

**LIFE**<sup>®</sup>  
University

SECTION TEN  
**ACADEMIC POLICIES & INFORMATION**



## ACADEMIC POLICIES &amp; INFORMATION

10

## Student Handbooks

Rules and regulations governing student decorum and disciplinary action, as well as academic and clinic conduct, are provide 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 regulations may also be found in the 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.
4. To file a complaint.

### 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.
4. **To file a complaint.** The student has the right to file a complaint if he/she feels the institution failed to comply with FERPA. To file a complaint, contact:

The Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW Washington, DC 20202

### "Directory Information" Is -

Information not generally considered harmful or an invasion of privacy if disclosed. Includes, but is not limited to:

- name, address, telephone number
- weight and height of athletes
- date and place of birth
- dates of attendance
- field of study

- degrees and awards
- most recent previous school attended
- participation in officially recognized activities and sports

Students who wish to be omitted from the directory or any other student publication must inform the Student Advocacy Center in writing. The option may be changed once a year only.

*Life University publishes an email directory on its website.*

## INTERNATIONAL STUDENT RULES, REGULATIONS AND 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 Student Advocacy Center 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 one 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 three consecutive quarters of study. There is ONLY one 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 withdrawal will be granted to any student who is called to active duty (in most cases, the student must apply for readmission within five 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 the student’s 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

Students and graduates may request in writing and 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 days of request
2. **Final Official**—sent at the end of a quarter within five days of that quarter's grades being processed and recorded.
3. **Graduate Official**—upon graduate's academic clearance within five days of 'graduated' status

The University will provide official transcripts per program at a cost of \$5.00 each. 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 Student Advocacy Center, transcripts will be sent by return mail within the time specified above.

### Advanced Standing/Placement and Transfer Credit

Coursework 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 Enrollment Office. 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 coursework (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 (i.e., 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 coursework without prior written permission.

### College of Graduate and Undergraduate Studies

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 and Undergraduate Studies Master's Program.

Upon written request to the Registrar's Office, sport health science, masters, cross-listed and Doctor of Chiropractic Program classes will be given advanced standing toward master's degree completion to accepted students.

Any credits transferred toward an Undergraduate Studies 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.

# 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, 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 College of Chiropractic and the College of 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 Doctor of Chiropractic or the Master’s programs. If a student has decided to attend a graduate program, the advising staff can help develop a strategy for successful application and acceptance.

In 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 recorded, 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 “WebAdvisor,” which is located at [www.LIFE.edu](http://www.LIFE.edu) and “Quick Links” for the returning College of Chiropractic and College of Graduate and Undergraduate Studies students.

Students needing to repeat previously single failed classes can be accommodated at the Student Advocacy Center. 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 undergraduates to Life University and all Graduate 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 master’s 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 dismissed 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 Office or the Student Advocacy Center.

WebAdvisor cannot 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 Student Advocacy Center. Paperwork is held and processed the second Tuesday of each quarter. Auditing placement is based upon seating availability. Proper paperwork obtained from the Student Advocacy Center 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. The grade of “AU” will have no effect upon the student’s grade point average, and the student will not be permitted to have the audit grade changed at any future date.

Students may audit a course in addition to their courseload 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 per course (+ \$20 parking fee, as applicable). Students who wish to audit only portions of a course for course hours will be charged \$100 per 30 hours (+ \$20 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 Student Advocacy Center 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 complete a Schedule Adjustment form and submit it to the Student Advocacy Center by Monday (Week 8) of the current quarter. If a student does not complete a Schedule Adjustment form to formally drop a course, the student may receive an “I” incomplete, “F” fail or “NP” no pass grade(s).

*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 Vice President for Academic Affairs (VPAA), 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 VPAA 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 VPAA 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 VPAA 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 VPAA 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 the Student Advocacy Center.
2. Complete, sign and date the form.
3. Take withdrawal form to Accounting for a signature.
4. Take withdrawal form to Financial Aid for a signature.
5. Take the signed withdrawal form back to the Student Advocacy Center. If the "WITHDRAWAL FORM" is not properly completed and signed by the Student Advocacy Center, 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 Student Accounts 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, the Student Accounts Office must be notified, and students must furnish a mailing address, if necessary.
8. If you have not attended class and withdrawn 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.
9. 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 a 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 and 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 healthcare provider and must contain the following statement: "The patient was confined to his/her 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.

