Greetings from the Director of Athletics

Welcome to the 2017-18 academic year! We are excited to have you here as a member of the Fitchburg State University family and look forward to another year of academic and athletic success. We are providing this planner to assist you as you prepare to meet all of your responsibilities as a student and as an athlete.

It is important that you review all of the information in the planner and familiarize yourself with department, University and conference policies that specifically govern your experience at Fitchburg State both as a student and as an athlete. The policies have been developed to provide the best possible experience for you and to support your efforts toward achieving the greatest success possible. Familiarize yourself with the resources that are available to you and take advantage of what is offered.

If you have any questions about any of this information, please contact your head coach or me so that we can assist you. Best wishes for a successful and memorable year. Remember that it is always a great day to be a Falcon!

Sincerely,

Sue Lauder
Director of Athletics
slauder@fitchburgstate.edu
978/665-3314
Section One: Athletic Department Directory

Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Lauder</td>
<td>Director of Athletics</td>
<td>978-665-3314</td>
<td><a href="mailto:slauder@fitchburgstate.edu">slauder@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Bettian Michalik</td>
<td>Sports Information Director</td>
<td>978-665-3343</td>
<td><a href="mailto:bmichali@fitchburgstate.edu">bmichali@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Merry MacDonald</td>
<td>Assistant AD/SWA/Compliance</td>
<td>978-665-4681</td>
<td><a href="mailto:mmacdo22@fitchburgstate.edu">mmacdo22@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Rick Terrio</td>
<td>Equipment Manager/Operations</td>
<td>978-665-3807</td>
<td><a href="mailto:rterrio1@fitchburgstate.edu">rterrio1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Todd Souliere</td>
<td>Assistant AD/Head Athletic Trainer</td>
<td>978-665-3774</td>
<td><a href="mailto:tsouliere@fitchburgstate.edu">tsouliere@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Rebecca Shersnow</td>
<td>Athletic Trainer</td>
<td>978-665-3788</td>
<td><a href="mailto:rshersnow@fitchburgstate.edu">rshersnow@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Jordan Orrell</td>
<td>Assistant Athletic Trainer</td>
<td>978-665-3774</td>
<td><a href="mailto:jorrell@fitchburgstate.edu">jorrell@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Angela Marini</td>
<td>Administrative Assistant</td>
<td>978-665-3314</td>
<td><a href="mailto:amarini1@fitchburgstate.edu">amarini1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Jamie Rogers</td>
<td>Assistant Sports Information Dir.</td>
<td>978-665-3726</td>
<td><a href="mailto:jrogers@fitchburgstate.edu">jrogers@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>David Heikki</td>
<td>Faculty Athletic Representative</td>
<td>978-665-3922</td>
<td><a href="mailto:dheikkin@fitchburgstate.edu">dheikkin@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Jeff Godin</td>
<td>Head Strength and Conditioning Coach</td>
<td>978-665-3716</td>
<td><a href="mailto:jgodin@fitchburgstate.edu">jgodin@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Jim McGuire</td>
<td>Assistant Strength and Conditioning Coach</td>
<td>978-665-4979</td>
<td><a href="mailto:jmcgui12@fitchburgstate.edu">jmcgui12@fitchburgstate.edu</a></td>
</tr>
</tbody>
</table>

Other:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Department Fax</td>
<td>978-665-3710</td>
</tr>
<tr>
<td>Athletic Training Room Fax</td>
<td>978-665-3803</td>
</tr>
<tr>
<td>Wallace Civic Center Athletic Training Room</td>
<td>978-665-4950</td>
</tr>
</tbody>
</table>

