



ACADEMIC POLICIES AND INFORMATION

Academic Policies and Information

Student Handbooks

Rules and regulations governing student decorum, disciplinary action, academic, and clinic conduct are provided in the Student Handbook and the Intern's Handbook. These handbooks are subject to revision at the discretion of the University's administration. Quarterly updates to rules and regulation may be found also in current Academic Quarterly.

FERPA

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), the student has the right:

1. To inspect and review education records pertaining to the student.
2. To request an amendment to the student's records.
3. To request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Life University's Policy (under FERPA) gives the student the right:

1. **To inspect his/her records.** All requests for inspection must be submitted in writing. The University has up to 45 days to respond. (Every effort will be made to fill the request in a timely manner.)
 - a. All students must give written permission for a third party to obtain any information from their files. The person(s) and/or organization's name, date and purpose of the file review will remain logged in the student's file. Also, the person and department who authorized the review will be noted.
 - b. If a student is dependent, the parent may review the student's file without written permission. Check with the specific department for age requirements determining dependent status. Neither parents nor spouses of our students can obtain Grade or Registration information without the written consent of the student, on file in the Registrar's Office.
2. **To amend a record** he/she believes is inaccurate. The student must write the University official responsible for the record, identify that part of the record he/she wants changed, and specify why it is inaccurate. The University will notify the student of the decision within 45 days and advise the student of the right to a hearing if the record was not amended to the student's request.



3. **To request a hearing.** The student will be notified within 45 days of the request with the time, place and procedure of the hearing. The department which has authority for the change request will provide the committee and the procedures for the hearing.

“Directory information” is -

Information not generally considered harmful or an invasion of privacy if disclosed.

Includes, but is not limited to:	field of study
name, address, telephone number	degrees and awards
weight and height of athletes	most recent previous school attended
date and place of birth	participation in officially recognized
dates of attendance	activities and sports

Students who wish to be omitted from the directory or any other student publication must inform the Registrar’s Office in writing. The option may be changed once a year only.

Life University publishes an email directory on its Web site.

International Student Rules, Regulations & Procedures

It is the responsibility of the international student to maintain lawful immigration status. The student is responsible for fully and properly complying with all laws and regulations of the United States, the State of Georgia and local governments.

In order to maintain lawful F-1 status, please adhere to the following policies:

Current Address:

International Students **MUST NOTIFY** the Enrollment Office and the Registrar’s Office within 10 days of your move. **Failure to report address change within 10 days, will result in failure to maintain status.**

Documents:

Maintain a valid I-20. To determine validity, look in section 5, where it says “complete studies no later than (date).” The date must not expire. It is the students’ responsibility to ensure that their I-20s are valid at all times while studying in the United States. I-20’s needed to be signed annually. Keep passport valid at all times. To renew passports that will expire while in the United States, visa-holders should contact their embassy or consulate in the U.S. for instructions. This process can take several months - start applying for a renewal six months before it expires. Students are also required to have visa and I-94 card.

Financial Statement:

Proof of finances to cover the cost of one year of studies. A financial statement must be valid for each program in which the student is enrolled.

Maintain full-time, degree seeking status:

DC and undergraduate students must take at least 12 credit hours each quarter. Master degree students must be enrolled in 9 credit hours each quarter. DC and undergraduate students must maintain a 2.0 GPA and Master students must maintain a 3.0 GPA in order to be in status.

Distance learning and Transient Studies:

These courses are limited for F-1 students. They may only count a maximum of 1 course of Distance Learning toward their full course requirement. Audited courses do NOT count towards a full course requirement. International students who would like to engage in transient studies need prior approval by the International Enrollment Specialist.

Annual Vacation:

Eligible students may take **an annual vacation break after 3 consecutive quarters of study**. There is ONLY 1 excused break per year. Students must maintain full time status and a 2.0 GPA in order to be eligible for this vacation. Students must consult with the International Enrollment Specialist for approval of annual vacation break. Students admitted to begin a program in the summer MUST enroll full-time during the summer of admission.

Office of Admissions Veteran Armed Forces Policy

Military Active Duty Policy

A military withdraw will be granted to any student who is called to active duty (in most cases, the student must apply for readmission within 5 years of completion of military service). A copy of the military orders must be presented at the time the student applies. The copy of the student's orders will be maintained in students file.

The eligible veteran will be promptly readmitted to the class or classes beginning after he/she has indicated intent to enroll.

The eligible veteran will be admitted with the same academic status- meaning the same program (or one most similar if the same one does not exist), the same enrollment status with the same amount of credits and a satisfactory academic status.

*Military students returning from active duty will be allowed to apply with application fee waived.

Transcript Requests

Transcript Requests

Students and graduates may request, **in writing, with appropriate identification** (i.e. notarized signature, a current photo ID, etc.), that an official transcript of grades be sent to any party or institution. Official transcripts are categorized as follows;

1. Official – sent within two 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 (Life University email account), **with appropriate identification**, unofficial transcripts at a cost of \$5.00 within one workday.

