

MARIAN UNIVERSITY

Indianapolis

STUDENT-ATHLETE HANDBOOK



2011 – 2012

MARIAN UNIVERSITY STUDENT-ATHLETE HANDBOOK



NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE _____

E-MAIL _____

Marian University Athletic Department Contact Information

Name	Title	Office	Email
John Grimes (Interim)	Director of Athletics	317-955-6118	jgrimes@marian.edu
Tamara Ammons-Jones	Dance Team Coach	317-955-6787	tammons-jones@marian.edu
Todd Bacon	Academic Coordinator Women's Basketball Assistant Baseball	317-955-6119	tbacon@marian.edu
Brett Cope	Women's Golf	317-955-6116	bcope@marian.edu
Richard El	Assistant Football	317-955-6760	rel115@marian.edu
Dan Findley	Volleyball	317-955-6165	dfindley@marian.edu
Scott Fleming	Intramural Chair Softball Assistant Men's Basketball	317-955-6106	sfleming@marian.edu
Chad Gabbard	Head Athletic Trainer	317-955-6173	cgabbard@marian.edu
John Grimes	Men's Basketball	317-955-6118	jgrimes@marian.edu
Kurt Guldner	Baseball Women's Soccer	317-955-6310	guldner@marian.edu
Bryan Hamrock	Assistant Football Coach	317-955-6307	bhamrock@marian.edu
Chad Hardin	Bowling Men's Soccer	317-955-6117	chardin@marian.edu
Ted Karras	Head Football Coach	317-955-6772	tkarras@marian.edu
John Locke	Assistant Athletic Trainer	317-955-6122	jlocke@marian.edu
Cassie Mackell	Administrative Assistant Women's Tennis	317-955-6123	cmackell@marian.edu
Steve Mackell	Men's Tennis	317-955-6251	smackell@marian.edu
Martin Mathis	Assistant Head Football	317-955-6771	mmathis@marian.edu
Jeff McClure	Faculty Athletic Rep.	317-955-6012	jmclure@marian.edu
Dean Peterson	Cycling	317-955-6340	dpeterson@marian.edu
Dave Roberts	Cross Country Track & Field	317-955-6585	droberts@marian.edu
John Shelton	Men's Golf	317-955-6252	jshelton@marian.edu
Adam Sherman	Assistant Football Coach Assistant Track & Field	317-955-6124	asherman@marian.edu
Dr. Geoff Sherman	Sports Information Dir.	317-955-6125	gsherman@marian.edu
Jennifer Valley	Assistant Athletic Trainer	317-955-6122	jvalley@marian.edu
Kiley Watson	Cheerleading	317-955-6302	kwatson@marian.edu
Registrar Office		317-955-6575	
Learning and Counseling Center		317-955-6150	
Security Office		317-955-6789	
Campus Nurse		317-955-6154	

Beginning Dates for Marian University Sports Teams

Marian's Sports Teams.....Year Introduced

Men's Basketball	1954-1955
Baseball	1956
Bowling	2010
Men's Golf	1957
Men's Tennis	1958
Men's Cross Country	1960's, then back in 1985
Volleyball	1970's
Women's Basketball	1978
Women's Tennis	1986
Men's Track	1988
Softball	1990
Women's Cross Country	1991
Women's Track	1991
Men's Soccer	1992
Cycling	1992
Women's Soccer	1997
Women's Golf	2004
Football	2007

MARIAN UNIVERSITY

Indianapolis

Dear Student-Athlete,

Welcome back to our beautiful campus at Marian University! We are blessed to have this wonderful environment in which to learn, to grow, and to compete. Last year we finished second in the race for the Commissioner's Cup in the Mid-Central College Conference. That was our highest finish in the history of the school. Let's strive to be even better in 2011-12!

This is the second year that our Student-Athlete Handbook has been digital. Even though you will not have a hard copy to refer to, you may still use the handbook as a reference guide for your athletic and academic life at Marian. In our handbook you have answers to questions regarding eligibility issues, conduct expectations, resources available on campus, and contact information for coaches and administrators. Refer to the Student-Athlete Handbook throughout the year as questions arise concerning your experience at Marian.

Remember that your ultimate goal as a student-athlete at Marian University is to graduate with a meaningful degree. If we all do our jobs, we will win some games and maybe some championships along the way. But we must make choices that help us reach our ultimate goal: to earn an education. Use each day to help you reach that goal. Again we ask that this year you represent yourself, your team, and our university with class and style as you compete for Marian. Good luck and go Knights!

Enthusiastically yours,

John Grimes

Interim Director of Athletics

Mission Statement

The mission statement of the Marian University Athletic Department is to expand opportunities for student development beyond the academic program, while embodying Franciscan values and NAIA character core values. Athletic participation at Marian University promotes self-discipline, self-confidence, leadership, sportsmanship, fellowship, teamwork, and competition: qualities that transfer to lifelong success.

FRANCISCAN SPONSORSHIP VALUES

DIGNITY OF THE INDIVIDUAL

When St. Francis and Clare called men and women to be “brothers” and “sisters,” they modeled this challenge in their relationships, which were always marked by an unconditional respect for the other. An example of Francis’ great respect for the individual is his encounter with the leper whom he embraced despite a great aversion.

