



LIFE UNIVERSITY

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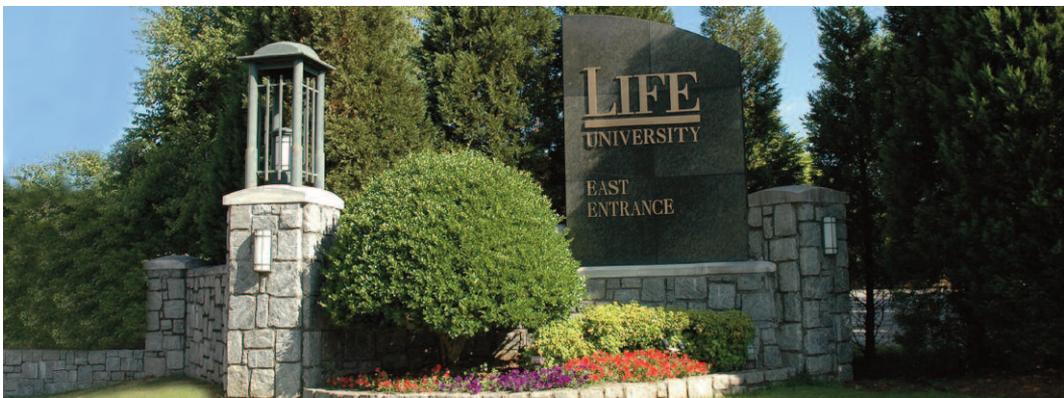
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2007-08
STUDENT HANDBOOK



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Welcome from the Executive Director of Student Services

Dear Life University Student,

I would like to extend a warm welcome to those of you who are new members of our community and a welcome back to our students who are continuing their studies at Life University.

To make your transition into this academic year as successful and rewarding as possible, the Office of Student Services is pleased to provide you with this Student Handbook. College is a time of growth and discovery, and this handbook will introduce many of the different opportunities available to you at Life University. It also is an informative guide that will help you to learn more about our policies and your rights and responsibilities as a student here at Life University. You should also review the Life University Catalog and the Academic Quarterly for the most up to date information on Academic requirements, grading and policies.

I hope that this academic year will prove to be a productive learning experience for you. I would invite you to; experience intellectual discovery, participate in a variety of campus events, get involved in a recognized student organization, and perhaps actively participate in community service. At Life University we are concerned with the development of the whole person not only the intellectual being. I hope that you will experience a transformational experience at Life that unlocks the potential that each of you share.

Please feel free to stop by the Office of Student Services or give us a call if you have any questions or concerns regarding life at Life! We will be happy to assist you or direct you to the correct office or individual who can address your specific concern. I wish you all the best for a safe, happy, healthy and productive year! Have a great year!

Sincerely,

A handwritten signature in black ink, consisting of the letters 'MPS' in a stylized, cursive font, enclosed within an oval shape.

Marc P. Schneider, B.S., D.C.
Executive Director of Student Services

Welcome to Life University

You and I are in for exciting times here at Life. This institution you chose for your professional education is on the move. We've begun a 13-year master campus plan, adding new programmatic offerings, building a premier faculty and staff, constructing new "green" facilities and organizing expanded student recreation and social activities. More dramatic change is on the way.

This progress is driven by the Board of Trustees and the administration. Following is a key summary sentence from the Life University Strategic Plan:

LIFE'S PROMISE

With its vitalistic vision, clearly defined performance proficiencies and measurable criteria for success, a Life University education will produce leaders who exemplify humanistic values and, in a world where change is constant, provide innovative approaches to direct that change to elevate society and evolve its health care system.

Clearly, from the Board of Trustees to administrators, faculty and staff across our many diversified college programs, we have a clear vision of where we're going. Our goal is peak performance while you're here to equip you to be a peak performer when you enter your chosen career. We're determined to help you fully develop your potential as a human being so that you can successfully manage the many personal and professional aspects of your life.

Get ready for a thrilling ride. Life will change your life!

Sincerely,

A handwritten signature in blue ink that reads "Guy F. Riekeman DC". The signature is written in a cursive, flowing style.

Guy F. Riekeman DC
President, Life University

OUR VISION FOR LIFE UNIVERSITY

Our Purpose is to provide students with the vision to fulfill their innate potential, the inspiration to engage in a quest for self-discovery, and the ability to apply a principled approach to their future roles as leaders in humanitarian service and as citizens in their community.

From its founding in 1974 as a college of chiropractic, Life University has embraced the idea that humans are spiritual beings whose lives are directed by universal laws including the natural, vitalistic, innate ability to develop, heal and adapt as long as the body is kept free of interferences. Our approach has been to graduate highly skilled chiropractors who can correct those interferences and can educate their patients to accept responsibility for their own good health.

Today that vision of Life University is sustained in its chiropractic, undergraduate, and masters programs, which set the standard of excellence in contemporary health care education. A participatory learning environment develops eight core proficiencies through contemporary, proven techniques that encourage optimal performance and lifelong intellectual growth.

LIFE'S PROMISE

With its vitalistic vision, clearly defined performance proficiencies and measurable criteria for success, a Life University education will produce leaders who exemplify humanistic values and, in a world where change is constant, provide innovative approaches to direct that change to elevate society and evolve its health care system.

THE MISSION OF LIFE UNIVERSITY

The mission of Life University is to educate its students in a set of core life proficiencies, equipping them to become skilled professionals, and preparing them for successful careers focused on serving the health needs of society. To fulfill this mission, the university, an institution based on contemporary vitalistic principles, offers high quality, integrative programs in chiropractic, biology, nutrition, sports health science, general studies and business.

EIGHT CORE LIFE PROFICIENCIES

In conjunction with providing health care degree programs, Life University is committed to delivering an education designed around a set of core proficiencies that advance personal integrity and provide the foundation for professional success, social contribution and cultural change. These proficiencies distinguish a Life University education.

Integrity and Citizenship

Integrity provides the underpinning for the responsible exercise of our rights and responsibilities as human beings. Integrity leads to empowerment and excellence, while a lack of integrity results in mediocrity. Life University teaches students how to manage personal integrity and function as valued citizens within the academic, health care and larger communities.

Leadership and Entrepreneurship

Extensive research available today outlines the hallmarks of effective leadership. Life University draws on this body of knowledge and teaches students how to apply it in an entrepreneurial setting to build a successful business or organization.

Learning Theory/Critical Thinking

Life University engages students in critical thinking by teaching them how to gather meaningful data, synthesize new information with existing knowledge, think independently and search for practical application of their knowledge in professional practice and daily life. We exhort our students to not only learn skills, but to become innovators who contribute positively to their communities.

Contemporary Scientific Paradigms

For thousands of years and especially since Sir Isaac Newton, humankind's scientific understanding of the functioning of the universe has been based largely on a mechanistic model. Contemporary quantum physics opens the door to a much more vitalistic understanding of human dynamics. Life University will expose our students to the implications of these models especially as they apply to research in health care.

Philosophy of Human Existence and Health Care Policy

Health care systems evolve from health care philosophies. Although our most institutionalized systems today revolve around a mechanistic view of health, Life University sees value in a vitalistic view of human function. With a growing body of evidence to support vitalistic concepts in the health care milieu, Life University will help spearhead changes that will revolutionize our nation's approach to health care. Our faculty will clearly identify these key issues for students and teach them how to evaluate new information and direct professional dialogues that will lead to new health care policy.

Communication and Relationship Theory/Skills

An ability to communicate effectively and the capacity for building relationships with others are critical factors in personal, business and life success. These skills can be developed. Life University will challenge its students to develop and utilize the skills of effective listening, empathy, interpersonal skills and public speaking to create clear communications and foster meaningful professional relationships with members of the public, patients, colleagues and key opinion leaders.

Belief Systems and Performance

Life University will expose its students to a range of contemporary intellectual approaches and technologies that will help them reach higher levels of performance and success. Students will learn criteria by which to judge the usefulness of certain technologies and their applicability to their learning styles.

Integrative Change

Because change is one of the few constants in today's professional environments, an educated person must learn how to evaluate, plan for and effectively use the element of change to impact controlled differences in the world. Life University will expose students to tested theories and concepts and help them evaluate their usefulness. Students will also learn how people integrate and accept new philosophies and skills for communicating new concepts of health care.

THE MISSIONS OF OUR THREE COLLEGES

THE COLLEGE OF CHIROPRACTIC

The mission of the Life University College of Chiropractic is to educate, mentor and graduate skilled and compassionate Doctors of Chiropractic to be primary care clinicians, physicians, teachers and professionals using the university's core life proficiencies as their foundation.

THE COLLEGE OF GRADUATE STUDIES

The mission of the Life University College of Graduate Studies is to educate and mentor skilled and knowledgeable graduates in sports health science and rehabilitation who embody the roles of scholars, teachers and professionals using the core life proficiencies as their foundation.

THE COLLEGE OF UNDERGRADUATE STUDIES

The mission of the Life University College of Undergraduate Studies is to educate students in vitalistic, principled and applied programs in nutrition, biology, general studies and business with an emphasis on incorporating the core life proficiencies into their future life roles.

SEPTEMBER 2007

“Education is what survives when what has been learned has been forgotten.”

B. F. Skinner

MONDAY 24	
TUESDAY 25 Pre-Registration All programs ends	
WEDNESDAY 26 All Faculty return to Campus Registration returning students (All Programs)	
THURSDAY 27 New Student Orientation	
FRIDAY 28 New Student Orientation /Advisement Registration	
SATURDAY 29	SUNDAY 30

SECTION II:

LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

ACADEMIC ADVISING

Freshman advising is an especially important source of support for students during their first few quarters at Life. Generally, a small group of students are assigned an advisor (a faculty member). Advisors assist students with their course selection, scheduling, and information about the school, campus, and surrounding area.

In the College of Graduate and Undergraduate Studies “Major” advising replaces freshman advising as soon as a student has declared a major field of study, which he or she must do by the beginning of the junior year. Students may select a faculty advisor or be assigned one, depending on the individual’s major requirements, research opportunities, departmental honors, and graduate program.

Within the Colleges of Chiropractic and Graduate and Undergraduate Studies advising is both academic and procedural. Students have a resource on campus where they can obtain information and advice about the process of applying to the Bachelor’s Degree, Doctor of Chiropractic or the Master’s in Sport Health Science programs. Once a student has decided to attend graduate program, the advising staff can help develop a strategy for successful application and acceptance.

ALUMNI DEPARTMENT

The Alumni Department exists to serve you, even during your student days at Life. We already consider you as alumnus—you are just still here on campus. As a student, please familiarize yourself with the functions and missions of the Alumni Department and decide where you can best participate, first as a student and later, as an alumnus.

Alumni Association

Alumni are an invaluable resource for Life University. Realizing this, the first organizational meeting of the Alumni Association of Life University was held on July 22, 1981, during the Life University Fourth Annual Homecoming.

The Alumni Association is an organization of graduates who fosters a continuing relationship with Life University. Members of the Alumni Association play a vital role in the support and advancement of Life University through their service, participation in Life University programs, financial contributions, and by acting as “ambassadors” for the university in their own communities.

(Fall Quarter 1st Week) **OCTOBER 2007**

"The fact that I can plant a seed and it becomes a flower, share a bit of knowledge and it becomes another's smile in return, are to me continual spiritual exercises."

Leo Buscaglia

MONDAY 1	
Classes Begin All Programs	
TUESDAY 2	
"First Tuesday" Welcome Back 11-1 p.m. Last Day to Add UG 1st 5wk	
WEDNESDAY 3	
Registration Ends COC, UG 10 wk, & MS	
THURSDAY 4	
Club & Market Day 11 a.m. (main gym) Add/Drop Classes with fees COC, UG 10 wk, & MS	
FRIDAY 5	
Add/Drop Classes with fees COC, UG 10 wk & MS Last Day to Add Classes (COC, UG 10 wk, & MS) Last Day to Drop Classes without Tuition forfeiture	
SATURDAY 6	SUNDAY 7

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

In addition to the Executive Officers, the Board is made up of State Representatives from different states and countries, plus it is staffed by the Executive Director who serves as the Director of Alumni for Life University. The Alumni State Representatives serve as contacts in their respective states/countries channeling news & information and organizing social functions. In short, the Alumni Association helps:

1. To Promote the Interest of Life University and its Alumni

Through the alumni chapters and individually, alumni assist the university. The recruitment of students, development of alumni leaders, and establishment of a local scholarship are only a few examples of the valuable contributions alumni can provide for the university.

2. To Cultivate a Strong Network of Life Alumni within a Community

As Life Alumni establish their residencies throughout the country and around the world, alumni chapters provide the university with a “personalized” vehicle to maintain its ties with alumni. This, in turn, strengthens and cultivates Life’s alumni ties with each other and to the university.

3. To Perform a Public Relations Role in the Community

The Alumni chapters are the eyes, ears and voice for Life University. Alumni can provide the university with invaluable information about Life’s local image and programs, as well as working to develop a stronger and more visible image for Life within their community. The creation of additional public awareness of Life University can be achieved through the sponsoring and promotion of Life Alumni events, especially when the activities are linked with community or civic interests.

4. To Provide the Opportunity for Life Alumni to Become Better Acquainted

The social function is an important one. The common Life bond can ease the difficulty of a move to a new community, provide new professional contacts, and bring friends and acquaintances together. Numerous opportunities are presented at social gatherings that benefit both the chapter and individual alumni.

(FQ 2nd Week) **OCTOBER 2007**

"Courage is the discovery that you may not win, and trying when you know you can lose."

Tom Krause

MONDAY 8 Thanksgiving(Canada) All Drop or Withdrawn Classes start being graded "W"	
TUESDAY 9	
WEDNESDAY 10	
THURSDAY 11 "Treehouse Party"	
FRIDAY 12	
SATURDAY 13	SUNDAY 14

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Membership

You are automatically a member when you graduate. The membership is free to all Life graduates.

Benefits

- Online Services/Alumni Web site
- Use of Alumni Office for Referrals of Alumni to Alumni or Patients to Alumni
- Use of the Wellness Center at Life University
- Use of the university Nell K. Williams Learning Resource Center
- Use of The Career Planning Office
- Receiving of all campus publications
- Discounts Offered through Alumni Association

In the early quarters, graduation seems like it may be ninety years away; however, it arrives before you know it, and then suddenly, you are an alumnus of your alma mater, Life University. Stay active and involved with the Life Alumni Association and its chapters. Even as a student, you may wish to work with other campus leaders by becoming a member of the Student Alumni Association, a dynamic student organization affiliated with the Alumni Association.

Alumni, have one obligation to their university—to support it in every way. We look forward to you becoming an alumnus and working with your Life Alumni Association and appreciate your support.

BOOKSTORE

The Life University Bookstore is located in Annex B, and is run by Validis Resources. The bookstore has new and used textbooks, school supplies, diagnostic equipment and clothing for sale.

Hours

The bookstore is open from 8:30 a.m. to 5 p.m. Monday through Thursday and 8:30 a.m. to 3 p.m. on Friday. We are closed Saturdays and Sundays. Holidays, summer hours, and extended hours at the start of each term will be posted.

Payment

Payment for merchandise can be made with cash, check, MasterCard, Visa, Discover and American Express. Personal checks may be written for

(FQ 3rd Week) **OCTOBER 2007**

“Take the first step in faith. You don’t have to see the whole staircase, just take the first step.”

Dr. Martin Luther King, Jr.

MONDAY 15	
TUESDAY 16	
WEDNESDAY 17 Last Day for UG to change from 5 to 10 wk classes	
THURSDAY 18	
FRIDAY 19 Last day to sign up for Written Comprehensive Exams MS	
SATURDAY 20	SUNDAY 21

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

the amount of purchase within these criteria: 1. Contain address, telephone number, student I.D. and driver's license number, 2. Payable to Life University bookstore, 3. 2-party checks when written by parent or guardian. Please note: Banks charge a significant penalty on all returned checks, which the bookstore passes on. Use care to ensure that your check is covered. Our bookstore welcomes special orders for books. With a small deposit it can order any U.S. book in print. Official Life University rings are on display at the bookstore. You are invited to examine the complete ring selection. Many payment plans are available. A \$30 deposit is required.

Refund Policy

Refunds are given to bookstore customers with sales receipts, consistent with the following: Textbooks may be returned for full credit if the book is: 1. accompanied by a sales receipt, 2. unmarked, if purchased new, 3. returned within specified time, 4. picture I.D. is required.

Regular term textbooks may be returned for full credit up to 7 calendar days from the opening day of class (or within 2 days if purchased thereafter). All textbooks of defective publication will be replaced throughout the term. There are no refunds for textbooks purchased during the last week of classes or during examination periods.

General books (non-textbooks), supplies, and gift items may be returned for full credit within 7 calendar days when sales receipt accompanies the item which is in new and salable condition. As is common in most bookstores, the following are non-returnable: 1. Magazines, newspapers, periodicals, study guides, outlines, examination booklets and programmed materials, 2. Undergarments, swimwear, socks, hats, custom imprinted items, special order and sale merchandise, 3. Opened packages of merchandise.

Used books

Cash is paid for used textbooks throughout the year. Prices paid depend on future class use at the institution and bookstore inventory levels. Up to 50% is paid on all textbook editions, which have been adopted for the next term (as long as the demand equals or exceeds the supply). Textbooks should be sold as soon after the last class as possible for maximum value. This is when inventories will be most depleted and the need is the greatest. The average life of a textbook is about three years.

(FQ 4th Week) **OCTOBER 2007**

"Whether you think that you can, or that you can't, you are usually right."

Henry Ford

MONDAY 22	
Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"	
TUESDAY 23	
WEDNESDAY 24	
COC Assessment Day - OSCE Exams Dr. Riekeman's "Rights & Responsibilities"	
THURSDAY 25	
Life University Homecoming - See Web site	
FRIDAY 26	
Written Comprehensive Final Examination MS	
SATURDAY 27	SUNDAY 28

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

As an additional bookstore service, non-adopted textbooks that are current editions and in good condition will be purchased at the current market value based upon a national university textbook market guide. The bookstore will buy back students' books at any time during the year whether they are used on this campus or not. Policies are subject to change without notice.

CAMPUS CAFÉ

The Campus Café is a snack bar and grill. Students can enjoy a selection of breakfast foods, sandwiches made to order, and packaged snacks. The café is located between the Administration Building and Annex A. **The hours of the café are Monday through Friday from 6:30 a.m. until 3 p.m.**

CAMPUS COMMUNICATION

Bulletin Boards

All bulletin boards in classrooms are for approved items only. Items may not be posted on these bulletin boards without the approval of the Student Services office. Posting or distributing non-approved material on campus is a violation of the rules of Life University and will be dealt with by the Executive Director of Student Services. All bulletin boards located throughout the campus that have been labeled for a specific use, such as the Financial Aid Bulletin Board, the Clinic Bulletin Board, various student club bulletin boards, etc., are to be used for the designated purpose only. Presently, bulletin boards for general student use are located in the vending area of Annex A, B and C. Announcements concerning seminars, local seminars, local lectures, and private advertising must be approved through the Office of Student Services. Also, announcements containing the Life University logo or athletic logo must be approved by the university's marketing department. Laboratory bulletin boards are to be used by the laboratory instructors only.

E-Life and E-Life Daily

E-Life and e-Life Daily are e-newsletters sent out to the Life community to inform them about upcoming events on and off campus. E-Life is e-mailed every Tuesday morning and contains reports from the administrative groups as well as upcoming events and important information. E-Life Daily is sent out as needed and only contains information regarding events held that day. E-Life submissions must be received by 2 p.m. on Monday in order to be included in Tuesdays e-newsletter. Information for e-Life Daily must be received by 8 a.m. the day it will be sent. Information

(FQ 5th Week) **OCTOBER/NOVEMBER 2007**

"For Man is man and master of his fate."

Alfred, Lord Tennyson

MONDAY 29	
TUESDAY 30 Last Day to Drop 1st 5 wk classes	
WEDNESDAY 31 Halloween	
THURSDAY 1	
FRIDAY 2 Classes End 1st 5wk UG	
SATURDAY 3	SUNDAY 4 Daylight Savings Time Ends

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

can be submitted to lifenews@life.edu. Please contact the Marketing, Communications, and Publications Department with any questions at (770) 426-2975.

Student Business Card Orders

Currently, there are two printers for student business cards: Printing & More and Northside Printing. Printing & More's Web site is open for students to make online orders at

www.members.printable.com/morebizz/life_university_student.

Information needed for placing orders include: name, email address, and phone number as you want them to appear on your card. If an order is placed online, you will be able to immediately select to view the proof of your business card, print the proof for your records, approve it by clicking a button, and then once approved, your order will immediately be placed in line for printing. Allegra will print business cards when orders of four or more are received. Once printed, the cards will be available for students to pick up their order at the Life University's Outpatient Clinic Front Desk on the date specified by Allegra. The login is student@student.life.edu and password is 1234. All online orders will receive a confirmation call to confirm the order went through as well as for Printing & More to receive payment by credit card or arrangements will be made for cash payment. The cost to students will be \$25 per box of 500 business cards.

Northside Printing is also an authorized vendor for Life University student business cards. All questions and orders must be placed through the student representative for the company by sending an email to lifebusinesscards@yahoo.com. Please include your name, email address, and phone number as you would like them to appear on your cards. The cards will be ready by the end of each quarter and the cost is \$25 per set of 500 cards. The ordering procedures for orders being placed through Northside Printing are: orders are due during the fourth week of each quarter; a proof will be emailed one week later; students have one week to approve the proof; and then the orders will be delivered.

Student Directory Information

Portions of the educational record are defined as directory information.

These include:

1. Name
2. Date and place of birth
3. Local address

(FQ 6th Week) **NOVEMBER 2007**

"Liberty means responsibility. That is why most men dread it."

George Bernard Shaw

MONDAY 5 Final Exams- 1st 5wk UG Election Day	
TUESDAY 6 Final Exams- 1st 5wk UG Registration 2nd 5wk UG	
WEDNESDAY 7 Registration 2nd 5wk UG Ends 1 p.m. Classes Begin 2nd 5wk UG	
THURSDAY 8	
FRIDAY 9 National Board Part IV Exams	
SATURDAY 10 National Board Part IV Exams	SUNDAY 11 National Board Part IV Exams Veteran's Day

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

4. Permanent address
5. Telephone listing
6. Major field of study
7. Participation in official university activities and sports
8. Dates of attendance at university
9. Degrees, honors, and awards received
10. The most recently attended educational institution
11. E-mail address

Prior consent of the student is not required for disclosure of directory information.

Students names and their Life University e-mail address are listed on the Life University Web site, which is updated periodically. Students who wish to be omitted from the directory or any other student publication must inform Student Services and the Registrar's office in writing.

Student E-mail

Life University, recognizing the increasing need for electronic communication, has established e-mail as an official means of communication with students.

An official Life University e-mail address is required for all students. The university has the right to send official communications to the university e-mail address, which is in the format of username@student.life.edu. The university expects that every student will receive e-mails at his/her Life University e-mail address and will read e-mails on a frequent and consistent basis. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. The effective date of this policy is July 11, 2005. If you have questions regarding technology, please go to the Life University Library Circulation Desk and obtain a copy of the Student Email, Blackboard, WebAdvisor and Wireless Network Quick Start Guide.

Student Messages

Life University policy states that it is not responsible for delivering calls during class to students. The Office of Student Services will handle all emergency messages while upholding FERPA, HIPAA and ADA guidelines.

(FQ 7th Week) **NOVEMBER 2007**

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”

Abigail Adams

MONDAY 12 Start COC & CGUS 10 wk Drop & Withdrawn Classes graded “WF” or “WNP” Start COC Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	
SATURDAY 17	SUNDAY 18

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

U.S. Mail

Outgoing mail may be placed in the U.S. Mailbox located in front of the Campus Police Department (Annex A). The students should not request registered/certified mail to be sent to them in care of the university.

Video Display System

Television monitors are located throughout the campus in strategic locations. These monitors display daily announcements, meetings, activities and other items of interest. Please read these monitors, as they will display the most updated information. The Office of Student Services posts announcement on the monitors.

Web site Updates/Request for Web pages

The Department of Marketing, Communications, and Publications is available to assist students with updating and designing of all university approved student organization Web sites. All student wishing to have an online presence must utilize the university's marketing department to ensure proper use of graphic, color, content in order to follow the university's Web site guidelines and procedures. Please contact the Marketing, Communications, and Publications Department with any questions at (770) 426-2975.