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 on the following page.)
- 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—Audit

Note: A grade “D” is no longer issued in the College of Chiropractic. 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 Senior Vice President for Academic Affairs.

### 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 and assemblies the student must repeat the course.

**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 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. Otherwise, the class is failed, and the entire course must be repeated (See “Repeating 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 an “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 Dean’s Office must approve any requests for exceptions.

Students in Undergraduate Studies degree programs (and College of Chiropractic prior Winter 2006) who 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 only applies to those students as described above but not to any new College of Chiropractic nor to any Master’s 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 Master’s Program students who 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 completely start over the program of study 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:

**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 Vice President of Academic Affairs whose decision is final and unappealable.

**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 syllabus. 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 and unappealable.

**Non-Academic Matters**—Students with grievances relating to matters that involve a Life University employee should confer with the Director of Student Conduct. The Director of Student Conduct will facilitate a review of the issue as it relates to Life University policy. Upon review of the issue, the Director will refer the student to the proper person or office for resolution (See Chain of Command for Communication and Problem Resolution).

## Nondiscrimination Policy

Life University complies with federal and state law and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship or veteran status. The University also prohibits sexual harassment. This nondiscrimination policy applies to all employment practices at Life University, and to the admission, access to, treatment in and employment in LIFE's education programs and activities. Inquiries regarding LIFE's student related nondiscrimination policy may be directed to the Director of Student Conduct at (770) 426-2700.

The Director of the Student Success Center is the person responsible for LIFE's efforts to comply with Section 504 of the Rehab Act and the ADA for students and may be contacted at the Student Success Center at (770) 426-2725.

## 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 website, [www.LIFE.edu](http://www.LIFE.edu), via "Quick Links" and then selecting WebAdvisor. 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 WebAdvisor. No formal grade reports are issued.

## An Academic Year

Life University defines an academic year to consist of three quarters (33 weeks of instruction) for all programs. Students may begin a program of study in any one of four quarters (if permitted by program). Each student's academic year begins upon matriculation into the program.

Program	Academic Load	Credit Hours
Undergraduate	full-time	12+
	3/4 time	9-11
	1/2 time	6-8
	less than 1/2 time	less than 6
Graduate	full-time	9+
	3/4 time	7-8
	1/2 time	5-6
	less than 1/2 time	less than 5
Professional	full-time	12+
	3/4 time	9-11
	1/2 time	6-8
	less than 1/2 time	less than 6

# 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 coursework. 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 no less than 67% of attempted credit hours (Credits completed divided by credits attempted).

## College of Chiropractic (COC)

### Academic Policies Doctor of Chiropractic Program (DCP)

**Satisfactory Academic Progress (SAP)**—All students will remain in "Good Standing" by achieving Satisfactory Academic Progress, which is defined as maintaining a cumulative GPA at or above 2.0 on a 4.0 scale and completing 67% or more of their attempted classes. \*\*

**SAP Policy**—All students with less than 2.0 cumulative GPA and/or less than 67% course completion rate will be evaluated quarterly to determine eligibility for continued registration and placed on Academic Probation.

Students will be evaluated on their academic performance for their last quarter of attendance. Students who did not achieve a 2.0 cumulative GPA and/or at least a 67% course completion rate will be placed on an academic performance contract. This academic performance contract will be evaluated at the end of each quarter and will include an academic plan to achieve a 2.0 cumulative GPA and at least 67% course completion rate within four quarters of the initiation of this academic plan. Students are expected to achieve the calculated quarterly GPA and complete all courses in which they are registered in order to continue working toward SAP. Students may remain on Academic Contract as long as it is possible to achieve SAP within four quarters of the initiation of the Academic Plan.

