At Valparaiso University, SAAC is considered “the voice” of the student-athlete. Each team elects two representatives to attend SAAC meetings. These meetings are provided to keep student-athletes informed of on- and off-campus events and community service opportunities.

In addition to monthly meetings, SAAC also arranges for a variety of guest speakers and workshop opportunities to promote leadership, character building and involvement in local causes. SAAC leaders go on to represent the Missouri Valley Conference as well as attend leadership conferences throughout the year.

Sexual Misconduct

Valparaiso University is committed to maintaining an environment that is conducive to learning and scholarship and free from sexual harassment. To this end, a firm written policy has been developed that specifies certain behaviors by employees of the university, acting under the aegis of the university, which fall within the definition of sexual harassment and which are therefore subject to sanction. In addition, behavior by students that falls within the definition of sexual harassment are also subject to sanction by the University.

Sexual harassment is defined as any unwelcome sexual advance; request for sexual favors; or any verbal, physical or visual behavior of a sexual nature.

Sexual Misconduct Resources and Reporting Options

Confidential Resources	Non-Confidential Resources
<ol style="list-style-type: none"> 1. Sexual Assault Awareness & Facilitative Education Office (SAAFE) <ul style="list-style-type: none"> • Crisis Line 219.464.6789 • Emergency Line 219.464.7087 2. Counseling Center <ul style="list-style-type: none"> • 219.464.5002 3. University Pastors <ul style="list-style-type: none"> • 219.464.5093 4. Student Health Center <ul style="list-style-type: none"> • 219.464.5060 5. The Caring Place <ul style="list-style-type: none"> • 219.464.2128 6. National Sexual Assault Hotline <ul style="list-style-type: none"> • 800.656.HOPE 7. RAINN (Rape Abuse Incest Nat’l Network) <ul style="list-style-type: none"> • 800.799.7233 	<ol style="list-style-type: none"> 1. Title IX Coordinator <ul style="list-style-type: none"> • Title9@valpo.edu • 219.464.6370 2. Valparaiso University Police <ul style="list-style-type: none"> • 219.464.5430 3. Office of Residence Life <ul style="list-style-type: none"> • 219.464.5413 4. Office of Student Affairs <ul style="list-style-type: none"> • 219.464.5411 5. Discrimination Compliant Advisors 6. Resident Assistants (RA’s) 7. Faculty 8. Administrative Staff 9. Director of Athletics 10. Coaches 11. Other Athletics Staff Members

Additional Options Available for Reporting Sexual Misconduct

Both men and women can be victims or perpetrators of sexual misconduct. Valparaiso University does not tolerate violence and strongly encourages all persons who feel they may have been a victim of violence while on campus or participating in a University endeavor to report the incident to the Valparaiso University Police Department. Valparaiso University Police Department is a non-confidential resource. Victims may notify proper law enforcement authorities, including Valparaiso University Police Department and local police; be assisted by Valparaiso University Police Department in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities. DCAs and the Title IX Coordinator will assist a victim in notifying the Valparaiso University Police Department and/or local police if requested by the victim.

A person who perpetrates a sexual violence, such as rape or sexual assault, while on campus or during a University-sponsored activity or endeavor is subject to a broad range of disciplinary actions including, but not limited to: suspension, expulsion, termination of employment, and/or permanent separation from the University.

An individual who believes they have been a victim of sexual violence is encouraged to immediately contact the Valparaiso University Police Department at 219.464.5430. An officer will:

- Provide for the person's immediate need for safety;
- Call a counselor to come on campus to speak with the person;
- Provide transportation to the emergency room if requested;
- Gather information pertaining to the incident;
- Advise the person on obtaining a restraining order, and by request, notify someone with authority over the assailant so contact between the two parties can be limited; and
- Call the Title IX Coordinator to assist in the matter.

An individual is not required to report the Valparaiso University Police Department immediately; however, it is important to preserve any evidence of the incident as it may be necessary to prosecute a crime or obtain an order of protection. An individual is strongly encouraged not to shower, douche, brush teeth, eat, or change clothing in an effort to preserve physical evidence. If a victim changes clothes, a victim is encouraged to put all clothing wearing at the time of the incident into a paper bag.

