

Introduction from the Director of Athletics

Congratulations and welcome to the family that is Concordia University Athletics. Your decision to participate in intercollegiate athletics at Concordia will be a challenging and rewarding experience. The demands of being a student and athlete can be overwhelming at times. The goal of the coaching staff and administration is to educate, coach and develop you into productive young men and women while preparing you for life upon your graduation.

In this handbook, you will find information you will need in your position as a student-athlete at Concordia University-St. Paul. It is your responsibility to read and use this handbook to help you understand what is expected of you and how to manage some of the issues that you will face.

Please consult this handbook or your Student Guide first when you are faced with an unfamiliar situation. Secondly, go to your coach for assistance. Not reading or understanding this handbook will not be an excuse for not following school, NCAA, NSIC or athletic department rules.

Go Golden Bears!

Tom Rubbelke
Director of Athletics

Message from the President

Concordia University strives to offer opportunities to participate in a quality intercollegiate athletic program while ensuring that our student-athletes can fully participate in all aspects of academics, campus life and spiritual life. We encourage this broad level of participation by our student-athletes because the opportunity exists for a truly outstanding educational experience at Concordia University. If students make the most of this opportunity by becoming involved in a variety of ways in and out of the classroom, it will make this experience an important investment in your success after intercollegiate athletics and beyond college.

Yours in Christ,

President Robert Holst

"This handbook is published for general information purposes and does not constitute a contract of any kind between the University and a student or prospective student. Concordia University reserves the right to make changes in this handbook at its discretion."

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IV. ATHLETIC PHONE DIRECTORY

I. Intercollegiate Athletics at Concordia University

A. Concordia University Mission Statement

The mission of Concordia University, a university of the Lutheran Church-Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, and for the enlightened care of God's creation, all within the context of the Christian Gospel.

B. Department of Athletics Mission Statement

The mission of the Athletic Department at Concordia University is to build and maintain academic and athletic excellence. Through participation in intercollegiate athletics, our student athletes are challenged physically, mentally, emotionally and spiritually within the context of the Christian Gospel and in accordance with the mission of the university.

C. Operating Principles for Intercollegiate Athletics

1. Equal Opportunity

Concordia University is committed to providing equal opportunities for all students to participate in its intercollegiate athletic programs in a manner consistent with all Concordia University policies.

2. Academic Standards

Students who participate in intercollegiate competition must meet all appropriate academic standards for admission to the University and for continued progress after beginning an academic program, as student's academic work takes precedence over athletic activity. The University will not allow participation in intercollegiate athletics to interfere unreasonably with a student's academic program or progress towards a degree. The goal of the athletic program is to have student-athletes graduating at a rate that is higher than Concordia University non-athletes.

3. Student Athlete Responsibility

A student's participation in intercollegiate athletics carries a special responsibility as representatives of the University. For the privilege of participating in intercollegiate athletics and, in many cases, receiving athletic grants-in-aid, the University expects its student-athletes to adhere to team and departmental rules, and to reflect exemplary standards of academic and personal behavior, including those principles of sportsmanlike conduct.

D. Philosophy

The intercollegiate athletic experience of the Concordia University student athlete is a part of the larger educational experience. For some students, the opportunity to compete athletically may have been a major determining factor in selecting Concordia. All students, however, attend Concordia with an educational purpose; and the university seeks to prepare students for living, for serving, and for caring- all within the context of the Christian Gospel.

We understand the term "student-athlete" to be descriptive of our priorities: first a student, then an athlete. Academic matters are primary and of the first order. A student who desires to compete on the intercollegiate level must demonstrate not only academic

capability by producing test scores and grade point average, but also by a continual commitment to progress in educational goals that culminate in graduation.

Concordia is a small university when viewed from a national perspective, and it has a long tradition of student participation across a broad range of activities. The intercollegiate athletic program is not reserved only for target recruits or scholarship athletes. It seeks to offer competitive goals to as many student-athletes as possible.

Student-athletes are expected to adhere to the same academic rules as all of their classmates. At the same time, while not relaxing any of the standards, faculty members are asked to find fair and perhaps creative ways for athletes to fulfill all of their academic obligations.

We embrace principles of sportsmanship of participants and fans, not only because they reflect fundamental principles of the NCAA, but also because they demonstrate what it means for us to be doing everything “within the context of the Christian Gospel.” When we recognize the discipline, preparation, and execution of participants and officials, we afford them the dignity and respect with which they are endowed by the Creator. As we define standards of ethical conduct and compliance with rules, we make clear that we are voluntary signatories in both distant and local communities. We constrain ourselves and demonstrate self-control by acting within our published ethical guidelines. We show our respect for rules and our willingness to comply with the regulations, the bylaws and the constitution of the conference and national associations with which we voluntarily affiliate.

In this critical aspect, university personnel and students serve to model fair play and even-handedness. We expect individuals to know the rules and to conduct themselves in accordance with them. We share responsibility for educating others about the rules, and we share in the task of informing others when a violation becomes apparent.