Students who did not fulfill the terms of an academic performance contract may be dismissed from the College of Chiropractic (COC) with an opportunity to appeal the outcome. Students who can demonstrate an extenuating circumstance with appropriate documentation may be granted additional term(s) on an academic performance contract if it is mathematically possible for them to achieve a cumulative 2.0 GPA and/or 67% course completion rate within the additional term(s) at the discretion of the Dean or their designee. Extenuating circumstances with supporting documentation include:

1. Severe illness, medical condition or injury
2. Death/Illness of immediate family member
3. Military Deployment/Call to active duty
4. Traumatic, life-altering event
5. Divorce

Required Documents – must include dates:

1. Statement from Doctor on letterhead and signed by physician
2. Hospitalization records including time frame of illness or dates of doctors visits
3. Death Certificate or obituary

4. Deployment Records
5. Evidence of Event

In addition to providing the above required documentation, please submit a letter outlining the following items:

Describe in detail the circumstance of your illness, injury, death of a family member, military deployment or other life-altering event and how your performance was affected. Describe how the documentation you are attaching supports your appeal.

Describe in detail what steps you have taken to resolve the circumstances.

If the appeal is granted or an additional quarter of contract 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 or additional quarter's contract, no further opportunities for appeal will be granted.

Students who were placed on contract due to low GPA or course completion rate who have passed all classes, have no unresolved failed classes and have achieved cumulative 2.0 GPA and 67% course completion rate will return to "Good Academic Standing." If their academic progress returns to unsatisfactory levels once again, further enrollment in the COC will be at the discretion of the Dean or their designee.

*\*Academic eligibility is separate and distinct from Federal Financial Aid Eligibility. Please refer to the Financial Aid website or see your Advisor/ Financial Aid Counselor for details and/or questions.*

### **Multiple Failure Policy (May be linked to or independent of SAP policy)\***

Students who have failed a required course(s) two or more times will be placed on an Academic Performance Contract with a maximum of 12 to 15 credit hours. The contract may require the student to audit or retake previously passed prerequisite courses and pass the examinations, prior to retaking a failed course, if deemed necessary.

Students who did not fulfill the terms of an academic performance contract due to two or more failures of the same required course(s) will be subject to the identical process as all other students on performance contracts.

### **Dropping Courses and/or Programmatic Withdrawal while on an Academic Performance Contract**

Dropping Courses and/or withdrawing from the Doctor of Chiropractic Program without permission from the Dean or their designee is a violation of the terms of an Academic Performance Contract and will result in dismissal from the Program.

The student who wishes to drop a course(s) and/or withdraw from Doctor of Chiropractic Program while on academic probation/academic performance contract must provide documentation of an extenuating circumstance to the Dean or their designee and obtain permission to alter their registration and/or their academic performance contract. If the withdrawal is deemed acceptable, the student may return to the program the next quarter with the same probation/contract status.

### **Academic Dismissal (AD)\***

Students who fail to complete the provisions of their current academic performance contract will be dismissed from the Doctor of Chiropractic Program.

### **Appeal of Academic Dismissal**

Any student who has been dismissed from the COC may appeal their dismissal to the COC Dismissal Appeals Committee. The appeal must be based upon one or both of the following requirements:

### **Reinstatement Policy**

Students who have been academically dismissed from the College of Chiropractic (COC) as a result of the Satisfactory Academic Progress criteria (Winter 2006) and Dismissal Appeal Process may apply for reentry into the DCP after one academic year and pending satisfactory completion of a minimum of 20 semester credits/30 quarter credits of upper level (and/or graduate-level) biological or natural sciences with/without lab from an accredited University or an equivalent to be determined by the COC Admissions Committee and/or Dean.



Procedure: Upon exhausting the Dismissal Appeal process students may:

1. Apply to and complete required credits from an accredited university.
2. If credits are obtained in either the undergraduate or graduate program at Life University, the student must meet and fulfill all existing academic policies of the respective program.
3. While engaged in non DCP studies at Life University, the student may participate in all activities of the University and chiropractic program, except those activities/seminars/etc. that involve the instruction of chiropractic technique or application of practice.
4. Upon successful completion of the required credits, the student may reapply for the DCP. If all current prerequisite criteria for the DCP have been met, including maintaining a “B” average throughout the 20/30 credits hours of study, the student’s reapplication will be forwarded to the COC Admissions Committee.
5. The reapplication will be reviewed by the COC Admissions Committee. Their charge will be to determine if the required coursework has been successfully completed.
6. Academic amnesty will begin upon reacceptance into the program. This will entail the student beginning studies at first credit/first quarter and no credit, or consideration will be provided for courses previously completed within the DCP or from another institution(s).
7. Condition of reacceptance will be under terms of academic contract. Failure to meet terms of contract will result in immediate dismissal.
8. Reentry into the DCP will be according to the SAP that is in effect at the time of reentry.

