

ATHLETICS DEPARTMENT

CONCORDIA
CAVALIERS



STUDENT-ATHLETE HANDBOOK

(June 1, 2015)

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WELCOME

Dear Concordia University Student-Athletes:

Welcome to the Great Northwest Athletic Conference and NCAA Division III! We are excited to welcome each of you as a Concordia Cavalier and pray that the upcoming year is one of sustained excellence for you academically, athletically, and spiritually; and one in which you embrace the Division II philosophy of 'Life in the Balance'.

What is sustained excellence? It is not merely being excellent on a given day in competition or on a particular test in the classroom. Rather, it is conducting yourself and setting a work ethic on a daily basis in such a manner that allows you to sustain excellence over the long-term, thus creating habits that will bring you success not only during your time at Concordia, but throughout the rest of your life. Undoubtedly it is hard work, but we believe the rewards you will reap in establishing a mentality of sustained excellence are immeasurable.

The mission of Concordia Athletics is to prepare leaders for the transformation of society through athletics participation and competition. Being a Student-Athlete at Concordia is a privilege that will allow you the opportunity to earnestly pursue and complete a degree in higher education, while playing a sport that you love, which encapsulates many of the principles of 'Life in the Balance'. Division II provides an intersection where athletically gifted students can compete at a high level, while maintaining much of a traditional collegiate undergraduate experience. This balance, where students are recognized for their academic success, athletics contributions and campus/community involvement, is at the heart of the Division II Student-Athlete experience.

As a student at Concordia you are subject to the policies and regulations set forth in the Concordia University Student Handbook. The privilege of being a Student-Athlete brings with it the responsibility of abiding by additional policies and regulations outlined in this Student-Athlete Handbook as well as the written team rules presented to you by your Head Coach. Being a successful Student-Athlete will require discipline and diligence on your part. There are numerous resources at Concordia to support and encourage you, but ultimately you are responsible for your academic progress, athletics success and personal conduct. Strive to be known as a person of character who leads by example.

The Student-Athlete Handbook is just one of the resources provided to help you. It is an important resource as many questions can be answered and additional resources identified by reviewing this handbook. Please talk with any one of our Coaches, Administrators or Staff if you have questions.

My encouragement and challenge to you is to join the entire Concordia Cavalier team in genuinely seeking and pursuing sustained excellence in all areas of your life during the year ahead.

GO CAVS!

Brian Jamros
Director of Athletics

INTRODUCTION

The Athletics Department has designed this handbook to assist Student-Athletes in reaching their academic and athletics goals. The handbook provides policies, guidelines, operating procedures, and recommendations that will assist Student-Athletes to become successful members of the Concordia Community and leaders in society. Included are pertinent rules and regulations of the National Collegiate Athletic Association Division II (NCAA DII), the Great Northwest Athletic Conference (GNAC) and the Concordia University Athletics Department. However, none of the rules and regulations discussed herein supersedes policies articulated in the CU Student Handbook.

As a Concordia Student-Athlete, you are responsible for all of the information contained in this handbook, whether it pertains to NCAA DII, GNAC, or University rules, regulations, policies or procedures. Please refer to this handbook when questions arise, and use the information contained here to assist you throughout your collegiate experience.

VISION

Concordia University Mission Statement

Concordia University is a Christian University preparing leaders for the transformation of society.

Athletics Department Mission Statement

Concordia University athletics programs prepare leaders through athletics participation and competition.

Philosophy Statement

Participation in intercollegiate athletics is a privilege. Working and performing within the framework of a team, dedicated to team goals and objectives, provides Student-Athletes the opportunity to develop leadership skills necessary to meet life's challenges, while developing their God-given academic, physical, social, and spiritual potential.

As a member of Division II of the National Collegiate Athletic Association, Concordia University is committed to the principles of conduct recited in Article 2 of the NCAA Constitution, including

- Institutional Control and Responsibility
- Student-Athlete Well Being
- Gender Equity
- Sportsmanship and Ethical Conduct
- Sound Academic Standards
- Nondiscrimination
- Diversity Within Governance Structures
- Rules Compliance
- Amateurism
- Competitive Equity

And those Governing Recruiting, Eligibility, Financial Aid, Playing and Practice Seasons, Postseason Competition and Contests Sponsored by Non-Collegiate Organizations and Economy of Athletics Program Operation.

Role of Intercollegiate Athletics at Concordia

The Concordia athletics program is an integral part of the total learning experience at CU. A commitment to competing at the highest level in the conference, region, and at a national level helps to create a positive environment in which Student-Athletes are expected to excel in the classroom and within their respective teams. Coaches focus their attention on mentoring Student-Athletes by committing themselves to their profession and by challenging Student-Athletes to become leaders who will positively impact their teammates, the campus community and ultimately, the greater society in which they live.

Department Goal

The overriding goal of the Athletics Department, and the teams which we sponsor, is **sustained excellence**. Sustained excellence includes superior academic achievement, winning conference championships; positive results in national post season competition; all-conference and all-America

recognition of our Student-Athletes for their athletic and academic performance; conference and national recognition of the work performed by our Coaches; active community involvement, on campus and off; and, an ongoing commitment to the NCAA Division II philosophy of 'Life in the Balance'.

Sport Sponsorship Commitment

The University believes that competition with peer/similarly situated institutions in our geographical region and championship opportunities are essential to intercollegiate athletics. It is CU's intent to field varsity teams in every sport for which our primary conference affiliate, the Great Northwest Athletic Conference (GNAC), sponsors a conference championship, so long as there is sufficient reason to believe such programs would be sustainable. CU currently sponsors intercollegiate varsity teams in the following sports: Cross Country (W/M), Soccer (W/M), Basketball (W/M), Golf (W/M), Indoor Track & Field (W/M), Outdoor Track & Field (W/M), Baseball (M), Softball (W) and Volleyball (W).

In order to accommodate the interests of our student population, CU may field varsity teams in sports for which our primary conference affiliate does not sponsor championships, so long as our Student-Athletes can otherwise be provided conference, regional and/or national championship opportunities.

When it is apparent that there is sufficient interest and ability to form a new team, the preferred approach will be to initially establish the team as a 'club sport'. Club sports, which are being considered for elevation to intercollegiate sports, will be evaluated on an annual basis to assess the sustainability of those programs.

Student-Athlete Objectives

1. To earnestly pursue a quality Christian liberal arts education and obtain a college degree, while participating in a regionally and nationally recognized intercollegiate athletics program.
2. To develop leadership skills and continue to enhance character qualities through participation.
3. To refine athletic skills to their fullest potential, develop and maintain a high level of physical fitness, and gain a deeper appreciation for lifetime physical activity.

ORGANIZATION AND ADMINISTRATION

Role of NCAA Division II

Concordia University began its transition from the NAIA to NCAA Division II at the beginning of the 2014-15 academic year. During the last two years of the membership transition process (2015-16 and 2016-17) CU will compete as a member of the Great Northwest Athletic Conference, but will not be eligible for NCAA postseason competition.

The focal point of NCAA Division II philosophy is 'Life in the Balance'. Division-II provides an intersection where athletically gifted students can compete at a high level, while maintaining much of a traditional collegiate undergraduate experience. This balance, where students are recognized for their academic success, athletics contributions and campus/community involvement, is at the heart of the Division II Student-Athlete experience.)

Great Northwest Athletic Conference

The Great Northwest Athletic Conference was founded in 2001 and has a primary geographical footprint extending to five states and the Canadian province of British Columbia. Member schools include University of Alaska – Fairbanks, University of Alaska – Anchorage, Simon Fraser University, Western Washington University, Seattle Pacific University, St. Martin's University, Central Washington University, Western Oregon University, Northwest Nazarene University and Montana State University – Billings. 'Affiliate' members of the conference, in the sports of football and men's soccer are located in California, Utah, South Dakota and North Dakota. The GNAC sponsors championships in men's and women's basketball, cross country, golf, soccer and indoor and outdoor track and field, as well as baseball and football for men and softball and volleyball for women.

Athletics Department Organizational Structure

The Concordia Athletics Department formally reports through the Office of the Provost. The Provost serves as the Chief Operating and Academic Officer for the University. The Executive Vice Provost/Vice President for Student Affairs maintains day to day oversight of the Athletics Department, meeting bi-weekly with the Director of Athletics to stay updated and advise on current issues related to athletics. The Director of Athletics also has a dotted reporting line directly to the President of the University. For matters that necessitate presidential involvement the Director of Athletics will communicate directly with the President while keeping the Office of the Provost informed. The President maintains full responsibility for institutional control and oversight of the Athletics Department. Additionally, the Faculty Athletics Representative (FAR) serves in an independent oversight and advisory role for the Athletics Department and reports directly to the President. The FAR and President meet at least once per semester. In helping ensure institutional control, the FAR duties are multifaceted to confirm shared responsibility for oversight of the Athletics Department in key areas including, but not limited to, compliance, eligibility, admissions, financial aid and academic reporting. The Associate Athletics Director and all Assistant Athletics Directors report to the Director of Athletics and constitute the Athletics Department Senior Management Team.

The purpose of the FAR is to act as a liaison between the Faculty and Athletics and to promote balance between academics, athletics, and the social lives of Student-Athletes. The FAR is available to help Student-Athletes if they encounter issues or disputes with faculty over missed class for competition or authorized travel. Paramount in the role of the FAR at Concordia is to ensure academic integrity, facilitate institutional control of intercollegiate athletics and enhance the Student-Athlete experience.

Dr. Rowland's contact information is: JRowland@cu-portland.edu or (503) 493-6204. Dr. Rowland is also available for Office Hours at the site of her weekly study table assignment, announced at the beginning of each semester.

Athletics Advisory Committee

The Athletics Advisory Committee is appointed by the University President, assists in the development of departmental goals and strategies, reviews policies and procedures, provides input on the selection of new staff members, and provides advice and counsel to the Director of Athletics and the University President on matters related to the athletics department budget, sports configuration, gender equity/Title IX and facilities. The board may also review and provide recommendations on student-athlete welfare issues and other matters pertaining to athletics programs and personnel.

The Committee is comprised of:

- Provost, or his/her designee
- CFO, or his/her designee
- Dean of Students
- University Title IX Coordinator
- Director of Undergraduate Admission
- Director of Alumni Relations
- Faculty Athletics Representative
- Two CU Faculty members (in addition to FAR)
- CU Student Body President, or an appointed/elected representative
- Student-Athlete Advisory Committee President and one other SAAC member (one male; one female)
- One CU Alumnus/Alumna
- One Community member, not enrolled at or employed by CU

The following Athletics Department administrators may serve as ex officio members:

- Director of Athletics
- Associate Athletics Director
- Compliance Officer
- Senior Woman Administrator

The Committee shall meet at least twice per semester. The Committee shall report on its meetings to the University President; and, shall meet with the President at least one per year. The Committee shall annually select a chairperson from amongst the University administrator and faculty members on the Committee.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is designed to facilitate communication and solicit input regarding Athletics Department policies and operations. In addition, SAAC members are enrolled in a Leadership Training class taught by the Assistant Athletics Director for Student-Athlete Welfare & Development. Coaches appoint two members from their team to be SAAC representatives. Each member has an equal vote within the committee. Officers are elected each year in the fall for the following calendar year. Four officers will be elected including: president, vice president, secretary and treasurer. Officers will have the opportunity to also serve on the conference and national level. SAAC members will participate in community involvement initiatives throughout the school year.

Student-Athlete Leadership Training

The Student-Athlete Leadership Training (SALT) is a class designed to help develop leadership skills in team leaders. This class is taught by the Assistant Athletics Director for Student-Athlete Welfare & Development. Student-Athletes must have the endorsement of their Head Coach or an Athletics Department administrator to take part in SALT. SAAC members are strongly encouraged to take part in the SALT class to help supplement their participation in Student-Athlete leadership.

Fellowship of Christian Athletes

The Fellowship of Christian Athletes (FCA) is a student-led organization comprised of students who love sports and whose focus is to spread the Good News of God's love, to encourage each other, and to be positive role models at Concordia University and in the community. The group meets weekly for prayer, fellowship and sharing of God's word. Guest speakers, special events and community service opportunities occur on a regular basis. FCA also offers weekly small group meetings with staff mentors. Small groups are designed to foster deep connections between Student-Athletes giving them an outlet to connect to each other and share the Word. FCA maintains status as an official student club at the University and the Assistant Athletics Director for Student-Athlete Welfare & Development serves as group advisor.

BEHAVIOR POLICIES

Code of Conduct

As highly visible members of the Concordia Community, each Student-Athlete is expected to represent CU in an honorable and respectful manner, participating in activities that have a positive reflection on your family, team, and university, and avoiding those that do not.

Student-Athletes are required to be diligent and honest in their dealings with University instructors, staff, coaches, athletic trainers, and administrators. It is also expected that Student-Athletes will neither engage in fraudulent or unauthorized behaviors in the presentation and completion of their academic work nor provide unauthorized assistance to others. Further explanation of student rights and responsibilities are articulated in the CU Code of Academic Integrity.

Student-Athletes are required to adhere to specific team rules, the provisions of the Student-Athlete Handbook, and the provisions of the CU Student Handbook (<http://intranet.cu-portland.edu/students/documents/StudentHandbook.pdf>), as well as all federal, state and local laws. All Student-Athletes will be required to execute a Student-Athlete Behavior Disclosure Statement (APPENDIX C & D) disclosing if they have been charged with or found responsible for any violations of law or University policies. Coaches are required to inform recruited prospective Student-Athletes of this requirement prior to offering them a Letter of Intent.

Whenever sanctions are imposed upon Student-Athletes for conduct violations, whether by the University under the general CU Student Handbook, by the Athletics Department under the CU Student-Athlete Handbook, or by the Head Coach under Team Rules, avenues for redress are available to Student-Athletes through the appeal/grievance processes recited in the Handbooks and/or the specific policies (e.g. 'Alcohol/Substance Use & Drug Testing Policy p.14, Financial Aid Policies p.44).

