TABLE OF CONTENTS

WELCOME.................................................................................................................4
PURPOSE OF THE STUDENT-ATHLETE HANDBOOK...........................................5
CONFERENCE AFFILIATION..................................................................................5
INTERCOLLEGIATE SPORT OFFERINGS...............................................................6
ATHLETIC VISION, MISSION & VALUE STATEMENT.........................................7
STUDENT-ATHLETE ADVISORY COUNCIL............................................................8
ATHLETIC AWARDS...............................................................................................8
CAPTAINS...............................................................................................................10
STUDENT-ATHLETE RESPONSIBILITIES.............................................................10
SEXUAL AND GENDER BASED MISCONDUCT POLICY....................................12
GRIEVANCE PROCEDURES...................................................................................38
ACADEMICS.........................................................................................................39
CLASS ATTENDANCE...........................................................................................41
NCAA ELIGIBILITY...............................................................................................42
ALCOHOL, TOBACCO & DRUGS.........................................................................51
TRAINING ROOM...................................................................................................51
EQUIPMENT ROOM...............................................................................................52
INSURANCE COVERAGE......................................................................................52
TEAM SELECTION.................................................................................................52
PLAYER INFRACTION OF TEAM RULES.............................................53
TEAM TRAVEL.............................................................................53
CLUB & INTRAMURAL SPORTS......................................................53
NORWICH ATHLETIC DEPARTMENT DRUG POLICY..................53
ONLINE SOCIAL NETWORKS.......................................................65
NCAA BANNED SUBSTANCE LIST.............................................66
DEPARTMENT OF ATHLETICS POLICY ON TRANSGENDER
STUDENT-ATHLETES.................................................................67
WELCOME

On behalf of the Department of Athletics at Norwich University, I would like to congratulate you on being selected as a member of our sports program and to welcome you into the Norwich family of Intercollegiate Athletics. We take great pride in the high quality of the Norwich Athletic Department and we are excited about the part you will play in making our athletic program a success.

The Athletic Department staff is here to assist you in achieving your desired goals as a student, an athlete and as a person. We sincerely hope that we will provide you with the opportunity and the means for a rewarding experience that will help enrich your life.

Your primary purpose for being at Norwich is to receive a quality education. We expect you to work hard, study diligently and give your utmost to achieve your full potential. As a student-athlete at Norwich, you have the serious responsibility of assuming a leadership role as a member of one of our athletic teams. Because of your high visibility as an athlete, you are expected to uphold our University’s guiding values of integrity and honesty and exhibit sportsmanship, self-discipline and personal responsibility.

Please feel free to contact me, or any of the Athletic Staff if you need help or assistance at anytime during the year. Again welcome to Norwich Athletics.

Anthony A. Mariano
Director of Athletics
PURPOSE OF THE STUDENT-ATHLETE HANDBOOK

This handbook is designed to provide members of our intercollegiate athletic and club teams at Norwich University with an immediate source of information regarding the University’s, the NCAA’s and in particular the Department of Athletics policies, guidelines, regulations and operating procedures. This handbook is not intended to be a complete source of information but rather a quick overview that will cover the essentials to assist you in getting started in your student-athlete experience at Norwich. Please refer to your Student Handbook and the University’s Academic Regulations for further information.

CONFERENCE AFFILIATION

There are 20 intercollegiate varsity sports programs, and one junior varsity sports program under the direction of the Department of Athletics. Many of these programs are associated with conferences in the northeast as well as nationally. Norwich University’s affiliations are listed below.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The NCAA is a national organization designed to maintain intercollegiate athletics as an integral part of the educational process and the student-athlete as an integral part of the student body. The NCAA policies include issues of admissions, financial aid, eligibility and recruiting.

GREAT NORTHEAST ATHLETIC CONFERENCE

The GNAC is a men’s and women’s athletic conference made up of the following institutions: Albertus Magnus College, Anna Maria College, Colby-Sawyer College, Emmanuel College, Johnson and Wales University, Lasell College, Mount Ida College, Norwich University, Regis College, Rivier College, Simmons College, University of St. Joseph, CT., St. Joseph College, ME., and Suffolk University. Championship sports for men sponsored by the GNAC: cross country, soccer, basketball, swimming, baseball, lacrosse and tennis. Championship sports for women sponsored by the GNAC: cross country, soccer, basketball, lacrosse, swimming, softball and volleyball.
NEWMAC FOOTBALL CONFERENCE

The NEWMAC Football Conference is a NCAA Division III football conference based in the Northeast. Conference members include: Springfield, MIT, Catholic University, USCGA, Maine Maritime, WPI, Kings Point and Norwich

OTHER CONFERENCE AFFILIATIONS

New England Hockey Conference for Men and Women
New England Collegiate Conference Wrestling Association
Rugby Northeast Conference for Men
National Intercollegiate Rugby Association for Women

INTERCOLLEGIATE SPORT OFFERINGS AT NORWICH

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>M-Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>M-Soccer</td>
<td>W-Basketball</td>
<td>Softball</td>
</tr>
<tr>
<td>W-Soccer</td>
<td>M-Ice Hockey</td>
<td>M-Lacrosse</td>
</tr>
<tr>
<td>M-Cross Country</td>
<td>W-Ice Hockey</td>
<td>W-Lacrosse</td>
</tr>
<tr>
<td>W-Cross Country</td>
<td>M-Swimming</td>
<td>M-Tennis</td>
</tr>
<tr>
<td>JV Football</td>
<td>W-Swimming</td>
<td></td>
</tr>
<tr>
<td>M-Rugby</td>
<td>Wrestling</td>
<td></td>
</tr>
<tr>
<td>W-Rugby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W-Volleyball</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATHLETIC VISION, MISSION AND VALUE STATEMENT

VISION

The Department of Athletics’ Vision is to create and support an environment where student-athletes can achieve athletic success at the University, Regional, and National levels while maintaining a high degree of academic achievement. It is also our goal to nurture loyalty among our graduates through their experiences in athletics.

MISSION

The Norwich University Athletic Department’s mission is to provide well-rounded and competitive athletic programs as integral parts of the educational process of the University. We offer equal opportunities for male and female student-athletes to participate in a wide variety of intercollegiate sports and we adhere to the NCAA Division III rules and philosophy. We monitor the academic progress of our student-athletes and support them in their quest to achieve academic success at the University. We provide services and activities to promote positive health and well-being of all our student athletes and administer our athletic programs in a way that contributes to the personal development of our student-athletes through the whole-person concept by fostering the growth of fair play and amateur competition, sportsmanship, leadership, self-discipline, personal integrity and social responsibility.

VALUE

In fulfilling our mission, the Department of Athletics will provide a rewarding experience to our student-athletes in a professional and enjoyable environment by promoting respect, integrity and the highest level of ethical standards.
STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

MISSION

The role of the SAAC is to serve as a liaison between the student-athlete and the Athletic Department. This group will advise the Athletic Director and the Athletic Committee of the Board of Trustees regarding matters concerning intercollegiate athletic programs offered at the University. Any student-athlete may submit a petition to the SAAC, which will be placed on the monthly meeting agenda for discussion. The SAAC will meet once per month or more often if necessary.

MEMBERSHIP

The SAAC is comprised of 1-3 student athletes who represent each of our 20 athletic teams for that school year. There is also 1 representative from our student-trainers association. Appointments to the SAAC are for one year and individuals can be re-elected until they graduate. Leadership of the SAAC will consist of a Chairperson, Vice Chairperson and a Secretary. These are elected one-year positions, which are renewable. The SAAC advisor will be the Athletic Department’s SWA.

ATHLETIC AWARDS

NUMERALS

Numerals, or class-year numbers, are awarded to freshman athletes (first time varsity or junior varsity participants), who have successfully completed a sports season. Only one set of numerals will be awarded to an athlete.

LETTERS

Varsity letters, “N”, are authorized for wear by students and are awarded to those student-athletes who meet the requirements listed below. The Norwich “N” will only be awarded the first time that an athlete qualifies for a letter in a particular sport.
Requirements
1. Hockey, basketball, soccer, lacrosse, baseball softball, rugby, tennis, volleyball and wrestling: participation in 60% of the periods, quarters, events or innings played during the season.
2. Football: based on total plays played during the season and participation.
3. Swimming: based on total points scored during the season.
4. Cross Country: participation in 80% of the races and finish in the top 10 on the team.
5. An award can be given to a specialist upon approval of the Director of Athletics, i.e., field goal kicker, goalie.

PINS

Pins are awarded to student-athletes each season they letter in a sport.
(4 total)

WATCH

A watch is awarded to those senior student-athletes who have completed at least three years of participation in a particular sport and have lettered twice (the second time being their senior year). Athletes are given only one watch.

THE GARRITY AWARD

The Garrity Award (named after Joseph Garrity, a 1927 graduate of Norwich University and former Coach and Athletic Director), will be presented at the Spring Awards Ceremony to a military senior student-athlete who distinguishes himself/herself athletically, academically and has displayed leadership in the Corps of Cadets. Members of the Athletic Staff select the recipient of this award.

THE ROY LOOKE AWARD

This award, named in honor of Roy Looke, a long-time supporter of Norwich Athletics, is presented at the Spring Awards Ceremony to a Civilian senior student-athlete who has distinguished himself/herself athletically, academically and has displayed leadership in civilian student life. Members of the Athletic Staff select the recipient of this award.
THE JOE SABOL AWARD

This award, chosen by the Athletic Coaching Staff, is presented to the most outstanding Male Athlete of the year.

THE JOAN MUSSMACHER AWARD

This award, chosen by the Athletic Coaching Staff, is presented to the most outstanding Female Athlete of the year.

**  All student-athletes eligible for an award must finish the season with their perspective team to qualify.
**  Medical exceptions can be made by the Director of Athletics.
**  All team managers who are not on work-study are eligible for all athletic awards.
**  Members of the athletic department select all award winners.

CAPTAINS

The captain or co-captains of a team shall be selected by team members and or the coaching staff and are responsible for the leadership of that team on and off the field. Captain(s) may be removed for just cause by the head coach with the approval of the Director of Athletics.

STUDENT-ATHLETE RESPONSIBILITIES

General Statement

The Athletic Department at Norwich University expects the actions of its student-athletes, both on and off the playing field, to reflect the positive values and traditions of excellence fostered by the University. You are expected to exemplify the standards of self-discipline, personal integrity and social responsibility, the principles upon which the University was founded, that will bring honor to yourself, your team and your University.
Dress Code

Your personal behavior and appearance are a direct reflection on you, the Athletic Department and the University. Therefore, it is important that you look respectable when representing Norwich University at all home or away events. Any student-athlete who participates in intercollegiate athletics or club sports at the University will be REQUIRED to wear the following at all away athletic events: men will wear a sport coat, dress shirt, dress pants, a tie and dress shoes and women will wear a dress or a skirt, dress pants and a dress shirt or blouse and dress shoes. You must assume the ultimate responsibility for your overall appearance.

Hair Cut/Facial Hair Policy

All student-athletes will conform to the Athletic Department’s policy on hair length and facial hair. All male student-athletes will maintain their hair at a length not to exceed the collar of a dress shirt. **Mohawks or other hair styles that have numbers, letters, etc... are not acceptable. Hair, other you’re your natural color is also not acceptable.** The only facial hair that is acceptable is a moustache. Long sideburns or beards of any kind are not acceptable. Student-athletes who do not conform to this policy will not be eligible to participate.

Hazing

Hazing is defined as harassment of an individual or group by the imposition of unreasonable disciplinary action or personal requirements whereby an individual or group may suffer any cruelty, injury, humiliation or deprivation of a right or privilege. Some examples of hazing are: forcing students to drink alcohol, forcing students to eat certain foods that could make them ill, shaving the hair off of student’s heads or body parts, forcing students to parade naked, forcing students to sing songs, and forcing students to clean up the bus. Teams at every level have had initiation rites that welcome new members onto that particular team. Many of these initiations are considered hazing, especially when students are asked to do things that they don’t what to do. Norwich University’s stance on hazing is very specific. Anyone who is found guilty of any form of hazing will be immediately suspended from their team. If a majority or all of the team members are involved, that team’s season may be suspended or cancelled. It is imperative that you, as a student-athlete at Norwich University conduct yourself with dignity, honesty and with the highest moral values and in the best interest of the University. Norwich will not tolerate any form of hazing or unethical conduct by any of its student-athletes.
STATEMENT OF INSTITUTIONAL PHILOSOPHY

Norwich University is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work and/or learn together in an atmosphere free of sexual or gender based misconduct, and the University does not tolerate such forms of misconduct and/or crime. Such forms of misconduct are also prohibited by State and/or Federal law. It is the intention of the University to take prompt and equitable action to prevent the reoccurrence of behaviors that violate this policy.

