

Chapter One

Student-Athletes

General Requirements for Student-Athletes

All student-athletes are expected to exhibit support of Lipscomb University's Christian mission in their behavior at all times, uphold university policies, and represent the university with dignity, integrity, and strength of character. Consult the end of this section for the Atlantic Sun Conference sportsmanship policy that all student-athletes are expected to adhere to.

All university requirements for admission to and retention of student status apply equally to athletes.

Student-athletes should familiarize themselves with the academic regulations of the university, of their respective colleges, and of the departments from which they take courses, to be knowledgeable of the requirements for their particular degree.

Student-athletes are expected to attend the classes in which they are enrolled, turn in all class assignments, and take all course examinations. The university catalog specifies that "any student who misses the equivalent of three weeks of any course is subject to being removed from that course." Non-athletically related absences may jeopardize their standing on the team and scholarships, and excessive absences in chapel and University Bible will result in probation and ineligibility to compete.

Student-athletes are expected to keep their professors apprised of any absences due to competitions well in advance of days they will miss class, to make arrangements prior to the absence to make up exams and assignments, and to make up missed work quickly. Appointment times for making up exams and other work are at the discretion of the professor. A student-athlete must never tell a professor that he/she cannot make up the work at the time the professor designates because that time conflicts with a scheduled practice time. If the makeup is scheduled during practice time, the athlete must inform his/her coach ahead of time that practice will be missed due to making up coursework.

The Office of the Registrar reports the academic performance of each student-athlete enrolled at Lipscomb University at the end of each term. The Assistant Director of Athletics for Academics keeps the athlete's coach advised of academic progress. The coach will be told that the athlete's cumulative or term grade point average has placed him/her on the Provost's List, the Honor Roll, academic warning or academic probation.

Credit may be allowed for courses completed at other colleges and universities, including interim summer terms, to determine athletic eligibility of a student-athlete enrolled at Lipscomb. If a currently enrolled student-athlete wishes to take a course(s) at another college or university and transfer them back to Lipscomb, he/she must obtain and complete the approval form for those courses available at the Registrar's Office. That office must pre-approve the course(s) before it/they can be accepted for transfer credit.

To determine athletic eligibility, credit will not be allowed for extension, credit-by-examination, and correspondence courses completed at other universities.

Complimentary Tickets

Student-Athletes Bylaw 16.2.1

Student-athletes may receive up to four complimentary admissions to home and away contests in their sport. The tickets may be provided to individuals designated by the student-athlete only through a pass list. Hard tickets may not be issued. The person using the complimentary ticket must present an ID in order to gain admission. He or she may be given a ticket stub or some other form of ID designating a seat. There is no restriction on who may be designated to receive the complimentary admissions. Student-athletes or those receiving the complimentary admission may not receive payment for the ticket or exchange it for an item of value.

Housing of Student-Athletes

If a student-athlete receives a full grant-in-aid scholarship, it is expected that he or she will be assigned to university housing. Anyone eligible to live off-campus by university policy may do so. Institutional financial aid however may not be used to cover off-campus expenses.

Policy on Supervised Study Program for Student-Athletes

All athletes are given an opportunity to improve their academic standing through participation in a staff supervised study program. This program makes available qualified tutors and other academic support services to student-athletes. The Assistant Director of Athletics for Academics will provide current information on the program through the coaches.

Policy on Student-Athletes' Use of University Telephones and Other Equipment

Student-athletes may not use Department of Athletics or Lipscomb University long distance telephone codes. They may not make telephone calls from their residence halls or other locations and charge to departmental or university codes.

Policy on Employment

Student-athletes may work and earn wages for employment within or outside the University. The rate of pay must be commensurate to that of like employees in the specific job and cannot be based on athletics reputation. There are forms for the student-athlete and his/her employer that must be filled out and approved by the Asst. AD – Compliance when the employment is secured by the student-athlete. Those forms are located in the Appendix of the Student-Athlete Handbook.

Policy on Student-Athletes' Injury Hardships

NCAA regulations provide that a student-athlete may be granted an additional year of competition for "hardship," defined as that incapacity resulting from injury or illness provided certain conditions are met. Applications for injury hardship will be completed (with all required attachments) and submitted to the Assistant Director of Athletics for

Compliance immediately following completion of the season or at the end of the school year in the prolonged seasonal sports.

Policy on Departmental Student-Athlete Database Information

A completed and updated Student-Athlete Database Information Form on every student-athlete will be submitted to the Office of Sports Information at the start of every season of competition. Changes will be submitted as they occur during the season. The Compliance Office will be notified immediately when a student-athlete leaves or quits the team and when a student-athlete is added to the team.

Policy on Reporting Redshirt Status

At the end of each sports season the head coach will provide the Compliance Office a listing of all team members who participated in any games against outside competition during the previous season. Any team member not on the list will be considered a redshirt.

Travel Policy for Injured, Ineligible and Redshirt Student-Athletes

Student-athletes that are ineligible for competition or with injuries that preclude them from participating in intercollegiate athletics competition are restricted from any team travel. Student-athletes who are redshirting (and otherwise eligible) will typically be barred from team travel. Exceptions to this policy must be approved by the Director of Athletics.

Textbook Policy/Procedure for Athletes Receiving Athletic Textbook Voucher

Any student-athlete who is to receive an athletic textbook voucher to purchase books based on the terms of his/her athletic scholarship should obtain a voucher at the beginning of each semester from Student Accounts. That voucher is turned in to the university bookstore when the books are purchased, and the bookstore informs Student Accounts, Financial Aid, and the Assistant Athletic Director for Academics of the title and cost of each book purchased by an athlete.

By the end of finals week each semester the student-athlete returns those books to the bookstore and brings a receipt listing the buyback price for each to the Assistant Athletic Director for Academics. (Certain books may be kept temporarily or bought at the buyback price by the athlete—see the Textbook Policy in the Appendix.)

If the books listed on the receipt do not match those on the list received from the bookstore near the beginning of the semester (and the Assistant Athletic Director has not been informed why), the athlete's student account will be charged the original price of any books not returned. Athletic scholarship money cannot be applied to those charges.

Athletes designated to receive an athletic textbook voucher are required to sign a contract agreeing to abide by the terms of this policy (see Appendix).

Sportsmanship Policy

The following is taken from the Atlantic Sun Conference Manual. All Lipscomb athletes are expected to follow this policy.

Atlantic Sun Conference athletics competition exists in order to foster sportsmanship and personal development as well as competitive excellence. The conference believes that there has been a general erosion of standards of acceptable conduct for coaches, athletes and fans at intercollegiate athletics events recently. In order to improve the overall standards of behavior by which all people in athletics treat each other, the conference believes it is time to renew our commitment to integrity, ethical behavior, and fair play by establishing and enforcing higher standards of conduct across all sports. In order to achieve this goal, the conference hereinafter outlines the responsibilities of those groups and individuals associated with our intercollegiate athletics programs.

Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes must treat opponents with sportsmanship. Taunting and baiting of opponents as well as trash talking will not be tolerated. The opportunity to represent an A-Sun institution is a privilege which is accompanied by the responsibility to behave with dignity and class on and off the floor/field.

Any use of foul or abusive language by a coach or by a student-athlete in any contest involving a A-Sun member institution will not be tolerated and will **automatically** result in appropriate sport-specific penalties for unsportsmanlike conduct.

Scheduling

A tentative team schedule for the upcoming year is prepared and then forwarded to the Director of Athletics and the Assistant Director of Athletics for Academics for approval before being considered final. Consideration will be given to the players' missing as few classes as possible.

Chapter Two

Admissions and Initial Eligibility Procedures

Admission to Lipscomb

Eligibility certification:

Initial eligibility for potential freshmen student-athletes:

1. All prospective students that wish to participate in intercollegiate athletics are informed that they must register with the Clearinghouse their senior year of high school.
2. At the end of the year, the high school submits a final transcript showing proof of graduation.
3. All coaches provide a list of students they are recruiting to the Compliance Coordinator. Those names are then submitted to the Clearinghouse and placed on an Institutional Request List.
4. The student must receive acceptance of admission from the university based on the same standards that the admission office evaluates all prospective students to Lipscomb University.
5. Once all of the required information has been received from the high school, the student is certified (or not certified) to compete in NCAA Division I by the NCAA Clearinghouse and Lipscomb University is notified of the decision.
6. The Lipscomb Athletics Eligibility Certification Committee (Admissions Counselor, Registrar, Asst. AD – Academics, Compliance Coordinator, Athletics Director, Faculty Athletics Representative) certifies that the clearinghouse information on the Eligibility Checklist is accurate; the Admissions Office is the final authority for certifying initial eligibility.

Initial eligibility for potential international freshmen student-athletes:

1. All international prospects must file an application with the university Admissions Office and be accepted for admission.
2. He/she must also register with the NCAA Clearinghouse and be certified.
3. Amateurism questionnaires (from the prospect and the prospect's coach, if possible) must be submitted to the Assistant Athletic Director for Compliance review.
4. The International prospect's I-20 will not be issued until he/she has been certified for financial aid, practice and competition and the disclosure of any federal tax liability.
5. Also, the I-20 will not be issued until all institutional rules and regulations have been met (refer to the university catalog).

Initial eligibility for transfer student-athletes:

1. A release form from the previous institution must be obtained by the Compliance Coordinator, for the student transferring from a four year institution.
2. Once a release is obtained, transcripts are submitted in the following order: Office of Admission Transcript Analyst, Compliance Coordinator, Assistant Director of Athletics for Academics, and Registrar Office.
3. Contingent on the transfer hours accepted relative to applicable NCAA and institutional regulations, the student-athlete's eligibility is determined.
4. The Admission Office accepts the student-athlete under the same standards set forth for all transfer students. In many cases, the student is accepted to the University before being identified as a student-athlete.
5. The Lipscomb Athletics Eligibility Certification Committee (Admissions Counselor, Registrar, Asst. AD – Academics, Compliance Coordinator, Athletics Director, Faculty Athletics Representative) certifies that the information on the Eligibility Checklist is accurate; the Registrar, Janet Cates, is the final authority for certifying transfer eligibility.

Amateurism Procedures

Amateurism for all prospective student-athletes is monitored by the NCAA Eligibility Center up until the day said PSA is final certified. After that point in time, it is the responsibility of each member school to properly monitor amateurism until said PSA enrolls full-time at the member school. An amateurism questionnaire will be administered and monitored by the Assistant Director of Athletics for Compliance to each incoming PSA at the beginning of each fall semester.

Chapter Three

Student-Athlete Eligibility Guidelines

Academic and Athletic Eligibility

The following guidelines are a compilation of the minimum requirements for academic eligibility set forth by the NCAA, the Atlantic Sun Conference, and the Lipscomb University catalog.

Please note that all references to bylaws listed below may be found in the NCAA Manual, Bylaw 14.

To be academically eligible to play any sport on the intercollegiate level, each student-athlete must meet the following requirements:

Good Academic Standing – A student in good academic standing is one who is making satisfactory academic progress and who has met all financial obligations to the university.

A Lipscomb student-athlete on university *academic probation* is not eligible to compete while on probation. An upper-class student-athlete at Lipscomb whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation. When an athlete goes on academic probation, his or her institutional financial aid is automatically forfeited. If the student-athlete does not improve his or her academic record the next semester, he or she will be subject to *suspension* from the university.

Student-athletes admitted on probation (both transfers and returning students) fall under the same guidelines.

First-time freshman student-athletes (29 hours or less transferred in) whose GPA for the first semester is below 2.0 are placed on *academic warning*. Student-athletes on academic warning may practice with their team and may compete. If they do not raise their cumulative GPA to 2.0 by the end of their next semester, they are placed on academic probation and become ineligible to compete while on probation. Students on Academic Warning are required to participate in Turning Point, a program designed to assist students attempting to recover from difficult academic situations. (Further explanation of academic probation and academic warning is found in the university catalog.)

A student-athlete who fails daily Bible or University Bible is automatically placed on *Bible probation* for the succeeding semester and is ineligible to compete until that probation is removed. (See the explanation of Bible probation in the university catalog.)

A student-athlete who exceeds the allotted number of absences for university chapel is automatically placed on *chapel probation* for the following semester

and may not compete during the period of that probation. The university Student Handbook explains the other possible penalties of being on *chapel probation* and ways to remove it.

In the event the student-athlete is officially suspended from the university, he or she will be ineligible to participate in intercollegiate athletics. Consult the university catalog for further information on reasons students are suspended, the consequences, and the appeals process.

The following two sections are divided between those entering a collegiate institution before August 1, 2003 and those entering on or after August 1, 2003.

Minimum NCAA Academic Requirements for those entering a collegiate institution full-time ON OR AFTER August 1, 2003

Maintain full-time status as a student during the season/semester of participation. Be enrolled in at least a minimum full-time program (not less than 12 hours).

Maintain satisfactory progress To be eligible to compete, a student-athlete must:

Satisfactorily complete 24 hours of academic credit during the first academic year, 18 of which must come during the regular academic year (as opposed to the summer).

Satisfactorily complete 18 hours of academic credit each academic year after the initial year of enrollment.

Satisfactorily complete 6 hours of academic credit in a regular academic term of enrollment to be eligible for the next semester.

Designation of degree program. By the beginning of the student-athlete's third year of enrollment, the student must designate a degree program of studies leading towards a bachelor's degree, including transfer students.

Thereafter, the student-athlete must make satisfactory progress towards that degree.

Student-athletes who entered Lipscomb or any other college on or after August 1, 2003 must meet the following percentage of degree and cumulative GPA requirements:

A student entering his or her fifth semester (third year) of collegiate enrollment must have successfully completed at least 40 percent of the course requirements in the student-athlete's specific degree program and present a cumulative GPA of 2.00.

