

**Hartwick College Department of Athletics
Drug Education and Testing Program
2011-2012**

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

This policy statement has been adopted and shall be administered by the Hartwick College Athletic Department (hereafter known as the "Policy"). Hartwick College reserves the right to make changes to this Policy as needed, and this Policy should not be construed to create a contract between student-athletes and Hartwick College. Please note, this Policy represents the Hartwick College substance abuse/testing policy, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at www.ncaa.org. Information regarding the Hartwick College student code of conduct is available in the student handbook.

For the purpose of this policy, "student-athlete" shall encompass any student at Hartwick College who participates in any Department of Athletics sponsored intercollegiate athletics sporting event and/or practice and appears on the official roster of an intercollegiate athletics team.

Purpose

The Athletic Department believes that random drug testing is appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug abuse, to identify student-athletes who are improperly using drugs and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of this Policy is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

Education – providing student-athletes and athletic staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;

Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and imposing associated sanctions resulting from use detailed in this Policy; and

Professional Referral – facilitating appropriate treatment and rehabilitation of student-athletes.

Alcohol, Tobacco and Other Drug Education

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

Consent to Participate

As a condition of participation in intercollegiate athletics at Hartwick College, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this Policy (see Appendix A for a copy of the consent form). Failure to consent to or to comply with the requirements of this Policy will result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Hartwick College. Each student-athlete annually will be required to participate in at least one informative session describing alcohol, tobacco, and other drug education and testing policies, including but limited to this Policy and the NCAA's drug testing program. 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 drug-testing consent form. This Policy will be posted on the athletic website.

Tobacco Policy

The use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers, and Hartwick game officials) in all sports during practice and competition and while representing the institution. The Director of Athletics or his/her designee will sanction all Hartwick personnel who violate this tobacco policy on a case-by-case basis.

Dietary Supplements

Hartwick College Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as "healthy" or "all natural" do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or ergogenic aids or intend to take any are recommended to review the product with the athletic training staff.

All inquiries are confidential. Information may also be found at www.drugfreesport.com (visit the Dietary Supplement Resource Exchange Center (REC) and www.ncaa.org/health-safety. .

Student-athletes are solely responsible for any substances that they ingest even if they have consulted the foregoing sources

Prohibited Drugs/Substances

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Appendix B for the current list of banned substances). For an ongoing updated listing of the banned-drug list view the NCAA's web site at www.ncaa.org. Prohibited substances that Hartwick College may screen for include, without limitation, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. Hartwick College reserves the right to test for substances not contained on the NCAA banned-drug list and may test at cut off levels that differ from the NCAA program.

Hartwick College requires that all student-athletes keep the athletic training staff and/or team physicians aware of any prescribed drugs and dietary supplements that he or she may be taking.

Specimen Analysis

The drug screening process may include, but is not limited to, the following biological specimen collection methods: Urine Testing. The collection process and protocol can be found in Appendix C. In addition, drug screening may be conducted by on-site testing devices including, without limitation, saliva testing, and/or on-site urinalysis kits (See Appendix C for full collection process and protocol).

If a student-athlete does not produce a valid specimen by the fifth try, this will be considered "highly suspicious" and will be treated as a positive test result.

Selected Types of Drug Testing

Unannounced Random Testing – All student-athletes who have signed the institutional drug-testing consent form and are on the institutional squad list are subject to unannounced random testing. 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 testing. Drug Free Sport will be contracted to perform the drug tests and will select student-athletes from the official institutional squad lists by using a computerized random number program.

Reasonable Suspicion Screening – A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug.

Reasonable suspicion may include, without limitation, when the student-athlete has been 1) observed possessing or using substances that appear to be prohibited drugs by an athletics department staff member, 2) arrested or convicted of a criminal offense related to the possession or transfer of prohibited drugs or substances, 3) been found to have violated and/or found responsible for a violation of Hartwick's Student Code of Conduct relating to drug use, or 4) observed by an Athletics Department staff member to have an abnormal change in 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 change in appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and legal involvement. If suspected, the Director of Athletics or Head Athletic Trainer will notify the student-athlete (see Appendix D for a copy of the notification form) and the student-athlete will stay with a member of the athletics administration staff or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

Follow-up Testing – A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this Policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or Head Athletic Trainer.

Notification and Reporting for Collection

The student-athlete will be notified of and scheduled for testing by the institution. Notification of testing shall consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or an electronic mail notification that has been confirmed by the student-athlete. Notification time will be short, typically less than 24 hours. The Director of Athletics or Athletic Training Staff will notify the student-athlete of the date and time to report to the testing station and will have the student-athlete read and sign the Student-Athlete Notification Form (see Appendix E).

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

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

Laboratory Analysis/Reporting Results

Urine samples will be collected by Drug Free Sport. Drug Free Sport certifies that samples are sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Hartwick College intends that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples.