Students have the following additional options available immediately:

1. Call the Sexual Assault Awareness and Facilitative Education (SAAFE) Office crisis line at 219.464.6789. For emergencies occurring after regular business hours, call 219.929.7087;
2. Call the Counseling Center crisis response line at 219.464.5002. The caller will receive a recording that will provide instructions for contacting a counselor at home. The counselor may come to campus to speak to the person and assist him/her in reporting the assault to the VUPD;
3. Call the Title IX Coordinator at 219.464.6370 or Title9@valpo.edu;and/or
4. Go directly to the Porter Emergency Room. Porter Hospital may charge the student for services. Medical personnel will call the VUPD. A person choosing this option for requesting assistance may expect appropriate professionals to fill the following roles:
 - PH Emergency Room personnel will conduct a physical examination, treat any injuries, gather physical evidence of the assault and supply aftercare instructions;
 - VUPD officer will interview relevant parties, including the victim, to initiate an official investigation; and
 - The SAAFE and/or Counseling Center advocate will provide emotional support, safeguard the person's right to make choices, assist the person in examining alternatives and begin the recovery and re-empowerment process.

Employees and students have the following additional options available:

1. Contact the Title IX Coordinator at 219.464.6370 or Title9@valpo.edu;
2. Contact the Office of Human Resource Services, which will assist in placing the employee into the Employee Assistance Program; and/or
3. Contact an off-campus service available to assault victims, which include:
 - National Sexual Assault Hotline 1.800.656.HOPE
 - Sexual Assault Recovery Project 219.465.3408
 - Victim's Assistance Unit 219.465.3433
 - Porter County Prosecutor's Office 219.465.3415
 - Porter Starke Services 219.531.3500

Available Reporting Options

The University will respond to discrimination, harassment, or sexual misconduct if it knows or reasonably should know of the situation. Certain responsible employees have a duty to promptly report discrimination, harassment, or sexual misconduct as set forth above in this Policy. Indiana law requires that anyone who has reason to believe a minor (17 years of age or less) has been sexually assaulted immediately report the matter to the Valparaiso University Police Department or other local law enforcement. Members of the University community who believe they have been discriminated against, harassed, or a target of sexual misconduct, or know or reasonably should know of discrimination, harassment, or sexual misconduct, or have been accused of discrimination, harassment, or sexual misconduct while on campus or participating in a University-sponsored activity or endeavor, should contact the Title IX Coordinator or Discrimination Complaint Advisor (DCA) to request advice and information about how to proceed. DCAs are appointed by the President. A list of current DCAs can be obtained from the General Counsel's website at http://valpo.edu/generalcounsel/general_policies.php. If invoked, the role of the DCA is to stay in close contact with the individual and serve as a resource for information about procedures, services, and techniques for resolving the situation. The DCA is responsible for providing impartial assistance, identifying, and discussing the options an individual who feels he or she has been discriminated against, harassed, or a target of sexual misconduct or an individual who has been accused of discrimination, harassment, or sexual misconduct might wish to follow. These options include both an Informal and Formal Complaint/Resolution Process. The Informal Process is set forth below. The DCA will report complaints to the Title IX Coordinator, who will provide further assistance and oversight into procedures as required.

Employees and students can file an Informal or Formal Complaint anytime, whether or not they contacted or sought the assistance of a DCA. Employees and students may file an Informal or Formal complaint against an employee or student pursuant to the Informal and Formal Complaint/Resolution Processes as proscribed below. Complaints by or against non-employees and non-students that allege sexual violence such as sexual assault or rape or the violation of a crime, may be made with the Valparaiso University Police Department or the Title IX Coordinator. Complaints by or against non-employees and non-students that allege discrimination, harassment, or sexual misconduct must be filed with the Director of Human Resource Services if the alleged violator is an employee, or with the Dean of Students if the alleged violator is a student. The Title IX Coordinator may take all reasonable steps to investigate or file a complaint against an employee or student if victim does not invoke the Informal or Formal Complaint Resolution Process in circumstances where there is a continuing or broader threat to the campus community.