A student-athlete who is entering his seventh semester (fourth year) of enrollment must have successfully completed at least 60 percent of the course requirements of his or her specific degree requirements and present a cumulative GPA of 2.00.

A student-athlete entering his or her ninth semester (fifth year) of enrollment must have successfully completed at least 80 percent of the course requirements of his or her specific degree requirements.

Additional Regulations Affecting Satisfactory Progress

Remedial, tutorial or non-credit courses may be used only if they meet all the following criteria:

Courses must be considered prerequisites for specific courses acceptable for any degree program.

Courses must be given same weight as others in determining a student's status for full-time enrollment.

Such courses shall not exceed 6 semester hours, and the courses must be taken during the student's first academic year of collegiate enrollment.

Incomplete Grades – A student receiving an incomplete grade may utilize the course in question to fulfill the minimum satisfactory progress requirements subject to the following conditions:

The "I" must be removed by the first day of classes of the following semester.

The course may be counted during the term in which the student initially enrolled in the course.

Repeated Courses – Credit for repeated courses may be used only under the following conditions:

A course repeated due to an unsatisfactory initial grade may be utilized only once, and only after it has been satisfactorily completed.

Credit for a course that may be taken several times shall be limited by university regulations.

Prior Approval - Summer Courses at Other Institutions. Prior approval from the Registrar's Office, in conjunction with the appropriate department chair, is required if courses taken at another college or university are to be utilized in determining the student's academic status.

Minimum Academic Requirements for Graduation

Students must meet all of the requirements covered in the university catalog in order to qualify for graduation. Degree candidates at Lipscomb must complete a minimum of 132 semester hours (please refer to the University Undergraduate Catalog concerning the awarding of financial aid beyond 132 attempted hours) with a minimum GPA of 2.0 overall, 2.0 in their major, and 2.0 in their minor, on all work taken at Lipscomb. At least 25 percent of the credit hours required for any degree program must be earned in course work at Lipscomb. In addition, the last 30 hours of work on a degree must be done in residence at Lipscomb except upon written approval of the Provost. For other stipulations, see the “Requirements for Graduation” section of the university catalog.

Academic Honesty

The university expects students to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and a violation of the principles of justice and personal responsibility inherent in the university’s ideals as expressed in its Statement of Mission and Goals. In particular, students must refrain from plagiarism, cheating, and collusion in connection with examinations and must acknowledge fully all sources and all assistance received in work submitted to the faculty for evaluation.

Lipscomb’s student-athletes are expected to adhere to the university’s Academic Honor Code as set out in the university Student Handbook. Any infractions/violations on the part of a student-athlete which are reported by a faculty member or appropriate administrator to the Athletics Department will subject that athlete to possible punishment from the Athletics Department in addition to penalties imposed by a faculty member, the Honor Code Council, and/or the Office of Campus Life—and may endanger the athlete’s continued participation in Lipscomb’s intercollegiate athletics program.

For further information on academic policies and procedures, consult Chapter Ten.

Outside Competition

The following page concerning outside competition is Bylaw 14.7 taken directly from the NCAA Manual. Please familiarize yourself with this bylaw. You must fill out an outside competition form (located in the Appendix) and submit it to the Compliance Office before engaging in any competition.

Change In Eligibility Status

NCAA Bylaw 14.1.10 reads as follows:

“If a student-athlete’s academic eligibility changes at the end of a quarter or semester, the student-athlete shall become eligible or ineligible to compete on the date his or her eligibility is officially certified by the appropriate institutional authority. In a case in

which the student becomes eligible at the end of the term, the earliest date on which the student can become eligible to compete is the day after the date of the last scheduled examination listed in the institution's official calendar for the term that is ending. In a case in which the student becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester or quarter. In any case, if the student-athlete is academically eligible to compete at the time of the student-athlete's or the institution's first participation in an NCAA championship, he or she shall remain eligible for the remainder of the championship."

It has been confirmed by the Atlantic Sun Conference and the NCAA that it is permissible to certify student-athletes individually between terms. To further clarify, one can become eligible at the end of a regular term and another can become ineligible at the beginning of the next regular term. Both affected student-athletes would then be able to compete between regular terms. It will be this institution's policy to follow NCAA Bylaw 14.1.10 for competition eligibility between regular terms.

Chapter Four

Athletic Scholarships

General Information

It is important to remember that a coach initially has the authority to make a recommendation on the awarding, cancellation or reduction of an athletic scholarship, but the final decision rests with the Athletics Director and the Director of Financial Aid.

An athletic scholarship can cover only up to the following elements:

Tuition, up to 18 units in the fall and spring semesters only (more than 18 units per semester could be covered in specific approved circumstances).

On-campus room

On-campus board

Required institutional fees (only these fees will be covered: Technology, SGA, Graduation)

Required course-related books (each coach may set his/her own limit; however, \$400 is used for equivalency computations)

An athletic scholarship is renewable each year and must be signed no later than the beginning of each academic year.

Please consult an Athletics Scholarship Contract for all requirements and restrictions with regard to awarding scholarships.

In accordance with institutional rules, when beginning a semester with more than 132 attempted hours, a scholarship extension must be requested of the financial aid office for a student-athlete to receive his/her athletics and/or institutional scholarships.

In accordance with institutional rules, when enrolled in less than a full-time program of studies (which can only be done in the semester the student-athlete is graduating), a load exception must be requested of the financial aid office for a student-athlete to receive his/her athletics and/or institutional scholarships.

It is important to note that each athletic team has an NCAA limit of scholarships that can be awarded in an academic year. There are instances where other aid that you may be receiving is counted as part of those team limits (if you are receiving athletics aid). Some athletic aid contracts may state a countable aid amount that you cannot exceed. That is there to protect the limits that each team must meet. If you have any questions, please contact your coach or the Compliance Office.

Maymester, Junemester and Summer Session Scholarships

Scholarships do not normally include summer session attendance. In circumstances in which a student-athlete wishes to attend or must attend summer school to sustain progress toward a degree or to maintain academic eligibility for continued sports participation, scholarship support may be recommended by the coach and approved by the Athletics Director. If you are able to secure athletics aid for a summer session, your aid can only be awarded to you at the same level that you received it the previous academic year [example – if you were on a full scholarship, you could receive up to a full scholarship; if you received a portion of a full scholarship (tuition, \$10,000, \$5,000, etc.), you could receive up to that same percentage of a full scholarship]. If you have questions regarding this subject, please consult the Compliance Office.

Please refer to the university catalog for institutional regulations governing summer financial aid.

Chapter Five

Athletically Related Activities

The NCAA has discovered through the national Student-Athlete Advisory Committee that there is confusion among student-athletes, in general, concerning countable athletically related activities. There is a two page release from the NCAA addressing this subject in the Appendix of this Handbook. Please review those pages and if you have any further questions about this subject, please contact the Compliance Office.

Chapter Six

Drug Testing Policy and Procedures

PLEASE NOTE: COACHES IN EACH SPORT MAY HAVE ADDITIONAL POLICIES THAT ARE STRICTER THAN DEPARTMENTAL POLICIES CITED HEREIN.