SCOPE OF POLICY

This policy applies to faculty, staff, other employees and agents, students, and organizations receiving Norwich University funding, or that use the Norwich University name.

An individual who believes that he/she has been subjected to conduct that violates this policy is encouraged to file a complaint with the University complaints will proceed independently from any additional criminal proceedings. University procedures and sanctions can be implemented regardless of when or if criminal charges are initiated or substantiated.

NOTICE OF NON-DISCRIMINATION

Norwich University, in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, religion, color, national origin, age, sex, or physical handicap in any of its policies, practices, and procedures.

TITLE IX COORDINATOR

Norwich University’s Title IX Coordinator is Matthew Roche. His contact information is: 802-485-2144; mroche@norwich.edu.

The Title IX Coordinator is the administrator responsible for coordinating Norwich University’s efforts to comply with and carry out its responsibilities under Title IX, VAWA, and the Campus SaVE Act. The Title IX Coordinator’s responsibilities include overseeing the process for handling and responding to all complaints of possible sex discrimination, sexual harassment and sexual misconduct and
identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The University’s Title IX Coordinator also participates in the University’s handling and response to complaints of domestic and/or dating violence, and stalking, as defined in this policy. The Title IX Coordinator or trained deputy is available to meet with students and employees regarding these issues as needed.

GENERAL DEFINITIONS

Complainant

A Complainant is usually an individual reporting conduct that would be in violation of this policy. Complainants may be Norwich University students, faculty members, or staff members, other individuals who participate in educational or other programs of the University (“covered third parties”), or other individuals who the University determines in its discretion should be allowed to act as Complainants under this policy.

For ease of reference and consistency, the term “Complainant” is used hereafter in this policy to refer to a person who believes that he or she has been subjected to sexual or gender based misconduct, or who is believed by another to have been subjected to such conduct.

Respondent

A Respondent is an individual alleged to have violated this policy.

Days

For purposes of this policy, days is considered a University business day.

STATEMENT OF PROHIBITED CONDUCT

The definitions of sexual assault, domestic violence, dating violence and stalking used in this policy are consistent with the Clery Act, as amended effective 2014. This policy further expands the list of prohibited behaviors beyond Clery requirements to include Sexual Exploitation.

In its primary prevention and awareness programs for incoming students and new employees, and its ongoing prevention and awareness programs for students and employees, Norwich University includes the definitions of sexual assault, consent in reference to sexual activity, domestic violence, dating violence and stalking that are used by the criminal laws in applicable jurisdictions. However, the University utilizes its own definitions of these prohibited behaviors for purposes of this policy.
that are consistent with the Clery Act, as amended effective 2014 and determines responsibility for violations of University policy through its own procedures and standards of proof (that is, by a preponderance of the evidence standard), not through the procedures or standards of proof employed in the criminal justice system.

Sexual Misconduct
Sexual misconduct may include sexual assault, sexual exploitation, or both. Use of alcohol or other drugs does not minimize or excuse a person’s responsibility for conduct that violates this policy.

Sexual Assault
Sexual assault may be either rape, fondling without consent as defined below, incest, or statutory rape, as defined in the Clery Act.

Rape (non-consensual sexual intercourse) is the sexual penetration, no matter how slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes vaginal or anal penetration with any body part or object, or oral penetration by a sex organ of another person, no matter how slight the penetration or contact.

Fondling (non-consensual sexual contact) is an intentional sexual touching, however slight and with any object or body part, that is without consent and/or by threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law in the applicable jurisdiction.

Statutory rape is sexual intercourse with a person who is under the statutory age of consent in the applicable jurisdiction. The legal age of consent in the state of Vermont, as provided by state regulation is 16 years old.

Sexual assault can be committed by any person against any other person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

Sexual Harassment
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal, visual, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence or other offensive behavior directed toward an individual because of or on account of the individual’s sex, whether by a person of the opposite or same gender, when directly impacting the individual’s employment,
education, living environment, or participation in Norwich sponsored activities or programs.

Hostile Environment Harassment
Hostile Environment Harassment is unlawful harassment against an individual due to their sex, sexual orientation, or gender identity that is sufficiently serious and objectively offensive so as to deny or limit the individual’s ability to participate in or benefit from the University’s programs or activities. In considering whether harassment rises to the level of hostile environment, the nature, scope, frequency, duration, severity, and location of incidents will be reviewed.

A single or isolated incident of Hostile Environment Harassment may create a hostile environment if the incident is sufficiently severe.

Sexual Exploitation
Sexual exploitation occurs through an act or omission to act that involves a member of the Norwich University community taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for the individual’s own advantage or to benefit anyone other than the one being exploited. Examples of behavior that could constitute sexual exploitation include but are not limited to the following:

- Prostituting another person;
- Recording or capturing through any means images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nudity without that person’s knowledge and consent;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nudity, if the individual distributing the images or audio knows or should have known that the person(s) depicted in the images or audio did not consent to such disclosure and object(s) or would object to such disclosure;
- Viewing another person’s sexual activity, intimate body parts, or nudity in a place where that person would have a reasonable expectation of privacy, without that person’s consent;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior, without disclosing prior to the sexual relations; and
- Providing drugs or alcohol to a person for the purpose of sexual exploitation

Definition of Consent
Consent for sexual activity is clear indication, either through verbal or physical actions, that parties are willing and active participants in the sexual activity. Such authorization must be free of force, threat, intimidation or coercion, and must be given actively and knowingly in a state of mind that is conscious and rational and not
compromised by alcohol or drug incapacitation. Only a person of legal age can consent.

Consent may be withdrawn by either party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout the stages of sexual activity. Once consent is withdrawn, the sexual activity must cease immediately, and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Incapacitation due to alcohol or drugs where an individual cannot make an informed and rational decision to engage in sexual activity because she/he lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if she/he is asleep, unconscious or otherwise unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness or emotional volatility.

Evaluating incapacitation also requires an assessment of whether a Respondent should have been aware of the Complainant’s incapacitation based on objectivity and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent’s position.

Conduct may be considered sexual assault, sexual misconduct and/or sexual exploitation even if:

- the Respondent is someone known by the Complainant;
- the sexual assault, sexual misconduct and/or sexual exploitation happens on a date;
- either or both individuals have engaged in sexual touching and kissing prior to the sexual assault, misconduct or exploitation;
- either or both individuals have engaged in consensual sexual activity in the past;
- either or both individuals are under the influence of alcohol or other drugs;
- there was no weapon involved;
• there was no evidence of a struggle or resistance; or
• there are no other witnesses

Relationship Violence: Specifically, domestic violence and dating violence as defined below:

Domestic Violence
Domestic violence is violence committed—

(a) By a current or former spouse or intimate partner of the person subjected to the violence;

(b) By a person with whom the person subjected to the violence shares a child in common;

(c) By a person who is cohabitating with, or has cohabitated with, the person subjected to the violence as a spouse or intimate partner;

(d) By a person similarly situated to a spouse of the person subjected to the violence under the domestic or family violence laws of the jurisdiction in which the violence occurred, or

(e) By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.

For the purposes of this definition, domestic violence includes but is not limited to sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been in a domestic relationship as defined here.

Dating Violence
Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to the violence. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, if involving individuals who are or have been dating as defined here.
Stalking
Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition—

(a) Course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the person subjected to the stalking.

(c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to the following, if they occur in the context of stalking as defined above:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome.
- Use of online, electronic or digital technologies in connection with such communication, including but not limited to:
  - Posting of pictures or text in chat rooms or on websites;
  - Sending unwanted/unsolicited e-mail or talk requests;
  - Posting private or public messages on Internet sites, social networks, and/or school bulletin boards;
  - Installing spyware on a person’s computer; and
  - Using Global Positioning Systems (GPS) or similar technology to monitor a person.
- Pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person.
- Surveillance or other types of observation including staring or “voyeurism”
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, or co-workers
- Accessing private information through unauthorized means
- Threats to harm self or others
• Defamation and/or lying to others about the person, or
• Using a third party or parties to accomplish any of the above.

Retaliation
Retaliation directly or indirectly against an individual for reporting, in good faith, unwelcome conduct of a sexual nature, sexual misconduct, sexual assault, domestic violence, dating violence or stalking, or for cooperating in the investigation of a complaint of such conduct, violates this policy. Retaliation includes, but is not limited to, adverse actions that have a substantial adverse effect on the working or educational environment of any individual involved in the complaint or the investigation, such as:

• Intimidation,
• reprisal,
• ostracism,
• actions that alter the person's assignments, assessment of his or her work, or his/her living and learning environment, or
• threats, coercion, or otherwise discriminating against any individual for exercising his or her, rights or responsibilities under this policy.

Any person who believes that he or she has been subjected to such retaliation should follow the complaint resolution procedures outlined in this policy. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

IMMEDIATE RESPONSES TO SEXUAL OR GENDER BASED MISCONDUCT COVERED BY THIS POLICY

The University recognizes that Complainants can choose whether or not they wish to make a report of sexual assault, sexual misconduct, or other misconduct covered by this policy. However, if a report is made by a third party or the University learns of an alleged incident under this policy, the University has an obligation to investigate to the extent of the information available. The University may also have to proceed with an investigation or disciplinary action where necessary, despite the wishes of a Complainant or victim.

Once an incident or complaint of sexual assault and/or sexual misconduct is reported to the Title IX Coordinator, he or she will inform the Complainant of the options of criminal prosecution, medical assistance, and use of this policy to file a complaint or report a sexual assault and/or sexual misconduct.

The Title IX Coordinator, Campus Security and/or other University personnel will assist the Complainant with these contacts if requested. In addition, confidential
counseling, support services, academic assistance, future security, and alternative housing (for students) can be coordinated as appropriate through the Title IX Coordinator. These supports and services are described further below.

The University recognizes that making the decision to report often takes time. Nevertheless, pending the decision to report, students are strongly encouraged to take immediate steps to preserve all evidence that might support a future report. Such evidence may include:

- A forensic sexual assault examination (before 120 hours, but as soon as possible);
- Any clothing, sheets or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Electronic exchanges (e.g., text messages, emails, Facebook, Instagram, Snapchat or other social media posts, to the extent that they can be captured or preserved);
- Photographs (including photographs stored on smartphones and other devices); and
- Voice-mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation.

Contact information for immediate response resources includes the following:

Central Vermont Medical Center Emergency Department: (802) 371-4263
Sexual Assault Crisis Team, Washington County: (802) 479-5577
Northfield Police: (802) 485-9181
Norwich Public Safety: (802) 485-2525
Norwich Counseling Services:
Title IX Coordinator (802) 485-2134
(802) 485-2144

CONFIDENTIALITY

Norwich University encourages individuals to report incidents covered under this policy so that they can get the support they need, and so that the University can respond appropriately, while maintaining a safe and secure campus. Certain Norwich employees may maintain confidentiality, but most cannot. Although strict confidentiality may therefore not be guaranteed, in all cases the University will handle information in a sensitive manner and will endeavor to protect the privacy of individuals to the extent it can do so consistent with its obligations to respond to reports of sexual or gender based misconduct.
In order to avoid potential problems such as interference with the investigative process and the creation of a retaliatory environment, parties and witnesses involved in ongoing investigations are encouraged not to talk about ongoing investigations.

This section is intended to inform students, faculty, staff, and covered third parties of the various reporting and confidential disclosure options available to them, so that they can make informed choices about where to go for help.