OFFICE OF DEVELOPMENT

Through communication with the various university constituencies, as well as the community at large, The Office of Development seeks to create an awareness and understanding of the mission, purposes, goals, and needs of the university.

The Office of Development is responsible for the creation and implementation of fundraising efforts for the university. The Office develops solicitation and recognition programs designed to cultivate donors among alumni, friends, the community, and corporations. In addition, it is responsible for acknowledging all gifts to the university and processing recognition awards to donors. All fundraising on behalf of the university, including requests for individual departments and student clubs and organizations must go through the Office of Development before being approved.

The President's Circle of Life

This development program is designed for those who have chosen to take an active role in support of leadership and excellence at Life University. A student membership is now offered for an annual gift of \$40.00. This

(FQ 8th Week) **NOVEMBER 2007**

“Never esteem anything as of advantage to you that will make you break your word or lose your self-respect.”

Marcus Aurelius

MONDAY 19 Last Day to Drop 10wk Classes	
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22 Thanksgiving (School Closed)	
FRIDAY 23 Thanksgiving Holiday (School Closed)	
SATURDAY 24 End of Quarter 14th qrt. Classes	SUNDAY 25

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

membership provides an opportunity for students to network with successful chiropractors.

The 1974 Club

Commemorating the founding of Life College in 1974, The 1974 Club provides a vehicle for alumni and friends of Life University to support our mission and to enable the university's work in educating the leaders of tomorrow. For a monthly gift of \$19.74 for 12 months, you can help Life in its ongoing mission to produce productive, effective, and well-centered leaders. The 1974 Club provides a way for you to make a significant investment in the institution. You may designate your gift to help fund research, scholarships, athletics programs, student clinics, or other areas of personal meaning to you. Undesignated gifts go to the university's general fund

FINANCIAL AID

Education is an investment in your future that requires a strong commitment, not only of time and effort, but of finances. When you are ready to make the transition, Life University will help you develop a financial plan to achieve your educational goals.

Life University participates in federally funded financial aid programs, including grants, loans, and work study. In addition, scholarships are available to Life students through the university, as well as through state chiropractic organizations, businesses, and other private sources.

In order to begin the financial aid process, you must first complete a Free Application for Federal Student Aid (FAFSA) and a Financial Aid Certificate Form. You do not have to be accepted for admission to complete the FAFSA. The amount of aid you receive will depend partly on your documented financial need and partly on your status as an undergraduate or a graduate student. You must make satisfactory academic progress (SAP policy can be found in the "Quarterly"), as defined by your grade point average and the number of courses you have passed, to continue receiving financial aid; also you must be at least a half-time student to qualify for most financial aid programs.

Counselors from Financial Aid can advise you about all possible sources of financial aid. This office is available as a resource even after you leave Life. You may ask for counseling regarding student debts at any time.

(FQ 9th Week) **NOVEMBER/DECEMBER 2007**

“Character, in the long run, is the decisive factor in the life of an individual and of nations alike.”

Theodore Roosevelt

MONDAY 26	
Pre-Registration all programs Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 27	
WEDNESDAY 28	
THURSDAY 29	
FRIDAY 30	
SATURDAY 1	SUNDAY 2
End of Quarter 14th qrt. Classes	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Federal and State Grants and Scholarships

Grants and scholarships are the most desirable forms of financial aid. The money you receive from these sources generally does not have to be prepaid. For general scholarships, see the section entitled "Scholarships".

Federal Pell Grant

Pell Grants are available to needy undergraduate students. Full-time students may receive Pell Grant for three of four quarters per year. Part-time students will receive any unused portion of the annual Pell award in their fourth quarter. Awards range from \$133.00 per quarter up to \$1350.00 per quarter, depending on need and enrollment status.

Federal Supplemental Educational Opportunity Grant (SEOG)

This is available to needy undergraduates. Students must complete the FAFSA. May qualify if enrolled less than full time. Grants average \$1000 per quarter. Awarded on first-come, first-served basis if otherwise eligible. March 1 of each year is the priority deadline for application. If applications are received after the priority deadline, we cannot guarantee the availability of SEOG funds.

Academic Competitiveness Grant

This is a new federal grant program for the 2006-2007 year. It is available only to full-time freshman and sophomore undergraduate students who are U. S. citizens and who are eligible for the Federal Pell Grant. Freshman recipients must have completed a rigorous secondary school program after January 1, 2006, and can receive \$750 for their first year in college. Sophomores must have completed a rigorous secondary school program after January 1, 2005, and must have at least a 3.0 college grade point average. Sophomores can receive \$1300 for their second year in college.

National SMART Grant

This is a new federal grant program for the 2006-2007 year. To be eligible, students must qualify for the Federal Pell Grant, be U.S. citizens, be enrolled full-time and must be majoring in science, computer science, technology, math or certain designated foreign languages. Qualifying students must have a grade point average of 3.00 in their major field of study. The award is \$4000 per year for each of the junior and senior undergraduate years in college.

(FQ 10th Week) **DECEMBER 2007**

“The secret of joy in work is contained in one word—excellence. To know how to do something well is to enjoy it.”

Pearl S. Buck

MONDAY 3 Last Day to Drop 2nd 5wk Classes Last Day to Withdraw (from all classes & programs)	
TUESDAY 4	
WEDNESDAY 5	
THURSDAY 6	
FRIDAY 7	
SATURDAY 8 MS Classes End	SUNDAY 9

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Georgia Tuition Equalization Grant (GTEG)

GTEG is available to full-time undergraduate students who have been legal residents of the State of Georgia for at least 12 months prior to university matriculation. Proof of established residency must be submitted to the Financial Aid Office, along with a GTEG application or a FAFSA. GTEG is not based on financial need. The award amount varies each year depending upon the State of Georgia's budget. The award amount for the 2005-06 year is \$333.00 per quarter.

HOPE Scholarship

HOPE Scholarship is available to undergraduate students who have been legal Georgia residents at least two years prior to matriculation. Students entering the university straight from high school must have graduated from an accredited Georgia high school or have documentation of official home schooling. Students entering the university after attempting college level coursework elsewhere will have all previous transcripts reviewed to determine eligibility. Students must be able to document a high school or cumulative college average of at least 3.00 on a 4.00 scale. The HOPE Scholarship award is \$1000.00 per quarter. Cumulative grade point average (GPA) and number of hours attempted refers to all coursework attempted (not just completed). Remedial and repeated classes are also included in attempted hours. This information is based on current state law. If the state revises its laws or regulations concerning this aid, then Life University will be required to comply. For a full description of the HOPE Scholarship rules and regulations you may access the HOPE web-site at www.gsfc.org, or contact the Financial Aid Office at Life University.

Employment

All students applying for financial aid are encouraged and expected to seek part-time employment to help reduce their dependence on loans. Your class schedule may limit the amount of time you can work during school terms; plan accordingly.

Federal College Work-Study

This program allows eligible graduate and undergraduate students to work up to 20 hours per week at jobs on and off the Life campus to earn money for their education. The university offers a variety of jobs to qualified students including: laboratory assistants, clerical aides, groundskeepers, technical aides, and library aides. In addition to jobs on campus, many community service jobs are available off campus.

(FQ 11th Week) **DECEMBER 2007**

"One can never consent to creep when one feels the impulse to soar."

Helen Keller

MONDAY 10	
Final Exams for DC, UG 10 wk, & MS	
TUESDAY 11	
Classes End 2nd 5wk UG Final Exams for DC, UG 10 wk, & MS	
WEDNESDAY 12	
Final Exams for DC, UG 10 wk, & MS Final Exams 2nd 5wk UG	
THURSDAY 13	
Graduation Rehearsal 11 a.m.-1 p.m. Final Exams for DC, UG 10 wk, & MS Final Exams 2nd 5wk UG	
FRIDAY 14	
Awards Convocation am TBA Graduation 1 p.m. Final Exams 2nd 5wk UG	
SATURDAY 15	SUNDAY 16
Last Day for achieving Clinic Qtr. Milestone Final Exams 2nd 5wk UG End of Quarter	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Loans

Loans are the most common source of financial aid. Most students find it necessary to borrow at least some money during their college careers. However, you should keep in mind that the money you borrow now will have to be repaid with interest when you graduate or withdraw from the institution.

Federal Perkins Loan

Federal Perkins Loans are available to needy undergraduate and graduate students. Priority is given to early applicants with the greatest need. Early application is defined as having all financial aid application documents in the Financial Aid Office by March 1 of each year. Consideration will be given to applications received after March 1 as long as funds are available. The interest rate is five percent, and the federal government pays the interest for you while you are in college. Repayment begins nine months after you stop being at least a part-time student. These loans may be consolidated with Stafford Loans upon graduation.

The Federal Stafford Loan

These funds are borrowed from banks or other lending institutions however students must apply through the Financial Aid Office. Subsidized loans are those for which interest does not accrue while the student is in school at least half-time. Students must demonstrate need for subsidized loans. Unsubsidized loans are those for which interest does accrue during the in-school period. Students do not have to demonstrate need for unsubsidized loans. Both the subsidized and unsubsidized Federal Stafford Loans currently have an origination fee of 1.5 percent and a guarantee fee of up to 1 percent. Certain lenders no longer charge students the origination and guarantee fee. See Financial Aid for a list of these lenders. Both fees will be deducted proportionately from the loan proceeds. Repayment generally begins six months after you graduate or fall below half-time status. The minimum monthly payment is \$50 per month, and the standard maximum loan term is 10 years. Interest accrues on the unsubsidized portion of the Stafford Loan from the date of disbursement. These loans may be consolidated upon graduation.

DECEMBER 2007

"Excellence is not an act but a habit. The things you do the most are the things you will do best."

Marva Collins

MONDAY 17 All Grades Due	
TUESDAY 18 Classes End 2nd 5wk UG Final Exams for DC, UG 10 wk, & MS	
WEDNESDAY 19 Registration begins returning students (All Programs)	
THURSDAY 20	
FRIDAY 21	
SATURDAY 22	SUNDAY 23

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

The limits are as follows:

Annual Loan Limits for Dependent Students

\$3,500	First Year Students
\$4,500	Second Year Students
\$5,500	Other Undergraduates

Annual Loan Limits for Independent Students

\$ 7,500	First Year Students
\$ 8,500	Second Year Students
\$10,500	Other Undergraduates
\$20,500	Graduate (Master's degree)
\$31,000	Professional (DC) Students

Aggregate Loan Limits

\$ 23,000	Dependent Undergraduates
\$ 46,000	Independent Undergraduates
\$138,500	Part-Time Graduate or Professional (DC) Students
\$138,500	Full-Time Graduate Students
\$189,125	Full-Time Professional (DC) Students

Parent Loan for Undergraduate Students (PLUS)

Parent Loan for Undergraduate Students (PLUS) are also offered by commercial lenders to the parents of dependent undergraduate students. The origination fee is currently three percent and the guarantee fee can be up to one percent. Both will be deducted proportionately from the loan proceeds. Repayment of the principal and interest begins within 60 days of the loan disbursement. Parents may request from the lender that these loans be placed in a "forbearance" until the student graduates.

GRAD PLUS Loan

This is a new loan for the 2006-2007 year (beginning July 1, 2006). Graduate and professional students may borrow Federal PLUS Loans up to the cost of education minus any other financial aid. There are credit requirements for these loans, but no debt-to-income ratios or credit scoring are used. The student is the borrower, not the parent. The interest rate is fixed at 8.5 percent Contact the Financial Aid Office for additional information

DECEMBER 2007

"There is a calmness to a life lived in gratitude, a quiet joy".

Ralph H. Blum

MONDAY 24 Christmas Eve	
TUESDAY 25 Christmas (School Closed)	
WEDNESDAY 26	
THURSDAY 27	
FRIDAY 28	
SATURDAY 29	SUNDAY 30

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Privately Funded Credit-Based Loans

These loans are available to graduate and undergraduates students who qualify based on credit. A co-borrower is required if you are a freshman, a foreign student, have no credit history or have a low credit score. Interest rates and fees are variable. Repayment begins six months after the student graduates or falls below half-time status. Various lenders make these loans available, including, but not limited to NelNet, Sallie Mae, The Access Group, and Ed-Invest. See your financial aid counselor for details.

Financial Aid for Military Veterans

If you are eligible for educational benefits under the GI Bill of Rights, please see the veteran's representative, located in the Registrar's office, as soon as you arrive on campus. Life University is presently on a quarter-hour system.

The following is a breakdown of course loads for veteran students:

Undergrads & DC	Masters
Full Time 12+ quarter-hours	9 + quarter hours
3/4 Time 9-11 quarter hours	7-8 quarter hours
1/2 Time 6-8 quarter hours	5-6 quarter hours
1/4 Time 1-5 quarter hours	1-4 quarter hours

If you desire an advanced payment, arrangements must be made after you have registered for the upcoming quarter. Direct deposit (electronic funds transfer) is now available for veterans and service persons receiving chapter 30 education benefits. The benefits of direct deposit to the claimant are faster receipt of payment and elimination of lost or stolen checks. For additional information, contact the veteran's representative at (770) 426-2780.

Applying for Financial Aid

Life University would like to assist in making your dream become a reality. The Financial Aid department will guide you in budgeting and obtaining student financial aid to help make this happen.

Please call our Financial Aid department to request a new financial aid packet. Call (770) 426-2901 or toll free within the USA (800) 543-3345.

DECEMBER 2007/JANUARY 2008

You cannot tell what may happen to us in the strange medley of life. But we can decide what happens in us..how we can take it, what we do with it..and that is what really counts in the end."

Joseph Fort Newton

MONDAY 31 New Year's Eve	
TUESDAY 1 New Year's Day (School Closed)	
WEDNESDAY 2	
THURSDAY 3	
FRIDAY 4	
SATURDAY 5	SUNDAY 6

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

All financial aid applicants must submit the following documents, each year, to the Financial Aid department. For priority consideration the following must be received by March 1:

1. Life University Financial Aid Certification Form;
2. FAFSA Form Results;
3. All other forms requested by the Financial Aid Department; and
4. Any application required by a specific program.
 - a) Financial regulations and deadline dates are subject to change. Contact the Financial Aid Department for current information or check our Web site: www.LIFE.edu.

Satisfactory Academic Progress Policy

Effective 07/11/05

The United States Department of Education and most agencies providing financial assistance require that students maintain satisfactory academic progress (SAP) in their course of study to continue receiving funding. Failure to maintain SAP will result in the loss of Federal Title IV financial aid as well as State and other aid. Federal Title IV financial aid includes Pell Grant, Supplemental Education Opportunity Grant (SEOG), Academic Competitiveness Grant(ACG), National Smart Grant, Perkins Loan, Subsidized Stafford Loan, Unsubsidized Stafford Loan, Parent Loan for Undergraduate Students (PLUS) GRAD PLUS Loan, and Federal work-study. State aid includes Georgia Tuition Equalization Grant (GTEG), HOPE Scholarship and Leveraging Educational Assistance Partnership Grant (LEAP). [Please note that HOPE Scholarship has grade point average requirements over and above those listed below. They are outlined in the HOPE Brochure, available in the Financial Aid Office.]

Doctor of Chiropractic (DC) and undergraduate (UG) students' progress will be evaluated at the end of each spring quarter. Since the Master's Degree program is just four quarters in length, master's students (GR) will be evaluated at the end of each quarter. All students not making SAP will be notified in writing. If there are mitigating circumstances, students have the right to appeal their SAP determination. Appeals must be submitted in writing to the Director of Financial Aid. They should be detailed in nature and include any existing supporting documentation. The Financial Aid Advisory Committee (FAAC) will consider each appeal on its own merits.

JANUARY 2008

"A diamond is a chunk of coal that made good under pressure."

Unknown

MONDAY 7 All Faculty return to Campus	
TUESDAY 8 Life University's National Board Application Deadline	
WEDNESDAY 9	
THURSDAY 10 New Student Orientation	
FRIDAY 11 New Student Orientation/Advisement Registration	
SATURDAY 12	SUNDAY 13

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

The FACC reserves the right to restrict students' subsequent enrollment, should it grant an appeal. Students who choose not to appeal or have their appeal denied may regain their eligibility for financial aid by enrolling using their own resources or alternative non-federal funding and bringing their academic performance into compliance with this policy.

SAP is measured in three ways:

1. **Qualitative Standard (grade point average-GPA)**

The cumulative grade point average (GPA) provided by the Registrar's Office will be used. This is the "institutional GPA" listed at the bottom of your transcript.

Academic Class Level	Quarter Hours Attempted	Minimum Cumulative GPA
Freshman	0-45	2.00
Sophomore	46-90	2.00
Junior	81-135	2.00
Senior	136+	2.00

- a) Graduate students (GR): Must maintain a cumulative GPA of 3.00 or higher
- b) Doctor of Chiropractic students (DC): Must maintain a cumulative GPA of 2.00 or higher.

2. **Quantitative Standard**

All students (UG, GR, DC) are expected to complete at least 67% of all courses attempted. Attempted courses are defined as those for which one has registered and been charged in which grades of A, B, C, D, F, W, WF, I, P, SP, NP, WNP or IP are given. Completed courses are defined as those in which grades of A, B, C, SP, or P are given.

Example

At the end of spring quarter 2006, Joe Smith, an undergraduate student, has attempted 45 credit hours. He has earned grades of "C" in all 45 hours. He has met the quantitative standard because his completion rate is 100%. He has successfully completed all of the

(Winter Quarter 1st Week) **JANUARY 2008**

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

Malcolm X

MONDAY 14	
Classes Begin All programs	
TUESDAY 15	
First Tuesday" Welcome Back 11 a.m.-1 p.m. Last day to add 1st 5wk UG	
WEDNESDAY 16	
Registration Ends COC, UG 10 wk, & MS	
THURSDAY 17	
Club Day 11 a.m. (main gym) Add/Drop Classes with fees COC, UG 10 wk, & MS	
FRIDAY 18	
Last Day to Add Classes without Tuition forfeiture Last Day to Add Classes COC, UG 10 wk, & MS Add/Drop Classes with fees COC, UG 10 wk, & MS	
SATURDAY 19	SUNDAY 20

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

courses he attempted. He has met the qualitative standard because his cumulative GPA is 2.00.

3. **Time Frame**

All students (UG, GR, and DC) are expected to finish their degrees after having attempted coursework not to exceed 150% of their program requirements (measured in credit hours attempted).

- a) UG: Students seeking an associate degree may not receive financial aid after having attempted 189 credit hours. Students seeking a bachelor's degree may not receive financial aid after having attempted 282 credit hours.
- b) GR: Students seeking a master's degree may not receive financial aid after having attempted 78 credit hours.
- c) DC: Students seeking a doctor of chiropractic degree may not receive financial aid after having attempted 525 credit hours.

Changing Degree Programs

For SAP purposes, students who change from one degree program to another will be permitted to "start over" regarding the qualitative standard. For the quantitative standard, courses accepted as credit toward the new degree will be counted as hours attempted and earned.

Obtaining a Second Degree at Life

For SAP purposes, students who have earned one degree at Life and wish to work toward a second degree will start over again, just as if they were new students.

Transfer Courses

For SAP purposes, transfer courses accepted as credit toward the Life University degree will be counted in the quantitative standard (completion rate), but not toward the qualitative standard (Cum GPA).

Timing of SAP

Student will not be evaluated with regard to SAP until they have attended Life University for at least two quarters.

(WQ 2nd Week) **JANUARY 2008**

“So these are ours; faith, hope and love, but the greatest of these is Love.”

St. Paul Corinthians 13:13

MONDAY 21	
Martin Luther King Holiday (No Classes)	
TUESDAY 22	
All Drop or Withdrawn Classes start being graded “W” National Board Late Application Post Mark Due Date	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25	
“Treehouse Party”	
SATURDAY 26	SUNDAY 27

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

HEALTH CARE AND HEALTH RELATED SERVICES

Campus Center for Health and Optimum Performance (Campus C-HOP)

The university maintains a Campus Center for Health and Optimum Performance (Campus C-HOP) on the main campus. The Campus C-HOP is where all Life University students, their spouses, dependent children and parents can receive chiropractic health care services under faculty supervision. The phone number for the Campus C-HOP is (770) 426-2664. Students and eligible family members receive their initial chiropractic examination and subsequent adjustments at no charge. Other services may have a fee associated with them. Information concerning those additional fees is available from the Campus C-HOP Director.

Medical Facilities

A list of medical facilities in the Marietta/Atlanta area is available in the Office of Student Services.

Optional Medical and Dental Insurance

Information brochures and applications from several insurance providers are available in the Office of Student Services. This insurance, which is optional for students, offers base coverage. Coverage on these plans is provided by agencies outside the university.

Accidental Insurance

Each student that is listed on the roster is covered by a limited accident insurance policy. This insurance will be secondary to any other insurance policy. This means that if you have any other insurance policy, your policy will become primary, so you will still have to file a claim with them first. If you are injured on campus, or while traveling directly between home and the campus or during any event sponsored by Life University excluding skiing or league sports, you are covered by this policy. This is only for the student and does not cover any family members.

If you are hurt or injured in a situation described above and have incurred medical or doctor's bills within 30 days from the date of the injury, please follow this procedure:

1. Fill out an Accident and Incident Report with Life University Police Department as soon as possible after injury.

(WQ 3rd Week) **JANUARY/FEBRUARY 2008**

"The weak can never forgive. Forgiveness is the attribute of the strong."

Gandhi

MONDAY 28	
TUESDAY 29	
WEDNESDAY 30 Last Day for UG to change from 5 to 10 wk classes	
THURSDAY 31	
FRIDAY 1 Last day to sign up for Written Comp. Exams MS	
SATURDAY 2	SUNDAY 3

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

2. Go to Human Resources Department and complete insurance claim form.
3. If you are covered by your parents' insurance or a self-insurance policy, file your own insurance first.
4. When Explanation of Benefits (EOB) is returned bring (EOB) to Human Resources, at this time the school accident policy will be filed by Human Resources for remaining balance as reviewed by the insurance company.

This policy only covers accidents in which doctor's bills or hospital bills are incurred within 30 days from the date of the accident.

LIBRARY

General Policies

- * Student ID is required to enter the library and to check out library materials and to use library services
- * Use cell phones in the lobby and turn phones off or set on vibrate before entering library.
- * Whenever possible use study-rooms or AV for group study,

Circulation Policies

- * The loan period for students and alumni is two weeks, with 2 renewals.
- * Online renewals are done with a pin number which can be obtained from the circulation desk.
- * There is no limit on the number of books that can be checked out. The limit for videos is 5, and the for audiocassettes is 10 sets.
- * Periodicals, Reference, and archives room materials do not circulate.

Fines

- * Overdue fines for regular items are .10 per day with a maximum charge of \$10 per item.
- * Fines for Reserve materials are \$1.00 per hour.
- * Borrowing privileges will be blocked until overdue materials are returned.

(WQ 4th Week) **FEBRUARY 2008**

"We can not solve problems by using the same type of thinking that we used to create the problem."

Albert Einstein

MONDAY 4	
Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"	
TUESDAY 5	
WEDNESDAY 6	
COC Assessment Day - OSCE Exams Dr. Riekeman's "Rights & Responsibilities"	
THURSDAY 7	
FRIDAY 8	
Written Comprehensive Final Examination MS	
SATURDAY 9	SUNDAY 10

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

- * As a courtesy to library patrons, overdue notices are sent to Life University email addresses weekly.
- * 3 Lost or damaged materials will be billed at replacement costs plus a \$20 processing fee.
- * Delinquent accounts will be blocked in registration.

Reserves

- * Instructors may place supplemental materials on Reserve at the front desk for photocopying.
- * Reserve books and other materials have a loan period of 3 hours with in-library use only.

Journals

- * The library subscribes to more than 125 periodicals, with over 24,800 additional titles through full text databases in Galileo.
- * Journals cannot be checked out.

Photocopies/Printing

- * Photocopies are \$.10 per page (5 cents per page with copy card discount).
- * Cash or copy-cards may be used.

Special Collections Room

- * The Special Collections Room contains primarily chiropractic materials including the current year of chiropractic journals.
- * Materials in the Special Collections Room must be used in the Special Collections Room with the exception of photocopying.
- * Book bags, briefcases, etc. must be left at the front desk.

Reference

General reference service and research assistance is available at the Reference Desk. Individual and group library instruction is available by appointment. Contact the Reference department for more information.

