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# **MISSION STATEMENT MOUNT MARTY COLLEGE**

MOUNT MARTY COLLEGE, an academic community in the Catholic Benedictine liberal arts tradition, prepares students for a contemporary world of work, service to the human community, and personal growth.

## **ATHLETIC DEPARTMENT MISSION STATEMENT**

Mount Marty College Athletic Department, in accordance with the mission of the college, seeks to provide all students a variety of experiences which will promote and exemplify excellence in sportsmanship and athletic performance, enhance their education, prepare them for service to the human community, and provide a unique view of the college.

The Athletic Department strives to provide the following services to the student-athlete:

- Enhance their education and educational opportunities.
- Develop character building.
- Positive and enjoyable experience.
- Appreciate giving back to the community through service.

The Athletic Department strives to provide the following services to the college:

- Assist in the recruitment of new students.
- Assist in the fund raising efforts of the college.
- Assist in the visibility and public relations efforts of the college.

# PHILOSOPHY

The following statements provide a basis for our athletic program at the institutional and national level.

## PHILOSOPHY STATEMENT MOUNT MARTY COLLEGE

MOUNT MARTY COLLEGE'S philosophy is based on the tradition of the Benedictine Sisters of Sacred Heart Monastery, Yankton, South Dakota. Central to this gospel-based tradition are four core values: awareness of God, community, hospitality, and life-long learning.

## PHILOSOPHY STATEMENT NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

To achieve its purpose, the NAIA pursues the following goals for students.

- I. The student, as a central focus of intercollegiate athletics, shall:
  - a. accept the responsibility to become an effective contributing member of society;
  - b. perform as a positive role model on the campus and in the wider community;
  - c. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and
  - d. maintain eligibility for participation in every athletic contest.

## CODE OF ETHICS

1. **BASIC PRINCIPLES:** In becoming a member of the athletic community, whether as an institution, a member of a coaching staff, or as an individual, certain obligations and responsibilities are assumed in relation to competitors as institutions, teams, coaches, and student bodies. These relationships are paramount in establishing and holding the kind of friendships which count most in our estimation of athletics in society today.

The essential elements in the NAIA Code of Ethics today are honesty and integrity. Athletes whose conduct reflects these two characteristics will bring credit to the field of athletics and to themselves. It is only through such conduct that athletics can earn and maintain a rightful place in our educational program and make a full contribution to our way of life.

## **EXPECTATIONS OF STUDENT-ATHLETES**

**Athletes are role models and must understand and believe in this principal. At Mount Marty College, we want our athletes to be excellent Christian role models. Athletes should take this in account in all actions they take.**

### **PROFANITY GUIDELINES:**

Student-athletes of Mount Marty College are expected to perform as Christian role models. For this reason, student-athletes are strongly urged to refrain from using profanity and using inappropriate comments. Consistent and extreme disregard of this will result in disciplinary action.

### **SEXUAL HARASSMENT:**

All members of the college community, faculty, staff, and students, are under the guidelines of the schools policy, which in essence, states that verbal or physical conduct of a sexual nature, requests or pressure for sexual favors that may have an effect on the student's scholarship, competitive opportunities or employment, or displaying sexually suggestive pictures or objects are strictly prohibited. Violation should be reported immediately. See the Student Handbook for the procedure.

### **HAZING:**

Hazing, on or off-campus will not be tolerated. Disciplinary action will result. Hazing is defined as a willful act, occurring on or off campus, directed against a player or perspective member of an intercollegiate athletic team that recklessly endangers the mental or physical health or safety of the athlete for the purpose of initiation or admission into or continued membership on any such team.

### **FACEBOOK OR SIMILAR SITES:**

Inappropriate language or photos on Facebook or any similar internet site may result in disciplinary action.