Drug Policy

Drug use (excluding normal use of over-the-counter drugs such as aspirin and those drugs prescribed by a physician to treat a specific medical condition) is detrimental to the student-athlete and is prohibited.

Program

The Department of Intercollegiate Athletics at Lipscomb University firmly believes that the use of drugs (excluding normal use of over-the-counter drugs such as aspirin and those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student-athletes, can seriously interfere with the performance of individuals as students and as athletes and can be extremely dangerous to the student-athlete and his/her teammates participating in athletic competition and practice. In light of these beliefs and concerns, the department has implemented a drug policy and is committed to a program to assist and benefit the student-athletes at Lipscomb University. A mandatory screening program has thus been instituted.

As a condition of participation in intercollegiate athletics at Lipscomb University, all student-athletes are required to sign a form stating they have read, understand and agree to comply with the drug policy and the consequences of any positive tests. This policy is reviewed with student-athletes at the beginning of each fall semester or the point at which a student-athlete commences his or her participation in intercollegiate athletics at Lipscomb University.

The basic goal of the drug program is prevention of drug use; however, education and assistance with drug-related problems are key components of the program.

Goals of the Program

To generally educate Lipscomb University student-athletes concerning the problems of drug use.

To educate any student-athlete identified with a problem regarding the use of drugs as it may affect the athlete and his/her team and teammates.

To provide a common mechanism for the detection and treatment of specific cases of drug use.

To provide reasonable safeguards to insure that every student-athlete is medically fit to participate in athletic competition.

To prevent drug use by Lipscomb University student-athletes.

To identify any student-athlete who may be using drugs and to identify the drug(s).

To encourage the prompt treatment of drug dependency.

Implementation of Program

At the beginning of the academic year, a presentation will be made to all intercollegiate athletic teams at Lipscomb University to outline and review the department's drug policy. A copy of this policy will be provided to each student-athlete. Each student-athlete will thereafter be asked to (1) sign a copy of the policy acknowledging receipt of a copy of this policy; (2) execute voluntary consent to the urinalysis testing required by the program; and (3) sign a statement authorizing the release of test results to a limited group of individuals.

Student-athletes and their parents/legal guardians are encouraged to ask questions or make suggestions at any time regarding this program. The Lipscomb University Athletics Department is committed to the success of this program and expects student-athletes to be equally committed.

Frequency of Testing

To ensure fairness and efficiency of the testing program, testing notification will come from the department's appointed drug testing coordinator. Tests will be administered on a random basis and may, or may not, be announced in advance. Tests may be administered at any time throughout the year. The number, timing and other procedures for testing shall be determined by the Lipscomb University Athletics Department in consultation with Baptist Sports Medicine. However, according to institutional policy, if a student is suspected of drug use, he or she may be asked to submit to testing.

Testing Method

The drug testing shall consist of collecting a urine sample from the student-athlete under the supervision of a laboratory technician from Baptist LabPlus or such other agency as the Athletics Department may deem appropriate. Each urine sample shall be analyzed using such tests as the Athletics Department may deem appropriate for the presence of screened drugs. The testing agency shall report all test results to the administrator of the program. For purposes of this program, a positive result shall mean a test result which indicates, in the opinion of the outside agency performing such testing, the presence of

one or more of the drugs on the NCAA's banned list. The student-athlete will be immediately notified of a positive test result.

Appropriate precautions will be taken to assure and maintain the accuracy and confidentiality of the test results including the maintenance of a documented chain of specimen custody to insure the proper identification and integrity of the sample throughout the collection and testing process. Additionally, precautions will be taken to assure the randomness of the subsequent testing.

Action On Positive Test Results

In the event of a positive test result, the Head Trainer will notify the Athletic Director, the Head Coach, an authorized physician, Senior Woman's Administrator, Faculty Athletic Representative, Dean of Students, and Compliance Officer.

All student-athletes whose positive test result is confirmed will be subject to, but not limited to, the following disciplinary actions (please remember that this is for athletic purposes; additional sanctions may apply from the Lipscomb University Student Code of Conduct).

First Offense

The student-athlete will be tested as often as deemed necessary.

The student-athlete may be required to attend counseling and evaluation sessions.

The student-athlete may be required to perform 40 hours of community service work, to be completed within two months of notification of the test result.

The student-athlete may be suspended for 25% of the total competitive sport season, which will carry over to the following season if necessary. Any additional suspension time will be determined by the athletics director and/or head coach.

Second Offense

The student-athlete will be dismissed from the team immediately and his/her scholarship will be terminated.

PLEASE NOTE: OFFENSES ARE CUMULATIVE DURING THE STUDENT'S TENURE AT LIPSCOMB UNIVERSITY AND FAILURE TO APPEAR OR PROVIDE A SAMPLE MAY BE TREATED AS A POSITIVE TEST RESULT.

Chapter Seven

Medical Policies

Injuries and Team Participation

It is the policy of the university Athletics Department that the health and physical welfare of every student-athlete be given top priority in any decision about playing time. The team physician or athletic trainer will allow no student-athlete who has suffered an incapacitating injury to practice or play until given clearance. If the injury is considered serious enough to have career-ending potential, then the clearance to practice/play must be in writing by the team physician.

General Policies

The university reserves the right to exclude a student-athlete from competition if there is any doubt at all as to the student-athlete's physical condition or ability to compete.

All student-athletes must consult one of the Athletic Trainers before seeing a physician. Only an athletic trainer familiar with the athlete and the injury may make an appointment for the athlete to see a doctor.

The only exception to the above procedure is when a coach, on a road trip without an athletic trainer, feels that there is an emergency that needs immediate attention.

If an athlete seeks medical attention without authorization from the athletic trainer, the costs will not be covered by the university Athletics Department insurance policy.

A student-athlete should not consult outside medical attention (i.e., podiatrist, chiropractor, etc.) for an athletically related injury without direct referral from the team physician.

Insurance

Because the medical insurance provided by the university Athletics Department is an "excess coverage policy," all student-athletes are expected to be covered by the health insurance of their parents/legal guardians.

The university Athletics Department insurance forms, sent to each student-athlete in August, and given to those who join a team after the mailing, must be completed and signed by the student-athlete and/or parents/legal guardian (if under the age of 18) before he or she will be allowed to participate in any practice or competition.

Physicals

Every student-athlete must have a physical performed by the team physician, as arranged by the athletic trainer, before he or she may participate in any practice or competition. The athletic training staff will arrange the schedule for team physicals after consulting with the coach for available times.

Medical Questionnaires

A medical questionnaire has been prepared for each student-athlete to identify his/her medical and injury history. The questionnaire is to be filled out prior to the time the student-athlete is given his or her physical. The questionnaire will be used by the physician and the athletic training staff to determine possible areas of concern.

Orthopaedic Treatment

Student-athletes will receive orthopaedic treatment only if all other means of diagnosis and therapy have been exhausted by the athletic trainer. Any bills incurred from missed physical therapy sessions will be the sole responsibility of the student -athlete.