(A) Confidential Resources
A confidential resource is an individual who is legally and ethically bound to keep confidential all information shared with them in the course of providing counsel and support, except under the circumstances noted below. In general, the law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional, religious advisor or trained sexual assault advocate. The medical, mental health, and religious professionals (i.e., individuals acting in their religious professional capacity through the Chaplain’s Office) at Norwich, respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. These professionals may have to breach a confidence, however, when they perceive a serious risk of danger or threat to any person or property. In addition, medical and mental health professionals may be required by law to report certain crimes (e.g., allegations of sexual and/or physical abuse of a person under 18).

An individual who speaks to a confidential resource must understand that, if they want to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, confidential resources may assist the individual in receiving other forms of protection and support, such as victim advocacy; academic accommodations; disability, health or mental health services; and changes to living, working, or transportation arrangements, as described below. An individual who initially requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. These confidential resources will help to direct the individual to the appropriate resources in the event that the individual wishes to file an internal complaint with Norwich or report to the police.

- Norwich Counseling- 802-485-2134
- Washington County Sexual Assault Crisis Team- 802-479-5577
- Norwich Chaplain- 802-485-2128
- Infirmary- 802-485-2552
Violence Intervention Peer Advocates (VIPA) are not considered a confidential resource at Norwich University.

(B) Non-Confidential Resources
Non-confidential resources are all faculty or staff members and are therefore not permitted to honor requests for confidentiality. Non-confidential faculty or staff who learn of an incident of sexual or gender based misconduct involving a student or employee are required to report that information to the Title IX Coordinator, and they are “Responsible Employees” to this extent. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who does not have a statutory privilege of confidentiality by law, or who has not otherwise been designated as a Confidential Support Resource.

Responsible Employees are also deemed Campus Security Authorities and are required to report certain sex offenses and other crimes to Public Safety for the purpose of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information about Campus Security Authorities, see Norwich University’s Annual Security and Fire Safety Report.

General inquiries to Norwich University officials about policies or procedures, and conversations in which the alleged perpetrator is not identified by name or by implication from the circumstances, may remain private. Otherwise, individuals who want to maintain confidentiality should seek a confidential resource.

(C) Disclosure to Responsible Employees and Requests for Confidentiality
When a Responsible Employee learns of an incident that could constitute sexual or gender based misconduct involving a student, faculty or staff member or covered third party, the Responsible Employee will report available information about the incident to the Title IX Coordinator as soon as possible.

Information reported to a Responsible Employee will be shared with others only to the extent necessary to respond to the situation and support the parties and in accordance with state and federal law.

(D) Evaluating Requests for Confidentiality in Sexual Assault Cases
If an individual discloses an incident of sexual or gender based misconduct but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University will make every effort to respect this request and will evaluate the request against its responsibility to provide a safe, non-discriminatory environment for all students, faculty and staff, including the individual who reported the sexual assault. As noted below, there are
times when the University may not be able to honor the individual’s request. Further, if the University honors the request for confidentiality, the University’s ability to appropriately investigate the incident and pursue disciplinary action against the alleged perpetrator(s), if warranted, may be limited.

The University has designated its Title IX Coordinator as responsible for evaluating requests for confidentiality, in consultation as necessary with other University officials such as individuals at the Public Safety Office.

Factors to be considered in determining whether confidentiality should be maintained may include but are not limited to:

(i) The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:

• whether there have been other sexual misconduct complaints about the same alleged perpetrator;
• whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
• whether the alleged perpetrator has threatened further sexual misconduct or other violence against the individual or others;
• whether the alleged sexual misconduct was committed by multiple perpetrators;
• circumstances that suggest there is an increased risk of future acts of sexual misconduct or other violence under similar circumstances (e.g., whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group);

(ii) whether the alleged sexual misconduct was perpetrated or facilitated with a weapon;

(iii) whether the alleged victim is a minor; and

(iv) whether the University possesses other means to obtain relevant evidence (e.g., security cameras, information known to University personnel, or physical evidence).

The presence of one or more of these factors or other factors as deemed appropriate may prompt an investigation and adjudication under the University’s policies and, if appropriate, result in disciplinary action. If none of these factors is present, the University will likely honor the individual’s request for confidentiality.
(E) Evaluating Requests for Confidentiality in Sexual or Gender Based Misconduct Cases
In cases involving sexual or gender based misconduct, if an individual insists that their name or other identifiable information not be revealed, or asks that the University not investigate or seek action against the alleged perpetrator, the University will evaluate the request in the context of its commitment to provide a safe environment for that individual as well as all students, staff and faculty. Thus, the University may weigh the individual’s request against a number of factors, including but not limited to the seriousness of the alleged conduct; circumstances that suggest there is a risk of repeated conduct; whether there have been other reports or complaints about the alleged perpetrator; the credibility and significance of existing relevant evidence; and the extent of any ongoing threat to the individual, the Norwich University community or any of its members.

(F) If Confidentiality is Requested but Cannot be Maintained
If the University determines that it cannot maintain an individual’s request for confidentiality, the University will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for the University’s response to the incident. Norwich will not require the individual to participate in any investigation or disciplinary proceeding.

If when responding to reports of sexual or gender based misconduct the University determines it is obligated to take any action that would involve disclosing a reporting individual’s identity to the Respondent, or an action from which the reporting individual’s identity may be easily determined by the Respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting individual requests that the Respondent be informed that they requested that there be no investigation or disciplinary action, the University will endeavor to honor this request and inform the Respondent that the University made the decision to investigate the matter.

The University will take supportive measures as described below when requested and reasonably available that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored, and to respond to their needs for support, services, and accommodations.

(G) When Confidentiality Can be Maintained
If the University determines that it can respect the individual’s request for confidentiality, the University will take action to assist the individual, to the extent possible, including the measures identified below under Services and Accommodations, where such measures are requested and reasonably available.
As noted above, individuals should be aware that if the University honors their request for confidentiality, this may limit the University’s ability to fully respond to the incident, including pursuing disciplinary action against the alleged perpetrator.

(H) Disclosure During Internal Investigations and Adjudications
The University will handle information related to alleged violations of this policy with sensitivity and discretion. However, the University may need to disclose information relating to an incident (including the identity of parties, witnesses or others) to the extent necessary to conduct a thorough, fair, and impartial investigation and adjudication process for all involved parties.

(I) Disclosure Required by Law
The University will not include the names of Complainants, Respondents, or other identifying information in publicly available reports that are compiled as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and when issuing timely warnings as required by the Clery Act, will withhold as confidential the names of such individuals.

(J) Disclosure to Law Enforcement
In certain circumstances, the University may need to report an incident to law enforcement authorities. Such circumstances include but are not limited to incidents that warrant the undertaking of safety and security measures for the protection of the individual and/or the campus community, or situations in which there is clear and imminent danger and/or a weapon may be involved. Complainants may choose to notify authorities personally and directly with or without the University’s assistance, or may choose not to notify such authorities personally.

SERVICES AND ACCOMMODATIONS

It is not necessary to file a complaint, participate in an adjudication process, or file a criminal complaint in order to request services or accommodations from the University. Both Complainants and Respondents are able to access accommodations throughout the Title IX resolution process. These may include but are not limited to:

• Mutual No Contact Orders restricting encounters and communications between the parties;
• Academic accommodations, including but not limited to deadline extensions, excused absences, incompletes, course changes or late drops, or other arrangements as appropriate;
• Residential accommodations, including but not limited to arranging for new housing, or providing temporary housing options, as appropriate;
• Changing transportation or working arrangements or providing other employment accommodations, as appropriate;
• Assisting the individual in accessing support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, visa and immigration assistance, student financial aid services, and legal assistance both on and off campus, as applicable;
• Informing the individual of the right to report a crime to local law enforcement and/or seek orders of protection, restraining orders, or relief from abuse orders from United States courts or courts outside of the United States as applicable, and providing assistance if the individual wishes to do so. Norwich University will also work with Complainants and others as appropriate to respect and implement the requirements of such orders on premises that it owns or controls, as necessary and appropriate.

Students and employees seeking services, protective measures, and/or accommodations should direct their request to a confidential resource or the Title IX Coordinator, as appropriate. The request will be evaluated and responded to by the Title IX Coordinator or designee after consultation, as needed, with other Norwich University officials. The University will maintain as confidential any services, accommodations or protective measures provided to parties involved in the Title IX resolution process, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the services, accommodations, or protective measures requested.

PURSUING A CRIMINAL COMPLAINT

In addition to, or instead of, Norwich University’s processes, any student, employee or covered third party who wishes to report a complaint of sexual or gender based misconduct under this policy has the option to pursue criminal charges with local, state, or federal law enforcement agencies. The University will offer and upon request provide assistance to students, employees, and covered third parties in contacting law enforcement agencies. These options are available regardless of whether an individual chooses to file a complaint with the University. Individuals have the option to notify such agencies with or without assistance from the University, and have the option not to notify such authorities personally.

In addition to, or instead of, Norwich University’s processes, individuals who are being or who may have been subjected to sexual or gender based misconduct may also have the right to pursue orders of protection, restraining orders and/or relief from abuse orders from the court system. The University will support individuals if they wish to have the University’s assistance in making contact with law enforcement authorities and other external resources to seek such orders. The
University will respect such orders to the extent applicable. In addition, the University can also impose mutual No Contact Orders on students, employees, and third parties over whom it has some measure of control.

MEDICAL CARE AND EVIDENCE PRESERVATION

Any individual who may be experiencing or has experienced sexual or gender based misconduct is encouraged to immediately seek any necessary medical care and to seek help from appropriate Norwich, law enforcement, and/or medical personnel, even if the individual is uncertain about whether to ultimately pursue a complaint or criminal charges, or to seek a protective order. It is important for individuals to preserve all possible evidence in case they decide at some point to do so. Therefore, if at all possible, as noted above, they should refrain from changing clothes, showering or otherwise changing their physical state after an incident, until after consulting with medical personnel about how to best preserve evidence. They should also preserve any available physical evidence, documents, or electronic evidence (such as, for example, text messages, photographs, social media posts, etc.).

OTHER POLICY VIOLATIONS

The University’s primary goal when responding to complaints of sexual misconduct, domestic or dating violence and/or stalking involving students is student safety, and to address the misconduct and prevent it from recurring. A student should not hesitate to report sexual misconduct due to a concern that the investigation process may indicate that he or she was under the influence of alcohol or drugs at the time of the incident. Violations of other University policies will be handled separately from alleged violations of this policy.

If the report of misconduct covered by this policy also involves a report of misconduct prohibited by other Norwich University policies, the University may determine at its discretion to investigate and make decisions regarding some or all of the other reported misconduct through this policy. The Title IX Coordinator in making a final determination, will correspond with the offices that would typically oversee the other violations and receive recommendations as to whether or not a policy was violated based upon the evidence presented during the resolution process. The resolution notification will include findings for each of the alleged violations of Norwich policy as well as the corresponding sanctions if responsibility is determined. If, however, the reported allegation under this policy is determined to not rise to the level of a policy violation of this policy, the case will be transferred to the appropriate offices for resolution.

UNRELATED SEXUAL HISTORY
Information about sexual activity between a Complainant or Respondent and other individuals who are not involved in a case under review is not considered relevant to whether this policy was violated in the case under review. Therefore, information external to any relationship between the Complainant and the Respondent will not be considered in the complaint resolution process outlined below.

PROVIDING FALSE INFORMATION

Intentionally making a false report or providing false information in connection with a report, investigation or adjudication of a matter covered by this policy will not be tolerated. A Complainant whose factual allegations are truthful to the best of the Complainant’s knowledge, but are not found by the University’s process to substantiate a violation of this policy, has not provided false information within the meaning of these guidelines.

Students found to have intentionally provided false information will be subject to an Honor Violation Investigation for providing false information during the complaint resolution process.

INFORMATION AND COUNSELING

Anyone may seek advice, information, or guidance on sexual or gender based misconduct by contacting the Title IX Coordinator or Deputy Coordinator.