RESPONSIBLE STEWARDSHIP

Clare and St. Francis fostered a simple life style, emphasizing the empowerment of people and the thoughtful stewardship of all material resources. Both were committed to protecting the integrity of each person and the world’s environment. Because they viewed all of creation as a gift, Francis and Clare enjoyed earthly things as few other people have enjoyed them. They share a sense of great gratitude for God’s gifts, which was demonstrated in their unconditional dependence upon God’s providence, a trust for them a source of great joy.

PEACE AND JUSTICE

Both St. Francis and Clare were sensitive to human hurt and disruption and actively promoted healing and reconciliation. Their concerns ranged from interpersonal harmony in their respective communities to a just order and balance in society. Through their lives and their words to others, they proclaimed Gospel values and stood opposed to violence.

RECONCILIATION

Francis and Clare recognized that the fullest expression of God’s love is forgiveness and therefore it is essential that reconciliation be integral to all our lives. Of all the values, reconciliation is most distinctively Christian. Francis and Clare understood that forgiveness/ reconciliation does not forget or ignore pain, but allows for new possibilities, change, growth, and life.

2011-12 ACADEMIC CALENDAR

FALL SEMESTER CALENDAR

Registration.....	Aug. 18
Residence Halls open for upperclassmen	Aug. 21
Classes begin at 8 a.m.....	Aug. 22
Late registration.....	Aug. 22-26
Opening Mass	Aug. 24
Last day to add a course or change from/to audit.....	Aug. 26
Labor Day; university closed	Sept. 5
Close pass/fail option.....	Sept. 23
Spring and Summer 2011 incompletes due	Sept. 30
Feast of Saint Francis	Oct. 4
Mid-term date	Oct. 14
Mid-term recess; no classes.....	Oct. 15-18
Last day to withdraw from a class	Oct. 28
Advance registration for fall semester.....	Oct. 31-Nov.11
Holy day; Feast of All Saints	Nov. 1
Thanksgiving recess; no Wednesday classes	Nov. 23
Thanksgiving recess; university closed	Nov. 24-27
Senior comprehensive exam results due (Dec. 2011 grads)	Nov. 28
Mat 2011 graduate candidates; last day to file application.....	Dec. 1
Marian University patronal feast: Immaculate Conception.....	Dec. 8
Reading Day; no classes	Dec. 9
Final examinations	Dec. 12-16
Fall graduation date (no ceremony)	Dec. 31

SPRING SEMESTER CALENDAR

Registration.....	Jan. 5
Residence halls open	Jan. 8
Class Begins.....	Jan. 9
Late registration.....	Jan. 9-13
Last day to add course or change from/ to audit.....	Jan. 13
Martin Luther King Jr. Day: University closed	Jan. 17
Close of Pass/Fail option.....	Feb. 10
Ash Wednesday	Feb. 22
Mid-term date	March 2
Mid-term recess.....	March 3-11
Last day to withdraw from a class	March 16
Advance registration for fall semester.....	March 19-30
Holy Thursday: no evening classes (5:30 p.m. and later).....	April 5
Good Friday: University Closed.....	April 6
Senior comprehensive exam results due	April 16
Academic Honors Day; no classes.....	April 27
Final examinations.....	April 30 – May 4
Graduation.....	May 5



Code of Conduct

NAIA Champions of Character Statement

Core Values

The NAIA Champions of Character program has established five core values that go well beyond the playing field to the daily decisions of our youth. These character values help young people – and those associated with their development – make good choices in all aspects of their life and reflect the true spirit of competition.

Respect

Those associated with sport show respect by treating themselves, other persons, institutions and their sport according to the highest standards of conduct. It implies civilized and gracious behavior to players, coaches, fans and parents.

Responsibility

Athletes show responsibility by making academic progress toward graduation their top priority. They solve problems rather than make excuses, and are reliable team players. Students should be accountable for their actions and decisions, and coaches and administrators should maintain high standards of competence and conduct.

Integrity

For student competitors and their coaches, integrity means keeping commitments and conducting honest behavior. Coaches must subscribe to and practice the Coaches Code and Code of Ethics and student-athletes must know and understand the Champions of Character Student-Athlete Pledge.

Servant Leadership

This core value refers to putting the group first and becoming responsible for personal and group roles while performing at your best. Students demonstrating servant leadership have a primary purpose of serving others while striving to become a personal and team leader. The servant-leader provides a critical service to society and the great gift of good example.

Sportsmanship

The conduct of educational sports according to the highest standards is our expectation for sportsmanship. Administrators, coaches, students, fans and parents are expected to act correctly even when others do not, and demonstrate fairness and equity in all contests and relationships.

Champions of Character

Student-Athlete Pledge

Each game and practice I participate in will provide me with an opportunity to be a Champion of Character.

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

Respecting my opponent, the officials, my teammates, my coach, myself and the game; taking **responsibility** for my actions in all areas of my life; having the **integrity** to stand by my word; providing **servant leadership** where I serve others while striving to be a personal and team leader; and being an example of **sportsmanship** by holding myself to the highest standards of fair play.