As a part of a university which prepares students for thoughtful and informed living, the athletic department acknowledges that it is a part of preparing students for life after college and for the world of work. While a select few may be able to make athletics their profession upon leaving college, we affirm the importance of amateurism without apology. It is not synonymous with being second-rate, but rather that the motive for competing is in participating, rather than in any monetary reward. Amateur athletics holds the potential for the development of such vital experiences as self-sacrifice; building friendships; relating to other of different cultures, races, languages, and customs; leading experiences; internal and external motivation; healthy lifestyle choices; inter-generational relationships; teaching and learning methodologies; and coping skills.

Most student-athletes incur direct expenses and make significant sacrifices in their personal lives in order to compete in intercollegiate athletics. While we do not desire to place undue burdens on student-athletes living complicated lives, we believe that requiring a student to make a personal investment beyond time reinforces the idea that participation at this level is a privilege rather than a right.

Concordia University is proud to be a student-centered university that strives to be exemplary. In being student-centered, we are focused on how the student comes through

the college years. We are determined to make a difference in regard to a student's physical, emotional, and social welfare. Thus our success is measured in many ways beyond wins and losses. It is the goal of the athletic department to support students in the developmental process.

As a part of the division of Student Affairs, the athletic department is part of the university's student development efforts. It is a partner in the process of young women and men developing into citizens of a world that is not only keenly competitive, but a world in which cooperation and communication need to be demonstrated effectively.

As a member of the NCAA we will communicate the challenge of what the NCAA can do for us as a university, faculty, student body, and athletic department. We will also continue to explore ways in which Concordia and other members of the NCAA can contribute to issues of concerns and importance in our geographical community.

Our goal is to offer a competitive experience that is challenging and one that can be evaluated against other institutions in NCAA Division II. Our schedules will contain predominantly Division II institutions. Concordia is the only Division II school in the metropolitan area, and so "carries the banner" for Division II in our community.

E. The Privilege of Competing

No one has the "right" to wear the uniform of the Concordia University Golden Bears. To put on the Blue and Gold of the Golden Bears is a special privilege, which has been coveted by many, but reserved for special men and women who have the intellectual and physical capabilities to excel at a highly competitive level.

Concordia does not discriminate on the basis of race, color, sex, national or ethnic origin in its athletic programs. The university must be discriminating, however, in determining that any student who represents the college is physically and mentally prepared to represent the college and the Lord Jesus with honor and integrity. One cannot put on our uniform and then disclaim the fact that Concordia University is a Christian University. With the uniform on, you represent Christ and Concordia, in your finest or poorest performance or conduct.

Coaches at Concordia University, as elsewhere, are given wide latitude in selecting individuals for the team, in utilizing individuals for special roles, and in establishing team rules and expectations. Coaches may not establish rules which are in conflict with university or athletic department rules, but they may ask their student athletes to comply with even higher standards than are expected of other teams.

F. Affiliations

Concordia University adheres to the policies and guidelines of the following organizations:

Northern Sun Intercollegiate Conference (NSIC)
National Collegiate Athletic Association (NCAA)

G. Expectations for Student-Athletes

Student-athletes are one of the most visible groups in the University community due to their public exposure via the competitive arena and the media. Consequently, what you do and the way in which you do it are often subject to scrutiny by other members of the campus and surrounding community. You are, therefore, placed in a position that requires exemplary behavior, particularly in the classroom. Apart from the very basics of the Student Code of Conduct, the Athletic Department expects student-athletes involved in its programs to be positive and effective members of their team, department, university, and broader community through the following:

1. Take Responsibility

Each student-athlete is responsible for his/her own attitude and actions. Deliberately choose your responses. Make them a product of your values and decisions-not moods or temporary conditions. The more you wisely exercise your freedom to choose, the more responsible and mature you become. Be a model, not a critic. Focus on things you can control, not things beyond your control.

2. Be Result Oriented

Set personal goals. Begin each day with a clear understanding of your desired direction and destination. All positive outcomes are created mentally before they are created physically.

3. Prioritize

Put first things first. Whatever you are doing at the moment, whether it is studying, competing or recreating, do it as well as you can - making it your top priority at that time. Recognize, however, that urgency does not always spell importance. Your education will affect you the rest of your life. Plan to succeed in that first.

4. Cooperate

Competition is a big part of our lives. Compete on the playing surface hard and well, but cooperate with teammates, coaches, officials, counselors, teachers, fellow students and all others with whom you come into contact. Only one person or team can win in an athletic contest. Everyone can win in other areas of life if an attitude of cooperation exists.

5. Communicate

Try to understand others first. Then, work hard at making yourself understood. Few problems can be solved without honest communication and sincere effort.

6. Respect Difference

The subtlest form of true discrimination is to believe that only people made in your own image are of value. Mutual respect is a must for effective teamwork and for an effective educational environment.

7. Achieve Balance

Work to maintain a physical, mental, social, emotional, and spiritual balance in your life. This requires discipline, but without discipline the body becomes weak, the mind mechanical, the emotions raw and out-of-order and the person selfish. Personal investment reaps reward.