All policy and regulations that relate to financial aid eligibility are separate and distinct from the DCP. Reentry does not entail, or entitle, the student to additional considerations regarding financial aid. Students who are reaccepted with academic amnesty should be aware that while previous grades are not used to calculate the new grade point average, they will be used to evaluate SAP for financial aid purposes in accordance with Federal Financial Aid Regulations.

All questions and concerns related to financial aid should be discussed with a financial aid advisor.

## 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.

### Five (5) Year Hiatus Rule

When a student has a continuous interruption or hiatus of five years/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 must meet with their academic advisor prior to registration if:

1. The student's completion rate of coursework is less than 67% 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 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.

## **College of Graduate and Undergraduate Studies**

### **Academic Policies**

**Satisfactory Academic Progress (SAP)**—All students will remain in "Good Standing" by achieving Satisfactory Academic Progress, which is defined as maintaining a cumulative GPA at or above 2.0 on a 4.0 scale and completing 67% or more of their attempted classes.

**SAP Policy**—All students with less than 2.0 cumulative GPA and/or less than 67% course completion rate will be evaluated quarterly to determine eligibility for continued registration and placed on Academic Probation.

Students will be evaluated on their academic performance for their last quarter of attendance. Students who did not achieve a 2.0 cumulative GPA and/or at least a 67% course completion rate will be placed on an academic performance contract. This academic performance contract will be evaluated at the end of each quarter and will include an academic plan to achieve a 2.0 cumulative GPA and at least 67% course completion rate within four quarters of the initiation of this academic plan. Students are expected to achieve the calculated quarterly GPA and complete all courses in which they are registered in order to continue working toward SAP. Students may remain on academic contract as long as it is possible to achieve SAP within four quarters of the initiation of the academic plan.

Students who did not fulfill the terms of an academic performance contract may be dismissed from the College with an opportunity to appeal the outcome. Students who can demonstrate an extenuating circumstance with appropriate documentation

may be granted additional term(s) on an academic performance contract if it is mathematically possible for them to achieve cumulative 2.0 GPA and/or 67% course completion rate within the additional term(s) at the discretion of the Dean of the College of Graduate and Undergraduate Studies, or their designee. Extenuating circumstances with supporting documentation include:

1. Severe illness, medical condition or injury
2. Death/Illness of immediate family member
3. Military Deployment/Call to active duty
4. Traumatic, life-altering event
5. Divorce

Required Documents – must include dates:

1. Statement from Doctor on letterhead and signed by physician
2. Hospitalization records including time frame of illness or dates of doctors visits
3. Death Certificate or obituary
4. Deployment Records
5. Evidence of Event

In addition to provide the above required documentation, please submit a letter outlining the following items:

1. Describe in detail the circumstance of your illness, injury, death of a family member, military deployment or other life-altering event and how your performance was affected.
2. Describe how the documentation you are attaching supports your appeal.
3. Describe in detail what steps you have taken to resolve the circumstances.

If the appeal is granted or an additional quarter of contract is granted, the student will return to the college under the same conditions as they left. In the event the student does not successfully complete the contract after the appeal, or additional quarter's contract, no further opportunities for appeal will be granted.

Students who were placed on contract due to low GPA or course completion rate who have passed all classes have no unresolved failed classes and have achieved cumulative 2.0 GPA and 67% course completion rate will return to "Good Academic Standing." If their academic progress returns to unsatisfactory levels once again, further enrollment in the College of Graduate and Undergraduate Studies will be at the discretion of the Dean of the College of Graduate and Undergraduate Studies, or his or her designee.