Head Coaches

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Aubuchon</td>
<td>W. Cross-Country/Track &amp; Field</td>
<td>978-665-4697</td>
<td><a href="mailto:jaubuch6@fitchburgstate.edu">jaubuch6@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Jim Jellison</td>
<td>M. Cross-Country/Track &amp; Field</td>
<td>978-665-3494</td>
<td><a href="mailto:jjellison@fitchburgstate.edu">jjellison@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Beth Bacher</td>
<td>Field Hockey</td>
<td>508-479-9038</td>
<td><a href="mailto:bbacher@fitchburgstate.edu">bbacher@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Pat Haverty</td>
<td>Football</td>
<td>978-665-4307</td>
<td><a href="mailto:phaverty@fitchburgstate.edu">phaverty@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Werner Thissen</td>
<td>Men’s Soccer</td>
<td>508-246-9473</td>
<td><a href="mailto:wthissen@fitchburgstate.edu">wthissen@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Patti McColl</td>
<td>Women’s Soccer</td>
<td>978-665-4695</td>
<td><a href="mailto:pmccoll@fitchburgstate.edu">pmccoll@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Titus Manderson</td>
<td>Men’s Basketball</td>
<td>978-665-4683</td>
<td><a href="mailto:tmanders@fitchburgstate.edu">tmanders@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Dan Nagle</td>
<td>Women’s Basketball</td>
<td>978-665-4685</td>
<td><a href="mailto:dnagle1@fitchburgstate.edu">dnagle1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Dean Fuller</td>
<td>Ice Hockey</td>
<td>508-631-5860</td>
<td><a href="mailto:dfuller@fitchburgstate.edu">dfuller@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Kevin Barnaby</td>
<td>Baseball</td>
<td>978-665-4699</td>
<td><a href="mailto:kbarnaby@fitchburgstate.edu">kbarnaby@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Rick Terrio</td>
<td>Women’s Lacrosse</td>
<td>978-665-3807</td>
<td><a href="mailto:rterrio1@fitchburgstate.edu">rterrio1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Merry MacDonald</td>
<td>Softball</td>
<td>978-665-4681</td>
<td><a href="mailto:mmacdo22@fitchburgstate.edu">mmacdo22@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Victor Wirkkala</td>
<td>Women’s Volleyball</td>
<td>978-665-3054</td>
<td><a href="mailto:vwirkkala@fitchburgstate.edu">vwirkkala@fitchburgstate.edu</a></td>
</tr>
</tbody>
</table>

Section Two: Athletics Department Philosophy

Mission Statement
The Athletic Department is committed to supporting the University’s mission to develop the whole person and the Department of Student and Academic Life mission to promote student learning, leadership and development. Participation in intercollegiate athletic activities engages students in active learning that enhances the academic experience. For these reasons, the Athletic Department offers programs in baseball, basketball, cross-country, field hockey, football, track and field, ice hockey, softball, lacrosse, soccer and women’s volleyball.
Memberships & Affiliations
Fitchburg State University is an NCAA Division III institution and is a member of the following organizations:

- MASSACHUSETTS STATE COLLEGIATE ATHLETIC CONFERENCE (MASCAC)
- NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
- LITTLE EAST ATHLETIC CONFERENCE (LEC)

Division III Philosophy Statement
Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- Award no athletically related financial aid to any student;
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Assure that athletics participants are not treated differently from other members of the student body;
- Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- Support ethnic and gender diversity for all constituents;
- Give primary emphasis to regional in-season competition and conference championships; and
- Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

Expectations and Responsibilities of the Student-Athlete
Participants in Fitchburg State University athletic programs should reflect valuable characteristics such as leadership, honesty and integrity. Competing as an intercollegiate athlete is a privilege, not a right, and comes with great responsibility. Athletes are highly visible, and it is critical that they are respectful, mature and well behaved. This Student-Athlete Handbook has been developed to ensure that those standards are understood and met. Student-athletes are held accountable for complying with campus policies, local, state and federal laws through the Student Discipline system. Student-athletes are further required to adhere to the expectations, responsibilities, and policies of the Athletic Department as outlined within this handbook.

The Fitchburg State Athletic Department, the NCAA and the Massachusetts State Collegiate Athletic Conference all require athletes to abide by their rules and regulations. All participants are also subject to the policies, coaching philosophy and techniques of their coaches.
Rights
All athletes, coaches, trainers, managers and staff have the right to:
- Be treated with respect
- Confidentiality
- Be notified and offered the chance to participate in meetings concerning their possible suspension from the team
- Present any violation of their rights to the Athletic Director

Expectations
Student-Athletes
- Treat professors and classmates with respect.
- Arrive for classes on time and prepared.
- Notify instructors in advance when requesting permission to leave early or miss a class in order to travel to a contest.
- Treat opponents and officials with respect regardless of their actions or decisions.
- Remember that it is a privilege to represent the University on an intercollegiate team.
- Abide by all team rules and regulations.
- When traveling to a contest, dress neatly and appropriately and present a positive image of the University and the Athletic Department.
- Avoid using language and gestures that are not suitable.
- Be courteous and cooperative with spectators, game management personnel and media.