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.

Advanced Standing / Placement and Transfer Credit

Course-work submitted from other institutions' official transcripts for advanced standing / placement or transfer credit must be substantially equivalent to that of Life University in credit hours, subject content, quality, and format for consideration to be made.

If advanced standing / placement has not been awarded prior to admission, application for consideration must be made to the Office of the Registrar. It may be required, prior to credit being awarded, that respective course descriptions and / or syllabi be submitted reflecting prior coursework. For international transcripts (with some exceptions for Canada and Great Britain) it will be required that an evaluation be completed and sent to Life University by an approved international evaluation agency.

It is the student's responsibility to verify the awarding of advanced standing and transfer credit by Life University.

College of Chiropractic

Advanced standing / placement or transfer credit for the Doctor of Chiropractic degree may be considered for academic coursework taken as part of a graduate program, i.e. masters, professional, or doctoral level course-work (M.S. D.C., M.D. Ph.D. etc.) from another accredited institution.

Life University's Doctor of Chiropractic Program, requires that credits must be earned within five years prior to the date of admission into a DCP program with a grade of "C" or better. Exceptions may be made to accept older credits if the entering student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., D.P.M.) or a graduate degree (Master's Level or above) in an academic discipline closely related to the health sciences.

Once a student has been admitted to the D.C. program, transfer credit is not allowed for Master-level or above course-work without prior written permission.

College of Graduate Studies and Research

Advanced standing / placement or transfer credit for the Master's degree may be considered for academic coursework taken as part of a graduate program, i.e. Master, or Professional / Doctoral level course-work (M.S. D.C., M.D. Ph.D. etc.) from another accredited institution with a grade of "B" or better as required by the College of Graduate Studies and Research's Master's Program.

Upon written request to the Registrar's Office, sports health science, masters, cross-listed, classes taken via the doctor of chiropractic program will be given advanced standing toward masters' degree completion to accepted matriculants.

College of Undergraduate Studies

Any credits transferred into the College of Undergraduate Studies towards an undergraduate degree must be from an accredited institution and only credits with a grade of "C" (2.0 on a 4.0 scale) (a grade of "D" may be considered for specific courses i.e. electives) or better are considered for transfer.

Upon written request to the Registrar's Office, undergraduate, cross-listed, classes taken via the doctor of chiropractic program will be given advanced standing toward undergraduate degree completion to accepted matriculants.

Academic Advising and Registration Policies

Academic Advising

Freshman advising is an especially important source of support for students during their first few quarters at Life. Generally, a groups of students are assigned to various PASS (“progressive advising for student success”) and faculty advisors. Advisors assist students with their course selection, scheduling, and information about the school, campus, and surrounding area.

Within the Colleges, Chiropractic, Graduate Studies and Research, 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 Doctor of Chiropractic or the Master’s in Sport Health Science program. If a student has decided to attend a graduate program, the advising staff can help develop a strategy for successful application and acceptance.

In the College of Undergraduate Studies “Major” advising replaces freshman “PASS” 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.

Registration is divided into three categories:

Pre-registration Starts after the beginning of the eighth week of the previous quarter;

Registration Starts after all grades have been submitted and transcribed, prior to and including the first Tuesday (UG) Wednesday (DC & MS) of the first week of classes;

Add/Drop Adding or changing class registration during this time process starts after midnight Tuesday (1st 5 week UG) / Wednesday (10 week UG, DC & MS) of the first week of classes and lasts until Friday (10 week UG, DC & MS) at midnight. A fee is charged for each class added or dropped. Classes may be dropped until Monday of the eighth week of the quarter.

Add/Drop Fee

There is a \$25.00 fee associated with each course added and /or dropped.

Registration Policies for Students with Good Academic Standing

Registration for each quarter is available, for students in good academic standing, via “Web Advisor” located at www.life.edu, “Quick Links”, for the returning College of Chiropractic’s and College of Undergraduate Studies’ students.

Students needing to repeat previously single failed classes can be accommodated at the Registrar’s Office. Students who do not comply with the single “Failure of Class(es) / Clinic” policy will also lose their web registration privileges (via FC hold).

New Undergraduate to Life University and all College of Graduate Studies and Research Master’s students must receive their PASS or Faculty Advisor’s written approval before registering for classes. Registration is then completed by a faculty advisor for masters level students or by a PASS advisor for undergraduate level students.

Registration Policies for Students on Academic Restriction

1. Web (pre) registration/add /drop is not permitted for students on “Performance Contracts”
2. All students on academic restriction will be advised at **the Dean’s Office** after the current quarter’s final grades are available
 - a. Determination of effect of final grades on “performance contract” academic standing status
 - i. Student’s academic standing raised to “Good Standing”
 - ii. Student’s academic standing remains the same, given another “performance contract”, and registered for classes accordingly
 - iii. Student’s academic standing lowered to “Academic Dismissal” and is terminated from their Program

Registration for students on academic restriction will be done after signed permission by their respective Dean or Dean’s designate is obtained. Obtaining signed permission must wait until your current course grades and restriction statuses are determined and finalized at the end of the quarter. Registration requests are then processed either via the Dean’s or the Registrar’s Office.