Interlibrary Loan

Items not owned by the library may be available for Interlibrary Loan from other institutions. Ask at the Reference Desk for more information.

(WQ 5th Week) **FEBRUARY 2008**

“There is a powerful driving force inside every human being that once unleashed can make any vision, dream, or desire a reality.”

Anthony Robbins

MONDAY 11	
Lincoln's Birthday	
TUESDAY 12	
Last Day to Drop 1st 5 wk classes National Board Part IV Application Due	
WEDNESDAY 13	
THURSDAY 14	
Valentine's Day	
FRIDAY 15	
Classes End 1st 5wk UG	
SATURDAY 16	SUNDAY 17

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Library Catalog

<http://life.sirsi.net>

Computer Lab

The Computer Lab within the library is available during regular library operating hours. The lab is used for Microsoft Office applications, email, internet, and database searching. Additional research computers are located throughout the library and are reserved for research only. Access is by authorization of current student ID. Visitor and alumni access is available through the reference/circulation desk.

Library Information Notification

Students will receive holds notices, overdue notices, digital ILL documents, and delivery notices via Life university e-mail accounts

Hours

Sunday	1:30 p.m. - 9:45 p.m.
Monday-Thursday	7 a.m. - 9:45 p.m.
Friday	7 a.m. - 4:45 p.m.
Saturday	9 a.m. - 4:45 p.m.

POSTGRADUATE EDUCATION

Life's Postgraduate Education Department produces programs for the ongoing education of professionals after graduation.

Many of the postgraduate programs are open to students enrolled at the university. There are guidelines for students choosing to attend these license renewal programs. Guidelines per seminar are located in the Postgraduate Education Department.

For some postgraduate programs, Life offers a special student discount. The Postgraduate Education Department requires 24-hour written notice e-mail to kstavovy@life.edu or call the Postgraduate office at (770) 426-2753 to provide refunds in cases where a student is unable to attend the program.

LIFE UNIVERSITY PUBLIC SAFETY DEPARTMENT

Campus Law Enforcement

Life University Public Safety Department is a law enforcement agency, and can therefore enforce all laws of the State of Georgia. While they are a law enforcement agency, their goal is to protect the campus community

(WQ 6th Week) **FEBRUARY 2008**

“People do not wander around and then find themselves at the top of Mount Everest.”

Zig Ziglar

<p style="text-align: right;">MONDAY 18</p> <p>President's Day Final Exams -1st 5wk UG</p>	
<p style="text-align: right;">TUESDAY 19</p> <p>Final Exams -1st 5wk UG</p>	
<p style="text-align: right;">WEDNESDAY 20</p> <p>Final Exams -1st 5wk UG Registration 2nd 5wk UG</p>	
<p style="text-align: right;">THURSDAY 21</p> <p>Registration 2nd 5wk UG Ends 1 p.m. Classes Begin 2nd 5wk UG</p>	
<p style="text-align: right;">FRIDAY 22</p> <p>Classes End 1st 5wk UG</p>	
<p>SATURDAY 23</p>	<p>SUNDAY 24</p>

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

and to be a servant of their needs. The department's actions are directed at crime prevention, traffic safety and the maintenance of peace and order. This is only possible when all users of the campus cooperate by reporting all violations of state law and campus policy observed on campus.

Crime Prevention

The Life University Public Safety Department takes the position that it is best to inform students and employees of unsafe practices which may contribute to the opportunity for a crime to occur. These can include theft of property, alcohol or drug abuse, rape, other sexual offenses, stalking and domestic violence. By doing so, students, employees and visitors should be aware of unsafe practices and exercise due caution in preparing themselves to avoid becoming a victim of any crime.

We publish and make available the yearly Campus Security Report, which summarizes incidents on campus. The contents of the "Student Right To Know" information are contained in the university Web site. This report is available to all students and employees, as well as prospective students and employees. Copies may also be obtained from the Public Safety Department Headquarters and the report is also posted on the university Web site.

The report lists each type incident and frequency. For incidents of concern which occur between the yearly print of the report, we post interim information in the student publications on campus and post information flyers throughout the campus which inform the students of the incident. Crime prevention is also accomplished by greeting each new group of students during their orientation each quarter. At this time the students are told of the importance of reporting all incidents that they are involved in. At this meeting, any current areas of concern are explained to them and information given them on prevention. The Public Safety Department also highlights any topic of concern on a quarterly basis. Posters of topical concern are placed in several of the buildings for student viewing. These topics cover areas of sexual abuse, alcohol and drug abuse, theft and crimes of stalking. Crime prevention tapes are also available from the Public Safety Department for loan and discussion. These tapes are available at the Public Safety Department Headquarters. All described offenses are referred out to the local municipal police department for assistance, when needed. In all cases, the university

(WQ 7th Week) **FEBRUARY/MARCH 2008**

"It is hard to fail; but it is worse never to have tried to succeed."

Theodore Roosevelt

MONDAY 25	
Start COC & CGUS 10 wk Drop & Withdrawn Classes graded "WF" or "WNP"	
TUESDAY 26	
WEDNESDAY 27	
THURSDAY 28	
FRIDAY 29	
SATURDAY 1	SUNDAY 2
End of Quarter 14th qrt. Classes	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

administration is notified of the accused offenses. The procedures for institutional sanctions are defined in this Student Handbook.

Driving on Campus

As students at a professional university, we expect each of you to set an example fitting your profession. The speed limit on campus is 10 MPH and will be strictly enforced. It is a violation of the student rules to commit the following acts while driving on campus. Failure to yield at a yield signs, failing to yield to pedestrian, speeding over 10 MPH, weaving in and out of driving lanes, and driving against the established flow of traffic and committing reckless conduct with a vehicle. Fines for moving violations are \$35.00 and will increase with each subsequent occurrence irrespective of the quarter in which they are issued. Multiple violations will lead to a suspension of driving privileges on campus and could lead to expulsion from Life University. All students, and employee's driving on campus are required to have a valid driver's license and valid proof of insurance coverage in their possession.

Registration of Vehicles

Life University provides parking for student vehicles that display a valid parking decal. Decals are issued at all registration processes and at the Public Safety Department. Decals are \$20.00 per quarter for the first vehicle and \$5.00 per quarter for additional cars, or motorcycles.

Students must display the decal on the lower left side of the rear window on the outside of the vehicle, or on the stationary portion of the fork on motorcycles. Convertibles or cars with louvers may place the decal on the left rear side window or on the front windshield. Decals must be on the vehicles by Friday of the first week of class.

Handicapped Parking

Life University honors valid handicap placards and plates from all states. It is our policy to ticket and impound vehicles occupying handicap-parking spaces without displaying the proper placard or plate, the fine is \$100.00. Drivers who demonstrate a need for handicapped parking can make application for such parking through our Public Safety Department. Life University adheres to the requirements for handicap parking set forth in the Georgia Code Section 40-6-222. So that they can access the number of spaces needed, and to validate those placards and plates in use, it is requirement that the users of handicap parking register with the

(WQ 8th Week) MARCH 2008

"Honesty is the first chapter in the book of wisdom."

Thomas Jefferson

MONDAY 3 Pre-Registration All Programs Last Day to Drop Classes	
TUESDAY 4	
WEDNESDAY 5	
THURSDAY 6	
FRIDAY 7	
SATURDAY 8	SUNDAY 9 Daylight Savings Time

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Public Safety Department Headquarters. Upon registering, a special decal will be issued that must be affixed to the vehicle.

Registering a vehicle after signing a waiver exempting the parking fee, or failing to remove student decals from a car after signing an exemption form will result in a fine of \$100.00.

Parking

Students must only park in areas designated for student parking while on campus (demarcated by yellow lines). Failure to comply will result in the following fines.

Parking Violations and Fines

Illegal Parking	\$35.00
Parking in handicap parking space.	\$100.00
Parking in unmarked or unauthorized area	\$35.00

All vehicles on L.U. property are required to be registered and display a parking decal or temporary permit. The decals or permits can be picked up at the Public Safety Department office located in Annex A.

Passes for Vehicles

ALL drivers must stop at the Public Safety Department located at Annex A of the campus to obtain a temporary pass for any of the following reasons:

- A. Driving an unregistered car on campus (Does not have a current university decal).
- B. Spouse, girl/boyfriend, acquaintance or patient drives a student owned car on campus (Failure to obtain a pass may subject the car to being ticketed).
- C. Visitors: The permit should be displayed on the front dash of the vehicle at all times while on Life University property.

Decal Violations and Fines

No Decal	\$35.00
Improper display of decal	\$25.00
Altered /forged or stolen decal	\$50.00

Moving Violations and Fines

The Life University Public Safety can write tickets for moving violations on university or State Of Georgia tickets. The university tickets will be paid

(WQ 9th Week) **MARCH 2008**

“Know that your knowledge is limited. Recognize that others can help you. Be open-minded and ready to learn. ”

unknown

MONDAY 10	
Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 11	
WEDNESDAY 12	
THURSDAY 13	
FRIDAY 14	
Nat. Boards Part I,II,III, PT Exams (No DCP Classes)	
SATURDAY 15	SUNDAY 16
Nat. Boards Part I, II, III, PT Exams (No DCP Classes)	Nat. Boards Part I,II,III, PT Exams

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

through Student Accounting. The State of Georgia tickets will be processed through the State Court of Cobb County.

Exceeding Speed Limit

On other than Barclay Circle	\$35.00
Barclay Circle	STATE IMPOSED FINE
Disregarding Traffic Control Sign	\$35.00
Reckless Driving	STATE IMPOSED FINE
Disregarding officer working traffic	\$70.00
Moving barricades	\$70.00

Payments

Payment of university issued tickets will be processed through Student Accounting. Unpaid university tickets will result in an Accounting Hold, which will preclude a student from registering, receiving transcripts or graduating until settled with Student Accounting.

If three tickets have been issued on a vehicle and the tickets remain unpaid, it will be towed at the owner/driver's expense. The owner/driver will have to come to the Public Safety Department office after paying the tickets at Student Accounting to get a release for the vehicle.

Repeat violations may cause driver and or owner to lose his/her driving and parking privileges on Life University campus and property. Vehicles are subject to be towed at owners expense at any time an officer deems it necessary to maintain the safety or the efficient traffic flow of Life University persons or property. Once the wrecker service is called, the owner/driver of the vehicle is responsible for any and all charges related to the towing. Life University or officers of Life University Public Safety Department are not responsible for damage or loss of property as a result of towing.

Parking Ticket Appeals

Appeals related to issued tickets will be handled by the V.P. of Operations & Finance or Assistant to the Provost in his absence. Appeals must be submitted in writing and may include discussion with the appellant and issuing officer. After consideration, such decision will be final. Pick up Appeal Form at Public Safety Department located in Annex A.

(WQ 10th Week) **MARCH 2008**

“Set peace of mind as your highest goal, and organize your life around it.”

Brian Tracy

MONDAY 17 St. Patrick's Day Last Day to Drop 2nd 5wk Classes Last Day to Withdraw (from all classes & programs)	
TUESDAY 18	
WEDNESDAY 19	
THURSDAY 20	
FRIDAY 21 Good Friday (School Closed)	
SATURDAY 22	SUNDAY 23 Easter

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Parking Restrictions

Each parking lot has a sign indicating its intended use. Please check these signs for any restrictions, which may apply before parking.

General student parking is in gravel lots or identifiable by yellow parking lines in paved lots. All restricted parking is identifiable by white or blue parking lines.

Towing of Vehicles

Vehicles may be towed for any of the following reasons:

- A. Having any unpaid tickets on file or upon the 3rd ticket in a single quarter.
- B. Blocking roads, docks, dumpsters or driveways.
- C. Parking in clinic or visitors spaces, or in handicap spaces.
- D. Parking on grass or in flowerbeds.
- E. Abandoned vehicles.
- F. It is a violation of the parking rules to leave a vehicle in a university parking lot overnight, but the Public Safety Department officers will monitor such vehicles and post a warning for an impound on cars which are left on subsequent nights. Students needing to leave a vehicle in a parking lot for a specified time frame should obtain an Identification Pass for the dash that briefly describes the conditions under which the vehicle is left for the time frame. Passes are available from the Dispatch Center located in Annex A, above the gazebo.

Procedures for Reporting Criminal Actions and other Emergencies on Campus

Public Safety monitors activities on campus 24-hours a day. Students and employees with concern over criminal actions on campus can contact the Public Safety Department at 770-426-2911. The department representative will initiate an Incident Report for Life University's use and will summon any assistance needed from local law enforcement. Reports can be made with any uniformed officer, any administrative office representative, or with the director personally. We openly solicit the observations and concerns of our students, staff and all visitors when suspicious or criminal activity is observed on campus. Public Safety believes that with greater awareness, we can help each person be better

(WQ 11th Week) **MARCH 2008**

Doomed are the hotheads! Unhappy are they who lose their cool and are too proud to say, "I'm sorry."

Robert H. Schuller

MONDAY 24	
Final Exams for DC, UG 10 wk, & MS	
TUESDAY 25	
Classes End 2nd 5wk UG Final Exams for DC, UG 10 wk, & MS	
WEDNESDAY 26	
Final Exams 2nd 5wk UG Final Exams for DC, UG 10 wk, & MS	
THURSDAY 27	
Final Exams 2nd 5wk UG Final Exams for DC, UG 10 wk, & MS	
FRIDAY 28	
Final Exams 2nd 5wk UG	
SATURDAY 29	SUNDAY 30
Last Day for achieving Clinic Qtr. Milestone End of Quarter	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

prepared to protect oneself and others from crime. Public Safety also works closely with other local law enforcement agencies to obtain and monitor criminal reports made to them. Life University also monitors reports for violations of law that are based on prejudices of race, religion, sex and ethnicity. It is the policy of the Public Safety Department to actively investigate all complaints and violations of state laws committed on our campus and to cooperate with all law enforcement agencies and courts. This may require the department to notify the Office of Student Services of violations of law that also violate university policy or codes of conduct.

Emergencies on Campus

When a campus emergency occurs contact Public Safety by dialing “2911” on any campus phone or 770-426-2911 from any other phone. This line is answered 7 days a week, 24 hours a day. For injuries and illnesses the Public Safety Department will respond and summon off-campus emergency services. Any university student or employee has the right to call the Public Safety “911” emergency line for any concern he or she believes warrants such response. However, if the student or employee feels the situation is such that time is critical, the student or employee should call both “911” and “2911” so that the University Public Safety Department can monitor the arrival of any emergency response personnel and direct those personnel to the patient.

The Procedures for Institutional Sanctions

The rules and procedures for all offenses and disciplinary proceedings are defined in the Student Handbook. It is important to note that both the victim and the accused are afforded certain rights and that the list of references for counseling or any other assistance is available to both.

Security Procedures and Access to Campus Facilities

The Public Safety Department monitors all access to campus facilities. The buildings are patrolled and are unlocked at an appropriate time in the morning and re-locked in the evenings.

All users of the university facilities are encouraged to express safety concerns they have while on campus. A Public Safety officer will initiate an Incident Report to document all concerns. If intervention is needed to deal with a person who is trespassing, or to deal with a fire or other unsafe

(WQ 11th Week) **MARCH/APRIL 2008**

“Be noble minded! Our own heart, and not other men’s opinions of us, forms our true honor.”

Friedrich Schiller

MONDAY 31	
All Grades Due	
TUESDAY 1	
April Fool’s Day	
WEDNESDAY 2	
All Faculty return to Campus Registration begins returning students (All Programs)	
THURSDAY 3	
New Student Orientation	
FRIDAY 4	
New Student Orientation/Advisement Registration	
SATURDAY 5	SUNDAY 6
Last day to sign up for Written Comp. Exams MS	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

condition, he or she will act within the limits of their training and call local authorities for assistance, if necessary.

Bomb Threat Policy

When a bomb threat is announced, please follow these instructions:

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel, or the building coordinator. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist the handicapped in exiting the building! Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
4. Once outside, proceed to the designated assembly area for that building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
5. **DO NOT RETURN** to an evacuated building unless told to do so by a Public Safety official.

REGISTRAR

Transcript Request

Students and graduates may request, in writing, that an official transcript of grades be sent to any party or institution. Official transcripts are categorized as follows;

1. Official—sent within one day of request
2. Final Official—sent at the end of a quarter within 2 days of that quarter's grades being processed and transcribed.
3. Graduate Official—upon graduate's academic clearance within 2 days of "graduated" status.

The university will provide official transcripts per program at a cost of \$5.00 each.

The university will provide, upon written request, fax or e-mail, unofficial transcripts at a cost of \$5.00 within one workday.

(Spring Quarter 1st Week) **APRIL 2008**

"Nothing gives a person so much advantage over another as to remain always cool and unruffled under all circumstances."

Thomas Jefferson

MONDAY 7	
Classes Begin All programs	
TUESDAY 8	
"First Tuesday" Welcome Back 11 a.m. -1 p.m. Last day to add UG 1st 5wk	
WEDNESDAY 9	
Registration Ends (COC, UG 10 wk, & MS)	
THURSDAY 10	
Club & Market Day 11 a.m. (main gym)	
FRIDAY 11	
Last Day to Drop Classes without Tuition forfeiture Last Day to Add Classes (COC, UG 10 wk & MS) Add/Drop Classes with fees COC, UG 10 wk, & MS	
SATURDAY 12	SUNDAY 13

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Transcripts will not be provided for persons under financial obligation to the university.

Upon receipt of a properly authorized written request and payment of appropriate transcript fee to the Registrar's Office, transcripts will be sent by return mail within the time specified above.

Please note that a grade of "F" is not removed from the permanent record when the course is repeated, but is removed from the cumulative average.

When students receive an incomplete, they must consult with the instructor.

STUDENT ACCOUNTING OFFICE

Fees Listed in the Catalog

Life University endeavors to maintain student costs of education at the lowest level without sacrificing quality. In order to provide the lowest student cost, other sources of income, such as contributions from interested chiropractors and friends of Chiropractic, are actively sought. Many generous persons have pledged support at a sacrificial level so that the university might open its doors to students from all walks of life. Although every attempt is made to bring applicable government programs of Financial Aid to the benefit of the students, Life University remains a private non-profit institution and receives no direct support from government funds. A listing of all fees is available in the university Catalog and the Academic Quarterly.

The following policies apply to all students in all programs of study.

The university and its various divisions and departments reserve the right to modify and change requirements, rules and fees. Such regulations shall go into effect without prior notice whenever deemed appropriate by the university.

Fair and equitable refund policy for withdrawal from all classes

The process used to determine the student's informal/ unofficial withdrawal date. If a student fails to notify Life University that he or she has stopped attending classes, then Life University will determine the student's withdrawal date by routinely monitoring their attendance. This monitoring includes attendance records of instructors, "sitting" for exams, computer-assisted instruction, counseling, or academic advisement.

(SPQ 2nd Week) **APRIL 2008**

"It's the constant and determined effort that breaks down all resistance and sweeps away all obstacles."

Claude M. Bristol

MONDAY 14	
All Drop or Withdrawn Classes start being graded "W"	
TUESDAY 15	
Tax Day	
WEDNESDAY 16	
THURSDAY 17	
FRIDAY 18	
"Treehouse Party"	
SATURDAY 19	SUNDAY 20

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

In accordance with the Higher Education Amendments of 1992, Life University's "fair and equitable refund policy" is as follows: Life University will provide a refund applicable to the federal withdrawal refund calculation, if the student has withdrawn on or before the 60 percent point of the quarter.

If a student withdraws after the 60 percent point of the quarter **no refund is applicable.**

For students enrolled in the full quarter-11 week classes the after 60 percent point of quarter is the 46th day (Thursday of the 7th week).

For students enrolled in the 5th week accelerated classes the after 60% point of quarter is the 23rd day (Tuesday of the 4th week—1st 5 weeks and Thursday of the 9th week—2nd 5 weeks).

For MS students enrolled in the Summer quarter—6 week classes the after 60 percent point of quarter is the 25th day (Thursday of the 4th week)

Life University will provide a copy of the refund calculation to the student upon request at the student accounting office.

Refund Withdraw Policy

Refunds will be made to the source for any student who receives any form of financial aid and totally withdraws, in descending order, and in proportion to the amount paid toward tuition as described below:

1. Stafford/Unsub
2. Stafford/Sub
3. Perkins
4. PLUS
5. Pell
6. SEOG
7. Other Federal Aid
8. Georgia Student Incentive Grant
9. Georgia Tuition Equalization Grant
10. Other Financial Aid
11. Student

(SPQ 3rd Week) **APRIL 2008**

“Every good thought you think is contributing its share to the ultimate result of your life.”

Grenville Kleiser

MONDAY 21 Earth Day	
TUESDAY 22	
WEDNESDAY 23 Last day for UG to change from 5 to 10 week classes	
THURSDAY 24	
FRIDAY 25	
SATURDAY 26	SUNDAY 27

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

No refund of tuition or fees is made when a student is dismissed, suspended or expelled. Students who plan to skip one or more quarters should notify the Registrar's office in writing.

If financial aid in any form is received, the refund will be returned to the source of that funding in proportion to the amount paid toward tuition.

The university and its various divisions and departments reserve the right to modify and change requirements, rules, and fees without prior notice.

Payment of Accounts

Payment of tuition and fees are due in full each quarter by the designated payment date. (Second Friday of the quarter.) If you have current, approved financial aid (loans, grants, scholarships) which covers your balance—your “bill will be paid” when your funds become available.

Penalties for Non-Payment

Student Accounts will mail out “Past Due” letters to accounts with balances. If you fail to respond to “Past Due” letters and are enrolled in Clinic Practicum, your clinic privileges will be suspended. Registration “Holds” are placed on accounts just before Telephone Registration begins each quarter. An unpaid balance will be on an Accounting Hold blocking your registration.

Any open balance owed to Life University, or unpaid Emergency Loans more than 30 days old will also prevent transcripts and diplomas from being released. If you default on a Perkins Loan or Foreign Student Loan, a Hold will be placed on your account, blocking registration, transcripts and diplomas.

If you leave Life University with unpaid debts, you will be subject to formal collection procedures, which will adversely affect your credit rating, and require you to pay legal fees and additional collection costs.

Bad Check Policy

Any check returned to Life University due to insufficient funds, payment stopped, or a closed account, may result in disciplinary action against the student, including possible dis-enrollment. The issuance of a check which is returned may constitute deposit account fraud under Georgia law, which is either a misdemeanor or a felony, depending on the

(SPQ 4th Week) **APRIL/MAY 2008**

“When we are present in each moment, the past gently rolls up behind us and the future slowly unravels before us.”

Rev Richard Levy

MONDAY 28	
Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 29	
WEDNESDAY 30	
COC Assessment Day - OSCE Exams Dr. Riekeman’s “Rights & Responsibilities”	
THURSDAY 1	
FRIDAY 2	
Written Comprehensive Final Examination MS	
SATURDAY 3	SUNDAY 4

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

circumstances. Punishment for a misdemeanor conviction may include a fine ranging from \$100 to \$1000 and imprisonment for a period not to exceed twelve months. Punishment for a felony may include a fine of \$1000 and imprisonment for a period of one to five years.

The issuer of a returned check is subject to a service charge of \$50 or 5% of the face amount of the check, whichever is greater. (maximum charge is \$50.00)

Under Georgia law, the university also has the right to file a civil suit against the maker of a returned check for two times the amount of the check not to exceed \$500. A second offense may subject the offender to dis-enrollment from the university.

Scholarships

Requests for scholarships must be made in writing to the Financial Aid Office. Applications may be obtained from that office.

Tuition for Part-time Students

For D.C. Students: Financially, a part-time student is defined as anyone carrying a quarter load of less than 6 hours. Tuition for part-time students is \$246.00 per credit hour. As with full-time tuition, the administration of the university reserves the right to alter tuition fees at any time.

For Undergraduate Students: Financially, a part-time student is defined as anyone carrying a quarter load of less than 6 hours. Tuition for part-time students is \$158.00 per credit hour or \$65.00 per credit hour if Georgia resident.

For Master's Students: a part-time load is defined as a quarter load of less than five hours. Tuition for part-time students \$186.00 per credit hour.

STUDENT SERVICES

The main Student Services offices are located in the Sport Health Science Center complex on the second floor. The division of Student Services is located in various locations around campus.

For example, the offices of the Executive Director of Student Services, Director of Student Conduct, Director of Career Counseling Services and the Director of Student Involvement and Leadership, and Student Council are located in the main

(SPQ 5th Week) **MAY 2008**

"If you don't have confidence, you'll always find a way not to win."