Coaches
- Set the standard for leadership and sportsmanship.
- Serve as a role model.
- Treat all team members, opponents, officials, spectators, game management personnel and media with respect.
- Set discipline standards and enforce them consistently and fairly.
- Demonstrate an interest in the development of all members of the team.
- Respect the game and the rules of the game.
- Adhere to all department, University and conference rules and regulations.

Student-Athletes and Coaches as Spectators
- Respect all participants and team members.
- Respect the judgment and decisions of coaches and officials.
- Refrain from criticism of athletes, coaches or officials.
- Respect the authority of game management personnel and comply with their requests.

Section Three: Athletic Department Policies and Sanctions

Alcohol, Illegal Substances and Other Drug Abuse
The Fitchburg State University Athletic Department does not condone the use of alcohol, regardless of age, or drugs by any student-athlete or game management personnel in connection with any team function, or by any prospective student-athlete or their host during a University visit or a team function. Student-athletes are required to sign the NCAA Drug Testing Consent Form prior to participation, and thereby accept the penalties that may result from violating this policy. Violations of this policy may be referred to the Student Discipline system.

Class Attendance
NCAA rules prohibit student athletes from missing class for practice except when a team is travelling to an away contest and the practice is in conjunction with the contest. No classes shall be missed for strength and conditioning sessions or competition conducted during the non-traditional season.
**Class Dismissal**

Student-athletes will be provided with a class dismissal form for contests that require them to leave campus prior to the end of the class day. Student-athletes should share this information with professors as early as possible during the semester. Note that this form is not permission to be dismissed; the form is a request that may or may not be supported. Forms will be updated as needed for rescheduled contests.

**Equipment**

Student-athletes will be responsible for returning or replacing any equipment issued to them. Student-athletes who fail to return uniforms after the season will have their student account put on hold until the uniform is returned or the replacement cost for the uniform is paid. Student-athletes on hold are not allowed to register for classes, receive grade reports or transcripts, and will be athletically ineligible for any future participation until the issue is resolved. Questions about athletic department equipment should be directed to the Equipment Manager.

**Gambling**

The NCAA prohibits student-athlete involvement with gambling activities related to intercollegiate, amateur or professional athletics competitions. Violations of this policy may be referred to the Student Discipline system.

**Gate List**

Student athletes may not request tickets for intercollegiate contests.

**Hazing**

Hazing is prohibited by state law and University policy. The Athletic Department at Fitchburg State University supports only those activities which are constructive, educational and inspirational and that contribute to the intellectual and personal development of students. Fitchburg State Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Fitchburg State University interprets hazing as any act whether physical, mental, emotional or psychological which subjects another person voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate him/her, or which may in any way compromise his/her inherent dignity as a person. In addition, any requirements by a member which compel another member to participate in any activity which is against University policy or state/federal law will be defined as hazing.

Actions and activities which are prohibited include, **but are not limited to**, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them **regardless of the person’s willingness to participate**.
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of their body, including the hair on their head.
- Required eating of anything an individual would refuse to eat otherwise.
- Forcing or requiring calisthenics, such as push-ups, sit-ups and running.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public.
- Any activity or action that creates a risk to the health, safety or property of the University or any member of its community.
- Assigning or endorsing “pranks” such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Forcing, encouraging or pressuring someone to publicly wear apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts.
- Nudity at any time.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint, honey, etc., thrown at, poured on or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

**Intramural Participation**

Student athletes may not participate in Fitchburg State University intramural sports events during their traditional season. Head coaches may have rules that prohibit any intramural sports events participation.

**Overnight Host Guidelines**

**Host Expectations**

Student-athletes who host overnight recruits must sign the Overnight Visit Form and are expected to adhere to the following guidelines:

- Do not provide alcohol or other drugs to a prospective student-athlete.
- Never put a recruit in a situation in which he/she is uncomfortable or may have an opportunity to use drugs/alcohol.
- The recruit should never be left alone.
- The recruit is a responsibility of the entire team. You should work together to give the recruit a good experience on their overnight visit and be good representatives of the University.
- Understand rules and regulations of alcohol use from the student handbook and make the recruit aware of these rules if need be.
- Protecting yourself and the recruit is most important. Activities that would jeopardize the safety of either party should be avoided.