Web Advisor can not process (pre) registration and /or add /drop **for students on any category of “low cumulative GPA” or “multi-failed classes” probation.**

Audit Courses

Students-at-Large (non-matriculated) or matriculated individuals wishing to audit classes at Life University may register at the Registrar’s Office. Paperwork is held and processed the second Tuesday of each quarter. Auditing placement is based upon seating availability. Proper paper work obtained from the Office of the Registrar must be filed before the quarter begins. Students’ names should appear on the class roster of the courses audited. The courses being audited should also appear on the student’s approved schedule of courses.

No credit is granted for courses scheduled on an auditing basis, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule change. The grade for auditing is “AU” for Audit (previously “V” for Visitor). The grade of “AU” (“V”) will have no effect upon the student’s grade point average, and students will not be permitted to have the audit grade changed at any future date.

Students may audit a course in addition to their course load limit. Auditing is available to students, staff, and faculty as well as interested persons from the general public (some course restrictions may apply). Students who audit a course will be charged \$100.00 per course (+ \$20.00 parking fee, as applicable). Students who wish to audit only portions of a course for course hours will be charged \$100.00 per 30 hours (+ \$20.00 parking fee, as applicable).

Students on probation are encouraged to make use of this opportunity. Priority will be given to regular students over an auditor for a filled class. **Students, who are auditing are not allowed to take tests, but may, at the instructor’s discretion, observe practical/lab examinations.**

Changing of Courses

Once registration has been completed, including the time period allotted for adding and dropping courses, students may not make changes in their courses without a written directive to the Registrar by the appropriate Dean or Dean’s designate.

Dropping Courses

Dropping courses is defined as removing one or more, but not all, classes currently scheduled. Students who wish to drop a course after the registration period must notify the Registrar's Office in writing by the Monday of week eight of the quarter. For classes offered in the first five-week accelerated format, students who wish to drop a course after the registration period must notify the Registrar's Office in writing by the Monday of week five. The Registrar will notify the individual instructors as well as the Student Accounting Office. If the Registrar's Office is not notified in writing, the student may receive an "I" incomplete, an "F" failed, or "NP".

See the Academic Quarterly for dropped course(s) listed refund schedules and dates.

Withdrawal

Withdrawal from classes is defined as removing all classes currently scheduled. Students who wish to withdraw must do so, in writing, by Monday of week 10 and will receive a grade "W" beginning week 2. Students who withdraw prior to week 7 will receive a grade "W". From week 7 to week 10, withdrawal grades are assigned either as "WF" or "WNP". See the current Academic Quarterly for specific withdrawal deadline dates. (Accelerated 5 week courses have different deadlines see an academic quarterly's or this volume's calendar for specific dates)

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. Violations of those rules of conduct will be addressed as disciplinary matters through the Office of Student Services and the Conduct Review Board. This Involuntary Psychiatric Withdrawal Policy is intended to apply when a student's conduct, actions and/or statements indicate a direct threat to the health and/or safety of the student or others.

A student may be withdrawn involuntarily if the University determines that a student is engaged or threatens to engage in behavior which: (a) poses a high probability of substantial harm to the student or others, (b) would cause significant property damage or directly and substantially impede the lawful activities of others, or (c) would interfere with the educational process and orderly operation of the University. When the Director of the Student Success Center or a professional counselor has cause to believe that a student meets one or more of these criteria for involuntary withdrawal, the student may be referred to a consulting psychiatrist and or the police for evaluation.

If the consulting psychiatrist determines that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be subject to involuntary psychiatric withdrawal.

The consulting psychiatrist will make a recommendation to the Academic Dean, based on the results of the psychiatric evaluation of the student, who shall determine whether or not the student should be involuntarily withdrawn. The student shall be informed of the decision of the Academic Dean. If the student disagrees with this decision, the student may appeal to the Provost, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal. The decision of the Provost is final.

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, causing imminent significant property damage, or directly and substantially impeding the 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 significant property damage, 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 to assure that the student presents no danger to himself/herself or others. Life University's consulting psychiatrist will make a recommendation regarding readmission to the Academic Dean. A student seeking readmission may choose to submit a written report from a psychiatrist of his/her choosing at his/her own expense, which the Provost may also consider in determining whether a student should be readmitted.