Alcohol/Substance Use & Drug Testing Policy

Concordia University is concerned with the health, safety and well-being of the Student-Athletes who participate in programs and represent the college in competitive athletics. Substance abuse and misuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and supplements, use of performance enhancing substances, use of alcohol, and inappropriate use of tobacco are inconsistent with the standards expected of Student-Athletes at CU. Substance use and abuse in sports can pose risks to the Student-Athlete's health and negatively affect his/her academic and athletic performance and can compromise the integrity of athletics competition and the ideals of Concordia University.

The Assistant Athletics Director for Student-Athlete Welfare & Development, in coordination with the Athletics Training staff, is responsible for developing a drug education program which will include presentations to the Student-Athlete Advisory Committee, in Student-Athlete Leadership Training classes, to all Student-Athletes at the fall welcoming event and in team Compliance and Eligibility meetings conducted each semester. All Student-Athletes are required to attend the fall welcoming event and a Compliance and Eligibility meeting each semester.

NCAA Position. The NCAA shares the responsibility of promoting a drug-free athletics environment with its member institutions to protect the health of student-athletes and preserve fair competition. Student-Athletes at NCAA Division II institutions are subject to year round drug testing by the NCAA. Commencing in Fall Spring 2015, CU Student-Athletes will be required to complete an NCAA Drug Testing Consent form prior to their sport season beginning. Failure to sign the Consent form will result in a Student-Athlete being declared ineligible for practice and competition. More information can be found at: <http://www.ncaa.org/sites/default/files/5.%20Drug%20Testing%20Program%20Book%202013-14.pdf>). Concordia University's policy is discussed below.

Overview. The Alcohol/Substance Use and Drug Testing Policy (Policy) is intended to inform Student-Athletes of the dangers associated with drug and alcohol use and abuse. The goal of this Policy is to prevent the improper use of prohibited substances and alcohol abuse; to protect the health, safety, and well-being of Student-Athletes; to provide a vehicle to assist those who are found to engage in improper substance use; and to promote fair competition and appropriate standards of behavior in intercollegiate athletics. This Policy shall be consistent with all University, NCAA, and conference regulations. The Athletics Department shall inform Student-Athletes generally about University drug and alcohol policies and treatment programs available through the University. Student-Athletes should familiarize themselves with the Drug and Alcohol provisions of the CU Student Handbook.

The specific provisions of this Policy and the sanctions which will be administered, should violations of the Policy occur, are set out below. For the purposes of this policy, "Student-Athlete" shall mean any CU student who participates in any CU Athletics Department sanctioned event and/or practice, is listed on an official team roster, or is receiving athletically related financial aid. In addition to the sanctions from the CU Athletics Department, Student-Athletes may also face sanctions under the University's Drug and Alcohol Policy. Furthermore, although this Policy will impose specific sanctions, those should be viewed as minimum sanctions. Nothing in this policy precludes a Head Coach from enforcing a more restrictive team policy or team rule. In all instances, a prior history of transgressions or violations of team rules may be considered when imposing Department and/or team sanctions. For health and safety reasons, a Team Physician may withhold a Student-Athlete from practice and/or competition at any time.

As a prerequisite to participation in intercollegiate athletics at Concordia University, Student-Athletes must agree, in writing, to abide by the terms and provisions of this Policy and execute a University 'Consent to Drug Testing' form. Student-Athletes must also complete and sign the NCAA 'Consent to Drug Testing' form.

Intent. The intent of this Policy is to prevent substance misuse and abuse by Student-Athletes through education, testing, and professional guidance. The Athletics Department recognizes its responsibility to provide educational programming that will support a positive decision making process. Concordia University and the Athletics Department believe that drug testing based on reasonable suspicion is appropriate to ensure the health, safety, and welfare of Student-Athletes; to promote fair competition in intercollegiate athletics; to affirm compliance with applicable rules and regulations on drug and alcohol abuse; to identify Student-Athletes who are improperly using drugs or alcohol; and to assist

them before they harm themselves or others. Professional counseling is an essential element of an effective program of treatment and rehabilitation.

- Education – providing Student-Athletes and athletics staff with accurate information about 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 punitive consequences resulting from use;
- Professional Referral – facilitating appropriate treatment and rehabilitation of Student-Athletes

Alcohol & Tobacco. Concordia University does not condone the illegal or otherwise irresponsible use of alcohol. University policy prohibits possession or consumption of alcohol on University property. It is the responsibility of every member of the campus community to know the risks associated with alcohol use and abuse. This responsibility obligates Student-Athletes to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state law. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

A conviction, pleas of guilty or no contest, ~~or~~ a determination of responsibility, or an admission to any of the following will be deemed a violation of the Department Policy:

1. Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs.
2. Public intoxication.
3. Drunk and disorderly.
4. Other violations of law involving alcohol or drugs, including possession.
5. Violations of University policies involving alcohol or drugs.

Sanctions for involvement with alcohol under conditions prohibited by the Athletics Department and/or team rules, but in which there are no legal implications, will be determined by the Head Coach, the Director of Athletics, and/or his/her designee. Depending on circumstances, sanctions may include (1) suspension from practice and/or competition, (2) dismissal from the team, and (3) loss of athletics financial aid, as well as other appropriate consequences to include referral to the Office of Student Services for proper action under University Policy.

The use of tobacco products is prohibited by all game personnel (e.g., coaches, Student-Athletes, athletic trainers, managers, and game officials) in all sports during practice and competition, in accordance with CU and NCAA policies. Department and team sanctions will be on a case-by-case basis, and shall include immediate removal from practice or competition and a suspension of not less than one game/event, in addition to sanctions imposed by game officials, conference, and/or NCAA rules.

Dietary Supplements. Athletics Department personnel shall not encourage or advise any Student-Athlete to take performance-enhancing or non-therapeutic drugs. Furthermore, they shall not issue or assist Student-Athletes in obtaining any performance-enhancing or non-therapeutic drugs. Many dietary supplements or ergogenic aids contain banned substances and could result in a positive drug test. Often times the labeling of dietary supplements is not accurate and is misleading.

Before consuming any nutritional/dietary supplement product, review the product and its label with your Athletics Department Sports Medicine/Athletic Training staff. Dietary supplements are not well regulated and may cause a positive drug test. Any product containing a dietary supplement ingredient is taken at your own risk. For authoritative information on NCAA banned substances, medications and nutritional supplements, contact the Resource Exchange Center (REC) at 877/202-0769 or www.drugfreesport.com/rec (password ncaa1, ncaa2 or ncaa3).

Medical Exception Process. Concordia University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Athletics Department allows exceptions to be made for those Student-Athletes with a documented medical history demonstrating a need for regular use of such a substance. Student-Athletes are required to inform the Athletic Training Staff, in writing, of all medications (prescribed and over the counter) he/she is taking. The CU Athletic Training Staff should maintain, in the Student-Athlete's medical record, a letter from the prescribing physician that documents the Student-Athlete's medical history demonstrating the need for regular use of such a drug. That letter should contain information as to the diagnosis (including appropriate verification), medical history, dosage information, and prescribed length of time for usage. In the event a Student-Athlete tests positive, the head athletic Head Athletic Trainer, in consultation with the Team Physician (and/or the Student-Athlete's prescribing physician), will review the Student-Athlete's medical record to determine whether a medical exception should be granted.

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants (including those used to treat ADHD), beta blockers, beta-2 agonists, diuretics, peptide hormones, anabolic agents and anti-estrogens.

- Pre-approval is required for the use of peptide hormones or anabolic agents. The institution must submit required documents prior to the student-athlete competing while using medications containing these substances.
- For all other drug classes, the institution should maintain documents from the prescribing physician in the student-athlete's medical record on campus that include the diagnosis, course of treatment and current prescription.
- In the event that a student-athlete tests positive by the NCAA, the institution will be notified of the positive drug test, and at that time the director of athletics may request an exception by submitting required documents.
- Requests for exceptions will be reviewed by the chair of the drug-testing and drug-education subcommittee of the CSMAS and reported back to the institution.

Reasonable Suspicion Screening. A Student-Athlete may be subject to testing, by the Athletics Department, when the Director of Athletics or his/her designee determines there is reasonable suspicion to believe the participant is using or has used a prohibited substance. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics, Associate/Assistant Athletics Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee.

Reasonable suspicion may include, but not be limited to:

1. A Student-Athlete's admission that he/she has used prohibited drugs or substances at any time during his/her CU career.
2. Reported or observed possession and/or use of prohibited substances.
3. An arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
4. A prior positive test for an illegal substance.
5. University disciplinary action related to prohibited substances.
6. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of alcohol, prohibited drugs or substances. Among the indicators which may be used in evaluating a Student-Athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletics practice attendance, increased injury rate or illness, physical appearance changes, academic/athletics motivational level, emotional condition, mood changes, and legal involvement.

Determination of reasonable suspicion made by the Athletics Department shall be reviewed by the Dean of Students (or his/her designee) to assure that the determination is based on reliable information/evidence. Written approval from the Dean shall be obtained prior to testing. The Dean may elect to conduct further investigation prior to approving testing.

Banned Substances. Drugs to be tested for are those on the NCAA banned drug list, plus all recreational/street drugs. Student-Athletes should consult with the Athletic Training Staff to review the list. Note: Changes may be made to the banned drug list without prior notice from the University or Athletics Department. The Head Athletics Trainer, upon receipt of official notice of changes to the banned drug list, will promptly notify all Head Coaches and Student-Athletes of such changes.

Legalization of Marijuana. Student-Athletes are cautioned that while possession and use of marijuana has recently been legalized in some states, including Oregon and Washington, use and possession of marijuana is prohibited by University and Athletics Department policies, and it remains on the NCAA banned substances list.

Testing Procedures. The following protocols will be followed for Athletics Department drug testing of CU Student-Athletes:

1. Urine samples will be collected by an independent, certified laboratory for analysis. Samples will be tested to determine if banned drugs or substances are present.
2. Upon entering the collection site, the Student-Athlete will provide photo identification.
3. The Student-Athlete will comply with all instructions given by the approved collector, including the execution of a form consenting to the testing and disclosure of results as discussed herein.
4. The laboratory will make final determination of specimen adequacy.

A Student-Athlete is considered drug/substance free until the results are obtained from the laboratory. Student-Athletes undergoing drug testing may continue to fully participate in sports until the results are released to University personnel. However, participation may be limited if violation of other University, Department, or team rules are involved.

Reporting Results. Test results will be made available to the Director of Athletics or his/her designee, the Head Athletics Trainer, the Head Coach, and the Dean of Students, all of whom shall treat the information with confidentiality. If the test is positive, the Director of Athletics or Head Coach will notify the Student-Athlete, and the Student-Athlete will be asked to notify his/her parent(s). If the

Student-Athlete chooses not to notify his/her parents, the Director of Athletics may do so at his/her discretion. The Student-Athlete will meet with the Director of Athletics or his/her designee, Head Coach, and Athletic Trainer for a review of the situation. At the Student-Athlete's request, parents/guardians may be present at this meeting.

A violation is defined as any one of the following:

1. A Student-Athlete's admission to use of a banned substance.
2. A specimen is reported as positive (following laboratory testing) for the presence of one or more of those drugs identified as a substance on the NCAA banned drug list, a recreational/street drug, or the detection of a masking agent by the laboratory.
3. Failure to comply with testing requirements, including:
 - a) Failure to report for specimen collection as required.
 - b) Failure to sign the drug testing consent form.
 - c) Failure to provide an acceptable sample.
4. Failure to comply with sanctions imposed following a prior positive result.
5. Being otherwise found in violation of the University Drug and Alcohol Policy.

In the case of a positive result, the cost of the initial test as well as all subsequent testing will be the financial responsibility of the Student-Athlete. Should the result be negative, the cost will be borne by the CU Athletics Department. Drug test results that come back negative will involve notification to that Student-Athlete. The totality of the circumstances involved will be evaluated in determining if any sanctions are appropriate.

Sanctions. Violations are cumulative for the Student-Athlete's athletics career at CU. Failure to meet any of the sanction requirements will be considered another violation of this policy and the next subsequent sanction shall apply. The following sanctions shall apply to:

1. **First Violation...**The Director of Athletics will report the basis of the violation to the Head Athletic Trainer, the Head Coach, and the Dean of Students. The Director of Athletics will schedule a confidential meeting with the Student-Athlete and the Head Coach.

For use of a banned drug, other than a 'street drug', the Student-Athlete will be immediately suspended from competition in all intercollegiate sports at CU for a minimum of 365 days from drug test date. For use of a 'street drug', the Student-Athlete will be withheld from competition for 50 percent of a season in all sports.

Student-Athletes found to be in violation of the Policy will be evaluated by the Assistant Athletics Director for Student-Athlete Welfare & Development, who shall recommend/develop appropriate treatment plans. In addition, the Student-Athlete may not be permitted to return to practice and/or competition in intercollegiate sports until he/she has complied with the treatment plan, has had a negative result on a reentry drug test, has made a written request for reinstatement and the request has been granted.

The Student-Athlete 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 his/her designee. Failing to comply with the counselor's directions for treatment and/or having a positive result on a reentry drug test will be classified as a second offense. Treatment and rehabilitation costs are the responsibility of the Student-Athlete. The Director of Athletics or Dean of Students will notify the Student-Athlete's parent(s) or legal guardian(s) by telephone and in writing of the sanctions imposed.

2. **Second Violation...**The Director of Athletics will report the basis of the violation to the Head Athletic Trainer, the Head Coach, and the Dean of Students. The Director of Athletics will schedule a confidential meeting with the Student-Athlete and the Head Coach.

For use of a banned drug, other than a 'street drug', the Student-Athlete will immediately be dismissed from the team and other department related and shall lose all remaining regular-season and postseason eligibility in all sports.

A combination of two violations involving 'street drugs', in whatever order, will result in the loss of an additional year of eligibility.

Athletically related financial aid will be immediately terminated.

3. **Third Violation...**The Director of Athletics will report the basis of the violation to the Head Coach, Head Athletic Trainer, and Dean of Students. The Student-Athlete is permanently banned from intercollegiate athletics at CU.