**Prospective Student Expectations**

Prospective student-athletes on an official, overnight visit are also required to sign the Overnight Visit Form and are expected to adhere to the following guidelines:

- Take responsibility for his/her own actions during his/her visit.
- Conduct himself/herself in a responsible manner throughout his/her stay.
- Abide by Massachusetts state law, which prohibits all use of illegal drugs and prohibits the drinking of alcoholic beverage by persons under 21 years of age.
- Abide by the student code of conduct and the rules in the student-athlete handbook at Fitchburg State.
- Notify his/her host if he/she is uncomfortable in a situation at any time during his/her stay.

**Preseason and Intersession Housing**

Student-athletes who have paid residential housing through Fitchburg State University will receive free on-campus housing during the fall preseason and/or winter intersession periods as dictated by their sport participation. In exchange for this housing, fall sport student-athletes are required to assist the Student Activities Office with move-in activities for new students during first-year orientation.

**Social Media**

As a student-athlete representing Fitchburg State University and the Athletics Department, team members are expected to act responsibly and in a manner that positively reflects on their team and program. This expectation includes the use of or participation in social networking websites, including Facebook, Twitter, Instagram, etc. Student-athletes are expected to follow the guidelines outlined below while using social networking sites:

- No offensive or inappropriate pictures or comments are to be posted.
- Any information that is posted must not violate the Fitchburg State University Student Code of Conduct or Acceptable Use Computer Policy, the Athletic Department’s Sportsmanship Code, any specific team rules as set by coaches or NCAA rules and regulations.
Any photos or comments posted must not depict team-related or college-identifiable activities in a negative manner, including wearing/using team uniforms inappropriately.

No photos, comments or information posted may include derogatory statements towards any other student or staff including the Fitchburg State University community, opponents and the general community.

Any content posted by student-athletes that includes any photos or statements that depict hazing, sexual harassment, underage drinking, drug use or threats to any third party is prohibited and could lead to suspension from athletic participation.

Student-athletes are reminded that online communities are open to anyone and everyone who has computer access. Any information, photos or comments become public as soon as they are posted and should not depict any activity or behavior that is inappropriate or could lead to embarrassment to the student-athlete, their team, the athletic department or the University. Student-athletes are further reminded of the risk associated with posting personal information on these sites and the importance of using caution when participating in all on-line communities.

Prior to athletic participation, student athletes must confirm in writing that they have read this policy and that they understand that a policy violation could subject them to discipline that may include, but is not limited to, a warning, a written reprimand, suspension from the team or dismissal from the team.

**Tobacco**

NCAA regulations prohibit the use of tobacco, including smokeless tobacco, by any student-athlete, coach or game management personnel during any practice or at the site of any competition.

**Transportation & Meal Money**

Student-athletes are expected to travel to and from away contests with their team via transportation provided through the Athletic Department. Student-athletes wishing to provide their own transportation must request permission from their head coach and fill out a Fitchburg State Athletic Department Travel Request Form in the Athletic Department Office prior to the away contest. Meal money is provided to student-athletes to travel to away contests on the following basis:

- Teams traveling off-campus during one segment of scheduled meal hours in the dining hall will receive $10 per person.
- Teams traveling off-campus during two segments of scheduled meal hours in the dining hall will receive $12 per person.

**Sanctions for Policy Violations**

Any student-athlete charged with inappropriate behavior covered under the University’s Student Code of Conduct shall be subject to disciplinary action by the University, which may include suspension or dismissal from the University. The Student Code of Conduct may be found in the Student Handbook and on the University web site.

Student-athletes who do not conform to the expectations and policies outlined within this handbook will be subject to disciplinary action which may include, but is not limited to, a warning, a written reprimand, suspension from the team or dismissal from the team. Violations of team rules will result in sanctions imposed by the Head Coach. Student-athletes may appeal those sanctions to the Athletic Director within one week of notification from the Head Coach. The Athletic Director will decide to grant the appeal, uphold imposed sanctions and/or determine the need to impose additional sanctions beyond those imposed by the Head Coach within one week of the appeal. The decisions of the Athletic Director are final. Sanctions will remain in effect until served.

**Section Four: Academic Eligibility & Support**

Per NCAA Bylaw 14.01.2, in order to represent Fitchburg State University in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. MASCAC rules further require student-athletes to pass 24 credits during each academic year.
**Full-Time Status**

A student is considered to be full-time at Fitchburg State provided he/she is accounted for by the Registrar and is registered for a minimum of 12 undergraduate or 9 graduate semester hours of course work. If a student drops to part-time status, he/she is immediately declared ineligible for intercollegiate athletic participation. Full-time or part-time status shall be reviewed at the end of the ADD/DROP period.