Carl Lewis

MONDAY 5	
TUESDAY 6 Last day to drop classes 1st 5 wk UG	
WEDNESDAY 7	
THURSDAY 8	
FRIDAY 9 Classes End 1st 5wk UG	
SATURDAY 10	SUNDAY 11 Mother's Day

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Student Services offices. The Student Success Center is located in Annex C. Questions concerning policies, rules and regulations, housing, jobs, churches, recreational facilities, civic organizations, on-campus clubs, health services, activities, Activities center, etc., can be answered in the Office of Student Services.

Housing

On-Campus Housing

The Commons at Life University provides a limited amount of on campus housing for full-time students and their immediate family members. The apartments provide 127 units that can house a total capacity of 279 residents. Due to the limited space available, vacancies are filled from a waiting list that is maintained by the Housing Office in the Commons. The units available are one, two and three bedroom units. A student may rent an entire unit to house themselves and immediate family members. All other units are rented by the bedroom. Roommates within two and three bedroom units share the privileges and responsibilities of the common areas of the kitchen, living room, and bath.

An apartment rental housing contract is usually signed for the entire academic year (fall through summer quarters). Exceptions to the contract are made on an individual basis. Contracts which are signed after the start of the academic year are valid though the summer quarter. All residents must sign a Housing Contract as well as the Rules and Regulations agreement. For more information or to be placed on the waiting list for the Commons please contact the Resident Property Manager at 770-794-3098.

Off-Campus Housing

The Office of Student Services maintains information to assist students who are seeking off-campus housing. A list of area apartment complexes is available in the office and on the university Web site. Individuals seeking a roommate may request to be placed on the roommate list, which is updated weekly. Those desiring to rent a room or share an apartment may also use a specially designated bulletin board in the Office of Student Services. For more information, please call the Office of Student Services at 770-426-2700.

(SPQ 6th Week) **MAY 2008**

“A man’s mind stretched by a new idea can never go back to its original dimensions.”

Oliver Wendall Holmes

MONDAY 12	
Final Exams -1st 5wk UG	
TUESDAY 13	
Final Exams -1st 5wk UG Registration 2nd 5wk UG	
WEDNESDAY 14	
Registration 2nd 5wk UG Ends 1 p.m. Classes Begin 2nd 5wk UG	
THURSDAY 15	
FRIDAY 16	
National Board Part IV Exam	
SATURDAY 17	SUNDAY 18
National Board Part IV Exam	National Board Part IV Exam

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

Identification Cards

The initial I. D. card is issued to each student at no charge during the orientation process. Lost cards are replaced in the Student Services office at a cost of \$5.00. The cards must be carried at all times when on campus. The employees of the Registrar, Library, Wellness Center or other offices of the university may require presentation of a student's I D card before providing the requested service.

Lockers

Clinic Lockers

Prior to the 2007-2008 academic year the lockers located in the rear of the Administration building were available to students in clinic on a first come, first served basis. Effective fall quarter 2007 a new locker assignment policy will be utilized to provide our students with a fair process.

The Office of Student Services will coordinate locker assignments for students who are enrolled in the clinic. Student's who are in student clinic (quarters 8 and 9) may reserve one of the 116 locker's that are located near the Student Clinic. Those who are in clinic, quarters 10 and above, may reserve one of the 140 lockers in the C-HOP area. The procedures for acquiring one of these lockers will be posted week 8 of each quarter. It is expected that students will remove their locks and contents of the lockers prior to the last day of each quarter.

Wellness Center Lockers

The Wellness Center has lockers available for use while you are attending a fitness class or exercising. Please bring your own lock for security reasons, and remove all personal items on a daily basis. Life University is not responsible for theft or loss of personal property left in this facility or contained in lockers.

STUDENT INVOLVEMENT & LEADERSHIP

Clubs and Organizations

Life University encourages students to organize and participate in group activities intended to provide leadership training, social growth, and community service as well as promote the desire for continued education.

(SPQ 7th Week) **MAY 2008**

“When the minds of the people are closed and wisdom is locked out they remain tied to disease.”

Ch’i Po

MONDAY 19	
Start COC & CGUS 10 wk Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22	
FRIDAY 23	
SATURDAY 24	SUNDAY 25

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

The Office of Student Services approves all clubs and organizations except Technique clubs (which are approved by the Chiropractic Science Department). Students desiring to form new clubs should discuss plans and purposes of the new clubs with the Director of Student Involvement and Leadership to receive advisement. The Club, Class and Organization Handbook is available through the Office of Student Services outlining the specific steps for recognition. Further details and policies concerning organizations and their procedures may also be found in the Club, Class and Organization Handbook.

Class Organizations

Each DC quarter class shall elect a president, vice president, secretary and treasurer to organize the affairs of the class. Each class also elects Student Council members to represent it in the overall student government. A class historian is elected to record and preserve those special events unique to each class. Each class selects an advisor from the faculty to assist and direct as the need arises. The undergraduate students shall form their own executive officer group and student council representatives. The undergraduate class will select an advisor from the faculty or staff to assist and direct as the need arises.

Joining On-Campus Organizations

All on-campus organizations must be officially recognized through the Office of Student Services. Recognized student organizations must have a faculty/staff advisor and be registered each quarter. Check the bulletin boards in Annex C and throughout the campus for club and activity postings. For a list of current clubs and organizations go to:
http://www.life.edu/current_students/clubs.asp

Guest Speakers

Any club, class or organization, which wishes to have a guest speaker on campus, must submit a request to the Office of Student Services two weeks before the event. There will be no fees charged for guest speakers. Speaking engagements may not last more than two hours. Guest speaker request forms can be obtained from the Student Services office.

Orientation

The orientation program is conducted at the beginning of each quarter. It is designed primarily to aid the student in adjusting to his/her new environment. It is recognized that orientation is a continuing process that

(SPQ 8th Week) **MAY/JUNE 2008**

"Men may doubt what you say, but they will believe what you do."

Lewis Cass

MONDAY 26	
Memorial Day (School Closed) Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"	
TUESDAY 27	
Pre-Registration All Programs Last day to Drop Classes	
WEDNESDAY 28	
THURSDAY 29	
FRIDAY 30	
SATURDAY 31	SUNDAY 1
End of Quarter 14th qtr. Classes	

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

students cannot become totally knowledgeable about the university, its academic program and co-curricular program until the students have been in attendance for several quarters. Students are urged to contact the Office of Student Services with any immediate questions.

Social Events

If organizations wish to organize a specific social event, they may do so. If there are any questions about the use of university facilities or any other university property, refer to the section on the "Use of Facilities" under "General Campus Policies." If it is preferred to have certain functions off campus, it will be an official school function only if designated as such by the administration of the university.

Student Council

The Student Council, based on the authority granted by the university administration, exists to serve as a medium for expression between students and administration, through its representative government structure. Any member of the student body is eligible to serve on the Student Council as outlined in the official Constitution and By-laws of the Council. Each quarter will be represented on the Council as outlined in the Constitution. If there are any questions concerning the Student Council, feel free to attend any of the regularly scheduled meetings, or stop by the Student Council office any weekday. All students are invited to attend any of these meetings and participate with permission from the Council. Officer elections are held during winter quarter. Those elected to serve as officers serve an annual term from spring through winter.

Treehouse Activities Center

The university maintains an Activities Center (The Tree House) to provide students, faculty and administration with a place for relaxation and social interaction. The Activities Center is located across the street from the academic campus in a quiet wooded area. Students are encouraged to use the Activities Center and the surrounding woodlands. Please observe all rules and regulations. Special events at the Activities Center must be coordinated through the Office of Student Services.

Activities Center Policies

1. Scheduling of the Activities Center must be done at least two weeks in advance.

(SPQ 9th Week) **JUNE 2008**

“The principal goal of education is to create men who are capable of doing new things, not simply of repeating what other generations have done - men who are creative, inventive and discoverers.”

Jean Piaget

MONDAY 2 Last day to Drop Classes for 2nd 5 wk UG	
TUESDAY 3	
WEDNESDAY 4	
THURSDAY 5	
FRIDAY 6	
SATURDAY 7	SUNDAY 8

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

2. All functions must be booked through the Office of Student Services.
3. Only administration, staff, faculty, students, clubs or organizations may reserve use of the Activities Center. Use of the Center is limited to university related functions only. A selected few outside activities (weddings, birthdays, etc.) may be booked on a limited basis for a rental fee.
4. There are to be no more than 199 people inside the Activities Center at any one time per order of the State Fire Marshall.
5. Groups who rent the Center are liable for all damages and or vandalism that occurs while using the Center.
6. There will be no alcoholic beverages unless approval is given as stated in the ALCOHOL POLICY.
7. All events/activities must be over by 2:00 am.
8. The Conduct Review Board will deal with any major infractions (damage, conduct, etc.)
9. Life University's relationship with the student is in a non-custodial fashion. There is no special relationship raised by student status. The university is not a guarantor of student's safety in situations involving physical risk.

WELLNESS CENTER

It is the goal of the Life University Wellness Center to get Life University students, faculty, and staff involved in some form of recreation, leisure, or fitness/wellness activities. The Wellness Center offers drop-in leisure activities, including aerobics, weight room, personal training, racquetball courts, fitness assessment and a variety of personalized classes.

The Wellness Center contains an indoor, air-conditioned aerobics room equipped with hardwood floor, mirrored walls, sound equipment, mats and steps for step aerobics. The fitness room is fully equipped with free weights and selected weight-training equipment and is equipped with cardiovascular equipment, including stationary bikes, stair climbers and treadmills.

In cooperation with the City of Marietta, Life University has a 5-mile jogging trail, which wanders through Life's campus and two city parks immediately adjacent to the campus.

(SPQ 10th Week) **JUNE 2008**

“People who say that it can’t be done should not interrupt those of us who are doing it!”

unknown

MONDAY 9 Last Day to Withdraw from all classes & programs Last day to Drop Classes for 2nd 5 wk UG	
TUESDAY 10	
WEDNESDAY 11 Flag Day	
THURSDAY 12	
FRIDAY 13	
SATURDAY 14	SUNDAY 15 Father’s Day

STUDENT SUPPORT SERVICES

The Student Success Center (SSC)

We would like to introduce you to the many special services that the SSC can offer you. Our goal is to help promote success throughout your collegiate years and beyond. The Center provides students with learning opportunities that develop skills and competencies to enrich the individual's educational experiences and assist them to achieve excellence throughout their career path. The Student Success Center at Life University offers academic, leadership, emotional, and disability support.

Please contact us if we can help provide any of these above services or just stop by to learn more about what the SSC can offer you (or call 770-426-2725). All services are free to enrolled Life University students, unless referred to outside resources. The Center is located in Annex C.

The following academic services are available at the SSC:

Academic Support

Tutoring

Peer tutors assist students in improving their time management and goal setting skills and learning effective study techniques for academic success. Tutoring sessions are typically small groups and are by appointment only. Students must sign up in the SSC (schedules are updated every quarter). Tutors are required to have an "A" in the topic area, a minimum overall GPA of 3.0, three faculty letters of reference, interview, and attend all meetings.

Supplemental Instruction (SI)

Supplemental Instruction is organized peer facilitated study sessions held outside of the classroom in group settings. Students are encouraged to clarify notes, ask course related questions, improve their test preparation skills and learn effective learning strategies for academic success (schedules are updated every quarter). SI leaders are required to have an "A" in the topic area, a minimum overall GPA of 3.0, three faculty letters of reference, interview, and attend all meetings.

Peer Mentoring Program

This program is designed to assist students in academic goal

(SPQ 11th Week) **JUNE 2008**

“Maturity begins when we’re content to feel we’re right about something without feeling the necessity to prove someone else wrong.”

Sydney J. Harris

<p style="text-align: right;">MONDAY 16</p> <p>Final Exams for DC, 10 week UG, & MS</p>	
<p style="text-align: right;">TUESDAY 17</p> <p>Classes End 2nd 5wk UG Final Exams for DC, 10 week UG, & MS</p>	
<p style="text-align: right;">WEDNESDAY 18</p> <p>Final Exams 2nd 5wk UG Final Exams for DC, 10 week UG, & MS</p>	
<p style="text-align: right;">THURSDAY 19</p> <p>Graduation Rehearsal- 11 a.m.-1 p.m. Final Exams 2nd 5wk UG Final Exams for DC, 10 week UG, & MS</p>	
<p style="text-align: right;">FRIDAY 20</p> <p>Awards Convocation am TBA Graduation 1 p.m. Final Exams 2nd 5wk UG</p>	
<p>SATURDAY 21</p> <p>Last Day for achieving Clinic Qtr.Milestone Final Exams 2nd 5wk UG End of Quarter</p>	<p style="text-align: right;">SUNDAY 22</p>

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

setting, action planning and implementation, problem solving, and decision making through the student's academic topics.

Make-up Testing

This is offered Tuesday and Wednesday at 11 a.m., week 1-3 & 5-10. To maintain a quiet testing environment, doors close 15 minutes after the hour of scheduled exam. Make-up testing is also available one extra day, week 1 and 10 only, on Thursday's at 11 a.m. NO make-up testing is available week 4 due to OSCE's or week 11 due to finals.

Counseling

Counseling is offered to all currently enrolled Life University students. Students can request an appointment by filling out a request form in the SSC. Sessions are held individually, in groups or couple sessions.

Disability Services

(Documentation Requirements for Accommodations)

A disability is defined as impairment in a major life activity, such as walking, reading, writing, etc. The disability must be clearly documented that the individual with a disability is substantially limited by the condition and that a need exists for the accommodation.

A student will not automatically be provided with accommodations based on a diagnosis alone. Evidence must be presented that the disability is significantly interfering with their academic performance or any other accommodation request. Each accommodation is individualized to the particular student, as supported by their documentation.

All students must meet and follow all university rules, Student Handbook, Course Catalog and Technical Standards, including attendance, regardless of disability or approved accommodations.

**For Technical Standards for the College of Chiropractic see the Life University Catalog

JUNE 2008

"Only those who risk going to far can possibly find out how far one can go."

T.S. Eliot

MONDAY 23 All Grades Due	
TUESDAY 24	
WEDNESDAY 25 Registration returning students	
THURSDAY 26	
FRIDAY 27	
SATURDAY 28	SUNDAY 29

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

All students are responsible for providing adequate documentation. Life University is not required to conduct or to pay for any evaluation to document a disability or need for an academic adjustment. Life University does not provide any evaluations or documentation for disabilities. An outside independent professional documentation must be provided to the Student Success Center. Individuals are responsible for all funding to pay for appropriate professional documentation. (Your state vocational rehabilitation agency through the Department of Education Web page may be able to assist: <http://www.ed.gov/parents/needs/spced/resources.html>).

Documentation must include all of the following:

- 1) Provided by a qualified licensed professional with the ability to diagnose the specific disability.
- 2) Current adult based (18 years or older, post high-school). Individualized Education Program (IEP), Section 504 plan, &/or prior historical accommodations are not sufficient documentation for postsecondary education, since different demands are required and the nature of a disability may have changed due to maturation. (***) Note: National Board of Chiropractic examiners requires documentation updated every three years***).
- 3) On professional letterhead with address and telephone number of facility and or professional.
- 4) Original signature of professional with listed degree and specialty.
- 5) Dated.

Comprehensive & clearly define the impact of the disability on the student's functioning in daily life. Clearly define the limitations imposed and the support data verifying the impact of the condition. (NOTE *** National Board of Chiropractic Examiners requires the following: Single sub-tests or checklists are not acceptable as a sole source of documented data. Standard or scaled scores from all tests and sub-tests must be included in your diagnostic report***)

JUNE/JULY 2008

"The difference between the impossible and the possible lies in a person's determination."

Tommy Lasorda

MONDAY 30	
TUESDAY 1	
WEDNESDAY 2	
THURSDAY 3	
FRIDAY 4 Independence Day (School Closed)	
SATURDAY 5	SUNDAY 6

SECTION II: LIFE UNIVERSITY STUDENT AND CAMPUS SERVICES

- 6) Recommendations for accommodations must be listed with supported diagnostic information. Documentation must be specific in listing practical and written exam based accommodations, if appropriate.

***For Chiropractic Students, please see National Board of Chiropractic Examiners website for further details (“Guidelines for Acceptable Documentation”)**

Crisis Intervention

A student in crisis, after operating hours, should immediately call 911. If during operating hours, call Campus Police (770-426-2911). A SSC staff member can also help with an off-campus referral resource.

Workshops

These are available throughout the quarter that integrate education and success models. Past topics have included the following: i.e. test anxiety, note taking, test taking, learning styles, study skills, chiropractic techniques, relationship issues, and practice management.

JULY 2008

“The greatest good you can do for another is not just share your riches, but reveal to them their own.”

Benjamin Disraeli

MONDAY 7	
TUESDAY 8 National Board Application Deadline	
WEDNESDAY 9 All Faculty return to Campus	
THURSDAY 10 New Student Orientation	
FRIDAY 11 New Student Orientation/Advisement Registration All Programs	
SATURDAY 12	SUNDAY 13

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

ADJUSTING WITHOUT PROPER SUPERVISION

Georgia law provides that all students who perform chiropractic tasks shall be under supervision as follows:

“ . . . Nothing in this Chapter shall be construed to prohibit the performance of any chiropractic task by a student enrolled in an approved chiropractic college when such student has successfully completed at least one academic year of schooling therein and when such task is performed under the supervision and direction of an authorized instructor duly licensed to practice chiropractic in this state.” OFFICIAL CODE OF GEORGIA ANNOTATED Section 43-9-17.

Performance of chiropractic adjustments, on-or-off campus, shall be done only under the supervision of a Doctor of Chiropractic licensed in Georgia who is also an authorized instructor at Life University.

Adjusting without proper supervision—Any faculty member who observes students performing chiropractic adjustments while not in a scheduled classroom or clinical setting and not under the supervision and direction of a Doctor of Chiropractic, licensed in Georgia and an authorized instructor at Life University should secure the names of the students involved, reduce all relevant data to writing, and deliver the letter to the Dean of Clinics for appropriate action. Such prohibited activity may also lead to prosecution, litigation and or dismissal from school.

The casual “observation” by a faculty member of a student engaging in chiropractic tasks when carried out in informal or social settings is not approved supervision or direction. Any faculty member who aids, abets or conducts such informal activity will be subject to disciplinary action, including termination.

ADMISSIONS STATUTE OF LIMITATIONS

A student applying to the Doctor of Chiropractic program is expected to enroll in the quarter for which he/she has applied unless there is formal written notification given to the Office of Admissions regarding a change in the intended enrollment date and that change has been approved by the Office of Admissions. A student failing to enroll within one calendar year will be required to reapply for admission. Life University reserves the right to request any or all of the required admission materials and fees for reapplication.

ANIMALS ON CAMPUS

All leash laws in Cobb County are enforced on our campus. Dogs are not allowed on the campus or in the buildings with the exception for sight assistance. Dogs can

(Summer Quarter 1st Week) **JULY 2008**

“Great changes may not happen right away, but with effort even the difficult may become easy.”

Bill Blackman

<p style="text-align: right;">MONDAY 14</p> <p>Classes Begin All programs All Drop or Withdrawn Classes start being graded “W”</p>	
<p style="text-align: right;">TUESDAY 15</p> <p>First Tuesday” Welcome Back 11a.m. - 1 p.m. Last Day to Add UG & MS 1st 5 wk</p>	
<p style="text-align: right;">WEDNESDAY 16</p> <p>Registration Ends COC, UG 10 wk, & MS</p>	
<p style="text-align: right;">THURSDAY 17</p> <p>Club Day 11 a.m. (main gym) Add/Drop Classes with fees COC, UG 10 wk, & MS</p>	
<p style="text-align: right;">FRIDAY 18</p> <p>Last Day to Add Classes COC, UG 10 wk & MS Add/Drop Classes with fees COC, UG 10 wk, & MS Last Day to Drop Classes without Tuition forfeiture</p>	
<p>SATURDAY 19</p>	<p>SUNDAY 20</p>

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

be taken on the 5 miles of running trail for the purpose of sight assistance and personal security, but the animals must be on a leash and the owner must clean up after the dogs. Dogs are not allowed on the athletic fields or track facility for any reason, except sight assistance.

ASSEMBLIES

The purpose of assemblies is to reinforce chiropractic principles of philosophy, inform students of relevant developments within the university and the profession in general, and to present guest speakers to the student body. Attendance is mandatory and roll is taken for the appropriate assemblies.

ATTENDANCE

Attendance policies are listed in each course syllabus. Attendance at all class sessions is a requirement of this institution; however, certain bona fide emergencies may preclude attendance at some class sessions. Class cuts are treated as follows: The general attendance policy states that a student may not miss more class hours than the equivalent number of weekly contact hours for a course, without presenting an acceptable excuse, or the student will have his or her grade for the course reduced by one letter grade. A student who misses a number of class hours equivalent to one and one-half times the number of weekly contact hours for the course (e.g., 7.5 hours for a course scheduled for five-weekly contact hours) will receive a grade of "F" in the course, regardless of excuse.

Students who are absent from class must make up the missed material prior to the next regular class. No cuts may be made up. This includes labs!

Acceptable Excuses

Acceptable excuses include death of family member, personal sickness, and imminent death of family member.

Excuses for class cuts due to health must be signed and documented with letterhead, address, and phone number of the licensed health care provider, and must contain the following statement: "The patient was confined to his house or admitted to the hospital from (time) on (date) through (time) on (date) for sickness or injury." Confinement is defined as the inability to leave the house except to obtain health care or engage in prescribed activities which are primarily therapeutic and not social, recreational, business, or educational in nature.

Excuses for class cuts due to death of an immediate family member must

(SUQ 2nd Week) **JULY 2008**

"Defeat is not defeat unless accepted as a reality-in your own mind."

Bruce Lee

MONDAY 21	
All Drop or Withdrawn Classes start being graded "W "	
TUESDAY 22	
National Board Late Application Post Mark Due Date	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25	
"Treehouse Party"	
SATURDAY 26	SUNDAY 27

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

be signed and documented with letterhead, address, and telephone number of clergyman or with obituary.

Such documentation **MUST** be presented to the instructor(s) within the first week upon return to class(es), with an information copy furnished to the Dean of the respective college. Failure to do this within the specified time will result in the student's absence being charged as an unexcused absence and may result in the assignment of a failing grade for excessive cutting.

College of Chiropractic "Attendance Policy": In the College of Chiropractic each course will have an attendance policy. The policy must be clearly articulated in the course syllabus. In those courses for which attendance is mandatory, attendance credit may be considered part of the grade. If portions of the course are mandatory [e.g. lecture (optional), lab (required)], it must be clearly delineated in the syllabus and announced in both lecture and lab during the first week. The policy for mandatory attendance will be consistent with the current policy, (i.e. missing over 10% of applicable hours produces a one letter grade reduction, greater than 15% produces a failure in the course). This policy will be supported by the Registrar regarding late registration.

Appeals Process

Students may appeal the action of an instructor regarding over-cuts to the Division Chair/Department Head of the instructor concerned. The decision of the Division Chair/Department Head will be final and no further appeal will be considered.

Examination Attendance

All exams must be taken as scheduled unless PRIOR approval is granted or unless certain bona fide emergencies arise.

The acceptable excuses listed above for cuts are the only acceptable excuses for make-up exams. All exams, course work, papers, etc., must be completed prior to taking the final exam. It is the responsibility of the student requesting a bona fide make-up exam to contact the instructor within one week of their return to campus to request arrangements for make-up testing.

(SUQ 3rd Week) **JULY/AUGUST 2008**

"A person's true wealth is the good he or she does in the world."

Mohammed

MONDAY 28	
TUESDAY 29	
WEDNESDAY 30 Last Day for UG to change from 5 to 10 wk classes	
THURSDAY 31	
FRIDAY 1 Last day to sign up for Written Comp. Exams MS	
SATURDAY 2	SUNDAY 3

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

Calculation of grades missing the final exam may result in a student receiving a grade “I”.

Calculation of grades with the final exam and missing other required course-work made-up and/or submitted may result in a student receiving a grade “F”.

For safety of the individual student and others, students will not be permitted into laboratories after the instructor begins his briefing of that day’s laboratory methodologies.

Life University Policy for Student Absences for School-Sanctioned Events/Holidays

This policy does not replace the established standard university absenteeism policy. It is an addition to the established policy.