### **Multiple Failure Policy\***

*(May be linked to or independent of SAP policy)*

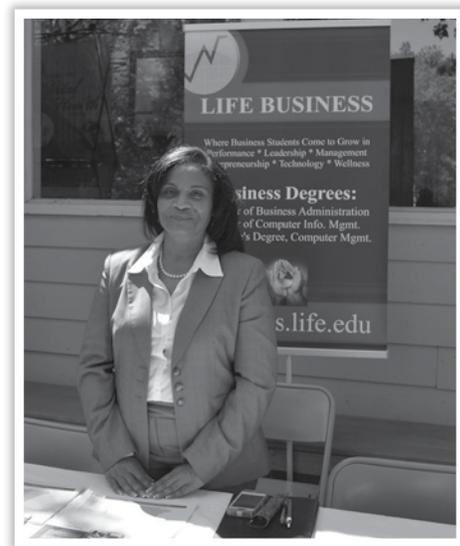
Students who have failed a required course(s) two or more times will be placed on an academic performance contract with a maximum of 12 to 15 credit hours. The contract may require the student to audit or retake previously passed prerequisite courses and pass the examinations prior to retaking a failed course, if deemed necessary.

Students who did not fulfill the terms of an academic performance contract due to two or more failures of the same required course(s) will be subject to the identical process as all other students on performance contracts.

### **Dropping Courses and/or Programmatic Withdrawal while on an Academic Performance Contract**

Dropping courses and/or withdrawing from the Undergraduate Program without permission from the Dean of the College of Graduate and Undergraduate Studies, or their designee, is a violation of the terms of an academic performance contract and will result in dismissal from the program.

The student who wishes to drop a course(s) and/or withdraw from the undergraduate program while on academic probation/academic performance contract must provide documentation of an extenuating circumstance to the Dean of the College of



Graduate and Undergraduate Studies, or his or her designee and obtain permission to alter their registration and/or their academic performance contract. If the withdrawal is deemed acceptable, the student may return to the program the next quarter with the same probation/contract status.

### **Academic Dismissal (AD)\***

Students who fail to complete the provisions of their current academic performance contract will be dismissed from the undergraduate program.

### **Appeal of Academic Dismissal**

**Any student who has been dismissed from an undergraduate program may appeal their dismissal to the CGUS Dismissal Appeals Committee. The appeal must be based upon one or both of the following requirements:**

#### **Dismissal**

In order to consider a student for dismissal, the following factors are reviewed:

- Has the student repeatedly failed transitional or college-level courses?
- Has the student academically progressed during the three quarters while on contract?
- Can any of the University's support programs accommodate the student?
- Is it mathematically possible for the student to achieve the provisional contract within a one-quarter extension?
- Was there an Honor Code violation? Note: Any Honor Code violation will void any contract agreement.



### **Reinstatement Policy**

Students who have been academically dismissed from their undergraduate studies must appeal for admission by meeting the following criteria:

- Must complete a minimum of 24 semester credits/36 quarter credits from an accredited institution of higher education.
- Student must reapply for admission through the Office of Enrollment Services and be reviewed and approved by the Undergraduate Admissions Committee and the Dean.

## **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” and “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 an undergraduate 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 be found in the Academic Quarterly.*

## UG Course Grade Scheme

The Undergraduate Program continues to use “Last Attempt” as its course grade scheme. This policy will also include students who reapply and/or readmit. 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).

## 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 Academic Performance Contract until either successfully returning to “Good Standing” status or failing to complete satisfactorily the provisions of their current Academic Performance Contract:
  - a. Cumulative GPA below 2.0 and/or
  - b. Failed the same course at least twice.
    - i. The student will be placed on an individual Academic Performance Contract 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 Academic 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 an Academic 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 an Academic 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 an Academic Performance Contract quarter must provide "justifiable cause" to the Dean's Office and get permission to alter their registration and/or their Academic 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 Academic 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 Graduate and Undergraduate Studies, or designate.