### **CLASS ATTENDANCE POLICY:**

The Mount Marty College Athletic Department expects its athletes to attend all classes, field trips, or other class events. We expect our athletes to not only attend class but be active participants in class discussions and finish to the best of their ability all work assignments. There will be times that an athlete will have to miss a class or class event, but the athletic department will try to limit the number of times this will happen.

- Student-athletes will not miss classes for athletic practice or events during non-traditional sport seasons.
- Student athletes will not miss classes for an athletic practice at any part of the season.
- Student-athletes that need to miss a class or classes due to an event need to make arrangements with the instructor.
- Student-athletes will not miss consecutive class periods for regularly scheduled events unless there are extenuating circumstances.

### **PLAYING TIME:**

The Head Coach determines who is playing and how much. There are a lot of factors that determine how much, when, and where an athlete plays. An athlete must understand that the Head Coach is making decisions, in his/her professional judgment, where an athlete should be playing and in what position and when in the event.

### **LETTER AND OTHER AWARDS:**

Each Head Coach determines the criteria and selection procedure for letter awards and any other type of awards, whether end of the year, monthly, weekly or daily.

## **TRAINING RULES:**

Each sport may have a training policy in addition to the Code of Conduct. The training rules will not be of lesser consequence than the Code of Conduct.

Examples that may be included in the sport training rules may include, but are not limited to:

- Practice rules
- Traveling to and from practice or events
- Missed and/or late for practice
- Dress and appearance –practice, event, class, other
- Other sanctions for alcohol/tobacco violations

Work with your coach with any problems and especially with a violation of Mount Marty policy. (See Code of Conduct) If there is an incident or any violation of the schools or the sports discipline policy, or any legal trouble with any athlete, notify your coach immediately.

Every athlete must be given a copy of the Mount Marty College substance abuse policy and sport regulations if applicable before they compete in their first event.

## **GOOD STANDING:**

Student-athletes should remain in good standing with the Business Office (fines, overdue accounts), Student Health Services (immunization, health forms), and Student Life Offices (disciplinary actions). Failure could result in suspension from the team.

## **TRAVELING RULES**

*Drivers* – Only drivers pre-approved by the college may drive school vehicles, including students. Do not drive a school vehicle unless authorized to do so, or in the case of an emergency.

*Team Travel* - It is strongly advised that all athletes travel to and from a contest with the team. Exception would be with immediate family, or unusual circumstances that the coach deems appropriate. When this is to be allowed, it is strongly recommended that the athlete fill out and have a travel waiver form signed 48 hours before departure.

*Itinerary* – coaches should have one available to the athletes traveling. This should include approximate times, places staying, phone numbers where members can be reached, and people traveling. E-mail is useful for this.

## **WEIGHT ROOM:**

The weight room should be supervised by a coach or responsible person assigned by the coach, or work study student assigned by the supervisor of the weight room. Student-athletes should not be using the weight room for actual lifting exercises without this supervision. Do not ask another coach or staff person to open the door to the weight room for your workout, as they will not be able to unless they stay in the room with you. Please work through your coaching staff or during normal open hours.

## **FUND RAISING:**

Each sport is responsible for raising funds that may be used to enhance areas of the athletic department. Goals will be set by your coach. Student-athletes may be required to do fund raising work or projects by the head coach.

Other fund raising projects may be carried out by a specific sport for specific purposes, e.g. trip, uniform, equipment. All fund raising projects and gifts must be pre-approved and authorized by the Lancer Club Coordinator and the Athletic Director. Do not attempt a project or try to secure a gift without this prior authorization. Each sport has a project account in which deposits can be made. This money can be used to help support the program. Some examples would be to make a major trip and uniform or equipment purchase.

## **COMMUNITY SERVICE PROJECT:**

Each student-athlete and team will be involved in a community service project during the academic year. Serving is part of the mission of the NAIA, Mount Marty College, and the MMC Athletic Department.