1. Any student enrolled in any program of study at Life University may be officially excused from class(es) to represent the university at university sanctioned event, or observe a religious holiday such as Rosh Hashanah or Yom Kippur, as identified by the President.
2. The Dean may grant excuses for absenteeism for these university sanctioned events/holidays.
3. Students excused for university sanctioned events must make arrangements with members of the faculty to make up lecture and lab hours missed. This is to be documented by the faculty and submitted to the appropriate Dean.
4. Implementation of this policy places certain responsibilities upon all persons involved as follows:

The supervisor of the student or group participating in the extracurricular activity shall send written request to the appropriate Dean at least two weeks (if possible) in advance of the absence. This request should include the name of the event, the date of the event, all travel schedules, and names of all students involved. The supervisor must notify the appropriate persons of any changes in the schedules as soon as changes are known.

(SUQ 4th Week) **AUGUST 2008**

“Problems are only opportunities in work clothes.”

Henry J. Kaiser

MONDAY 4	
Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 5	
WEDNESDAY 6	
COC Assessment Day - OSCE Exams Dr. Riekeman’s “Rights & Responsibilities”	
THURSDAY 7	
FRIDAY 8	
Written Comprehensive Final Examination MS	
SATURDAY 9	SUNDAY 10

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

Students wishing to observe a religious holiday such as Rosh Hashanah must notify the instructor in advance.

Faculty members shall allow students to take tests and exams during the five (5) school days prior to the absence or within the five (5) school days following the absence. (The granting official may dictate when a final exam is to be taken.) Also, instructors shall prepare similar tests and exams of the same format as those administered to the other students in the class.

Students shall notify each instructor that he or she is participating in a program that may create excused absences throughout the quarter.

Students must provide a schedule of these events at the beginning of the quarter to each instructor. Students shall make up tests, exams, labs, and any other work five (5) school days before or within five (5) school days following the absence. Students shall make up tests, exams, labs, and any other work five (5) school days before or within five (5) school days following the absence.

CHAIN OF COMMAND FOR COMMUNICATION AND PROBLEM RESOLUTION

If there are any questions that cannot be answered by this handbook, the Office of Student Services should be contacted. If questions cannot be answered there, the department will refer the student to the proper person or office for resolution. Concerning academic questions or complaints, the student should first go to the instructor involved. If questions are not satisfactorily resolved or the complaint adequately handled, he/she should go to the Department Head or Division Chair of that instructor, and finally the Dean of the appropriate College (Arts and Sciences/Chiropractic).

CHILDREN ON CAMPUS

If extraordinary circumstances necessitate bringing a child to campus, it is the student's responsibility to ensure that the child's behavior does not disrupt the learning environment in any way. Children causing a disruption must be immediately removed from the area so as to maintain an appropriate learning environment.

COMPUTER USE POLICY

Primary Principles

Freedom of Expression, Personal Responsibility and an open environment

(SUQ 5th Week) **AUGUST 2008**

"I have learned that if one advances confidently in the direction of his dreams, and endeavors to live the life he has imagined, he will meet with a success unexpected in common hours."

Henry David Thoreau

MONDAY 11 Last Day to Drop 1st 5wk classes	
TUESDAY 12 National Board Application Part IV Deadline	
WEDNESDAY 13	
THURSDAY 14	
FRIDAY 15 Classes End 1st 5wk UG & MS	
SATURDAY 16	SUNDAY 17

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

to pursue scholarly inquiry and the sharing of information are encouraged, supported, and protected at Life University. These values lie at the core of the academic community.

Concomitant with free expression are personal obligations of each member of our community to use computer resources responsibly, ethically, and in a manner, which accords, to both the law and the rights of others. The campus depends first upon a spirit of mutual respect and an open community of responsible users.

Guidelines

These guidelines set forth standards for responsible and acceptable use of Life University computer resources. They supplement existing Life University policies, agreements, state, federal laws, and regulations. Computer resources include host systems, Life University-sponsored computers, workstations and devices, web-hosted information, communication networks, software, and files.

Computing resources are provided to support the academic research, instructional, and administrative objectives of the university. These resources are extended for the sole use of university faculty, staff and students, and other authorized users to accomplish tasks related to the users status at Life University, and consistent with Life University's mission.

Users are responsible for safeguarding their identification (ID) codes and, for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her data jack or computer at the time and date used.

Violation of these guidelines constitutes unacceptable use of computer resources, and may violate other university policies and/or state and federal law. Suspected or known violations should be reported to the appropriate Life University computing unit. Violation may result in revocation of computer resource privileges, and student disciplinary action, action, or legal action.

(SUQ 6th Week) **AUGUST 2008**

"You can't expect people to look eye to eye with you if you are looking down on them."

Anonymous

MONDAY 18	
Final Exams -1st 5wk UG & MS	
TUESDAY 19	
Final Exams -1st 5wk UG & MS Registration 2nd 5wk UG & MS	
WEDNESDAY 20	
Classes Begin 2nd 5wk UG & MS Registration 2nd 5wk UG & MS Ends 1 p.m.	
THURSDAY 21	
FRIDAY 22	
SATURDAY 23	SUNDAY 24

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

User Responsibilities

The following provisions describe conduct prohibited under these guidelines:

- a. Altering system software or hardware configurations or disrupting or interfering with the delivery or administration of computer resources.
- b. Attempting to access or accessing another's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
- c. Installing, copying, distributing or using software in violation of: copyright and/or software agreements applicable state and federal laws; or the principle described in Using Software. Guides to ethical and legal use of software for members of the Academic Community are available on Life University Library Web site under Library 101-Section 1 copyright Education.
- d. Using computer resources to engage in conduct with interferes with other's use of shared computer resources and/or the activities of other users, including studying, teaching, research, and university administration.
- e. Using computer resources for commercial or profit-making purposes without written authorization from the university.
- f. Failing to adhere to individual department or unit lab and system policies, procedures, and protocols. Allowing access to computer resources by unauthorized users.
- g. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, theft, and unauthorized access.

Administration

The maintenance, operation, and security of computer resources require responsible Life University personnel to monitor and access the system. To the extent possible in the electronic environment and a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subjected to the other applicable state and federal laws, and the needs of the university to meet its administrative, business, and legal obligations.

(SUQ 7th Week) **AUGUST 2008**

“Knowledge is proud that she knows so much; Wisdom is humble that she knows no more.”

Cowper

MONDAY 25	
Start COC & CGUS 10 wk Drop & Withdrawn Classes graded “WF” or “WNP”	
TUESDAY 26	
WEDNESDAY 27	
THURSDAY 28	
FRIDAY 29	
SATURDAY 30	SUNDAY 31
End of Quarter 14th qtr. Classes	

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

DRESS CODE

Students at Life University should remember that they are in the process of becoming professional persons. As students progress, they are encouraged to develop a professional demeanor, which encompasses their individuality. Since an important aspect of a professional image is dress, a dress code has been drawn up to provide parameters within which each student is free to express individual tastes. The restrictions are few: shoes and shirts must be worn at all times, students should be modest in their attire, hair should be well kept, and personal hygiene must be kept up at all times. The Executive Director of Student Services will deal with infractions of this code. Remember that this code is for the entire university, but there is a separate code for clinic attire.

ALCOHOL AND DRUG RELATED HEALTH RISKS

Illicit drugs can cause the following symptoms to occur in the user: hallucinations, confusion, loss of coordination, irrational behavior, lethargy, apathy, lowered resistance to other diseases such as hepatitis, exhaustion, depression, paranoia, psychosis, panic, tolerance, flashbacks, physical and psychological dependence, suicidal depression, heart problems, infections, malnutrition, damage to lungs, brain, liver and bone marrow, convulsions, respiratory paralysis, coma and death. In addition, withdrawal from drug use may be very painful. Smoking may cause destruction of nasal membranes and lung lesions. Depressants taken with alcohol are very dangerous. Illegal drugs can cause birth defects in a user's unborn child(ren).

Alcohol can cause health problems in the user such as cirrhosis of the liver, cancer of the oral cavity, stomach and esophagus damage, pancreatitis, nausea, digestive difficulty, heart disease, malnutrition, psychological disorders, gynecological and sex problems, poor vision, memory loss, brain damage, and loss of coordination and sensation. In addition, alcohol consumption by a pregnant woman can have an adverse affect on the fetus and cause birth defects such as physical and mental growth deficiencies, abnormalities of eyes and lips and behavioral problems.

National statistics reveal that the leading causes of death among the 18-to-23-year-old population are alcohol-related accidents, alcohol-related homicides and alcohol-related suicides. A high percentage of campus disorderly conduct, disruptive behavior, property destruction or academic failures on a national level is alcohol related. In response to these disturbing facts, the Georgia Legislature has provided by law certain measures to reduce those dangers associated with alcohol abuse, including statutory provisions that no person below the age of 21 years may use, purchase or possess alcoholic beverages.

(SUQ 8th Week) **SEPTEMBER 2008**

“Arriving at one goal is the starting point to another.”

John Dewey

MONDAY 1 Labor Day (School Closed)	
TUESDAY 2 Last Day to Drop Classes	
WEDNESDAY 3	
THURSDAY 4	
FRIDAY 5	
SATURDAY 6	SUNDAY 7

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

Life University supports and endorses these provisions of state law and insists on strict compliance with these statutes by its students, staff, faculty and administrators at all levels. Life University also endorses the dissemination of educational materials that emphasize the problems associated with alcohol and drug abuse.

In discharge of its responsibility to inform and educate its students and employees with regard to the law in these respects and to assist them in their strict compliance and obedience with federal and state laws, Life University herewith sets forth its policies regarding the use, consumption, possession or sale of alcoholic beverages and prohibited drug substances. These policies are in accordance with Federal regulations under the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

CONTROLLED SUBSTANCES ABUSE POLICY RECOVERY ASSISTANCE

Life University recognizes chemical dependency as a treatable illness. Students who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to those with other types of illnesses.

Life University's concern with chemical dependency is limited to its effects upon the individual's performance. For purposes of this policy chemical dependency is defined as an illness in which the consumption of mood altering chemicals repeatedly interferes with the performance of a student or adversely affects his/her health.

All persons seeking assistance on a voluntary basis will be confidentially referred to a Counselor in the Student Success Center for assistance. The Department can provide individuals with information regarding services available for recovery and will offer referral to the appropriate agencies or institutions as deemed necessary.

Use, possession, or selling of illegal substances, on campus will be grounds for expulsion from Life University as a student. Due process (as outlined in the student and faculty handbooks) is afforded in all cases.

The purpose of this policy is to encourage recognition, early intervention and subsequent support for chemically dependent students of Life University.

(SUQ 9th Week) **SEPTEMBER 2008**

"I know God will not give me anything I can't handle. I just wish that He didn't trust me so much."

Mother Teresa

MONDAY 8	
Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"	
TUESDAY 9	
Last Day to Drop Classes	
WEDNESDAY 10	
THURSDAY 11	
Patriot Day	
FRIDAY 12	
Nat. Boards Part I, 2, 3, PT Exams (No DCP Classes)	
SATURDAY 13	SUNDAY 14
Nat. Boards Part I, 2, 3, PT Exams	Nat. Boards Part I, 2, 3, PT Exams

ALCOHOL POLICY

I. Legal Requirements

1. The legal alcohol drinking age in Georgia is 21 effective September 30, 1986. The purchase, possession or consumption of alcoholic beverages is prohibited to those under the drinking age. It is also unlawful to serve alcoholic beverages to those under the drinking age.
2. No person under the legal drinking age shall misrepresent his or her age or identity in any manner whatever; including, but not limited to, using any false identification; for the purpose of purchasing or obtaining any alcoholic beverage.
3. Alcohol may not be sold on the Life University campus. It is unlawful for any person to consume alcoholic beverages or transport open containers of alcoholic beverages on or upon public areas.
4. No alcoholic beverage shall be provided to any person who is in a state of noticeable intoxication.
5. Service of alcoholic beverages shall at all times comply with applicable laws of the State of Georgia and requirements of the county and/or city where the function occurs.

II. Life University Requirements

Life University is an alcohol-free campus.

1. Location—Alcoholic beverages are prohibited except in the following locations to those of legal drinking age with the appropriate restrictions as follows:
 - A. On-Campus Facilities
 1. The Commons - Alcohol may only be served and consumed inside private residences by residents and their guests of legal age.
 2. All other Life University Buildings - Alcohol may only be served and consumed by permission of the President or his designee (the Provost or a Vice President).
 - B. Off-Campus Facilities:
 1. Hotels
 2. Restaurants

(SUQ 10th Week) **SEPTEMBER 2008**

"We don't receive wisdom; we must discover it for ourselves after a journey that no one can take for us or spare us."

Marcel Proust

MONDAY 15 Last Day to Drop Classes for 2nd 5wk UG & MS Last day to withdraw from all classes all programs	
TUESDAY 16	
WEDNESDAY 17	
THURSDAY 18	
FRIDAY 19	
SATURDAY 20	SUNDAY 21

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

3. Faculty/Staff Residences
 4. Bars and Clubs
 5. Public Facilities
2. Alcohol may not be sold on campus. Alcohol may be sold at Life University events in off-campus facilities, but only if the proprietor/seller holds the required licenses for the sale and servicing of alcohol.
 3. At functions where alcoholic beverages are served, direct access shall be limited to a person(s) designated as the server(s). Servers will be responsible for checking identification and proof of age before serving.
 4. Any open event* at which alcohol will be served must be registered two weeks prior to the event.

*Open events typically are those to which persons other than sponsoring group members and their dates are invited and for which public advertisements/announcements (on campus or off) are made as a general invitation. Though public announcements from private/closed parties may be issued, they should indicate "members only."

The following additional guidelines apply to open events only:

- A. The name of a person in the sponsoring group responsible for servers will be required on the approval form for open events.
 - B. Life University Police Department personnel will be required for open campus events where alcohol is to be served. The sponsoring group(s) will be responsible for security-related costs. The number of Life University Police Department personnel will be determined through consultation with the office of the Executive Director of Student Services.
5. Proper identification will be required as proof of age (Life University ID not acceptable) for service of alcohol. Proper identification is any document issued by a governmental agency containing the person's photograph and date of birth and includes a driver's license or passport. Two forms of ID may be necessary in some cases to establish proof of age and/or affiliation with Life University. Non-university guests who wish to attend an event where alcoholic beverages are

(SUQ I 11th Week) **SEPTEMBER 2008**

“Love recognizes no barriers. It jumps hurdles, leaps fences, penetrates walls to arrive at its destination full of hope.”

Maya Angelou

MONDAY 22	
Final Exams for DC, MS & 10 week UG	
TUESDAY 23	
Final Exams for DC, MS & 10 week UG Classes End 2nd 5wk UG	
WEDNESDAY 24	
Final Exams 2nd 5wk UG Final Exams for DC, MS & 10 wk UG	
THURSDAY 25	
Final Exams 2nd 5 wk UG Final Exams for DC, MS & 10 wk UG	
FRIDAY 26	
Final Exams 2nd 5 wk UG Final Exams for DC	
SATURDAY 27	SUNDAY 28
End of Quarter	

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

- being served must be accompanied by a Life University representative (student, faculty or staff member) with a current Life University identification card.
6. Distribution and consumption of alcoholic beverages is permitted only within the approved area designated for the event.
 7. Adequate proportions of food and non-alcoholic beverages to alcoholic beverages will be considered as criteria for event approval. A reasonable portion of the budget should be designated for the purchase of food items. The amount of alcohol served at any event shall be proportionate to the expected attendance of the event. Non-alcoholic beverages must be featured as prominently as alcoholic beverages.
 8. No social event shall include any form of "drinking contest" in its activities or promotion and alcohol may not be given as an award or prize. The serving of alcoholic beverages shall be limited to the hours scheduled for the event.
 9. Sponsoring groups' programming efforts should reflect the fundamental principle that alcohol will be served as an amenity to the event, and should not be used as an inducement to participate in a campus event. Specific reference to alcohol in promotional materials and invitations for Life University events is prohibited. Promotions should include a statement requesting that students bring proper I D in order to be served (e.g. Beverages with Photo I.D.).
 10. Appropriate measures for clean up of the facility used will be required of the group sponsoring the event.
 11. The group sponsoring the event must ensure compliance with any host facility regulation.
 12. Persons who attend an approved event at which alcoholic beverages are being served may not carry in their own alcoholic beverage.
 13. No student group may sponsor an activity to which participants will be allowed to bring their own alcoholic beverage (B.Y.O.B.).
 14. Alcoholic beverages may not be consumed or served at Life University Intramural sports contests or Life University athletic contests.

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

15. Alcohol shall not be used as an inducement to attend membership recruitment functions by any campus organization(s).
16. Depending on the nature of the infraction alleged violations of this policy by an individual student shall be referred to the Student Judiciary Committee. Alleged violation of this Policy by a student organization shall be referred to the Conduct Review Board.

III. Commercial Funding Sources

1. Any off-campus group wishing to give away alcoholic beverages on campus may do so only if the sponsoring Life University group has met all policy requirements and permission is granted by the appropriate Life University official.
2. Life University groups shall not engage in co-sponsorship with outside agents for any event(s) including multiple alcoholic drink offers (e.g. Two for one, three for one).
3. Life University's name shall not be used in conjunction with any commercial co-sponsoring related to alcohol.

Revised, 2002

Standards of Conduct with Regard to Alcohol and Drugs

1. The use, consumption and possession of any narcotic, dangerous drug or controlled substance on the university's property or as part of any of its activities by any student or employee of Life University for which the student or employee does not have a legal license or a valid prescription is strictly prohibited. The unlicensed distribution or sale of any narcotic, dangerous drug or controlled substance by any student or employee of Life University on the university's property or as part of any of its activities is strictly prohibited.
2. The sale and consumption of alcoholic beverages on the campus or as part of any of its activities of Life University is prohibited, except when special permission is granted for consumption of alcoholic beverages on certain occasions, at specified locations. Specific permission for such consumption must be given in writing by an administrator at the level of vice president or higher.

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3. The use of any funds of Life University, including but not limited to Student Services moneys, or any attempt to obligate such funds, for the use, consumption, possession, distribution or sale of alcoholic beverages is strictly prohibited, except when special permission is granted in writing by the Provost or a Vice President of Life University.
4. If a unit or sub-unit of Life University or a recognized student organization holds a function off-campus where alcohol is to be served, the following rules and regulations must be observed:
 - a) There will be no functions where alcoholic beverages are the main focal point of the event. Any advertising for the function will not include specific references to the fact that alcoholic beverages will be provided.
 - b) Any activity that contributes to alcohol overindulgence or abuse is strictly prohibited.
 - c) At a student function, before anyone receives and consumes alcoholic beverages, a driver's license or other official identification that lists the age of that individual must be checked by a person designated by the student organization hosting the event to ensure that the individual is of legal drinking age. At all other functions, the sponsoring organization will take reasonable measures to ensure that all local and state laws regarding the consumption of alcohol are followed.
 - d) At any function where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity. Food must also be available.
 - e) No visibly intoxicated person shall be served alcohol at any function.
 - f) If alcohol is to be served at a function of an organization, the President or Vice President of Operations and Finance must be notified in writing in advance of such event that alcohol will be served at such event.

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- g) If a function lasts two hours or more, the serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity.
- h) Organizations that are authorized alcohol at their function need to provide alternative transportation to any individual in attendance that has overindulged in alcohol or appears to be under the influence of alcohol.
- i) The university may develop additional guidelines or explanations of this policy in order to assist students with understanding and complying with the policy. Furthermore, all provisions of the Life University Code of Conduct that refer to alcoholic beverages are in full force and effect and are not affected by any of the provisions of this policy.

* The sale or the appearance of the selling of alcoholic beverages is prohibited by law on any college or university campus in the state of Georgia.

Enforcement

1. Adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each member of the student body, staff, faculty or administration of Life University.
2. Direct responsibility and accountability for the enforcement of these policies are imposed upon students, members of the staff, faculty or administrators of Life University who, in the course of their duties, participate in the arrangement or sponsorship organization of institutionally-sponsored events, whether or taking place on property owned or leased by Life University.
3. Direct responsibility and accountability are imposed upon faculty advisors to student organizations approved by Life University, together with all elected or appointed officers thereof, to ensure strict compliance with these policies.
4. All approved student organizations must implement a self-monitoring system to ensure compliance with this policy. The officers of each organization will certify, in writing, to the office of the Executive Director of Student Services, that

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

- the organization is aware of and will comply with the provisions of this policy.
5. On occasion, faculty/staff advisors will be present to monitor student group/functions where alcohol is being used.
 6. Advisors or advisory boards of all student organizations:
 - a. Must be familiar with the alcohol and drug policy and the sanctions for noncompliance.
 - b. Are required to report to the Director of Student Life any cases of alcohol abuse, drug abuse or illegal service of alcoholic beverages.
 7. Every member of the Life University community is encouraged to refer a student, staff member, administrator or faculty member with drug or alcohol problems to a Counselor in the Student Success Center of Life University.

Drug-Free Schools, Community and Workplace Policy

Pursuant to the Drug-Free Schools and Communities Act of 1986, and the Drug-Free Workplace Act of 1988, The university has adopted and implemented a program to prevent the use of illicit drugs and alcohol. The policy will be reviewed and amended as necessary. Employees will be apprised of changes.

The university is committed to the health and well being of the members of its staff and other people who receive university services. The university has a vested interest in the welfare of its employees, who administer and operate The university's programs of education, research and service, but also serves as well as interest in serving and promoting the advancement of the general health of our society.

Substance and alcohol abuse are dangerous to your health. The use of alcohol and non-prescription drugs in the work place may affect an employee's ability to perform satisfactorily, the performance and well-being of other employees and students, and the university's ultimate function and reputation. For these reasons and others, the university requires the participation of all employees and students in maintaining a drug-free school and work environment.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (prescription or non-prescription) and alcohol are

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

prohibited, including all university properties, functions, business, and vehicles.

Alcoholic beverages will be permitted at university events only with the permission of the President and notification of Public Safety. Advertising of the event will not include specific references to the fact that alcoholic beverages will be provided. Student events require identification confirming the individual is of legal drinking age. At any event where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity and food must be available as well. The serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity and alternative transportation should be provided for any individual in attendance that has overindulged in alcohol.

Any employee or student worker who is convicted of a criminal violation involving illegal drugs or alcohol in the workplace is required to notify the Department of Human Resources within (5) days of the conviction.

Life University is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any university employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, the university has established the following policy:

Violations

Employees and student workers who are suspected of violating this policy on alcohol and drugs may be suspended without pay immediately pending an investigation. If the investigation results in a determination that a violation of this policy on alcohol and drugs has occurred, the violator shall be subject to disciplinary action up to and including termination and referral to legal authorities for prosecution.

The university also offers resource information on various other means of employee assistance in our community, including but not limited to drug and alcohol rehabilitation programs. Employees are encouraged to use this resource file, which is located in the Human Resources office.

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

ELIGIBILITY POLICY ON EXTRA-CURRICULAR ACTIVITIES

A student on disciplinary probation may not represent the university in any athletic competition.

A student who has been suspended may not participate in any university activities.

FACILITIES

Buildings and Grounds

Use of University equipment and reception area.

The facilities of Life University are available for use by both university organizations and outside (off-campus) organizations. If a group's make-up consists of more than 50% students, then it may use university facilities at no charge. If a group's make-up consists of more than 50% non-students, then it is considered an outside group and must be charged for the use of facilities.

The Office of Student Services is in charge of approving student functions to be held on campus.

After the beginning of each quarter, the Office of Student Services will determine the availability of the buildings and space and should be contacted by those persons (students, employees, outsiders, etc.) interested in using the facilities.

Athletic Fields

The athletic fields located across from 1415 Barclay Circle are not a general use facility. All activities must be pre-approved by the Leasing Department 770-426-2979 before being held on the field. A pass will be signed and issued by that department. Users of the field will be asked to produce the pass, which outlines the organization using the field, the date and time of use granted.

FIREARMS

Firearms are not permitted on campus at any time with the exception of duly authorized, sworn police officers. Offenses involving firearms will be dealt with severely by the Conduct Review Board or the Executive Director of Student Services.

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GRADUATION CEREMONIES

Life University holds two graduation exercises on campus per year.