## **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 coursework. 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 and Undergraduate Studies, or designate.*

### **Academic Restriction Policies**

#### ***Graduate Program Minimum Cumulative Grade Point Average Policy***

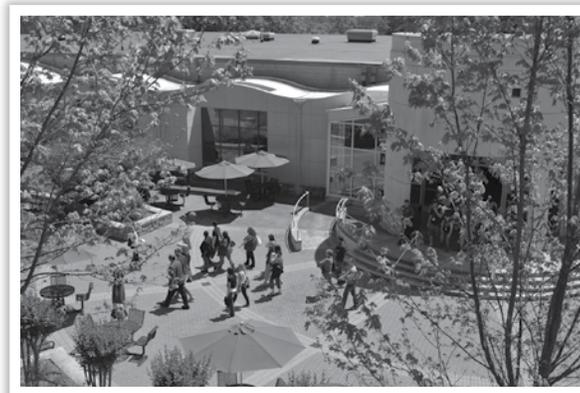
1. After completing 12 credits hours, failure to maintain a minimum cumulative grade point average of 3.0 will cause a student to be placed on academic restriction (See Academic Probation).

#### ***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 obtained a waiver to the “five year completion rule” from the Dean of College of Graduate and Undergraduate Studies
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 of the College of Graduate and Undergraduate Studies, or designate. 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 College of Chiropractic and two College of Graduate and Undergraduate Studies 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.

Graduate students may participate in the graduation ceremonies if they meet the eligibility requirements as set by the Graduate Faculty (have completed all graduation requirements including have completed all graduation requirements, which includes having taken, being registered for or having an IP for their comprehensive exams).

### **Candle-Lighters**

Four of the participating graduating students are selected to light one candle during the ceremony. The candle they will light represents one of Life University’s four foundational values.

### **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.

**Salutarian:** 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 Salutarian of each class, and students graduating with honors, are identified as such in the graduate listing.

## 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, while done this with great enthusiasm and persistence.

## Academic Honors

Students, 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.

**The Dean's List Citation is awarded to any student who has:**

- Maintained a cumulative GPA of 3.50-3.74 for each quarter during the academic year
- Registered for a minimum of 12 credits for each quarter
- Completed all attempted credits for all registered courses during each quarter (no "I," "IP" or "WF" grades)
- A student who is found by the Office of Student Conduct to have violated the Honor Code of Life University is not eligible for the Dean's List.

**The President's List Citation is awarded to any student who has:**

- Maintained a cumulative GPA of 3.75-4.00 for each quarter during the academic year
- Registered for a minimum of 12 credits for each quarter
- Completed all attempted credits for all registered courses during each quarter (no "I," "IP" or "WF" grades)
- A student who is found by the Office of Student Conduct to have violated the Honor Code of Life University is not eligible for the President's List.

# LIFE UNIVERSITY STUDENT INTELLECTUAL PROPERTY POLICY

## Section 1. Introduction

The mission of Life University is to empower each student with the education, skills and values needed for career success and life fulfillment based on a vitalistic philosophy. The University's undergraduate, graduate and professional programs — each one committed to excellence in teaching, learning, research and the overall student experience — offer a vision and the promise for a meaningful life, the proficiencies necessary to achieve optimum personal performance and the wisdom to become transformational leaders in an increasingly diverse, global and dynamic world. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved; (2) enhance the reputation of Life University; (3) provide additional educational opportunities for participating students; and (4) promote the general welfare of the public at large.

Patentable inventions and materials may come about because of activities of Life University students who have been aided wholly or in part through the use of resources of Life University. It becomes significant, therefore, to insure the utilization of

such inventions for the public good and to expedite their development and marketing. The rights and privileges of the inventor, as well as the incentive, must be preserved so that his or her abilities and those of other faculty, staff or students of Life University may be further encouraged and stimulated.

Life University recognizes and encourages the publication of scholarly works by its students. Life University acknowledges that faculty, staff or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by Life University. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

Life University recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as Life University is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, Life University seeks to protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

Accordingly, Life University does hereby establish the following policy with respect to the development, protection and transfer of rights to Intellectual Property resulting from the work of its students.

## Section 2. Definitions

“Intellectual Property” shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software and trade secrets, whether or not formal protection is sought.