# DEPARTMENT OF ATHLETICS

## CONDUCT CODE

Revised Spring 2009

### PHILOSOPHY STATEMENT

The philosophy of the athletic department is based on the mission statement of Mount Marty College. It is from this perspective we address the conduct of our student-athletes to insure the safety and health of all our athletes and help them remain productive members of the community.

### PURPOSE

- To educate the student athlete as to the potentially adverse effects of the substance abuse.
- To educate the student athlete as to legal ramifications of being charged or convicted of any type of drug/alcohol offense, including hosting and/or supplying any substances to another illegally.
- To bring to the attention of the athletes the names of professional resources available for counseling and rehabilitation for substance use/abuse.
- To deter the misuse/abuse of legal or illegal substances that creates a threat to the safety and health of athletes.
- To attempt to identify misusers/abusers of legally or illegally obtained drugs.
- To identify, deter, and correct behavior that is considered dangerous and/or illegal
- To help the student athlete obtain their degree, receive the most out of their college experience, and better the student athlete for a productive life in the global community.
- To create an environment in which all athletes are committed to the true spirit of competition.
- To follow the guidelines established by NAIA.

### NAIA CHAMPIONS OF CHARACTER

The Mount Marty College Athletics Department is a charter member of this initiative. There are five “core character values” that are endorsed by Mount Marty College Athletics.

**Respect:** Self, opponents, visitors, officials and all other associated with the game, and respect for the game itself. Respect is treating all to the highest standards of conduct – the “Golden Rule”

**Responsibility:** Being accountable for your actions in all areas of your life.

**Integrity:** Your word is good - you stand by it.

**Servant Leadership:** Serve others while striving to be a personal and team leader.

**Sportsmanship:** Holding self to the highest standards of fairplay.

### LANCER ALCOHOL/TOBACCO POLICY

**Student athletes at Mount Marty College may not use alcohol or tobacco while representing their team. Violations will result in a minimum 1 game suspension.**

**Violations during the athletes traditional sport season policy: (defined as from the first day of official practice until the last event of that season)**

Student athletes at Mount Marty College who are charged with an alcohol use violation, whether on campus (dorm or student-life related offense) or off-campus (local, state, federal statutes), will be suspended from the next event in their sport. Dual sport athletes will be suspended from their next event, not the next event in both sports. Possession violations in which consumption was not involved do not fall under this part of the policy.

**Violations outside the traditional sport season, or non-consumption alcohol or tobacco policy:**

- Student athletes at Mount Marty College who violate the college alcohol possession (not consumption) policy during their competitive sport season.
- Student athletes at Mount Marty College who violate the college alcohol (any part) policy outside of their competitive sport season.
- Student athletes who are charged or convicted of local, state, and/or federal statutes during the traditional academic year not during their competitive sport season.

Will be subject to athletic department sanctions as well as those imposed by the college and the courts.

Violating this will cause the student to face the following sanctions:

- Participation and satisfactory completion of disciplinary work service that may include clean up of Cimpl Arena after an event or field maintenance.

**Other appropriate courses of action may include:**

- Successful completion of alcohol/drug education/assessment class
- Suspension from team
- Reduction or loss of athletic award

- Dismissal from team

### **LANCER ILLICIT DRUG/FELONY POLICY**

Student athletes at Mount Marty College charged (local, state, federal statutes) with an illicit drug offense, or felony, will face the following sanctions. Neither the Athletic Department, nor Mount Marty College, is prejudging the situation; rather an action is taken place in order to protect the student athlete and the intercollegiate athletics program.

- A student athlete charged with an illicit drug or felony offense will be suspended from the team immediately and will stay suspended until the case is settled in the courts. The student-athlete and the coach will be notified by a letter from the athletic director.
  - An athlete who is suspended will not be allowed to practice or compete, but does not lose his or her athletic award until the case is decided by the courts. The athlete may still use the weight room and athletic facilities.
  - An athlete may appeal the suspension within 72 hours of receiving the letter. The appeal will be reviewed by the head coaches of the athletic staff and the Faculty Athletic Representative.
- The student athlete charged will be dismissed from the team if convicted of illicit drug offense, or felony, for the rest of the year or until all judgments/sanctions or fulfilled to the satisfaction of the courts. The Head Coach of the sport will also need to give approval before a former athlete will be allowed to try out or be admitted to the team.