Student-Athlete's Name _____

Institution _____

Sports Team _____

Student-Athlete's Signature _____ Date _____

Mid-Central College of Conference Coaches and Players Code of Ethics

In order that the overall objectives of the MCC Constitution be fostered, encouraged, and attained, the following code of ethics has been adopted:

1. It is the duty of coaches to be in control of their players at all times in order to prevent any unsportsmanlike act toward opponents, officials, or spectators.
2. Coaches are expected to comply wholeheartedly with the intent and spirit of the rules. The deliberate teaching of players to violate the rules is indefensible.
3. Coaches should teach their players to respect the dignity of the game, officials, opponents and the institutions which they represent.
4. Coaches should confine their discussion with game officials to the interpretations of the rules and not challenge officials' decisions involving judgment.
5. Whereas friendly banter between players is not to be prohibited: cursing, obscene language, malicious or personal remarks to opponents or spectators should not be tolerated at any time. Rather, the players should spend their energies toward encouraging their teammates to better efforts.
6. Coaches should emphasize the fact that their assistants, managers, and other bench personnel must confine their remarks to their own teammates and not "ride" the opposing players.
7. Coaches, themselves, should refrain from any personal action that might arouse players or spectators to unsportsmanlike behavior.
8. Coaches should expect from the officials a courteous and dignified attitude toward players and themselves.
9. Coaches should seek help from school administrators in controlling unruly students and spectators.
10. A coach or faculty member should be present at all MCC athletic events so that the highest standards of sportsmanship and conduct are maintained.



Marian University Athletic Behavioral Policies

Alcohol Policy

Marian University Athletic Department discourages the use of alcohol by its student athletes. To that end, any student-athlete found in violation of the Marian University Code of Student Rights and Responsibilities in regards to alcohol use, the following sanctions will be:

First offense – Results in a one game/contest suspension based upon his/her possession or consumption of alcoholic beverages or misrepresenting his/her involvement in an alcohol incident. Any student present in an alcohol incident, but not identified as responsible for consumption or possession, will be put on athletic probation for one calendar year and will be required to perform community service under the direction of the Director of Athletics.

Second offense – A 10% suspension of game/contests immediately upon notification to the coach. Any partial contests will be rounded up to the next whole game.

Third offense – Suspension for one full calendar year upon notification to the coach. In addition, any athlete suspended for one full year will have a second offense sanction carry over to their next year of competition.

Sanctions will be in effect for one calendar year of the most recent offense. Additional sanctions may be imposed by Marian University and the Director of Athletics at their discretion.

Tobacco-Free Campus Policy

Marian University is a tobacco free campus.

Information on smoking cessation programs is available in the Office of Human Resources and the Health and Wellness Center. The responsibility for carrying out this policy is placed upon all members of the University community. Each member of the community is responsible to inform visitors and guests of the policy and procedures. All community members and guests will be treated with dignity and respect, however persistent violators should be reported to Human Resources (faculty, staff or contractor) or the Dean of students (students). Violations of this policy will be evaluated as an employment performance issue for employees and as a student conduct issue for students. This policy went into effect on May 8, 2011.

Performance Enhancing Drug Policy

Marian University does not condone the use of performance enhancing drugs including steroid and any other substance that would give an athlete an unfair advantage. Any student violating this policy is subject to the regulations and penalties listed in the Code of Rights and Responsibilities.

Athletic Team Trip Policies

Marian University policies as written in the student handbook will apply to all Marian University road trips. Appropriate dress and conduct is expected as our behavior reflects on the entire Marian University community. Any conduct detrimental to the mission of the trip will be handled by the head coach of the sport participating, in consultation with the Athletic Director as needed.

Inappropriate Behavior

If a student-athlete is in violation of Marian University policies or if any inappropriate behavior comes to the attention of the Athletic Department, that student-athlete may receive sanctions from the University as delineated in the Code of Student Rights and Responsibilities. The student-athlete may appear before the Athletic Director who will decide whether additional sanctions may be warranted.

Drug and Controlled Substance Policy

Any student-athlete found in violation of the Marian University Student Code of Conduct in regards to drug use or possession, will receive the following sanction:

First offense – The student-athlete will not be allowed to participate in competition in his/her sport for one full season. If the violation occurs in the midst of a competitive season, he/she will not be allowed to compete in games/contests for one calendar year from the date that the Athletic Director is notified by the Office of the Dean of Students that a drug violation has occurred.

Second offense – The student-athlete will forfeit the opportunity to represent Marian University in intercollegiate competition at any future time.

Title IX

Marian University supports Title IX of the Education Amendments of 1972 which prohibits discrimination based on gender in educational programs which receive federal financial assistance. Athletics, recruitment, admissions, financial aid scholarships, course offerings and access, hiring and retention, and benefits and leave are all components of Title IX. Title IX also protects students and employees both male and female, from unlawful sexual harassment (unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also includes sexual violence (sexual assault, battery, or coercion; rape), in school programs and activities. Individuals with questions or concerns regarding monitoring of compliance or those who wish to file a complaint of non-compliance may contact the University's Title IX Coordinator: Ruth Rodgers, Student Affairs, at: rrodgers@marian.edu; 317-955-6318; Room 200 RLSC.