A student may participate in a maximum of four years in any sport. The four years of participation allowed are available only during the first ten semesters of full-time attendance. If a student is registered for a full-time load on the first day of classes, the semester is considered full-time, regardless of any subsequent withdrawals from any classes. ANY STUDENT PARTICIPATING IN A PRACTICE SESSION AFTER THE FIRST CONTEST USES A YEAR OF ELIGIBILITY, REGARDLESS OF ANY PARTICIPATION IN CONTESTS.

**Academic Standing**

All courses completed at Fitchburg State University, including those taken during winter or summer sessions, determine current academic standing. The grades and credit for winter session and summer courses are included in the student’s GPA. Credits transferred from another institution are applied to a student’s total number of credits earned, but grades earned from transferred credits are not calculated into the cumulative GPA.

**Good Academic Standing**

To achieve good academic standing, students must:

- Maintain an overall cumulative GPA of 2.0 or higher
- Maintain a cumulative GPA of 2.0 or higher in the major
- Meet any additional requirements of the major which have been approved by the All-University Committee and are consistent with University policy

**Probation**

All students with less than a 2.0 cumulative GPA are on probation. Student-athletes placed on probation for the first time will remain eligible to be a member of an intercollegiate athletic team if their cumulative grade point average equals or exceeds the standards for the total number of semester hours of credit attempted at Fitchburg State and/or transferred. This policy can only be applied once during a student’s attendance at Fitchburg State University. Any subsequent probationary status will lead to ineligibility.

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 32</td>
<td>1.6</td>
</tr>
<tr>
<td>33 – 59</td>
<td>1.8</td>
</tr>
<tr>
<td>60+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Suspension**

Any student who earns a grade point average of 1.0 or lower in their first semester of full-time study at Fitchburg State University will be suspended from the University. In all other cases, students will be suspended if they have spent at least one semester on probation and do not meet the following GPA and credit criteria:

- A student who has attempted fewer than 33 semester hours and has a cumulative GPA below 1.6 after two semesters
- A student who has attempted 33-59 semester hours and has a cumulative GPA below 1.8 after four semesters
- A student who has attempted 60 credits and has less than a 2.0 cumulative GPA

Suspended students are not eligible to enroll in any credit course in any division of Fitchburg State University for at least one semester. Following suspension, students must submit a letter requesting re-admission before the deadline established by the Registrar. Students who are readmitted after a suspension do so under contract with the Dean of Student and Academic Life. Suspension status is not changed by a voluntary withdrawal.

**Dismissal**

Once students have been readmitted after a suspension, they must meet probationary standards and do so under contract with the Dean of Student and Academic Life to avoid dismissal. Dismissal status results in permanent
dismissal from all divisions of Fitchburg State University. A dismissed student may not enroll in any credit courses in any division of the University for a period of five years.

Satisfactory Progress
For the purpose of athletic eligibility “satisfactory progress toward a baccalaureate degree” shall be defined as successful completion by the student of:

- 24 semester hours of course work prior to entering the third full-time semester
- 48 semester hours prior to entering the fifth full-time semester
- 72 semester hours prior to entering the seventh full-time semester

Other Academic Definitions and Policies
1. Cumulative grade point average (GPA) is defined as the total quality points earned in all courses divided by the total credit hours completed.
   a. Quality points = semester hours carried by the course multiplied by a numerical grade (for example, a three-credit course with a grade of 3.0 would earn nine quality points).
   b. Total credit hours completed includes credit hours for courses with a final grade of 0.0.

2. Students may repeat a course in which the assigned grade was 0.0 or Unsatisfactory.
   a. If a student repeats the course at Fitchburg State University, the subsequent grade will be substituted for the original failing grade in calculating the student’s cumulative GPA.
   b. If a student repeats the course as a transfer credit and receives a 2.0 or better, the subsequent grade eliminates the failing grade from the cumulative GPA but is not calculated in the student cumulative GPA.

3. Students may repeat once any Fitchburg State University course for which a 1.0, 1.3, 1.5, 1.7 or AU is earned. The repeated course will be indicated as such on the student’s transcript and the higher grade will be counted toward the overall GPA on the transcript.