All reporting mechanisms may also apply to any student or employee who has been discriminated, harassed, or a target of sexual misconduct by another student or employee off campus or during a non-University activity. Finally, the University has the authority to take interim action against any alleged violator while the applicable complaint processes is pending. The purpose of any interim action is to separate the complainant from the alleged violator or alleviate any potential danger while the applicable process is pending. Any employee subject to an interim action will still be paid their normal rate of pay while the applicable process is pending.

Compliant Procedures

Copies of the procedures followed by the University in the event of a sexual harassment complaint may be obtained from the SAAFE Office or from the Title IX Coordinator. For more information, please visit: <http://www.valpo.edu/generalcounsel/assets/docs/Nondiscrimination%20Harassment%20Sexual%20Assault.pdf>

Reporting Child Abuse on Campus or During a University Activity

Indiana law requires anyone who witnesses child abuse, or has reason to believe a child has been abused, make a report to Indiana law enforcement. A child is considered anyone under 18 and abuse includes, but is not limited to, sexual abuse. If you believe a child has been abused on campus or during a University activity, this obligation can be satisfied by reporting the suspected abuse to the Valparaiso University Police Department.

Indiana law places an additional requirement on university employees who believe they have witnessed child abuse on campus or during a university activity. That requirement is to report the suspected abuse to their supervisor. Therefore, all Valparaiso University employees are required to report incidents of suspected child abuse on campus or during a university activity to their supervisor and the Valparaiso University Police Department. The only exception may apply to

attorneys (and their assistants or legal interns) who learn of the abuse during the course of attorney-client communication.

The University will not retaliate against and Indiana law provides legal immunity to anyone who makes a report of child abuse in good faith to the Valparaiso University Police Department.

Valparaiso University Athletics Department Pregnancy Policy

The purpose of the Valparaiso University Athletics Department Pregnancy Policy is for the protection of student-athletes and their developing children and to assist student-athletes in working through the many unique challenges that pregnancy and/or parenting will place on them.

This pregnancy policy has been developed in accordance with the purpose of the NCAA to govern competition in a fair, safe, equitable and sportsmanlike manner and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete remains paramount. The policy is based on an ethic of care, to ensure that pregnancy is treated consistently with the broad goals that all student-athletes work toward graduation, that physical and mental health issues be managed appropriately, and that all policies are fair to both males and females. Our aim is to demonstrate compassionate, fair treatment of pregnancy, to help prevent health problems to the pregnant woman and the unborn child, and facilitate a smooth transition back to successful athletic participation, and make continued academic progress more likely.

The guidelines and procedures outlined in this policy will aid the student-athlete in making the decisions concerning her pregnancy and her future as a student-athlete in collegiate athletics. The Valparaiso athletic department is committed to the personal health and development of all our members and to the educational mission of the institution. We strive to provide an environment that encourages disclosure and exemplifies that the health of our student-athletes are of the utmost concern. This policy sets forth the protections that should be provided for pregnant and parenting students.

Federal Laws and NCAA Legislation Governing Financial Aid

Title IX, its regulations and the policies of the Office for Civil Rights provide the legal support for our policy. The United States Constitution, state constitutions and state laws provide additional protections for pregnant or parenting student-athletes. Title IX set forth a general ban on discrimination, stating that schools must treat pregnancy and all related conditions in the same way that they treat any other temporary disability. The OCR also discusses that pregnancy is to be treated in the same way as other temporary medical conditions in the athletic context. Financial assistance to student-athletes cannot be terminated or reduced on the basis of pregnancy during the current academic year.

Together Title IX and the OCR state that the student-athlete may participate as long as it is medically safe to do so. Title IX regulations also apply to the male student-athlete, protecting him from adverse treatment on the basis of his "actual or potential parental, family or marital status."

- A student-athlete's physician should make medical decisions regarding sports participation
- A student-athlete with a pregnancy-related condition must be provided with the same types of modification provided to other student-athletes.
- Pregnant student-athlete may not be harassed due to pregnancy.
- Per NCAA regulations, a student-athlete whose athletic career is interrupted due to a pregnancy related condition will typically be entitled to a waiver to extend her athletic career.
- Athletics financial aid awards may not be conditioned on not becoming pregnant.
- Pregnant student-athlete's athletics financial aid award is absolutely protected during the term of the award. Terminating or reducing financial assistance on the basis of pregnancy is prohibited under Title IX.
- A pregnant student-athlete cannot be retaliated against for reporting or complaining about pregnancy discrimination.