Title IX Coordinator: Matthew Roche, 802-485-2144, mroche@norwich.edu
Deputy Title IX Coordinator for Students: Greg McGrath, 802-485-2120, gmegrath@norwich.edu
Deputy Title IX Coordinator for Employees: Stephanie Drew, 802-485-2556, sdrew@norwich.edu
Deputy Title IX Coordinator for Athletics: Nikki Therrien, 802-485-2230, ntherrie@norwich.edu
Deputy Title IX Coordinator for Cadets: Rachel Putney, 802-485-2354, rputney@norwich.edu

Individuals who are called to participate in the complaint resolution process are encouraged to seek counseling and support. You can meet with a Norwich University Counselor on a confidential basis by contacting the Counseling Services at 802-485-2134.

EDUCATION
The University will work to educate employees and students relative to the prevention of sexual and gender based misconduct. Educational programs addressing these issues will include: 1) primary prevention and awareness programs and training for all incoming students and new employees; 2) safe and positive options for bystander intervention; 3) information on risk reduction to recognize warning signs of abusive behavior; 4) ongoing prevention and awareness programs for students, faculty, and staff who have responsibility for working with students.

FILING A COMPLAINT WITH THE UNIVERSITY

The first step in filing a complaint of sexual or gender based misconduct or obtaining more information, is to speak with the Title IX Coordinator or a Deputy Coordinator. The Title IX Coordinator or Deputy Coordinators are available to answer questions about sexual misconduct, domestic violence, dating violence or stalking, or to help an individual decide if he or she is experiencing one or more of these forms of misconduct, and to work to address it if it is happening. The Title IX Coordinator or Deputy Coordinator can assist the individual in deciding which route to take with the complaint: informal resolution where applicable, or formal investigation and determination.

While the Title IX Coordinator and Deputy Coordinators are available as a campus resource and support office, they are not confidential resources in regards to allegations that are brought forward and must proceed under this policy.

To file a formal complaint under this policy please complete the Title IX complaint form that can be found either on the Title IX page on my.norwich.edu or Norwich.edu.

Third Party Complaint
A person who has not experienced sexual or gender based misconduct but who has information regarding someone else who has experienced such misconduct, is expected to report that information. To make a third-party complaint, the individual is encouraged to contact the Title IX Coordinator or a Deputy Coordinator as soon as possible, or to submit a Title IX complaint form as described above. Upon receipt of such information the Title IX Coordinator will make preliminary inquiries, which may include contacting the alleged victim, to determine whether further action is warranted. If a concern about these forms of misconduct is reported to the Title IX Coordinator by someone other than the alleged victim, and the alleged victim is unwilling or unable to provide a written statement or otherwise participate in an investigation, the Title IX Coordinator will make a determination of how to proceed with a resolution based upon the information that is furnished. The Title Coordinator
will proceed with an investigation if it is determined that conducting an investigation is in the best interests of the University.

If the alleged victim provides an oral statement, the Title IX Coordinator or Deputy Coordinator may reduce the oral statement to writing, and such statement will serve as the complaint. If an alleged victim is unwilling or unable to assist the Title IX Office in the investigation process, the University’s ability to respond effectively to the conduct that prompted the complaint or report may be limited. The University will investigate the complaint to the best of its ability.

Reports by University Officials
University officials who become aware of conduct that could be a violation of this policy have an obligation to report that information to the Title IX Coordinator. “University officials” include, for purposes of this policy, all Norwich employees. This reporting obligation does not override applicable laws and policies on confidentiality of communication with mental health professionals, physicians, clergy, attorneys, and the like. If a University employee fails to cooperate with, or interferes with, a University investigation, that employee will be subject to disciplinary action up to and including dismissal.

To report a potential violation under this policy, please complete the Title IX reporting form available on the Title IX pages of either my.norwich.edu or Norwich.edu.

RIGHT TO AN ADVISOR

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the complaint resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them, as long as the advisor does not play any other role in the process, such as serving as a witness. The University maintains a pool of trained (non-attorney) advisors who are available to the parties that will be distributed through the intake process. The parties may choose advisors from outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the campus process as do those trained by the University. Outside advisors are not eligible to be trained by the University.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings, and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor
who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors are not permitted to speak for, represent, appear in lieu of anyone, address any other party other than the one they are advising, or otherwise actively participate directly in a meeting, interview, or other proceeding, but may only communicate with the party they are advising by providing advice and support in a manner that is not disruptive to the meeting or proceeding at hand. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors may be given an opportunity to meet in advance of any interview or hearing with the individual assigned to conduct that interview or meeting for the purpose of answering any general questions the advisor may have about the process.

Advisors are expected to refrain from interference with the University investigation and resolution. Any advisor who steps out of their role or causes a disruption in any meeting under the campus resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor and the advisor’s absence shall not require a delay or affect the validity of the proceedings. Subsequently, the Title IX Coordinator or a Deputy Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The University expects that the parties will wish to share documentation related to the allegations with their advisors. The University provides a consent form that authorizes such sharing. The parties must complete this form before the University is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The University may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the University’s privacy expectations. Additionally, communication regarding any resolution process will be directed towards the involved party, and will not be done through the advisor except in circumstances in which the Title IX Coordinator or designee has granted an exception for special circumstances.

The University expects an advisor to adjust their schedule to allow them to attend university meetings when scheduled. The University does not typically change
scheduled meetings to accommodate an advisor’s inability to attend. The University will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies when appropriate and available. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

COMPLAINT RESOLUTION PROCESS OPTIONS

When information about an incident of sexual or gender based misconduct is brought to the attention of the Title IX Coordinator, he or she will contact the Complainant to arrange an intake meeting. The Title IX Coordinator may be excused from carrying out his/ her duties under the policy in the event of a conflict of interest or other legitimate reason. In the absence of the Title IX Coordinator, one of the abovementioned Deputy Title IX Coordinators will serve as the Acting Title IX Coordinator for purposes of the case.

INITIAL MEETINGS WITH THE TITLE IX COORDINATOR

COMPLAINANT

Within five (5) days of receiving a complaint, the Title IX Coordinator or assigned Deputy Coordinator, will contact the Complainant to schedule an intake meeting. During the intake meeting, the Title IX Coordinator will do the following, as applicable:

• Explain his or her rights under the policy;
• Show the Complainant how to access the policy;
• Provide a Title IX resource folder;
• Provide information regarding support resources on campus including but not limited to mental health services, health services, and victim advocacy;
• Inform about potential resolution processes, including informal and formal resolutions;
• Explain the steps in a formal Title IX investigation;
• Discuss confidentiality standards and concerns;
• Advise the Complainant of the right to have an advisor present at each and every step of their Title IX related matter and provide a list of trained University advisors;
• Discuss the University’s policy on retaliation and how to report any retaliation;
• Determine if the Complainant needs any interim protective measures put in place, including but not limited to academic accommodations, No Contact orders, or housing accommodations;
• Discuss the importance of preserving relevant evidence or documentation; and
• Learn of the Complainant’s desire for resolution
RESPONDENT
If the Complainant wishes to pursue resolution through the University or if the University determines that further investigation is required, the Title IX Coordinator will schedule an intake meeting with the Respondent within five (5) days after meets with the Complainant and making a determination if the meeting is necessary. At this meeting the Title IX Coordinator will do the following, as applicable:

• Details of the complaint filed, including if possible, the name of the Complainant and the date, location, and nature of the alleged misconduct;
• Explain his or her rights under the policy;
• Provide a Title IX resource folder;
• Show the Respondent how to access the policy;
• Provide information regarding support services including but not limited to mental health services;
• Explain the University’s procedures for resolution of the complaint;
• Explain the steps in a formal Title IX investigation;
• Advise that the Respondent may have an advisor of their choosing present at each and every step of the Title IX resolution process and provide a list of trained University advisors;
• Discuss confidentiality standards and concerns with the Respondent;
• Discuss the University policy on anti-retaliation and intimidation, and the potential consequences for retaliating against someone for filing a complaint;
• Inform the Respondent of any interim protective measures that have been put in placed with the Complainant that directly affect the Respondent;
• Discuss the importance of preserving relevant evidence or documentation in the case; and
• Determine whether the Respondent desires any additional interim protective measures

INFORMAL RESOLUTION

The aim of informal complaint resolution is not to determine whether there was intent to engage in conduct in violation of this policy, but rather to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the appropriate level. The assumptions underlying this form of resolution are that both parties perceive a problem (although they may define the problem differently), that both share a common interest in solving that problem, and that together they can negotiate an agreement that will be satisfactory to everyone involved. The focus is on what will happen in the future between the parties, rather than on what has happened in the past. No sanctions are imposed in resolving informal complaints.
If at any point during an informal resolution of a complaint, either the Complainant or the Respondent communicates dissatisfaction with the process or resolution and the Title IX Coordinator deems it appropriate, the Title IX Coordinator can terminate the informal resolution and begin a formal investigation and resolution process.

Informal complaint resolution will not be used in cases that involve reports of information that, if true, would constitute sexual assault or that include physical violence.

Mediation
If agreed to by both the complainant and the respondent, mediation by an internal or external third party may be used as a form of informal resolution. It can be helpful in setting boundaries for future contact, for instance, including whether the parties may contact each other at all, specifics on who uses what lab at what time, etc. The most important outcome of mediation is that both parties agree to the resolution.

Many people think that in order to mediate, they need to sit face to face and talk. Mediated resolutions can be worked out without the parties ever meeting together, by the mediator talking with each party in turn and relaying what they are willing to agree to each other. Mediation may also be used following the outcome of a formal investigation and determination to work out the details of future contact.

Mediation will not be used in cases that involve reports of information that, if true, would constitute sexual assault or that involve physical violence.

RESPONDENT ACCEPTS RESPONSIBILITY

If at any point during the Title IX resolution process the Respondent elects to accept responsibility for the allegations brought forth, the University can move forward with informal resolution solely to determine the appropriate for the actions that have been admitted by the Respondent.

FORMAL INVESTIGATION AND DETERMINATION

A request for a formal investigation of an allegation of sexual assault or sexual misconduct should be addressed to the Title IX Coordinator. After conducting intake meetings and weighing the initial complaint and evidence provided, the Title IX Coordinator will determine whether a formal investigation is the appropriate resolution path. This decision will be made by the Title IX Coordinator in the exercise of his/her reasonable discretion. If the decision is made not to investigate a complaint, the Complainant has the right to appeal as described in the Appeal section below.
The Complainant has the right to withdraw the complaint in writing at any time, although if the University believes a violation of this policy has occurred, it may be required by law to, or may decide in its discretion to, continue the investigation on its own.

Once a complaint has been filed and a formal investigation deemed appropriate, the following procedure will be followed:

1. The Title IX Coordinator will assign or retain an investigator. A notice of investigation letter will be sent to both the Complainant and the Respondent. In this letter the full name of the investigator will be provided to the parties. Each party will have 48 hours to appeal the investigator’s appointment. If a party elects to appeal the investigator’s appointment, they must send in writing the reason for the appeal to the Title IX Coordinator. After the appeal timeframe passes, all relevant information to the case will be transferred to the appointed investigator.

2. The investigator, upon receiving the case file from the Title IX Coordinator, will have 30 days to submit a completed investigatory report to the Title IX Coordinator that will include all relevant facts, facts in dispute, witness interviews, evidence, credibility assessments, and a list of potential policy violations. It is expected that the Investigator will strive to complete his or her report on the case within thirty (30) days of receipt of the formal complaint, although the investigation may take longer depending on the complexity of the case, the availability and number of witnesses, timing issues (such as intervening semester breaks or holidays), and other good cause. If the timeframe for the investigation is extended for good cause, the Title IX Coordinator will provide written notice to the parties regarding the extension and the reasons for the extension. The Investigator is authorized to contact any and all individuals, without limitation. The Investigator is authorized to access relevant records, including personnel, grievance and student records, except those deemed confidential or privileged by law.

3. Throughout the investigatory process, the Title IX Coordinator will correspond with both the Complainant and Respondent on a weekly basis to provide an update on the case and to ensure that the parties are receiving necessary support throughout the process.

4. The Complainant and Respondent will be asked to identify all witnesses with whom they wish the Investigator to speak. The Investigator will interview those witnesses who are believed by the Investigator to have first-hand knowledge of the incident or otherwise relevant information. The Investigator is not otherwise required to interview any particular witness, even if identified by one of the parties.