“Patentable Materials” shall be deemed to refer to (1) a novel plant variety of a sexually reproduced plant, as described in 7 U.S.C. 2321 et seq.; (2) a patentable plant, as described in 35 U.S.C. 161; and (3) items other than software which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, whether or not patentable thereunder.

“Copyrighted Materials” shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (see 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered thereunder.

“Software” shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term “computer program” shall mean a set of instructions, statements or related data that in actual or modified form is capable of causing a computer or computer system to perform specified functions.

“Trademarks” shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans or logotypes developed by or associated with the University System or any of its institutions (See 15 U.S.C. 1127).

“Trade Secrets” means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A. 10-1-761).

## Section 3. Determination of Rights and Equities in Intellectual Property

Rights and equities in intellectual property created by Life University students shall be determined by Life University based upon the property’s inclusion in one of the following categories:

### A. Sponsor-Supported Efforts

A grant or contract between the sponsor and Life University, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the

public domain; (2) may claim reproduction, license-free use or other rights; or (3) may assign all rights to the institution. In those cases where royalty income is realized by Life University, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and negotiation between student and Life University through Life University's Executive Vice President of Finance.

### **B. Life University-Assigned Efforts**

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with Life University; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to negotiation between student and Life University through Life University's Executive Vice President of Finance.

### **C. Life University-Assisted Individual Effort**

Ownership of Intellectual Property developed by students of Life University where Life University provides support of their efforts or use of Life University resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the student inventor or creator and Life University. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to negotiation between the student creator or inventor and Life University through Life University's Executive Vice President of Finance.

### **D. Individual Effort**

Ownership rights to Intellectual Property developed by students of Life University shall reside with the inventor or creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of Life University resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of a Life University contract or grant; (3) the Intellectual Property is not developed by students as a specific Life University assignment. The nature and extent of the use of institution resources shall be subject to Life University regulations and shall be determined by the Life University Executive Vice President of Finance.

### **E. Other Efforts**

Ownership rights to Intellectual Property developed under any circumstances other than those listed in Section 3. A.-D. of this policy shall be determined on an individual basis and approved by the Executive Vice President of Finance of Life University or his or her designated representative. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to negotiation between the student creator or inventor and Life University through Life University's Executive Vice President of Finance.

## **Section 4. Intellectual Property Committee**

Intellectual Property activities shall be under the general cognizance of the Life University Intellectual Property Committee. This committee shall consist of the current Research Advisory Council and two guest representatives from the Conduct Review Board. In the event that a meeting is necessary, recommendations from the Intellectual Property Committee will be forwarded to the Executive Vice President of Finance who will review and make final decision.

The Committee shall have the responsibility of (1) recommending to the Executive Vice President of Finance the rights and equities in Intellectual Property, (2) recommending changes in policy and procedure pertaining to Intellectual Property, (3) providing communication with Life University personnel as to the proper procedures for identifying and protecting Intellectual Property, and (4) recommending the disposition of all Intellectual Property. The disposition of Intellectual Property shall fall into one of three categories of recommendations to the Executive Vice President of Finance: (1) approval of the appropriate Intellectual Property protection by Life University, (2) recommendation of rejection and releasing of rights in the Intellectual Property to the inventor/author or (3) recommendation that Life University has no rights in the Intellectual Property.

## **Section 5. Intellectual Property Policy Applicability to Students**

The Intellectual Property policy of Life University shall apply to all Life University part-time, full-time or auditing students. For the purpose of application of this policy, the term "Life University student" is defined to include all part-time, full-time or auditing students.

Life University students shall promptly report to the Intellectual Property Committee in writing, through the Office of Sponsored Research and Scholarly Activity, all Intellectual Property invented or created by them which is reasonably likely to have commercial value. They shall provide such information upon such forms as the Office may request.

The Office of Sponsored Research and Scholarly Activity will forward this information to the Intellectual Property Committee along with a request that the Committee recommend to the Executive Vice President of Finance the rights and equities in the Intellectual Property.

Life University students may request the use of administrative structure associated with the Intellectual Property policy of Life University to pursue intellectual property in which they would normally have full rights, as described herein at Section 3.D., “Individual Effort.” In exchange and consideration for this service, the individual will be required to assign to Life University or its designee his or her rights in the Intellectual Property. The inventor/author shall share in royalties as agreed upon by the inventor/author and Life University or its designee.