The goal is to enable the pregnant student-athlete to make informed decisions based on knowledge of the long-term consequences of those decisions and aid them in continuing their education.

Procedure

1. If a student-athlete thinks that she may be pregnant, the student-athlete needs to contact the Student Health Center to receive a free pregnancy test. If the test is positive, the Student Health Center can provide valuable information, including insurance options, local health care services, and counseling services. Student-athletes can contact the Student Health Center at (219) 464-5060 or (219) 464-5410 to schedule an appointment. Further information can be found on the website <http://www.valpo.edu/healthcenter/>.
2. The Athletics Department will require a pregnant or parenting student-athlete's physician to certify physical fitness as a condition for participating in athletic activities as this is required of student-athletes who experience other temporary disabilities.
3. The Athletics Department will allow pregnant or parenting student-athletes to fully participate on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that participation is not medically safe.
4. The Athletics Department will allow pregnant student-athletes to continue to participate in a limited manner on the team, unless it is medically unsafe to do so.
5. Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
6. No coach or other Athletics Department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
7. The Athletics Department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated.
8. The Athletics Department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
9. The Athletics Department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletic award.
10. The Athletics Department will require a pregnant or parenting student-athlete's physician to certify physical fitness after her pregnancy, before returning to athletic activities as a condition for participating in athletic activities as this is required of student-athletes who experience other temporary disabilities.

Athletically-related aid is awarded on the premise that those receiving aid will participate as fully active members in their sport. It is expected that after a pregnancy and once medically cleared without restriction to participate, student-athletes wishing to continue receiving athletic grant money must return and fully participate in their respective sport. That failure to do so will be deemed voluntary withdrawal from the sport and will result in forfeiture of the athletic related aid.

It is the desire of the Department of Athletics to deal with pregnancy in a compassionate manner that is gender-neutral, compatible with NCAA Bylaws and federal laws, and consistent with the NCAA and the University's mission to integrate intercollegiate athletics into higher education and support the student-athlete graduation.

Reporting, Resources and Medical Coverage

When the student-athlete discloses the pregnancy to the team physician, athletic trainer or coach, or the Student Health Center, our departmental policy supports the decision to keep that information confidential as long as it is medically safe to do so. Our desire is to create an accepting environment in order to enable the student-athlete to make better decisions about her pregnancy.

- The Department will work to create an environment that encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional healthcare.
- No Department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.

- Reasonable efforts will be made with respect to the student-athlete's privacy and maintain confidentiality for as long as it is medically safe.
- When a student-athlete reveals her pregnancy or parenting status to athletics or institutional personnel, they should direct the student-athlete to this policy. Personnel should reiterate the Department's protection for the student-athlete's team membership status and financial aid; refer the student to the team physician, the student-athlete's personal physician, and the Student Health Center.
- Athletics personnel who suspect that student-athlete is pregnant may report their concerns to an athletics administrator, coach, team athletics trainer or physician or the Student Health Center.
- Teammates of pregnant student-athletes may report their concerns to an athletics administrator, coach, team athletics trainer or physician or the Student Health Center.
- If a student-athlete becomes pregnant, the Athletics staff would like to help in any way possible. The student-athlete is encouraged to notify an athletics administrator, coach, athletic trainer, team physician, or Student Health Center, so they may assist in making referrals to the appropriate medical and prenatal counseling services.

Emotional Health Concerns

In addition to the physical changes of pregnancy encountered by female student-athletes, male and female student-athletes must deal with overwhelming decisions creating psychological and social challenges. The student-athlete must decide a course of action to take. This may include whether or not to parent or place the child in an adoptive home, how to continue with academic goals and professional goals, how to pay for medical and living expenses, and how to tell significant others in their lives. A male student-athlete whose partner becomes pregnant needs support as well. This policy is intended to protect the student-athlete.

The Athletics Department will assist the student-athlete to access the pregnancy and parenting support resources that are available to all college students including: student health services, counseling services, academic services, and referral to healthcare providers.