H. Personal Conduct and Responsibilities

The athletic department makes every effort to offer a program that assists each student-athlete in securing a degree and fulfilling the objectives of the University. In agreeing to participate in the intercollegiate program, student-athletes must accept certain responsibilities for their personal conduct. They are as follows:

1. Academics

- a. Attend all classes and complete all academic assignments. Failure to attend classes is looked upon as the same as failure to attend practices or games.
- b. Consult with academic advisors and attend study tables as directed.
- c. Maintain an academic load of at least 12 hours per semester and make satisfactory progress toward a degree.
- d. Accept responsibilities for maintaining academic eligibility.
- e. Strive to obtain your college degree in four years.

2. Athletics

- a. Abide by all NCAA, NSIC and Concordia University rules.
- b. Attend all organized practices unless officially excused.
- c. Take proper care of equipment and return it in good condition.
- d. Treat officials, opponents and spectators with honor and respect.

3. General

- a. Obey residence hall policies and regulations.
- b. Obey all federal, state and city laws.
- c. Abstain from using tobacco, alcohol and drugs in and out of season.

Note: Individual programs and/or coaches may require more stringent and demanding training rules or team and individual codes of conduct.

I. Student-Athlete Advisory Committee

The NCAA requires every member institution to have a Student-Athlete Advisory Committee (SAAC) to serve as a collective voice for its student-athletes. Each athletic team at Concordia University has at least one representative on the Committee who will bring concerns of their team or individual student-athletes to the Committee for discussion and action. The Committee will also provide feedback to each team as to the workings of the Committee and the Department, and work on several different athletic department committees and projects. These committees and projects are designed to encourage and provide the student-athletes with the opportunity to effectively communicate with the Concordia University athletic department; provide suggestions for the development of programs designed to serve the athletes needs; and to design and implement programs which will encourage academic achievement, health promotion, social responsibility, and awareness throughout the Concordia community. If any athlete has any concerns or suggestions/ideas on how to improve the quality of life for all Concordia student-athletes that they would like to present to the SAAC, it should be discussed with a SAAC member or advisor.

J. Academics

Intercollegiate athletics are considered an integral part of Concordia University's educational experience. Through the University's membership with NCAA Division II and the NSIC, we agree to abide by the rules and policies governing these associations. Eligibility rules and regulations governing students' participation in intercollegiate athletics are available through the office of the Director of Athletics and Compliance Coordinator.

The Compliance Coordinator and Faculty Athletic Representative are charged with the responsibility of ensuring that all participants in intercollegiate athletic competition are eligible in accordance with the rules and regulations of the NCAA and prior to their representing the institution in any manner. The Equity in Athletics Disclosure Report can be found in the athletic department. The report can be requested via the Director of Athletics or the Compliance Coordinator.

1. Study Table

Study Table is required for all "at risk" students. At risk students are defined as all first semester freshmen, and all transfer and returning students with less than a 2.5 GPA. The 2.5 GPA rule can be achieved via overall GPA or the most recent semester. This is an Athletic Department study table rule; team study table may also be required.

2. Class Attendance

To be successful academically, you need to attend all classes. It is your responsibility to obtain and understand each instructor's policy regarding attendance. If you are unable to attend class because of a conflict with a game, it is your responsibility to inform your instructor and complete any assigned work. This should be done prior to the absence. If you know that you will miss class time because of competition, it is your responsibility to notify your instructor and present that instructor with a season-long competition schedule the first week of class.

3. Academic Alert and Suspension

Students are expected to meet satisfactory academic progress standards for each semester (fall and spring). Students who do not maintain the specified standards will be required to meet with their advisor to assist in detecting and alleviating any problems they may be experiencing

All student-athletes must maintain a 2.0 or greater cumulative GPA. In the event that an athlete drops below a 2.0 GPA, he/she will be suspended from practice, conditioning, and all outside competition until they complete a plan of assistance with their academic advisor and file it with the Director of Advising. Upon approval of the plan eligibility may be re-instated. Each student will be notified by the registrar if they are placed on Academic Alert.

An academic hold will be placed on your account until the plan has been submitted.

Failure to file a plan of assistance will result in de-registration of courses for the current semester, making them ineligible for financial aid, athletic scholarship, and NCAA eligibility.

II. NCAA

A. Student-Athlete Behavior Statement

Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association for conduct of Intercollegiate Athletics. As NCAA member institutions strive to fulfill their educational missions, they share a right and a responsibility to preserve order and encourage ethical, responsible behavior through the formulation of standards of conduct for student-athletes and the designation of procedures by which those standards shall be enforced.

It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus and local communities. This same attention, however, should inspire the institution to assure that its student-athletes receive the same treatment as students generally in disciplinary or criminal matters. Intercollegiate Athletics cannot be viewed as a refuge where student-athletes may escape responsibilities imposed on all citizens, nor should student-athletes be held to a higher standard of conduct that imposed on the student body as a whole.