Information about the OCR (Office of Civil Rights) and Title IX compliance:
www.ed.gov/about/offices/list/ocr/index.html

Athletic Compliance and Eligibility

Marian University Eligibility Regulations

Freshman

1. You must, if an entering freshman, meet two of three entry level requirements:
 - A. Achieve a minimum score of 860 on the math and verbal sections combined on the SAT or 18 on the ACT. Test must be taken on a national testing date (residual tests are not acceptable.) Scores must be achieved on a single test.
 - B. Achieve a minimal overall high school grade point average of 2.000 on a 4.000 scale.
 - C. Graduate in the top half of your high school graduating class.
2. **You must be enrolled in a minimum of 12 institutionally-approved or required hours at the time of participation. Should participation take place between terms, you must have been identified with the institution the term immediately preceding the date of participation.**
3. You must, if a second-term freshman, have accumulated a minimum total of nine institutional or required credit hours before identification for the second term of attendance and maintain a 1.50 GPA on a 4.00 scale.
4. You may not count repeat courses previously passed in any term toward the 24 credit hour rule.

Second Season of Competition

1. You must be making normal progress toward a recognized baccalaureate degree and maintain the grade points required to remain a student in good standing as defined by the following:

Up to 17.999 credit hours	1.50 minimum cumulative GPA
18.000 – 34.999 credit hours	1.75 minimum cumulative GPA
35.000 – 51.999 credit hours	1.90 minimum cumulative GPA
52.000 or more credit hours	2.00 minimum cumulative GPA
2. You must have accumulated a minimum total of twenty-four (24) institutional or required credit hours the two immediately previous semester terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24/36 hour rule, provided that such credit is earned after one of the two immediately previous terms of attendance and only in certain instances toward the 12 hour enrollment rule.

- 3. You must be enrolled in a minimum of 12 institutionally-approved or required credit hours at the time of participation.**
4. You may not count repeat courses previously passed in any term toward the 24 credit-hour rule.

Third Season of Competition

1. You must, to participate the third season in a sport, have accumulated at least 48 semester credit hours, maintaining a 2.00 cumulative GPA on a 4.00 scale.
- 2. You must be enrolled in a minimum of 12 institutionally-approved or required credit hours at the time of participation.**
3. You may not count repeat courses previously passed in any term toward the 24 credit-hour rule.

Fourth Season of Competition

1. You must, to participate the fourth season in a sport, have accumulated at least 72 semester credit hours. These hours must include at least 48 semester hours in general education and/or your major field of study, while maintaining a 2.00 cumulative GPA on a 4.00 scale.
- 2. You must be enrolled in a minimum of 12 institutionally-approved or required credit hours at the time of participation.**
3. You may not count repeat courses previously passed in any term toward the 24 credit-hour rule.

Additional Eligibility Regulations

1. You must be eligible in your conference.
2. You must upon reaching junior academic status (52.00 credit hours) maintain a 2.00 GPA on a 4.00 scale.
3. You must be an amateur, as defined by the NAIA, in the sport (s) in which you participate.
4. You may not participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether as a freshman, junior varsity or varsity participant, or in any other athletic competition in which the institution, as such, is represented during a sport season.

Transfer Eligibility Requirements

1. You must, if a transfer student having ever participated in intercollegiate athletics at a four-year institution, reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at the transferred institution before becoming eligible for intercollegiate competition in any sport in which you participated while attending the previous four-year institution. Exceptions to this rule will be explained by the FAR.
2. You must, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition.

MCC Eligibility Requirements: Article XI of MCC Constitution

1. The National Association of Intercollegiate Athletics (NAIA) shall govern this conference for the purpose of eligibility.
2. The eligibility rules apply to junior varsity as well as varsity players.
3. Any student/athlete who transfers from a Mid-Central College Conference institution shall be declared ineligible for one academic year to participate at any other MCC school in any sport sponsored by the MCC. If the student completes a terminal degree program before transferring or stays out for school for one (1) academic year, the previous statement does not apply. If the transfer student is not an athlete, nor were they recruited as an athlete, then the above statement does not apply. The Athletic Director will be responsible to verify in writing, the student's current status and provide a release if deemed appropriate.

Role of the Faculty Athletic Representative (FAR)

Jeff McClure 955-6012 jmclure@marian.edu

The Faculty Athletic Representative (F.A.R.) position serves as a link between the academic and athletic components of our community. The responsibility of the F.A.R. is to certify all athletes for competition through the National Association of Intercollegiate Athletics (NAIA) and the Mid-Central College Conference (MCC). The F.A.R. is the primary source for any questions that arise concerning eligibility of incoming freshmen and/or transfer students.

****Before a student-athlete makes changes to their schedule he or she must consult with the head coach in consultation with the FAR for eligibility purpose. ****

Marian Athletic Department Class Attendance Policy

Marian University student-athletes are required to be in class unless participating in an athletic contest in their particular sport. Failure to follow the attendance policy established for student-athletes may result in (but not limited to): (a.) loss of athletic scholarship (b.) suspension/dismissal from the athletic program or (c.) sanctions imposed by the coaching staff in your individual sport.