The Athletics Department in conjunction with the team physician, the faculty athletics representative, senior administration, team certified athletic trainer, the Student Health Center, and the Committee on Intercollegiate Athletics (CIA) will regularly review student-student-athlete pregnancy and parenting cases as they occur to monitor compliance with this policy.

Valparaiso University Athletics Department does not provide medical coverage for gynecology and obstetrics conditions. It is the responsibility of the student-athlete to seek and be financially responsible for the medical coverage related to the pregnancy. The Student Health Center can provide guidance on health insurance options.

Continued participation in athletics will be determined individually by the student-athlete, her maternity healthcare provider, team physician and athletic trainer with the goal of continued academic retention and progress.

Strength Training Program

The Sports Performance Department is staffed by certified Strength Coaches through the following organizations:

- National Strength and Conditioning Association (NSCA);
- Collegiate Strength and Conditioning Association (CSCCA);
- United States Weightlifting Federation (USWF); and
- Several other specialty organizations

The department adheres to the guidelines outlined in the NSCA professional standards and guidelines document found here:

https://www.nsc.com/globalassets/education/nsca_strength_and_conditioning_professional_standards_and_guidelines.pdf

The Strength staff collaborates with the Sports Medicine Department to devise programs for each student athlete based on goals, limitations and sports specific needs. Each student athlete must be cleared through Sports Medicine before beginning a workout program.

Each sport conducts its own strength training program. Strength and Conditioning Coaches are available to assist each head coach in designing a program that will be beneficial to the participants in that sport. They will also directly assist in pre-testing and post-testing as requested.

Rules for use of the weight rooms are posted and student-athletes should become familiar with them.

1. All varsity athletic team lifting must be supervised by a sport specific coach and/or Strength and Conditioning Coach with a CPR/AED certification.
2. Music in the weight room can be used at the discretion of the supervisor. NOTE: It is important that the music is played at a level that will not annoy other lifters or people in offices located outside of the weight room.
3. General students, faculty and staff may not use the free weights without supervision or at least 2 people lifting to aid each other.
4. Personal belongings will not be allowed in the weight room.
5. All free weights must be stored on weight trees after using them (all bars are stripped and stored on racks or benches).
6. Shirt and shoes are required at all times.
7. Towels should be used to wipe equipment or profuse sweating.
8. Collars must be used with free weight lifting.
9. Spotters must be used with free bar lifting.
10. Weight belts should be worn whenever necessary.
11. No profanity in the weight room.

These policies are only good if supervisors and coaches enforce them at all times. The weight rooms must be kept neat and orderly. If problems arise with weight room policies being violated, the weight room may be closed to that group.

VALPARAISO UNIVERSITY DEPARTMENT OF ATHLETICS		
Administration	Charles Small Director of Athletics	464-6894 ValpoAD@valpo.edu
	Theresa Aogle Administrative Assistant	464-6894 theresa.aogle@valpo.edu
	Lanie Steinwart Faculty Athletics Representative	464-5780 lanie.steinwart@valpo.edu
	Merce Poindexter Senior Associate Director of Athletics for Student-Athlete Welfare & Compliance	464-5424
	Kasey Gengler Assistant Director of Athletics for Event Management	464-5694 kasey.gengler@valpo.edu
	Brandon Vickrey Associate Director of Athletics for Strategic Communication	464-5396 brandon.vickrey@valpo.edu
	Erica Fedornock Assistant Director of Athletics for Marketing and Ticket Operations	464-5233 erica.fedornock@valpo.edu
	Jake Sale	464-5983 jake.sale@valpo.edu

