



STUDENT ATHLETE HANDBOOK



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Athletic Department Directory

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Life University Athletic Department Mission Statement

The vision and mission of the Life U intercollegiate athletic program, in support of the larger mission of Life University, is to foster a **nurturing** environment by providing opportunities for academic, social and athletic growth while instilling the confidence to achieve excellence **in a community atmosphere**.

Core Values:

- Accountability
- Communication
- Diversity
- Grit
- Honesty
- Service

Core Intent:

- To grow and develop each student-athlete's skill and ability.
- To ensure that the student-athletes benefit from their educational programs and earn a Life U degree.
- To encourage the pursuit of continuous improvement in one's character, behavior and personal success.
- To support the NAIA Champions of Character initiative and Live 5 core values of Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship.
- To enhance the visibility and branding of Life U through athletic programs.
- To support the enrollment of students leading to increased exposure to the institution's mission.

Student-athletes are reminded that participation in athletics is a privilege and with this privilege comes additional expectations and responsibilities. The decision on who represents the institution lies with the coaching staff and administration. It is important for student-athletes to understand that they are a member of a team, an athletic department, and a university. With this privilege comes the responsibility of being aware of and adhering to policies on the team level, a departmental level and a university level.



Code of Conduct

All students must abide by all of the rules and policies outlined in the Life University Student Handbook. Please refer to the student handbook at <http://issuu.com/lifeuniversity/docs/student-handbook-v3?e=8487804/5135246>, as it outlines personal and academic integrity, the nondiscrimination policy, standards of conduct and student disciplinary procedures. In addition to University rules and policies, there are additional expectations specific to student-athletes, which are also outlined in this student-athlete handbook.

Student-Athlete Code of Conduct

All student-athletes should adhere to the following basic policies, which are a priority for the athletic department.

SUBSTANCE ABUSE EDUCATION & TESTING POLICY

Philosophy Statement

The Life University Athletic Department is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent the University in competitive athletics. Please note that the policy below represents the Life University Substance Abuse Education and Testing program, which is separate and distinct from the NAIA Official Policy Handbook and can be accessed at www.naia.org.

Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of Life University student-athletes. Substance abuse not only impacts individual health and optimal performance, but also impacts others, whether it be in the classroom, living quarters, on campus or in our surrounding community. Substance use and abuse in sport can pose risks to a student-athlete's health/safety and can negatively affect his/her academic and athletic performance. Substance use and abuse also compromises the integrity of the ideals and core principles of Life University.

It is the intent of the Life University Athletic Department to have an effective educational program that will educate student-athletes about the dangers of substance abuse. We will evaluate the effectiveness of the education program yearly based upon the outcomes of our testing program.

Purpose

The improper use of drugs and alcohol has become a matter of deep concern in the athletic arena. Life University believes that there is no place in athletics for substance abuse that can endanger the student-athlete or alter safe performance. The purpose of this program is to respond to problems directly related to the improper use of any inappropriate substance by establishing policies and procedures that guide an intervention program. It is a privilege, not a right, to participate in the athletic programs and represent Life University. The student-athlete is expected to acknowledge that this privilege has expectations for compliance with the substance abuse education and testing program as outlined in this document. Research shows that most athletes are drug free. Therefore, we will, at all times, treat athletes with dignity and respect, and above all else we will protect their privacy. This program and its sanctions are independent of the NAIA and/or NCAA Drug Testing Program, and is conducted by Life University Sport Science Institute Athletic Care.

Objectives

1. Adhere to the five core values of the NAIA Champions of Character Program:
 - Respect your teammates, your opponents and the game.
 - Behave responsibly and make appropriate decisions.
 - Promote and preserve the integrity of NAIA athletics and the welfare of student athletes.
 - Model good sportsmanship.
 - Servant Leadership is sharing your enthusiasm for drug-free participation with teammates and the community.



2. Provide educational experiences in order to have informed athletes who are aware of the consequences of substance abuse.
3. Institute a screening and testing program to detect possible use of prohibited substances that may be used to enhance performance or alter behavior.
4. Develop intervention programs to provide athletes with a support system for rehabilitation and educational awareness.
5. Retain student-athletes in athletic programs by encouraging them to accept the responsibilities and consequences of the University drug education and student-athlete testing program.

Substance Abuse Education Program

Life University will conduct a drug and alcohol education program for student-athletes a minimum of once per year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs.

Appropriate educational materials will be made available to participants including this policy and a list of banned substances. All student-athletes and athletics staff members are required to attend. Failure to attend a session will result in the student-athlete forfeiting their opportunity to participate in their sport. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition, special educational programs may be arranged to learn more about the dangers of specific substances. Videos and posters may also be utilized for awareness.

Evaluation Program for Student-Athlete Participation in Athletics

All student-athletes must consent to drug testing and will be responsible for the outcome of any/all negative tests. The consequences for not meeting our standard of behavior regarding substance abuse are outlined in the testing program. The Life University Athletic Department's philosophy on student-athlete athletic participation is that all student-athletes must adhere to the standard of behavior in all areas, including but not limited to substance abuse, conduct, sportsmanship and academic pursuit/integrity. Those who do not meet the Athletic Department's expectations will be subject to penalties that are outlined in the student-athlete handbook.

Testing Program

As part of the student-athlete's annual preseason medical screening, each student must inform the Athletic Training Staff of any prescription medication they may take. An entire team may be tested upon the request of the head coach for that particular team. For reasonable suspicion, the coach will need to complete a Non-Random Drug Screen Authorization Form to be filed with the Head Athletic Trainer. The random testing selection process utilizes a computerized system to ensure that all athletes are equally eligible for testing. Up to 15 percent of athletes in each varsity level sport every quarter will be tested. The amount of athletes will be rounded up or down when the amount is not a whole number. The athlete will be personally notified and MUST report to the testing site. The initial screening sample will be tested, and the results will be reported to the Director of Athletics and Head Coach.

Drugs to be Tested

The following six (6) panel drugs shall be tested:

1. Amphetamines
2. OxyContin
3. Cocaine
4. THC (Marijuana)
5. Opiates
6. MDMA (Ecstasy)



List of Banned Substances

The following classes of drugs are banned:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

Nutritional/Dietary Supplements Warning

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated Athletic Department staff.

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk

Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your Athletic Department staff prior to using a supplement.

Some Examples of Banned Substances in Each Drug Class

- Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
- Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):
- Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; etc.
- Alcohol and Beta Blockers (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
- Diuretics (water pills) and Other Masking Agents: bumetanide; chlorothiazide; furosemide; hydrochlorothiazide;



probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

- Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
- Peptide Hormones and Analogues: growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
- Anti-Estrogens: anastrozole; tamoxifen; formestane; ATD, clomiphene etc.
- Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC), 877-202-0769.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Consent to Drug Testing

- Each student-athlete is required to sign a statement certifying that they have received a copy of the drug testing policy and guidelines and consent to provide urine specimen(s) for the purpose of analysis. If the student-athlete is under eighteen (18) years of age, the student-athlete's parent or legal guardian must sign the drug testing consent form in addition to the student-athlete. The Sport Science Institute Athletic Care shall maintain the original of the signed consent form and may provide a copy of the consent form to the student-athlete upon request.
- Student-athletes have the right to refuse to consent to drug testing under this program; however, student-athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.
- Student-athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student- athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the AD, Head Coach or other designated representative.

Testing by Reasonable Suspicion

The Athletic Department reserves the right to mandate testing when there is reasonable suspicion of inappropriate drug use. Example of this suspicion include but are not restricted to the following:

- Reported possession and/or use of prohibited substances;
- Suspicious odor that is reminiscent of drug use;
- An arrest or conviction related to prohibited substances; or
- Documented unusual patterns of absence from training and/or competition that could be related to use of prohibited substances.

Onsite Testing to be Used

Regular and random testing by the institution shall be performed by utilizing an onsite drug screen test. Upon notification, the student-athlete must present themselves at the specified collection site at the designated time for testing. Observed urine collection will be carried out by an Athletic Trainer.

Reporting of Drug Test Results

Negative Test Result

If a sample is negative, the results will be communicated to the head coach.

Positive Test Result

In an addition to a positive test, failure of the athlete to cooperate with the testing procedure by not appearing



for testing process, not producing a sample or attempting to alter or destroy the sample will all be equivalent to a “positive” test result.

1. The Head Athletic Trainer will inform the Head Coach and AD. The Head Coach will then review the positive test results with the student-athlete in person.
2. The student-athlete will sign the custody and control form at which time they may contest the positive drug test result.
 - a. If the student athlete does not contest the results at the time of notification, they relinquish their right to appeal any sanction against them under *Consequences of a Positive Test Result* (below).
 - b. If the initial screening is contested, the original sample will be retested to confirm results prior to being sent to a lab.
 - c. A Medical Review Officer will review and confirm the results.
 - d. If the laboratory result is positive, the student-athlete will be charged for the cost of the lab analysis.
3. If contested, the Head Athletic Trainer will report the lab result to the Head Coach and AD of any positive findings.

Whether positive or negative.

- a) The Head Coach will inform the student athlete of the result. If positive, see next section.
- b) The Head Athletic Trainer will record the finding in the student athletes Athletic Training System Electronic Medical Record.