Withdrawal from the University

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

1. Obtain "Withdrawal Form" from Registrar's Office.
2. Complete, sign and date the form.
3. Take withdrawal form to Accounting for signature.
4. Take withdrawal form to Financial Aid for signature.
5. 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, if applicable, will not be processed.
6. Be aware that all loan agencies, veterans' or other appropriate agencies will be notified of your change of status.
7. The Accounting Office will receive a copy of your approved withdrawal form and a credit to your account will be made on a pro-rated basis. If you have made full or partial payment on your tuition/fees by check, cash, or credit card and you desire a refund, you must notify the Accounting Office and furnish a mailing address, if necessary.
8. If you have not attended class and withdraw from school, some financial aid received for that quarter may be an over-award. Life University will take steps to collect over-award from you in the case of campus-based aid. For other educational loans, the lender will be promptly notified.

- 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 school. Reasons for submitting request are undue hardship resulting from death of an immediate relative of the student, injury or illness of the student, or other special circumstances.

The refund process of tuition and refundable fees shall be made according to schedule found in Chapter Seven of this volume and / or in the Academic Quarterly. This process begins upon the formal, voluntary, approved withdrawal from the University.

Attendance Policies

Class 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 immediate family member.

Excuses for class cuts due to health related problems 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 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.

The "Attendance Policy" in the College of Chiropractic is currently under review. Any changes relative to the "Attendance Policy" will be fully communicated to the Faculty and students via an addendum to this Bulletin, Memo from the Dean's Office and through each Course syllabi.

Appeals Process: Students may appeal the action of an instructor regarding over-cuts to the department head / division chair of the instructor concerned. The decision of the department head / division chair will be final and no further appeal will be considered.

Examination Attendance

All exams and coursework must be completed as scheduled unless prior approval is granted or unless certain bona-fide emergencies arise. (See acceptable excuses above)

The acceptable excuses listed above for “cuts” are the only acceptable excuses for “make-up” exams. It is the responsibility of the student requesting a **bona-fide** make-up exam (or coursework) to contact the appropriate instructor within one week of their return to campus and together make mutual arrangements for make-ups.

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 coursework 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 College-Sanctioned Events

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 events as identified by the President.
2. Excuses for absenteeism for these University-sanctioned events may be granted by the deans.
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/advisor 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.

Each student's supervisor must notify the appropriate persons of any changes in the schedules as soon as changes are known.

Faculty members shall allow students to take tests and exams during the five class days prior to the absence or within the five class 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 school days before or within five school days following the absence.

Grading Policies

Grading Standards

The grading system used at Life University is the standard four-point system. The following is a comparison of a percentage system, letter system, and four-point system.

90-100	percent is equivalent to an "A" and is worth	4 quality points.
80-89	percent is equivalent to a "B" and is worth	3 quality points.
70-79	percent is equivalent to a "C" and is worth	2 quality points.
60-69	percent is equivalent to a "D" and is worth	1 quality point. (See note #1 below)
Below 60	percent is an "F" and is worth	0 quality points.
P / NP	Pass / No Pass - used primarily for Clinic Practicum and Assemblies. Pass / No Pass does not count in the Grade Point Average (GPA).	
I	Incomplete (Converts to "F" or "NP" at the end of the second week of next qtr.)	
IP	In Progress	
W	Withdrawn	
WF/WNP	Withdrawn Failure/Withdraw No pass	
AU(V)	Audit	

- Note:**
- 1) A grade "D" is no longer issued in the College of Chiropractic.
 - 2) Other grading procedures may be used with the Graduate program. These grading procedures are listed within that section of this Bulletin.

A professor may modify the aforementioned in a syllabus when approved in writing by the department head / division chair, the appropriate dean, and the Provost.

Incompletes, Failures, Withdrawn Failures, No Passes

When a student fails a course or is unable to complete a course, either of the following grades may be received:

- | | |
|----------|---|
| I | Incomplete; the student has failed to complete the final exam or final paper, with bona fide excuse, to receive a grade in the course (0 quality points). Grade will automatically be changed to either an "F" or "NP" at the end of the second week of the next quarter. |
| F / WF | Failed; the student must repeat the course if it is required toward their degree. |
| NP / WNP | No Pass; Used primarily for Clinic Practicum & assemblies, the student must repeat the course. |

All exams and course work must be completed as scheduled unless PRIOR approval is granted or unless certain bona fide emergencies arise. (See acceptable excuses above)

The College of Chiropractic requires that a passing grade is achieved and calculated for both lecture and lab in all classes that contain both lecture and lab. Other wise is the class is failed and the entire course must be repeated (See "repeat courses" below).

Deficient grades (incompletes) that are not resolved within the first two weeks of the next quarter will automatically be converted to an appropriate "F" or a "NP."

Repeating Courses

Students who receive an “F”, “W”, “WF”, “WNP”, “NP” or an “SP” for any given course(s) that is required toward graduation, must repeat this / these course(s).

The College of Chiropractic requires that this / these course(s) be repeated the student’s next quarter of attendance in which it is offered. The College of Chiropractic’s Dean's Office must approve any requests for exceptions.