	Assistant Director of Athletics for Development	
	Candy Jessen Associate Director of Athletics for Business Services	464-5242 candy.jessen@valpo.edu
Academics	Merce Poindexter Senior Associate Director of Athletics for Student-Athlete Welfare & Compliance	464-5424
	Grace Frederickson Director of Academic Services	grace.frederickson@valpo.edu
Compliance	Callaway Kinney Academic and Compliance Coordinator	464-6913 callaway.kinney@valpo.edu
Internal Operations	Kasey Gengler Assistant Director of Athletics for Event Management	464-5694 kasey.gengler@valpo.edu
	Andrew Zappetillo Assistant Director of Event Management and Facilities	andrew.zappetillo@valpo.edu
	Mason Williams Head Equipment Manager	464-5237 mason.williams@valpo.edu
Advancement	Jake Sale Assistant Director of Athletics for Development	464-5983 jake.sale@valpo.edu
Corporate Partnerships	Tuesday Monsion General Manager - Valpo Athletics Sponsorships	tmonsion@valpoas.com
Sports Media Relations and Marketing	Brandon Vickrey Associate Director of Athletics for Strategic Communications	464-5396 brandon.vickrey@valpo.edu
	Aaron Leavitt Assistant Director of Athletics for Media Relations	464-6953 aaron.leavitt@valpo.edu
	Ron Blatz Broadcasting and Streaming Manager	464-5349 ron.blatz@valpo.edu
Sports Medicine	Stephen Jones Head Athletic Trainer	464-5236 stephen.jones@valpo.edu
	Nicole DeMarco Assistant Athletic Trainer	464-5236 nicole.demarco@valpo.edu
	Alyssa Cloninger Assistant Athletic Trainer	464-5236 alyssa.cloninger@valpo.edu
	Rose Paul Assistant Athletic Trainer	464-5236 rose.paul@valpo.edu
	Ashley Whitcraft Assistant Athletic Trainer	464-5236 ashley.whitcraft@valpo.edu
	Katie Sullivan Assistant Athletic Trainer	464-5236 kaitlyn.sullivan@valpo.edu
	Quintin Smidzik Assistant Athletic Trainer	464-5236 quintin.smidzik@valpo.edu
	Becca Puffer Registered Dietitian	becca.puffer@valpo.edu

	Cylia Srmek Social Work Intern	cylia.srmek@valpo.edu
	Amanda Bafia Athletics Insurance Coordinator	464-5400 sport.injuries@valpo.edu
Tickets	Erica Fedornock Assistant Director of Athletics for Marketing and Ticket Operations	464-5233 erica.fedornock@valpo.edu
	Morgan Fifield Ticket Operations Manager	464-5233 morgan.fifield@valpo.edu
	Renee Turpa Group Sales Ticket Coordinator	464-5112 renee.turpa@valpo.edu
Strength and Conditioning	Bob Brooks Director of Sports Performance	464-6911 bob.brooks@valpo.edu
	Luke Campbell Associate Director of Sports Performance	luke.campbell@valpo.edu
	Vijay Blackmon Assistant Athletic Performance Coach	vijay.blackmon@valpo.edu
Head Coaches	Baseball	464-6117
	Men's Basketball	464-5782
	Women's Basketball	464-5238
	Women's Bowling	464-5460
	Cross Country	465-7812
	Football	464-5393
	Men's Golf	464-5242
	Women's Golf	464-5242
	Women's Soccer	464-5041
	Softball	464-6014
	Swimming	464-5014
	Women's Tennis	464-5995
	Track and Field	464-6118
Women's Volleyball	464-5323	
Cheer and Dance	464-8733	

VALPARAISO UNIVERSITY CAMPUS RESOURCES

Academics	Academic Success Center	464-5985
	Alumni Relations	464-5142
	Disability Support Services	464-6956
	Information Technology Help Desk	464-5678
	Library Services	464-5500
	Office of Multicultural Programs	464-6769
	Registrar	464-5212
	Student Affairs	464-5411
	Writing Center	464-5216
Financial Aid	Office of Financial Aid	464-5015
	Student Accounts	464-5101
Housing and Meals	Dining Services	464-5016
	Residential Life	464-5413
Student Services	Career Center	464-5005
	Chapel of Resurrection	464-5093
	Counseling Services	464-5002
	Dean of Students	464-5411

Emergency Number (SAAFE)	464-6789/464-6860
Fitness Center	464-5211
Human Resources	464-5214
Mail Center	464-5218
Office of Alcohol and Drug Education	464-6820
One Card	464-5131
St. Teresa of Avila Student Center	464-4042
Student Escort Van	464-6040
Student Senate	464-5525
Title IX Coordinator	464-6370
University Switchboard	464-5000
University Book Store	464-5421