5. Both parties will be provided with timely and equal access to any information that will be used during the investigation.
6. Both parties will be provided with timely notice of any meetings related to this process that they are expected to attend. The Title IX Coordinator will schedule all meetings in conjunction with the party’s academic course schedule to ensure that neither the Complainant nor Respondent miss classes due to a meeting for the Title IX resolution process. Meetings times will be included in letters sent by the Title IX Coordinator, at least 24 hours prior to the scheduled meeting. If a party is unable to attend the pre-scheduled meeting they must notify the Title IX Coordinator with the reasoning for the conflict and set up a new meeting time.

7. At the conclusion of the investigation, the Investigator will send the investigative report to the Title IX Coordinator for review. The Title IX Coordinator will either accept the report as final or return to the Investigator within five (5) days with additional questions needing to be answered. Once the Investigator receives the returned report, the Investigator will complete the additional fact finding within ten (10) days and return the report to the Title IX Coordinator. Upon receipt of the final investigative report, the Title IX Coordinator will provide both the Complainant and Respondent with a copy of the report for review. The parties will have three (3) days to review the report and will be provided an opportunity to set up a meeting with the Title IX Coordinator to respond to the completed report and ask any clarifying questions of the report or that the party wishes to be asked of the other party. The Title IX Coordinator will have discretion as to what questions, if any are requested, are asked of the other party. The additional information from these individual meetings with the Title IX Coordinator will be added to the investigative report as an addendum to the report.

8. Using the completed investigative report, the Title IX Coordinator will review all evidence and facts to make a determination of whether or not a policy violation has occurred. The Title IX Coordinator is not bound by the investigative report; rather, the report is advisory to the Title IX Coordinator, and in determining whether a violation of the policy occurred, the Title IX Coordinator must conclude that misconduct in violation of this policy has been proven by a preponderance of evidence; i.e., that it was more likely than not that misconduct in violation of this policy occurred.

9. The Title IX Coordinator will determine whether or not a violation of the policy has occurred and decide what sanctions shall be imposed. Substantiated prior complaints may not be used to substantiate the current complaint; however, substantiated prior complaints may be considered by the Investigator and/or the Title IX Coordinator to the extent relevant in assessing the credibility of the person accused, ascertaining if a pattern of conduct exists, and/or determining whether and what level of disciplinary action is appropriate. Information regarding substantiated past complaints will not be made available to the complainant and third parties other than the Investigator and persons having administrative responsibility under these procedures, except as permitted or required by law.
10. The Title IX Coordinator will simultaneously notify the Complainant and the Respondent in writing of the result of the investigation within five (5) days of the final addendums being added to the report, which will include the rationale for the result and any sanctions.

11. This written notification will include: a policy analysis, a determination of a violation or not, the reasoning for the decision, procedures for the parties to appeal, and the determined sanctions.

The time periods prescribed in this document for actions by the Title IX Coordinator or the Investigator are intended not as rigid rules, but rather as guidelines to which all are expected to adhere in good faith to the extent practicable. The Title IX Coordinator may exercise reasonable discretion to extend deadlines when he or she considers that action necessary or appropriate, and will provide notice to the parties if that occurs, as discussed above.

APPEAL PROCESS

The appellate authority for this policy is the Assistant Vice President for Student Affairs or her designee. All additional policy violations that were included in the Title IX resolution process must be appealed through this process. Both parties shall have the right to appeal as follows:

All appeals should be typed and should contain justification to support one or more of the following reasons for the appeal:

- The introduction of new evidence;
- That the evidence was/was not sufficient to support a policy violation;
- That due process was not provided; and/or
- The sanctions were not appropriate to the violation.

Appeals must be submitted in writing within five (5) days of receipt of the notification of the decision. An appeal will not be considered if submitted after the allotted five (5) days have elapsed. The appellate authority will hold a meeting with the appealing party after reviewing the complaint, the investigation report, and the written appeal. The other party may also submit a written response to the appeal and may appear before the appellate authority if he or she wishes to do so. The meeting(s) will take place within ten (10) days of receipt of the appeal, unless this timeframe is extended for good cause with notice to the parties. The appellate authority can either uphold the decision of the Title IX Coordinator or overrule that decision in whole or in part. The appellate authority will consult with individuals as deemed necessary in order to reach his/her decision. The appellate authority will communicate his/her decision to the Complainant and Respondent in writing within ten days of the date of the hearing with a copy to the Title IX Coordinator.
SANCTIONS

If it is determined that this policy has been violated, sanctions will be reasonably calculated to attempt to prevent reoccurrence and allow the victim/complainant to reach full potential in the performance of his or her assigned job or educational pursuits. Prior violations of University policy and sanctions will be taken into consideration in determining appropriate sanctions. Sanctions may include any of the following:

- change of job or class assignment (e.g., removing a person from being in a position to retaliate or further affect the victim/complainant);
- advice or counseling;
- writing a letter of apology to the Complainant;
- mandatory attendance at an appropriate educational class, program, or training;
- written reprimand or other form of discipline documented in writing;
- relevant community service;
- prohibiting a student from holding office or participating in student activities, including sports, for a specified time;
- transferring a student to different housing or banning him or her from University housing facilities;
- probation;
- suspension (with or without pay); or
- termination or dismissal.

In addition to the above-listed potential sanctions, a Respondent, or any other party, may at any time be referred to other University disciplinary processes because of information obtained from the complaint resolution process. Non-disciplinary measures as deemed appropriate in the discretion of the University (including but not limited to no-contact orders or housing relocation) may be implemented, even in cases where a policy violation was not found.

QUESTIONS AND SUPERSEDING OF PRIOR POLICIES

QUESTIONS or concerns about this policy should be directed to the Title IX Coordinator. This policy is subject to change to comply with changes in relevant laws or University operating procedures.

This policy supersedes all previous Norwich University policies that covered some or all of the areas covered in this policy Policy on Sexual Misconduct, Relationship Violence, and Stalking.
GRIEVANCE PROCEDURES

The Athletic Department at Norwich is committed to a procedure, which ensures that all student-athletes are afforded the opportunity to appeal and resolve grievances. If you feel you have been treated unfairly, you should first talk over your concern with the Team Captain (s) and solicit their advice and support. Should this avenue of dealing with the Captain (s) prove to be inappropriate or unsuccessful, you should make every effort to communicate your feelings to the Coach with the expectations of resolving the problem. If you feel there still remains an unsatisfactory resolution to the problem after dealing with the Coach, you may appeal to the Director of Athletics or his assistant. If after presenting your complaint to the Director of Athletics and an impasse is reached, a final appeal may be made to the Vice President for Student Affairs.

ACADEMICS

General Statement

As a student-athlete, the primary purpose for attending Norwich University is to obtain a quality education. You must take direct responsibility for this goal. The Athletic Department at Norwich will assist you in achieving your academic goals and help with any problems you may encounter. If you should have any academic questions or difficulties, please advise your coach and academic advisor of these issues as soon as possible.

Academic Monitoring System

The Athletic Department at Norwich has instituted an academic monitoring system which tracks our student-athletes progress throughout the school year. All team members who have a GPA below 2.00 will be monitored on a weekly basis. You will need to fill out academic schedules and a weekly academic report for your coach. Your coach will be in contact with your professors during the school to check on your progress. If you fail to meet the requirements of this monitoring system, you may be removed from the team.

Academic Standing

To be eligible to represent Norwich University in intercollegiate athletic competition, a student-athlete must be enrolled in at least a minimum full-time program of studies (12 credits or more), be in good academic standing and
maintain satisfactory progress toward a baccalaureate or equivalent degree. The Athletic department will monitor your academic eligibility throughout the school year. If you drop below 12 credits or are not in good academic standing (on academic notice/restriction), or are not making satisfactory progress, you will be dropped from your team’s roster immediately. Listed below is the CRITERIA FOR ACADEMIC PROGRESS chart. This chart is for Baccalaureate Degree Programs. To be eligible to enroll in good standing, the student in the degree credit range in column (1) must have a grade point average of not less than that in column (2).

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The greater of Degree Credits Attempted or Degree Credits Earned (Including transfer credits)</td>
<td>Minimum Accumulative Grade Point Average Required for Enrollment in Good Standing</td>
</tr>
<tr>
<td>0-17</td>
<td>1.60</td>
</tr>
<tr>
<td>18-34</td>
<td>1.80</td>
</tr>
<tr>
<td>35 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Probation---A student who fails to earn the accumulative grade point average required for good standing at the end of a semester is eligible to enroll for the following semester on Academic probation.

Dismissal for Academic Deficiency---A student who fails to achieve the accumulative grade point average required for enrollment in good standing will be dismissed after two semesters on probation unless the student 1) earns a semester GPA of 2.0 or above in the second semester or 2) returns to good standing. Students who attain good standing after being on probation will restart the procedure above if they return to probationary status.

Students who have been readmitted after dismissal for academic deficiency with the special condition of signing a mentoring contract with the Learning Support Center will be dismissed at the end of one semester unless they obtain a semester GPA of 2.0 or above. Students earning a GPA of 2.0 or above will remain enrolled with the original conditions in place until they obtain good standing as long as they continue to earn semester GPA’s of 2.0 or above, provided they comply with the conditions of their enrollment.

(Degree credits are all credits exclusive of those in non-curricular ROTC and PCPP courses and courses numbered below 100.)
CLASS ATTENDANCE

Students are expected to attend punctually all scheduled classes and laboratory sections and are responsible for handing in all required work on time. Faculty will begin taking attendance on the first class meeting of each semester. Instructors will, in conjunction with students, schedule make-up exams or make-up labs, or other appropriate work in lieu thereof, for students with excused absences.

The following will be considered excused absences according to the guidelines issued by the Office of the Provost, which is the authority on academic policy: documented debilitating illness, emergency leave, as approved by the Commandant or Dean of Students, single-day course field trips, military obligations for students contracted for commissions in the U.S. military and other military obligations beyond the student’s control, varsity athletic contests, regimental band appearances. For these types of excused absences, an official of the university must submit a request, at least 72 hours in advance, to the Registrar for detached service. **The student is required to notify his or her instructors 6 days in advance of the missed class.** Instructors may deny an excused absence for these events for a student currently achieving a “D” or “F” in their course if the instructor believes that additional absences are a serious detriment to the student. Instructors must promptly notify the coach or appropriate official of their denial.

Unexcused absences are all absences not included in the paragraph above.

Instructors may assign a grade of “F” to students whose total absences, excused or unexcused, equals or exceeds 15% of the class meetings, if this policy is stated on the syllabus. Should an athletic team go to post-season play, only those students with passing grades at that time will be authorized to be excused above the 15% limit. Instructors are responsible for clearly stating the course attendance policy on the syllabus at the beginning of the course. Unless stated otherwise, the maximum number of permitted absences is the number of times the course meets per week. When the student has reached the maximum number of permitted absences, the instructor will warn the student of impending dismissal for class with a grade of “F”. This warning letter will include the course number, section and date(s) of absence(s). The letter will state that any future unexcused absences may result in recommendation to the Registrar through the course Division Head that the student be dismissed from the class with a grade of “F”.

A copy of the warning letter will go to the student’s academic advisor and to the Commandant and Vice President of Student Affairs. Receipt of two grades of “F”
for excessive absences during any one semester is cause for immediate separation from the university.

NCAA ELIGIBILITY

Academic Year 2018-19
Summary of NCAA Regulations – NCAA Division III
For:
Student-athletes.
Purpose:
To summarize NCAA regulations regarding eligibility of student-athletes to compete.
DISCLAIMER: THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION III BYLAWS. FOR A COMPLETE LIST, GO TO WWW.NCAA.ORG. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE APPLICATION OF ALL BYLAWS RELATED TO YOUR ELIGIBILITY TO COMPETE. CONTACT YOUR INSTITUTION’S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.
TO: STUDENT-ATHLETE
This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.
This summary has two parts:
1. Part I is for all student-athletes.
2. Part II is for new student-athletes only (those signing the Student-Athlete Statement for the first time).
If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2017-18 NCAA Division III Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division III Manual.