### **LANCER NAIA BANNED SUBSTANCE USE POLICY**

Student athletes will not use substances banned by the NAIA. The NAIA follows the guidelines of the NCAA. Use of such substances may result in immediate suspension from the team.

### **LANCER DRUG TESTING POLICY**

Mount Marty College reserves the right to do random or suspicion based drug testing to individuals. Any drug testing not mandated by the courts will be ordered by the Athletic Director. The test/s will be administered by the Yankton Medical Clinic or Avera Sacred Heart Hospital. Results will be given to the Athletic Director, Athletic Trainer (performance enhancement category), Head Coach, and the Vice President of Student Life. The Department of Student Life may take actions against any violations of the college code. If a test is found positive the student athlete will be required to reimburse Mount Marty for the cost of the drug test and/or any additional costs associated with disciplinary action.

### **LANCER GAMBLING/AGENT POLICY**

Student athletes at Mount Marty College will not gamble on any Mount Marty College event, nor will any student athlete ever contact an agent to represent themselves for future participation. Violating this may cause the student to face the following sanctions:

- Loss of eligibility
- Dismissal from the team

### **LANCER ACADEMIC AND BEHAVIOR STANDARDS POLICY**

Student athletes at Mount Marty College are expected to attend all classes when not excused.

Student athletes at Mount Marty College are expected to participate in class discussions, field trips, and other areas related to the class.

Student athletes at Mount Marty College are expected follow the guidelines of the “Champions of Character” and the Letter of Intent.

Student athletes at Mount Marty College will be involved in a community service project.

Student athletes at Mount Marty College will not participate in any type of hazing.

Student athletes at Mount Marty College will not have inappropriate messages/photos on facebook or similar internet sites.

Violating this may cause the student to face the following sanctions:

- Participation and satisfactory completion of disciplinary work service that may include clean up of Cimpl Arena after an event or field maintenance.
- Suspension from team
- Reduction or loss of athletic award
- Dismissal from team

### **ACKNOWLEDGEMENT OF UNDERSTANDING**

By signing this form, the student athlete understands all parts of the “Code of Conduct” and agrees to abide by the statements included. Signing this form also acknowledges that the student athlete knows where to access this document – on the Mount Marty College WEB site, or receiving a copy from any Head Coach or Athletic Director.

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Student-Athlete Signature

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Date

## **MISCELLANEOUS INFORMATION**

### **SUSPENSION, DISMISSALS FROM A TEAM**

A coach is responsible for the management of his/her team. With this in mind, a coach may deem it necessary to suspend or dismiss an athlete from a team. An athlete may file a grievance, but a coach has the right to suspend an athlete from an event or practice effective before the athlete files a grievance.

**Participation in athletics is not a right – the coach must make decisions that are best for the team and that may mean that certain potential athletes will not be invited to be part of the team.**

### **STUDENT-ATHLETE GRIEVANCE PROCEDURE (except sexual harassment complaints)**

The following procedure should be followed to help a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner. Sexual harassment charges should be filed with the Office of Student Life. The procedure is in the student handbook.

1. The student should meet with the staff member with whom he/she has a grievance.
2. If the grievance is not solved, the student should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director's office will then set up an appointment between the student-athlete, the Athletic Director, and a Head Coach at Mount Marty of the students choosing.
3. After the first meeting between the student-athlete, the AD, and Head Coach, a second meeting may be called to include the person against whom the grievance has been filed.
4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the President. The President will respond and may subsequently call a meeting between any or all of the aforementioned parties.