Sanctions

The refusal to sign a consent form will result in the student-athlete from being banned from participating in any intercollegiate sport at Hartwick College until the student-athlete signs the consent form. Any student-athlete who tests positive for a banned substance or who refuse to

submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this policy shall be subject to the sanctions below.

All violations of this policy are cumulative. If the student-athlete fails to abide by the requirements of any sanction phase, they will be deemed to have violated the Policy and be subject to the next subsequent sanction phase.

First Offense – Student-athlete will be suspended for 25% of the regularly scheduled games for the season. The sanctions could carry over to post-season competition if necessary. Pre-season scrimmages and/or exhibition games do not count toward the suspension. Games missed due to event cancellation, and/or injury, do not count toward the suspension. If the suspension occurs after the competitive season has ended or if there are an insufficient number of contests remaining in the current season to complete the suspension, the suspension shall wrap-around to the next competitive season. The student-athlete may continue to participate in all practices during the suspension period. The student-athlete will be required to attend a minimum of three counseling and assessment sessions with a Hartwick College AOD specialist, or a counselor approved by the Director of Athletics. The cost of all sessions will be the sole responsibility of the student-athlete. The student-athlete will work with Perella Wellness Center to set up the meetings. The student-athlete must follow all recommendations of the specialist or counselor. The counseling sessions must be complete before the student-athlete is allowed to return to competition. The team physician or the head athletic trainer may also impose additional requirements based on concerns over the health and safety of the student-athlete or others. Any such requirements must be complied with in order for the student-athlete to return to competition. The student-athlete may be subject to follow-up drug testing at the student-athletes expense. Students may also be found in violation of the Hartwick Student Code of Conduct and appropriate sanctions may be imposed under the Code of Conduct that are in addition to the sanctions imposed under this Policy.

Second Offense – The student-athlete will be suspended from all Hartwick College athletic competition for one calendar year from the date of the positive drug test. The student-athlete, at the discretion of the coach, may be allowed to practice. If the student-athlete does practice, this may result in the loss of a season of eligibility. The student-athlete will be required to attend a minimum of three counseling sessions with a Hartwick College AOD specialist, or a counselor approved by the Director of Athletics. The cost of all counseling sessions will be the sole responsibility of the student-athlete. The student-athlete will work with Perella Wellness Center to set up the meetings. The student-athlete must follow all recommendations of the specialist or counselor. The student-athlete must follow all recommendations of the medical staff, specialist, or counselor. The counseling sessions must be complete before the student-athlete is allowed to return to competition. The team physician or the head athletic trainer may also impose additional requirements based on concerns over the health and safety or the student-athlete or others. Any such requirements must be complied with in order for the student-athlete to return to competition. The student-athlete may be subject to follow-up testing at the student-athletes expense. Students may also be found in violation of the Hartwick Student Code of Conduct and appropriate sanctions may be imposed under the Code of Conduct that are in addition to the sanctions imposed under this Policy.

Third Offense – The student-athlete will be permanently suspended from all athletic participation at Hartwick College. Students may also be found in violation of the Hartwick Student Code of Conduct and appropriate sanctions may be imposed under the Code of Conduct that are in addition to the sanctions imposed under this Policy.

Missing a Counseling Session

It is the responsibility of the student-athlete who makes an appointment with the AOD specialist (or counselor approved by the Department) to keep that appointment. If the student-athlete is not able to keep the appointment he or she is expected to cancel the appointment by telephone, preferably 24 hours in advance but at least by 8:30 a.m. on the day of the appointment.

The student-athlete may be required to complete a HIPPA form in order to confirm attendance at the counseling sessions and to determine if the student-athlete is complying with the requirements imposed by the AOD specialist (or an outside counselor approved by the Department).

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

Voluntary Disclosure/Safe Harbor

A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from the athletic training staff by voluntarily disclosing his or her use prior to an announced drug test. The athletic trainer will direct the student-athlete to the appropriate medical and/or counseling services.

If the student-athlete seeks assistance *prior* to being identified as having violated this Policy or the NCAA Drug Testing Policy or being notified that he or she must undergo screening, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student-athlete will be ineligible to participate in practice and competition of the intercollegiate sport pending an evaluation. The student-athlete entering the Safe Harbor Program will be required to take a drug test immediately to establish a baseline for follow-up testing. This baseline drug test will be at the expense of the student-athlete. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

The student-athlete will be required to undergo an evaluation by the Hartwick College AOD specialist. The cost of all sessions will be the sole responsibility of the student-athlete. The Hartwick College AOD specialist shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The student-athlete will be required to complete a HIPPA form in order to share those findings with the Director of Athletics and the training staff. The AOD specialist will provide a summary of his or her findings and recommendations to the Director of Athletics. These recommendations may be shared with the athletic training staff.

The student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate sports until the AOD Specialist has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. The Director of Athletics, team physician, or Head Athletic Trainer retains the discretion to continue to withhold the student-athlete from participation. If the AOD specialist deems it necessary, the student-athlete may be required to undergo drug testing as part of the reentry evaluation.