Emergency Hospital Visits

An appointment with a physician for treatment of injuries must be made by one of the athletic trainers and will only be for injuries that are a direct result of an organized practice or game. The student-athlete will be responsible for all costs and payments which he/she incurs as a result of injury or illness not associated with intercollegiate athletics.

Emergency Procedures for All Practices and Competitive Sites

In order to make certain that our coaches and student-athletes have the best possible coverage, the athletic trainers have established the following principles and guidelines.

**** It is the responsibility of the coaching staff to know and follow these policies****

Emergency Procedures Recommendations

DURING PRACTICE

Coaches and athletes should NEVER move an injured player if the injured player is UNCONSCIOUS, UNRESPONSIVE, or UNCERTAIN OF THE INJURY.

If an athletic trainer is not readily available, call the athletic training room.

In a non-emergency situation, the athletic trainer will evaluate the injury and give treatment as necessary.

If an ambulance is needed, a coach or player should call 911 and/or follow the emergency action plans posted at their respective venue
A member of the Athletics Department staff, preferably an athletic trainer, will follow or ride along with the ambulance to the hospital.

A member of the Athletics Department staff, preferably a coach or athletic trainer, will contact the family concerning the status of the injured player.

DURING A GAME

Coaches and athletes should NEVER move an injured player if UNCONSCIOUS, UNRESPONSIVE, or UNCERTAIN OF THE INJURY.

An athletic trainer should be the first on the court or field to assist an injured player. If the player can be moved, student-athletes may help transport the injured player to the sideline for further evaluation.

If a physician is needed, game management personnel will escort him/her to the floor or field.

If an ambulance is needed, game management personnel will call 9-1-1 or ask a Campus Safety Officer at the game to contact dispatch for an ambulance. The emergency action plan posted for the respected venue must be followed.

Game Event Staff will assist with crowd control of fans, players, and coaches. In addition, the Game Event Staff will assist Campus Safety in directing the ambulance from outside streets to the injured athlete as listed on the emergency action plan.

A member of the Athletics Department staff, preferably an athletic trainer, will follow or ride along with the ambulance to the hospital.

A member of the Athletics Department staff, preferably a coach or athletic trainer, will contact the family regarding the status of the injured player.

Chapter Eight

Athletic Weight Room Policies

The weight room facility is limited to use by current student-athletes, coaches, staff, and classes. Use of the facility by any other individual is prohibited. This facility is subject to legal limitations and must be used under the supervision of a qualified individual.

Prior to participation, all athletes and users must have a physical.

Prior to participation, all athletes and users must attend an orientation on weight room policies, common risks in training, proper execution of various exercises, and the possible consequences of policy violations and improper lifting techniques.

Athletes are to use the workouts designed for their team.

If an athlete has an injury, he/she should obtain a modified workout program.

Athletes must wear proper lifting attire (shirts & shoes-tied) at all times. No jeans, sandals, flip-flops, jewelry (loose necklaces, hanging earrings) or open toed shoes.

All athletes must bring dry shirts to change into if practice jersey is sweaty.

Athletes should not wear muddy shoes from fieldwork or practice. (no cleats)

Athletes should show respect for equipment and facilities at all times: no feet on walls, leaning on mirrors, or walking across platforms. Any spitting on the floor or the fountain or defacing the facility will result in immediate disciplinary action.

No equipment is to leave the weight room at any time. No equipment is to be brought into the weight room at any time. Utility benches are not to be moved.

No plates are to be left on bars or machines. Return plates, dumbbells, bars, ropes, etc. to their proper storage racks.

Athletes are not to set bars, dumbbells, or plates on benches.

Athletes should move weights from the racks to the machines and bars only. They should never set plates on the floor or lean them against equipment or walls.

Athletes should not drop or throw weights or dumbbells.

Athletes should wipe off benches when finished using them if necessary.

Athletes must follow correct chalk procedure at all times.

No food, gum, tobacco, drinks, or banned substances allowed in the facility.

No crude comments or horseplay in the facility. Show respect at all times.

Staff controls radio and TV settings. Athletes are not allowed in offices at anytime.

Supervisors are not responsible for personal belongings that are lost or stolen.

If you do not know how to use a piece of equipment or perform a certain lift *ask!*

Athletes must perform all squats in a squat rack, all power (Olympic) lifts on a platform (use only bumper plates), and all dumbbell work in the dumbbell area.

Always use collars and spotters when necessary.

Limited use of weight belts. Belts of any type are not allowed on equipment.

All concerns and maintenance needs should be reported to the Strength Coach.

Be on time for scheduled workouts and call if going to miss.

Former athletes must have their programs approved and must sign a waiver form.

Policy Enforcement: any on duty Lipscomb Athletic Weight Room staff member has the authority to ask individuals who are not abiding by the facility's policies or who are creating an unsafe environment or a disruption to leave.

Athletic Weight Room Team Policy

The undersigned members of the _____
have received and understand the Lipscomb University Strength &
Conditioning Athletic Weight Room Policies set forth herein.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

Signed by Strength Coach: _____

Date: _____

Athletic Weight Room Policy Individual Waiver

I _____, have received and understand the

Lipscomb University Strength & Conditioning Athletic Weight Room
Policies

set forth herein. An injury that occurs in the strength facility is the sole
responsibility of the user, and Lipscomb University or the strength staff is
not held liable.

Signed by user: _____

Signed by Strength Coach: _____

Date: _____

Chapter Nine

Student-Athlete Grievance Policies

Student-Athlete Responsibilities

Participation in the Lipscomb athletics program is a privilege and each student-athlete is expected to behave according to the rules of his or her sport and of the university. In addition, the conduct of all student-athletes shall reflect the fact that by virtue of their participation in student athletic programs sponsored by Lipscomb, student-athletes are expected to exhibit a higher standard of behavior than might be expected of other students and to avoid conduct that is likely to appear improper.

Student-Athlete Rights

Each student-athlete at Lipscomb has the right to be treated with fairness and respect. Student athletic programs are first and foremost an educational experience and the safety, good health and well-being of the student-athlete is a top priority of the Lipscomb athletic program.

Student-Athlete Grievance Procedure

When a student-athlete believes that any of his or her rights have been violated by a member of the athletic department staff, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person involved.

If the problem is not resolved to the student-athlete's satisfaction by contacting the person involved or if the student-athlete does not feel comfortable addressing the concern with the person involved, one of the following individuals can be consulted about options for resolution of the problem: Director of Athletics, Assistant Director of Athletics/SWA, Assistant Director of Athletics/Compliance, Associate Director of Athletics, Faculty Athletics Representative.

Note: Issues regarding playing time, position on team, etc. are not grievable under this policy.

When the grievance involves a non-renewal or reduction of financial aid or refusal to grant a transfer release, please refer to the following additional formal grievance procedures.