Undergraduate- and Masters-level students may only participate in the graduation ceremonies if they have completed all requirements. Because of licensing and other requirements, students in the Doctor of Chiropractic degree may participate in graduation ceremonies if they have completed all requirements except those of the final quarter. Students who complete the Doctor of Chiropractic degree requirements in June and September will participate in the June ceremony, students who complete the Doctor of Chiropractic degree requirements in December and March will participate in the December ceremony. The university reserves the right to alter the minimum requirements for participation in the graduation ceremonies. No one will be considered as having graduated until all requirements are fulfilled.

GRIEVANCE PROCEDURES

Grades

A student who is contesting a grade should first discuss his or her concerns with the faculty member. If resolution cannot be achieved the student may appeal to the appropriate Department Head or Division Chair. If resolution cannot be achieved the student may appeal to the Dean of the college in which he or she is enrolled. If resolution cannot be achieved the student may discuss the matter with the Office of Provost to determine if a Conduct Review Board (CRB) is warranted. If the student can meet the criteria for CRB (provide evidence that his or her test was graded differently than others in the class or the content of the test was not consistent with class material) then the Office of the Provost will instruct the Director of Student Conduct to convene a CRB to adjudicate the issue with regards to grades the decision of the CRB is final and non-appealable.

Attendance

All students are required to follow the Life University Attendance Policy as published in the Life University Catalog unless the instructor has amended the policy in the course syllabi. Students who wish to appeal the instructor's decision regarding attendance may do so to the appropriate Department Head or Division Chair. The decision of the Department Head or Division Chair is final.

Disability Grievance

Any enrolled Life University student who believes he or she has been discriminated against on the basis of disability or handicap, or believes he

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or she has not been accommodated reasonably may file a grievance in the Student Success Center pursuant to the following procedure:

Procedure for Filing a Grievance

A written statement must be filed in the Student Success Center on the form provided by the SSC. The individual must describe in detail the action or decision he/she alleges to be in violation of his or her rights under the ADA or Rehab Act. A student may also submit other documentation to support his or her grievance. Other involved parties may also be asked to document any incident in writing and present it to the Student Success Center. The student will sign a release form stating that he or she understands that his or her disability will be discussed in the meeting in order to address how best to determine the individual's grievance. All members of the DAC will sign confidentiality agreements prior to any information being distributed.

Process for forwarding Grievance to Disability Advisory Committee

Upon receipt of the completed forms, the Student Success Center will forward this material to the DAC within ten (10) school days. Upon receiving the appropriate information, the DAC will review all written material and if, necessary seek additional information pertinent to the case from others. After reviewing the material, the DAC will forward its findings and recommendations concerning the grievance to the Office of the Provost. The Office of the Provost will inform the student in writing of the DAC's decision. An appeal of the DAC's decision can be made for either of the following reasons:

1. Published process was not followed.
2. New information, not previously available to the DAC, which may have affected the outcome of the DAC's decision. The appeal must be put in writing and presented to the Provost's office within ten school days of the student having been notified of the decision of the DAC. The Provost will inform the student of his or her decision as soon as possible. The Provost's decision on the appeal will be final.

SECTION III: LIFE UNIVERSITY POLICIES AND PROCEDURES

Time for Filing a Grievance

Complaints of violation of ADA or Rehab Act rights, including complaints about the denial by the university of requested accommodation, must be made within (10) school days of the alleged violation.

Non-Academic Matters

Non-Academic Matters

Students with grievances relating to non-academic matters that involve a Life University employee should confer with Director of Student Conduct. The Director of Student Conduct will facilitate a review of the issue as it relates to Life University policy. The role of the Director of Student Conduct is to facilitate a resolution to each issue presented as well as ensure that each individual is treated fairly and in accordance with all Life University policies, procedures and standards of conduct. If a resolution cannot be achieved the Director of Student Conduct may refer the student to the Human Resource Department to determine what additional steps may be available.

HAZING POLICY

All students or other persons associated with any university organization are prohibited from engaging in any activity that can be described as hazing.

Per Georgia Hazing Law (Sec. 16-5-61. Hazing)

1. As used in this Code section, the term:
 - a) "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. School" means any school, college. Or university in this state.
 - b) "School organization" means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.
 - c) "Student" means any person enrolled in a school in this state.

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2. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
3. Any person who violates this Code section shall be guilty of misdemeanor of a high and aggravated nature.

For further information, please refer to the Life University Honor Code and Standards of Conduct, questions may be directed to the Office of Student Services.

INTERNATIONAL STUDENTS

International Student Services

- * We offer assistance to international as follows:
- * Create new I-20 Documents in event of lost, damaged or stolen
- * Update I-20 document if changes need to be made on the I-20
- * Process OPT applications (optional practical training) graduates only
- * Process extension of stay application (for students who are out of visa status)
- * Sign I-20 documents for traveling out of the United States

INVOLUNTARY PSYCHIATRIC WITHDRAWAL POLICY

A student's continued enrollment at Life University is based on satisfactory scholastic status and behavior which comports with the law and with rules of conduct set forth in Life University's Student Handbook. If, in the opinion of the Director of the Student Success Center or professional counselor, a student engages or threatens to engage in behavior which: (a) poses a significant danger of causing imminent physical harm to the student or to others, or (b) directly and substantially impedes the lawful activities of other members of the Life University campus community, the student may be referred to a consulting psychiatrist for evaluation.

If the consulting psychiatrist concludes, by clear and convincing evidence, that the conduct which resulted in the psychiatric referral was the result of a mental [14] disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent, the student may be subject to involuntary psychiatric withdrawal.

Life University's consulting psychiatrist will make a recommendation to the Provost based on the results of the psychiatric evaluation of the student. The decision of the Provost is final.

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A student who does not complete the evaluation with or cooperate with the consulting psychiatrist may be withdrawn from school involuntarily in accordance with the psychiatric withdrawal policy, or be subjected to procedures for interim disciplinary action, including suspension or expulsion from Life University.

An interim psychiatric withdrawal may be implemented immediately if the Director of the Student Success Center determines that the student's behavior poses a significant danger of causing imminent physical harm to the student or to others, or of directly and substantially impeding the lawful activities of the members of the Life University campus community. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Provost or a designee within 36 hours of the effective date of the interim withdrawal, in order to discuss the following issues only: (a) the reliability of the information concerning the student's behavior; and (b) whether the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly or substantially impeding the lawful activities of other members of the Life University campus community.

A student's withdrawal pursuant to this policy shall not result in an academic penalty for the term in which the student is enrolled and a tuition refund, if any, shall be based upon the schedule established for voluntary withdrawal. The Provost shall inform the student in writing of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for application for readmission to Life University.

Application for readmission after withdrawal for psychiatric reasons will require an additional evaluation by Life University's consulting psychiatrist. Life University's consulting psychiatrist will make a recommendation regarding readmission to the Academic Dean. Students seeking readmission may choose to submit a written report from a psychiatrist of their choosing at their own expense, which the Provost may also consider in determining whether a student should be readmitted[17].

NONDISCRIMINATION POLICY

In compliance with federal and state law, Life University does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, or veteran status. This policy applies to all employment practices at Life University and to the admission and education of Life.

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READMISSION

Any previously admitted student, regardless of prior admission status, who voluntarily or involuntarily remains out of school for less than three consecutive quarters must first petition for readmission at the Registrar's Office (which can require readmission evaluation by the appropriate admission committee).

If the individual remains out for three (3) consecutive quarters or more, for any reason, that individual must first apply for readmission (new application and application fee required) through the Office of New Student Development (Admissions) and their re-application will be evaluated for readmission by the appropriate committee.

Questions regarding this Non-Discrimination Policy should be directed to the Office of the Provost.

REPORTS OF ACADEMIC PROGRESS

Grades are assigned and recorded for each course at the end of each academic quarter. Reports of grades are available via Life University's "WEB Advisor" or telephone grade systems at that time.

Grade changes subsequent to the issuance of final grade reports are reflected in the student's transcript and are also accessible via the "WEB Advisor" and the telephone grade system.

No formal grade reports are issued.

SEXUAL OFFENSES AND HARASSMENT

Life University reaffirms the principal that its students, administration, faculty and staff have a right to be free from harassment. Harassment in any form including sex discrimination in the form of sexual harassment by or towards any member of academic community will not be tolerated.

Sexual harassment in any situation is reprehensible. The definition of sexual harassment and offenses includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under the following circumstances:

- * submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status

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- in a course, program or activity;
- * submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student; or
- * such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance or of creating an intimidating, hostile or offensive employment, or education environment.

Life University prohibits sexual harassment in accordance with university policy and applicable state and federal law. All members of the student body, faculty, staff and administration are expected to assist in implementing this policy. Furthermore, it is the intent of Life University to investigate and respond promptly to complaints of sexual harassment and offenses. In all cases, the university administration must be notified of any such offenses.

Disciplinary action for sexual harassment may include one or any combination of the following: letter of warning, probation, suspension, dismissal, reassignment, expulsion, termination and/or criminal prosecution.

Any student, faculty member, staff member or employee who believes he or she has been or is being sexually harassed should report this concern to any of the following individuals: (a) the Dean of the College in which he or she is enrolled or employed; or (b) the Director of the Student Success Center; or (c) the Director of Human Resources; or (d) the Executive Director of Student Services.

The scholarly, educational or artistic content of any written, oral or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that all members of the academic community be allowed academic freedom. Accordingly, this provision shall be liberally construed, but shall not be used as a pretext for violation of the sexual harassment policy.

SMOKING

Effective Monday, August 21, 2006, Life University is a tobacco-free campus. Smoking, chewing and other forms of tobacco use are not permitted anywhere on the Life University campus.

SOLICITING ON CAMPUS

There is to be no soliciting for any type of goods by an individual anywhere on

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campus. The only exception to on-campus soliciting is fund-raising projects by approved on-campus organizations and sales activities permitted by a contractual agreement approved by the Vice President of Operations and Finance or the Provost. In this case, the organization must have approval for selling their items from the Office of Student Services.

The practice of an individual selling items on campus and donating a percentage of the profits to the club in return for their sponsorship is not allowable. The club or organization must do the selling itself with all the profits going to the club or organization.

STUDENT RECORDS

Students shall have the right to have academic and disciplinary records kept confidential subject to existing state and federal law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of the student shall be available to unauthorized persons within the institution or to any person outside the institution without the express consent of the student involved, except in cases where disclosure of records or their contents is required or allowed by law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- * Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- * Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible

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student has the right to place a statement with the record setting forth his or her view about the contested information.

- * Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- * School officials with legitimate educational interest;
- * Specified officials for audit or evaluation purposes;
- * Appropriate parties in connection with financial aid to a student;
- * Organizations conducting certain studies for or on behalf of the school;
- * Accrediting organizations;
- * To comply with a judicial order or lawfully issued subpoena;
- * Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

WITHDRAWAL FROM THE UNIVERSITY

Students wishing to withdraw completely from the university and drop all courses should contact the Registrar's office as soon as possible. Tuition refunds may be available as stated in the section entitled "Refund Policies." The Registrar should be advised of the expected date of re-enrollment.

To withdraw from the university, you must initiate the action sequentially as follows:

1. Obtain a "Withdrawal form" from the Registrar's office.
2. Complete, sign, and date the form.

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3. Take the withdrawal form to Accounting for signature.
4. Take the withdrawal form to Student Services for signature.
5. Take the withdrawal form to Financial Aid for signature.
6. Take the signed withdrawal form back to the Registrar. If the "Withdrawal Form" is not properly completed and signed by the Registrar's office, a refund will not be processed.
7. Be aware that all loan agencies, veterans or other appropriate agencies will be notified of your change of status.
8. The Accounting office will receive a copy of your approved withdrawal form and a credit to your account will be made on prorated basis. If you have made full or partial payment on your tuition/fees and you desire a refund, you must notify the Accounting office in person and furnish a mailing address, if necessary. (See REFUND POLICY FOR WITHDRAWAL)
9. If the student has not attended class and withdraws from school, any financial aid received for that quarter is an overpayment. Life University will take steps to collect overpayment from the student in the case of campus-based aid. For other educational loans, the lender will be promptly notified.
10. The procedure to appeal for a higher percentage of credit when a student withdraws from school is to act promptly in writing, by submitting an appeal to the academic Dean of the appropriate college. Reasons for submitting are: undue hardship resulting from death of an immediate relative of the student, injury or illness of the student, or other special circumstances.

The process that is used to determine the student's informal/unofficial withdrawal date is as follows. If a student fails to notify Life University, that he or she has stopped attending classes, then Life University will determine the student's withdrawal date by routinely monitoring their attendance. This monitoring includes attendance records of instructors, "sitting" for exams, computer-assisted instruction, counseling, or academic advisement.

Refunds

Refunds of tuition and refundable fees shall be made according to the university Withdrawal Policy (See Academic Policies and Information or the most current "Academic Quarterly") upon the formal, voluntary, approved withdrawal or drop from course or courses.

Life University Honor Code

Our Commitment to Integrity

The Expectation Continuum: Tolerance, Respect and Honor

Life University embraces a central role for integrity in its pursuit of its Mission. Life recognizes that its approach to integrity covers an increasingly responsive continuum in approaches.

At one end of the spectrum Life recognizes the highest ideals of integrity. We understand how each person's commitment to integrity honors and elevates the entire community. That our approach to issues of integrity are grounded in the highest and noblest aspirations of human beings: to honor and defend the commitments of ourselves and others, to act honorably, to be honest, responsible, worthy of trust and act with the highest levels of responsibility. We see the exemplars of this approach throughout our country's history: George Washington, Abraham Lincoln, Thurgood Marshall, and Martin Luther King.

On the other end of the integrity spectrum Life University recognizes and understands that it is necessary to ground those high ideals into a well-codified and structured set of rules for its members to follow. These rules provide the barest minimum level of integrity that the community will tolerate. Anyone failing to behave consistently with these minimums must face the reality of processes to improve their behavior above these levels in order to continue their membership in the Life Community.

In between these two levels is the state in which the vast majority of the members of the Life community exist. Life University embraces the notion that integrity is not a state, rather than it is a daily striving, a struggle to reach closer to the highest ideals despite pressures to retreat to the lower levels that result in complaints, investigations, hearings, and sanctions. This results in a community based on mutual respect.

Life University understands and embraces the centrality of the students' experience to learn more than academic content, but also to develop skills and values that will support them in managing their approach to integrity their whole life. To this end, Life charged a special task force in 2005 to develop this Guide to Academic Integrity and the accompanying program. Life University's leadership is committed to support in any

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way possible the manifestation of integrity on the campus, in its myriad of forms and many levels of manifestation.

Life recognizes five essential components to integrity on campus and expects faculty members, staff and students to embrace these concepts and to live them on a daily basis, on and off campus:

Responsibility

Along with the rights of being a member of the Life academic community comes the principle of responsibility. Every member of the Life community is charged with accountability for upholding the institution's core values and expectations. Every member of the Life community is expected to exemplify the university's standards and practices.

Respect

At the core of the Life community lies a deep regard for other human beings. Faculty members and students respect each other as people, not as means to an end. Faculty members show respect by valuing students' goals and ideas, by engaging students and each other with intellectual rigor and discipline, providing honest feedback on students' and peers' work with a view to improvement, and by treating every member of the Life community as a valued individual.

Honesty

Honesty is the cornerstone of the academic enterprise. At Life, our educational focus is on the core proficiencies. Intellectual and personal honesty is the hallmark of Life University's endeavors to advance truth, and to explore deeper understanding of human health and behavior. In creating the next generation of graduates to initiate needed change in society, Life recognizes the centrality of both honesty and candor.

Trust

Life University's policies and practices are based upon a fundamental recognition among its members that at the core of each and every human being is an innate intelligence that shares common origin. This understanding

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creates an awareness among Life community members of its common mission - to improve the world by applying intellects and energy in positive directions. This understanding provides the foundation for a fundamental expectation of positive and supportive behavior from other members of the Life community.

Fairness

Life University provides fair evaluation processes for all members of the Life Community. It is an important value at Life to have processes spelled out clearly and administered equitably across the organization.

Charles Ribley, D.C.
*Chairman of the
Board of Trustees*

Guy F. Rickeman, D.C.
President

Brian J. McAulay, D.C.
Provost

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PERSONAL AND ACADEMIC INTEGRITY AT LIFE UNIVERSITY

The first of the Life Core Proficiencies at Life University is Integrity and Citizenship. The following documents will help explain the university's expectations for personal and academic integrity.

These documents are the Life University Honor Code, the Standards of Conduct, processes involved in administering the Honor Code and Standards of Conduct, as well as a flow chart and the necessary forms required to navigate through the process in the event a violation has been alleged.

Please take the time to familiarize yourself with the content and processes contained within this document. The Office of Academic Affairs is available to assist all members of the Life University community in embodying the values contained within this document.

LIFE UNIVERSITY HONOR CODE

Students

All members of the Life University community are entrusted with the responsibility of upholding ethical goals and values. Essential to the fundamental purpose of Life University is a personal commitment to the principles of citizenship and integrity.

Integrity provides the underpinning for the responsible exercise of our rights and responsibilities as civil human beings within our community. Integrity leads to empowerment and excellence, while a lack of integrity results in mediocrity. Life University teaches students how to achieve and maintain personal integrity and function as valued citizens within the academic, health care and larger communities.

As individuals and members of the Life University community, we commit ourselves to act with civility, honesty, and responsibility, and above all, with integrity and honor. We are accountable for all that we say, write and do. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work, nor give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of Life University property and the property of others. We will not tolerate a lack of respect for these values by anyone.

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Rational

This Honor Code was developed following discussions among a broad range of constituencies within Life University, encompassing students, faculty, staff, administrators, and trustees. This Honor Code is a living document that will evolve with time. In order to better foster and advance an environment of ethical conduct in its academic community, Life University may amend both the substantive requirements and the enforcement procedures contained herein to reflect experience gained from its implementation.

Authority

Any modification of the Honor Code must be approved by the Board of Trustees upon recommendation from the Provost. The Life University Standards of Conduct govern the enforcement of the Honor Code. Modifications and variations in the Standards of Conduct, including the use of alternative procedures in specific contexts as mandated by federal or state law, are subject to the approval of the Provost. In addition, upon recommendation from a Dean, Director or the Faculty Senate, the Provost may permit individual units of Life University to adopt and implement area-specific standards of conduct. However, these standards may not authorize or condone conduct prohibited by, or inconsistent with, the Honor Code.

Any changes to the Standards of Conduct shall be published in the Academic Quarterly and shall be in effect from the day of publication forward.

Enforcement

The Life University Standards of Conduct shall apply to all Life University students. The procedures in the Life University Student Handbook shall govern and be followed in the case of any student accused of violating the Honor Code.

When a member of the Life University community serves in multiple roles, the applicable handbook will be determined by which role the respondent was serving in at the time of the alleged violation. Any conflict or dispute concerning which procedure governs the enforcement of this Honor Code shall be resolved by the Provost.

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Jurisdiction

While the activities covered by the legal system of the larger community and those covered by the Life University Standards of Conduct may overlap, it is important to note that the community's laws and the Life University Standards of Conduct operate independently, and that they do not substitute for each other. Life University may pursue enforcement of its own Standards of Conduct whether or not legal proceedings are underway or even being considered, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether the Life University Standards of Conduct have been violated.

STANDARDS OF CONDUCT

Introduction

The Life University Standards of Conduct apply to all members of the Life community. Each constituency will be governed by the appropriate handbook, policies or laws. Students are governed by the Student Disciplinary Procedures contained in this document. Faculty members are governed by the Faculty Handbook as Staff members are governed by the Employee Handbook. Members of the Board of Trustees are governed by The Georgia Nonprofit Corporation Code, the Articles of Incorporation, the By-Laws and other policies of the Life University Board of Trustees.

Life University expects its community members to recognize the strength of personal differences while respecting the institutional values embodied in the Honor Code. They are encouraged to think and act for themselves, as that is the purpose of higher education. However, they must also understand that Life University has non-negotiable values in which it strongly believes. The purpose of these Standards of Conduct is to communicate these values to the Life University community, and promote an environment conducive to education, work, scholarly activity and recreation.

Civility | Community | Integrity | Responsibility

A. Civility

"In recognizing the humanity of our fellow beings, we pay ourselves the highest tribute." — Thurgood Marshall

1. Disorderly Conduct. Violations of the Honor Code include, but are not limited to:

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- a. Any act that is lewd, indecent, disruptive or that otherwise breaches the peace, regardless of intent, when such an act is conducted on Life University premises.
 - b. Any unauthorized use of electronic or other devices to make an audio, video or digital record of any person while on Life University premises without his/her prior knowledge, or without his/her knowing and valid consent, when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. This provision does not preclude Life University from engaging in surveillance for the purposes of providing a safe and secure environment for its students faculty and staff.
 - c. Indulging in conduct during a class or examination session or while in clinic which is so disruptive as to infringe upon the rights of another member of the Life University community.
2. Harassment. Violations of the Honor Code include, but are not limited to:
- a. Any act, display, or communication that would cause a reasonable person to fear for his/her personal safety. This includes, but is not limited to, physical coercion and/or restraint.
 - b. Any act, display, or communication that causes substantial injury and/or distress on the part of the person or persons to whom it is specifically directed. This includes, but is not limited to, unwanted sexual advances and/or requests for sexual favors.
 - c. Any attempt to repeatedly make contact with a person over his/her stated objections, when such contact serves no legitimate purpose. This includes, but is not limited to, intentionally following another person in or about a public place or places.

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3. Provocation. Violations of the Honor Code include, but are not limited to:
 - a. Failing to refer with respect to all peers, health professionals, and members of the Life University community.
 - b. Any act, display, or communication that may reasonably be expected to cause an immediate breach of the peace by the person or persons to whom it is specifically directed.
 - c. Any act, display, or communication that may reasonably be expected to cause disruption of a Life University event. This includes, but is not limited to, the use of racial epithets or other patently offensive language in a manner that is likely to provoke an immediate breach of the peace.
 - d. Any display or communication, whether oral or visual, that encourages an audience to take immediate action, when such action may reasonably be expected to inflict harm upon a person or persons and/or cause damage to property.

B. Community

“This City is what it is because our citizens are who they are.” —Plato

1. Endangerment. Violations of the Honor Code include, but are not limited to:
 - a. Any act that directly or indirectly creates a substantial risk to the safety of a person or persons and/or the Life University community. This includes, but is not limited to, falsely reporting an emergency and/or engaging in the unauthorized possession, use, or alteration of any Life University-owned emergency or safety equipment.
 - b. Any possession and/or use of weapons, explosives, fireworks, or other objects designed and/or used to inflict injury or damage while on Life University premises. This includes, but is not limited to, items which simulate such dangerous objects. The

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- possession of non-lethal self-defense instruments (such as Mace) is not prohibited; however, the reckless or inappropriate use of such devices may be considered a violation of the Honor Code.
2. Hazing. Violations of the Honor Code include, but are not limited to:
 - a. Participation in and/or knowledge of any initiation process which requires any member of the Life University community to participate in, or subjects them to, any activity which endangers or is likely to endanger the physical health of that person, regardless of that person's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.
 3. Interference. Violations of the Honor Code include, but are not limited to:
 - a. Any act that disrupts or interferes with any educational, clinical, administrative, or other aspect of Life University's operations. This provision is not intended to prohibit organized, peaceful and orderly protests.
 4. Non-Compliance. Violations of the Honor Code include, but are not limited to:
 - a. Any failure to comply with a reasonable request of a Life University official in the performance of his/her duties. This includes, but is not limited to, failure to comply with any written or oral instructions communicated as part of the disciplinary process.
 - b. Any failure to provide one's Life University identification card upon request to any Life University official.
 - c. Any failure to abide by signs, placards, and/or other official Life University postings.
 - d. Any failure to abide with any applicable local, state or federal laws which results in a criminal conviction.

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5. Violation of Life University Policies. Violations of the Honor Code include, but are not limited to:
 - a. Any unauthorized entry into, use, or occupation of Life University facilities that are locked, closed to student activities, or otherwise restricted as to use or that have not been reserved for use through the proper Life University authorities.
 - b. Any failure to report violations of these Standards of Conduct, which occur in one's presence and/or in one's designated living area on Life University premises. Anyone who endorses such misconduct through inaction may also be held responsible for violating the appropriate Standards of Conduct.
 - c. Any failure to take reasonable steps to prevent one's guest or visitor to Life University from violating these Standards of Conduct. Anyone who allows such misconduct may also be held responsible for violating the appropriate Standards of Conduct.
 - d. Any act which is in violation of Life University policies not outlined in these Standards of Conduct. These include, but are not limited to, campus housing policies, discrimination policies, parking regulations, Student Services policies and policies governing the appropriate use of Life University technology.