Failing to complete the treatment recommended by the AOD specialist, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy. If the student-athlete successfully completes the recommended treatment, any positive tests will not be counted as positives for purposes of the sanctions stated above.

If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests for the remainder of the student-athletes eligibility.

Appeal

Student-Athletes who test positive under the terms of the Hartwick College Intercollegiate Athletics Drug Education and Testing Policy will be entitled to an appeal. Requests for such hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics.

The Director of Athletics will send the request to a committee. The committee will be made of one representative from Perella Wellness Center, one from the Counseling Center, and one member of the Student Affairs Division as designated by the Vice President for Student Affairs.

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 seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The committee has the discretion to modify penalties. The decision imposed by the committee shall be final.

Final draft August, 2011

Appendix A

**Hartwick College Department of Athletics
Drug Education and Testing Program**

CONSENT FORM

I understand that my participation in the Hartwick College Department of Athletics Drug Education and Testing Program (“Program”) described herein as a condition for my participation in intercollegiate sports at Hartwick College.

I agree to participate in said Program and to be subjected to its terms. I accept designated College staff overseeing my participation in the Program, the obtaining of urine specimens from me, the testing and analysis of such specimens, the keeping of confidential records and results of such tests and related activities as set forth in said Program. I agree to provide my urine specimens as requested.

I further agree and consent to the disclosure of my records and results to persons specified and under conditions described in the Program. I also agree and consent to the sharing of any information relating to my participation in the Program with the NCAA to the extent such information is needed to determine whether the College has complied with the Program. I do not consent to the sharing of my drug test results under the Program with the NCAA for purposes of the NCAA determining a violation of the NCAA’s drug testing program.

I understand that I may revoke this consent form at any time, so far as any participation in subsequent tests is concerned. However, if I revoke this Consent Form or refuse to participate in the Program, I understand that I surrender the privilege to participate in intercollegiate athletics at Hartwick College.

I will continue to be subject to the policy so long as I am a member of an intercollegiate athletics team at Hartwick College.

Signature _____ Date _____

Name (printed) _____ Sport(s) _____

Minor: Yes _____ No _____

Signature of Parent/Guardian of Minor _____ Date _____

If I am selected to participate in a drug test, the contact information below will be used as the primary means to contact me. I attest that it is current and if it changes I will be held responsible to notify the main athletic office.

Cell Phone: _____ Email: _____

Administered by _____ Date _____

Appendix B

2011 – 2012 NCAA Banned-Drug Classes

Available at:

<http://www.ncaa.org/wps/wcm/connect/public/ncaa/student-athlete+experience/ncaa+banned+drugs+list>

Information also available in the Athletic Training Room.

Appendix C

Urine Specimen 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 approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).
4. 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 any attempt to manipulate or substitute a sample.
5. Validators and other collectors must never handle the athlete's beaker or specimen until after the specimen is enclosed in the appropriate vials.
6. 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.
7. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.
8. 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.
9. 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.

10. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
11. Upon return to the collection station, the athlete will begin the collection procedure again.
12. 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.
13. 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.
14. 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.
15. 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.
16. The laboratory will make final determination of specimen adequacy.
17. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
18. 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.
19. 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.
20. A collector will record the specific gravity and pH values.

21. 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

22. 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).

23. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

24. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

25. 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.

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

27. The specimens become the property of the client.

28. 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.

29. 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 where 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.

If a student-athlete does not produce a valid specimen by the fifth try, this will be considered “highly suspicious” and will be treated as a positive test result.

Appendix D

**Hartwick College Department of Athletics
Drug Education and Testing Program**

REASONABLE SUSPICION REPORTING FORM

I, _____, under the reasonable suspicion clause that is outlined
Hartwick College Athletics Dept. Staff Member
in the Hartwick College Drug Education and Drug Testing Policy, report the following objective
sign(s), symptom(s) or behavior(s) that I reasonably believe warrant
_____ Name of Student-Athlete be referred to the Director of Athletics or the
Head Athletic Trainer 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 meals

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 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

Hartwick College Counselor Consulted: _____
Name of Counselor Consulted Date Consulted

Reasonable suspicion finding upheld _____

Reasonable suspicion finding denied _____

Appendix E

Hartwick College Department of Athletics
Drug Education and Testing Program

STUDENT-ATHLETE NOTIFICATION FORM

Student-Athlete: _____ Sport: _____

Date of Notification: _____ Time of Notification: _____ a.m./p.m.

I, _____, the undersigned:
(NAME)

Acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

_____, on _____ on or before _____ a.m./p.m.
(location) (date) (time)

I will bring valid picture identification. I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug and alcohol-testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Hartwick College Drug and Alcohol Testing Consent Form and will result in the penalties.

By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Student-Athlete's Signature: _____ Date: _____

I can be reached at the following telephone number on test day: _____

(Return bottom portion to the student athlete)

Hartwick College Drug and Alcohol Testing Program

Student-Athlete: _____ Location of test: _____

Date of test: _____ Time to report: _____

*****Report to the test site with picture identification*****