### **ELIGIBILITY**

Athletes are responsible for maintaining their eligibility. As stated in the athletic grant contract, a student-athlete that loses his/her eligibility may also lose their athletic grant.

Never drop a class without first notifying the Head Coach and the FAR. Dropping a class could result in a student-athlete becoming immediately ineligible.

Any athlete that is playing his first season since transferring must see the FAR about filling out a transfer form.

In addition to the NAIA eligibility rules, rule 2 of the NAIA states athletes must be in good standing. In addition, conference rules for the GPAC state a freshman must maintain a 1.5 GPA and a third term student-athlete a 1.75 GPA to maintain eligibility.

Periodically during the semester, the Athletic Department will receive the deficiency list from the Registrar's Office. Coaches will be checking the list for potential problems and work with the athlete to correct or lessen the problem. Coaches may communicate with professors regarding individual students.

Student-athletes must have two of the following three criteria to be eligible as a freshman:

- 1) 18 ACT
- 2) 2.0 cumulative GPA
- 3) Upper half of class

A student must be enrolled in 12 hours to remain eligible

A student must have passed 24 hours in the past two terms to remain eligible.

Repeated classes do not count toward the 24 hour rule.

A student must be making progress toward a degree to remain eligible.

There are many other factors involved. Questions should be directed to the FAR, or talk to your coach about questions.

### **RELEASES TO BE SIGNED:**

Every athlete should sign a MMC Academic Release form. This form states that the athletic department may have access to a student's grade for the purpose of positive relations, e.g. NAIA Scholar-Athlete All-American. This form also allows the student-life office to release to the athletic department information about violations of school policy. Student-athletes that will be competing for Mount Marty College must also sign a Certificate of Clearance form, this form is used for determining eligibility.

Student-athletes also need to sign a medical release form to allow treatment for injuries, a medical consent form that allows a physician to provide the MMC athletic trainer information necessary for treatment, and the shared responsibility for sports safety (all in one document).

Student-athletes will be asked to sign that they have read, understand, and know how to access this Mount Marty College Student-Athlete Handbook. Signing this form will acknowledge that the student will do their best to live by the NAIA's "Champions of Character", which is part of Mount Marty College's student-athletes "Code of Conduct".

### **INSURANCE - PHYSICALS - INJURIES**

Athletes need to understand that there is an inherent risk in participating in athletics and that they share in this responsibility with the college. This may result in serious and possibly permanent injury and even death.

Mount Marty College athletes are required to have their own insurance to cover injuries as a result of participation in practice and/or competition in intercollegiate athletics. Proof of insurance must be on file with the Athletic Trainer before an athlete is allowed to participate in practice and/or competition. The Athletic Department has a \$3000 deductible insurance policy that may cover expenses not paid for by the athlete's primary carrier. This covers only trauma injuries (not overuse injuries). Also, the injury must have incurred during an organized practice/competition during the season. A student is responsible for working with the trainer in filing a claim for insurance.

The Athletic Department is not responsible for injuries incurred due to athletic participation.

All athletes must have a physical form on file with Athletics Trainer before their first practice. The expense of the physical may be the responsibility of the athlete. The athlete must also complete a Medical History form and update this each year.

An Injury Report must be filled out whenever an injury occurs. This must be filed with the Athletic Trainer. Students should not see a physician for an athletic injury without first consulting the Athletic Trainer, except in extreme circumstances.

Students should work with the Athletic Trainer for treatment and rehab work. Generally, the best time for this is in the am hours. The trainer will arrange for the team doctor to visit the campus for consultation when necessary.

### **CONFIDENTIALITY OF STUDENT RECORDS:**

The college is responsible for maintaining and protecting the confidentiality of student records and is prohibited from releasing much information to third parties without the student's written consent.