Financial Aid Appeals

When the grievance involves a non-renewal or reduction of financial aid, the institution is required by NCAA bylaws to notify the affected student-athlete in writing that he/she has the opportunity for a hearing before a financial aid appeals committee. Once the matter is heard by the financial aid appeals committee, the decision is considered final. The following are the procedures that the financial aid appeals committee follows.

Financial Aid Appeals Committee Procedures

As per NCAA Bylaw 15.3.5.1.1, the institution shall notify in writing each student-athlete that has not had his/her athletic financial aid renewed (or has been reduced) for the ensuing academic year of the opportunity for a hearing before the institutional agency making the award. This financial aid appeals committee shall have established reasonable procedures for promptly hearing such a request. The responsibility for conducting such a hearing cannot be delegated to the university's athletics department or its faculty athletics committee. The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally. The following are guidelines that shall be followed for each case:

The committee shall be chaired by the director of financial aid. The chairperson shall, at his/her discretion, name the other committee members, which shall be any university employee (except athletics department employees). The committee shall not be restricted in its size.

Each committee member shall be familiar with NCAA Bylaw 15.3 of the NCAA Division I Manual.

The committee shall give each side involved in each case the opportunity to be heard (the student-athletes and/or his/her parents, in addition to the head coach of the sport involved).

The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.

Once a decision for a particular case has been reached, the committee chair (or its designee) shall inform each side involved in writing.

Refusal of Transfer Release Appeals

When the grievance involves a refusal of a transfer release, the institution is required by NCAA bylaws to notify the affected student-athlete in writing that he/she has the opportunity for a hearing before a transfer release appeals committee. Once the matter is heard by the transfer release appeals committee, the decision is considered final. The following are the procedures that the transfer release appeals committee follows.

As per NCAA Bylaw 13.1.1.3.1, the institution shall notify in writing any student-athlete that has been denied permission to speak with another four-year institution concerning a subsequent transfer of his/her opportunity for a hearing before an institutional committee outside of the athletics department. This transfer appeals committee shall have established reasonable procedures for promptly hearing such a request. The decision to grant permission or not is left to the discretion of this committee. The following are guidelines that shall be followed for each case:

The committee shall be chaired by the Dean of Students. The chairperson shall, at his/her discretion, name the other committee members, which shall be any university employee (except athletics department employees). The committee shall not be restricted in its size.

Each committee member shall be familiar with NCAA Bylaw 13.1.1.3 of the NCAA Division I Manual.

The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the athletics director or head coach of the sport involved).

The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.

Once a decision for a particular case has been reached, the committee chair (or its designee) shall inform each side involved in writing.

Chapter Ten

Academic Support Program/Academic Policies and Procedures

Main Goals

The main goals of the Academic Support Program for Athletics (ASPA) are as follows:

To ensure that student-athletes take advantage of the education offered at Lipscomb University and fulfill their responsibilities as students.

- To help acclimate student-athletes to the academic expectations, curriculum, and standards of a university.

To inform student-athletes of the requirements necessary for completion of degrees within their eligibility time span.

To help student-athletes clarify their career goals and prepare themselves to pursue satisfying careers.

To help student-athletes feel comfortable with their roles as outstanding athletes on a campus with a strong academic orientation.

To sensitize the university's academic community to the situation of the student-athlete and to emphasize the need for faculty members to support student-athletes in becoming an integral part of the academic community.

University, Athletics Department and NCAA Rules and Regulations

Academic Advising

Each student-athlete must have a faculty academic advisor in the department in which he/she is majoring. These advisors are available to assist students with academic planning and course scheduling. However, the ultimate responsibility for fulfilling all academic requirements rests with the individual student-athlete.

To work effectively with academic advisors, student-athletes are advised to:

Be aware of all academic requirements for their major, minor, and General Education program and for the university's Writing Program and Bible requirements

Maintain a checklist of all of those requirements.

Plan schedules for each semester and future semesters with their academic advisor with attention given to practice schedules and season of sport.

Maintain regular contact with their advisor. Schedule appointments well in advance of deadlines (i.e., adding and dropping courses, registration).

Placement Tests

- All new undergraduate students in the university (both freshmen and transfer students) are eligible to take placement tests in math and foreign languages to determine the appropriate level of courses for them to take. Students whose ACT score places them in Developmental English are allowed to write an essay during the first week of classes to be assessed by the English faculty. Their assessment determines if the student is then allowed to enroll in the Lipscomb Seminar instead.
- NOTE: Placement tests may be taken only once.

Credit Load for Undergraduate Student-Athletes

Each student-athlete should carry a normal class load, enrolling in 14-16 semester hours as much as is feasible.

The Athletics Department will place an athletic hold on the records of all participating student-athletes. This means that student-athletes will not be able to drop classes without the approval of the Assistant Athletic Director for Academics.

- To remain academically eligible, student-athletes must not drop below 12 semester hours. Dropping a course should always involve careful consideration, not only because it may negatively impact an athlete's eligibility right away but also may interfere with satisfactory progress toward degree requirements.

Exceptions to full-time status may be made if the student-athlete is a graduating senior in his or her last semester and needs fewer than 12 semester hours to graduate.

The ASPA is not responsible for classes canceled due to financial obligations of the student. All fines, fees, insurance payments, deposits and other financial obligations are the responsibility of the student though the ASPA may be consulted if problems arise.

Early Class Selection (Priority Registration)

- Through the cooperation of the Registrar's Office, all student-athletes are given an early appointment time to register via the university website during the Early Class Selection period. School ambassadors, resident assistants, and honors students are given the same privilege.

- For that early appointment time to be beneficial, each student-athlete must meet with his/her academic advisor during the designated advising period prior to Early Class Selection to work out a course schedule and obtain the sheet which provides the PIN number needed to register and the designated appointment time.
- Each student-athlete must remove all holds on his account before attempting to register. (Note: an **athletic hold** simply marks an athlete for a priority appointment time and does not need to be removed.)
- To take advantage of this system, the student-athlete must access the website and select courses as soon as his/her specified appointment time allows.

Closed Classes/Classes Requiring the Instructor's Permission

- Permission to enroll in a closed class or one requiring the instructor's permission must be obtained from the instructor who will perform an override for that class and that individual student in the computer before the student can register online for the course.

The Drop/Add Procedure

- Student-athletes are responsible for adding and dropping of classes when necessary. Student-athletes should meet with the ASPA first and are required to obtain the professor's signature, that of their academic advisor, and that of the Assistant Athletic Director for Academics on the Drop/Add form obtained from and returned to the Registrar's Office.
- Student-athletes are responsible for knowing the deadlines for dropping and adding classes. After published deadlines, no changes in class schedules are permitted.

Responsibilities in the Classroom/Chapel/University Bible

- Student-athletes must alert their professors on the first day of class that they are athletes and provide each with a travel/competition schedule.
- Student-athletes must attend class and complete assignments. The university catalog specifies that "any student who misses the equivalent of three weeks of any course is subject to being removed from that course." Absences which are not athletically related may jeopardize the athlete's standing on the team and scholarships.