Safe Harbor Program (Voluntary Disclosure). A Student-Athlete eligible for the CU Safe Harbor Program may refer himself or herself to the Safe Harbor Program for voluntary evaluation and counseling by contacting his/her Head Coach or any member of the Athletics Department. A Student-Athlete is not eligible for the Program after he or she has been informed of an impending drug test or after having been found to be in violation of the Policy (e.g., as a result of a violation of the University Drug and Alcohol Policy; receiving a positive drug test; failure to comply with drug testing requirements; etc.).

CU will work with the Student-Athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. Student-Athletes accepted into the Program shall be financially responsible for costs of any drug testing performed in accordance with the provisions of the Program. If the Student-Athlete tests positive for a banned substance (including recreational/street drugs) upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless he or she tests positive in a subsequent retest or fails to comply with the treatment plan. (The Team Physician may suspend the student from play or practice if medically indicated).

A 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. If a Student-Athlete tests positive for any banned substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the Student-Athlete will be removed from the Safe Harbor Program, and an initial Safe Harbor positive test will be treated as a first positive and a subsequent positive as a second positive, subject to the sanctions explained in this policy.

The Director of Athletics, Dean of Students, Head Athletic Trainer, Student-Athlete's Head Coach, and the Team Physician will be informed of the Student-Athlete's participation in the Safe Harbor Program. The Athletic Trainer assigned to that sport also may be notified, if medically appropriate. Assistant Coaches also may be informed at the discretion of the Head Coach. Other CU employees may be informed only to the extent necessary for the implementation of this policy.

Individual Team Policies. Each varsity athletics team at CU may have a specific drug and alcohol code of conduct that addresses drug and alcohol violations. These drug and alcohol policies shall be in

writing, consistent with Athletics Department and University policies, and approved by the Director of Athletics prior to being presented by the team's Head Coach to the Student-Athletes of his/her respective team, prior to the start of their competitive season. Each Student-Athlete shall sign an acknowledgement form stating they have read and understand the specific team drug and alcohol policy. Sanctions contained in team policies which have not been written, approved and presented, as discussed above, will not be imposed. Team policies are separate from, and in addition to, the CU Department of Athletics Alcohol/Substance Abuse policy. Sanctions contained in the department policy shall be the minimum sanctions governing Student-Athlete conduct. The Director of Athletics will review any sanctions imposed by the team policy in regard to the violation and may take these team-related sanctions into consideration when imposing Athletics Department substance abuse sanctions.

Right to Appeal. Student-Athletes who test positive for a banned substance, including recreational/street drugs may contest the finding within 48 hours following receipt of notice of the positive finding. Upon the Student-Athlete's request for confirmation of a positive finding, the Director of Athletics or his/her designee will request the laboratory to perform confirmation testing on the Student-Athlete's specimen B, if applicable. The Student-Athlete may choose to be present at the opening of specimen B at the laboratory. If the Student-Athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The Student-Athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final. If specimen B results are negative, the drug test will be considered negative.

Student-Athletes who are found to be in violation under the terms of the Policy will be entitled to a hearing. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive B sample test result or within 48 hours of notice of a violation if no B sample has been collected or if no B sample is requested. If the 48 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 forward the request for a hearing to the Appeals and Reinstatement Committee. The Appeals and Reinstatement Committee is comprised of the Director of Athletics or his/her designee, the Faculty Athletics Representative, and the CU Counseling Director or his/her designee. The Student-Athlete may have an advocate or other representatives present if desired, but must provide an additional written release for that representative(s); however, the Student-Athlete must present his/her own case. The hearing should take place no more than 48 hours after the written request is received. Either the Student-Athlete or the other parties involved may request an extension of time to the 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, to question adverse testimony, as well as to review the results of the drug test. The proceedings shall be confidential.

The decision by the Appeals and Reinstatement Committee regarding the sanction to be imposed, if any, shall be final. The Director of Athletics shall inform the Student-Athlete of the committee's decision in writing. A formal record, a tape recording, or a verbatim transcript of the hearing shall be kept.

Recovery and Support. Concordia University and all of its agents are committed to providing an atmosphere that is conducive to the successful recovery of all Student-Athletes. By implementing and supporting the proper treatment protocol the Student-Athlete should be able to return to participation and future growth.

Title IX Scope and Protections

Title IX of the 1972 Educational Amendments affords protection to anyone suffering civil rights-based discrimination, harassment and/or retaliation at educational institutions which receives federal funding. The law is enforced by the US Office of Civil Rights. Colleges are required to have a Title IX Coordinator and published Policies and Procedures relating to Equal Opportunity, Harassment and Nondiscrimination. While most often cited in regard to Gender Equity in athletics, the law also applies to incidents of sexual harassment and sexual assault, as well as acts of discrimination and harassment based on race, religion, personal appearance, color, sex (and other protected categories).

The University Policy and Procedures for Civil Rights Equity Grievance Resolution for all Faculty, Staff, Students and Employees can be found on the University website at <http://www.cu-portland.edu/sites/default/files/pdf/Title%20IX%20and%20Civil%20Rights%20Policy%20-%20September%202014.pdf>.

The University Title IX Coordinator is Megan Bouslaugh, Associate Dean for Student Development. The Title IX Civil Rights Deputy for Athletics is Pat Sweeney, Associate Athletics Director.

NCAA Mandated Protocols and Procedures. As an NCAA member institution, CU staff members and Student-Athletes are expected to do the following:

- Comply with campus authorities and ensure that all athletics staff, coaches and administrators and student-athletes maintain a hostile-free environment for all student-athletes regardless of gender or sexual orientation
- Know and follow campus protocol for reporting incidents of sexual violence
- Report immediately any suspected sexual violence to appropriate campus offices for investigation and adjudication
- Educate all student-athletes, coaches and staff about sexual violence prevention, intervention and response

Sexual Harassment/Sexual Assault Policy

CU Policies on Sexual Harassment and Sexual Assault are found on pages 38 through 42 of the CU Student Handbook. The Handbook is available on-line through the University web page. It can be found under the 'Current Students' tab, by clicking the 'Intranet' option, in the 'Documents' menu; or, by following this link (<http://intranet.cu-portland.edu/students/documents/StudentHandbook.pdf>).

Concordia University, does not tolerate sexual harassment or sexual assault in any form. Violation of the policy on sexual harassment will result in disciplinary action which could include probation, academic suspension, expulsion, or employment termination.

It is a violation of University policy to commit sexual assault, including rape. Sexual assault is attempted and unwanted sexual activity. Rape is defined as sexual penetration without mutual consent. Members of the University community charged with a sex crime are subject to both civil and criminal penalties as well as the University disciplinary system.

If you are the victim of a rape or sexual assault (or know someone who is):

It is recommended that you take some kind of action. A primary concern is that a victim receives proper medical attention and counseling. Victims contacting any of the University offices listed here will be confidentially advised where to find medical and emotional support. This initial contact does not commit victims to any course of action.

Campus Resources.

Megan Bouslaugh, Title IX Coordinator and Associate Dean for Student Development ext. 6546 (503-493-6546)

Student Services ext. 8512 (503-280-8512)

(Student Services can refer you to a CU Sexual Safety Advocate.)

Counseling Services ext. 6545 (503-493-6545)

Health Services ext. 6226 (503-493-6226) or ext. 8512 (503-280-8512)

Public Safety ext. 8517 (503-280-8517)

Any Resident Assistant R.A. Cell #: 971-563-0660

Community Resources.

Portland Women's Crisis Line 503-235-5333

Rape Victim Advocate Program 503-988-3222

Discrimination/Minority Issues

If a Student-Athlete has a question or complaint related to any minority or discrimination issues, he/she should contact Carrie Kosderka-Farrell, Assistant Athletics Director for Student-Athlete Welfare & Development. Complaints may also be brought to the attention of the University Director of Public Safety, or any member of the University's Equity Review Panel.

Gender Equity

If a Student-Athlete has a question or complaint related to gender equity, he/she should contact Pat Sweeney, Associate Athletics Director and University Title IX Civil Rights Deputy responsible for oversight of Athletics Gender Discrimination Prevention, Amy Dames Smith, Assistant Athletics Director for Compliance & Academic Support/SWA, any Athletics Department administrator or any member of the University's Equity Review Panel.

Social Media Policy

The ability to connect with various constituencies of the Concordia and athletics communities through social media has made it an integral part of the University and Athletics Department communication efforts. While social media has become a valuable tool, risks and dangers abound. Student-Athletes using social media must do so in a responsible manner.

Maintaining Social Media Accounts. Student-Athletes may have accounts on social networking websites such as Facebook and Twitter. In doing so, it is important to understand that content which is posted on such websites can become 'Public Domain', in which case individuals can lose their 'right to privacy' protections. Student-Athletes are reminded that they are ambassadors for the University, the Athletics Department and their teams. What is posted on social media networks can reflect on the entire Concordia Community.

Student-Athletes should also be aware that social media is monitored by law enforcement offices, potential employers, graduate programs and scholarship committees. Such sites are also monitored by criminals and on-line predators. Student-Athletes are strongly discouraged from posting personal contact information (eg. cell phone number, current address), to help protect their personal safety.

Prohibited Postings. It is a violation of CU Athletics Department policy to post

1. illegal, harassing, offensive or inappropriate comments
2. illegal, offensive or inappropriate pictures
3. any information that violates the provisions of the CU Student Handbook or the CU Student-Athlete Handbook.

CU athletics teams may have separate rules regarding social media accounts which are not inconsistent with the policy set forth here. Questions regarding acceptable content should be directed to the Student-Athlete's Head Coach or the Assistant Athletics Director for Student-Athlete Welfare & Development.

Monitoring of Social Media Accounts. The Athletics Department reserves the right to view content posted on Student-Athletes' social media accounts to ensure the safety and integrity of the Concordia Community. Specifically, the Athletics Department may review accounts in the following circumstances:

1. When content on a specific account/site is brought to the attention of the Athletics Department;
2. Before letters of recommendation, endorsements of character or professional references, or scholarship recommendations are made by Athletics Department staff;
3. Prior to Student-Athletes competing in Conference championships, national post season competitions or any televised/broadcast competition;
4. At the discretion of the Athletics Department.

Hazing

In compliance with University regulations and Oregon law, hazing is strictly prohibited. Hazing is defined as any act or tradition imposed by an individual or group upon another individual or group that endangers the physical, mental or emotional well-being; violates a city, county, state or national law; is mentally or physically degrading; or requires a personal or menial task of a "rookie" and/or team member, either privately or publicly. The University supports Oregon laws prohibiting hazing. The law states in part:

163.197 Hazing

1. No fraternity, sorority, or other student organization organized or operating on a college or university campus for purposes of participating in student activities of the college or university, nor any member of such an organization, shall intentionally haze any member, potential member, or person pledged to be a member of the organization, as a condition or precondition of attaining membership in the organization or of attaining any office or status therein.
2. As used in this section, "haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit that the person be subjected to any of the following:
 - a. Calisthenics.
 - b. Total or substantial nudity on the part of the person.
 - c. Compelled ingestion of any substance by the person.
 - d. Wearing or carrying of any obscene or physically burdensome article by the person.

- e. Physical assaults upon or offensive physical contact with the person.
- f. Participation by the person in boxing matches or other physical contests.
- g. Transportation and abandonment of the person.
- h. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas.
- i. Assignment of pranks to be performed by the person.
- j. Compelled person servitude by the person.

This is not a comprehensive list of hazing activities. Concordia University reserves the right to take action when it believes standards of human dignity have been violated. If you believe that hazing activities have taken place on your team please see the Director of Athletics or your sport administrator.

Gambling

In accordance with the CU Student Handbook, students are expected to abide by federal laws and the laws of the State of Oregon prohibiting illegal gambling. In addition, gambling and wagering for money or personal things of value is prohibited. As noted previously, a violation of University policy is a violation of Athletics Department policy.

Student-Athletes at NCAA member schools 'shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.' The scope of application of the NCAA rule extends to 'sports in which the Association conducts championship competition, in bowl subdivision football and emerging sports for women'. 'Prospective or enrolled Student-Athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition', in accordance with NCAA Division-II Bylaw 10.

Grievance Resolution

If a Student-Athlete believes he/she has cause for complaint concerning the conduct of or treatment by a Coach, Athletics Department Staff member or Administrator, the Student-Athlete is first to discuss the issue directly with the party involved to see if the matter can be reconciled. If a satisfactory resolution cannot be achieved, the Student-Athlete may:

1. Appeal the issue to the next higher authority within the Athletics Department that is not a party to the grievance (i.e., Head Coach, sport administrator);
2. Submit an appeal to the Assistant Athletics Director for Student-Athlete Welfare & Development. The Assistant Director will hear both parties and shall take reasonable and proper actions to resolve the question at this level and make a written record of his/her findings and decisions;
3. Should the aggrieved Student-Athlete believe that rights were abridged at the Assistant Director level, a written request for review may be filed with the Director of Athletics, making clear the substance of the appeal. The Director will review the written request, along with the written record of the Assistant Director and consult with any personnel involved, or who can otherwise contribute to a resolution. The Director shall make a recommendation regarding the issue: that the original evaluation and decision should stand; or that there appears to have been unfair evaluation or treatment. In the latter instance, the Director will require that the wrong be corrected;
4. After exhausting the appeals process specified above, should the aggrieved Student-Athlete continue to believe that their rights were abridged, a final appeal may be made to the University's Executive Vice Provost/Vice President for Student Affairs, Glenn Smith, who after review and consultation, will make a final, binding decision.

Student-Athlete Surveys

Concordia University and the Athletics Department values input and feedback from the Student-Athletes who represent the University. Student-Athletes will have two formalized opportunities to share their perspective on the operation and management of the sport programs and the Department.

Annual Surveys

Commencing Spring 2015, Annual Surveys will be distributed to all Student-Athletes on annual basis, with the objective of assessing the Student-Athlete experience and identifying areas for improvement.