### **DUAL SPORT ATHLETES:**

A student-athlete that wishes to try a second or third sport after all ready attending classes at Mount Marty College will need to get permission from the coaches of the sport/s that s/he is currently participating in before starting the additional sport. A student-athlete that does get permission to be involved in another sport will have to be considered a walk-on the first year (no athletic award money for the additional sport). After the first year, an award may be awarded for the additional sport, but there is a possibility that the current sport/s award package could be reduced. This is not meant to be a punishment, but a reality that college athletics are often involved, in one way or another, for most of the year, thus participating in additional sports may impact the team.

## **ATHLETIC AWARDS**

The athletes must meet the requirements stated on the Athletic Letter of Intent. Exceptions to any of these must be approved by a Financial Aid Committee. You will need to submit to the Financial Aid Committee an appeal if any part of the Letter of Intent cannot be followed. One of these exceptions would be a request to live off-campus.

### **Off Campus Housing:**

An athlete that choose to live off campus will have his/her athlete athletic award (as well as other MMC Grants that could be up to 100%) reduced by 26%.

Athletes choosing to live off-campus are required to fill out and sign liability forms from the Student Life Office.

### **Amounts:**

The amount of the award is determined by the Head Coach, but also must be approved by the Athletic Director and the Director of Financial Aid. The amount will be determined annually and will be part of your award letter. By accepting the award, you have indicated your desire to participate in the sport and not fulfilling this obligation will result in loss of that part of the award.

### **Duration:**

All athletic awards are determined annually. There are no other guarantees, either implied or written. In addition, the award may be reduced or terminated with just cause, as spelled out in the Letter of Intent. The Letter of Intent is binding for as long as you are an athlete at Mount Marty College. The amount of your athletic award will be stated on your official award letter from the Financial Aid office each year.

### **Appeal of Loss or Reduction of Award:**

A student-athlete may file an appeal to the Financial Aid Committee for the loss of athletic award money. Submit an appeal in writing to the Director of Financial Aid.

## Athletic Department Letter of Intent



**To:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

Congratulations on your decision to be part of the Mount Marty College Athletic Department tradition of excellence on and off the court. This document serves as Mount Marty's commitment to do all that is reasonable to provide you with a quality experience and your commitment to the college to be a part of this excellence. This form must be signed and on file for a student-athlete to be eligible to participate in athletics at Mount Marty. There are expectations of participants in athletics at Mount Marty and these expectations include, but are not necessarily limited to:

1. You must remain eligible according to the academic standards of the college and the athletic organizations in which Mount Marty holds membership.
2. You are expected to attend all of your classes and assignments missed because of athletic travel must be completed in advance, or to the satisfaction of the instructor.
3. You are expected to conduct yourself on and off campus in a manner which is in accordance with the college and the coach's philosophy and within their guidelines and which will bring credit to you, the team and the college.
4. Your personal appearance is to be maintained as determined by the College's Athletic Department guidelines.
5. Your understanding and compliance with the Student-Athlete Handbook is assumed (a copy is on the MMC Web site).

If you are receiving athletic award money, please note the following:

- The amount of the award is automatically deducted from your college expenses.
- Scholarship Athletes must adhere to Mount Marty College campus residence policy.
- You must participate during the entire season of the sport(s) in order to retain the award. Disabling injuries, which originate during participation in athletics at Mount Marty College, or other extenuating circumstances, may be exceptions to this guideline.
- Failure to comply may result in a readjustment or termination of your award at any time during the school year. Should this happen, you will become liable for repayment of all or part of the award. If this is necessary:
  - The Director of Financial Assistance in consultation with the Athletic Director will determine what action and adjustments, if any, will be made to the student's Athletic Award. The student will be notified in writing.
  - The student has an opportunity to appeal (details in the Student-Athlete Handbook).
- Athletic awards are determined annually. The Director of Financial Assistance must approve the awarding of all athletic awards. The amount of the award will appear annually on the financial aid award letter.

**I certify that I have read all terms and conditions included in this document. I fully understand, accept, and agree to be bound by them.**