4. Summer and intercession courses will be counted immediately toward achieving satisfactory academic progress in terms of credits earned. Cumulative grade point average will be hand-calculated for the purpose of athletic eligibility if the credits are undertaken at Fitchburg State University or the original assigned grade was 0.0.

5. A student who fails to complete twenty-four (24) credit hours in the academic year must have passed twenty-four (24) credits in two (2) consecutive academic semesters to become eligible.

Notification of Eligibility Status
Student-athletes who are ineligible or are in jeopardy of becoming ineligible for the upcoming term will be notified of their status via a letter sent to their permanent address one to two weeks after grades are posted at the end of the fall and spring semesters. A copy of the letter will also be sent to the student-athlete’s head coach. Upon receipt of the letter, it is the responsibility of the student-athlete to address any academic deficiencies in order to maintain or restore eligibility. Any questions or concerns about the content of these letters should be directed to the Compliance Officer.

Academic Support
Student-athletes seeking academic support may contact the Compliance Officer for additional guidance. Depending on the needs of the student-athlete, the Compliance Officer may refer the student to the Academic Success Center. For a complete list of contact information and services available through the Academic Success Center, please see Section Twelve.

Academic Monitoring Program
The Compliance Officer receives mid semester attendance and deficiency reports from the Registrar’s Office. The Compliance Officer will review results and follow up with coaches and/or student athletes as needed.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>2</td>
<td>Labor Day - NO CLASSES; Residence Halls open for first-year students</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Monday Development Day for faculty; Student Orientation</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Wednesday President’s address; Department meetings; Residence Halls open for all students; Student Orientation</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Thursday Classes begin at 8:00 a.m. New-student advising</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Thursday Final day to add or drop a course</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Thursday Final day to add a course with a Red Card</td>
</tr>
<tr>
<td>Oct</td>
<td>6</td>
<td>Friday Mid-semester deficiency grades due</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Monday Columbus Day - NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Tuesday Final day for making up Incomplete grades from previous semester</td>
</tr>
<tr>
<td></td>
<td>10-27</td>
<td>Advising period</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td></td>
<td>30-Nov 3</td>
<td>Registration for Spring classes</td>
</tr>
<tr>
<td>Nov</td>
<td>10</td>
<td>Friday Veteran’s Day Observed- NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Monday Final day for withdrawal from courses</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Tuesday Thanksgiving recess begins at 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Sunday Thanksgiving recess ends</td>
</tr>
<tr>
<td>Dec</td>
<td>13</td>
<td>Wednesday Final day of classes</td>
</tr>
<tr>
<td></td>
<td>14-15, 18-20</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Thursday Snow day for Final Examinations</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Friday Commencement 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Saturday Snow day for Commencement 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Jan</td>
<td>18</td>
<td>Thursday Faculty Development Day</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Friday Department meetings</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Monday Classes begin at 8:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Monday Final day to add or drop a course</td>
</tr>
<tr>
<td>Feb</td>
<td>5</td>
<td>Monday Final day to add a course with a Red Card</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Thursday Final day for making up Incomplete grades</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Monday U.S. Presidents’ Day - NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td>Mar</td>
<td>9</td>
<td>Friday Spring vacation begins at 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Friday Mid-semester deficiency grades due</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Sunday Spring vacation ends</td>
</tr>
<tr>
<td></td>
<td>19-April 6</td>
<td>Monday Advising period</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td>Apr</td>
<td>6</td>
<td>Friday Final day for withdrawal from courses</td>
</tr>
<tr>
<td></td>
<td>9-13</td>
<td>Registration for Fall classes</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Monday Patriots’ Day - NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Tuesday CTL Professional Development Program</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Thursday Undergraduate Research Conference; Honors Convocation (NO DAY CLASSES)</td>
</tr>
<tr>
<td>May</td>
<td>10</td>
<td>Thursday Final day of classes</td>
</tr>
<tr>
<td></td>
<td>11,14-17</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Thursday Graduate Commencement 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Thursday Residence Halls close</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Saturday Undergraduate Commencement 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Saturday Residence halls close for graduating seniors</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Monday Development Day for faculty</td>
</tr>
</tbody>
</table>

01-31-17
Section Five: Athletic Training Room Policies and Procedures

Facilities
There are three Sports Medicine treatment facilities at Fitchburg State University, one at each event site for games and/or practices. The main Sports Medicine facility is located in the Recreation Center. The satellite Sports Medicine facility at Elliot Field is used for all outdoor events. An additional satellite Sports Medicine facility is located in the Wallace Civic Center and is used for ice hockey games and practices only.