## Section 6. Administration of the Consideration of Rights in Intellectual Policy

- A. The Director of Office of Sponsored Research and Scholarly Activity shall administer the principles and policies set forth herein.
- B. If the administration of Life University decides not to pursue development of the Intellectual Property, or takes no specific action which indicates an intent to do so, within one hundred twenty (120) days after the receipt of the Intellectual Property report by the Office of Sponsored Research and Scholarly Activity, all rights may revert to the inventor/author upon written request.
- C. If Life University pursues development of the Intellectual Property, it shall take action within two hundred seventy (270) days after the issuance of the final, written recommendation of the Intellectual Property Committee. If Life University fails to act within this period, all rights may revert to the inventor/author upon written request.
- D. If Life University pursues development of the Intellectual Property but subsequently abandons such pursuit, all rights revert to the inventor/author upon written request.
- E. The division of any net revenues generated as a result of the licensure, sale or other development of any Intellectual Property developed in this Policy shall be in accordance with Section F. For purposes of this policy, “net revenues” is defined as gross revenues less any expenditures borne by Life University, the Board of Trustees of Life University, Life University Office of Sponsored Research and Scholarly Activity, or their designees in obtaining protection for the development of Intellectual Property, and any and all expenditures incurred by Life University, the Board of Trustees of Life University, Life University Office of Sponsored Research and Scholarly Activity, or their designees, in contemplation of or the maintenance of any litigation or controversy between any parties involving rights under such Intellectual Property.
- F. Where royalty or other revenue is received by the University as a result of successful commercialization of an invention by a license or the like, the University will share such revenue with the inventor(s). The inventor(s) will normally receive forty percent of the first twenty thousand dollars (\$20,000) revenue, thirty-five percent of the second twenty thousand dollars (\$20,000) revenue, and thirty percent of any additional revenue from his/her or their invention which is received by the University, after the University has been reimbursed for developmental, marketing, patent protection and related expenses incurred in connection with a particular invention. In those cases where the invention is made under a grant sponsored by a governmental or private agency, the inventor’s share will vary in accordance with the terms of the grant. Where coinventors are involved, they shall share the inventor’s portion of the revenue equally, unless there is an agreement between the inventors that establishes a different distribution.



When an inventor actively cooperates and contributes to the development and marketing of an invention, the deduction made from revenue for developmental expenses is reduced, and the inventor’s royalty is accordingly increased as to total amount.

Any net revenue accruing to the University from commercial use of University-owned intellectual property shall be used first to defray research and product development expenses, to pay application royalties, and thereafter, for technological and scientific research.

The University, at its sole discretion, may release to an inventor, by written instrument only, those inventions owned by but not of interest to the University. Requests for such releases should be made to the Executive Vice President of Finance.

If Life University assigns the Intellectual Property to an outside party or affiliated nonprofit corporation for development, and if that party abandons pursuit of the Intellectual Property or takes no specific action which indicates an intent to pursue development of the Intellectual Property within the scope of its agreement with Life University within ninety (90) days or within the time specified by the contract of assignment, all rights to the Intellectual Property shall revert to Life University for a period of ninety (90) days. If Life University fails to take action to exploit the Intellectual Property within said ninety (90) days, all rights in the Intellectual Property shall revert to the inventor/author upon written request.

## **Section 7. Appeals**

Life University students shall have the right to appeal the decision of the Intellectual Property Committee. Appeals shall be made in writing to the Senior Vice President of Academic Affairs of Life University within thirty (30) days of the final decision of the Executive Vice President of Finance. The student shall state the decision complained of and the redress desired.

In the event that the outcome of the appeals process to the Senior Vice President of Academic Affairs does not meet the student's expectations, the student may request that a review of the decision be conducted by the Office of the President with final option of review presented to the Board of Trustees through the Executive Office.

## **Section 8. Conflicts with Trustees' Policies**

In the event of a conflict between this policy and the official Patent Policy of the Board of Trustees, the latter shall prevail.