Consequences of a Positive Test Result

1. First “positive” test result
 - a. The student-athlete will meet with the Head Coach or Coaches of the respective sport(s) to discuss the result.
 - b. The underage student-athlete will be asked to notify his/her parents or guardians in the presence of the Head Coach or Coaches of their respective sport(s) at this meeting if possible.
 - c. The student-athlete must have a negative test result within six (6) weeks. The first re-test may occur 14 days from the original test date and then only weekly until negative.
2. Second “positive” test result
 - a. The student-athlete will meet with the Head Coach or Coaches’ of the respective sport(s) to discuss the result.
 - b. The underage student-athlete will be asked to notify his/her parents or guardians in the presence of the Head Coach or Coaches of their respective sport(s) at this meeting if possible.
 - c. The student-athlete will be removed from the active game roster.
 - d. A student-athlete will be required to participate in a drug education program.
 - e. The student-athlete MUST have a negative result before he/she can be reinstated on the active game roster. The first re-test may occur seven (7) days from the original test date and then only weekly until negative.
3. Third “positive” test result
 - a. The student-athlete will be dismissed from their sports team and other related Athletic



Department participation. All athletic related financial aid will be terminated at the end of the quarter.

Counseling Component

The purpose of the counseling component is to provide assistance, direction and resources for student-athletes who need additional support as a result of positive test, physician referral or self-addressed needs. This component seeks to provide appropriate follow-up and rehabilitation of student-athletes testing positive while addressing their psychological, social and medical wellbeing.

- All counseling will be provided by an acceptable approved location.
- All costs of counseling services will be paid for by the student-athlete.
- Counseling must be initiated within five (5) business days of the meeting with the Head Coach and complete six (6) visits.
- Documentation must be provided to the Head Coach and Athletic Director upon completion.

Self-Referral

A self-referral occurs when a student asks a Coach, AD or LSSI Athletic Care Staff for help and an assessment prior to any known violations of this policy. A second method of self-referral occurs when a coach, athletic director or athletic trainer confronts a student about a possible drug violation (i.e., the student has not been reported to a coach, AD or Athletic Trainer by an eye witness), and the student admits to the violation.

A self-referral will not be subject to any disciplinary action nor count as their first offense provided that:

- The student completes a drug assessment and counseling program and verification is provided to the Athletic Director. Student-athletes must pay for this expense.
- The student agrees to submit to follow-up drug tests whenever requested. If the student tests positive during the follow-up drug tests, the student will be subject to first-time offense consequences.

A self-referral will become a first offense and subject to consequences if:

- A law enforcement agency is involved in the investigation of a potential violation, or either formal or informal charges have been filed before the student attempted to self-refer.
- Evidence of a violation is known by any athletics staff member before the student attempted to self-refer.
- A self-referral may be used only once during the academic career of a student at Life University and may not be used after the student becomes a first offender.

Special Conditions

1. All individuals with prior positive drug test results will be subject to unannounced drug testing throughout their athletic eligibility as part of their treatment program.
2. All individuals with prior positive or negative test results will have the same chance as any other student-athlete to be randomly selected for testing at the next and subsequent random drug tests.
3. Any athlete illegally charged with the sale, purchase, transfer or possession of an illegal substance will be suspended from the team until he/she is cleared of those charges. The student-athlete will be held



accountable to the University through the University judicial system.

STUDENT CONDUCT

Students are expected to conduct themselves in accordance with the laws of the federal & state government, the Life University Student Handbook and the Student-Athlete Handbook. Students may be disciplined by the University for violating these standards of conduct even though the students may be punished by federal, state or city authorities for the same act.

Life University Standards of Conduct (pg. 75 Student Handbook)

A. Civility

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

- a. Any act that is lewd, indecent, disruptive or that otherwise breaches the peace, regardless of intent, when such an act is takes place on Life University premises or at any event sponsored or offered by Life University.
- b. Indulging in conduct during a class or examination session or while in clinic which is so disruptive as to infringe upon the rights of another member of the Life University community.

2. Harassment. Violations of the Honor Code include, but are not limited to:

- a. Any act, display or communication intended to create a hostile environment or cause substantial emotional injury and/or distress on the part of the person or persons to whom it is specifically directed. This behavior frequently, but not always, involves a pattern of conduct.
- b. Any attempt to repeatedly make contact with a person over his/her stated objections, when such contact serves no legitimate purpose. This includes, but is not limited to, intentionally following another person on campus or in or about a public place or places.
- c. Any unauthorized use of electronic or other devices to make an audio, video or digital record of any person while on Life University premises without his/her prior knowledge, and valid consent, when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom. This provision does not preclude Life University from engaging in surveillance for the purposes of providing a safe and secure environment for its students, faculty and staff.
- d. Sexual harassment which includes, but is not limited to:
 1. Unwanted sexual advances and/or requests for sexual favors.
 2. Other verbal or physical conduct of a sexual nature that is pervasive or severe enough to adversely affect or interfere with a student's ability to participate in and receive the benefits of the University. This includes sex-based cyber harassment.

3. Provocation. Violations of the Honor Code include, but are not limited to:

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



persons and/or cause damage to property.

B. Community

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

- a. Any act, display or communication that would cause a reasonable person to fear for his/her personal safety. This includes, but is not limited to, physical coercion and/or restraint.
- b. Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm, despite the lack of any measurable harm.
- c. Any act that directly or indirectly creates a substantial risk to the safety of a person or persons and/or the Life University community. This includes, but is not limited to, falsely reporting an emergency and/or engaging in the unauthorized possession, use or alteration of any Life University-owned emergency or safety equipment.

2. Hazing. Violations of the Honor Code include, but are not limited to:

- a. Participation in and/or having knowledge of and failing to report any initiation process which requires any member of the Life University community to participate in, or subjects them to, any activity which produces or is likely to produce physical, mental or emotional pain, discomfort, humiliation or embarrassment, to that person, regardless of that person's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.

3. Interference. Violations of the Honor Code include, but are not limited to:

- a. Any act that disrupts or interferes with any educational, clinical, administrative or other aspect of Life University's operations. This provision is not intended to prohibit organized, peaceful and orderly protests.

4. Non-Compliance. Violations of the Honor Code include, but are not limited to:

- a. Any failure to comply with a reasonable request of a Life University official in the performance of his/her duties. This includes, but is not limited to, failure to comply with any written or oral instructions communicated as part of the disciplinary process.
- b. Any failure to provide one's Life University identification card upon request to any Life University official.
- c. Any failure to abide by signs, placards and/or other official Life University postings.
- d. Behavior that has been adjudicated to violate or may violate local, state or federal laws.

5. Violation of Life University Policies. Violations of the Honor Code include, but are not limited to:

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



appropriate use of Life University technology.

C. Integrity

1. Academic Misconduct. Violations of the Honor Code include, but are not limited to:

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

2. Ethical Misconduct. Violations of the Honor Code include, but are not limited to:

- a. Failing to comply with published clinic policies, rules and/or regulations.
- b. Misrepresenting oneself or allowing oneself to be incorrectly identified to any member of the public as a Doctor of Chiropractic or other licensed healthcare practitioner.
- c. Student interns caring for or attempting to provide care for, and/or advising patients, directly or indirectly, at any time or place, without the supervision and prior approval of Life University's licensed clinical faculty, or other licensed Doctors of Chiropractic specifically designated by the appropriate Life University official to supervise student intern care.
- d. Student interns providing care or attempting to provide care for services that have not been approved by Life University's licensed clinical faculty, other licensed Doctors of Chiropractic or other licensed healthcare practitioner, specifically designated by the appropriate Life University official to approve such care or services.
- e. Failing to behave in a professional manner when in a professional relationship with any member of the Life University community.



- f. Divulging or allowing access to confidential student or patient information, unless required by law (FERPA, HIPAA).
- g. Failing to obtain prior written consent of the student or patient and/or failing to adequately de-identify patient information used in writing, reports, classroom lectures or other public forums.
- h. Removing student or patient records or radiographs from classrooms, offices or clinic facilities without proper authorization.
- i. Failing to use due diligence to accurately note in patient records: all data derived directly from the patient, all clinical assessments of the patient, all changes in the patient's condition, all recommendations to the patient and all care delivered to and/or performed on the patient.
- j. Withdrawing from the care of a patient without prior approval from the clinic doctor of record. All recommendations of referral, care and/or transfer of a patient, for any reason, are privileges reserved for the clinic faculty doctor(s) of record.
- k. Subordinating the health and welfare of a patient and/or the quality of patient care to anyone's expectation of academic, personal or monetary reward or lack thereof.
- l. Paying for a patient's care, and/or inducing and/or attempting to induce members of the public, patients or members of a patient's family to submit to health care in exchange for monetary compensation or anything else of value.
- m. Transporting anyone (other than the one's own immediate family members) to and/or from Life University premises for the purpose of patient evaluation or care.
- n. Advertising healthcare services other than as specifically defined as allowable by the state, Life University and/or clinic regulations.
- o. Engaging solicitors or agents for the purpose of soliciting patients, or becoming involved in such endeavors.
- p. Failing to suspend, terminate or limit the scope of involvement with a subordinate (patient, student, etc.) when personal problems or conflicts, or a personal relationship with the subordinate, interferes with or may interfere with the professional relationship.

3. Dishonesty. Violations of the Honor Code include, but are not limited to:

- a. Any conscious and/or deliberate provision of false or misleading information to a Life University official in the performance of his/her duties.
- b. Any conscious and/or deliberate presentation of false or misleading testimony during a disciplinary hearing.
- c. Any forgery, misuse, misrepresentation and/or unauthorized alteration of any Life University or other official documents, records or credentials. This includes, but is not limited to, the inclusion of false information on any official form or document submitted to Life University.
- d. Any possession or use of forged or falsified identification. This includes, but is not limited to, use of another person's identification and/or the possession of 'novelty' identification that misrepresents one's age or identity.

4. Theft. Violations of the Honor Code include, but are not limited to:

- a. Any appropriation or possession of property (including intellectual property (e.g. current or old tests, instructor's notes, etc.) by a member of the Life University community without the consent of the owner or person legally responsible for such property. This includes, but is not limited to, the possession of property a member of the Life University community should reasonably be expected to know is stolen property.
- b. Any appropriation of items provided without charge when such appropriation exceeds reasonable limits and/or restrictions imposed by the owner or person legally responsible for such materials.