Exit Interviews

The Athletics Department has implemented a program whereby exit interviews will be conducted with all Student-Athletes whose eligibility in their sport(s) has expired, or who are no longer participating in their sport(s), even though they may have eligibility remaining. The purpose of the interview is to gain insight into the experiences encountered as Concordia Student-Athletes and team members. The initial component in this process will be a questionnaire, which will touch upon athletics and academic experiences, player-coach relationships, Student-Athlete input on how the experience could be improved, and how Student-Athletes could be better supported by the Department. Questionnaires will be distributed within a week of the conclusion of your sport's competitive season, or the end of the academic semester. Some Student-Athletes may be requested to participate in an in-person interview with a Department administrator. All Student-Athletes will be given the opportunity to request an in-person interview with a member of the Athletics Department administrative staff. Information obtained from exit interviews will be used to help determine the strengths and weaknesses of our programs and to assist in determining where changes and/or improvements should be made.

ACADEMIC COMMITMENT & SUPPORT SERVICES

Commitment

Concordia University and the Athletics Department are committed to assist Student-Athletes in the earnest pursuit of their degrees. Student-Athletes must commit to the same standards of academic performance and integrity, which apply to CU students generally. The Assistant Athletics Director for Compliance & Academic Support/SWA shall monitor all aspects of Academic Commitment and Support Services.

Academic Forecast. In furtherance of those commitments, an academic forecast (roadmap) should be developed in consultation with an academic advisor. Copies of the academic forecast are to be provided to the Assistant Athletics Director for Compliance & Academic Support/SWA and the designated Athletics Department Liaison from amongst the Academic Advising Staff. Coaches may implement some type of mentoring or monitoring system to assist Student-Athletes in following their roadmaps (e.g., mid-term progress reports, weekly status reports, conferences with professors).

Academic Integrity

As part of Concordia's goal to prepare students to be leaders for the transformation of society, students are expected to pursue their studies with integrity and character. By choosing to attend Concordia, students agree to the following statements and practices:

Purpose. The Code of Academic Integrity at Concordia University reflects the community's values of honesty and integrity in the work of all scholars and students. Students are charged to honestly complete and present their work under the terms specified by the instructor.

Statement of Academic Integrity. As a member of the Concordia University community, I will neither engage in fraudulent or unauthorized behaviors in the presentation and completion of my work, nor will I provide unauthorized assistance to others.

Full-Time Enrollment

As noted in the 'Eligibility' section, below, Student-Athletes must maintain full-time enrollment (i.e. not less than 12 credit hours) in order to participate in intercollegiate athletics.

Progress Toward Degree

Designation of Degree Program. No later than the completion of the fourth semester of full time enrollment, all Student-Athletes must designate a specific degree program (major). (During the first two years of enrollment, a Student-Athlete can use credits acceptable toward any degree program.)

Changing Designated Degree Program. A Student-Athlete who changes his/her designated degree program must complete the *Student Information Change Form*. Since a change in degree program can have athletics eligibility implications, a Student-Athlete is required to meet with the FAR prior to submitting a *Student Information Change Form* to change his/her designated degree program to the Registrar's Office.

Verification of Progress. The University Registrar must verify that each Student-Athlete has passed at least 24 degree credits during their 5th and 6th semester that are applicable to their degree program.

Grade-Point-Average (GPA) Requirement. Once a year, prior to the beginning of the Fall semester, a Student-Athlete must be certified in compliance with NCAA GPA requirements listed below:

24 semester hours – 1.800

48 semester hours – 1.900

72 semester hours – 2.000

96 semester hours – 2.000

NOTE: Beginning August 1, 2016 to be eligible to represent an institution in intercollegiate athletics competition, a Student-Athlete must achieve a minimum cumulative GPA of 2.00 prior to the beginning of each fall term. The eligibility of a Student-Athlete who does not satisfy the GPA requirement prior to the fall term may be recertified prior to the next regular academic term, (Bylaw 14.4.3.5).

Class Attendance

Student-Athletes are expected to attend all classes and class related activities, as scheduled. Policies governing absences and tardiness are determined by individual instructors and are announced at the beginning of the course or in the course syllabus. Students who have not attended any of their registered classes by the second Friday of any term, and who have not notified their instructors of the reason for their absences, will be automatically withdrawn from all their classes.

Missed Class Time Policy

Concordia University acknowledges co-curricular activities as a valid and important part of the learning and maturation process of students, and therefore worthy of being taken fully into account in all curricular planning. Whenever possible, all Concordia University co-curricular activities will announce practices, games, travel schedules, etc. (including changes) as far in advance as possible. Student-Athletes are excused from attending class for intercollegiate competitions. They are not excused from attending classes for practices or team meetings.

Policy. As stated in the CU Faculty Handbook, the Co-curricular Activities and Class Attendance policy is as follows:

All syllabi will include, as part of the instructor's attendance policy, a clear statement of how the student and instructor are to deal with necessary class absences due to participation in co-curricular activities, and how the student may accomplish make-up work for such absences wherever this is possible, given that the student notifies the instructor as much in advance as possible. The instructor is strongly encouraged to meet with all students involved in co-curricular activities at the beginning of the semester to clarify and personalize his/her policies, and receive any advance notice of conflicts at this time.

Student-Athlete Responsibilities. Students involved in co-curricular activities, including athletics, will take personal responsibility for working with instructors wherever conflicts between curricular and

co-curricular scheduling and expectations might occur., including giving instructors as much advance notice of upcoming necessary absences as possible, and timely completion of any make-up assignments.

Adding and Dropping Courses

No course can be added after 10% of the class sessions have convened. In no case may a course be added after the second week of a 15 week class. Adding course(s) must be approved by both the instructor and the student's academic advisor.

A student may drop a course during the first two weeks of a semester without transcript notation. If a student drops a course between the beginning of the third week and the end of the tenth week, the instructor will issue a grade of "W" (withdrawn). After the tenth week, a student will not be allowed to withdraw from a course unless unusual circumstances exist such as illness, death in the family, induction into military service, or dismissal for disciplinary reasons.

Protocol for Student-Athletes Dropping Classes. In order to drop a class, a Student-Athlete must meet with the Athletics Academic Advising Liaison and complete a *Course Change Form*. In the event, the Athletics Academic Advising Liaison is unavailable, a Student-Athlete may meet with another academic advisor so long as the *Course Change Form* is used and the Assistant Athletics Director for Compliance & Academic Support/SWA is contacted with any eligibility concerns.

For any schedule changes that appear to impact eligibility, the Student-Athlete is required to get approval from the Assistant Athletics Director for Compliance & Academic Support/SWA prior to dropping the course. If a Student-Athlete wishes to drop below full time status, permission must be obtained first with the Assistant Athletics Director for Compliance & Academic Support/SWA and then by the Athletics Academic Advising Liaison prior to such a request being granted. Once approved and signed, the Student-Athlete turns the *Course Change Form* in to Student Services.

Academic Probation/Dismissal/Appeal Processes

Good Academic Standing. The University requires all students to maintain a 2.0 cumulative grade point average to remain in good academic standing. Once a student drops below a 2.00 cumulative GPA, that student is placed on academic probation. Eligibility of students that are on academic probation who wish to participate in co-curricular activities such as student government, music, athletics or drama will be determined in consultation with the student's advisor and activity director, unless the activity has special eligibility requirements. In addition, if the student is subsequently dismissed and readmitted, the student is not eligible to participate in the co-curricular activities until they are back on good academic standing.

Academic Probation. After a semester's grades have been posted, students receive a letter from the Registrar announcing their status of Academic Probation, as well as the procedures to follow, and the various responsibilities of the student. A copy of the letter is mailed to the student's advisor. Students on academic probation are not allowed to participate in extracurricular activities, including athletics, until they return to good academic standing.

Students are directed to establish a meeting with his/her advisor during the first week of the subsequent term. The purpose of this meeting is to develop an "Academic Probation Plan of Action" (APPA). The APPA describes the steps of intervention to be implemented during the subsequent term. A copy of the APPA must be filed with the Registrar by the second Friday of the term; copies shall also be provided to the Assistant Athletics Director for Academic Support and the designated Athletics Department Liaison from amongst the Academic Advising Staff. All APPA's involve bi-weekly meetings between the student and their advisor, midterm reports (standardized) from each faculty member who has the student in a class, and an agreement that no incomplete (I) will be taken during the term (with the exception of extenuating circumstances).

Academic Dismissal. After a semester's grades have been posted, students who have been on Academic Probation at Concordia and whose cumulative or term GPA remains below 2.0 are academically dismissed. This dismissal is automatic. Students receive a letter at their current address from the Registrar announcing their Academic Dismissal. The letter also describes the appeal process as well as the various responsibilities of the student.

Appeal. The student has the right to appeal the dismissal by submitting to the Vice Provost a letter describing the extenuating circumstances that led to the student's dismissal, and strategies for future success. Once the letter is submitted, the Executive Vice Provost/Vice President for Student Affairs calls an Academic Hearing prior to the subsequent term. The hearing includes the student's advisor, the Executive Vice Provost/Vice President for Student Affairs and the Dean of Admission. A student's professors are consulted prior to the meeting.

The Academic Hearing Committee meets with the student with the goal of determining the student's intent and ability to be successful at Concordia. The Committee's decision is shared in writing with the student, and a copy becomes a part of the student's permanent file.

The student has the right to appeal the decision of the Academic Hearing Committee to the Provost. The decision of the Provost will be final.

Students who are readmitted will be automatically placed on Academic Probation. The student will be advised to complete all of the requirements of Academic Probation and may not participate in co-curricular activities for that semester. All re-admitted students are required to take a maximum of 12 credits during the first term of re-admittance. In addition, readmitted students will be required to meet with the appropriate support personnel assigned by the Academic Hearing Committee during their probation semester.

Academic Advising

All students entering Concordia are assigned an academic advisor who provides new students with their first links to the Concordia University community. The advisor has extensive knowledge of Concordia in general and the new student's major course of study and career path in particular. The Academic Advising program has designated one advisor (currently Jane Samuels) to be a liaison to the Athletics Department and Student-Athletes.

Advisors assist students in planning a program of study, selecting courses and in a variety of academic matters. *Ultimately, the responsibility to become familiar with, understand and complete all academic requirements leading to an intended degree belongs to the student.* The academic advisor acts solely as a resource and, when necessary, as an advocate in grievances or judicial matters pertaining to academics. The advisor is not responsible for tutoring or personal counseling, but may refer the student to the appropriate services on or off campus.

Tutoring Services

The Student Services Department offers individual peer-tutoring, with schedules developed and posted by a student coordinator. The Assistant Athletics Director for Compliance & Academic Support/SWA can also arrange for tutoring assistance. If you have questions, contact the tutor coordinator at the Counseling Connection line at 503-493-6499. In addition to counseling and tutoring services, writing and science centers have been established to assist you. If you have questions, contact the coordinator of the Writing Center (Kim Knutsen kknutsen@cu-portland.edu) or the Science Center (Bert Coltman bcoltman@cu-portland.edu).

Disabilities & Learning Services

In keeping with its mission – Concordia University is committed to the full access and inclusion of all qualified students in its programs. Disabilities & Learning Services (DLS) coordinates reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). If you are an individual with a documented disability, you may be eligible for accommodation. To be considered for accommodations students need to contact the DLS Coordinator to schedule an appointment and submit proper documentation.

Any student with a documented learning, physical or mental disability who feels their disability may impact academic success may be qualified to receive accommodation. Students needing academic adjustments are required to contact Liisa Ferguson, DLS Coordinator, no later than the second Friday of the semester for which you are seeking accommodation. All discussions will remain confidential. Once your learning needs have been established and upon your consent, the DLS Coordinator will work with you, your professors and academic advisor, to obtain appropriate learning accommodations.

Disabilities & Learning Services Office is located in Student Services, Hagen Campus Center. Liisa Ferguson, DLS Coordinator, can be reached by calling 503-280-8515, or by email at LFerguson@cu-portland.edu.

Study Table

The Athletics Department requires all freshmen and Student-Athletes with a cumulative GPA below 2.5 to complete 4 hours of study table per week; however, each program is allowed to increase the required amount of hours weekly. Team policies above and beyond the department policy must be included in writing as part of the team rules.

Petition to be Excused from Study Table

A Student-Athlete who is not in his or her first semester of attendance may petition, in writing, to be excused from Study Table. The petition must be endorsed by the Student-Athlete's Head Coach. Petitions will be reviewed by a Committee consisting of the Assistant Athletics Director for Compliance

& Academic Support/SWA, the Faculty Athletics Representative and the Academic Advising Liaison to Athletics. The petition policy is attached as APPENDIX E.

Career Services

The CU Career Resources Center provides individual career counseling, career assessments, a career resource library and information on job and internship opportunities. The CUCRC also offers workshops and seminars, which focus on career or graduate school planning, as well as job search skills and strategies. For more information and appointments, contact Student Services at 503-280-8512.

ELIGIBILITY

Eligibility Certification for All Student-Athletes

The monitoring of eligibility of Student-Athletes is the responsibility of the Head Coach, Assistant Athletics Director for Compliance & Academic Support/SWA, Faculty Athletics Representative, and the Registrar's Office. Once a decision is made on whether a Student-Athlete is declared "certified or not certified", the Assistant Athletics Director for Compliance & Academic Support/SWA will communicate the information to the Head Coach. Further, if the Student-Athlete is determined to be "not certified" it is the obligation of the Head Coach to prohibit the Student-Athlete from practicing and/or competing until further notice from the Assistant Athletics Director for Compliance & Academic Support/SWA.

Initial Eligibility

Students enrolling at CU for the first time in Fall 2015, and thereafter, must comply with NCAA Division-II regulations. In order to be eligible to receive athletics aid (scholarship), practice and compete during your first year, Student-Athletes must meet applicable eligibility criteria set forth in NCAA Division-II Bylaw 14, Eligibility: Academic and General Requirements, significant components of which are set out below. More information can be found

at: http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf?DB_OEM_ID=5800.