B. Eligibility

1. First-time entering freshman must meet the following entry level requirements set forth the by NCAA:

A student-athlete who enrolls in a Division II institution as an entering freshman with no previous full-time college attendance shall meet the following academic requirements, as certified by an initial-eligibility clearinghouse approved by the Executive Committee, and any applicable institutional and conference regulations, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence.

A. Qualifier. A qualifier is defined as one who is a high-school graduate and who presented the following minimum academic qualifications:

1. A minimum grade point average of 2.00 (based on a maximum 4.00) in a successfully completed core curriculum of at least 14 academic courses.
The record of the above courses and course grades must be certified by the initial-eligibility clearinghouse using an official high-school transcript or official correspondence forwarded directly from the high school or upon a high-school transcript forwarded by an institutions admissions office, and
2. A minimum combined score on the SAT verbal and math sections of 820 or a minimum score of 68 on the ACT. The required SAT or ACT score must be achieved under national testing conditions on a national testing date.

2. Continued Eligibility

Beginning in the fall of 2005, the NCAA requires that a student-athlete shall earn six semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time.

- a. To participate the second season in a sport, the student must have accumulated 36 quarter or 24 semester institutional degree credit hours with at least a total cumulative grade point average of 1.8 on a 4.00 scale.
- b. To participate the third season, the student must have accumulated 72 quarter or 48 semester institutional degree credit hours with at least a total cumulative grade point average of 1.90 on a 4.00 scale.
- c. The student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter the credits used to meet the satisfactory-progress requirements must be degree credit toward the student's designated degree program. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution.
- d. To participate the fourth season, the student must have accumulated 108 quarter or 72 semester institutional degree credit hours with at least a total cumulative grade point average of 2.00 on a 4.00 scale.
- e. Students who have attended college previously are eligible to participate in intercollegiate athletics under other regulations. It is important that the prospective student-athlete determine, with the help of the Compliance Coordinator, which set of rules apply.

3. Transfer Eligibility

Transfer student-athletes from a four-year or two-year institution are not eligible during their first academic year in residence unless they meet the exceptions specified in bylaws 14.5.4, 14.5.5 or 14.5.6 of the NCAA Division II Manual.

C. Amateur Status

As a student-athlete, you must maintain amateur status under NCAA rules although NCAA rules may differ from those of the amateur governing body of your sport. You may not accept cash, a cash equivalent (gift certificate), or merchandise in return for athletic participation or skill. The only awards or prizes which may be accepted are those which include the appropriate institutional insignia or letter, or event specification. Questions about specific permissible awards should be addressed to your coach or Compliance Coordinator.

The only expenses an athlete can accept related to competition are actual necessary travel expenses, which are not dependent on the outcome of the competition. A student-athlete may not accept payment for, or permit the use of, his or her name or picture to directly or indirectly advertise, recommend, or promote the sale or use of a commercial product or service or any kind. For example, this rule prohibits athletes from such activities as modeling clothes, posing for pictures or signing autographs at a store, regardless of whether or not payment is received.

D. Gambling

Student-athletes shall not knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics, place a bet on any intercollegiate team, accept a bet on any team representing the institution, participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, parley card, or any other method employed by organized gambling. Prospective or enrolled student-athletes found to have been involved in gambling activities shall be ineligible for further intercollegiate competition.

E. Use of Banned Drugs

A student-athlete who is found by the NCAA to have utilized a substance on the list of NCAA banned drugs shall be declared ineligible for further participation in regular and post-season competition. The banned drugs include the classes of stimulants, anabolic agents, diuretics, street drugs, peptide hormones and analogues; also any use of tobacco products by all game personnel including coaches, trainers, managers and officials, and in some cases the use of alcohol, are in violation of NCAA rules. Penalties for use of these products range from game suspension to loss of all remaining eligibility.

F. Athletic Aid Information

The total amount of financial aid (excluding bonafide loans and aid from family) for athletes receiving athletic scholarships or other University designated financial aid (such as student employment/college work study, Student Educational Opportunity Grant (SEOG), Concordia University scholarships or grants) may not exceed the cost of tuition and fees, room and board, and the cost of required, course-related books (\$600 maximum). However, an athlete may receive a Federal Pell Grant above a full athletic scholarship for miscellaneous expenses as permitted under the Pell Grant Program. These limitations also apply to any institutional employment during the academic year. Employment during the summer is not charged against individual scholarship limits. However, athletes who want to coach team skills in their sport during the summer may do so as long as they do not receive payment or a fee for lesson basis.

An increase in Athletic Aid is allowed from one academic year to the next (such as \$1,000 in 2003-04 and then \$2,000 in 2004-05). An increase or an initial award of Athletic Aid is not allowed once the academic year for the student starts – thus once classes start a student can not get a new award (even from another sport) or have their current award increased.

1. Decrease or Cancellation of Financial Aid during Period of Award

NCAA bylaws do not permit gradation (decrease) or cancellation of aid during the period of the award for any athletic related reasons whatsoever. Athletic related reasons include the student-athlete's ability, performance or contribution to the team's success or an injury that the student-athlete may have sustained.