Marian University Athletic Department Missed Class Form

In an effort to fully communicate with our faculty members regarding missed classes due to scheduled athletic events, the athletic department has developed this form to inform you of the instances when student-athletes will not be able to attend class. The coaches for each sport will provide a list of dates and times when their student-athletes will be absent from class. The student-athletes are to bring this form to you before their season begins and they are to inform you of any changes as they occur. They realize that they are responsible for any work they might miss because of their absences. We appreciate your cooperation and participation in this “shared responsibility” model.

SPORT: _____

COACH: _____

GAMES (Dates and Time to be released from class):

	<u>Date</u>	<u>Day of the Week</u>	<u>Time</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Academic Support Services

Role of the Academic Advisor

- Assisting students in developing decision-making skills.
- Assisting students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career considerations, and selection of courses.)
- Assisting students in their consideration of life goals by relating interests, skills abilities, and values to careers, the world of work, and the nature and purpose of higher education.
- Providing accurate information about institutional policies, procedures, resources, and programs.
- Making referrals to other institutional or community support services.
- Assisting students in evaluation or re-evaluation of progress toward established goals and educational plans.
- Providing information about students to the institution, colleges, and/or academic departments.
- Assisting students in self-understanding and self-acceptance (values clarification, understanding abilities, interests, and limitations.)

The primary responsibility for a student-athlete is maintaining eligibility and progressing towards graduation. The academic advisor, coach, and faculty athletic representative, and academic coordinator are there to guide the student-athlete in the process of moving towards graduation.

Role of the Academic Coordinator in the Athletic Department

Todd Bacon 955-6119 toddba@marian.edu

The Academic Coordinator will serve as the liaison between the athletic department and the faculty. He will serve as a resource for coaches and athletes in the areas of academic support services, scheduling conflicts, and monitoring the performance of student-athletes in the classroom. Regular grade checks will be done by the academic coordinator in consultation with the head coach. Special attention will be give to those students who are on academic probation to help them reach their academic potential.

Learning and Counseling Center located on the east end of Clare Hall

Marj Batic, MS - Director of Academic Support Services
Lynn Giles, MA – College Reading and Learning Strategies Instructor
Mary Anne Matelic – Administrative Assistant
Jen Neale – Tutor Coordinator

General Services include:

- Peer Tutoring Program
- Students with Disabilities – Academic Accommodations
- Resource Materials/Equipment
- General Academic Support: (Test Taking Skills, Study Skills, Time Management, Organizational Skills, Managing Test Anxiety)
- College Reading & Learning Strategies (COL 099) – 3 hour credit course that applies to graduation.
- Counseling Services: individual, group and educational options are available at no cost to students.
- Campus wide Academic Support Student Success Seminars
- Outreach programs in collaboration with other areas, such as Health Services, Career Services, etc.

Marian University Peer Tutoring

- We have tutors (these are students just like you) available for most classes.
- Sign up for a tutor by filling out a **“Tutor Request” form** at the Learning and Counseling Center.
- We will then provide you with a list of tutors who tutor in that class.
- You call that tutor on the list and find one whose schedule works with yours.
- You set up a time and place to meet and...you are off and running...
- Try not to wait until you have failed a test or two to get a tutor!!
- **If you feel you need help, GET HELP – ASAP!!!**
- “Proactive tutoring” is recommended for courses in which you feel you may need extra academic or moral support. In other words you can sign up for a tutor even if you are not having difficulty, but feel the added instruction would help.
- If you do well in a course (or courses) you may be recommended to become one of our Peer Tutors in the Peer Tutoring Program for future semesters!!!

Financial Aid Policies

Financial Assistance Schedule

Students interested in applying for financial aid at Marian University must complete the following steps:

1. New students must apply and be accepted for admission to the college.
2. File your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. List Marian University, Title IV School Code 001821, on your FAFSA.
3. Complete the **Marian University Financial Aid Application** and return it to the Financial Aid Office as soon as possible. You may obtain a copy of this application at www.marian.edu/quicklinks/financialaid/Marianforms.

These forms will determine eligibility for all federal and state aid. The FAFSA must be received before March 10th to ensure consideration for the Indiana State Grant programs. Students applying for Marian University aid only are not required to file the FAFSA. However, they are still strongly encouraged to file, if only to determine student loan eligibility. We will notify you if the federal government, through the verification process, requires you to send federal tax forms to our office.

Athletic Awards: Exceptions and Consequences

Student-Athletes who are receiving athletic-related aid are expected to fulfill all of the conditions stated on the athletic participation agreement and tender form which they have signed. If an athlete fails to abide by those stipulations, she/he may have their financial aid package adjusted accordingly. Those stipulations are as follows:

1. The student-athlete will maintain the minimum cumulative grade point average (GPA), as established in the Marian University catalog, under the Academic Progress, Probation, and Dismissal section.
2. The student-athlete will abide by the athletic policies as they are established by the individual coach and the athletic department, as detailed in the Student-Athlete Handbook.
3. Special attention shall be given to the NAIA's Champions of Character initiative – with emphasis upon respect, integrity, responsibility, servant leadership, and sportsmanship. The student-athlete's moral conduct will be such that he or she shall not be placed under disciplinary probation, as established by the Office of Student Life.