<p>Graduate from High School</p>	<p>Complete these 16 core courses:</p> <ul style="list-style-type: none"> - 3 years of English - 2 years of Math (Algebra 1 or higher) - 2 years of natural or physical science (including 1 year of lab science if offered by your high school) - 3 additional years of English, Math, or natural or physical science - 2 years of social science; and - 4 years of additional core courses (from any category above, or foreign language, comparative religion or philosophy);
<p>Earn a 2.000 grade point average or better in your core courses.</p>	
<p>Earn a combined SAT score of 820 or an ACT sum score of 68.</p>	

Continuing Eligibility

Commencing Fall 2015, 'continuing students' (i.e. first enrolled prior to Fall 2015) will be subject to the following 'continuing eligibility' requirements:

<p>Full-Time Enrollment - 12 units A Student-Athlete must be a full-time student in order to participate (practice or compete). The only exception to this rule for both competition and practice eligibility is for graduating students</p>	<p>Cumulative GPA: 2.00 Once a year, prior to the beginning of the Fall semester, a Student-Athlete must be certified in compliance with NCAA GPA requirements listed below:</p>
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who don't need 12 units to finish their final semester.	24 semester hours – 1.800 48 semester hours – 1.900 72 semester hours – 2.000 96 semester hours – 2.000
Major Declaration- Student-Athletes must declare a major by the start of their 5th full-time semester to remain eligible. If you plan on switching majors please consult with the Assistant Athletics Director for Compliance & Academic Support/SWA first, as it may impact your eligibility.	Annual Competition Requirement: 24/12 Rule At the start of each academic year (fall semester), a Student-Athlete's continuing eligibility is determined by whether or not the Student-Athlete has successfully completed at least 24 units since the start of the previous year. This includes summer school units, however at least 75% of the units need to be earned during the regular academic year.
Semester Competition Requirement: 6-unit Rule At least 6 units must be successfully completed each semester to remain eligible for competition the following semester. Summer school cannot be used to earn these term-to-term units.	Good Academic Standing The University requires all students to maintain a 2.0 cumulative grade point average to remain in good academic standing. Once a student drops below a 2.00 cumulative GPA, that student is placed on academic probation. Students on academic probation for more than one term are not allowed to participate in extracurricular activities, including athletics, until they return to good academic standing. Refer to the University Student Handbook for the full Probation and Dismissal policies of the University..

10 Semester Rule

Student-Athletes must complete their seasons of competition within 10 full-time semesters at any collegiate institution, regardless of how many seasons of competition a Student-Athlete has remaining.

Medical Hardship Waiver

The Assistant Athletics Director for Compliance & Academic Support/SWA is responsible for coordinating the processing of medical hardship applications.

Criteria. For a Student-Athlete to receive a Medical Hardship Waiver per NCAA Bylaw 14.2.4, the following four conditions must be met:

1. The Student-Athlete may not have participated in more than two contests or dates of competition or 20 percent of the team's completed contests/dates of competition.
2. The injury or illness must occur prior to the completion of the first half of the season.
3. The injury or illness does not have to occur during practice/competition, but it must be incapacitating.
4. Contemporaneous medical documentation must exist and be provided in accordance with GNAC policies.

A STUDENT-ATHLETE RECEIVING A MEDICAL HARDSHIP WAIVER IS PERMITTED UNLIMITED PARTICIPATION IN THE NON-TRADITIONAL (NON-CHAMPIONSHIP) PORTION OF THE SEASON.

Process. Beginning in Fall 2015, all medical hardship applications will be processed through the GNAC. The following will need to be submitted as part of the medical hardship application:

- | | |
|---|---|
| - Appeal Letter from Compliance Officer | - Letter from the FAR |
| - Competitive Schedule | - GNAC HIPAA Form |
| - Physician Statement | - Trainer's Verification |
| - Verification of competition/participation | - Contemporaneous medical documentation |

Any hardship requests submitted to the NAIA during the 2014-15 academic year will be resubmitted to the GNAC Conference Office for NCAA approval prior to the 2015-16 academic year.

Transfer Eligibility

Not all Concordia Student-Athletes will begin and end their collegiate athletics careers at the University. It is very important for transferring Student-Athletes to have a complete understanding of pertinent transfer rules and policies whether they are transferring to or from Concordia.

Commencing Fall 2015, if you are a transfer student-athlete from a four-year institution, you are not eligible during your first academic year in residence unless you meet the provisions of one of the exceptions specified in NCAA Division II Bylaw 14.5.5.3. If you are a transfer student from a two-year institution, you are not eligible during your first academic year in residence unless you meet the academic and residence requirements.

Incoming Transfer Students. All Head Coaches are required to notify the Assistant Athletics Director for Compliance & Academic Support/SWA of any Prospective Student-Athlete (PSA) that would like to transfer to Concordia.

- The Assistant Athletics Director for Compliance & Academic Support/SWA is responsible for sending the appropriate *Transfer Tracer* form to the PSA's current institution.
- Upon receipt, the Assistant Athletics Director for Compliance & Academic Support/SWA will provide the Coach a copy of the *Transfer Tracer* form from the PSA's current institution.
- The Head Coach will send a *Historical Questionnaire* to the transfer. The Head Coach will forward all completed *Historical Questionnaires* to the Assistant Athletics Director for Compliance & Academic Support/SWA.
- Upon receipt of a transfer Student-Athlete's application and the submission of official transcripts to the institution, the Registrar evaluates the transcripts, confirms transferable degree credits, verifies terms of attendance, and calculates GPA in accordance with NCAA rules.
- The Assistant Athletics Director for Compliance & Academic Support/SWA confirms whether the transfer Student-Athlete is eligible or not.
- For transfers who are beginning their 5th full-time term, the Registrar must ensure that the Student-Athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

Transferring from CU. Because of unforeseen circumstances, it may be necessary for a Student-Athlete to transfer from CU to another school. To gain a release and maintain eligibility at another school, you must give adequate notice to the Head Coach and resolve any and all other institutional responsibilities (e.g., tuition/fees, residence halls clearance, uniforms and equipment return, materials).

After speaking with your Head Coach and completing institutional responsibilities, a release form may be obtained by scheduling an appointment with the Assistant Athletics Director for Compliance & Academic Support/SWA.

Great Northwest Athletic Conference Restrictions. GNAC member institutions subscribe to the National Letter of Intent administered by the Collegiate Commissioners Association. Commencing Fall 2014, CU will use the GNAC approved LOI. Prospective Student-Athletes who sign an NLI with a GNAC member institution, or otherwise become 'identified' with a member institution, are obligated to complete one academic year at that school. Any intra-GNAC transfer must fulfill a residence requirement of one full academic year at the institution to which they transfer to before they are eligible to compete for the institution and are not eligible to receive athletics financial aid during their year of academic residency. This year of residency applies even if the student-athlete graduates prior to transferring.

Amateur Status

Beginning in fall 2014, all CU Student-Athletes will complete a Historical Questionnaire to further verify amateur status. The Historical Questionnaire will be reviewed by the Assistant Athletics Director for Compliance & Academic Support/SWA and kept on file in the Compliance Office. Review of the Historical Questionnaire will take place prior to each Student-Athlete's first competition.

The NCAA Eligibility Center will certify Student-Athletes' amateur status based on activities prior to initial collegiate enrollment. NCAA member institutions are responsible for monitoring Student-Athletes' amateur status while they participate at the member institution. It should be noted that participation in certain specified activities may jeopardize a Student-Athlete's amateur status. NCAA Division-II Bylaw 12.1. CU will monitor Amateur status collecting Historical Questionnaires from Student-Athletes on an annual basis prior to the beginning of each sport season.)

Amateur. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain. Only amateur Student-Athletes are eligible to participate in a given sport.

Professional. A student who becomes a professional in a particular sport recognized by the NAIA is considered a professional in that sport only (except for the sport-specific exception listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NAIA.

EXCEPTION 1: A student who becomes a professional in cross country, indoor track and field or outdoor track and field is considered a professional in all three sports.

EXCEPTION 2: A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

EXCEPTION 3: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.

EXCEPTION 4: A student who becomes a professional in beach volleyball is considered a professional in the sport of volleyball.

Loss of Amateur Standing.

There are specific NCAA rules and regulations indicating what can cause a Student-Athlete to lose amateur status. See NCAA Division-II Bylaw 12.1.4. These include but are not limited to the following:

1. Using athletics skill for pay in any form in that sport;
2. Accepting a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Signing a contract or commitment of any kind to play professional athletics regardless of its legal enforceability or any consideration received;
4. Receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Competing on a professional athletics team, even if no pay or remuneration for expenses was received;
6. Entering into an agreement with an agent whether prior to or following initial full-time collegiate enrollment; or
7. Entering a professional draft.

Outside Competition.

In sports other than basketball, a Student-Athlete will become ineligible if after enrolling at CU they participate as a member of any outside team in any non-collegiate, amateur competition during the season in their sport until his/her eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement. This includes tournament play, exhibition games or other activities in their sport outside of their CU team.

It is permissible for Student-Athletes to participate in outside competition during the academic year in the Student-Athlete's sport (other than basketball), as long as the Student-Athlete represents only himself or herself in the competition and does not engage in competition as a member of or receive expenses from an outside team. The Student-Athlete must notify the Assistant Athletics Director for Compliance & Academic Support/SWA and fill out the *Permission for Outside/Unattached Competition* form.

AWARDS AND BENEFITS

Permissible Benefits. Student-Athletes are permitted to receive expenses from Concordia University that are directly related to travel and competition while representing CU as well as the expenses included in athletics aid.

Extra Benefits. An **extra benefit** is any special arrangement by an institutional employee, booster or anyone that the Student-Athlete is not legally dependent upon, that provides the Student-Athlete, or the Student-Athlete's relative or friend, a benefit not authorized by the NCAA.

Non-permissible Awards and Benefits. Receipt by a Student-Athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the Student-Athlete ineligible. Receipt of any monetary or tangible benefit or award from persons outside of the Athletics Department is not permitted and renders the Student-Athlete ineligible.

Non-permissible awards or benefits include, but are not limited to;

1. Cash or equivalent;
2. Gift certificates;
3. Country club or sports-club memberships;
4. Use of vehicles or transportation provided for personal use or non-athletic related business;
5. Use of long distance telephone lines for non-course required issues;
6. Free typing or clerical services;
7. Gifts of clothing, equipment or jewelry;
8. Receipt of loans on deferred pay back or those not intended to be collected;
9. Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
10. Use of golf courses for no fee or discounted rates.

Recognition Awards

Individual awards presented to Student-Athletes in recognition of athletics participation and accomplishments shall be approved by the Director of Athletics and must conform to the requirements and limitations set forth by the GNAC Conference and NCAA. Awards by outside groups or organizations are not allowed unless approved in advance by the Director of Athletics and Assistant Athletics Director for Compliance & Academic Support/SWA.

Concordia Awards. The CU Athletics Department annually recognizes the accomplishments and contributions of Student-Athletes at the Navy & White Awards ceremony. Individual awards are discussed below. Male and female recipients are recognized in each category. Because spring sports may not have concluded their competitive seasons by the time nominations must be submitted, spring sport Student-Athletes from the previous school year may be included in the selection process for these awards. Each sport may hold its own awards banquet and choose the type of awards to present.

- **Scholar Athlete of the Year.** To be eligible for this award, Student-Athletes must maintain a minimum 3.5 cumulative GPA, be of, at least, junior class standing academically, and have been a contributing member of their team's athletics success. Head Coaches nominate, and full-time Athletics Department staff members (coaches, administrators, athletic trainers), the Academic Advising Liaison to Athletics, Faculty Athletics Representative and Executive Vice Provost/Vice President for Student Affairs select the recipients. Student-Athletes may receive this award only once during their career.
- **Outstanding Senior Student-Athlete.** To be eligible for this award, Student-Athletes must either graduate or exhaust their eligibility during the academic year (previous academic year for spring sport Student-Athletes) and have been recognized as an 'All- Conference' selection at least once during their career. This award recognizes outstanding achievements of the recipients athletically, and as they reflect the Mission of the University – preparing leaders for the transformation of society. Head Coaches nominate and full-time Athletics Department staff members (coaches, administrators, athletic trainers), Faculty Athletics Representative, Dean of Students and Executive Vice Provost/Vice President for Student Affairs select the recipients.
- **Athlete of the Year.** This award recognizes the outstanding athletics achievements of the recipients during the academic year (previous academic year for spring sport Student-Athletes). Head Coaches nominate and full-time Athletics Department staff members (coaches, administrators, trainers), the Faculty Athletics Representative and Executive Vice Provost/Vice President for Student Affairs select the recipients.

Student-Athlete Recognition at Graduation Ceremonies. Student-Athletes participating in graduation ceremonies will wear stoles recognizing them as such. The Athletics Department will coordinate with the Registrar's office for the acquisition and distribution of stoles, as set out below.

1. At the beginning of each semester, the Graduation Coordinator (in the Registrar's office) will send the Athletic Director (or designated person) a list of students who have indicated participation in commencement.
2. Athletics will review the list and let the Graduation Coordinator know how many stoles to have on hand.
3. The Registrar's office will maintain an inventory of stoles.
4. Funding for the athletic stoles will be taken from the commencement budget.
5. Athletic representative will distribute stoles to student athletes at the pre-ceremony check-in on the day of commencement.

Occasional Meals

An occasional meal is a meal provided to a Student-Athlete within the vicinity of the University on an infrequent basis and special occasions.

Institutional Staff Member. A Student-Athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

Representative of Athletics Interest. A Student-Athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

The procedures for occasional meals are as follows:

1. The Head Coach of the Student-Athlete(s) or team invited for an occasional meal will complete and sign an *Occasional Meal Form* prior to the meal.
2. The form is then submitted to the Assistant Athletics Director for Compliance & Academic Support/SWA for approval.
3. If the request is denied the Assistant Athletics Director for Compliance & Academic Support/SWA will notify the Head Coach.

Complimentary Tickets

CU may provide four complimentary admissions to regular season home games in their respective sports, subject to the provisions and restriction of NCAA Division II Bylaw 16.2. Complimentary admissions will be distributed by means of a 'Pass List', which shall be prepared at the direction of the Head Coach, on a form approved by Associate Athletics Director and submitted to the Game Manager not less than 1 hour before gates/doors are opened for the event.

Complimentary admissions shall be distributed only to persons designated by the student-athlete who have identified themselves and signed a receipt therefore. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange them for any item of value. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value.