2. Graduation or cancellation during the period of the award is allowed under the following circumstances:

- a. The student-athlete becomes ineligible for intercollegiate competition,
- b. The student-athlete causes a fraudulent misrepresentation to appear on any application, letter of intent, or financial aid agreement,
- c. The student-athlete engages in serious misconduct warranting substantial disciplinary penalty,
- d. The student-athlete voluntarily withdraws from the team.

Further, any graduation during the period of the award is permissible only if such action is taken for proper cause by a regular disciplinary or financial aid authority of the institution and the student-athlete has had an opportunity for a hearing.

In the event a situation arises where graduation or cancellation of financial aid during the period of the award is considered or recommended, the Athletic Director, in conjunction with the coach, makes a determination after a meeting with the student-athlete. A recommendation of graduation or cancellation of aid will then be made. If the student-athlete wants to appeal the graduation or cancellation, a hearing shall be afforded that student-athlete in the same manner as other appeals are heard.

G. Withdrawal from the University

NCAA eligibility rules prohibit student-athletes from falling below 12 credits or canceling all of his/her courses for any semester in which they practice or compete. Do not cancel any courses without first seeing the Compliance Coordinator. Dropping all classes in any semester in which student-athlete practices or competes makes them immediately ineligible for practice and competition and could have an effect on any future eligibility at any institution.

H. Voluntarily Leaving the Team

Quitting the team is a very serious step to take. If a student-athlete considers quitting the team, he/she could lose his/her athletic scholarship for any remaining semesters of the year. The athlete has a responsibility to discuss the consequences with his/her coach before taking this action. Tendered student-athletes who voluntarily decide not to continue to participate on the sport team that authorized their scholarship will lose any athletic related financial aid.

I. Ethical Expectations

1. Student-athletes should not be involved in any fraudulence in connection with entrance or placement examinations. This can result in the forfeiture of his/her athletic scholarship.
2. Do not engage in any athletic competition with the intent to deceive.
3. Do not engage in dishonesty in evading or violating NCAA regulations.
4. Do not place a bet on any intercollegiate team.

III. Policies and Procedures

A. Concordia University Eligibility

Returning student-athletes are governed by these rules:

1. A student must be enrolled in a minimum of 12 credit hours at the time of participation, attending classes, and be in good academic standing. Courses below “100” in the number system and repeated courses do not count toward satisfying the “normal progress” rule.
2. All participants must be making normal progress toward a degree. This is defined as earning 24 semester credits in the previous two semesters before participating in the activity.
3. A maximum of one repeat course per term previously passed with a grade of “D” (or the equivalent) may be counted toward satisfying the 12-hour current enrollment rule. Repeated courses previously passed with a grade of “C” or better cannot be applied to meet either the 12-hour enrollment rule or the 24-credit rule.
4. All athletes must maintain a cumulative grade point average of 2.00.
5. An athlete who is eligible during the regular sports season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in the particular sport for participation in post season approved events.
6. A student must meet the standards of the athletic conference and associations in which the university is a member.
7. A student must meet the requirements listed under medical examination in order to be eligible.
8. Final authority regarding participation rests with the Director of Athletics.
9. A student who officially withdraws from the university within 21 calendar days following official opening date of a class as stated in the catalog and does not transfer to another institution will not be charged with a term of attendance.
10. The Director of Athletics may refer hardship cases to the Compliance Coordinator. “Hardships” deal only with seasons of competition and must receive final approval by the Conference of the NCAA Student-Athlete Reinstatement Committee.

B. Satisfactory Progress

1. This policy provides early identification and intervention for full-time students in the College of Education, the College of Arts and Sciences, and the College of Vocation and Ministry who have difficulty maintaining satisfactory academic progress. In an effort to help all students achieve satisfactory academic standards and successfully progress through their chosen curriculum, the university will extend professional assistance.
2. Students are expected to meet satisfactory academic progress standards for each semester. Students not maintaining the specified standards will be required to meet with their advisors to assist in detecting and alleviating problems they may be experiencing.

3. To be eligible to register continuously without conditions, a student must maintain good academic standing by maintaining a 2.00 cumulative GPA and complete a minimum of 12 credits each semester. Incompletes (I) and withdrawals (W) do not count toward completion. Concordia's grading system is as follows: *A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); C- (1.67); D+ (1.33); D (1.00); D- (.67); F (0)*. Credits earned in courses listed as less than 100 level may be used to complete the minimum 12 credits. The 12 credit minimum will be adjusted proportionately for less than full-time students.
4. When a student does not maintain satisfactory progress, the university will impose certain restrictions that will affect the student's eligibility for enrollment and financial aid.
 - a. **Academic Alert:** An academic alert is to notify students either that they did not complete 12 credits of the registered courses for the semester, or their CGPA was below 2.0. Students will receive a letter from the registrar notifying them that they are on academic alert. Students placed on academic alert may enroll for no more than 16 credits for the following semester or no more than 4 credits in any of the summer sessions without written permission of the dean of their college. Students are required to meet with their academic advisor within the first two weeks of the new semester to determine a plan of assistance. The plan of assistance will identify the academic difficulties the student is experiencing and recommend possible solutions. An additional class may be required. Students must submit a copy of their plan of assistance to the director of academic advising to remain registered for the term. Financial aid continues for the term. An academic alert appears on the student's Banner records, but it is not part of the permanent transcript. The status of academic alert is only effective during a student's second semester of attendance.
 - b. **Academic Probation:** An academic probation is a formal warning that students did not achieve satisfactory progress. Students will receive a letter from the registrar notifying them that they are on academic probation. Financial aid continues for the term. Students placed on academic probation may enroll for no more than 16 credits for the following semester or no more than 4 credits in any of the summer sessions without written permission of the dean of their college. Academic probation status appears on the student's Banner records, but it is not part of the permanent transcript. A student on academic probation must see his or her advisor within the first two weeks of the new semester to determine a plan of assistance. An advisor hold will be placed on the student's record. This means that the student needs to secure written approval from the advisor to finalize his or her course registration for the semester.