- c. Any unauthorized utilization of labor and/or services provided by Life University.

D. Responsibility

1. Alcohol Misuse. Violations of the Honor Code include, but are not limited to:

- a. Any possession or use of alcohol by any person under the age of twenty-one, or any possession or use of alcohol by any person in violation of the relevant Life University policies.
- b. Any presence on campus while under the influence of alcohol.
- c. Any unauthorized manufacture or distribution of alcohol while on Life University premises or at any Life University-sponsored event, or any distribution of alcohol to any person under the age of twenty-one.
- d. Any act which causes a person to ingest alcohol without his/her knowing and valid consent.
- e. Any possession on Life University premises of any item designed, fashioned and/or modified to facilitate and/or disguise the use of alcohol in violation of the Standards of Conduct, whether or not the item has actually been used for such purposes.

2. Drug Misuse. Violations of the Honor Code include, but are not limited to:

- a. Any possession or use of any illegal drug or other controlled substance, or any possession or use of any prescription drug or other controlled substance except as directed by a licensed physician.
- b. Any presence on campus while under the influence of any illegal substance.
- c. Any manufacture and/or distribution or intent to distribute any illegal drug, or any manufacture and/or distribution of any prescription drug or other controlled substance without a license for such conduct.
- d. Any act which causes a person to ingest any illegal or prescription drug or other controlled substance without his/her knowing and valid consent.
- e. Any possession on Life University premises of any item designed, fashioned and/or modified to facilitate and/or disguise the use of any illegal drug or other controlled substance in violation of the Standards of Conduct, whether or not the item has actually been used for such purposes.

3. Physical Misconduct. Violations of the Honor Code include, but are not limited to:

- a. Any act causing, or intended or likely to cause, bodily harm upon and/or unwanted physical contact with any person, regardless of intent.

4. Property Damage. Violations of the Honor Code include, but are not limited to:

- a. Any act causing, or intended or likely to cause, damage to property, without the knowing and valid consent of the owner or person legally responsible for such property, regardless of intent.
- b. Any intentional destruction, defacement and/or unauthorized alteration of approved materials posted or distributed in accordance with Life University policies. This includes, but is not limited to, bulletin boards or the materials posted on them.

5. Sexual Misconduct. Violations of the Honor Code include, but are not limited to:

- a. Non-Consensual Sexual Contact:

Non-Consensual Sexual Contact is any intentional sexual touching or intercourse, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

- b. Sexual Exploitation

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:



- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Any act that is sexual in nature when such an act is likely to threaten any party's health and/or safety without his/her knowing and valid consent. This includes, but is not limited to, any act that may reasonably be expected to transmit HIV or other sexually transmitted diseases and is performed when either party has failed to divulge his/her infection with such a disease.
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Consent is defined as agreement that is informed and given freely. Consent must be clearly communicated through words and/or actions to participate in each form of sexual activity. Silence cannot be interpreted as consent, nor can passivity or lack of resistance. Previous relationships or instances of consent do not imply future consent. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. Impairment due to the use of alcohol or drugs does not excuse failure to obtain consent. Likewise, any person incapacitated by alcohol or drug use, or who is unconscious, asleep or physically impaired, is incapable of giving consent. (Adapted from NCHERM/ATIXA Model Campus Sexual Misconduct Policy. www.ncherm.org/resources/free-model-policies-and-protocols/)

Life University recognizes that students may be reluctant to report sexual misconduct because they themselves or witnesses they identify may have been in violation of other provisions of the Honor Code and Standards of Conduct (e.g., alcohol or drugs). In order to encourage reports of sexual misconduct, Life University may choose not to pursue a disciplinary action for an alcohol or drug violation against the Complainant, or any Student(s) who may have witnessed the incident, as long as the investigation and subsequent conduct process do not reveal that witnesses involved played a role, however minor, in the sexual misconduct itself.

6. Weapons. Violations of the Honor Code include, but are not limited to:

- a. The unauthorized carrying or possession of any type of weapon, firearm, ammunition, explosive or illegal knife (any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade with the exception of kitchen knives inside University residence halls) on the premises of Life University is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. In addition, and for the safety of those in the University community, other prohibited items include, but are not limited to paintball guns, projectile launchers including Air Soft®, BB guns/pistols, facsimiles of a weapon and fireworks. The possession of non-lethal self-defense instruments (such as Mace) is not prohibited; however, the reckless or inappropriate use of such devices may be considered a violation of the Honor Code.

For purposes of this policy, the premises of Life University are defined as any property, building or portion of a building or property that LIFE owns or occupies, whether on a temporary or permanent basis, and any off-site premises where LIFE is conducting any activity sponsored by the University. This includes all parking lots, parking areas, sidewalks and walkways, and all University vehicles and equipment.

- b. As any object has the potential to become a weapon, Life University reserves the right to define a weapon based on its potential for damage or threat.

Reporting an incident

The purpose of the Student Behavioral Assessment Team (SBAT) is to proactively identify student behaviors of concern in order to provide a coordinated and planned approach to preventing, assessing, managing and



resolving interpersonal and behavioral concerns and threats to the Life University community; and to make recommendations for treatment, disciplinary action and/or other responses to the Vice President of Student Services and other campus officials as appropriate, with the ultimate goal of promoting student health, safety and success within a thriving educational environment.

Faculty, staff, students and others may refer a student who may be struggling with personal or emotional difficulties or who may be exhibiting concerning or threatening behavior.

To report students of concern, visit https://publicdocs.maxient.com/reportingform.php?LifeUniv&layout_id=1.

To report general Honor Code violations, please visit https://publicdocs.maxient.com/reportingform.php?LifeUniv&layout_id=2.

To report academic misconduct, please visit https://publicdocs.maxient.com/reportingform.php?LifeUniv&layout_id=3.

Mid-South Conference Code of Conduct

Student-Athletes: Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes at Mid-South Conference institutions are expected to treat opponents with sportsmanship. There can be no tolerance for taunting, baiting of opponents or actions which draw attention to themselves instead of the team.

MSC student-athletes must understand that they are among the most visible representatives of their institutions. Further, their behavior is observed and emulated by many who are younger. MSC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field or floor.

Student Conduct - Social Media

Life University and the Mid-South Conference understands the positives of social media. However, the expectation is that all student-athletes understand that all content posted to social media is a representation of Life University, the Mid-South Conference and the NAIA. Student-athletes are asked to adhere to the following guidelines, which are set forth by the Mid-South Conference.

The Mid-South Conference is strongly committed to *Building Character Through Sport*, and otherwise upholding the five core values of the NAIA Champions of Character initiative. Student-athletes at Mid-South Conference member institutions are not restricted from using social media sites. However, student-athletes must understand that any content they make public, regardless of privacy settings, via social websites is expected to follow acceptable social behaviors. All content posted to social media must comply with federal, state, NAIA, Mid-South Conference and institutional rules, regulations, standards and expectations.

The following are expectations of every student-athlete in the Mid-South Conference regarding use of social media:

1. Do not post comments that attack a student-athlete, coach or administrator from any other institution.
2. Do not post photos of other student-athletes without permission from that student-athlete.
3. Do not post information or photos that include sexual content, harassing language, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.
4. Do not comment on injuries, rosters or any team information that should remain confidential or is otherwise protected under privacy laws.
5. Do not comment on officiating.

A violation of the Mid-South Conference social media policy may result in one or more of the following sanctions:



1. Immediate removal of the unacceptable content.
2. Meeting(s) with appropriate institutional personnel including the director of athletics and/or head coach.
3. Suspension from participation at the discretion of institutional personnel, the Mid-South Conference commissioner and/or the Mid-South Conference Oversight Committee.

Violations of the social media policy will also result in sanctions through the Athletic Department.

Student Conduct - Travel Policy

The purpose of the student-athlete travel policy is to provide a framework for the safe and efficient travel of athletic teams at Life University. When traveling as official representatives of Life University to athletic competitions, events and appearances, student-athletes' actions should reflect favorably on the University, their team and themselves. Student-athletes are expected to adhere to their particular team's dress code, team rules and curfew. Violations of University and/or Athletic Department policies while travelling as a representative of Life University is strictly prohibited and will be dealt with in a serious manner.

1. All student-athletes must travel to and from ALL away contests with transportation provided by Life University. Student-athletes may be released upon approval of the head coach and/or Director of Athletics to their parent(s) or guardian only for the return travel from an away contest. Under no circumstances may one team member or a team member's parent(s) transport a teammate in their vehicle. Only in emergency circumstances, and approval of the Athletic Director, will an exception be granted.
2. Use of any drugs, including alcohol, while traveling is strictly prohibited.
3. Since attire reflects directly upon the student-athlete and his/her team, student-athletes should take a special interest in their personal appearance, especially when traveling with their team. Head coaches will set dress code standards when traveling and may also specify what constitutes appropriate dress while the student-athletes are representing the University at other times.
4. Student-athletes and coaches should treat the facilities of the opposing team with care and respect and leave the locker rooms and other facilities that are used in even better condition than it was prior to the team's arrival.

SPORTSMANSHIP

Student-athletes are expressly prohibited from engaging in the following behavior at any Life University sporting event either as a participant or as a fan:

- Fighting opponents, fans or officials.
- Taunting opponents or officials.
- Celebrating inappropriately with the intent to demean opponents.
- Showing disrespectful attitude toward opponents or officials.
- Inciting crowd hostility toward opponents in an unsportsmanlike manner.
- Using profane and vulgar language.

One of the foundations upon which the Life University Athletic Department is based, and a key to its ongoing vitality and fulfillment, is sportsmanship.