Part I: FOR ALL STUDENT-ATHLETES.
This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

1. Ethical Conduct – All Sports.
a. You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]
b. You have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1(a)]
c. You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team representing the school or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]
d. You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]
e. You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

2. Amateurism – All Sports.
a. You are not eligible for participation in a sport if after full-time collegiate enrollment you have ever:
   (1) Taken pay, or the promise of pay, for competing in that sport;
   (2) Agreed (orally or in writing) to compete in professional athletics in that sport;
   (3) Competed on any professional athletics team (as defined by the NCAA) in that sport (Bylaw 12.02.5) or
   (4) Used your athletics skill for pay in any form in that sport. (Prior to collegiate enrollment, an individual may accept prize money based only on his or her place finish or performance from the sponsor of an open athletics event, the United States Olympic Committee or the appropriate national governing body and actual and necessary expenses associated with the individual's practice and competition on a professional team.) [Bylaws l2.1.3. and 12.1.5]
b. You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1]
c. You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service, unless:
   (1) The individual became involved in such activities for reasons independent of athletics ability;
   (2) No reference is made in these activities to the individuals involvement in intercollegiate athletics; and
   (3) The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skill and experience as a model or performer
and is not based in any way on the individual’s athletics ability or reputation. [Bylaw 12.5.1.3]

(4) You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, or were paid at a rate higher than the going rate. [Bylaw 12.4.1]

3. Delayed Collegiate Enrollment.
The following rules are applicable to all Division III student-athletes first entering a collegiate institution on or after August 1, 2014:

- If you did not enroll in college as a full-time student at the next opportunity after a one calendar-year period following the graduation of your high-school class or if you discontinued full-time high school enrollment and you participated in any of the activities listed below, you have used a season of intercollegiate competition for each calendar year or sport season in which you participated in such activities. [Bylaw 14.2.4.4]

  (1) **Activities Constituting Use of a Season.**

  a. Any team competition or training in which pay in any form is provided to any of the participants above actual and necessary expenses;
  b. Any individual competition or training in which the individual accepts pay in any form based on his or her place finish or any competition or training in which the individual accepts pay in any form above actual and necessary expenses;
  c. Any competition pursuant to the signing of a contract for athletics participation or entering a professional draft; or
  d. Any competition funded by a representative of an institution's athletics interest that is not open to all participants. [Bylaw 14.2.4.4.2]

  2. If you have used a season(s) of competition according to the regulations above, you must also fulfill an academic year in residence prior to being eligible to represent your school in intercollegiate competition. [Bylaw 14.2.4.4.1]

4. Competition Exceptions (for delayed collegiate enrollment).

- If you participated in organized competition while enrolled in a postgraduate college preparatory school during the initial year of enrollment, you did not use a season of competition. In addition, a maximum one-time one-year exception is applicable for participation in the Olympic Games tryouts and competition, and other specified national and international competition. [Bylaw 14.2.4.4.2.1]

5. Seasons of Participation – All Sports.

  a. A student-athlete must count a season of participation when he or she practices or competes during or after the first contest following the student-athlete's initial participation at that school. [Bylaw 14.2.4.1]
  b. A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at that school, or when a student-athlete participates in the one date of competition during
the nontraditional segment in baseball, field hockey, lacrosse, soccer, softball and volleyball. [Bylaw 14.2.4.1.1]
c. A season of participation shall not be counted when a student-athlete practices in the nontraditional sports segment. [Bylaw 14.2.4.1]

6. Financial Aid – All Sports.
a. You are **not eligible** if you receive financial aid other than the nonathletic financial aid that your school distributes. However, it is permissible to receive:
   (1) Money from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.3]
   (2) Financial aid that has been awarded to you on a basis other than athletics leadership, ability, participation or performance. [Bylaw 15.2.3.4]
   (3) Financial aid from an entity outside your school that meets the requirements specified in the Division III Manual. [Bylaw 15.2.3.2]
b. You must report to your school any financial aid that you receive from a source other than your school. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.1]

7. Academic Standards – All Sports.
a. Eligibility for Practice.
   (1) You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of your school. If at any point you drop below full-time you are unable to practice. [Bylaw 14.1.8.1]
   (2) You are **eligible to practice** during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled at your previous school and you are eligible under all school and NCAA requirements. [Bylaw 14.1.8.1.6.5]
   (3) You also are **eligible to practice** while enrolled in less than a minimum full-time program of studies if you are enrolled in the final semester or quarter of a baccalaureate program and your school certifies that you are carrying (for credit) the courses necessary to complete your degree requirements. [Bylaw 14.1.8.1.6.1]
b. Eligibility for Competition.
   (1) To be **eligible to compete**, you must:
      (a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your school;
      (b) Be in good academic standing according to the standards of your school; and
      (c) Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students) or be enrolled and seeking a second baccalaureate degree at your school. [Bylaws 14.01.2, 14.1.8.1 and 14.1.8.1.6.2]
(2) If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements. [Bylaw 14.1.8.1.6.1]

(3) You are eligible to compete during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.6.1]

(4) If you are a returning student, you are eligible to compete between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.1.6.6]

8. Other Rules Concerning Eligibility – All Sports.
   a. You are not eligible to participate in more than four seasons of intercollegiate participation. [Bylaw 14.2]
   b. You are not eligible after 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the school, except for any extensions that have been approved in accordance with NCAA legislation. [Bylaw 14.2.2]
   c. You are eligible if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same school, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15 quarters. You are also eligible for championships that occur within 60 days of the date you complete the requirements for your degree. [Bylaws 14.1.9 and 14.1.8.1.6.7]
   d. You are not eligible in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any non-collegiate, amateur competition in the sport during your college team’s playing season. Competing in the Olympic Games, tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1 and 14.7.3]

9. Transfer Students Only.
   a. You are considered a transfer student if:
      (1) You were officially registered and enrolled in a minimum full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office and attended class; or
      (2) You reported for a regular squad practice, (including practice or conditioning activities that occurred before certification), announced by the institution through
any member of its athletic department staff before the beginning of any quarter or semester, as certified by the athletics director. [Bylaw 14.5.2]
b. If you are a transfer student from a four-year school, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaws 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3 or one of the waivers specified in Bylaw 14.8.2.
c. If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4.1 or the exception specified in Bylaw 14.5.4.2.
d. If you wish to correspond with another NCAA institution about your opportunity to transfer, the institution must have permission to contact you before any correspondence may occur.

(1) To contact another Division III school, you may seek permission from your director of athletics, or you can grant other Division III institutions permission to contact you. To grant another Division III school permission to contact you about a potential transfer (or for you to be able to contact the school), complete the Permission to Contact: Self-Release Form that is provided by the NCAA national office. The form and instructions are available on the student-athlete home page of the NCAA Web site at www.ncaa.org/student-athletes/permission-contact.

(2) To contact Division I or Division II schools, you must seek permission from your director of athletics.

**10. Drugs – All Sports.**
a. If the NCAA tests you for the banned drug classes listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol), for a banned drug other than a “Street Drug” you shall be withheld from competition in all sports for a minimum of 365 days from the drug testing collection date and shall lose a year of eligibility. If you test positive for a “street drug” you shall be charged with the loss of competition during a minimum of 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test);
b. If you test positive for a NCAA banned drug, you will be immediately declared ineligible;
c. You have the opportunity to appeal the positive drug test:
d. If you test positive a second time for the use of any drug other than a "street drug” you shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility.
e. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug; and
f. If you immediately transfer to a non-NCAA institution while ineligible because of a positive NCAA drug test and compete in collegiate competition within the prescribed penalty at a non-NCAA institution, you will be ineligible for all NCAA regular-season and postseason competition until your do not compete in collegiate competition for the entirety of the prescribed penalty.

11. Non-NCAA Athletics Organization Positive Drug Test – All Sports (Bylaw 31.2.3.2.2).
   a. If you are under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code, you will not be eligible for NCAA intercollegiate competition for the duration of the suspension.
   b. The director of athletics must notify the Sport Science Institute in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.
   c. If you transfer to a non-NCAA institution while ineligible and compete in collegiate competition within the 365-day period at a non-NCAA institution, you will be ineligible for all NCAA regular-season and postseason competition until you do not compete in collegiate competition for a 365-day period. Additionally, you must retest negative (in accordance with the testing methods authorized by the Board of Governors) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement.
   d. The list of banned drugs classes is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the Sport Science Institute staff at the NCAA national office.

Part II: FOR NEW STUDENT-ATHLETES ONLY.
This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division III Manual.
• Recruitment.
  a. Offers – All Sports.
    (1) You are not eligible if, before you enrolled at your school, any staff member of your institution or any other representative of your school's athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA rules do not permit.
(2) During your recruitment, it was permissible for you to be employed in any department outside of intercollegiate athletics provided the employment is arranged through normal institutional employment policies and procedures. [Bylaws 13.2.1 and 13.2.4.1]

b. Contacts – All Sports.
(1) For purposes of this section, contact means “any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete's educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.3]

(2) You are not eligible if any athletics staff member of your school or any other representative of your school’s athletics interests contacted you (as defined above), your relatives or your legal guardians in person off your high school’s campus before you completed your sophomore year in high school (except for students at military academies). [Bylaw 13.1.1.1]

c. Source of Funds – All Sports.

• You are eligible for intercollegiate competition if prior to initial full-time collegiate enrollment, you received normal and reasonable living expenses from an individual with whom you had an established relationship (e.g., high school coach, non-scholastic athletics team coach, family of a teammate), even if the relationship developed as a result of athletics participation, provided:

(a) The individual is not an agent;
(b) The individual is not an athletic representative of a particular school involved in recruiting the prospective student athlete; and
(c) Such living expenses are consistent with the types of expenses provided by the individual as a part of normal living arrangements (e.g., housing, meals, occasional spending money, use of the family car). [Bylaw 12.1.3.1]
d. Sports Camps.

- You are **not eligible** if, before you enrolled at your school, the school, members of its athletics staff or a representative of its athletics interests gave you free or reduced admission privileges to attend its sports camp or clinic after you had started classes for the ninth grade. [Bylaw 13.12.1.4]

e. Visits, Transportation and Entertainment – All Sports.

(1) You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your school, any of the following happened to you:

(a) Your school paid for you to visit its campus more than once;

(b) Your one expense-paid visit to the campus lasted longer than 48 hours;

(c) Your school paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;

(d) Your school entertained you, your parents (or guardians) or your spouse outside a 30-mile radius of the campus during your expense-paid visit; or

(e) Your school entertained you, your parents (or guardians) or your spouse excessively during your expense-paid visit, or entertained your friends or other relatives at any site.

(2) You are **not eligible** if your school paid for you to visit its campus before January 1 of your junior year in high school. [Bylaw 13.6.1.1.1]

(3) You are **not eligible** if, when you were being recruited, staff members of your school or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere other than the one paid visit. [Bylaw 13.5.2.8]

(4) You are **not eligible** if any person, (other than your parents or legal guardians) at his or her own expense, paid for you to visit your school once and did not accompany you on the visit or paid for you to visit more than once. [Bylaw 13.6.1.1]

(5) You are **not eligible** if, at any time that you were visiting your school's campus at your own expense, your school paid for anything more than the following:

(a) Transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other facilities. [Bylaw 13.5.3]

(b) A meal at the dining hall of your school or a meal at an off-campus site if all institutional dining halls were closed and the school normally provides similar meals to all visiting prospective students. [Bylaw 13.7.2.1.1]

(c) Housing at your school that is generally available to all visiting prospective students. [Bylaw 13.7.2.1.2]
(6) You are **not eligible** if, when you were being recruited, a staff member of your school’s athletic department spent money, other than what was necessary, for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]
g. Precollege or Postgraduate Expenses – All Sports.
- You are **not eligible** if your school, or any representative of its athletics interests, offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your school. This applies to your postgraduate education as well. [Bylaw 13.15.1]

ALCOHOL, TOBACCO AND DRUGS

The Department of Athletics administration and coaching staff condemn the use of alcohol, tobacco and drugs by any student-athlete. These substances will not only have a negative effect on your athletic and academic performance, but will endanger your safety and overall health. The use of alcohol, tobacco and non-prescription drugs is strictly prohibited at all times while representing Norwich University, regardless of the student athlete’s age. This includes any pre or post game team activity, all travel associated with away contests and all overnight trips. Any violation of this policy will result in an immediate loss of eligibility to participate in any team contests and will also be subjected to University punishment. A student-athlete, who needs assistance for problems in this area, should immediately contact the Counseling Services at the University.