C. Integrity

"Honesty is the first chapter in the book of wisdom."

—Thomas Jefferson

1. Academic Misconduct. Violations of the Honor Code include, but are not limited to:
 - a. Referring to materials or sources or employing devices not authorized by the instructor during an academic or clinical evaluation.
 - b. Providing to and /or receiving from another person assistance during an academic or clinical evaluation in a manner not authorized by the instructor.

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- c. Possessing, buying, selling, obtaining, and/or using a copy of any materials intended to be used as an instrument of academic evaluation, in advance of its administration, not authorized by the instructor.
- d. Possessing, buying, selling, obtaining, and/or using a copy of any previous assessment instrument not authorized or released for student availability by the instructor.
- e. Utilizing a substitute in any academic evaluation process.
- f. Acting as a substitute for another person in any academic evaluation process.
- g. Practicing any form of deceit in any academic or clinical evaluation process.
- h. Providing aid and/or depending on the aid of others in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation, unless expressly authorized to provide such aid by the instructor.
- i. Presenting as one's own, for academic evaluation, the ideas, representations, or words of another person or persons, including internet sources without customary and proper acknowledgment of sources.
- j. Submitting the work of another person in a manner that represents the work to be one's own.
- k. Knowingly permitting one's work to be submitted by another person without the instructor's authorization.
- l. Attempting to influence or change one's academic evaluation or record on any basis other than achievement or merit.
- m. Failing to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another member of the Life University community.
- n. Presenting oneself, with the intent to deceive, as having credentials one has not yet earned.

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2. Ethical Misconduct. Violations of the Honor Code include, but are not limited to:
 - a. Failing to comply with published clinic policies, rules and/or regulations.
 - b. Misrepresenting oneself or allowing oneself to be incorrectly identified to any member of the public as a Doctor of Chiropractic or other licensed health care practitioner.
 - c. Student interns caring for, and/or advising patients, directly or indirectly, at any time or place, without the supervision and prior approval of Life University's licensed clinical faculty, or other licensed Doctors of Chiropractic specifically designated by the appropriate Life University official to supervise student intern care.
 - d. Student interns providing care or services that have not been approved by Life University's licensed clinical faculty, other licensed Doctors of Chiropractic or other licensed health care practitioner, specifically designated by the appropriate Life University official to approve such care or services.
 - e. Failing to behave in a professional manner when in a professional relationship with any member of the Life University community.
 - f. Divulging or allowing access to confidential patient information, unless required by law (HIPAA).
 - g. Failing to obtain prior written consent of the patient and/or failing to adequately de-identify patient information used in writing, reports, classroom lectures or other public forums.
 - h. Removing patient records or radiographs from clinic facilities without proper authorization.
 - i. Failing to use due diligence to accurately note in patient records: all data derived directly from the patient, all clinical assessments of the patient, all changes in the patient's condition, all recommendations to the patient and all care delivered to and/or performed on the patient.

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- j. Withdrawing from the care of a patient without prior approval from the clinic doctor of record. All recommendations of referral, care and/or transfer of a patient, for any reason, are privileges reserved for the clinic faculty doctor(s) of record.
 - k. Subordinating the health and welfare of a patient and/or the quality of patient care to anyone's expectation of academic, personal or monetary reward or lack thereof.
 - l. Paying for a patient's care, and/or inducing and/or attempting to induce members of the public, patients or members of a patient's family to submit to health care in exchange for monetary compensation or anything else of value.
 - m. Transporting anyone (other than the one's own immediate family members) to and/or from Life University premises for the purpose of patient evaluation or care.
 - n. Advertising health care services other than as specifically defined as allowable by the state, Life University and/or clinic regulations.
 - o. Engaging solicitors or agents for the purpose of soliciting patients, or becoming involved in such endeavors.
 - p. Failing to suspend, terminate or limit the scope of involvement with a subordinate (patient, student, etc.) when personal problems or conflicts, or a personal relationship with the subordinate, interferes with or may interfere with the professional relationship.
3. Dishonesty. Violations of the Honor Code include, but are not limited to:
- a. Any conscious and/or deliberate provision of false or misleading information to a Life University official in the performance of his/her duties.
 - b. Any conscious and/or deliberate presentation of false or misleading testimony during a disciplinary

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- hearing.
- c. Any forgery, misuse, misrepresentation, and/or unauthorized alteration of any Life University or other official documents, records, or credentials. This includes, but is not limited to, the inclusion of false information on any official form or document submitted to Life University.
 - d. Any possession or use of forged or falsified identification. This includes, but is not limited to, use of another person's identification and/or the possession of "novelty" identification that misrepresents one's age or identity.
4. Theft. Violations of the Honor Code include, but are not limited to:
- a. Any appropriation or possession of property (including intellectual property (e.g. current or old tests, instructor's notes, etc.)) by a member of the Life University community without the consent of the owner or person legally responsible for such property. This includes, but is not limited to, the possession of property a member of the Life University community should reasonably be expected to know is stolen property.
 - b. Any appropriation of items provided without charge when such appropriation exceeds reasonable limits and/or restrictions imposed by the owner or person legally responsible for such materials.
 - c. Any unauthorized utilization of labor and/or services provided by Life University.

D. Responsibility

"All your scholarship, all your study of Shakespeare and Wordsworth would be vain if at the same time you do not build your character and attain mastery over your thoughts and actions."

—Mohandas Gandhi

1. Alcohol Misuse. Violations of the Honor Code include, but are not limited to:
 - a. Any possession or use of alcohol by any person

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- under the age of twenty-one, or any possession or use of alcohol by any person in violation of the relevant Life University policies.
- b. Any presence on campus while under the influence of alcohol.
 - c. Any unauthorized manufacture or distribution of alcohol while on Life University premises or at any Life University-sponsored event, or any distribution of alcohol to any person under the age of twenty-one.
 - d. Any act which causes a person to ingest alcohol without his/her knowing and valid consent.
 - e. Any possession on Life University premises of any item designed, fashioned, and/or modified to facilitate and/or disguise the use of alcohol in violation of the Standards of Conduct, whether or not the item has actually been used for such purposes.
2. Drug Misuse. Violations of the Honor Code include, but are not limited to:
- a. Any possession or use of any illegal drug or other controlled substance, or any possession or use of any prescription drug or other controlled substance except as directed by a licensed physician.
 - b. Any presence on campus while under the influence of any illegal substance.
 - c. Any manufacture and/or distribution of any illegal drug, or any manufacture and/or distribution of any prescription drug or other controlled substance without a license for such conduct.
 - d. Any act which causes a person to ingest any illegal or prescription drug or other controlled substance without his/her knowing and valid consent.
 - e. Any possession on Life University premises of any item designed, fashioned, and/or modified to facilitate and/or disguise the use of any illegal drug or other controlled substance in violation of the Standards of Conduct, whether or not the item has actually been used for such purposes.

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3. Physical Misconduct. Violations of the Honor Code include, but are not limited to:
 - a. Any act causing, or intended or likely to cause, bodily harm upon and/or unwanted physical contact with any person, regardless of intent.
4. Property Damage. Violations of the Honor Code include, but are not limited to:
 - a. Any act causing, or intended or likely to cause, damage to property, without the knowing and valid consent of the owner or person legally responsible for such property, regardless of intent.
 - b. Any intentional destruction, defacement, and/or unauthorized alteration of approved materials posted or distributed in accordance with Life University policies. This includes, but is not limited to, bulletin boards or the materials posted on them.
5. Sexual Misconduct. Violations of the Honor Code include, but are not limited to:
 - a. Any physical act that is sexual in nature and performed without the knowing and valid consent of all participants. For purposes of the Standards of Conduct, physical acts of a sexual nature include:
 1. Sexual intercourse and/or any mouth to genital contact.
 2. Sexual contact, defined as fondling and/or touching the genitalia, buttocks, and/or breasts of any person.
 3. Any other act which a reasonable person would associate with sexual conduct.
 - b. Any physical act that is sexual in nature and intentionally performed in view of one or more uninvolved persons, without the knowing and valid consent of all parties. This includes, but is not limited to, the surreptitious recording and/or the broadcasting of sexual acts.
 - c. Any physical act that is sexual in nature, performed in a public setting or on an internet website, Web page or chat room, and/or without the knowing and valid consent of all persons

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reasonably in a position to observe such conduct. This includes, but is not limited to, the public fondling and/or exposure of one's own genitalia, buttocks, or breasts.

- d. Any physical act that is sexual in nature when such an act is likely to threaten any party's health and/or safety without his/her knowing and valid consent. This includes, but is not limited to, any act that may reasonably be expected to transmit HIV or other sexually transmitted diseases and is performed when either party has failed to divulge his/her infection with such a disease.

STUDENT DISCIPLINARY PROCEDURES

Introduction

Life University recognizes the importance of protecting the rights of students who have been accused but not yet found responsible for a violation of the Life University Standards of Conduct. Balanced against this responsibility is the right of students, faculty and employees of Life University to continue their educational, academic and professional endeavors free from the threat of harassment, abuse, retribution and/or violence.

Life University may take whatever measures it deems necessary in order to protect the safety, security, and/or integrity of a complainant, a respondent, Life University, and/or any member(s) of its community. Such measures include, but are not limited to: involuntary removal from a course, clinic, program, activity, and/or the campus pending a hearing; modifications to living arrangements in Life University properties; and/or reporting incidents to law enforcement or other non-Life University agencies. The Assistant to the Provost/Director of Student Academic Affairs, in consultation with the appropriate faculty and/or other administrators, shall be empowered to impose any appropriate interim measures.

The Director of Student Conduct may hold informal discussions, resolve all types of complaints and impose sanctions with the consent of all parties involved. This process may involve the Division Chairs, Department Heads, Deans or other Life University officials to facilitate an Informal Resolution.

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The Director of Student Conduct is further empowered to initiate formal hearings as necessary for all types of complaints. These hearings will be held by the Conduct Review Board.

THE CONDUCT REVIEW BOARD

Authority | Composition | Eligibility | Hearing Procedures | Sanctions

A. Authority

The Conduct Review Board (CRB) has the authority to conduct hearings to determine if an accused member of the Life University student community is in violation of the Standards of Conduct, and to impose sanctions as appropriate, up to and including expulsion from Life University.

B. Composition

The CRB shall be composed of five (5) voting members, selected by the Director of Student Conduct from a pool of qualified individuals, and one non-voting Chairperson. The Director of Student Conduct shall designate the Chairperson, excluding him or herself.

1. When the respondent is an undergraduate student, two voting members of the CRB shall be undergraduate students.
2. When the respondent is a graduate student, two voting members of the CRB shall be graduate students.
3. Two voting members of the CRB shall be faculty members.
4. One voting member of the CRB shall be a Life University staff member.

The CRB may conduct a hearing without meeting these requirements and/or with as few as three (3) voting members, provided that both the complainant(s) and respondent(s) agree that the hearing should take place.

In the event that the complainant and/or the respondent fail(s) to appear as scheduled, the Chair of the CRB may choose to conduct or reschedule the hearing.

C. Eligibility

In order to be eligible to serve on the CRB, individuals must meet the following requirements:

1. Students must be registered as full-time in good academic and disciplinary standing, and have completed at least one quarter of full-time coursework at Life University.

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2. Faculty must have been employed by Life University for a minimum of one (1) academic year. At least one of the faculty members of any CRB must also have taught at least one course within the most recent two (2) academic quarters.
3. Staff must be currently employed and must have been employed by Life University for at least one complete academic year.

The Director of Student Conduct shall be responsible for recruiting, selecting, and training members of the CRB. It is expected that members of the CRB shall recuse themselves from a particular hearing if there is the likelihood that their objectivity may be compromised.

D. Hearing Procedures

1. The Chair shall have all participants execute a confidentiality agreement.
2. The Chair shall call the hearing to order.
3. The Chair shall ask for identification of the parties attending the hearing for the record.
4. The Chair shall state the conditions of the hearing, including:
 - * The hearing shall be recorded and/or transcribed via court reporter.
 - * The hearing shall be closed, with participation limited to the respondent(s), the complainant(s), and any advisor(s) and/or witness(es). Non-party witness(es) shall be excluded from the hearing except while testifying.
 - * All statements, testimony and evidence shall be restricted to matters directly relevant to the case, as determined by the Chair. The Chair will not be obligated to follow the rules of evidence as applied in a court of law.
 - * Any person disrupting, interfering with or failing to abide by the rulings of the Chair may be excused from the hearing.
 - * Advisors, if present, shall be restricted to consulting with their advisees. Advisors may not

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- address witnesses or the CRB unless invited to do so by the Chair.
- * Deliberations shall be limited to the CRB. Deliberations will not be recorded. The level of proof required to determine whether or not a respondent is responsible for the allegations shall be “by a preponderance of the evidence.”
 - * The hearing and its final outcome shall be considered part of the respondent’s educational record, and as such shall be kept confidential, except as provided under federal and state law.
5. The Chair shall ask the complainant(s) and the respondent(s) at this time if there are any objections to proceeding with the hearing. The Chair shall be solely responsible for deciding if such objections are reasonable and/or what measures should be taken to address them.
 6. The Chair shall present the complaint to the CRB and state the charge(s).
 7. The Chair shall read any response submitted by the respondent(s).
 8. The complainant(s) shall be given the opportunity to make an opening statement.
 9. The respondent(s) shall be given the opportunity to make an opening statement.
 10. The complainant(s) shall be given the opportunity to present evidence and/or call witnesses. The CRB shall have the first option of questioning the complainant(s) and/or witnesses, followed by the respondent(s), at the discretion of the Chair.
 11. The respondent(s) shall be given the opportunity to present evidence and/or call witnesses. The CRB shall have the first option of questioning the respondent(s) and/or witnesses, followed by the complainant(s), at the discretion of the Chair.
 12. The complainant(s) shall be given the opportunity to make a closing statement.
 13. The respondent(s) shall be given the opportunity to make a closing statement.
 14. The Chair shall conclude the hearing.

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15. The CRB shall enter closed deliberations. All findings of fact and any determination(s) of violation(s) shall be decided by a majority vote, based on a preponderance of the evidence.

If the CRB determines the respondent(s) to be in violation of the Standards of Conduct, any sanction(s) shall be decided by a majority vote.

E. Sanctions

The CRB shall select at least one of the following sanctions to impose upon a respondent found in violation the Standards of Conduct:

1. Reprimand: the respondent receives a written statement that he/she has violated the Standards of Conduct, and that further similar violations will result in stronger sanctions.
2. Disciplinary Probation: the respondent receives a written statement that he/she has violated the Standards of Conduct, and that further similar violations will result in suspension or expulsion. The length of the probationary period is determined by the CRB.
3. Disciplinary Suspension: the respondent is informed that he/she is banned (for a minimum of one (1) academic quarter) from Life University property and participation in any Life University activities except those specifically identified in the CRB finding.
4. Disciplinary Expulsion: the respondent is informed that he/she is permanently banned from Life University property and participation in any/all Life University activities.
5. Additional Sanctions: During the resolution process other educational sanctions, restitutions and/or restrictions may be imposed, including:
 - * Discretionary Sanctions: Denial of academic credit, exclusion from privileged or extracurricular activities, work and/or community service assignments
 - * Clinic Suspension: Separation of the respondent from the clinic for a definite period of time, determined by the CRB.
6. Interim Suspension: In certain circumstances, a Life University official may impose a suspension prior to the hearing before the CRB. During an interim suspension, a

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student or student organization may be denied access to Life University property, activities and/or privileges. Interim suspension may be imposed:

- * To ensure the safety and well being of members of the Life University community or the preservation of Life University property.
- * To ensure the student's own physical or emotional safety and well being.
- * To prevent the disruption of or interference with the normal operations of Life University.
- * To comply with any legal requirements.

RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS

A. Respondents

Throughout his/her involvement in the disciplinary process, a respondent has the following rights and responsibilities:

1. Fair Treatment

- * The respondent has the right to be treated with dignity and respect by all persons involved in the disciplinary process.
- * The respondent has the right to be considered innocent of all charges until he/she admits or is determined by the Conduct Review Board (CRB) to be in violation of the Standards of Conduct. This right should not be construed to prevent Life University from taking necessary interim measures.
- * The respondent has the right to information regarding the disciplinary process and his/her role in that process.
- * The respondent has the right to object to and/or recuse any one member of the CRB.
- * The respondent has the responsibility to notify the Director of Student Conduct, or the Executive Director of Student Services, if and when he/she feels that he/she has not received fair and equitable treatment.

2. Privacy

- * The respondent has the right to privacy throughout the disciplinary process with respect to all uninvolved parties.

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- * The respondent has the right, upon request, to have reasonable measures taken by Life University to prevent unnecessary or unwanted contact with the complainant(s).
 - * The respondent has the responsibility to notify the Director of Student Conduct, or the Executive Director of Student Services, if and when he/she feels reasonable measures need to be taken in order to protect these rights.
3. Presence of an Advisor
- * The respondent has the right to confer with an advisor of his/her choice (excluding those persons directly involved in the dispute) throughout the disciplinary process. The advisor may be present, but may not actively participate in the CRB hearing, and may not serve as a witness. Should the advisor be an attorney, the respondent must notify the CRB chair at least 72 hours prior to any scheduled hearing. The Chair of the CRB will make any necessary notifications.
 - * The respondent has the responsibility to notify the advisor of the time, date, and location of any disciplinary proceeding. Proceedings will not be rescheduled to accommodate an advisor.
4. Written Notice
- * The respondent has the right to timely and proper notification (via e-mail, telephone or personal contact) of any interview to be conducted with him/her as part of an inquiry. This notice shall include the following:
 1. The time, date, and location of the interview;
 2. The consequences of failure to appear at the interview; and
 3. The procedures for requesting a change in the time and/or date of the interview.
 - * The respondent has the right to proper written notification of any hearing conducted as a result of a complaint filed against him/her. This notice shall be provided no less than 72 hours prior to the

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scheduled hearing, and shall include the following:

1. The time, date, and location of the hearing;
2. The consequences of failure to appear at the hearing;
3. A written copy of the complaint, including the name(s) of the reporting party/parties and the charges being considered;
4. A list of all complainants and/or anticipated witnesses to be called by the complainant and/or Life University, except when disclosure would cause undue risk to the witness(es);
5. A list of the members of the CRB;
6. The procedures for requesting a change in the time and/or date of the hearing.

* The respondent has the responsibility to ensure that Life University has been provided with accurate address and other contact information, so that notification is not unduly delayed.

5. Hear and Provide Testimony

- * The respondent has the right to hear, question, and respond to all witnesses and/or information presented during a hearing. This does not include the right to directly question the complainant and/or the complainant's witnesses, although permission to do so may be granted by the Chair of the CRB.
- * The respondent has the right to present information and/or witnesses that he/she feels are relevant to the complaint. In the interest of time, the Chair of the CRB may limit the number of witnesses called. Only witnesses who can testify as to material facts may be called; the respondent may not call

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witnesses who can only testify as to his/her character or the complainant's character.

- * The respondent has the right not to present evidence against him/herself. This right should not be construed to allow the respondent to consciously and/or deliberately present false or misleading testimony.
- * The respondent has the responsibility to attend any hearing conducted as the result of a complaint against him/her; failure to do so will result in the forfeiture of his/her right to appeal the decision.
- * The respondent has the responsibility to respond to any witnesses or information at the time such evidence is presented. The CRB is not required to consider any rebuttal made after a witness has been dismissed.
- * The respondent has the responsibility to inform any witnesses he/she wishes to call of the time, date, and location of the hearing, and to have on hand all evidence he/she wishes to present at the time of the hearing.

6. Written Disposition and Appeal

- * The respondent has the right to proper written notification (within two business days of the CRB's decision) of the results of his/her disciplinary hearing. This notice shall include the following:
 1. The finding(s) of fact on each charge;
 2. The sanction(s) imposed; and
 3. The procedure for filing an appeal.
- * The respondent has the right to appeal the outcome of the hearing unless this right has been waived or forfeited as allowed for elsewhere in these procedures.
- * The respondent has the responsibility to comply with all sanctions imposed as the result of a disciplinary hearing once all appeals have been exhausted. In a case in which interim sanctions have been imposed, they will continue in force until all appeals have been exhausted.

B. Complainants

Throughout his/her involvement in the disciplinary process, a complainant has the following rights and responsibilities:

1. Fair Treatment

- * The complainant has the right to be treated with dignity and respect by all persons involved in the disciplinary process.
- * The complainant has the right to information regarding the disciplinary process and his/her role within that process.
- * The complainant has the right to object to and/or recuse any one member of the CRB.
- * The complainant has the responsibility to notify the Director of Student Conduct, or the Executive Director of Student Services, if and when he/she feels that he/she has not received fair and equitable treatment.

2. Privacy

- * The complainant has the right to privacy throughout the disciplinary process with respect to all uninvolved parties.
- * The complainant has the right to be free from intimidation and/or harassment, and the right, upon request, to have reasonable measures taken by Life University to prevent unnecessary or unwanted contact with the respondent(s).
- * The complainant has the responsibility to notify the Director of Student Conduct, or the Executive Director of Student Services, if and when he/she feels reasonable measures need to be taken in order to protect these rights.

3. Presence of an Advisor

- * The complainant has the right to confer with an advisor of his/her choice (excluding those persons directly involved in the dispute) throughout the disciplinary process. The advisor may be present, but may not actively participate in the CRB hearing, and may not serve as a witness. Should

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the advisor be an attorney, the complainant must notify the CRB chair at least 72 hours prior to any scheduled hearing. The Chair of the CRB will make any necessary notifications.

- * The complainant has the responsibility to notify the advisor of the time, date, and location of any disciplinary proceeding. Proceedings will not be rescheduled to accommodate an advisor.

4. Written Notice

- * The complainant has the right to proper notification (via e-mail, telephone or personal contact) of any interview to be conducted with him/her as part of an inquiry. This notice shall include the following:

1. The time, date, and location of the interview;
2. The consequences of failure to appear at the interview; and
3. The procedures for requesting a change in the time and/or date of the interview.

- * The complainant has the right to proper written notification of any hearing conducted as a result of a complaint filed by him/her. This notice shall be provided no less than 72 hours prior to the scheduled hearing, and include the following:

1. The time, date, and location of the hearing;
2. The consequences of failure to appear at the hearing;
3. A written copy of the complaint, including the charges being considered as well as a copy of any written response made by the respondent;
4. A list of all respondents

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- and/or anticipated witnesses to be called by the respondent(s) and/or Life University; except when disclosure would cause undue risk to the witness(es);
5. A list of the members of the CRB; and
 6. The procedures for requesting a change in the time or date of the hearing.
- * The complainant has the responsibility to ensure that Life University has been provided with accurate address and other contact information so that notification is not unduly delayed.
5. Hear and Provide Testimony
- * The complainant has the right to hear, question, and respond to all witnesses and/or information presented during a hearing. This does not include the right to directly question the respondent and/or the respondent's witnesses, although permission to do so may be granted by the Chair of the CRB.
 - * The complainant has the right to present information and/or witnesses that he/she feels are relevant to the complaint. In the interest of time, the Chair of the CRB may limit the number of witnesses called. Only witnesses who can testify as to material facts may be called; the complainant may not call witnesses who can only testify as to his/her character or the respondent's character.
 - * The complainant has the responsibility not to consciously and/or deliberately present false or misleading testimony.
 - * The complainant has the right to provide a written impact statement to the CRB, to be considered during the sanctioning process should a finding of violation occur.

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- * The complainant has the responsibility to attend any hearing conducted as the result of a complaint filed by him/her; in cases of sexual and/or violent behavior by the respondent, failure to do so will result in the forfeiture of the complainant's right to appeal the decision.
 - * The complainant has the responsibility to respond to any witnesses or information at the time such evidence is presented. The CRB is not required to consider any rebuttal made after a witness has been dismissed.
 - * The complainant has the responsibility to inform any witnesses he/she wishes to call of the time, date, and location of the hearing, and to have on hand all evidence he/she wishes to present at the time of the hearing.
6. Written Disposition and Appeal
- * In cases of sexual and/or violent behavior by the respondent only, the complainant has the right to proper written notification (within two business days of the CRB's decision) of the outcome of any disciplinary hearing convened as a result of a complaint filed by him/her. This notice shall include the following:
 1. The finding(s) of fact on each charge; and
 2. The procedure for filing an appeal in such cases.
 - * The complainant has the responsibility to maintain the confidentiality of the respondent's disciplinary records. Failure to do so may be considered a violation of Life University's Standards of Conduct and/or federal law.