Good sportsmanship must permeate every aspect of our programs every day, including game day. There is no place for uncivil behavior by any individual, professional or student at any event involving Life University. Use of profanity by coaches, players or game officials is strictly prohibited prior to, during or after athletic events. The goal is also to be met during practices and all other times and places during the academic year. When profanity occurs during an athletic contest, penalties will be exacted. If not corrected, it becomes a matter of concern to all individuals connected with Life University.



Coach/Athlete Ejection Policy

Any coach or student-athlete ejected on one or more occasions shall be subject automatically to the following penalties:

- a. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season.
- b. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. This includes postseason play and may carry over to the following year depending on when the ejection occurs.
- c. Ineligibility for the remainder of all regular season and postseason participation if a coach or student-athlete accumulates three ejections (in one sport) in a single season. Should the third ejection occur in either of the last two contests of the year, the coach or returning student-athlete will be suspended for the first two contests of the following year.
- d. A coach or student-athlete ejected for fighting, as reported by the game official, shall be automatically suspended for one additional contest.

ACADEMIC PURSUIT

Life University recognizes the often demanding schedules of the student-athlete. Coaches and administrative personnel are available to answer questions and assist with the achievement of your academic and athletic goals. However, the student-athlete is ultimately responsible for fulfilling all of your obligations as both a student and an athlete. It is important that student-athletes communicate frequently with the Director of Athletics Academic Support & Compliance and their coach regarding their class performance and academic progress toward a degree.

Departmental Standard for Participation in Athletics

The Life University Athletic Department has established a policy for participation in athletics separate from the eligibility standards of any particular sport's governing body. Students must maintain a 2.0 cumulative GPA to be able to compete. The only exception to this standard is that freshman student-athletes have two (2) quarters to establish their cumulative GPA. Therefore, the 2.0 cumulative GPA standard for these students will be determined after their second quarter of enrollment.

In addition, any student who earns less than a 2.0 for two (2) consecutive quarters must meet with the Director of Athletics.

Progress Toward Degree

Most undergraduate degrees offered at Life University require up to 188 quarter hours to be completed. It should be your goal, as well as the goal of coaches and administrators, to make progress toward your degree each and every quarter. This means taking classes that are required and taking the correct amount of credit hours per term. We encourage that every student-athlete strives to complete their degree in four years; this means that you should average no less than 15 credits per quarter. Once you complete your degree, if you have eligibility remaining, you will have options to continue both your sport and your education.

Class Attendance

The single most important action that students can take to be successful academically is to go to class. Your attendance will be monitored, and missed classes will be reported to coaches. Please understand that class attendance and being engaged while in class is of utmost importance. High achievement in classes not only reflects positively on yourself, but also your team and your department. There are University-approved class absence excuses. Remember – just because you have an excuse for missing class doesn't mean the absence will be excused.



Disciplinary Action for Violation of Student Code of Conduct

Failure to adhere to the aforementioned rules will result in appropriate sanctions, which may include, but are not limited to immediate or future reduction of scholarship; suspension from participation; dismissal from participation; and loss of any athletic department benefits such as housing, athlete care, etc.

NOTE: Each athletic team has its own rules and regulations established by the Head Coach. Student-athletes are expected to abide by the rules established by their Head Coach in addition to the policies set forth in the Student Handbook and Student-athlete Handbook. If you have any questions regarding your team rules, please see your Head Coach.

In addition to athletic disciplinary procedures, the Life University student disciplinary procedures will be used when applicable.

Life University Student Disciplinary Procedures (pg. 81 Student Handbook)

Introduction

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

Interim Suspension

Interim Suspension: In certain circumstances, a Life University official may impose a suspension prior. During an interim suspension, a student or student organization is denied access to Life University property, activities and/or privileges in order to prevent the disruption of or interference with the normal operations of Life University and to comply with legal requirements.

Life University may take whatever measures it deems necessary in order to protect the safety, security and/or integrity of a complainant, a respondent, Life University and/or any member(s) of its community.

Such measures include, but are not limited to: involuntary removal from a course, clinic, program, activity and/or the campus pending a hearing; modifications to living arrangements in Life University properties; and/or reporting incidents to law enforcement or other non-Life University agencies. The Director of Student Conduct, in consultation with the appropriate faculty and/or other administrators, shall be empowered to impose any appropriate interim measures.

Informal Resolution:

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

1. An informal hearing is only available when the Respondent, the Complainant and the Director of Student Conduct mutually agree to resolve the charges in an informal setting and waive their right to a formal hearing and right to appeal. The Director of Student Conduct reserves the right to conduct fact finding to make an informed decision. When there are charges of sexual assault or violence, an informal hearing is not an option unless agreed upon in writing by the complainant, the respondent and the University.
2. If a Respondent chooses to resolve a case through Informal Resolution, he/she must indicate this in writing on a form provided by the Director of Student Conduct during an informational meeting.
3. The following apply to an informal hearing:
 - a) The meeting(s) will not be recorded.
 - b) The written decision will serve as the official record of informal hearings.
 - c) The written decision will be sent to the Charged Student within two business days from the conclusion of the Informal Resolution.



- d) **Once an Informal Resolution has been agreed upon, the Respondent forfeits his/her right to appeal.**

Formal Resolution

The Director of Student Conduct is further empowered to initiate formal hearings as necessary for all types of complaints. These hearings will be held by either an Administrative Hearing Officer or the Conduct Review Board (CRB).

Student-Athlete Grievance Procedure

If you have an athletic-related issue that you would like to seek grievance for, please follow the following procedure.

1. Discuss with appropriate coach.
2. If unresolved, appeal to the Director of Athletics within 48 hours.
3. If unresolved, the grievant may appeal in writing to the Faculty Athletics Rep stating the reason for the appeal within 48 hours. The FAR will hear the appeal. The decision of the FAR will be final.

Eligibility

NAIA Eligibility

For a student to be eligible for any NAIA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the rules and regulations of the NAIA. These rules can be found at www.naia.org. Rules concerning eligibility and amateurism are provided on the subsequent pages. The ultimate responsibility of ensuring individual compliance of NAIA rules and regulations lies with the student-athlete. With this in mind, students are encouraged to review all rules and regulations of the NAIA. If you have any questions on NAIA eligibility, contact the Director of Athletics Academic Support & Compliance.

Eligibility Requirements

1. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation, or, if the participation takes place between terms, the student must have been identified with the institution the term immediately before the date of participation.

EXCEPTION to the 12-credit-hour enrollment rule:

A student who will complete requirements for graduation within 10 semesters, 15 quarters, 12 trimesters or less may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than 12 institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair.

A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in the graduate or professional school of the institution where he/she earned an undergraduate degree, who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, who is enrolled in a fifth year post-baccalaureate degree teacher education program at the same institution, or who is enrolled and pursuing a second major area of study at the same institution, is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Article V, Section D (5).

The term in which the student invokes this Exception shall be counted as a term of attendance. However, this term will not count in the calculation of the 24-credit-hour rule. To calculate the 24 credit hours, the institution should consider the two terms immediately preceding the term the student completes the requirements for graduation.

A student who invokes the above Exception and does not graduate forfeits any remaining eligibility in all sports sponsored by the NAIA.



2. The student must maintain institutional identification during any term of participation. For exceptions, see Article V, Section D, items 3 and 4.
3. The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the nine (9) institutional credit hour rule for a second-term freshman.

4. After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system. A student transferring from a quarter system to a semester system must have accumulated 24 institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated 24 institutional credit hours in the previous two quarter terms of attendance if completion of three quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance, the student must have accumulated 36 institutional credit hours.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36 institutional credit-hour requirement. Such credit must be earned after one or both of the two immediately previous terms of attendance.

All credit hours used to meet this total of 24/36 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit hour systems (e.g., quarter and semester).

EXCEPTION: See Article V, Section B, Item 8, Note 2.

EXCEPTION: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with any institution(s) of higher learning for more than five semesters or seven quarters will be exempt from meeting the 24/36-hour rule for the first term upon transferring to an NAIA institution provided:

- a. The transferring student passed all hours required for graduation in the term in which graduation occurs and;
- b. Less than 24/36 hours were required for graduation during the last two semesters/three quarter terms.

Students receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term. The last semester/ trimester/quarter at the junior college shall count as a term of attendance.

EXCEPTION: A student will be exempt from meeting the 24/36-hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has not previously participated in any intercollegiate sport at any institution; met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four semesters/six quarters or equivalent, of attendance); and has an overall GPA of 2.000 on a 4.000 scale calculated on the basis of all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

5. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA (where applicable).
6. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.000 on a 4.000 scale. The 2.000 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.



7. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter, only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed 12 semester or 20 quarter institutional credit hours. This exception shall apply to the second season of competition regulation only.

To participate the third season in a sport, all students must have accumulated at least

48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter, only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate in a third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

8. The student must be eligible according to the institution's standards for intercollegiate competition.
9. The student must be eligible according to affiliated conference standards when such standards are more stringent than NAIA rules and standards.
10. Repeat courses previously passed with a grade of "D" or better in any term, during summer or during a non-term cannot count toward satisfying the 24/36 credit hour rule.

A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-hour enrollment rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12-hour enrollment rule or the 24/36 credit-hour rule.

Amateurism

Definition of an Amateur

1. To properly control competition in the NAIA program, only amateur students shall be eligible to participate in a given sport. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction and for the love of the sport, not for monetary or material gain.
2. A student who becomes a professional in a particular sport recognized by the NAIA is considered a professional in that sport only (except for the sport-specific exception listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NAIA.



EXCEPTION: A student who becomes a professional in cross country, indoor track and field or outdoor track and field is considered a professional in all three sports.