ATHLETIC TRAINING ROOM

The Athletic Training Staff, in conjunction with the University Physicians, are responsible for the health care of all our student-athletes. Each team is assigned a full-time trainer and/or a student trainer, who is responsible for that team’s health care. This care is dependent upon the student-athletes sharing responsibility for communicating all concerns regarding first aid, injury management, rehabilitation, sickness and other health issues. All first year participants will be required to have a physical administered by the University Physicians, and to complete a Health Assessment Form prior to the start of each season of participation. Upperclassmen, that have received a physical by the University Physicians, and are returning for the next season of competition, will need only to fill out the Health Assessment Form. Student-athletes who were injured or had a health problem prior to the season, may be required to obtain a second physical if requested by the training staff. The Athletic Training Staff will determine whether an athlete can participate or not.
Prior to the start of your season of competition, the Athletic Training Staff will review all the procedures for the Training Room that you will need to follow. If you have any questions concerning this area, please contact the Head Trainer.

ATHLETIC EQUIPMENT ROOM

The Athletic Equipment manager is responsible for all equipment room policies and procedures at the University. Each student-athlete who is issued University Athletic Equipment is totally responsible for that equipment. Equipment that is lost, misused or not returned by the posted date for that sports team, will be billed to that student-athlete. Student-athletes who have equipment in their possession and do not return it will be referred to the Dean of Students Office or the Commandants Office and be charged with a University Honor Violation. The Equipment Manager will meet with each team prior to the start of that sports season to review all policies and procedures that pertain to the equipment room.

INSURANCE COVERAGE

All students at Norwich University must show proof of Health Insurance coverage prior to their enrollment. Students can be covered under their parent’s Health Insurance Policy or can purchase University Student Health Insurance. The Athletic Insurance Policy has a $1,500 deductible so if you will be covered under your family’s insurance policy, that policy will be responsible for covering that deductible. If you have Norwich’s Student Health Insurance, that policy will cover the $1,500 deductible. If you would like information on the Student Health Insurance, contact the Bursar’s Office.

TEAM SELECTION

All intercollegiate athletic teams are open to any student who is enrolled at the University and who is determined to be eligible to participate. Tryouts are held for all students (upperclassmen and freshmen) and procedures and selection criteria are established by each head coach. It is important for each student who wants to try out for a particular team to contact his/her sports coach to find out what these procedures and criteria are. Team selections are the responsibility of the coaching staffs of each sport and the expectations or criteria used for this process may be based upon a number of factors, the last being the discretion of the coaching staff.
PLAYER INFRACTION OF TEAM, UNIVERSITY AND NCAA RULES

Team rules are established by the head coach of each sport in conjunction with the Athletic Department. Each student-athlete is responsible for knowing these rules. Any athlete who commits an infraction of a Team, University or NCAA rule should expect to receive some form of discipline consistent with the severity of the infraction.

TEAM TRAVEL

The Department of Athletics’ team travel Policy requires team members to travel as a group to the site of competition in the transportation provided by the University. An exception to this policy, approved by the Director of Athletics, may be granted only under extreme circumstances.

Requests for an exception to this policy must be made to the Director of Athletics at least 48 hours prior to that away contest and student athletes must fill out a Waiver of Liability Form that is located in the Director of Athletics office.

CLUB AND INTRAMURAL SPORTS

Those students who are not interested in participating in intercollegiate athletics have the opportunity to compete in club and intramural sports at the University. Norwich currently offers a wide variety of club and intramural sports on a seasonal basis. For more information, please contact the Student Activities Office.

NORWICH ATHLETIC DEPARTMENT DRUG POLICY

Norwich University
Department of Athletics

Policy, Procedures and Regulations Implementing
Drug Testing for Student-Athletes

Overview

The Department of Athletics of Norwich University expects the actions of its student-athletes, both on and off the playing field, to reflect the Guiding Values and traditions of excellence fostered by the University. You are expected to exemplify the standards of self-discipline, personal integrity, honor and social responsibility, the principles upon which the University was founded, which will bring honor to yourself, your team and your University.
The Department of Athletics at Norwich University is concerned with the health, safety, and welfare of our student-athletes who participate in our programs and represent the University in competitive athletics, as well as the integrity of our programs and competitions. Substance abuse is one of the most important issues facing athletics and society today. Substance use and abuse in sports can pose risks to the student-athlete’s health, negatively affect his or her academic and athletic performance, and also can compromise the integrity of athletic competition and the ideals of Norwich University. Therefore, the Department of Athletics condemns the use of illegal drugs, the misuse of legal drugs and dietary supplements, and the use of performance-enhancing substances.

Drug testing of student-athletes has been authorized in accordance with procedures and regulations promulgated by the Department of Intercollegiate Athletics (“Intercollegiate Athletics” or “Athletic Department”). Amendments to these procedures may be issued with or without notice, as the University and the Department of Intercollegiate Athletics deem appropriate. Nothing in these procedures shall be construed to create a contract between student-athletes and NU. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained therein as well as in this policy, and shall be legal contractual obligations of the student-athletes.

Drug testing is appropriate to ensure the health, safety and welfare of student-athletes, to promote fair competition in intercollegiate athletics; to affirm compliance with applicable rules and regulations on drug use; to identify student-athletes who are improperly using drugs; to assist them before they harm themselves or others; and to protect the integrity of the University and its’ athletic program.

**Procedures and Sanctions—Supplemental to Other Requirements**

These procedures and sanctions are in addition to and supplemental to any and all policies, procedures, consent forms, rules, codes, requirements, and sanctions allowed and/or required by Norwich University, including the Norwich University Student Rules and Regulations, the NCAA, conferences, law, and any other legal authority or entity (collectively “requirements.”) Student-athletes and other students continue to remain subject to other requirements.

The procedures and sanctions set forth herein address and apply only in regard to this policy. Acts, conduct, violations, and/or failure to comply with other requirements subject the student-athlete to additional procedures and sanctions in accordance with those other requirements.

**Consent and Release as Conditions of Participation**

Participation in athletics at Norwich University is a privilege, not a right. As a condition of being permitted to participate in the University’s athletic programs, student-athletes must comply with this policy and all other applicable requirements.
and procedures, including complying with and consenting to the drug education and drug testing procedures, signing forms indicating their understanding and voluntary consent to these requirements, releasing of results and other information to those who have a specific need to know, and waiving liability as deemed appropriate by the University. See attached Consent Form.

Failure to consent to and/or to comply with the requirements of this policy and its procedures shall result in ineligibility for or suspension from participation, or termination of eligibility to participate in athletics at Norwich University. Those student-athletes not providing such signed consent form by the end of their respective teams’ orientation meeting, at the beginning of each sports season, will be deemed to have exercised their option to not participate in an athletic program and thereby will become ineligible to participate in athletics. Student athletes, including walk-on athletes and mid-year transfers, will not be allowed to participate in athletics without first providing a signed drug testing consent form.

Each student-athlete annually will be given a copy of the institutional policy and will be required to participate in an informative session describing the drug testing procedures. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the consent form.

Dietary Supplements

Norwich University Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. A dietary supplement is a product, intended to supplement the diet, which contains one or more of the following dietary ingredients: vitamins, minerals, amino acids, herbs or other botanicals, and metabolites. Many dietary supplements or ergogenic aids contain banned substances. Often the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any dietary supplements are required to review the product with the Head Athletic Trainer. Positive testing of any prohibited/banned substances subject student-athletes to the sanctions set forth in this policy.
Prohibited Drugs/Substances

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Attached List of NCAA Banned Drug Classes). This banned drug list also is included in the student-athlete handbook. For an ongoing updated listing of the banned-drug list view the NCAA’s web site at [www.ncaa.org](http://www.ncaa.org). Prohibited substances that may be screened for includes but is not limited to (in any sport), marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. Norwich University requires that all student-athletes keep the athletic training staff and/or team/university physician aware of any prescribed drugs and dietary supplements that he or she may be taking.

Possible Methods of Selection for Drug Testing

**Random Testing**

Student-athletes may be selected for random testing throughout the academic year or until the conclusion of post-season competition, whichever is later. Student-athletes on the institutional team squad list will be eligible for testing using a random number system. A student-athlete may be randomly selected for testing as a member of a team (e.g. one of 10 football athletes selected) or as a Norwich University student-athlete (e.g. one of 10 student-athletes selected). Student-athletes listed on the squad list that have exhausted their eligibility or who have had a career ending injury will not be selected for random testing under this policy. Short notice or no notice may be given for a random drug test.

**Reasonable Suspicion Screening**

A student-athlete may be subject to testing at any time when the Vice President of Student Affairs determines there is individualized reasonable suspicion to believe the participant is using or has used a prohibited drug. Such reasonable suspicion shall be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Director of Athletics, Head Coach, Assistant Coach, Head Athletic Trainer or Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Director of Athletics presents reasonable suspicion analysis to the Vice President of Student Affairs for approval. Upon certification by the Vice President of Student Affairs that reasonable suspicion exists the Director of Athletics will order reasonable suspicion screening. Reasonable suspicion may be found, but not limited to 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are:
decrease in class attendance, significant GPA changes, decrease in athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. See attached Reasonable Suspicion Form. The Director of Athletics will make a recommendation to the Vice President of Student Affairs within 48 hours of receiving the objective information from the individual(s) mentioned above. The Vice President of Student Affairs will render a decision within 48 hours certifying or decertifying the reasonable suspicion. If certified, then the Director of Athletics or Head Coach will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive drug test result.

**Team Testing**
Entire teams may be selected for random testing throughout the academic year. Student-athletes on the institutional team squad list will be eligible for team testing. Teams will be selected for testing using a random number system. A team may be randomly selected for testing if it is classified as a varsity or club sport at Norwich University. Student-athletes listed on the institutional team squad list that have exhausted their eligibility or who have had a career ending injury will not be selected for random testing under this policy. All other student-athletes are subject to testing. A student-athlete may be given short notice or no notice for a random drug test.

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

**Postseason/Championship Screening**
Any student-athlete or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition.

**Re-entry Testing**
A student-athlete who has had his or her eligibility to participate in athletics suspended as a result of a drug violation, may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing at the student-athletes expense.
Follow-up Testing
A student-athlete who has earned the privilege to return to participation in athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee. Follow up testing that results in a positive test, will be paid for by the student-athlete. A negative test result will be paid for by the University.

Notification and Reporting for Collections

The Director of Athletics or the Head Coach will notify the student-athlete of the date and time to report to the collection station and will have the student-athlete read and sign the Student-Athlete Notification Form. See attached Notification Form.

The Director of Athletics or the Head Coach will be in the collection station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification (NU photo ID) when entering the drug-testing station. The Director of Athletics or Head Coach must remain in the collection station until all student-athletes complete the collection process.

Collection of Sample

Urine samples will be collected using all required laboratory directed procedures. (See Drug Testing Collection Procedures attached.) Chain of custody sample holding and shipping procedures will be scrupulously followed.

Reporting Results

Urine samples will be collected and sent to an independent, SAMHSA approved laboratory for analysis. Each sample will be tested to determine if banned substances are present. A test result confirmed as positive by the laboratory does not automatically identify the student-athlete as having engaged in prohibited drug use. Results will be made available to the Director of Athletics. The Director of Athletics will consult the Head Athletic Trainer, the Team/University Physician, and the Command or Dean of Students. All four will review the results. If there is a positive drug test, the Director of Athletics will set up a meeting with the student-athlete. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test. The Director of Athletics, the Head Athletic Trainer, the Team/University Physician, and the Commandant or Dean of Students will then make the determination of the outcome of the drug test.