- c. **Disqualification (unsatisfactory progress for two consecutive semesters after a student's first semester):** Students will be notified of their disqualification in writing by the registrar. Financial aid is suspended. Students can do one of the following:

1. **Appeal:** Appeals must be submitted on the academic appeals form and submitted to the academic appeals committee within two weeks of receiving notice of disqualification. The appeal must state what undue hardship caused the student's inability to meet satisfactory progress standards. Hardships could include illness, injury, or death of an immediate relative. Only special extenuating circumstances will be considered. Students must also explain how they propose to remedy their situation. If the appeal is successful, the student is readmitted on probationary status. Appeals are approved for one semester only.
2. **Re-establish eligibility:** Students who have been disqualified may apply for readmission after successful completion of 12 semester credits with a GPA of 2.00 or above from another accredited institution.

C. Rules Violation Reporting Policy

Concordia University is committed to operating its athletic program in a manner that is consistent with the letter and spirit of the NCAA, NSIC, and University rules and regulations. Concordia has instituted a compliance program that will train and educate our coaches, staff, and students through review and modification of University and athletic department operating.

Concordia university staff members and student-athletes have an obligation to report to the Compliance Coordinator any violations or potential violations of NCAA, or NSIC rules of which they are aware. The Compliance Coordinator will examine the situation and communicate with the Director of Athletics. Actual rule violations will be reported to the appropriate governing body with copies submitted to the Faculty Athletic Representative, and Vice President for Student Affairs.

D. Student-Athletes Appeal Procedure for Non-Renewal of Grant-in-Aid

The purpose of this appeal procedure is to provide a clearly defined avenue by which the student-athlete may seek redress if he/she believes the Athletic Scholarship has not been renewed, has been reduced, or has been cancelled for questionable reasons.

The institution is responsible for the renewal, non-renewal, reduction, and cancellation of a student-athlete's Athletic Scholarship. The Chairman of the Student Financial Aid Committee shall promptly notify student athletes who received an award the previous academic year whether their grant will be renewed or not renewed. The student-athletes shall be notified of their status before the end of the academic year. The Chairman of the Student Financial Aid Committee shall also inform the student-athlete that if he/she believes the scholarship has not been renewed, or reduced or cancelled for questionable reasons, he/she may request and shall have the opportunity for a hearing before the institutional agency making the final aid award.

1. Procedure

- a. **Step 1** When a student-athlete believes that his/her scholarship was not renewed, or reduced or cancelled for questionable reasons, resolution should be sought with the coach. If, however, these discussions are not satisfactory, the petitioning student-athlete will then be directed to the Director of Athletics.
- b. **Step 2** The student will within three days of the notification that the grant was not renewed, reduced, or cancelled discuss his/her grievance with the Director of Athletics. The student-athlete must present to the Athletic Director a written grievance. The Director of Athletics will make a thorough investigation of the charges and provide a written response for the student-athlete within five class days. If the student-athlete is not satisfied or if the Director of Athletics fails to respond within 10 class days, the petitioning student-athlete may appeal in writing to the chairman of the Student Financial Aid Committee for a review of the matter.
- c. **Step 3** The Chairman of the Student Financial Aid Committee will hold a meeting of this committee for a full hearing of said grievance. The committee will within five class days of the receipt of the grievance hold a hearing for the student-athlete.
- d. **Step 4** The appeals committee, after granting a full hearing, will make findings of fact and make a final decision concerning the matter.
- e. **Step 5** All materials relating to each grievance will be filed with the Faculty Athletic Representative. Copies will be provided to the Athletic Compliance Coordinator and Financial Aid Office.