Acts Permitted By NAIA Amateur Code

The following acts will NOT cause an athlete to lose amateur standing.

1. Playing with an amateur team against a professional team or player if under the sponsorship or approval of NAIA or the governing body of the sport concerned.
2. Participating as a member of a team while not receiving remuneration (expense reimbursement) beyond actual expenses of travel, meals and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NAIA amateur limits. Expenses must be itemized and properly documented.
3. Receiving reasonable compensation for officiating or coaching in amateur, recreational or interscholastic programs. A student may solicit and be paid reasonable compensation on a lesson basis.
4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in Article II, Section B of the Bylaws. Such compensation shall be considered athletic aid, as defined by official NAIA policy, and shall be reported as such.
5. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement (expense reimbursement) for such participation when such remuneration does not exceed the actual expenses for travel, meals and lodging only from the immediately previous city to the event. Expenses must be itemized and properly documented.
6. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.
7. Receiving reasonable compensation for supervision of physical education, playground or recreational activities.

Recognized Awards Received By Students

The NAIA shall recognize the following award structure as conforming to the amateur regulations of the NAIA.

Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and conference, if applicable, and shall conform to the following requirements.

1. All such awards must be of a personal nature. Cash awards or certificates redeemable for cash shall cause a student to lose amateur standing within the NAIA.
2. A student may receive more than one award while being recognized (example: a first-place team trophy and an outstanding-performer watch) but the value of each individual award shall not exceed \$500.00, nor shall the combined value of all such awards exceed \$600.00.

EXCEPTION: An individual participating in a recognized amateur event while not institutionally identified, or in such events held during the summer in which the individual is not representing an institution, shall adhere to the award regulations of the National Governing Body of that particular sport, provided such awards do not conflict with item 1 of this section.

Acts That Result In Loss of Amateur Standing

The following acts will cause a student to lose amateur standing for participation in intercollegiate competition recognized by NAIA in the sport where any or all such acts occur.

1. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.



2. Signing a contract with any professional team.
3. Participating in any athletics contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging only.
4. Exploiting for remuneration athletic ability or fame through exhibition or radio or television appearance, or using athletic fame to write for news media for pay beyond actual expense.
5. Receiving remuneration for use of name or picture to promote any commercial product or enterprise.
6. Entering into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

Reinstatement Application Procedures

A student who has lost amateur status in a sport shall have amateur standing reinstated in that sport upon satisfying the following conditions.

1. Ceasing to participate in violation of NAIA amateur-standing regulations.
2. Being charged a season of competition in that sport for every competition season in which the student competed in any manner as a professional or in which the student was in violation of the NAIA amateur code.
3. Fulfilling two consecutive semesters/three consecutive quarters (or equivalent) of attendance at the NAIA institution at which the student wishes to participate prior to being allowed to represent the institution in that sport in any manner in intercollegiate athletics.
4. Having appropriate verification regarding satisfaction of these criteria submitted to the NAIA National Coordinating Committee for review and final dispensation.

Eligibility of Non-NAIA Sports

The eligibility of student-athletes participating in a non-NAIA sponsored sport is determined by the governing body of the sport in which you play. Student-athletes must adhere to the same athletic department standards regardless of their sport's governing body.

Rugby - <http://usarugby.org/college-eligibility>

Women's Wrestling - <http://www.nwcaonline.com/nwcawebsite/docs/documents/view-by-laws.pdf?sfvrsn=0>

Bowling - <http://usbcongress.http.internapcdn.net/usbcongress/bowl/collegiate/pdfs/CollegiateRulebookFinal.pdf>

Life University Academic Standards & Policies

ACADEMIC POLICIES

Please refer to the latest Academic Quarterly for the most up-to-date announcements, dates, phone numbers, course pre-requisites and offerings, and a schedule of courses for the term. The Academic Quarterly can be found by visiting <http://www.LIFE.edu/academics/academic-resources/academic-quarterly/>.

Information regarding academic policies and regulations, as well as curriculums and course descriptions can be found via the Life University Academic Catalog. You can view this online at <http://www.LIFE.edu/academics/academic-resources/academic-catalog/>.

It is recommended that these policies and regulations be reviewed. The following information has been taken from these policies and regulations to provide additional assistance in reviewing your academic responsibilities.



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 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 makeup 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.

Policy for Student Absences for College-Sanctioned Events

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 (5) school days before or within five (5) school days following the absence.

ADVISING

Every student is assigned an academic advisor. After you consult with your advisor about your schedule for the following quarter, meet with the Director of Athletics Academic Support & Compliance to confirm that class times do not conflict with practice and travel times and to ensure your athletic eligibility. **DO NOT MAKE ANY CHANGES TO YOUR CLASS SCHEDULE WITHOUT NOTIFYING THE DIRECTOR OF ATHLETICS ACADEMIC SUPPORT & COMPLIANCE FIRST.**

REGISTRATION

Each student-athlete at Life University is assigned an academic advisor to help suggest and plan a course schedule for each quarter. Plan ahead. Consult with your coach for the following quarter's practice times and travel dates. Each quarter, student-athletes should do the following to ensure academic eligibility and satisfactory progress toward a degree:

1. Make an appointment with your Academic Advisor early!
2. Consult with your coach for the following quarter's practice times, strength and conditioning times and travel dates.
3. Meet with your academic advisor for advisement and completion of a class schedule. Be sure to schedule an appropriate amount of credit hours. Discuss practice and travel schedules, and discuss alternate courses just in case your first selections are not available.
4. Get ALL holds listed. In addition to advising holds, you may have other holds. Make sure all account balances are paid, and if you are a provisional student, make sure you meet with the provisional coordinator.
5. Meet with the Director of Athletics Academic Support & Compliance to get schedule approved.
6. Register on WebAdvisor! Classes are open on a first-come, first-serve basis.

DROPPING/ADDING A COURSE

Adjustments to your schedule should not be made without consulting your academic advisor and the Director of Athletics Academic Support & Compliance. The following procedure should be followed by student-athletes desiring to drop or add a class:

1. Meet with the Director of Athletics Academic Support to discuss adding/dropping the class.
2. Check the academic calendar to ensure that you haven't missed the drop/withdraw deadline. Understand how it will affect your financial aid and understand any fees associated with dropping and/or adding a course.
3. Fill out and return Schedule Adjustment Form to Student Advocacy Center.



CHANGING YOUR MAJOR

You **MUST** contact the Director of Athletics Academic Support & Compliance to ensure that changing your major will not affect eligibility. After you have gotten approval, visit the Student Advocacy Center to obtain a Change of Major Form. Return completed form to the Student Advocacy Center.

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.

Below 60 percent is an “F” and is worth 0 quality points.

P/NP—Pass/No Pass – Is not factored in GPA

I—Incomplete (Converts to “F” or “NP” at the end of the second week of next qtr.)

IP—In Progress

W—Withdrawn – Shows up on transcript but is not factored in GPA.

WF/WNP—Withdrawn Failure/Withdraw No Pass – Counts as “F” in GPA.

AU—Audit

Grade Point Average:

A grade point average (GPA) is determined by dividing the total number of quality points by the total number of credit hours attempted in graded course.

REPEATING A COURSE

Courses in which the student has a final grade of D or F may be repeated for credit. The grade earned the last time the course is repeated becomes the official grade for the course. Consult with Director of Athletics Academic Support & Compliance before repeating any course.

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 percent of normal program length (21 quarters) or less.

Student Rank

A student’s academic rank or classification is determined by the number of hours earned indicated as follows:

0-45cr - Freshman

46-90cr - Sophomore

91-135cr - Junior

136+cr - Senior

Grade Reports

All final grades are reported to the Registrar at the end of each quarter. All students may view their end-of-quarter grade reports online through WebAdvisor.



Academic Programs and Services

STUDENT SUCCESS CENTER

The Student Success Center at Life University exists to provide students with assistance in their academic, emotional and disability needs. The goal is to promote success throughout your college years and beyond. The Student Success Center provides students with learning opportunities that develop skills and competencies to enrich your educational experiences and assist you in achieving excellence throughout your career path. The Student Success Center, located in the Center for Chiropractic Education Building (CCE), provides the following services and support to all currently enrolled Life University students:

Academic Support - tutoring, supplemental instruction (SI), study skills, organizational skills, time management, educational workshops and make-up testing

Mental Health Counseling - for individuals, couples and groups, as well as psycho-educational services and workshops

Student Assistance Program – Designed to offer counseling services to students of Life University. Counseling is available in a variety of settings, including phone counseling, online resources and face-to-face counseling. As a student, you have access to six free face-to-face and/or phone counseling sessions in a year (October 1 – September 30). Mental health counselors are available by phone 24/7. To obtain services, call 800-869-0276 or 770-951-8021. You may also access information and assistance online at: www.eapconsultants.com and click on Member Access. Password: lifeu

These counseling services can help with concerns including stress, time management, emotional concerns, family concerns, relationship issues, crisis and alcohol and drug problems.

Disability Services - in support of the Americans with Disabilities Act (ADA), Life University supports fair and reasonable accommodations for those in need. If you feel you have a learning disability and could benefit from accommodations, please contact the Student Success Center at (770) 426-2725 or stop by the office in the Center for Chiropractic Education. Your information will not be shared.

In addition, if you have a temporary injury that prohibits you academically, please visit the Disability Services office. They can see about providing you temporary physical or learning accommodations.

ATHLETIC ACADEMIC SERVICES

Academic meetings

Each quarter, students will be selected for mandatory weekly academic meetings. The criteria for selection will be based upon academic performance and behavior. Student academic meetings with the Director of Athletics Academic Support will entail talking about classes, grades, available resources, obstacles to success and strategies for success in the classroom. Missed meetings will be subject to penalty per team and/or athletic department rules. Coaches will receive a written report concerning the information from the meeting and goals/strategies for the student moving forward. It is expected that coaches follow up with these students and the content from these meetings. If there is a student that needs advice or assistance or just has questions, they are certainly welcome to set up a meeting with the Director of Athletics Academic Support.