Matriculants to College of Undergraduate Studies (and College of Chiropractic prior Winter 2006) whom repeat courses will have their grade from their “last attempt” calculated toward their cumulative GPA. A prior grade is not removed from the permanent record when the course is repeated, but the prior grade is removed from the calculated cumulative average.

Specifically, a grade of “F”, “W”, “WF”, “WNP”, or “NP” is not removed from the permanent record when the course is repeated, but the previous “F” and “WF” will be removed from the cumulative average calculation. (This applies only those matriculants as described above, but not to any new College of Chiropractic nor to any College of Graduate Studies and Research Program students). When students receive a grade of “Incomplete,” they should consult with the instructor since an unresolved “I” will convert to an “F” or “NP”.

All College of Chiropractic and College of Graduate Studies and Research Program students whom repeat courses will have their all grades attempted calculated toward their cumulative GPA.

Grade Forgiveness

Under special circumstances, the Dean of the College may permit a former student re-entry to the University under the condition that the student must start the program of study completely over under the auspices of currently enforced academic policies. In this case, with written approval by the Dean, all previous coursework will be marked “forgiven”. Although all the previous coursework and associated grades will still appear on the student’s transcripts, the previous grades will no longer be calculated in the student’s cumulative grade point average.

Grade Disputes and Appeal:

A course final grade calculation may be disputed by the student. The student is required to contact the lead course instructor and discuss the grade. If a satisfactory result can be obtained the student may continue discussion up the organizational chain from department head / division chair through to the appropriate Dean. If there is still an unsatisfactory resolution of the dispute between the lead instructor, the student and consulting individuals of the organizational chain, the Dean can cause to convene a review committee hearing. The Review Committee will, upon hearing all involved parties, render a judgment. The judgment rendered by the Committee is final. There is no additional appeal.

Reports of Academic Progress

Grades are assigned and recorded for each course at the end of each academic quarter. Reports of grades are available through Life University's web site; www.life.edu via “Quick Links” then selecting Web Advisor. Students can access their grades with appropriate “login” information. Grade changes subsequent to the issuance of final grade reports are reflected in the student’s transcript and also accessible via Web Advisor. No formal grade reports are issued.



Life University Academic Policies

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is determined by each degree-seeking student's Life University Cumulative GPA and satisfactory completion of academic course work. Degree-seeking students must meet minimum GPA requirements and complete each degree-required course with a limit of repeats. Degree-seeking students should be on track to complete their degree program within 150% of normal program length (measured in academic years) or less to maintain their "good standing" status or be subject to programmatic academic restriction designations ranging from Academic Warning to Academic Dismissal. Academic Restrictions for registration may also be included. Programmatic registration restrictions can include mandatory pre-registration advisement and/or quarterly performance contracts.

Completion Rate

Students from both the Doctor of Chiropractic Program and the Undergraduate Program, should have a completion rate of coursework is no less than 70% of attempted credit hours. (Credits completed divided by credits attempted)

College of Chiropractic (COC)

Academic Policies Doctor of Chiropractic Program (DCP)

Academic Standing

Good Standing Requirements

1. Each student must maintain satisfactory academic progress and be in "**Good Standing**" academically
2. To be in "good standing" academically, a student must maintain a minimum cumulative grade point average of 2.0 with no outstanding or unresolved current failed "**Required-For-Graduation**" (RFG) classes.
3. Students should be on track to complete their degree program within 150% of normal program length (21 quarters) or less
4. Each student should complete the Doctor of Chiropractic Program (DCP) and graduate within eight (8) calendar years from their Life University DCP matriculation date

Eight (8) Year Completion Rule

A maximum time limit of eight (8) calendar years is placed on the completion of all requirements for a degree. Each student is therefore expected to complete the Doctor of Chiropractic Program (DCP) and graduate within eight (8) calendar years from their Life University DCP matriculation date. Appeals to this rule may be made to the Dean of the College of Chiropractic.

*This policy may be different for some currently or previously enrolled students. See Academic Qtrly.

Five (5) Year Hiatus Rule

When a student has a continuous interruption or hiatus of five (5) years/twenty (20) quarters or more in their chiropractic educational training, no credit and /or transfer credit shall be allowed for courses taken from their previous enrollments prior to said hiatus. The student will be required to start their chiropractic educational training anew.

Course Grade Scheme*

Life University's DCP has implemented an "Averaging All" grade scheme involving repeated Coursework. All graded attempts of courses are used toward calculation of credits attempted and, except "P", "NP", or "WNP", cumulative grade point average.

Mandatory Academic Advisement Policies

Students, with good academic standing, must meet with their academic advisor prior to registration if:

1. The student's completion rate of coursework is less than 70% of attempted credit hours.
2. The student enrolls for a *required* course more than two times without completing it.
3. The student has exceeded the eight year rule (DCP)

Program Course Failure Policies

1. All students will be required to repeat immediately any and all "Required-For-Graduation" (RFG) courses with unresolved failing grades (F, NP, WF, WNP).