Inventory of Equipment and Apparel

Equipment and apparel are the property of Concordia University and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season. The following are the procedures for issuing equipment/apparel:

1. Student-Athletes must be on the team roster in order to be issued equipment and/or apparel.
2. The Head Coach or designee is responsible for completing an *Inventory List* for each Student-Athlete. This *Inventory List* must be accurate and current at all times and subject to an audit.
3. This list will be approved by the Assistant Athletics Director for Compliance & Academic Support/SWA and kept on file in the Compliance Office.
4. On the initial issuance the Student-Athlete and Head Coach sign an Inventory List indicating receipt of the equipment and apparel.
5. If a Student-Athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the *Inventory List* and signed by the Student-Athlete and the Head Coach.
6. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the Student-Athlete shall be held financially responsible and will be charged.
 - a. Students will be given a grace period of 1 week after the deadline has passed to return equipment before the student's 'student account' is charged the full value to replace the equipment.
 - b. The Athletics Department will provide Student Accounts a list of individuals that will require charges including the total value that will be charged to each account.
 - c. Student Accounts will not reverse charges and the Athletics Department will not accept equipment if the student attempts to later return the items.
 - d. The student will receive notification from the Student Accounts Office about the outstanding balance and the student is expected to make payment arrangements to cover this charge.

- e. The student will not be permitted to register for future courses or attend practice until equipment is returned or the student has paid for the charges associated with the replacement of the equipment.

POLICIES GOVERNING PRACTICE AND COMPETITION

Use of Facilities

Concordia's athletics facilities in the gymnasium and the stadium complex are among the most utilized facilities on campus. While CU Athletics has priority status for the use of these facilities, they are available to the entire campus community for academic, intramural and recreational sports, as well as civic and social events. The Athletics Facilities Coordinator schedules and calendars all use of CU Athletics Facilities, including the Gym, Weight Room, Field, Hitting Facility and Throw Center. Coaches and Student-Athletes are responsible for knowing when they are scheduled for use of a particular facility; and, they are to respect the time which has been allocated to other users.

Declaration of Playing Season

"Playing and Practice Seasons" is the subject of NCAA Division-II Bylaw, Article 17. Rules pertaining to Length of Playing Season (including Championship and Non-Championship Segments, where applicable), First Date of Practice, First Contest and Number of Contests for all NCAA D-II sanctioned sports are discussed in detail, along with Time Limits for Athletically Related Activities. Member institutions shall determine the playing season for the sports they sponsor.

Head Coach's Responsibility. The Head Coach is responsible for submitting a *Declaration of Playing Season Form* to the Assistant Athletics Director for Compliance & Academic Support/SWA one month prior to the start of the sport season. The Head Coach is also responsible for submitting his/her season schedule along with this form. The Assistant Athletics Director for Compliance & Academic Support/SWA and Director of Athletics shall both review and approve the *Declaration of Playing Season Form*.

Weekly Practice Reports

The Head Coach is responsible for completing and submitting logs for all Countable Athletically Related Activity (CARA). Head Coaches are required to turn in CARA logs from the previous week by 5:00 pm Wednesday to the Assistant Athletics Director for Compliance & Academic Support/SWA. The CARA must be signed the Head Coach, the team's SAAC Representative or team Captain and the Assistant Athletics Director for Compliance & Academic Support/SWA.

Countable Athletically Related Activity. 'Countable Athletically Related Activity' is limited to 20 hours per week during the sport's 'traditional and non-traditional seasons' and 8 hours per week during the off season. During the playing season all countable athletically related activity is prohibited during one calendar day per week, with noted exceptions.

Head Coaches refer to the following list to determine whether or not CARA occurred.

1. Practice;
2. Athletics meetings with a Coach that are initiated or required by the Coach;
3. Competition;
4. Field, floor, or on-court activities;
5. Setting up offensive and defensive alignments;

6. On-court or on-field activities called by any member of the team and confined to members of the team at the request of the Coaching Staff;
7. Required weight training and conditioning activities;
8. Required participation in camps/clinics;
9. Visiting the competition site in golf or cross country;
10. Participation outside the regular season in individual skill-related instructional activities with a member of the Coaching Staff;
11. Discussion or review of film;
12. Participation in a physical activity class for Student-Athletes only and taught by Athletics Staff;
13. Participation in clinics in which Student-Athletes and Coaches are both present

Non-Countable Activities.

1. Compliance meetings
2. Meetings with a Coach that are initiated by the Student-Athlete
3. Drug/alcohol educational meetings
4. Study hall, tutoring, or academic meetings
5. Student-Athlete Leadership Training classes
6. Student-Athlete Advisory Committee Meetings
7. Voluntary weight training not conducted by a Coach
8. Voluntary sport-related activities, no attendance taken, or no Coach present
9. Traveling to/from the site of competition
10. Training room activities
11. Recruiting activities (e.g., student host)
12. Pre-game meals
13. Attending banquets
14. Fund-raising activities or public relations/promotional activities or community service/engagement projects

Competition Log

Within one week of the conclusion of each sport season Coaches are required to turn in a Competition Log listing any Student-Athlete who competed in at least one competition. The form originates with the Sports Information Director. The Competition Log is then reviewed and verified by the Head Coach. In addition to the Compliance Office verifying the information submitted on the Competition Log, the Director of Athletics also verifies the information. If Coaches do not turn in a Competition Log for their sport, their name will be forwarded to the Director of Athletics.

Team Travel

It is the general policy of the Department to provide transportation to “away” competitions (events hosted by other institutions). Student-Athletes who are members of the official travel party for “away” competitions are expected to travel to/from those events by means of University transportation (when provided). Those whose “home” competitions and practice venues are not on campus, may be expected to transport themselves to those events.

Accident/Emergency Action Protocol. The following Emergency Protocol shall be distributed in writing to Athletics Department personnel and all Student-Athletes; and, shall be carried with them whenever involved with University travel (e.g. competition, practice, recruiting).

In the event of an accident or other emergency occurrence during travel, the following protocol shall apply:

- 1) The Head Coach or highest ranking Athletics Department Staff member present and able, shall assume responsibility in responding to the situation.
- 2) If no Athletics Department Staff members present and able, the most senior team member or vehicle driver shall assume responsibility in responding to the situation.
- 3) If it appears that someone may have sustained an injury, ask the person if they need assistance. If the injury appears to be serious and requiring emergency services, the following procedure must be followed:
 - a. **DO NOT MOVE THE INJURED PERSON.**
 - b. Use a cell phone to call 911.
 - c. Tell the emergency operator the following:
 - i. WHERE YOU ARE LOCATED.
 - ii. HOW YOU CAN BE REACHED (number of cell phone being used).
 - iii. THE NATURE OF THE INJURY.
 - iv. HOW MANY PERSONS NEED HELP.
 - v. WHAT IS BEING DONE (what type of first aid).
 - vi. FOLLOW THE INSTRUCTIONS OF THE EMERGENCY OPERATOR.
 - d. Hang up last; let the emergency operator hang up first.
 - e. Immediately after calling 911, call Concordia Public Safety at 503/280-8517.
 - i. Explain the situation, including any needs beyond emergency services.
 - ii. Ask Public safety to contact the Director of Athletics and the Dean of Students.

Independent Travel. The Head Coach must approve alternative modes of transportation. Any Student-Athlete wishing to travel on an itinerary that differs from that of the team, or use transportation other than that provided by the Department must complete an “Alternate Itinerary – Travel Policy” form (APPENDIX F), which must be signed by the Student-Athlete, the Student-Athlete’s parent or guardian and the Head Coach. The completed form, with all three signatures, must be delivered to the Head Coach prior to the time the Student-Athlete separates from the group. Forms may be obtained from the Head Coach, the Athletic Training Staff or the Associate Athletics Director. When permission is granted to travel separately, Student-Athletes travel at their own risk and expense.

Commencing Fall 2015, a Student-Athlete may be required to pay all or part of his/her actual and necessary travel expenses for the entire trip if he/she departs campus more than 48 hours prior to the start of actual competition, or fails to return to campus within 36 hours of the conclusion of competition. NCAA Division-II Bylaw 16.8.1.2.1)

Department. Student-Athletes are ambassadors for the University, the Athletics Department and their respective teams. Dress for travel on a CU sanctioned trip should be appropriate and respectful. Student-Athletes should interact with those they encounter in a courteous and respectful manner.

FINANCIAL AID POLICIES

Athletically Related Financial Aid

Athletics scholarships are not entitlements. They are initially awarded based upon athletics ability and on the condition that the recipient satisfy academic eligibility requirements and participate in the sport for the entire award period. Athletically related financial aid is typically offered in combination with other available financial aid components (e.g., academic merit awards, state and federal grants). Athletic scholarships should be viewed as the final component, which completes the financial aid package, bringing the package to the level agreed upon by the Head Coach and Student-Athlete.

After fulfilling the award period, an athletics scholarship may be renewed, non-renewed, or reduced based upon the recommendation of the Head Coach. Non-athletics scholarships are awarded conditionally and renewed only after the student has satisfied specific criteria established by the awarding agency. It is consistent and reasonable to expect that Student-Athletes be required to meet minimum athletic standards before athletics aid is renewed for subsequent years.

Terms and Conditions of Awarding Institutional Financial Aid are discussed in detail under NCAA Division II Bylaw 15.3.

Award Period. Athletics scholarships shall not be awarded or guaranteed for a period longer than one academic year, but may be renewed on an annual basis so long as the student is athletically and academically eligible. Athletics scholarships may be awarded on a less than academic year basis (i.e., for one semester) if the Student-Athlete will be enrolled, or athletically or academically eligible for less than the full academic year.

Eligibility Exhausted. Student-Athletes who have exhausted their eligibility may continue to receive athletically related financial aid (not to exceed ten semesters of aid) so long as they are continuing their earnest pursuit of an undergraduate degree, subject to the standards for non-renewal and cancellation, discussed above. Such Student-Athletes also remain subject to 'Behavior Policies' set forth in this Handbook (pages 13 – 24) and the sanctions therein. Such Student-Athletes may be required to work within the Athletics Department as a condition of continued aid.

Commencing Fall 2015, such Student-Athletes will not be permitted to take part in organized, institutional practice sessions in their scholarship sport, unless the individual has eligibility remaining under the 10-semester/15-quarter rule. NCAA Division II Bylaw 15.5.1.3.

Medically Unable to Participate. It is not permissible for an institution to assure prospective Student-Athletes that it automatically will continue a grant-in-aid past the one-year period if the recipient sustains an injury that prevents him or her from competing in intercollegiate athletics, but an institutional representative may inform the prospective student-athlete of the regular institutional policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation. NCAA Division-II Bylaw 15.3.3.1.2

Student-Athletes who experience a career ending injury (or illness) while competing, practicing, or training in their sport **may** have their athletics scholarship renewed for the duration of their undergraduate career (not to exceed ten semesters of aid), subject to the standards for non-renewal and cancellation, discussed above. Such Student-Athletes also remain subject to ‘Behavior Policies’ set forth in this Handbook (pages 13 – 24) and the sanctions therein. Such students may be required to work within the Athletics Department as a condition of continued aid.

Notification Requirement. Student-Athletes with eligibility remaining shall be notified in writing annually, not later than July 1, whether their athletics scholarship will be renewed, non-renewed, or renewed but reduced.

Standards For Non-Renewal. The Athletics Department has developed the following general criteria for non-renewal, or reduction, of athletically related financial aid:

1. Failure to satisfy NCAA, GNAC, or CU eligibility requirements by the end of the award period.
2. Failure to develop athletic skill levels established by the Head Coach.
3. Poor academic performance (less than a 2.00 cumulative GPA or % of degree deficiency).
4. Poor class attendance.
5. Misconduct involving criminal law, or institutional, departmental, or team rules.
6. Possession or use of illegal or banned substances or the failure to report for a scheduled institutional or NCAA drug test, consistent with the Athletics Department policy on Alcohol/Substance Use and Drug Testing.
7. Unexcused absences from scheduled contests, practices, meetings, or conditioning.
8. Failure to make a conscientious effort to improve strength and conditioning or rehabilitate an injury.
9. Voluntary withdrawal from the team at any time.
10. Dismissal from the team.

Standards For Cancellation. The following are conditions that may cause your athletically related financial aid to be reduced or cancelled **during** the academic year:

1. Render yourself ineligible for intercollegiate competition.
2. Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement.
3. Engage in serious misconduct warranting substantial disciplinary penalty.
4. Voluntarily withdraw from the team at any time.
5. Dismissal from the team.

Non-Renewals Based on Athletic Ability. Every effort should be made within the first two years of a Student-Athlete’s enrollment to determine if they have the athletic potential to justify renewal for subsequent years. Under normal conditions, non-renewal based solely on athletic ability (e.g., failure to develop established skill levels) should not be made if the Student-Athlete has fewer than two years of eligibility remaining, unless the aid was renewed conditionally the previous year (i.e., the Student-Athlete was informed the aid was for one year only and would not be renewed).

Coaches Responsibility. Coaches are expected to counsel with those Student-Athletes who are not meeting expectations and explain what improvements are necessary. Coaches should document their efforts to counsel such Student-Athletes and keep the Director of Athletics /sport administrator

informed. Coaches must be prepared to justify non-renewal (or reduction) decisions, by documentation and otherwise, which are subject to the review process discussed below.

Non-Renewal Procedures – Right to Appeal. All non-renewal (or reduction) recommendations are to be reviewed by the Assistant Athletics Director for Compliance & Academic Support/SWA, approved by the Director of Athletics, and personally communicated by the Head Coach to the Student-Athlete. Promptly thereafter, and in any event, no later than July 1, the Director of Athletics shall notify, in writing, the Director of Financial Aid, and the Student-Athlete of the decision not to renew (or to reduce) the athletics scholarship.

The Director of Financial Aid shall notify the student athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel aid during the period of the award or the reduction or nonrenewal of aid for the following academic year, of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is reduced or canceled during the period of the award, or not renewed. The notification of the hearing opportunity shall include a copy of the University's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The University shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee.

Appeal and Review. The Director of Financial Aid shall assemble an institutional committee composed of not less than three individuals, only one of whom may have primary job responsibilities within the Athletics Department. The Committee shall review the procedural steps taken by the Department to insure that the Student-Athlete's rights were not abridged. The scope of appeal shall be limited to the provisions contained herein (i.e., scholarships provisions published in the CU Student-Athlete Handbook).