Tutoring - Tutoring schedules change each quarter and are available in the Student Success Center. Supplemental Instruction is also offered. Tutoring and Supplemental Instruction is free of charge.

Online Tutoring – Visit Smarthinking under the “Tools” section in Blackboard.



Study Hall

Study hall will be open for student-athletes each quarter. If you are required to complete study hall, you will get an email from the Director of Athletics Academic Support & Compliance with information regarding study hall hours, number of hours required and other important information. Those required to attend study hall will be at the discretion of the Director of Academic Support & Compliance, as well as the coach.

Study Hall is designed as a means to provide a structured and productive learning environment where you can complete your academic work. Communication with the Director of Athletics Academic Support is important to ensure the best academic environment to fit your individual needs.

Rules

- You **MUST** check IN and OUT with the study hall monitor on duty; please wait while we log you into the system. A nod or wave toward the study hall monitor is not sufficient for them to log you in or out.
- If you are in the study hall area, you must abide by all study hall rules. You can come to study hall without signing in, but you must abide by all rules whether you are signed in or signed out.
- Your study hall time is your responsibility; therefore, you should check your account to be aware of your study hall time totals. You should get into the habit of checking how much time you have left each night to ensure you are aware of your time. If you feel that your remaining study hall time is incorrect, please contact the Director of Athletics Academic Support, so issues can be resolved before reports are sent to coaches.
- You must have permission to leave the study hall area. If the study hall monitor does not know where you are, you will be signed out.
- Do not move the desks in study hall.
- If you want to have tutoring time count toward your study hall hours, you must get a tutoring slip and have the tutor fill out the information, then return to the Director of Athletic Academic Support. The form must be returned by Friday at 9:00 a.m. for it to count for the week. Returning the tutor form is the only way we will know that you met with a tutor.
- When using a computer, you must be completing academic work. You are not allowed to visit non-academic websites.
- Please keep your phone on silent while in study hall. Distractions caused by phones or phone usage will not be tolerated.
- You may listen to music; however, this should not be a distraction and should not be heard by others. You must use headphones. Do **NOT** listen to music through YouTube or sites where you have to change songs over and over. Using playlists are best.
- Food is not allowed in study hall.
- **BE RESPECTFUL OF THOSE AROUND YOU!** Be quiet as soon as you enter the study hall area because other students are already studying. All talking, only if necessary, should be done in a whisper.

If you break any of the rules above, you will be dismissed from study hall, and your time for that session may not count. Your coach will be notified.

Progress Reports

The Director of Athletics Academic Support will reach out to all faculty regarding the academic performance, classroom behavior and class attendance of all student-athletes in their course. This will happen once around midterms, and there can be follow-up progress reports sent at the Director of Athletics Academic Support's discretion.

Student-Athlete Class Attendance Commitment

The Athletic Department recognizes the importance of class attendance to the student-athletes' academic development and success and fully supports University policies and efforts toward this end. The Department is



committed to limiting the number of class absences due to athletic contests while encouraging student-athletes to plan ahead to responsibly handle absences that are necessary. Missed class time due to sport practice is not permitted. Additionally, the Life University athletic training staff shall not schedule “in-house” treatment and/or rehabilitation sessions at times that would conflict with class attendance. If any student has concerns about athletic-related class absences, please contact the Director of Athletics Academic Support.

Travel Letters

The Athletic Department will provide travel letters to professors prior to each athletic trip. However, it is the student-athlete’s responsibility to be proactive in contacting professors prior to leaving and making plans to make up missed work.

Missed Class Due to Injury

The Athletic Department will provide a letter to professors, notifying them of any missed class due to athletic injury. However, it is the student-athlete’s responsibility to be proactive in contacting professors and make plans to make up missed work.

Title IX

Although Title IX prohibits sex discrimination campus-wide, it has been defined to apply to intercollegiate athletics in three specific areas: Participation, Scholarships and Treatment of Existing Athletes and Programs. Title IX compliance requires equity as that term has been defined under the law in each of these three areas. Life University believes that all student-athletes have a right to participate in an athletic program free of discrimination, including sexual harassment and retaliation. Life University believes in the educational value of intercollegiate athletics, and as such, offers a competitive NAIA athletics program and is a member of the Mid-South Conference.

Participation - Title IX provides three separate avenues for a school to demonstrate equity. Those who wish to compete on a varsity sport that is not currently offered at Life University may file a petition to gain varsity status. Petitions will be reviewed annually. Factors considered shall include gender equity, interest and ability, intercollegiate competitive opportunities, among others.

Athletics Scholarships - Life University strives to offer equitable athletic scholarships to its male and female student athletes. Whether determining equity between male and female student-athletes, Title IX expects that the percentage of men and women who play sports will essentially mirror the percentage of athletics-based aid provided to male and female student-athletes.

Treatment - Title IX expects athletics programs to treat its male and female student-athletes equally with regard to the following areas:

- a. The provision of equipment and supplies;
- b. Scheduling of games and practice time;
- c. Travel and per diem allowance;
- d. Opportunity to receive coaching and academic tutoring;
- e. Assignment and compensation of coaches and tutors;
- f. Provision of locker rooms, practice and competitive facilities;
- g. Provision of medical and training facilities and services;
- h. Provision of housing and dining facilities and services;
- i. Publicity;
- j. Recruitment



Equity in this area means that there is equality when assessing how men as compared to women are treated in the aggregate in these areas. Title IX does not mandate identical benefits or treatment in each area, but rather provides where members of one sex enjoy more favorable treatment in one area, such a benefit must be offset by treatment in another area that favors members of the other sex. Also, because sports differ, they require different gear, medical attention and numbers of coaches, among other things. Non-discriminatory differences include those inherent in the operation of specific sports because of rules of play, nature of equipment, rates of injury and nature of facilities required. It also includes differences caused by sex-neutral factors and differences directly associated with the operation of a competitive event. Accordingly, Life University believes that student-athletes should be treated equally given the unique features of their sports.

If you would like to file a grievance as it relates to Title IX, please contact the Life University Title IX Coordinator:

Jeremy Smith
770-426-2611
JeremyESmith@LIFE.edu

Financial Aid

Other forms of financial aid, not athletically related, are available through the University's Financial Aid Office. Student-athletes who have not received athletics aid or who have additional unmet needs are encouraged to apply for this aid through the Financial Aid Office. Below is a list of the three basic types of financial aid available, as well as a checklist to assist you in making sure you are maximizing your financial aid opportunities.

What Can I Get?

Grants/Scholarships – Free money given to you to use for your educational expenses. You do not have to work for these funds or repay them.

Loans – These funds are loaned to you by the Department of Education (federal loans) and private lenders (private educational loans) and must be repaid according to the terms of the promissory note signed.

Work Study – These are part-time jobs you can do around your class schedule. You get paid every two weeks and can use these funds as needed for living expenses. You are limited to a certain amount that you can earn each quarter.

See additional financial aid information starting on pg. 7 of Student Handbook.

Beginning the Process

- Complete the Free Application for Federal Student Aid (FAFSA) every January. The University priority deadline is March 15. This means the FAFSA must be received in the Financial Aid Office by March 15 of each year to receive first consideration for limited funding (Federal Work Study, Perkins Loan and SEOG Grant).
- If you are an undergraduate Georgia resident, complete the Georgia Scholarship/Grant Application (GSFAPPS) through www.GAcollege411.org. Complete this only once, unless you have been residing in another state for 18 months or more. Submit the Establishing Georgia Residency Form with required documents and the HOPE Scholarship Evaluation Form to the Financial Aid Office.
- If your FAFSA is selected by the federal government for a process called verification, you will be required to submit additional documentation before your eligibility can be reviewed. This will allow the Financial Aid Office to verify that the information on the FAFSA is correct. You will be notified via email of any documents required. If you were required to provide parents' information on the FAFSA, then you will be required to submit their documentation as well as your own.
- Next Steps

Approximately six weeks after all documents have been reviewed and you have been accepted to Life University, you will receive an Eligibility Letter informing you of your financial aid award for the academic year. If you wish to receive all aid that has been awarded, you do not need to take any action to notify Life University. If you wish to decline any aid, you will need to submit the Financial Aid Adjustment Form to the Financial Aid Office.



- You can apply for additional loans through www.studentloans.gov for the Graduate PLUS Loan (DC or Master students) and the Parent PLUS Loan (Undergraduate dependent students). For private educational loans, apply through www.elmselect.com.
- If your total financial aid is more than your tuition and fees, determine, based on your own personal budget, if this amount is enough to meet your living expense needs. If not, contact your Financial Counselor about ways to decrease your living expenses or other possible financing options.
- If your financial aid award includes Federal Stafford Direct Loans, you are required to submit a Master Promissory Note (MPN) online at www.studentloans.gov. Loan funds cannot disburse until a valid, electronically signed promissory note has been completed with the Department of Education. The MPN is good for 10 years. You are also required to complete Entrance Counseling online at www.studentloans.gov. Loan funds cannot disburse until this has been completed with the Department of Education.
- If you are receiving less financial aid than the total amount of your tuition and fees, payment is due upon registration and no later than Friday of the second week of the quarter. All payments are made through the [Student Accounts Office](#).
- If you have been awarded Federal Work Study, you will need to contact Resources for a list of available jobs. Once you start working you will get a paycheck (paper or direct deposit) bi-weekly for hours worked.