E. Concordia University Athletics Drug and Alcohol Policy

In addition to any University and legal sanctions, any involvement in the illegal use of drugs or alcohol by a Concordia University student-athlete will result in the following:

1. Alcohol Policy

- a. First Offense
 - i. Meeting with the Director of Athletics
 - ii. Meeting with the Vice President for Student Affairs
 - iii. 5 hours of community service work
- b. Second Offense
 - i. Meeting with Director of Athletics
 - ii. Meeting with the Vice President for Student Affairs
 - iii. Notification of parents by Athletic Department
 - iv. Appointment with Student Support Center
 - v. 10 hours of community service work
 - vi. Minimum of 1 athletic contest suspension
- c. Third Offense
 - i. Dismissal from all Concordia University athletic programs for remainder of the academic school year.
 - ii. Chemical Abuse Evaluation paid for by student-athlete
 - iii. 20 hours community service

2. Drug Policy

- a. First Offense
 - i. Meeting with the Director of Athletics
 - ii. Meeting with the Vice President for Student Affairs
 - iii. 10 hours of community service work
 - iv. Mandatory three random drug tests paid for by the student-athlete
- b. Second Offense
 - i. Dismissal from all Concordia University athletic programs for remainder of the academic school year.
 - ii. Chemical Abuse Evaluation paid for by student-athlete
 - iii. 20 hours community service work

Consumption will be based on the University's overall Drug and Alcohol Policy. For a positive drug test, there will be a minimum of a 20% game suspension of the maximum allowable regular-season contests governed by the NCAA Scheduling Policies.

3. Alcohol and Drug Testing

Tests will be primarily conducted for mood-altering and performance enhancing substances. All tests will be performed on urine. Student-athletes are subject to drug testing both by Concordia University and the NCAA.

A. Types of Drug Testing

1. University Testing

a. Random Testing

- Periodic Testing of a portion of the total student-athlete population may occur. This list will be randomly selected from each active squad list. All athletes are eligible for every test.

b. Just Cause Testing

- Student athletes may be tested individually or as part of a regularly scheduled test. This test will be used for student athletes who demonstrate symptoms or behaviors which are indicative of substance abuse. No notice of testing is required.

c. Reasonable Cause Testing

- Student athletes who have previous violations of the ADD policy will be tested individually or as part of a regularly scheduled test. This test will be used as part of the ADD Policy and the management plan.

2. NCAA Testing

Student athletes may be tested while participating in a championship event, a post season football game, or during a regularly scheduled on site NCAA test. Individuals to be tested are selected from team NCAA eligibility lists.

FAILURE TO APPEAR FOR A SCHEDULED DRUG TEST, OR REFUSING TO GIVE A URINE SPECIMEN, WILL BE CAUSE FOR IMMEDIATE SUSPENSION OF THE STUDENT ATHLETE FROM COMPETITION AND/OR PRACTICE AND PROVIDES A BASIS FOR REASONABLE CAUSE TESTING. THIS SUSPENSION WILL BE IN FORCE UNTIL REINSTATED BY THE APPEAL PANEL.

F. Sexual Harassment Policy

Sexual Harassment is a violation of Concordia University policy and will not be tolerated. Sexual Harassment may refer to any type of unwelcome sexual advance, request for sexual favors, and other physical conduct of a sexual nature. Concordia University is committed to creating and maintaining a community where students, faculty, and staff work together in an atmosphere free of all sexual harassment, coercion, or intimidation. Incidents of sexual harassment will result in immediate disciplinary measures to deter and prevent further violations and are further outlined in the University's Student Handbook.

If you feel you have been a victim of sexual harassment, talk to the grievance office or the Office of Student Affairs. Your identity and all conversations will be confidential, and no further action will be taken on your behalf, without your consent.

G. Pre-Participation Physical Policy

All student-athletes must have a yearly Pre-Participation Physical Examination (PPE).

Concordia University is requiring that ALL Student Athletes obtain a current PPE from their personal physician prior to their participation in athletics. There will not be an opportunity for the student-athlete to obtain a PPE through Concordia University.

All physicals must be cleared through the Sports Medicine Department.

The Athletic Training Staff will screen all participating student-athletes. If problems arise during this screening process, the athlete will be referred to a physician. Practice and/or participation cannot take place until both of these processes have taken place.

H. Insurance

Participation in intercollegiate athletics comes with it the inherent risk of injuries. Students in intercollegiate athletics assume a certain risk that they may suffer injuries in connection with participation; therefore, each student-athlete must have medical insurance and show proof of medical insurance at the time of their pre-participation physical examination. Student-athletes who do not have insurance may purchase insurance through the student affairs office. Coverage is not instantaneous and payment is required for coverage. Payment cannot be charged to a University account.

I. Training Room

The function of the Training Room is to prevent, evaluate, treat, and rehabilitate injuries, which are, unfortunately, part of athletics. When an athlete sustains an injury, either during practice or a game situation, it is important to NOT keep it a secret! Report any and all injuries to the athletic trainers immediately, and the athletic training staff will advise the athlete as to what steps that need to be taken. It is in the student-athletes best interest to report all medical problems to the medical staff as soon as possible.

1. Training room hours are 10:00 a.m. to 7:00 p.m., or by prior arrangement with team and/or head trainer.
2. Dress appropriately. This is a co-ed facility.
3. Absolutely, no food, drinks, equipment, or spikes/cleats are allowed in the training room.
4. Use of profanity and all tobacco products are strictly prohibited.