- Excessive absences in chapel and University Bible will result in probation and ineligibility to compete.
- Student-athletes are to make arrangements prior to each athletically-related absence to make up exams and assignments and to make up missed work quickly. Appointment times for making up exams and other work are at the discretion of the professor. A student-athlete must never tell a professor that he/she cannot make up the work at the time the professor designates because that time conflicts with a scheduled practice time. If the makeup is scheduled during practice time, the athlete must inform his/her coach ahead of time that practice will be missed due to making up coursework.

Graduation

- Students planning to graduate at the end of a particular semester must notify the Graduation Office by the end of the first week of that semester.
- Failure to file the intent to graduate form in the Graduation Office by that deadline may result in a delay in graduating. Students who fail to meet the deadline also do not qualify for graduation honors.

An Introduction to University Tutoring

The ASPA is in place to serve the university's many talented athletes and is committed to providing the best possible service. In turn, student-athletes are asked to exhibit the same respect, effort, and striving for excellence in their academic endeavors that they show in their respective arenas of competition.

Tutorial assistance is available to all student-athletes at the university. It is necessary for all student-athletes to realize that tutorial services are a privilege, not a right, and that such a privilege can be lost if the student repeatedly comes unprepared to these sessions.

Description of ASPA Tutorial Services

Tutoring is available to all student-athletes at the university Writing Center and Math Lab. The Writing Center provides tutoring on any kind of writing assignment, and the Math Lab provides help with all math courses. Information on locations and hours for the semester may be obtained from the English and math departments respectively.

Student-athletes are encouraged to use these services. In addition, they may be referred based on their academic performance.

One-on-one tutoring/personal tutoring is available to student-athletes with special needs or concerns through the ASPA.

Tutors will be chosen based on their knowledge of and ability to communicate about the subjects most often encountered by university athletes for a particular semester. In some situations, a student-athlete may be better served by the tutoring services of an academic department or by consulting with his/her professor(s).

ASPA Expectations for Tutoring Sessions

The ASPA expects student-athletes to:

Show up for their tutoring sessions on time and ready to study.

Be prepared with questions about completed work as previously agreed upon between the tutor and student.

Give the tutor proper respect and value his/her time and effort.

ASPA expects the tutor to:

Come to every session prepared and ready to devote his/her full attention to the student's needs.

Understand the challenges faced by student-athletes.

Communicate effectively with the student in regards to the subject at hand.

Place the responsibility on the student to complete his/her own work and in no way serve as a substitute for the student's academic efforts.

ASPA Attendance Policy

The student-athlete and tutor should be on time to all sessions. Failure to attend a session without notifying the tutor beforehand and/or repeated tardiness may lead to the student-athlete's forfeiting tutorial privileges.

Policies for Athletic Study Hall

Philosophy and Objectives

The Athletic Department study hall time is set aside for serious studying and completion of course assignments. By taking advantage of this opportunity, the student-athlete

learns to manage his/her time well and to balance the demands of academics and athletics more successfully.

Study Hall Policies

In order to create a quiet atmosphere in which athletes can study productively, the following policies must be followed by everyone participating:

1. *Signing in/out.* Student-athletes will be required to sign in and out. For a few weeks the athlete will write the time he/she entered study hall and the time left on a sheet of paper designated for his/her team.

Once we put a scanner in place, the student-athlete will sign in and out using his student ID card with a barcode on it.

2. *Other academic activities which will count for study hall.*

For study hall purposes, **a week is defined as from Sunday through Saturday.**

Tutoring: time spent being tutored at another time and location can count as study hall hours as long as that is pre-approved by the Assistant Athletic Director/Academics (Dr. Garner). On Friday of the week in which the tutoring took place, the student-athlete must bring a sheet of paper to Dr. Garner listing the number of hours spent in tutoring that week with the signature of the official Athletic Department tutor to attest to the authenticity of those hours.

Attending the Writing Center/Math Lab/B.A.S.S. tutoring programs: time spent being tutored in these university programs can count toward study hall hours. On Friday of the week in which the student-athlete was tutored by one of these programs, he/she must bring a sheet of paper to Dr. Garner which specifies the program in which he/she received help, the date(s) and time(s), and the total amount of time spent that week being tutored in that program. Again a tutor in that program must sign the sheet to verify the accuracy of that information.

Attending a recital/art exhibit/lecture or other organized academic program as part of a class requirement: Attending these types of programs will also fulfill all or part of the study hall hour requirement for the week. In order to receive “study hall” credit, bring Dr. Garner documentation signed by a coordinator of the event (if your professor is not in attendance) or your professor. Ask that person to name the event, its date, and the amount of time you were there.

Failure to give Dr. Garner the appropriate documentation on the Friday of the week in which you participated in one or more of these academic activities will mean the hours spent will not be credited to your weekly study hall hour requirement.

3. *Other academic activities which do not count as time spent in the departmental study hall in Burton but may count for your team's study hall at your coach's discretion*

- a. library research
- b. working on group projects required for a class
- c. studying with another student

Penalty for failure to meet your required study hall hours for the week:

Any athlete who fails to complete the number of hours of study hall required for him/her during any given week will be reported to his/her coach. Again, a week is defined as from Sunday through Saturday.

That athlete will not be allowed to participate in the team's practices until the number of hours is made up under the supervision of the coach.

4. *Athletic Department's policy on makeup tests:* Makeup tests are to be arranged between the professor and yourself. **Study hall time is not to be used for that purpose.**

5. *Policies governing the atmosphere of the study hall itself:*

a. Do not come to study hall without the **appropriate materials needed to study**. There will be no computers available in the room, although you may bring your own laptop. Be sure to bring textbooks, paper, writing utensils, notes, syllabi, assignment instructions, and other items you need to work on your assignments and devote the time to concentrated study. Remember to bring plenty of work to occupy your time.

Anyone who sleeps or fails to study during study hall will not be credited with any time spent there.

b. The study hall must be **quiet** and is not therefore the appropriate place to socialize, laugh, converse, goof off with one's friends, work together on assignments, or be tutored.

If you think you will be tempted to socialize with your neighbor, separate yourself from your teammates and friends.

c. Nor is study hall the place to hold a cell phone conversation. All **cell phones** must be turned off while you are in study hall and placed out of reach so that you are not tempted to give yours attention.

d. You may use **headphones** to listen to music, but the music must be kept at a **low enough volume that those around you cannot hear it**. The study hall supervisor will ask you to turn it down if it is too loud.

e. **No food, tobacco products, or non-academic reading or writing materials** are allowed.

f. Since as an athlete you need to remain hydrated, you may bring **bottled water** to study hall.

Be sure to quietly throw the bottle in the trash can when you leave study hall.

No other drinks will be allowed.

g. Students will be **entering and leaving study hall** throughout the evening. Be respectful of other people studying, and enter and leave the room quietly, shutting the door quietly behind you.

As you get settled to study, please do so as quietly as possible so that you do not disturb others.

While you are in study hall, you may need to take a break. However please limit yourself to leaving and re-entering the study hall only one or two times during the time you spend there.