Receiving Your Funds

- Contact the [Student Accounts Office](#) to sign up for direct deposit. This will allow any excess financial aid in your student account to be deposited directly into your personal bank account for educational expenses (housing, books/supplies, transportation, etc).
- Provided all of the above have been completed and you are a new student, you should receive your living expense monies by Thursday of Week 1 of the quarter. For subsequent quarters, you should receive them on Monday of Week 1 of the quarter.

Do not forget to check [WebAdvisor](#) under [My Documents] for missing information.

Notice

Any funds you receive from scholarships, benefits, fellowships and grants from Life University or any other source that, combined, exceed the cost of tuition, fees, books and required equipment and supplies are considered taxable income. This includes Federal Pell Grants, but not federal loans. Since you are required to report taxable awards to the Internal Revenue Service (IRS) as income, you should keep a detailed record of your expenditures for tuition, fees, books and required equipment and supplies. Housing and food are considered non-exempt, so scholarship/fellowship money spent on those items is subject to income tax.

DISENROLLMENT

Students are expected to pay all tuition and fees no later than Friday of Week 2 each quarter. If you cannot pay your bill in full, Life University provides an e-Cashier Payment Plan Option. This plan has proven to be an excellent solution, giving students the additional time needed to pay the balance, as well as avoiding the penalty of disenrollment and fees. In the event that your balance is not paid and e-Cashier has not been established as the form of payment, you will be immediately disenrolled from any classes for outstanding tuition on Friday of Week 2.

Upon disenrollment, students will be charged 25 percent of unpaid tuition as a non-refundable disenrollment fee. Once disenrolled, students will have until Friday of Week 3 to pay their balance in full and re-enroll in classes. The balance must be paid prior to enrolling in future quarters.

ATHLETIC SCHOLARSHIPS

An athletic scholarship amount will be divided into three equal amounts, to be applied evenly for the fall, winter and spring quarters. THE TOTAL AMOUNT OF FINANCIAL ASSISTANCE AWARDED TO A STUDENT MAY NOT EXCEED AN AMOUNT GREATER THAN THE DIRECT COST TO THE UNIVERSITY. The maximum amount of athletically related financial aid available to a student-athlete is limited to tuition and fees, room (residence hall rate) and board, and books.



Athletic grant-in-aid does not cover course-required additional fees, residence hall damage fines, health center fees, phone bills or parking fines.

All athletic-related financial aid is strictly regulated by institutional, federal and NAIA policies. An athletics grant-in-aid is awarded by the Financial Aid Office of Life University for participation in intercollegiate athletics based upon the recommendation of the head coach and the approval of the Director of Athletics.

There will be annual notification of the renewal or cancellation of an athletic scholarship.

Renewal/Non-renewal of Athletic Scholarships

Conditions for Receiving a Life University Athletic Grant-in-Aid:

1. The student-athlete agrees that Life University has the right to void the Grant-in-Aid for not complying with the academic and citizenship standards outlined in Life University's Honor Code, Student Handbook and Student-Athlete Handbook. They also agree to comply with NAIA eligibility and amateur requirements, or, these same requirements of their sport's governing body.
2. The student-athlete understand that no oral representation or promise made by any person, and no written representation or promise except one signed by the Head Coach and Athletic Director, shall modify, add to or subtract from the Grant-in-Aid or otherwise bind Life University.

Champions of Character Core Values

The NAIA *Champions of Character* program has established five core values that go well beyond the playing field to the daily decisions of our student-athletes. The Life University Athletic Department believes that these core values should be shared by student-athletes and teams from all sport programs, regardless of their conference affiliation. These character values help young people — and those associated with their development — make good choices in all aspects of their life and reflect the true spirit of competition.

The five core values are:

- Integrity – Positive internal traits that guide behavior
- Respect – Treating others the way you want to be treated
- Responsibility – The social force that binds the individual to the good of the team
- Sportsmanship – Following the rules, spirit and etiquette of athletic competition
- Servant Leadership – Serving the greater good

Life University Athlete Care Policies

Mission Statement

The Life University Athletic Care Department is dedicated to protecting and enhancing the health, safety and welfare of the student-athletes of Life University by providing a safe environment and the best possible and most expedient health care. This mission is accomplished through the six domains of athletic training as established by the National Athletic Training Association. These domains are:

1. Injury Prevention
2. Recognition and Evaluation of Injuries
3. Management and Treatment of Injuries
4. Injury Rehabilitation
5. Organization and Administration



6. Education and Counseling

The Sports Chiropractic area of the Athletic Care Department exists primarily to provide excellent chiropractic care to the student athletes of Life University. Care may also be provided for members of LIFE community and for outside referrals. Secondary functions include providing practicum opportunities for MSHS Chiropractic Sport Science students and the generation of research relevant to Sports Chiropractic.

Injury Management

When the athlete is injured, they will be evaluated by a Certified Athletic Trainer, ATC, either on the field or in the Athletic Training Room. The ATC determines if the athlete needs to see a physician or if the injury can be managed by the athletic training staff. If referred to a physician, the athlete's primary insurance will be billed for services accordingly. All rehabilitation will be managed in house unless otherwise instructed by a physician.

Notification of Injury

Coaches will receive a daily injury report, including a list of injured athletes that do not come in for treatment. The Athletic Trainer, along with the Team Physician, will determine when it is safe for the athletes to return to practice or competition. As the athlete progresses through rehabilitation, they may be allowed to return to a modified practice status. Doctor appointments for athletic injuries must be made by the Athletic Trainer, except for injuries requiring emergency care to ensure bills will be paid. Students are expected to attend practice unless excused beforehand by their coach or an athletic trainer. If the athlete is injured to the extent that they will be available for only limited work, they will be required to report to all practices on time in the gear suggested by the athletic training staff. Injured athletes will be given special exercises intended to speed recovery time and maintain conditioning.

Illness

Athletes may be seen by the Team Primary Care Physician for illness during scheduled clinical times. This is done without cost to the student-athlete. If an illness occurs that requires care, or if care is requested outside the scheduled clinical times, an athlete may be seen by a medical doctor, and the burden of cost becomes their own. Effort will be made to manage illnesses within the scope of practice for Athletic Trainers/Chiropractors, if possible. OTC medication may be provided for initial treatment, while further medications will be at the student-athlete's expense. The Athletic Trainer will help facilitate transportation to ensure the athlete is seen by a provider only if recommended.

Medication (Prescription (Rx) and Over-the-Counter (OTC))

Given that Life University is vitalistic and chiropractically oriented, the care of our athletes is focused on drugless and conservative methods that discourage the use of medication. Nevertheless, there are times when a prescription made by a medical doctor may be required.

According to Georgia Law, only a physician may prescribe or dispense prescription medications. Upon the approval of the prescribing physician, the Head Athletic Trainer (or Assistant), as physician extenders may call in a prescription to a pharmacy and pick up that prescription. If the prescription is related to the care of an injury sustained while participating for Life U Athletics, the purchase will be made with Life University funds.

Any prescription not related to the care of an injury sustained while participating with Life U Athletics will become the cost of the student-athlete. This would include any prescription needed on a daily or as needed basis (PRN) such as inhalers, antibiotics, birth control, ADHD meds, etc.

Georgia Law allows the athletic trainer to dispense over-the-counter (OTC) medications to the student-athletes. OTC medications maintained in the Athletic Care Clinic include Acetaminophen, Ibuprofen, Naproxin, Pepto-Bismol, Imodium AD, decongestants and anti-histamines. These will be dispensed once for a couple uses, at most, with any further supply of OTC's to be purchase by the student athlete at their cost. Only certified athletic trainers may distribute these medications to athletes, and it will be documented. These medications may not be given to athletes from visiting teams.



Physician Appointment and Transportation

When an athlete sustains an injury, a LIFE Sport Science Institute Athletic Care Athlete Trainer will evaluate the injury and determine what the next step in care will be. If the Athletic Trainer thinks the student-athlete needs to see a physician, the athlete trainer will inform the Head Athletic Trainer, and the athlete will be seen by Head AT for evaluation prior to any appointment set up. It is the recommendation to help the student-athlete make the appointment with respect to class and practice schedules. One to two full weeks of treatment and rehabilitation are required prior to physician referral, unless otherwise determined by the athletic training staff (Time frame to be determined by athletic trainer). No injury will go any longer than three (3) weeks before being scheduled to be seen by an MD.

The Athletic Trainer will help facilitate transportation to ensure the athlete is seen by the provider. The athletic trainer may decide to transport the athlete if they believe their presence is warranted. If an Athletic Trainer does transport an athlete for an appointment, they will utilize a University vehicle. Use of personal vehicles is not permitted. To secure a vehicle, contact Facilities, currently Shelia Wood, in advance at (770) 426-2979 or via email: Shelia.Wood@LIFE.edu

Follow-up examinations

Those who have sustained a significant injury or illness during the sport season will be given a follow-up examination to re-establish medical clearance before resuming participation in a particular sport. This policy also will apply to pregnant student-athletes following delivery or pregnancy termination. These examinations are especially relevant if the event occurred before the student-athlete left the institution for summer break. Clearance for individuals to return to activity is solely the responsibility of the team physicians or their designated representative.

Second Opinions and Compliance

Second opinion physician visits, specialists, diagnostic testing and other services (Chiropractic, podiatry, massage therapy, physical therapy, etc.) WILL ONLY BE COVERED BY LIFE UNIVERSITY IF REFERRED AND APPROVED BY THE TEAM PHYSICIAN, HEAD ATHLETIC TRAINER AND DIRECTOR OF SPORTS CHIROPRACTIC. ANY EXPENSES INCURRED BY THE STUDENT-ATHLETE WITHOUT SAID REFERRAL WILL BE THE SOLE FINANCIAL RESPONSIBILITY OF THE STUDENT-ATHLETE.