Non-Athletically Related Institutional Aid

Student-Athletes are encouraged to pursue any financial assistance available to them; and, particularly any awards which might enhance their academic profile or professional resume (e.g. academic merit awards, Honors Program scholarships, etc.). As noted previously, the complete financial aid package for most Student-Athletes will include other components, along with their 'athletics scholarships'. *Athletic scholarships should be viewed as the final component, which completes the financial aid package, bringing the package to the level agreed upon by the Head Coach and Student-Athlete.*

Aid Not Administered or Awarded by Concordia or CU Athletics

All Student-Athletes will be required to report any outside financial aid received to the Financial Aid office. The Assistant Athletics Director for Compliance & Academics/SWA will have the Student-Athlete complete a *Historical Questionnaire*. Outside aid received must be indicated on the *Historical Questionnaire*. If outside aid is received after the *Historical Questionnaire* is completed, the Student-Athlete will be sent an Outside Scholarship form. The Financial Aid office and the Assistant Athletics Director for Compliance & Academics/SWA will work together to ensure that applicable outside aid is counted toward individual and team equivalencies

Student-Athlete Employment

On-campus opportunities are available to all students through the campus jobs web site (<http://jobs-and-internships.cu-portland.edu/>); or in person at the department where you would like to work. Hiring is done by the department supervisor and is based on your interests, qualifications, and available work schedule. Since many students will be looking for work at the same time, prompt and persistent application will give you the best chance to get the job you want. We cannot guarantee that each student who is eligible to work will be able to earn as much as she/he wants.

Student-Athlete Employment at Camps/Clinics

The following procedures must be followed for all institutional sports camps/clinics regarding Student-Athlete employment approval and are subject to NCAA Bylaws:

- If Student-Athletes work at the camp/clinic, the Assistant Athletics Director for Compliance & Academic Support/SWA must give prior approval.
- The Camp/Clinic Director submits a written request for permission of named Student-Athletes to work summer camps on the Request to Employ Student-Athlete form to the Assistant Athletics Director for Compliance & Academic Support/SWA.
- The Assistant Athletics Director for Compliance & Academics/SWA will review the camp director's request to ensure these Student-Athletes are permitted to work the camp/clinic according to NCAA Bylaws.

Outside Camp/Clinic Employment

Coaches, Athletics Staff Members and Student-Athletes may not be employed at an outside camp/clinic without written permission from the Assistant Athletics Director for Compliance & Academic Support/SWA.

The procedures for requesting permission for employment at an outside camp/clinic are as follows:

- In order to be employed at an outside camp or clinic, an Outside Camp/Clinic Request Form must be completed and submitted to the Assistant Athletics Director for Compliance & Academic Support/SWA. It is due prior to the sports camp/clinic.

The Assistant Athletics Director for Compliance & Academic Support/SWA, in consultation with the Director of Athletics, will review the form and will notify the Head Coach, Athletics Staff Member or Student-Athlete regarding the decision of either granting or denying permission.

Student-Athlete Employment/Internship Form.

Commencing Fall 2015, prior to employment, all Student-Athletes will be required to complete the Student-Athlete Employment/Internship Form. The Student-Athlete must obtain the employer's information prior to submitting the form to the Assistant Athletics Director for Compliance & Academics/SWA. Earnings from a Student-Athlete's on or off campus employment that occurs at any time is exempt and is not included when determining a Student-Athlete's full grant-in-aid or the institution's financial aid limitations. Compensation may be paid to a Student-Athlete:

1. Only for work actually performed and;
2. At a rate commensurate with the going rate in that locality for similar services;

3. When ensured that an employer shall not use the athletics reputation of a Student-Athlete employee to promote the sale of a product or service.

SPORTS MEDICINE & RELATED HEALTH SERVICES

Sports Medicine

Commitment and Staffing. Every Student-Athlete at Concordia University is entitled to excellent medical care. The Sports Medicine Staff (Athletic Trainers and Team Physicians) coordinates and delivers professional and comprehensive preventive care, treatment, rehabilitation and counseling services to all Student-Athletes. The Athletic Training Staff is comprised of two full-time and one part-time nationally certified and state licensed Athletic Trainers. The Team Physicians include an orthopedic surgeon, a sports medicine specialist, and consulting physicians in several specialties. All of these professionals work together to meet the Student-Athlete's health care needs. This is subject to NCAA, GNAC, and Athletics Department rules and within the limitations of the Student-Athlete's and the Athletics Department's insurance policies.

Student-Athlete Responsibilities. In order to achieve the objective of excellent medical care, each Student-Athlete has the responsibility to:

1. Be honest and communicate with the Athletic Trainers caring for you;
2. Report all injuries and illnesses immediately and without delay;
3. Follow the treatment and rehabilitation plan prescribed. It is your responsibility to advise the Athletic Training Staff if there are any problems or reason why you cannot follow the plan;
4. Report to the athletic training facility as directed for treatment and rehabilitation until you are cleared by the Athletic Training/Medical Staff;
5. Report any change in your condition to a member of the Athletic Training Staff;
6. Understand your health problem and the treatment and rehabilitation program to your satisfaction. If you do not understand any part of your treatment/rehabilitation program, ask a staff Athletic Trainer or Team Physician. Be sure you know what is expected of you.

Medical Certification for Student-Athlete Participation. The Athletics Department requires all Student-Athletes to complete a pre-participation medical evaluation and screening procedure prior to the Student-Athlete being permitted to participate in any intercollegiate athletics activities including practices, strength and conditioning sessions, and competitions. This screening process includes, but is not limited to completion of the following:

1. Pre-participation physical examination and medical history (New Student-Athletes Only): we strongly recommend each Student-Athlete have this done with a Team Physician. In the event they do not, the Student-Athlete must use the CU form and the physical must be conducted and signed by the appropriate medical professional (MD, DO, PA, FNP) on or after June 1 of their incoming year.
2. Medical Update (Returning Student-Athletes only): This will be conducted by the CU Athletic Training Staff.
3. Personal Information Form.
4. Assumption of Risk Form (see Appendix B).
5. Use, Disclosure, & Release of Protected Health Information Authorization Form (HIPAA).
6. Secondary Insurance agreement.
7. Photocopy of front & back of primary health insurance card.
8. ImpACT test completion.
9. Concussion Education completion.

In the event that a Team Physician feels that additional tests and/or examinations are needed, Student-Athletes may be withheld from, or limited in, their participation until the results of those are made available to the Sports Medicine Staff. Costs associated with any additional tests, consultations, procedures, etc., needed to gain approval for participation are the responsibility of the Student-Athlete's primary insurance.

No Student-Athlete is permitted to participate, who has not completed the pre-participation medical evaluation procedure; nor will CU provide excess insurance coverage to any such Student-Athlete.

Commencing Fall 2014, new incoming Student-Athletes (Freshmen and Transfers) will be required to provide results of a sickle cell solubility test (SST) to CU Athletic Training Staff.

Pre-Existing Injuries or Conditions. Concordia University will not be financially responsible for medical care related to any pre-existing injuries or conditions that occurred prior to joining a CU athletics team. Disqualification from participation due to a pre-existing medical condition is at the discretion of the Sports Medicine Staff. Failure to report and document pre-existing problems releases the Athletics Department from any liability in the event of aggravation or re-injury of the initial problem.

Reporting Injuries and Illnesses. Each Student-Athlete is responsible for his/her own health care. All injuries and illnesses MUST be reported directly to a member of the Athletic Training Staff without delay for the Athletics Department to assume any financial responsibility. Occasionally, an injury or illness may occur in the evening, after practice, or in the off-season. If it is a life threatening emergency, dial 911 for help. If not, first try to contact a member of the Athletic Training Staff. If unable to contact an Athletic Trainer, go to an emergency room or urgent care, and notify the Athletic Training Staff within 24 hours. Costs pertaining to an injury and/or illness not reported in a timely manner may be the responsibility of the Student-Athlete and/or his/her parent/guardian.

If you see any health care provider for any injury or illness that could impact your athletic participation without a referral from the Athletic Training Staff, it is your responsibility to notify the Athletic Training Staff within 24 hours of that appointment. Additionally, you will need to provide records of that visit including a release from the physician to return to practice and competition.

Physician Referrals/Consultations. The Athletics Department and Sports Medicine Staff has fostered positive relationships with many medical providers in the Portland/Vancouver area who have consistently provided high quality service to CU Student-Athletes. Our Team Physicians have extensive experience working with athletes at the collegiate and professional level of athletics. Student-Athletes will be referred to these providers, unless extenuating circumstances necessitate a different provider. Student-Athletes with HMO policies are strongly encouraged to have a local primary care physician (PCP) so that timely care can be administered.

All Student-Athletes must be seen and evaluated by a member of the sports Medicine Staff before a referral to a physician will be made. A member of the Sports Medicine Staff will authorize and properly refer all Student-Athletes to see a physician or medical consultant, and/or for diagnostic testing.

Outside Medical Providers. If, after seeing a Team Physician, the Student-Athlete would like a second opinion, they may pursue one; however, the Athletic Training Staff must be notified prior to the appointment. Records of physician visits, x-rays, lab results, etc., not initiated by the Sports Medicine Staff must be on file before the Student-Athlete will be cleared to resume participation. Student-Athletes may not return to participation following an injury or illness until released by a Team Physician or Certified Athletic Trainer.

If a Student-Athlete decides to see a physician and/or undergo a diagnostic test for the purpose of primary or second opinion WITHOUT prior authorization/referral from a member of the Sports Medicine Staff, the Student-Athlete and/or the student athlete's parent/guardian may be financially responsible for any and all medical bills incurred.

At times, it may be necessary for a Student-Athlete to utilize an out-of-town physician or physical therapy provider. In such situations, the Athletic Training Staff must be notified prior to the appointment. If a Student-Athlete chooses to utilize physician or physical therapy services without authorization from a member of the Sports Medicine Staff, the Student-Athlete and/or the Student-Athlete's parent/guardian may be financially responsible for any and all medical bills incurred.

In all cases, the final decision on whether or not a Student-Athlete may participate in either practice or competition will rest solely with the Sports Medicine Staff.

Insurance Coverage of Student-Athletes. Any time Student-Athletes participate in athletics activities, risk of injury is always a possibility. Most often injuries are minor and can be handled through the medical services provided by the Sports Medicine Staff. However, occasionally an injury requires a visit to a sports medicine specialist for diagnostic tests and potential surgery. In such an event, medical bills and insurance claims can become a point of additional worry and frustration.

It is mandatory that all Student-Athletes be enrolled in a primary insurance program within the United States that covers injuries resulting from participation in intercollegiate sports. It is the responsibility of the Student-Athlete to initiate and complete any requirements their primary insurance carrier may have for submitting a claim. Each Student-Athlete must submit a photocopy (front and back) of their health insurance card on an annual basis or as changes in coverage occur.

If, at any time during the course of the year insurance information changes, it is the Student Athlete's responsibility to immediately notify the Athletic Training Staff and provide the new information.

For Student-Athletes who are covered under an HMO policy or who are covered under a policy from out of state, it is advised that you research the available treatment options in the Portland area. Certain HMO's do not have out-of-area doctors on their list of approved providers which may limit the possibilities for the Student-Athlete to pursue medical treatment beyond emergency room visits.

If your current primary insurance does not meet the requirements outlined above or you do not currently have health insurance, you may purchase a plan designed for Concordia University Student-Athletes through AIS (Academic Insurance Solutions). Please visit the AIS website (<https://aisstudentinsurance.com/>) to learn more about the insurance plan.

Procedures for Medical Billing. The medical provider will either file bills directly with your primary insurance company or they will be sent to you for filing. The following guidelines apply:

1. Once bills have been submitted to your insurance carrier, they will do one of two things: honor the claim and pay all or a portion of the bills incurred and send you a summary of claims activities, or not honor the claim and send you a letter of denial.
2. It is strongly recommended that you promptly provide copies of any and all correspondence you receive regarding your injury to the Athletic Training Staff.
3. After your insurance carrier acts on the claim, please send copies of claims activities and/or denials along with copies of itemized_bills to the Athletic Training Staff for further processing.
4. If additional information is needed, please cooperate promptly with the Athletics Department so that this claim can be processed in the least amount of time. It is in your best interest to have the claim settled promptly since all bills incurred are in your name.

Once a claim occurs, there may be remaining charges not paid by the insurance company. In such an event, unpaid portions of a claim are the responsibility of the Student-Athlete/parent/guardian.

Please note, the Athletics Department is not financially responsible for non-athletically-related illnesses/ injuries or any pre-existing injuries/illnesses.

Secondary Insurance Coverage. In the event that a claim exceeds \$3000, the Athletics Department provides a Limited Accident Insurance Program for Student-Athletes. This policy, however, is SECONDARY to, or in excess of, personal family medical insurance coverage and covers only injuries resulting from the direct participation in the intercollegiate athletics program. Concordia University's secondary policy will assume financial responsibility for medical services rendered provided (1) the injury was sustained in an official practice or contest, (2) the injury is not the result of a preexisting or limiting condition, (3) the Student-Athlete has reported the injury immediately and has followed appropriate procedures for obtaining treatment

In order for the supplemental plan to pay on a claim, the company will need specific information. The Athletic Training Staff will initiate insurance coverage regarding the secondary policy. The Student-Athlete is responsible for completing a claim form with the Athletic Training Staff and submitting any medical documentation, bills, EOB's, or relevant paperwork immediately upon request by either the Athletic Training Staff or the insurance carrier.

Counseling Services

University Counseling Services exist to serve, promote and enhance the overall health and academic success of students at Concordia through a variety of professional mental health services, prevention, education, and training. The Counseling Staff uses an integrative approach to create self-awareness, impart knowledge and develop skills that will strengthen students' ability to tolerate distress, form healthy relationships with God, self and others, and discover healthy expressions of their values and ideals. All individual, couple and group counseling is confidential and available for free to all full-time students.