Failure to abide by the stipulations listed above may result in the revocation of athletic scholarship monies and dismissal from an athletic team.

Athletic Insurance

Explanation of Insurance

Medical expenses are a major concern for families. It especially becomes a concern when an athletic injury involves testing and surgery. Marian University carries a secondary, accidental policy through Student Athletic Protection, Inc. The purpose of this policy is to help reduce or eliminate out-of-pocket expenses due to accidental injuries incurred while participation as an athlete at Marian University. An accident is defined as an unexpected, sudden and definable event which is the direct cause of bodily injury, independent of any illness, prior injury, or congenital predisposition. Your participation in sport does not necessarily constitute an accident. Illness, disease, degenerative changes, conditions caused by continued stress to a body part, and existing conditions are NOT covered.

To be covered within the limits of the policy, medical treatment must begin within 60 days of the original injury and those services must be rendered within 52 weeks from the date of the original injury. The policy has a \$250 deductible, that is considered a disappearing deductible. If the medical bill is not more than \$250, then the deductible will have been deemed not to have been met. For any bills of more than \$250, in which the primary insurance pays only a portion, it will be the responsibility of the student and parents to meet the remainder of that \$250 deductible. For any bill in which the primary insurance pays an excess of \$250, the deductible has been met.

MARIAN UNIVERSITY WILL NOT PAY ANY MEDICAL EXPENSES FOR STUDENT-ATHLETES. Student Athletic Protection, Inc is the secondary insurance carrier.

In order to have the Student Athletic Protection, Inc consider medical expenses to be paid, the insurance procedures are:

1. Have the injury in question evaluated by the Marian University Athletic Training staff as soon as possible.
2. Through the athletic training staff, make arrangements to obtain a physician's appointment. This can be through your medical physician or through the physician provided by Marian University. It is important to note, any physician you see MUST be a part of your primary insurance plan. Failure to do so may result in non-paid medical expenses by both the primary and secondary insurance. When in doubt, check with your parents prior to making any appointment with a physician.
3. Obtain a medical insurance form from the athletic training staff and have it filled out and signed by both you and one of your parents.

4. Once bills are sent to you, they should first be sent to your primary insurance carrier. Once your primary insurance has paid their portion you will receive a bill noting any remaining balance. Bring those immediately to the athletic training staff who will have those submitted for payment to Student Athletic Protection, Inc to consider payment. You should also obtain from your primary insurance and from the physician and hospital an Explanation of Benefits form and a UB-92 form. This will expedite the payment via the secondary insurance carrier.

5. There are other limits to the policy. If you have any questions about those limits, please see the athletic training staff or go to the Marian University athletic website and click the link "Athletic Training." You will find insurance policy information at the bottom of the Sports Medicine page.

Support Services

Athletic Training Room Policies

The Athletic Training department requires some information prior to your participation as an athlete at Marian University. Required are a Pre-participation Physical Examination (PPE), primary insurance information, and a HIPAA form. These can be obtained at any time in the Athletic Training room or on the Marian University athletic website by clicking the link "Athletic Training."

It is necessary to obtain a physical prior to participation as a Marian University athlete. A physical will be required for any incoming athletes (transfers and freshmen) as well as a follow up physical for sophomores and 5th year seniors. The insurance form information is necessary for all Marian University athletes. This form is used to submit the primary insurance information to our secondary insurance company in the event of an athletic injury. The HIPAA form is needed to allow the Athletic Training staff to disclose any pertinent medical information to coaches and members of the sports medicine team in the event that you are injured while you are an athlete here at Marian University.

Although the PPE is mandatory, it is NOT mandatory that it be performed at Marian University. All athletes are welcome to have their physical performed by their personal doctors as long as it is completed on our form. We will be offering physicals at Marian University prior to the start of the sport seasons. These will be done in the PE Center at a cost of \$20 cash or check (checks are preferred- make out to St Vincent Sports Medicine). Athletes need to wear athletic shorts (no jeans or cargo shorts) and a t-shirt to the physicals. Female athletes will also need to wear a sports bra. The physical form needs to be filled out completely, except for the back page, prior to the physical date. Bring the physical, insurance and HIPAA forms with you to Marian University and turn it in to the Athletic Training staff at the PE Center prior to the start of your sport season.

We are happy to continue our association with St Vincent Faculty Practice to provide our primary care at Marian College. We work very closely with Dr. Kary and Dr. Harsha and will be welcoming Dr. Fields this fall as Marian University's primary care physician. Dr. Fields can be reached at 317-338-7760. Dr. Fields will make a visit to the campus roughly each week for injury checks. The purpose of the injury checks is

non-emergency evaluations and follow-ups. The Athletic Training staff would like you to consider placing Dr. Fields as your primary physician on your insurance. This will allow you to see him for your injuries as well as all your other medical needs and ensure that you are seeing a physician covered by your insurance. You can also choose a physician by calling St. Vincent Hospital's Physician Referral Service at 1-888-338-CARE (2273).