Procedure for Filing Insurance Claims

Medical Bills: In the event that a student-athlete should receive a bill/statement for an injury or illness that is a direct result of participation in intercollegiate athletics at Life University, the student athlete must submit the bill or statement to the head athletic trainer in a TIMELY manner. Bills not received within 10 business days may be the responsibility of the student athlete and or student athlete's parents.

Exclusions and Limitations of Coverage

The Life University Athletic Department's Athletic Insurance Policy (AID) will not apply to the situations indicated below. This list is NOT all-inclusive.

- Injury/illness that are not the direct result of intercollegiate athletics participation
- Experimental procedures
- Cosmetic surgery (e.g. Rhinoplasty)
- Hospital room and board charges in excess of the semi-private room rate
- Injuries that are the result of intramural, non-varsity club sport and recreational activities.
- Unsanctioned training and conditioning activities that occur outside primary competitive season and designated off season periods. If any injury does occur while on LIFE's campus, the Student Accident Insurance will cover up to \$10,000 with a \$250 deductible paid by the athlete.
- Injuries illness that are reoccurrences of old injuries which were sustained before participation in the Life University athletic program



- Expenses for athletic injuries occurring after the student-athlete completion of athletic eligibility
- Medical expenses beyond the limitations and exclusions are not.
- The importance of having some form of personal health insurance coverage CANNOT be over emphasized. All medical bills will be submitted to the student-athlete's primary medical insurance. Any unpaid balances as a result of the above are the responsibility of the student-athlete or the student-athlete's parents.

The Athletic Care Clinics

The primary role of for Athletic Training is to oversee the safety and wellbeing of the student-athlete by monitoring the prevention and care of injuries and illnesses.

Each student-athlete should expect the following to be provided:

1. Health care oversight by a Certified Athletic Trainer
2. Coordinated care with Sports Chiropractic Staff and Strength and Conditioning Coaches
3. Timely Communication with the coach's staff of the status of the injury
4. Healthcare coverage at appropriate practices and contests for high risk sports
5. Emergency care of injuries when they occur
6. Treatment and rehabilitation of injuries
7. Access to the athletic care clinic for treatment and rehabilitation of injuries
8. Reasonable hours of operation of the Athletic Care Clinic (Schedule will change quarterly while nights and weekends as scheduled by the athletic training staff)
9. Access to orthopedic and primary care physicians when warranted
10. Secondary insurance coverage of all athletically related injuries
11. Healthcare supplies as indicated for participation
12. Ice and water provided at all practices and contests, as warranted
13. Yearly general medical and orthopedic exams
14. Follow-up health care for all athletically related injuries that occur as a result of participation in LU Athletics
15. Maintenance of medical records by the athletic training staff

Athletic Care Clinic Rules

1. It is the responsibility of the student-athlete to report all injuries to a member of the Athletic Care staff to insure proper and expedient care.
2. Unless otherwise directed, no one is to be in the Athletic Care Clinic unless supervised by a staff representative.
3. The clinical area is a healthcare facility, **NOT A LOUNGE!** If you are not receiving treatment or being taped, you will be asked to leave.
4. Please talk quietly, as loud noise creates confusion.
5. All student-athletes must shower before receiving post-practice/post-game treatment or other medical services unless specified by the supervising athletic trainer.
6. Student-athletes are responsible for all healthcare equipment issued to them. Loss or damage to such equipment will be the financial responsibility of the student-athlete.



7. The Athletic Care Clinic is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment.
8. No cleats, turf shoes or other outdoor shoes are permitted in the Athletic Care Clinic. Shoes needed for lower extremity rehabilitation are the only exception.
9. No profanity will be tolerated.
10. No food or beverages will be permitted in the Athletic Care Clinic.
11. No tobacco products will be permitted in the Athletic Care Clinic at any time. These include smoking, chewing tobacco or "dip". Life University is a tobacco-free campus.
12. The Athletic Care Clinic telephone is for professional use only! **DO NOT ASK TO USE IT.**
13. The modalities in the Athletic Care Clinic are for supervised use by licensed healthcare staff members only.
14. Unless otherwise directed, self-treatment will not be tolerated in the Athletic Care Clinic. Please see an Athletic Care Staff member for proper care and application of all treatments.

Student-Athlete Responsibilities

To ensure proper care, coverage and safety during athletic participation and to expedite return to activity following injury, each student-athlete is expected to fulfill the following responsibilities:

1. Student-athletes are responsible for completing all paperwork requested by the athletic training staff prior to their participation in Life U Athletics.
2. Student-athletes are responsible for notifying the supervising Certified Athletic Trainer for their sport of any injury within 24 hours of its occurrence.
3. Student-athletes assigned rehabilitation by the athletic training staff should consider rehabilitation mandatory and adhere to the rehabilitation schedule as approved by the athletic training staff.
4. Student-athletes should not attempt to set themselves up on treatments.
5. All rehabilitation must be completed one (1) hour prior to practices unless otherwise agreed upon by the supervising Certified Athletic Trainer.
6. Student-athletes must report to the Athletic Care Clinic when they have scheduled a meeting or rehabilitation session.
7. After a workout, student-athletes **MUST** shower prior to reporting to the Athletic Care Clinic.
8. If scheduled appointments cannot be kept, all student-athletes must notify the athletic trainer as soon as possible to cancel the appointment.
9. Student-athletes are required to complete one to two full weeks of treatment and rehabilitation prior to physician referral, unless otherwise determined by the athletic training staff (Time frame to be determined by athletic trainer).
10. In an interest to maintain communication, referral to any medical physician must be pre-approved by the athletic training staff.
11. Second opinion referrals are the right of the student-athlete but must be facilitated by the athletic training staff.
12. Should any student-athlete seek medical care outside the Athletic Care system, he/she agrees to forfeit ongoing rehabilitation care through the Athletic Care Clinic.



Life University Strength & Conditioning Policies

Philosophy

The main objective of the strength and conditioning program at Life University is to achieve the maximum level of fitness for each athlete by making them stronger, faster and more explosive in whatever sport in which they choose to participate. We are focused on helping each program participant become better student-athletes.

Performance pre-testing is used to help build a more complete athlete – blazing speed, explosive power, fluid agility, innate reaction and jump-start quickness. The physical ability of an athlete is the most fundamental aspect of any game, so our programs are designed to strengthen those joint areas and muscle groups most susceptible to injury. We are entrusted with the care of student-athletes and are here to develop them into elite performers during their tenure at Life University.

The better we educate our student-athletes, the more likely they will train harder and smarter. We expect our athletes to not only improve physically, but to also develop an excitement for training that is equal to their hunger to compete and win.

Goals & Objectives of the Program

The primary focus of sports performance training is to develop the whole athlete by improving the physical qualities that are needed to be successful in sports. Most sports training programs emphasize only those physical qualities needed to perform a certain skill, such as throwing a curve ball or making a jump shot, but sports performance training takes it several steps further, emphasizing strength, power, neuromuscular coordination, speed, flexibility, dynamic mobility, balance and stability.

Periodization

Periodization involves manipulating training intensity and volume while being respectful of seasonal demands of a particular sport. Training programs are based on a yearly cycle, which is divided into periods and phases.

Training must be consistent throughout the competitive season. Athletes become more susceptible to injury in the absence of strength training. When properly administered, training should not interfere with competition.

The offseason is the most critical phase of the yearly training cycle. Athletes should dedicate themselves to training three (3) to five (5) sessions per week for 60 minutes.

Weight Room Rules and Regulations

1. **Clean up after yourself.** Weights should always be returned to proper location.
2. No food or drink.
3. No horseplay.
4. No tobacco, chewing gum, etc.
5. Athletic shoes must be worn at all times. Closed Toes. No cleats allowed in the weight room.
6. Spotting and Spotters are mandatory.
7. There is limited training time; socializing should be kept to a minimum.
8. Athletes **MUST** follow a workout prescribed by the strength staff. Freelance training will not be permitted.
9. Do not misuse any of the equipment.
10. Focus and follow all instructions from the strength staff.
11. Cell Phones are **NOT** allowed in weight room during training sessions.



12. For reasons of liability, no keys to the training facility will be distributed.

13. For reasons of liability, no outside training is permitted without written consent of the Athletic Director.

Expectations of all Student Athletes

- Give 100% effort during all team training sessions.
- Adhere to all weight room rules and regulations.
- Follow ALL instructions from the strength staff.
- Be respectful and supportive of teammates.
- FAMILY - FOCUS - FINISH

Team Workouts

We encourage “group training” sessions in which all members of the team participate in the program as a cohesive unit. Team workouts help to promote discipline, team unity, enthusiasm and common work ethic. Most importantly, it advocates accountability.

Scheduling

Proper scheduling is a very important and respectful. Each team will be allotted one hour of training time. It is important that athletes arrive on time to every training session. Athletes will not be permitted late without prior notification. There is no exception to this rule. No one is permitted access or use of equipment without prior approval from a member of the strength staff. Equipment may only be utilized under the supervision of a member of the strength staff.

A request for training schedules will be sent out every quarter. This is to provide every sport equal opportunity to reserve training time. Scheduling training time will directly affect the amount of time and attention that your strength coach can give your student athletes.

Absences

Absences from team workouts deter the athlete’s progression. Absences from team workouts should be non-existent and strongly discouraged by the head coach. In the case of an absence, the strength staff should be notified in advance of any athlete’s inability to attend a scheduled workout. Equally, the strength coach will notify the head coach and the Athletic Director of any absences that are not approved in advance.

An accumulation of three or more unexcused absences will require a meeting with the head coach and/or Athletic Director. An accumulation of absences can adversely affect or interfere with a student’s opportunity to participate in and receive the benefits of the Athletic Department.