Academic Probation and Performance Contracts

1. Failure to maintain a minimum cumulative grade point average of 2.0 will cause a student to be placed on academic probation and a performance contract **and /or**
2. Any student who has previously failed (F, NP, WF, WNP) a "Required-For-Graduation" (RFG) course two or more times will be placed on academic probation and a performance contract.

Academic Restriction Policies*

Any student who originally matriculated into the COC prior to Winter 2006 and returns from more than two quarters hiatus from the program for any reason will be subject to the following academic restriction policies. Any student who has been reinstated to restart the COC after dismissal will also be subject to these policies.

GPA Policy

All students with less than 2.0 GPA will be evaluated.

They will be evaluated on their performance and /or contract the previous quarter

1. Those who have passed all courses and but did not achieve a 2.0 GPA will earn the opportunity to be placed on a performance contract with provisions for a quarterly GPA in order to achieve 2.0 as soon as possible.
2. Those students who did not fulfill terms of a previous contract will be terminated (dismissed) from the COC with an opportunity to appeal the outcome. If the appeal is granted, the student will return to the COC under the same conditions as they left. In the event the student does not successfully complete the contract after the appeal, no further opportunities for appeal will be granted.
3. Those students who were placed on contract due to low GPA who passed all classes, have no unresolved failed classes and have achieved above 2.0 GPA will return to "good academic standing". If their academic progress returns to unsatisfactory levels once again; further registration into the COC will be at the discretion of the Dean and/or the COC Appeals Committee.

*This policy may be different for some currently or previously enrolled students. See Academic Qtrly.

Multiple Failure Policy*

All students with two failures (or more) of the same required course:

The student is placed on academic performance contract with a maximum of 12 to 15 credit hours. The contract may require the student to audit (retaking previously passed prerequisites classes and pass the examinations) courses prior to retaking a failed course, if deemed necessary.

1. If the student fails to complete the terms of an academic performance contract, the student will be terminated (dismissed) from the COC with an opportunity to appeal the outcome to the COC Dismissal Appeals Committee. . If the appeal is granted, the student will return to the COC under the same conditions as they left. In the event the student does not successfully complete the contract after the appeal, no further opportunities for appeal will be granted
2. Student passes all courses and has no other academic issues, returns to good academic standing. If their academic progress returns to unsatisfactory levels once again; further registration into the COC will be at the discretion of the Dean and/or the COC Appeals Committee.

Dropping Courses and/or Programmatic Withdrawal while on a “Performance Contract”

1. Dropping Courses and/or withdrawing from the Doctor of Chiropractic Program without permission from the Dean’s Office could be a violation of the terms of a “Performance Contract” with the result that the student will be terminated from the Program.
2. The students who wish to drop a course(s) and/or withdraw from Doctor of Chiropractic Program while on academic probation or during a performance contract quarter, must provide “justifiable cause” to the Dean’s Office and get permission to alter their registration and/or their performance contract. If the withdrawal is deemed “justifiable,” the student can return to the program the next quarter with the same probation/contract status

Academic Dismissal (AD)*

1. A student who fails to complete satisfactorily the provisions of their current performance contract
 - a. A “**Dismissed**” student will be academically terminated from the Doctor of Chiropractic Program

Appeal Process:

A student in the Doctor of Chiropractic Program has the right to appeal discrepancies in their Satisfactory Academic Progress to the Dean of the College of Chiropractic or designate

Reinstatement Policy:

Students who have been academically dismissed from the College of Chiropractic as a result of not meeting satisfactory academic progress criteria and have exhausted “Dismissal Appeal Process” may apply for reinstatement into the Doctor Chiropractic program.

Condition of this acceptance is “provisional” and will be under terms of a academic contract. Failure to meet terms of the contract will result in immediate termination.

Additional procedural information is available from the Dean’s Office.

*This policy may be different for some currently or previously enrolled students. See Academic Qtrly.

College of Undergraduate Studies (CUS) Academic Policies – Undergraduate Programs Academic Standing



Student-at-Large:

Student-at-large status is designed for students who wish to take a limited number of undergraduate courses and are not seeking a degree.

Provisionally Admitted Students Policy:

Provisionally admitted students have no requirement for academic standing or SAP until they have been accepted fully by the Undergraduate Program. Provisionally admitted students are under performance contracts from their entry quarter that may extend two or three quarters before the student is held to Academic Standing or SAP policies and rules. If the provisions of their admission are satisfactorily completed, the student is then given an admission status of “fully accepted” and the student would then be governed by the same policies and procedures as follows.

If the provisions of their admission are not satisfactorily completed, the student would be academically dismissed and terminated from the Undergraduate Program.