There is an Athletic Trainer available at the appropriate facility one hour before and one half hour after practices. Pregame treatment times will be announced the day before the game at practice. Athletic Trainers are also available on weekdays for walk-in rehabilitation sessions in the Rec Center Sports Medicine facility. Only practice and game coverage is available on weekends, holidays and emergency shutdowns. The schedule varies by season and is posted outside of the Sports Medicine treatment facilities.

Staffing
The athletic training staff at Fitchburg State University consists of a Head Athletic Trainer, an Assistant Athletic Trainer and a part-time Athletic Trainer who work under the direction of the Team Physician. There is a Certified Athletic Trainer present at every home event. The Team Physician is present and available for consultation at home football and ice hockey games. Football and ice hockey travel with a Certified Athletic Trainer. As the schedule allows a Certified Athletic Trainer will travel with other athletic teams.

Rehabilitation
Athletic Training services are provided to rehabilitate injured and/or ill student-athletes to pre-injury activity status. Services range from Pre-participation Physical Evaluations and rehabilitation of athletic injuries to providing acute injury management. Preventative health care education is provided to student-athletes upon request.

Medical Requirements
To be medically qualified to participate in intercollegiate athletics at Fitchburg State University students must submit all medical records to the Student Health Services office. Additionally, the following must be completed as found on the department website at http://www.fitchburgfalcons.com/insideAthletics/sports_medicine/index:

- All demographic and medical history questions
- Electronically sign the Football Helmet Warning (football only), Concussion/Agreement to Disclose Injuries, Sickle Cell Test Waiver, and Signature Sheet.
- Complete NCAA Medical Exemption Waiver materials if taking medications for ADHD or other banned substances for legitimate medical conditions.
- Upload a copy of insurance card to show proof of Health Insurance

Section Six: Athletic Media Relations
The Sports Information Director and the Assistant Sports Information Director are responsible for the media relations for all 17 varsity sports, including media/newspaper coverage, team/individual photos, schedules, the Athletics website, social media and all team and individual statistical information.

Section Seven: Student-Athlete Advisory Committee (SAAC)
The student-athlete advisory committee (SAAC) is made up of student-athletes from each varsity athletic team and is assembled to provide insight and feedback on the student-athlete experience to the department administration. Specific objectives of the committee are:

- Facilitate communication between athletic administration and student-athletes
- Provide feedback on department policies and procedures
- Build a sense of community within the athletic program involving all athletic teams
- Organize community service efforts
Promote a positive student-athlete image on campus
Select an annual speaker to present on topics related to student athlete wellness.

Student-athletes interested in participating on SAAC should contact the Compliance Officer or their head coach.

Section Eight: Faculty Athletics Representative
The Faculty Athletics Representative (FAR) serves in an advisory and oversight capacity and as a link between academics and athletics. In conjunction with the Director of Athletics, the FAR works to support a campus environment in which the athletics program is maintained as a vital component of the University.

Section Nine: Athletic Department Awards

Current Student-Athletes
An annual banquet will be held in early May to honor student-athletes who have completed their eligibility at Fitchburg State University. Student-athletes who are invited to this banquet will receive an award to recognize their participation at Fitchburg State. In addition to these awards, the Athletic Department also selects winners of the following awards:

- Paul K. Waring ’38 Athlete of the Year Award- presented to the most dominant male and female student-athletes
- Senior Scholar Athlete Award- presented to an outstanding male and female senior student-athlete with a minimum 3.2 GPA
- Athletic Leadership Award- presented to the male and female student-athlete who go above and beyond in all areas of competition and demonstrate outstanding leadership by example
- Kruczek Award - presented to the student-athlete who demonstrates courage and spirit by overcoming adversity
- Rookie of the Year Award- presented to the outstanding male and female first-year student-athletes

Hall of Fame
Hall of Fame materials will be handled by the Sports Information Director in correlation with the Alumni Relations Office. Eligibility for student-athletes shall not begin until five years after the student-athlete has graduated from Fitchburg State University. A second category will allow for the election of individuals, non-alumni/non-athlete, who have given outstanding service to the Department of Athletics and its programs at Fitchburg State University. Hall of Fame inductions are biannual.