Marian University Athletic Training Room Policy

1. Athletic training room will open daily during the fall and spring semester from 9:30 AM to one-half hour after the final practice/game, unless otherwise arranged by the Athletic Trainer. Weekend hours are as needed.
2. All injuries are to be reported by the athlete to the Coach and to the Athletic Training staff as soon as possible.
3. Athletes will make appointments for treatment of athletic injuries with the Athletic Training staff.
4. Socks, shorts/pants, and shirts are all required for an athlete to enter the athletic training room.
5. Shoes, athletic equipment, and personal belongings, including cell phones and MP3 players, are not allowed in the athletic training room. Clean shoes may only be worn to make appointments or pick up ice. During taping and treatments, they must be kept outside.
6. Athletes must conduct themselves in a manner that is consistent with the Franciscan values of Marian University while in the athletic training room.
7. Athletes must be supervised by the Athletic Trainer when in the athletic training room. There is absolutely no unsupervised athlete use at any time.
8. Athletes that need ice and ice bags when the athletic training room is closed should obtain them from the machine on the second floor of the PE Center, near the racquetball courts.
9. Athletic Training equipment and supplies are not to be removed from the athletic training room unless they are checked out by the athlete. All equipment borrowed is the responsibility of the athlete until it is returned and signed back in. Failure to return equipment will result in a hold on your account until the equipment is returned or paid for.

Counseling Services

The counseling services program provides personal counseling and a variety of additional services to students currently enrolled at Marian University. Counseling is viewed as a helpful and sometimes necessary resource for students who are experiencing difficulties that interfere with academic and personal functioning.

Students typically seek counseling for help in adjusting to college, depression, anxiety, interpersonal problems, drug/alcohol education, stress management, and sexuality issues. Counseling programs and services focus on prevention and early intervention whenever possible. All counseling services are offered FREE of charge. Counseling Services is located in the Learning and Counseling Center in Fisher Hall. Call 955-6150 to set up an appointment.

General services offered:

- Individual Counseling
- Workshops & Seminars
- Crisis Intervention
- Campus Outreach
- Referral to Community Resources

ATHLETIC FACILITY USAGE POLICY:

All members of the Marian University Community (students, faculty, staff, and alumni) may use the facilities in the P.E. Center during posted hours only. **They must show a Marian University identification card to the attendant. Each community member may bring ONE guest to the facility and that guest must accompany that community member.** Others will not be allowed to use the facilities in the P.E. Center.

Adams Fitness Center Policies

In order to be responsible stewards of our resources, we agree to abide by the following rules while using the Adams Fitness Center:

1. The Fitness Center is for use by members of the Marian Community. All guests must be accompanied by a Marian University host. 1 guest per host.
2. No horseplay or offensive language will be tolerated in our home.
3. Proper training attire must be worn; no open-toed footwear or cut-off shirts.
4. Collars MUST be used for ALL free-weight exercises.
5. We unload plates from ALL machines and barbells after usage.
6. Do not drop weights with the exception of the rubber plates on the lifting platforms. Use a spotter for free-weight lifts heavier than a 5-rep maximum.
7. Keep bars and weights off the vinyl of benches, etc. to prevent tearing.

8. Tobacco, food, gum, glass bottles, and cans are not allowed in our fitness center. Keep the area picked up. Do not leave trash on the floor.
9. Do not move benches or machine components from their original location.
10. Music is only allowed during team lifting sessions supervised by a coach. Otherwise, use personal ipods, headsets, etc. for musical entertainment.

You may only workout in the [Adams Fitness Center](#) during posted hours while a supervisor is on duty. Please consult the athletic website for the hours. If you fail to follow the posted rules above, you will be asked to leave the Fitness Center. Let's take pride in being responsible stewards of our resources!

Student-Athlete Advisory Board (SAAB)

The Student-Athlete Advisory Board was formed in January, 2005 to assist in communication between student-athletes and administration, faculty, staff and fellow students. SAAB consists of representatives chosen from each of the athletic teams who meet at least once a month to discuss athletic-related issues. Every athlete through their SAAB representative has a voice to address issues pertinent to his/her sport and to the athletic department in general. The mission statement of the Marian University Student-Athlete Advisory Board reads as follows: "The mission of the Student-Athlete Advisory Board is to represent and promote athletics at Marian University as well as create an organization that benefits and unifies all members of the Marian community through the discussion of key athletic issues"

Marian University M-Club

The M-Club generates financial support for Marian's 20 sports while giving our student-athletes the opportunity to develop academically and athletically. Gifts to the M-Club are powerful resources that enable Marian University to provide more than 350 student-athletes with a rewarding and memorable collegiate experience. The M-Club sponsors the post-season awards dinners following each season for all of our teams. In addition, the M-Club supports many enhancements for our athletic program such as lighting on the baseball field, decorative painting of the gym floor, and installation of volleyball sleeves in the gym floor. The M-Club also sponsors the annual induction of past greats into the Marian Wall of Fame with a fine ceremony and reception. More information regarding the M-Club and how to donate to the Marian athletic cause can be found on the Marian athletic website by clicking the link above.