Good Standing Requirements:

1. Each “fully accepted” student must maintain satisfactory academic progress and be in **“Good Standing” academically**
2. To be in “good standing” academically, a student must maintain a minimum cumulative grade point average of 2.0 with no outstanding or unresolved current failed required-for-graduation classes
3. Students should be on track to complete their degree program within 150% of normal program length (6 years) or less

Undergraduate Grade Scheme

Grade Scheme includes the use of “WF” & “WNP.” These grades will be enforced for all undergraduate courses (including accelerated) and “WF” grades will affect cumulative GPA the same as a grade “F.” Grades of “WNP” do not affect GPA.

If a UG student **drops or withdraws from courses** the following **grades** and schedule will apply;
Beginning Week 2, all classes will be graded “W”
Beginning Week 4, all 1st 5 week classes will be graded “WF” (or “WNP” if it applies)
Beginning Week 7, all 10 week classes be graded “WF” (or “WNP” if it applies)
Beginning Week 9, all 2nd 5 week classes will be graded “WF” (or “WNP” if it applies)

Specific Dates can found in the Academic Quarterly

UG Course Grade Scheme

The CUS – Undergraduate Program continues to use “Last Attempt” as its course grade scheme This policy will also include students whom reapply and/or re-admit. A last attempted course grade is calculated toward their cumulative GPA. A prior grade is not removed from the permanent record when the course is repeated, but the prior grade is removed from the calculated cumulative average. (See “Repeat Grades” listed previously)

*This policy may be different for some currently or previously enrolled students. See Academic Qtrly.

Academic Restriction Policies

Undergraduate Program Minimum Cumulative Grade Point Average Policy

1. Failure to maintain a minimum cumulative grade point average of 2.0 will cause a student to be placed on academic restriction. (See **Academic Probation**)

Undergraduate Program Course Failure Policies*

1. Any student who has previously failed (F, NP, WF, and WNP) the same course two or more times will be on Academic Restriction (See **Academic Probation**)

Academic Restriction Designations and Rules

1. **Academic Warning (AW)** –
 - a. Completion rate is less than 70% (Credits completed divided Credits attempted)
 - b. The student will be restricted to a maximum of fifteen (15) credit hours during the next quarter
2. **Academic Probation (AP)** –

The student will remain on Academic Probation with academic restrictions of “Performance Contract” until either successfully returning to “Good Standing” status or failing to complete satisfactorily the provisions of their current “Performance Contract”

 - a. Cumulative GPA below 2.0 **and/or**
 - b. Failed the same course at least twice.
 - i. The student is will be placed on an individual “Performance Contract” (PC) in order to raise cumulative GPA to 2.0 or above and/or to resolve multiple outstanding failed classes
 1. **Students may not take any accelerated (5 week) classes**
 - a. **If previously failed an accelerated course**
 - b. **An exception may be made for a 2 or 3 credit course**
 - ii. The student will be limited to twelve (12) credit hours for the quarter(s) of academic probation. Previously failed classes must be repeated before any others
 1. If the cumulative GPA rises to 2.0 or better and all previously failed classes have been resolved, the student will be returned to “Good Standing” status without further restrictions
 2. If the student meets the quarter’s “Performance Contract” but their cumulative GPA does not rise to 2.0 or better, and/or there is still unresolved failed classes, a second or subsequent “Performance Contract” may be drawn
 - c. **Dropping Courses and/or Programmatic Withdrawal while on a “Performance Contract”**
 - i. Dropping Courses and/or withdrawing from the Undergraduate Program without permission from the Dean’s Office could be a violation of the terms of a “Performance Contract” with the result that the student will be terminated from the Program.
 - ii. The student who wishes to drop a course(s) and/or withdraw from Undergraduate Program while on academic probation or during a performance contract quarter must provide “justifiable cause” to the Dean’s Office and get permission to alter their registration and/or their performance contract. If the withdrawal is deemed “justifiable” the student can return to the program in the next quarter with the same probation/contract status.



3. Academic Dismissal (AD)

- a. A student who fails to complete satisfactorily the provisions of their current performance contract.
- b. A “**Dismissed**” student will be academically terminated from the Undergraduate Program.

Appeal Process:

An undergraduate student has the right to appeal discrepancies in their Satisfactory Academic Progress to the Dean of the College of Undergraduate Studies or designate.

College of Graduate Studies and Research (CGSR) Academic Policies - Graduate/Master’s Program Academic Standing

Student-at-Large:

Student-at-large status is designed for students who wish to take a limited number of graduate courses and are not seeking a degree.

Provisional:

Students, who are lacking any of the requirements for “Fully Admitted Standing,” may be admitted with a provisional status. Students admitted on provisional status must complete all of the requirements for “fully admitted status,” including a minimum 3.0 GPA during their first 12 credit hours of course work. Failure to do so will result in removal from the program.

Good Standing Requirements:

1. Each student must maintain satisfactory academic progress and be in “**Good Standing**” academically.
2. To be in “good standing” academically, a student must, **after completing 12 credits hours**, maintain a minimum cumulative grade point average of 3.0 with no outstanding or unresolved current failed classes.
3. Students should be on track to complete their degree program within 150% of normal program length (9 quarters) or less
4. Each student should complete the Master’s Program and graduate within five (5) calendar years from their program matriculation date

Five (5) Year Completion Rule:

A maximum time limit of five (5) calendar years is placed on the completion of all requirements for a degree. Each student is expected to complete the Master’s Program and graduate within five (5) calendar years from their program matriculation date.