Student-Athlete Criteria:
- Participated for a minimum of two years on an intercollegiate team
- Represented Fitchburg State in a positive manner both as an undergraduate and as an alumnus
- Selection shall be based primarily on the athletic prowess of the individual based in playing ability, character, leadership, the athlete's contribution to the team or teams in which he/she played and to Fitchburg State University in general.

Non-Alumnus/Non-Athlete Criteria:
- Demonstrated a special and/or a sustained interest in Fitchburg State University and the athletic program(s).
- Individuals currently coaching at Fitchburg State University will not be considered for induction if the primary rationale for that consideration is based on their coaching accomplishments while at Fitchburg State University.

Nominations can be submitted via www.fitchburgfalcons.com under the Hall of Fame section. Nominations will be reviewed annually by the Hall of Fame selection committee.
Section Ten: Student-Athlete Evaluation

All student athletes are required to fill out a student-athlete evaluation form at the conclusion of their season. These forms are completely confidential and allow student-athletes an opportunity to provide valuable feedback on their experience at Fitchburg State University.

Section Eleven: Student-Athlete FAQs

1) Can I keep my game jersey after my last game as a Senior? No, we are not allowed to give out any game jerseys or uniforms per NCAA rules.

2) I don’t plan to travel to or from an away contest on the team bus. What do I need to do? You must come to the Athletic Department and fill out a travel request form prior to the day of the game.

3) How many semesters do I have to complete my four years of eligibility? You have ten full time semesters at a higher education institution, including community, two and four year colleges and universities. If you are enrolled as a full-time student on the first day of classes, that semester counts towards the ten.

4) How many credits do I need to register for to be eligible to compete? You must be enrolled in a minimum of 12 undergraduate or 9 graduate credits.

5) What GPA do I need to be eligible? You must have a 2.0 GPA to be eligible to compete.

6) How many credits do I have to earn to continue to remain eligible? You must complete 24 credits within each academic year (September 1st to August 31st) or during your last two full time semesters.

7) What do I need to do if I want to try out for an athletic team? Your first contact should be with the head coach so that you can be added to the roster they submit for certification. Your academic eligibility will then be confirmed by the Compliance Officer. Once confirmed, you must complete the medical clearance paperwork.

8) Can I miss a class for practice? No, per NCAA rules a student athlete shall not miss class for either practice activities at any time of the year or for a competition during the nontraditional segment.

9) My bio information on the website is incorrect. How can I have it changed? The Sports Information Director can edit the website as needed.

10) Can I give game tickets to my friends or family? No, student-athletes are not permitted to request intercollegiate game tickets.

Section Twelve: Campus Offices Directory

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Director/Coordinator</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Counseling and Advising</td>
<td>978-665-3150</td>
<td>Erin Kelleher</td>
<td><a href="mailto:ekelleher@fitchburgstate.edu">ekelleher@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>978-665-3152</td>
<td>Robert Hynes</td>
<td><a href="mailto:rhynes@fitchburgstate.edu">rhynes@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>978-665-3562</td>
<td>Katrina Durham</td>
<td><a href="mailto:kdurham1@fitchburgstate.edu">kdurham1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Expanding Horizons Program</td>
<td>978-665-3064</td>
<td>Jason Smith</td>
<td><a href="mailto:jsmith@fitchburgstate.edu">jsmith@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>International Education</td>
<td>978-665-3089</td>
<td>Nelly Wadsworth</td>
<td><a href="mailto:nwadsworth@fitchburgstate.edu">nwadsworth@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Math Center</td>
<td>978-665-3499</td>
<td>Chris Coffin</td>
<td><a href="mailto:coffin1@fitchburgstate.edu">coffin1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Center for Diversity &amp; Inclusiveness</td>
<td>978-665-3399</td>
<td>Jamie Cochran</td>
<td><a href="mailto:jcochran@fitchburgstate.edu">jcochran@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Peer Services, Testing &amp; Placement</td>
<td>978-665-3499</td>
<td>Chris Coffin</td>
<td><a href="mailto:coffin1@fitchburgstate.edu">coffin1@fitchburgstate.edu</a></td>
</tr>
<tr>
<td>Tutor Center</td>
<td>978-665-3499</td>
<td>Chris Coffin</td>
<td><a href="mailto:coffin1@fitchburgstate.edu">coffin1@fitchburgstate.edu</a></td>
</tr>
</tbody>
</table>