If the laboratory reports a specimen as substituted, manipulated, or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.
SANCTIONS

Any student-athlete who tests positive for a banned substance or who refuses to submit a urine sample or fails to take a required drug test as described in this policy shall be subject to the following sanctions:

The Director of Athletics will schedule a confidential meeting with the student-athlete, the Head Trainer or his or her designee, the Senior Woman Administrator (SWA), the Head Coach and the Team/University Physician and the Commandant or Dean of Students to review the positive drug test results. The Director of Athletics or his/her designee will notify the student-athlete’s parent(s) or legal guardian(s) by telephone and in writing of the positive drug test result. The student-athlete will be immediately suspended from competition in any intercollegiate or club sports at Norwich University. Students will be cautioned that they are subject to Vermont state laws pertaining to possession, sale and consumption of controlled substances and related paraphernalia. Violators of this policy are subject to suspension or dismissal from the University. The Commandant or Dean of Students will then initiate the appropriate disciplinary process as defined by the Norwich University Rules and Regulations.

Any student who fails to take the required drug test (does not report to the testing site at the assigned date and time) will be immediately suspended from participation in any intercollegiate or club sport at Norwich University and be required to take a rescheduled drug test within 24 hours of the original test, at the individual’s expense. If the rescheduled drug test is negative, the student athlete’s eligibility will be restored for the next sports season (not the current sports season). If the rescheduled drug test is positive, the suspension will continue and the University’s discipline procedures will be followed. If the student athlete refuses to submit to the drug test or fails to take the rescheduled drug test (does not report), this action will represent a positive drug test. The student athlete’s suspension will continue and the University’s discipline procedures will be followed. If a student athlete who failed to report for his or her first drug test can provide any supporting evidence, to the Director of Athletics, that prevented him or her from reporting for this drug test, the Director of Athletics can wave the testing fee and suspension until the results of the rescheduled drug test are available.

Appeal Process

Student-athletes who test positive for a banned substance may, within 48 hours following receipt of notice of the laboratory finding, contest the finding of the positive results in writing to the Director of Athletics. Upon the student-athlete’s request for further testing of the sample, the Director of Athletics will formally request the laboratory retained by the University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative and will be at the expense of the University. A positive test result of specimen B will be at the expense of the student-athlete.

Student-athletes who test positive, or who dispute that they have refused or failed to take a required test, under the terms of the Norwich University Athletics Drug Testing Policy and who receive a sanction of suspension or dismissal via the University Rules and Regulations, can appeal the sanction to the Commandant or Dean of Students and Vice President of Student Affairs of Norwich University. The Vice President has the authority to delegate the appeal process to the President of Norwich University. The Vice President for Student Affairs, the Dean of Students,
and the Commandant have the authority to uphold, rescind or amend any decision to include increasing or decreasing a punishment. A student may not appeal a sanction more than once.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than forty-eight (48) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Commandant or Dean of Students and Vice President of Student Affairs or his/her designee, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be open to only those persons deemed necessary by the Commandant or Dean of Students and Vice President of Student Affairs or his/her designee.

Decisions regarding suspension and dismissal, like all other actions taken at the university, are administrative rather than judicial in nature. As the Commandant or Dean of Students and Vice President for Student Affairs makes these decisions for the President and the Board of Trustees, his/her decisions are considered final.

Athletics: Drug Testing Procedures 7-03
September 15, 2003

Norwich University Department of Athletics
Drug Testing Program Administration
Student-Athlete Consent Form

I, ________________________________, hereby acknowledge that I have received a copy of, (on Athletic Web Site) read and been given the opportunity to ask questions regarding the Drug Testing Program implemented for the Department of Intercollegiate Athletics at Norwich University. I understand the policies, procedures and my responsibilities as described in the policy.

I consent to participate in the Drug Testing Program at Norwich University. I understand that my participation in this program may include the collection and testing of my urine at various times during the current academic year for drugs and/or other banned substances.

I further consent to the release of the results of any drug test to the Director of Athletics, the Senior Woman Administrator, the Head Coach, the Head Athletic Trainer, Team/University Physician, Commandant or Dean of Students, the Vice President for Student Affairs, and to my parent(s) or guardian(s). I acknowledge and understand that a copy of this consent form will be sent to my parent(s) or guardian(s). A copy of the Drug Testing Program Policy can be found in the
Student-Athlete Handbook on-line at www.norwichathletics.com or www.norwich.edu/policy/athletic. You can also request a copy of this policy by contacting the Norwich Athletic Department at 802-485-2230. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

Norwich University, its Officers, Employees, and Agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this consent form. I fully and forever release and discharge the aforementioned parties from any claims, demands, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from my participation in this program.

______________________________  ________________________  
Student-Athlete Signature            Date  

______________________________  ________________________  
Printed Name of Student-Athlete           Date  

______________________________            ________________________  
A #                                      Sport(s)  

______________________________            ________________________  
Witness               Date  

______________________________            ________________________  
Parent/Guardian Signature (if a minor)         Date  

DRUG-TESTING COLLECTION PROCEDURES

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will be officially signed into the station.

2. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker’s lid or attach a unique bar code to the beaker.

3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 85 mL is provided (volume is dependent upon client protocol and drugs being tested). Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate
area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out attempt to manipulate or substitute a sample.

4. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the crew chief for documentation.

5. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.

6. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.

7. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

8. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded. Upon return to the collection station, the athlete will begin the collection procedure again.

9. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student athlete.

10. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

11. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

12. The laboratory will make final determination of specimen adequacy.

13. If the laboratory determines that an athlete’s specimen is inadequate for analysis, at the client’s discretion, another specimen may be collected.

14. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
15. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.

16. A collector will record the specific gravity and pH values.

17. The collector will pour approximately 60 mL of the specimen into the “A vial” and the remaining amount (approximately 25 mL) into the “B vial” (required volume is determined by client and/or laboratory) in the presence of the athlete.

18. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).

19. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

20. The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

21. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

22. The specimens become the property of the client.

23. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

24. On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point were the athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

NORWICH UNIVERSITY DEPARTMENT OF ATHLETICS
DRUG TESTING REASONABLE SUSPICION
REPORTING FORM

I, _________________________________, under the reasonable suspicion clause
Name of Norwich University Athletic Dept. Staff Member

that is outlined in the Norwich University Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant ______________________________ be referred to Name of Student-Athlete

the Director of Athletics or his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or _____ days.

Please check below all that apply:

The Student-Athlete has shown:

_____ irritability
_____ loss of temper
_____ poor motivation
_____ failure to follow directions
_____ verbal outburst (e.g. to faculty, staff, teammates)
_____ physical outburst (e.g. throwing equipment)
_____ emotional outburst (e.g. crying)
_____ weight gain
_____ weight loss
_____ sloppy hygiene and/or appearance

The Student-Athlete has been:

_____ late for practice
_____ late for class
_____ not attending class
_____ receiving poor grades
_____ staying up too late
_____ missing appointments
_____ missing/skipping meal

The Student-Athlete has demonstrated the following:

_____ dilated pupils
_____ constricted pupils
_____ red eyes
_____ smell of alcohol on the breath
_____ smell of marijuana
_____ staggering or difficulty walking
_____ constantly running and/or red nose
_____ recurrent bouts with a cold or the flu (give dates ________ )
_____ over stimulated or “hyper”
_____ excessive talking
_____ withdrawn and/or less communicative
_____ periods of memory loss
slurred speech
recurrent motor vehicle accidents and/or violations (give dates ________)
recurrent violations of Norwich University Student Code of Conduct

Other specific objective findings include:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signatures

Print Name of Athletic Dept. Staff ___________________________ Signature of Athletic Dept. Staff ___________________________ Date __________

Reviewed By: ___________________________

Director of Athletics/Designee ___________________________ Date __________

Counselor Consulted: ___________________________

Name of Counselor Consulted ___________________________ Date Consulted __________

Reviewed by: ___________________________

Dean of Students/Commandants ___________________________ Date __________

☐ Reasonable suspicion finding upheld
☐ Reasonable suspicion finding denied
Reasonable suspicion finding certified

Vice President of Student Affairs ___________________________ Date __________

ON LINE SOCIAL NETWORKS

The Department of Athletics recognizes the fact that many student-athletes participate in online social networks such as Facebook.com and Myspace.com. While there is nothing inherently dangerous about posting to these sites, sharing inappropriate information via the internet may put you at risk.
When using online social networks, you should be mindful of the possible consequences:

- The information that you post is accessible to anyone. Future employers, professors, graduate schools, coaches, athletic administrators, journalists and others can view your profile as easily as other students.

- Your safety may be compromised. Providing access to your phone number, address or residence hall location is dangerous and compromises the university’s efforts to keep this information contained. Female student-athletes in particular should be very careful about making this information easily obtainable.

- There may be consequences for inappropriate postings. Students will be accountable for actions displayed on the sites which are deemed in violation of University and Athletic Policies as well as team rules. Students at other universities have been punished for underage drinking, threats against other students, and hazing. Don’t jeopardize your status on the team!

- You lose control of the information once it is posted. Information can be copies and put on other sites. Something that is meant to be seen only by the social network users can end up elsewhere, and may exist on the internet forever. Potential employers or admissions offices are performing internet searches, and profiles on the networks or discussions on blogs may be part of the information gathered about you and can impact your future for many years.

**2018-19 NCAA Banned Drugs**

*It is your responsibility to check with the appropriate or designated athletics staff before using any substance*

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

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.

Drugs and Procedures Subject to Restrictions:

- b. Gene Doping
- c. Local Anesthetics (under some conditions).
- d. Manipulation of Urine Samples.
- e. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

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

1. Dietary supplements, including vitamins and minerals, 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.

Check with your athletics department staff prior to using a supplement.

Note to Student-Athletes: 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 prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:
- amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone); Octopamine; DMBA etc.
exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine; stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.

Alcohol and Beta Blockers (banned for rifle only):
  alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
  bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
  heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues:
  growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

Anti-Estrogens:
  anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadez); etc.

Beta-2 Agonists:
  bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

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 or designated athletics staff before using any substanc
The Department of Athletics goal is to ensure transgender student athletes receive fair, respectful and legal access to collegiate sports teams based upon current medical and legal knowledge. The Department of Athletics also wants ensure that this policy recognizes the safety, privacy and dignity of transgender student-athletes as well as their teammates. The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA completion may compete on a men’s team but is no longer eligible to compete on a women’s team without changing the team status to a mixed team. (A mixed team is a varsity intercollegiate team on which at least one individual of each gender competes. A mixed team shall be counted as one team. A mixed team shall count toward the minimum sponsorship percentage for men’s championship only.)

2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

1. A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s team or a women’s team.

2. A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

The Student’s Responsibilities

1. A student-athlete who has completed, plans to initiate or is in the process of taking hormones as part of a gender transition needs to submit the
request to participate on a sports team in writing to the director of athletics upon matriculation or when the decision to undergo hormonal treatment is made.

2. The request must include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.

The University’s Responsibilities
1. The director of athletics will meet with the student to review eligibility requirements and procedure for approval of transgender participation.
2. If hormone treatment is involved in the student-athlete’s transition, the director of athletics will notify the NCAA of the student’s request to participate with a medical exception request. The NCAA identifies testosterone as a banned substance, and provides for a medical exception review for demonstrated need for use of a banned medication. In the case of testosterone suppression, the director of athletics must submit written documentation to the NCAA of the year of treatment and ongoing monitoring of testosterone suppression. This notification must be completed prior to the student-athlete competing while undergoing treatment.

Facilities
1. Transgender student-athletes will be able to use the locker room, shower and toilet facilities in accordance with the student’s gender identity. Where possible, locker rooms should have some private, enclosed changing area, showers and toilets for use by any athletes who desired them. Norwich University will make every attempt to provide private, separate changing, showering and toilet facilities for the student’s use if requested.
2. If a transgender student-athlete required a particular accommodation while competing at a visiting school, the director of athletics will notify the director of athletics of that school prior to competition to ensure that the student’s access to facilities are comfortable and safe. This notification will maintain the student’s confidentiality and the student-athlete’s identity will not be disclosed without the student’s expressed permission.
3. A transgender student-athlete will be assigned to share a hotel room based upon their gender identity recognizing that any student who needs extra privacy will be accommodated whenever possible.
Dress Code and Team Uniforms
1. Transgender student-athletes will be permitted to dress consistently with their gender identities. In situations where teams will travel in designated travel attire (team sweat suits), all team members will dress alike.
2. All team members will have access to uniforms that are appropriate for their sport.