Internships and Career Services (ICS)

Office located in Clare Hall, Room 119

Office Hours: Monday-Friday, 8:00am – 4:30pm

Dr. Leanne Malloy – Director of Career Services

Jenny Morris – Director of Internships

Athletes are encouraged to work with Marian's inpternships and career services office (ICS) as they proceed on their journey toward graduation.

Services for Students and Alumni

Individual Career/Internship Advisement – help assess skills, interests and values using the Strong Interest Inventory and other assessment instruments, i.e. Sigi 3.

Resume/Cover Letter Review – prepare for internship or job search.

Interviewing – prepare and practice networking and job/internship interviewing skill.

Career Library – an area of the office is equipped with career and graduate school resources and our online career library, Vault.

GRE Information Sessions – Presentations in the fall and spring.

Internship and Employment Listings – part-time, full-time, and summer internships and employment openings are posted on [KnightWork](#), our career assistance web-site.

Related Links:

IndianaINTERN.net

On-Campus Employment Interviewing – provide students/graduates an opportunity to interview with employers.

Career Planning

Freshman Year – “Discovery”

- Familiarize yourself with the offerings of the office of internships and career services.
- Explore career interests, goals and work related values through inventories offered by the office of internships and career services. Ex: Strong Interest Inventory.
- Take a career development class. COL 101, “Career Exploration” is offered during the spring semester.
- Attend “Department Orientations” held during the fall semester.
- Make a tentative selection of a major field of study; if you are undecided, consult with director of internships and career services, Clare Hall, Room 119.
- Create an account with [KnightWork](#), a career exploration and job search website for Marian students.
- Begin your personal development by participating in campus and community activities through social/interest organizations, Ex: International Club, Booster Club, Performing Knights, Marian University Student Nurses’ Association (MUSNA), Silver Knights.
- Research career info and opportunities by visiting the career website, www.marian.edu/careerservices.
- Seek summer internships or part-time employment in your area of interest.
- Meet and get to know faculty, administrators, and counselors who can serve as resources during your college years.

Sophomore Year – “Explore and Declare”

- Explore the academic and practical/experiential requirements for entering a profession.
- Attend “Departmental Orientations” held during the fall semester.
- Attend internships fairs. Ex: Student Employment and Internship Fair (SEI), College Talent Recruitment Day (CTRD), and Indiana Collegiate Job Fair (ICJF).
- Register with [KnightWork](#) for researching careers, finding internships or organizing personal job search tools, resume, cover letters and other documents, such as writing samples.
- Enroll in COL 360, Career Exploration Internship, to experience working in your field of interest.
- Declare your major.
- Strengthen your GPA.
- Continue to develop associations with faculty, professional staff, counselors and contacts made through internships or part-time employment.
- Continue to expand your pre-professional experience by searching for internships and summer employment which strengthen your network of professional contacts.

Junior Year – “Testing Career Options”

- Attend internship and job fairs exploring career options. Register with [KnightWork](#) and [Indiana INTERN.net](#).
- Obtain a career-related internship, testing your work-related values, interests and skills
- Research key corporations, businesses and organizations through networking and resources available in Vault (online career library, access through KnightWork).
- Revise resume and cover letters. Upload documents to [KnightWork](#).
- Attend GRE preparation workshop.
- Explore admission requirements for graduate and professional schools. Take exams like the GRE, MCA, LSAT, GMAT, etc.
- Continue campus and community activities involvement.
- Strengthen your GPA.
- Attend programs like the Etiquette Breakfast & Lunch and Speed Networking events.
- Continue networking with faculty, professional staff and employers.

Senior Year – “The Job Search”

- Complete course requirements in your major.
- Obtain a career-related internship through the office of internships and career services.
- Plan your job search campaign or graduate school selection process.
- Attend workshops on resume writing, interviewing and job search strategies.
- Register with the office of internships and career services to have your resume critiqued and sign up for mock interviews.
- Attend job fairs like College Talent Recruitment Day (CTRD), Indiana Collegiate Job Fair (ICJF), Teacher Candidate Interview Day (TCID), Accounting Interview Day (AID), etc.
- Stay open to all possibilities and geographic options.
- Interview with prospective employers identified through personal networking, professional journals and job listings, and of course [KnightWork](#).
- Report all employment offers to the office of internships and career services.

MARIAN UNIVERSITY SPIRIT SONG

WE RISE AND CHEER FOR YOU, DEAR MARIAN;

AND LET YOUR VOICES RING HIGH.

WE'LL LOUDLY SOUND YOUR NAME,

AND PROUDLY SPREAD YOUR FAME,

RAISE YOUR GLORY TO THE SKY.

IN BATTLE YOU SHALL MARCH TO VICTORY,

WHILE WE PROCLAIM YOUR MIGHT.

YOUR GOLD AND BLUE WILL FLY, AS WE FOREVER CRY:

HAIL TO THE MARIAN KNIGHTS

K-N-I-G-H-T-S,

HAIL TO THE MARIAN KNIGHTS

MARIAN UNIVERSITY

Indianapolis

3200 Cold Spring Road

Indianapolis, IN 46222

O: 317.955.6123

F: 317.955.6121

www.muknights.com