C. Parental Notification

Life University considers disciplinary records to be part of a student's educational record, and as such Life University complies with all

SECTION IV: LIFE UNIVERSITY HONOR CODE AND STANDARDS OF CONDUCT

applicable privacy laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA). Furthermore, Life University's primary relationship is with its students, and not with their parents or guardians.

However, Life University recognizes that parents and/or guardians maintain an interest in their dependant students' academic status. Therefore, Life University may, at the sole discretion of the Director of Student Conduct, notify the parents or guardians of any dependant student under the age of eighteen (twenty one in cases of alcohol and/or drug violations) who receives a sanction of probation, suspension or expulsion.

D. Appeals

All respondents have the right to appeal any decision made by the CRB, unless this right has been forfeited as allowed for elsewhere in these disciplinary procedures. An appeal must be submitted in writing and must be received by the Director of Student Conduct within ten business days of the date of notification of the CRB's decision. An extension to this deadline may be granted at the sole discretion of the Director of Student Conduct. The Director of Student Conduct shall then refer the appeal to the appellate officer.

A decision on an appeal may not be rendered until the filing deadline has passed. Appellate decisions should be rendered, and proper written notification provided to the Director of Student Conduct no later than ten business days after the filing deadline. The Director of Student Conduct shall notify all respondents and other parties as appropriate of the results of the appeal.

1. Appellate Officer. The appellate officer shall be the Provost or his/her designate.
2. Appeal Criteria. Appeals shall be considered only in the following circumstances:
 - * The existence of procedural errors so substantial that the respondent was denied a fair hearing;
 - * Presentation of new and significant evidence which was not reasonably available at the time of the hearing;
 - * A finding of fact by the CRB not supported clearly by the evidence presented; and/or

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- * The imposition of a sanction that is arbitrary and/or capricious.
3. Available Actions. The appellate officer is limited to taking one of the following actions for each respondent:
- * Affirm the finding(s) of fact and sanctions imposed by the CRB.
 - * Affirm the finding(s) of fact but modify the sanction(s) imposed.
 - * Remand the complaint for a new hearing before a new CRB.
 - * Dismiss the complaint.

Under no circumstances shall the appellate officer supplant the function of the CRB; the appellate process exists solely to review the procedures used in disciplinary proceedings, and not to re-hear a complaint in its entirety.

The decision of the appellate officer is final.

All the necessary forms regarding the Honor Code may be found online at www.life.edu/Integrity/ or obtained in the Office of Student Services.

SECTION V: COMMITTEES

COMMITTEES

Committees are organized to facilitate the work of the university. These committees represent the faculty and advise the administration with respect to the development and implementation of academic and administrative policies and procedures as well as provide formal communication between the various constituencies of the university. Any faculty member may make recommendations, volunteer for committee appointments or nominate themselves or others for elected committee positions.

The committees are recommending bodies and report to various administrative offices or other committees as explained below in the committee descriptions. Further information on committee structure and function may be found in the Faculty Senate Constitution and Bylaws.

Committee Procedural Rules

All committees shall conduct business in conformity with the procedures stipulated in the most current edition of Robert's Rules of Order.

Responsibilities of Committee Chairperson

Each committee chair is responsible for preparing an agenda for each meeting, appointing a vice chair as needed, assigning specific duties to each member as required to achieve the goals and objectives of the committee, and ensuring that a record of committee proceedings in the form of official minutes are kept. The minutes should include a record of which members were present and absent. Complete, official minutes of each committee are to be kept in a binder by the chair of the committee with a copy sent to the individual(s) to which the committee reports.

Academic Technology Committee

Reports to: Provost

Responsibilities:

1. Recommends policy pertaining to allocation and use of information technology resources.
2. Review, and recommend allocation of funds to be used by departments for information technology resources.
3. Evaluate Information Technology Resource needs through survey of students, faculty, and staff.

SECTION V: COMMITTEES

4. Evaluate Information Technology Resource needs in seven specific areas:
 - * Analysis-planning-budgeting-assessment cycle
 - * Standardize Hardware
 - * Standardize Software
 - * Personnel issues
 - * Facilities
 - * Training - Courseware development
 - * Courseware tools to delivery of curriculum on-line
5. Review, evaluate and strengthen technology resources.

Membership:

1. Two (2) representatives from each college
2. One (1) representative from OIT
3. One (1) representative from Learning Resource Center
4. One (1) representative from Provost's office
5. One (1) representative from the staff
6. One (1) student representative as chosen by the Student Council
7. Chair elected by committee

Meets: Quarterly or as called by chair

Undergraduate Curriculum Committee

Reports to: Dean, College of Graduate and Undergraduate Studies

Specific Responsibility: Review, evaluate and strengthen curriculum

Responsibilities:

1. Recommend policy pertaining to curriculum development and the curriculum.
2. Maintain appropriate accrediting standards relative to curriculum.
3. Identify needs in the areas of curriculum.
4. Facilitate curriculum development.
5. Review, evaluate, and strengthen curriculum.

Membership:

1. Chair appointed by the Dean of the College of Graduate and Undergraduate Studies
2. One (1) faculty representative from each department of the College of Arts and Science

SECTION V: COMMITTEES

- teaching undergraduate classes
- 3. Representative from the Registrar's Office
- 4. A student representative, undergraduate and non-voting
- 5. Ex-officio, Provost and Dean of the College of Graduate and Undergraduate Studies

Meets: Bimonthly or as called by Chair.

Graduate Curriculum Committee

Reports to: Dean, College of Graduate and Undergraduate Studies

Responsibilities:

- 1. Recommend policy pertaining to curriculum development and the curriculum.
- 2. Review appropriate accrediting agencies' standards as applicable, and maintain compliance.
- 3. Identify needs in the areas of curriculum.
- 4. Facilitate curriculum development.
- 5. Review, evaluate, and strengthen curriculum.

Membership:

- 1. Chair selected by committee
- 2. Department Head of all departments offering graduate-level work
- 3. Representative from the Registrar's Office
- 4. Three faculty representatives at least two graduate faculty; the third holding a minimum of a Master's degree
- 5. A student representative doing graduate work
- 6. Ex Officio, Provost and Dean of the College of Graduate and Undergraduate Studies

Meets: May meet monthly or as called by the chair

**Standing Faculty Committees of the College of Chiropractic
Curriculum Committee - College of Chiropractic**

Reports to: The College of Chiropractic Assessment Council

Responsibilities:

1. Recommend policy pertaining to Curriculum Development and the curriculum to the Assessment Council.
2. Recommend policy pertaining to instructional development and instruction to the Assessment Council.
3. Identify needs in the areas of curriculum and instruction.
4. Facilitate curriculum development.
5. Review and evaluate curriculum.
6. Review CCE and SACS standards as applicable to curriculum.
7. Evaluate instruction, instructional support system and instructional environment.
8. Articulate with Assessment Council regarding strategies for improving instruction.

Membership:

1. Chair (non-administrator) appointed by the Dean
2. Six (6) faculty for the College of Chiropractic, three (3) from the clinic and three (3) from the classroom
3. One (1) student representative chosen by the Student Council
4. One (1) member from the College of Graduate and Undergraduate Studies
5. Ex Officio, Provost and Dean of the College of Chiropractic

Meets: Monthly or as necessary, but not less than three times per quarter.

Ad Hoc Committees or Task Forces

From time to time it will be necessary to form temporary, task specific ad hoc committees or task forces to accomplish the business of the sponsoring committee. They may or may not be formed entirely by members of the sponsoring committee, but will be chaired by a member

SECTION V: COMMITTEES

of the sponsoring committee. In addition the Administration or Faculty Senate may form and charge ad hoc committees for a specific purpose or duty outside of the existing committees.

The Administration, Staff Council or Student Council has various committees that support their various internal functions. From time to time faculty will serve on these committees in a temporary, permanent, advisory or determinative role at the request of the respective committee chair.

Administrative and Forums

The Administration or Student Council has various committees that support their various functions. Faculty may serve on these committees in a temporary, permanent, advisory or determinative role. Faculty may do so as a regular member or at the request of the respective committee chair.

Student Forum of the College of Chiropractic

Responsibilities: The purpose of the student forum is to provide an opportunity for students to relate their experiences and suggestions to the administration of the CoC especially regarding the effects of changes in policies and procedures within the college or university. This provides an opportunity to understand the student perspective.

Forum Composition: Six (6) current full time students in good standing (nominated by student council)

Meets: With the Assessment Council.

Disability Advisory Committee

Purpose: The Disability Advisory Committee's (DAC) primary goal is to assist and support the university in carrying out its policies and procedures for ensuring that students seeking accommodations are treated fairly and reasonably. The DAC will also consider and review applications for admission from students seeking accommodations to ensure that they comply meet with the University Technical Standards Policy. Disability grievances will also be addressed in this committee, if they can not be resolved in the SSC.

The Director of the Student Success Center (SSC) and/or the Disability Services Coordinator will work with the DAC to apply the university polices and procedures so that the university will provide equal access for

SECTION V: COMMITTEES

any student seeking accommodations under the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act. Legal counsel may be requested.

Membership for this committee will consist of the following departmental representatives:

- Director, Student Success Center (Chair) and/or Disability Services Coordinator
- Dean of the College of Chiropractic or his/her designee
- Dean of the College of Graduate and Undergraduate Studies or his/her designee
- Dean of Clinics or his/her designee
- Director, Physical Plant
- Director, New Student Development
- Faculty member as chosen by the Chair

Note: Other departments and/or individuals may be required to attend or consult in order to address specific needs or provide expertise in a particular area.

The DAC will report directly to the Executive Director of Student Services. Appeals of decisions of the DAC will be made directly to the Provost. The Provost's decision on all appeals is final.

Institutional Planning and Evaluation Committee (IPEC)

Reports to: The Director of the Office of Institutional Effectiveness, Planning and Research.

Responsibilities:

1. To evaluate recommendations from the Assessment Councils in terms of the institution's mission, goals, priorities and budget.
2. To formulate and recommend operational (one year action) and strategic (five-year action) plans to the Director of the Office of Institutional Effectiveness, Planning and Research in accordance with findings and recommendations of the Assessment Councils.
3. Develops objectives to meet operational goals.
4. At 6 month intervals, evaluates and reports on progress toward objectives.
5. Yearly report on status of operational goals and recommends

SECTION V: COMMITTEES

updates as appropriate to the strategic plan. Reports are due in Fall (update) and Spring (yearly recommendations).

Membership:

1. Chair as elected by membership
2. Two (2) faculty from the College of Chiropractic (one clinical and one didactic)
3. Two (2) faculty from the College of Graduate and Undergraduate Studies
4. One (1) student from the College of Chiropractic
5. One (1) student from the College of Graduate and Undergraduate Studies
6. One (1) Masters level student
7. One (1) representative from Human Resources
8. One (1) representative from Institutional Effectiveness, Planning and Research
9. Budget Manager
10. One (1) representative from Enrollment Services
11. One (1) representative from Student Services
12. One (1) representative from the Office of the Provost
13. One (1) representative from OIT

Meets: Meets quarterly or as called

CALENDAR

Fall 2007: Dates to Remember

8/27-9/25	Pre-Registration All programs-
9/26-10/03	Registration returning students (All Programs)
Wed, 09/26	All Faculty return to Campus
Thu, 09/27-9/28	New Student Orientation/Advisement Registration
Fri, -9/28	Dr. Riekeman "Getting to Well"
Mon, 10/01	Classes Begin All programs
Tue, 10/02	"First Tuesday" Welcome Back 11:00 -1:00 pm
Tue, 10/02	Last Day to Add 1st 5 wk UG
Wed, 10/03	Registration Ends COC, UG 10 wk, & MS
Thu, 10/04-10/05	Add/Drop Classes with fees COC, UG 10 wk, & MS
Fri, 10/05	Last Day to Add Classes (COC, UG 10 wk, & MS)
Fri, 10/05	Last Day to Drop Classes without Tuition forfeiture
Mon, 10/08	All Drop or Withdrawn Classes start being graded "W"
Wed, 10/17	Last Day for UG to change from 5 to 10 wk classes
Fri, 10/19	Last day to sign up for Written Comp. Exams MS
Mon, 10/22	Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Wed, 10/24	COC Assessment Day - OSCE Exams
Wed, 10/24	Dr. Riekeman "Rights and Responsibilities"
Thu, 10/25	Life University Homecoming - See Website
Fri, 10/26	Written Comprehensive Final Examination MS
Tue, 10/30	Last Day to Drop 1st 5 wk classes
Fri, 11/02	Classes End 1st 5wk UG
11/05-11/06	Final Exams -1st 5wk UG
Tue, 11/06	Orientation / Registration 2nd 5wk UG
Wed, 11/07	Registration 2nd 5wk UG Ends 1:00 pm
Wed, 11/07	Classes Begin 2nd 5wk UG
11/09-11/11	National Board Part IV Exam
Mon, 11/12	Start COC & CGUS 10 wk Drop & Withdrawn Classes graded "WF" or "WNP"
Mon, 11/19	Last Day to Drop 10 wk Classes
Thu, 11/22-11/23	Thanksgiving (School Closed)
Sat, 11/24	End of Quarter 14th qtr. Classes
Mon, 11/26	Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Mon, 12/03	Last Day to Drop 2nd 5wk Classes
Mon, 12/03	Last Day to Withdraw (from all classes & programs
Sat, 12/08	MS Classes End

12/10-12/13	Final Exams for DC, UG 10 wk, & MS
Tue, 12/11	Classes End 2nd 5wk UG
12/12-12/15	Final Exams 2nd 5wk UG
Thu, 12/13	Graduation Rehearsal -11 am - 1pm
Fri, 12/14	Awards Convocation am TBA
Fri, 12/14	Graduation 1:00 pm
Sat, 12/15	Last Day for achieving Clinic Qtr. Milestone
Sat, 12/15	End of Quarter
Mon, 12/17	All Grades Due
Tue, 12/25	Christmas (School Closed)
Tue, 01/08/08	Life University's National Board Application Deadline

Winter 2008: Dates to Remember

(Extra Week Added in Calendar (Extended Student Vacation 1 week)

11/26-12/18	Pre-Registration All programs
Wed, 12/19	Registration begins returning students (All Programs)
Tue, 01/01/08	New Year's Day Holiday (School Closed)
Wed, 01/07	All Faculty return to Campus
Thu, 01/10-01/11	New Student Orientation/Advisement Registration
Fri, -01/11	Dr. Riekeman "Getting to Well"
Mon, 01/14	Classes Begin All programs
Tue, 01/15	"First Tuesday" Welcome Back 11:00 -1:00 pm
Tue, 01/15	Life University's National Board App. Deadline
Tue, 01/15	Last day to add 1st 5wk UG
Wed, 01/16	Registration Ends COC, UG 10 wk, & MS
Thu, 01/17-01/18	Add/Drop Classes with fees COC, UG 10 wk, & MS
Fri, 01/18	Last Day to Add Classes COC, UG 10 wk, & MS
Fri, 01/18	Last Day to Drop Classes without Tuition forfeiture
Mon, 01/21	Martin Luther King Holiday (No Classes)
Tues, 01/22	All Drop or Withdrawn Classes start being graded "W"
Tue, 01/22	National Board Late Application Post Mark Due Date
Wed, 01/30	Last Day for UG to change from 5 to 10 wk classes
Fri, 02/01	Last day to sign up for Written Comp. Exams MS
Mon, 02/04	Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Wed, 02/06	COC Assessment Day - OSCE Exams
Wed, 02/06	Dr. Riekeman " Rights and Responsibilities"
Fri, 02/08	Written Comprehensive Final Examination MS
Tue, 02/12	Last Day to Drop 1st 5 wk classes
Tue, 02/12	National Board Part IV Application Due

Fri., 02/15	Classes End 1st 5wk UG
Mon, 02/18-02/20	Final Exams -1st 5wk UG
Tue, 02/20	Registration 2nd 5wk UG
Wed, 2/21	Registration 2nd 5wk UG Ends 1:00 pm
Wed, 2/21	Classes Begin 2nd 5wk UG
Mon, 02/25	Start COC & CGUS 10 wk Drop & Withdrawn Classes graded "WF" or "WNP"
Sat, 03/01	End of Quarter 14th qtr. Classes
Mon, 03/03	Last Day to Drop Classes
Mon, 03/10	Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Fri, 03/14-03/16	Nat. Boards Part I, II, III, PT Exams (No DCP Classes)
Mon, 03/17	Last Day to Drop 2nd 5wk Classes
Mon, 03/17	Last Day to Withdraw (from all classes & programs)
Fri, 03/21	Good Friday (School Closed)
Mon, 3/24-3/27	Final Exams for DC, UG 10 wk, & MS
Tues, 03/25	Classes End 2nd 5wk UG
3/26-3/28	Final Exams 2nd 5wk UG
Sat, 3/29	Last Day for achieving Clinic Qtr. Milestone
Sat, 03/29	End of Quarter
Mon, 03/31	All Grades Due

Spring 2008: Dates to Remember

Mon, 03/10-4/01	Pre-Registration All programs-
Wed, 04/02	Registration begins returning students (All Programs)
Wed, 04/02	All Faculty return to Campus
Thu, 04/03-04/04	New Student Orientation/Advisement Registration
Fri, -04/04	Dr. Riekeman "Getting to Well"
Mon, 04/07	Classes Begin All programs
Tue, 04/08	"First Tuesday" Welcome Back 11:00 -1:00 pm
Tue, 04/08	Last day to add UG 1st 5wk
Wed, 04/09	Registration Ends (COC, UG 10 wk, & MS)
Thu, 04/10- 04/11	Add/Drop Classes with fees COC, UG 10 wk, & MS
Fri, 04/11	Last Day to Add Classes (COC, UG 10 wk & MS)
Fri, 04/11	Last Day to Drop Classes without Tuition forfeiture
Mon, 04/14	All Drop or Withdrawn Classes start being graded "W"
Wed, 04/23	Last day for UG to change from 5 to 10 week classes
Fri, 04/5	Last day to sign up for Written Comp. Exams MS
Mon, 04/28	Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"

Wed, 04/30	COC Assessment Day - OSCE Exams
Wed, 04/30	Dr. Riekeman "Rights and Responsibilities"
Fri, 05/02	Written Comprehensive Final Examination MS
Tue, 05/06	Last day to drop classes 1st 5 wk UG
Fri, 05/09	Classes End 1st 5wk UG
Mon, 5/12-5/13	Final Exams -1st 5wk UG
Tue, 05/13	Registration 2nd 5wk UG
Wed, 05/14	Classes Begin 2nd 5wk UG
Wed, 05/14	Registration 2nd 5wk UG Ends 1:00 pm
Mon, 05/19	Start COC & CGUS 10 wk Drop & Withdrawn Classes graded "WF" or "WNP"
Fri, 5/16-5/18	National Board Part IV Exam
Mon, 05/26	Memorial Day (School Closed)
Mon, 05/26	Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Tue, 05/27	Last day to Drop Classes
Sat, 05/31	End of Quarter 14th qtr. Classes
Mon, 06/09	Last day to Drop Classes for 2nd 5 wk UG
Mon, 06/09	Last Day to Withdraw from all classes & programs
Mon, 6/16-6/19	Final Exams for DC, 10 week UG, & MS
Tues, 06/17	Classes End 2nd 5wk UG
Wed, 6/18-6/21	Final Exams 2nd 5wk UG
Thu, 06/19	Graduation Rehearsal 11 a.m.-1 p.m.
Fri, 6/20	Awards Convocation am TBA
Fri, 06/20	Graduation 1 p.m.
Sat, 06/21	Last Day for achieving Clinic Qtr. Milestone
Sat, 06/21	End of Quarter
Mon, 06/23	All Grades Due

Summer 2008: Dates to Remember

Tue, 5/27-6/24	Pre-Registration All programs
Wed, 6/25-7/16	Registration returning students
Fri, 07/04	July 4 Holiday Observance (School Closed)
Tue, 07/08	National Board Application Deadline
Wed, 07/09	All Faculty return to Campus
Thu, 07/10	New Student Orientation/
Fri, 07/11	New Student Advisement Registration
Fri, 07/11	Dr. Riekeman "Getting to Well"
Mon, 07/14	Classes Begin All programs
Tue, 07/15	"First Tuesday" Welcome Back 11 a.m. -1 p.m.

Tue, 07/15	Last Day to Add UG & MS 1st 5 wk
Wed, 07/16	Registration Ends COC, UG 10 wk, & MS
Thu, 07/17-07/18	Add/Drop Classes with fees COC, UG 10 wk, & MS
Fri, 07/18	Last Day to Add Classes COC, UG 10 wk, & MS
Fri, 07/18	Last Day to Drop Classes without Tuition forfeiture
Mon, 07/21	All Drop or Withdrawn Classes start being graded "W"
Tue, 07/22	National Board Late Application Post Mark Due Date
Wed, 07/30	Last Day for UG to change from 5 to 10 wk classes
Fri, 08/01	Last day to sign up for Written Comp. Exams MS
Mon, 08/04	Start CGUS-UG 1st 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Wed, 08/06	COC Assessment Day - OSCE Exams
Wed, 08/06	Dr. Riekeman " Rights and Responsibilities"
Fri, 08/08	Written Comprehensive Final Examination MS
Mon, 08/11	Last Day to Drop 1st 5wk classes
Tue, 08/12	National Board Application Part IV Deadline
Fri, 08/15	Classes End 1st 5wk UG & MS
Mon, 8/18-8/19	Final Exams -1st 5wk UG & MS
Tue, 08/19	Registration 2nd 5wk UG & MS
Wed, 08/20	Registration 2nd 5wk UG & MS Ends 1:00 pm
Wed, 08/20	Classes Begin 2nd 5wk UG & MS
Mon, 08/25	Start COC & CGUS 10 wk Drop & Withdrawn Classes graded "WF" or "WNP"
Sat, 08/30	End of Quarter 14th qtr. Classes
Mon, 09/01	Labor Day (School Closed)
Tue, 09/02	Last Day to Drop Classes
Mon, 09/08	Start CGUS-UG 2nd 5 wk. Drop & Withdrawn Classes graded "WF" or "WNP"
Fri, 9/12-9/14	Nat. Boards Part I, 2, 3, PT Exams (No DCP Classes)
Mon, 09/15	Last Day to Drop Classes for 2nd 5wk UG & MS
Mon, 09/15	Last day to withdraw from all classes all programs
Mon, 9/22-9/25	Final Exams for DC, MS & 10 week UG
Tues, 09/23	Classes End 2nd 5wk UG
Wed, 9/24-9/26	Final Exams 2nd 5wk UG
Sat, 09/27	Last Day for achieving Clinic Qtr. Milestone
Sat, 09/27	End of Quarter
Mon, 09/29	All Grades Due
Tue, 09/30	Rosh Hashanah

*The Academic Calendar is subject to modification;
please check Life's Academic Quarterly for updates.*

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Admissions
770-426-2884

Alumni
770-426-2925

Basic Science
770-426-2718

Bookstore
770-426-2686

Campus Café
770-792-6042

Chiropractic Science
770-426-2709

Clinic
770-792-6100

Clinic- Student
770-426-2664

College of Graduate and
Undergraduate Studies
770-426-2697

College of Chiropractic
770-426-2757

Counseling/ Placement
770-426-2725

Diagnostic Imaging & Alignment
770-426-2669

Financial Aid
770-426-2901

Human Resources
770-426-2930

Library
770-426-2688

Life Commons
770-794-3098

Marketing & Communications
770-426-2653

Natural Science
770-426-2733

Nutrition
770-426-2736

Office of the Provost
770-426-2693

Police Department
770-426-2911

Post Graduate
770-426-2753

Registrar's Office
770-426-2780

Sport Health Science
770-426-2771

Sports Chiropractic
770-426-2771

Student Accounting
770-426-2626

Student Services
770-426-2760

Student Success Center
770-426-2725

Switchboard
770-426-2600

Time	Mon	Tues	Wed	Thurs	Fri	Sat
8 a.m.						
8:30 a.m.						
9 a.m.						
9:30 a.m.						
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Time	Mon	Tues	Wed	Thurs	Fri	Sat
8 a.m.						
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9 a.m.						
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10: a.m.						
11 a.m.						
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noon						
12:30 p.m.						
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