Appeals to this rule may be made to the Dean of the College of Graduate Studies and Research

Academic Restriction Policies

Graduate Program Minimum Cumulative Grade Point Average Policy

1. **After completing 12 credits hours**, failure to maintain a minimum cumulative grade point average of 3.0 will cause a student to be placed on academic restriction. **(See Academic Probation)**

Graduate Program Course Failure Policies

1. Any student who fails (F, NP, WF, WNP) two or more courses **(See Academic Dismissal)**

Academic Restriction Designations and Rules

1. **Academic Warning (AW)** –
 - a. Any student with a cumulative GPA of 3.0 or above and has failed (F, NP, WF, WNP) one class
 - b. Any student with a cumulative GPA of 3.0 or above and has obtain a waiver to the “five year completion rule” from the Dean of College of Graduate Studies and Research
2. **Academic Probation (AP)** –
 - a. Any student with a cumulative GPA below 3.0
3. **Academic Dismissal (AD)**
 - a. Any student with a cumulative GPA below 3.0 three consecutive quarters.
 - b. Any student whom has failed (F, NP, WF, WNP) two or more classes, regardless of cumulative GPA.
 - i. A “**Dismissed**” student will be academically terminated from the Graduate Program

Appeal Process:

Students have the right to appeal discrepancies of their Satisfactory Academic Progress to the Dean, College of Graduate Studies and Research.

It is the student’s responsibility to make sure that their course load is in compliance with their Academic Standing

Graduation and Scholastic Honors

Graduation Ceremonies:

Life University holds four Doctor of Chiropractic and two Undergraduate and Master’s graduation ceremonies on campus per year. Students who participate in the graduation exercises are those who have completed all requirements or are in their final quarter of attendance. The University reserves the right to alter the minimum requirements for participation in the graduation ceremonies. **No one will be considered a graduate until all requirements are met.**

Candle-Lighters

Eight of the participating graduating students are selected to light one candle during the ceremony. The candle they will light represents the one of Life University’s eight core proficiencies they have most exemplify during their scholastic endeavors.

Flag Bearers

International Students participating in graduation ceremonies are selected to carry their Country's flag during the opening of the ceremony.

Graduation Honors

Valedictorian: The Life University graduate from the Undergraduate Bachelor's and the Doctor of Chiropractic Programs, currently ranking the highest academically in their respective program's graduating class at the time of commencement exercises. To be eligible, 75% of the student's degree must have been taken from Life University.

Salutatorian: The Life University graduate, from the Undergraduate Bachelor's and the Doctor of Chiropractic Programs,, currently ranking the second-highest highest academically in their respective program's graduating class at the time of commencement exercises. To be eligible, 75% of the student's degree must have been taken from Life University.

The Valedictorian and Salutatorian of each class, and students graduating with honors are identified as such in the graduate listing.

Pi Tau Delta Honor Society

Pi Tau Delta is an international honor society founded to encourage and recognize good scholarship by students in Chiropractic Colleges. The society, which has no honorary members, is open only to senior students who have demonstrated the highest level of academic achievement throughout their five academic year college courses.

Graduating College of Chiropractic students elected to membership in the Pi Tau Delta Honor Society are identified with an asterisk (*) in the graduation program.

Clinic Honors

The Life University Clinical Excellence Award is presented to the student intern who has repeatedly demonstrated the power of the chiropractic adjustment during their clinical experience. The recipient has achieved a worthy goal of touching and changing many lives by allowing the innate intelligence inside each of them to be expressed more freely through chiropractic care, and has done this with great enthusiasm and persistence.

Academic Honors

Student's, except Master's candidates, who graduate with a cumulative GPA equal to or above 3.25 are given Scholastic honors status as follows:

3.25-3.49 = Cum Laude

3.50-3.74 = Magna Cum Laude

3.75 and above = Summa Cum Laude

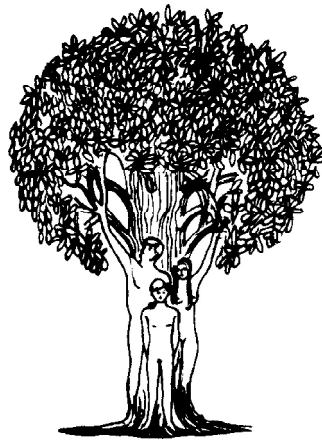
Participants wear gold cords at the graduation ceremony signifying the achievement of academic honors.

Term Scholastic Honors - Dean's List:

The names of full-time students achieving a grade point average of at least 3.5, in a quarter, are included in the Dean's List in the respective quarter.



*“We have done our best;
they are on their way”*



Life University