The Counseling Center is located on the lower level of Centennial Hall, in offices 8, 9, 10 and 11. To make an intake appointment with a counselor, call the Counseling Directory line at 503-493-6499 and press 1 or stop by Student Services between 9 am and 5 pm Monday through Friday.

CARE Team

Concordia University's Concern-Assess-Respond-Evaluate (CARE) team exists to promote and maintain safety and health by identifying and assisting struggling students become more connected to services, some of which may include mental health care and/or safety intervention. The CARE team is composed of representatives from different areas of the campus community. Additional members from the campus and community will be included in meetings of the CARE team as necessary.

The CARE team meets regularly to serve several functions for the campus:

- Act in a proactive manner to assist students,
- Maintain confidentiality and handle all matters discreetly,
- Connect students with needed resources, and
- Recommend interventions or action as appropriate.

The CARE team process does not replace faculty classroom management, disciplinary processes, and/or public safety responses to incidents. For general questions, please email: CARE@cu-portland.edu.

APPENDIX A

ATHLETICS DEPARTMENT CONTACTS

Brian Jamros	Director of Athletics	bjamros@cu-portland.edu	503-280-8554
Pat Sweeney	Associate Athletics Director	psweeney@cu-portland.edu	503-280-8516
Amy Dames Smith	Assistant AD/Compliance & Academic Support/SWA	adames@cu-portland.edu	503-280-8581
Carrie Kosderka-Farrell	Assistant AD/Student-Athlete Welfare & Development	ckosderka@cu-portland.edu	503-280-8616
Julie Rowland	Faculty Athletics Representative	jrowland@cu-portland.edu	503-493-6204
Nancy Wojcik	Administrative Assistant	nwojcik@cu-portland.edu	503-280-8582
Andrew Duval	Athletics Facilities Coordinator	aduval@cu-portland.edu	503-493-6312
Jarred Rome	CU Throw Center Director	jrome@cu-portland.edu	503-280-8580
Jason Dormeyer	Sports Information Director	jdormeyer@cu-portland.edu	503-280-8506
Kyle Nelson	Head Athletic Trainer	kynelson@cu-portland.edu	503-280-8695
Scott Crawford	Assistant Athletic Trainer	scrawford@cu-portland.edu	503-280-8696
Liz Corbett-Furgal	Assistant Athletic Trainer	ecorbett@cu-portland.edu	503-280-8696
Brad Barbarick	Men's Basketball Coach	bbarbarick@cu-portland.edu	503-280-8598
Dan Birkey	Men's Soccer Coach	dbirkey@cu-portland.edu	503-280-8551
Sean Kelly	Women's Basketball Coach	sekelly@cu-portland.edu	503-280-8547
Jerret Mantalas	Track & Field/Cross Country Coach	jmantalas@cu-portland.edu	503-280-8159
Ronn Grove	Golf Coach	rgrove@cu-portland.edu	503-280-8678
Melanie Hambelton	Volleyball Coach	mhambelton@cu-portland.edu	503-280-8689
Carrie Kosderka-Farrell	Softball Coach	ckosderka@cu-portland.edu	503-280-8616
Grant Landy	Women's Soccer Coach	glandy@cu-portland.edu	503-280-8141
Rob Vance	Baseball Coach	rvance@cu-portland.edu	503-280-8691

CAMPUS CONTACTS

Glenn Smith	Executive Vice Provost/Vice President for Student Affairs	503-493-6542
Megan Bouslaugh	Associate Dean for Student Development – University Title IX Coordinator	503-493-6546
Financial Aid	503-280-8514	Campus Information 503-288-9371
Business Office	503-280-8503	Campus Security 503-280-8517
Admissions	503-280-8501	Student Activities 503-493-6224
Bookstore	503-281-0986	Housing 503-493-6276
IT Help Desk	503-493-6300	Community Service 503-493-6232
Counseling Office	503-493-6545	Student Services 503-280-8512
Campus Nurse	503-493-6226	Registrar 503-280-8510
Library	503-280-8507	Duplicating 503-493-6471

ACADEMIC ADVISORS

Advising Line	503-493-6547	Student Services	Liaison to Athletics; Student-Athlete Eligibility
Jane Samuels	503-493-6330	Student Services	CHHS- Social work, Health Care Admin.
Josh Urie	503-493-6580	Student Services	School of Management
Shelley Besemann	503-493-6280	Student Services	CHHS-ESS, Nursing
Michelle Mulhair	503-493-6543	Student Services	College of Education
Logan Walton	503-493-6431	Student Services	CTAS- Biology, Psychology, Humanities, Theology
Jane Samuels	503-493-6330	Student Services	

WRITING CENTER
GRW 316
Sunday-Thursday
3:00pm – 9:00 pm

MATH/SCIENCE CENTER
Library Reference Desk
Sunday-Thursday 7-9 pm

STUDY TABLE
GRW Learning Center 310
Sunday 12:00pm -10:00 pm
Monday 6:00-10:00 pm
Wednesday 6:30-10:00 pm

APPENDIX B

Concordia University Athletics Acknowledgement and Assumption of Risk

The undersigned herewith formally acknowledges and declares the following:

I understand that participation in sport requires a personal acceptance of risk of injury. Athletes generally expect that those who are responsible for the conduct of sport take reasonable precautions to minimize such risk and that their peers participating in the sport will not intentionally inflict wrongful injury upon them. _____ (initial)

I understand that participation in Intercollegiate Athletics at Concordia University may result in injury/illness, permanent physical or mental impairment or even death. These injuries may be minor or may be career or life threatening. I understand that Concordia University cannot be held responsible for any injuries or conditions that may be caused by the actions of other athletes or teams. I also understand that injuries may be caused by my own failure to follow safety procedures or techniques which are made known to me by my coaching staff, Athletic Training Staff, or by the strength and conditioning personnel or are otherwise known to me from another source, including but not limited to medical personnel of the University. _____ (initial)

I have read the above shared responsibility statement. I understand that there are certain inherent risks involved in participating in intercollegiate athletics. I acknowledge the fact that these risks exist and I am willing to assume responsibility for any and all such risks while participating in Concordia University/NCAA-sanctioned athletics. I also agree to the following:

1. Voluntarily assume all risks associated with my participation in Concordia University/NCAA-sanctioned athletics. _____ (initial)
2. Accept that Concordia University and its personnel are not to be held responsible for any pre-existing medical condition(s) that I may have. _____ (initial)
3. Understand that passing the pre-participation exam does not necessarily mean that I am physically qualified to participate in Intercollegiate Athletics at Concordia University, but only that the evaluator did not find a medical reason to disqualify me at the time of the pre-participation exam. _____ (initial)
4. Understand that I must refrain from practice while injured or ill, whether or not receiving medical care. When under medical care I may not return to participation until I have been given permission, based on independent exercise of professional judgment, by the Certified Athletic Trainers, Team Physician(s) and/or his/her designated representative after review of my condition and fitness for the rigors of my sport. This may occur during or at the conclusion of medical treatment(s). _____ (initial)
5. Understand and agree that if I experience an injury / illness or change in my health status it is my responsibility to inform my Head Coach and the Athletic Training Staff, and to adhere to the established injury management guidelines which include total rehabilitation and reassessments before I am released to return to full participation. _____ (initial)
6. Understand that I must wear the proper equipment as dictated by the rules of the sport. I may also have to wear padding or braces as indicated by the Athletic Training Staff or medical personnel. Failure to do so may put me at risk for further injury. _____ (initial)

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREE TO THE ABOVE STATEMENTS

Signature

Date

Name (please print)

Sport(s)

Parent / Guardian
(if athlete is under 18 years old)

Signature Date

APPENDIX C

STUDENT-ATHLETE BEHAVIOR DISCLOSURE STATEMENT

To be completed each year for the most recent 12 months by all CONTINUING Student-Athletes

Name _____ Sport _____

Campus Residence Address _____

Campus Phone Number _____ Year in School _____ Frosh/Soph/Jr/Sen/5th _____

Year of athletics eligibility 1st/2nd/3rd/4th _____ Date of first enrollment at Concordia _____

Are you receiving athletically related financial aid? Yes _____ No _____

Please answer the following questions truthfully and completely. Failure to fully disclose this information may render you subject to disciplinary action. This information will remain confidential to the extent required and permitted by law.

1. Have you ever been charged with or convicted of a legal misdemeanor or felony within the past 12 months (traffic infractions are excluded; traffic crimes must be disclosed)?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
2. Have you, within the past 12 months, had a juvenile disposition wherein you were found to have committed an act which would constitute a misdemeanor or felony if committed by an adult?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
3. Have you been charged within the past 12 months with a violation of, or been found to have violated, any provisions of the CU Student Code of Conduct contained in the CU Student-Handbook?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
4. I understand that by signing below, I grant consent to Concordia University to release information regarding any behavioral or other policy violation complaints and the results of any hearings regarding myself to personnel of the Athletics Department with a need to know as determined by CU. The purpose of the disclosure is to provide a method for compliance with the Student-Athlete Code of Conduct.
5. By my signature below I affirm that I have truthfully disclosed all pertinent facts regarding my criminal record and any CU policy violation complaints, as requested above. In addition I affirm that my coach has provided me with a written copy of team rules and I was present at the meeting when the rules which included the requirements of the Student-Athlete Code of Conduct, were discussed.

Signature

Date

APPENDIX D

STUDENT-ATHLETE BEHAVIOR DISCLOSURE STATEMENT

To be completed annually by all NEW Student-Athletes

Name _____ Sport _____

Campus Residence Address _____

Campus Phone Number _____ Year in School _____ Frosh/Soph/Jr/Sen/5th _____

Year of athletics eligibility 1st/2nd/3rd/4th _____ Date of first enrollment at Concordia _____

Are you receiving athletically related financial aid? Yes _____ No _____

Please answer the following questions truthfully and completely. Failure to fully disclose this information may render you subject to disciplinary action. This information will remain confidential to the extent required and permitted by law.

1. Have you ever been charged with or convicted of a legal misdemeanor or felony whether as a juvenile or as an adult (traffic infractions are excluded; traffic crimes must be disclosed)?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
2. Have you ever had a juvenile disposition wherein you were found to have committed an act which would constitute a misdemeanor or felony if committed by an adult?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
3. Have you ever been charged with a violation of, or been found to have violated any provisions of the CU Student Code of Conduct contained in the CU Student-Handbook?
_____ Yes _____ No If yes, describe in detail (when, where, what charge and penalty).
4. I understand that by signing below, I grant consent to Concordia University to release information regarding any behavioral or other policy violation complaints and the results of any hearings regarding myself to personnel of the Athletics Department with a need to know as determined by CU. The purpose of the disclosure is to provide a method for compliance with the Student-Athlete Code of Conduct.
5. By my signature below I affirm that I have truthfully disclosed all pertinent facts regarding my criminal record and any CU policy violation complaints, as requested above. In addition I affirm that my coach has provided me with a written copy of team rules and I was present at the meeting when the rules which included the requirements of the Student-Athlete Code of Conduct, were discussed.

Signature

Date

APPENDIX E

Concordia University Athletics Department

Study Table Petition Request

STUDY TABLE PETITION PROCESS

When a student-athlete who is not in his or her first semester of attendance wishes to be excused from Study Table, he or she may submit a petition to be excused from Study Table. Below is the process for submitting a petition:

1. The student-athlete is to submit a written appeal to the Study Table Petition Committee by the **2nd Friday of Study Table**. Petitions will not be accepted after this point.
2. The student-athlete must have approval from the Head Coach to submit the petition. **Petitions will only be accepted with a Head Coach's signature.**
3. Petition requests are to be submitted either in person (Gym 017) or via e-mail to Amy Dames Smith, Asst. AD for Compliance & Academic Support/SWA adames@cu-portland.edu.
4. The Study Table Petition Committee will review the information presented by the student-athlete.
5. After hearing all information, the Study Table Petition Committee will render a decision, which will be final.
6. The student-athlete and the student-athlete's Head Coach will be notified of the committee's decision via e-mail from Amy Dames Smith, Asst. AD for Compliance & Academic Support/SWA.

APPENDIX F

ALTERNATE ITINERARY – TRAVEL POLICY

The University Athletics Department makes all travel arrangements for Student-Athletes representing the University in intercollegiate competition. As a general rule, all Student-Athletes are required to travel with their team, as a group. Under these circumstances, the University assumes the responsibility for providing safe and reasonable means of transportation and accommodation. In limited situations, Student-Athletes may be granted permission to travel outside the team. Generally, the University will not provide per diem or lodging for any period of time when the Student-Athlete is separated from the group; nor will it be responsible for making changes to transportation previously arranged. (A noted exception is when travel plans are changed for academic reasons.) In order to travel outside the team, all of the following must occur:

- 1) The Student-Athlete must obtain prior written permission of the Head Coach, which acknowledges the Student-Athlete's alternate itinerary.
- 2) Alternate travel plans may not violate any applicable NCAA, Great Northwest Athletic Conference or Concordia University rules.
- 3) Before separating from the group, the Student-Athlete must furnish the Head Coach, or other Athletics Department Administrator, with the written consent of the Student-Athlete's parent or guardian to the alternate travel itinerary.
- 4) The Student-Athlete and his/her parent or guardian must release the University from responsibility of, and the expenses of, any travel arrangements beyond those made by the Athletics Department.

Student-Athlete: _____ (Print legibly)

Head Coach: _____ (Print legibly)

Parent or Guardian: _____ (Print legibly)

Team Itinerary: _____

Alternate Itinerary: _____

If granted permission to travel on the proposed alternate itinerary, I release the University from responsibility for, and expenses of, any travel arrangements and/or accommodations beyond those made by the Athletics Department.

Signed by: _____ Dated: _____

Student-Athlete

I consent to the above-named Student-Athlete traveling on the proposed alternate itinerary subject to the consent of his/her parent or guardian and their assumption of responsibility for arrangements and expenses beyond those provided by the Athletics Department.

Signed by: _____ Dated: _____

Head Coach

I consent to my son/daughter traveling on the proposed alternate itinerary and release the University from responsibility for, and the expenses of, any travel arrangements beyond those made by the Athletics Department.

Signed by: _____ Dated: _____

Parent or Guardian