5. The training room is not a self-service center. If you need something, ask for it.
6. Treat the sports medicine staff with respect. The athletic training staff is here to help. Be cooperative and respectful to them.
7. Arrive in the training room at the appointed time to assure enough time for treatment prior to practice or game.

J. Weight Room

Concordia University has two strength and conditioning rooms and a strength coordinator. The purposes of these rooms are to maximize the physical development of each student-athlete's potential. Over 250 student-athletes can expect to reap the benefits of increased anaerobic power, strength, speed, agility, and flexibility. Other related benefits include fewer athletically related injuries, as well as quicker rehabilitation from existing injuries.

The Concordia strength and conditioning rooms are located in the Gangelhoff Center and in the Lutheran Memorial Center. Both facilities are open to all athletes. Hours are posted on the door.

K. Equipment

In order to receive equipment a student-athlete must be listed on a squad list. The athlete is responsible for all equipment that has been issued. It is his/her responsibility to return all equipment (regardless of the condition) to the equipment room on the date established by the Head Coach. If the equipment is not returned, the Director of Athletics will be notified and a hold will be placed on the student's academic records. Athletes must reimburse the athletic department for any missing equipment

Athletes are to wear athletic equipment for practice and competition only. It is not intended for daily use.

Arrangements for laundering of practice and competition equipment will be made through the Head Coach.

L. Student-Athlete Ticket Policies

Concordia University will provide complimentary tickets to home games for student-athletes participating in football, volleyball, men's and women's basketball. Complimentary admission shall be provided for individuals designated by the student-athlete on a per game basis. Student-athletes are to complete the Complimentary Admission Request Form by no later than one day prior to competition.

Four tickets will be allowed per student-athlete per event. Pass list changes, or additions, will not be accepted the day of the competition. In addition, each designee must appear in person with picture I.D. Pass list admission will commence one hour prior to the game and continue until halftime. Complimentary admissions may be given to relatives, specific family members of fellow teammates, or friends.

M. Locker Room Policies

1. There are four locker rooms located in the Gangelhoff Center. Two (2) are on the men's side and two (2) are on the women's side. On each side, there is a daily use locker room and a team locker room. All visiting teams are to use the daily use locker room. The code for the locker room can be obtained from the front desk. The team locker rooms are to be used by Concordia teams only.
2. Locks are issued by the facilities manager. You can obtain one by stopping by the facility manager's office, which is located in the front lobby of the Gangelhoff Center.
3. Only varsity athletes, head coaches and select university personnel are given lockers. All other students and faculty are welcome to use the daily use locker room, but must supply their own lock and it must be removed after each day.
4. Lost locks are the responsibility of the person assigned. Lost locks will be charged to the students account.
5. All locker rooms must be kept neat and orderly with all personal items and valuables locked in the locker. The maintenance staff will not pick up or clean around personal items.

IV. ATHLETIC PHONE DIRECTORY

Concordia University Athletic Staff Phone Directory Office Phone (651-641-8854) – Office Fax (651-641-8787)

Staff Directory	Name	Office
President:	Dr. Robert Holst	641-8211
Athletic Director:	Tom Rubbelke	641-8700
SWA Compliance Officer:	Lisa Raitz	603-6257
Faculty Rep:	Michael Walcheski	603-6184
Strength/Condition:	Wade Kittelson	641-8259
Facilities Coordinator:	Tom Mauer	641-8855
Trainer:	Ted Trzynka	641-8853
Sports Information:	Jen Foley	641-8893
Graduate Assistant:	Josh Deer	641-8893

COACHES:

Baseball:	Mark McKenzie	603-6208
Assistants:	Tom Mauer, Jim Wiesner, Neil Lerner	
Men's Basketball:	Ryan Freeberg	603-6250
Assistant:	Kelly Boe	603-6195
Assistant:	Nate Holm	603-6195
Graduate Assistant:	Forrest Witt	603-6195
Women's Basketball:	Paul Fessler	603-6167
Assistant:	Kerri Stockwell	641-8247
Assistant:	Lisa Raitz,	603-6257
Assistant:	Ryan Holmgren, Angie Woods	
Cross Country:	Jonathan Breitbarth	641-8784
Assistant:	Heidi Breitbarth	
Football:	Mark Mauer	603-6181
Assistant:	Wade Kittelson	603-6254
Assistant:	Ryan Williams	603-6313
Assistant:	Joe Florez	641-8234
Assistant:	Mike Cunningham	641-8259
Assistant:	Oliver Soukup	641-8794
Assistants:	Rodney Lewis, Russell Gary, Dave Hood, Jim Mauer	
Graduate Assistant:	Sean Laur	
Men's & Women's Golf:	Matt Higgins	641-8798
Assistant:	Craig Waryan	
Women's Soccer:	Bob Usselman	641-8726
Assistant:	Liz Narten	
Softball:	Bob Bartel	641-8886
Assistants:	Paige Dopp	
Track:	TBA	641-8784
Assistant:		
Volleyball:	Brady Starkey	603-6173
Assistant:	George Padjen	