THE ATHLETIC DEPARTMENT PERSONNEL ARE RESPONSIBLE FOR MAINTAINING AN ENVIRONMENT CONDUCTIVE TO EFFECTIVE STUDY FOR ALL WHO ATTEND THE STUDY HALL. THEREFORE ANY STUDENT-ATHLETE WHO VIOLATES ANY OF THE ABOVE POLICIES WILL BE ASKED TO LEAVE THE STUDY HALL AND WILL BE REPORTED TO HIS/HER COACH FOR APPROPRIATE DISCIPLINARY ACTION.

Study hall policies pertain to any upperclass student-athlete with a cumulative GPA below 2.5 and any freshman student-athlete with a cumulative GPA below 3.5.

Career Counseling

It is very important for every student-athlete to have a career goal. The ASPA in conjunction with the university's Academic Support Services staff assists student-athletes in choosing an academic major and potential career.

Campus Activities and Functions

The university offers a variety of student clubs and associations. These student organizations are an important part of the educational experience that students receive at the university. All student-athletes are strongly encouraged to become familiar with the extra-curricular learning opportunities available through these clubs and organizations.

Personal Guidance Counseling

Personal problems can affect a student-athlete's performance on and off the field. If assistance is needed, the Assistant Athletic Director for Academics should be contacted. Referrals to staff members in the university Counseling and Health Centers may then be made, and any information will be kept strictly confidential.

Chapter Eleven

Student-Athlete Advisory Committee (SAAC)

This committee has two representatives from each varsity team who meet once a month to discuss and review policies and issues pertinent to the student-athlete of Lipscomb University. The members should also plan activities to encourage support of all the teams and to benefit the Lipscomb community outside athletics and the Nashville community.

The committee:

- acts as a liaison between the Athletic Department and the student-athletes. It serves as a forum to address the concerns and needs of student-athletes and facilitates communication regarding rules changes, deadlines and programs.
- publishes a newsletter during the school year to keep student-athletes informed about current issues and events and rules changes, to honor special achievements and to feature special educational articles.
- organizes and promotes social activities and service projects to build camaraderie among all the athletes.
- helps facilitate each team's community service efforts and organizes service of its own to both the Lipscomb community and Nashville.

Chapter Twelve

Media Relations

Media Relations for Student Athletes

Student-athletes have a responsibility to the university, their coaches and teammates to cooperate with the media.

The opportunity to deal with the media is a learning experience in developing communication skills that can be helpful not only during their intercollegiate career but in future professional and business careers.

Student-athletes should never agree to a telephone interview unless the Media Relations Office or the Director of Athletics has coordinated the arrangements. This will assist the student-athletes in avoiding contact with unauthorized persons who may attempt to gain and use information for gambling purposes.

It is very important for the student-athlete to be on time for scheduled personal interviews or in returning telephone calls arranged by the Media Relations Office.

In personal interviews, the student-athlete should not answer a question if he/she does not wish to respond to it. If there is any doubt about the propriety of answering a certain question, the student-athlete should simply say, "I do not wish to reply to that question."

If a student-athlete is uncomfortable with the questions, answers, or general tone of the interview, he/she should call a halt to the interview and seek counsel with the Director of Athletics or with Media Relations personnel.

The perception of an individual, the team, or the university by the media is developed by the impressions made through the interview, feature stories, and the athlete's personal decorum.

Chapter Thirteen

Student-Athlete Exit Interviews

The Department of Athletics conducts Exit Interviews as required by the NCAA Constitution. Article 6 Section 3.2 reads as follows:

6.3.2 Exit Interviews. The institution's director of athletics, senior woman administrator or designated representatives (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sports.

Each student-athlete who is exhausting his/her eligibility will, at the end of his/her sport's season, complete and return a written survey about his/her experience as a student-athlete, in the particular sport participated in and within the athletics program overall. (A copy of the survey is found in the Appendix.)

Each athlete is encouraged to set up a thirty-minute appointment with the athletic administrator who oversees his/her specific sport to discuss his/her experiences, perceptions as a student-athlete, and any concerns.

Chapter Fourteen

Special NCAA Student-Athlete Funds

Special Assistance Fund

Annually, the NCAA provides funds to each member institution to assist student-athletes who demonstrate financial need. The guiding principles of the fund are to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available.

- In addition, to be eligible for these funds, a student-athlete must:
 - Have filed for financial aid;
 - Have demonstrated financial need; and
 - Have unmet financial need.
- The following student-athletes are eligible to apply for funds:
 - Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletics eligibility (Dolan Grant recipients) or no longer are able to participate because of medical reasons.
 - Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
 - For a foreign student-athlete, an official foreign student athlete advisory entity of the institution outside the Athletics Department must certify in writing that the student-athlete has financial need.
- The following are permissible uses of the fund:
 - Cost of clothing and other essential expenses (not entertainment) up to \$500 for Pell-eligible student-athletes and full and partial grant-in-aid student-athletes who demonstrate financial need.
 - Cost of expendable academic course supplies (e.g. notebooks and pens) and rental of no-expendable supplies (e.g. computer equipment and cameras) that are required for all student enrolled in the course. However, required textbooks may NOT be purchased.

- Medical and dental costs not covered by another insurance program (e.g. premiums for optional medical insurance, hearing aids, vision therapy, and off-campus psychological counseling).
- Costs associated with a student-athlete or a student-athlete's family emergencies.
- Following are restrictions on the use of the fund:
 - Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete is prohibited. Specifically, the fund may not be used for:
 - tuition
 - any portion of housing costs on- or off-campus
 - any portion of board costs on- or off-campus
 - student fees
 - course related books
 - Non-qualifiers may not receive special assistance funds during their first academic year in residence.
 - Entertainment expenses for student-athletes are not permissible
 - The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings is not permissible.
- The maximum amount for non-emergency requests will be \$500.
- First priority will be given to student-athletes receiving an athletic scholarship who are recipients of Pell Grants and have unmet need.
- To apply for this fund, see the Assistant Athletics Director for Academics.
- An international student-athlete applying for the funds must have demonstrated financial need and be approved by the International Admissions Director.
- Once the funds have been awarded and received, each recipient must provide original receipts. The receipts must be from appropriate vendors that provide clothing and essential expenses. Each receipt must have:
 - The name of the store

- The date of the purchase
- An itemized list of each purchase
- The price per item
- Total amount of sale
- If appropriate receipts are not provided, the amount of unsubstantiated funds must be reimbursed by the student-athlete.
- Any student-athletes not providing receipts by the end of the academic year totaling the amount received will not be eligible for the assistance fund the following year. In addition, the amount received will be deducted from his or her athletic scholarship for the next academic year if not reimbursed by the student-athlete.

Student-Athlete Opportunity Fund

The Student-Athlete Opportunity Fund is intended to provide direct benefits to student-athletes or their families as determined by our conference office, the Atlantic Sun. The fund shall be used to assist student-athletes in meeting financial needs that arise.

All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Additionally, student-athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits. Prospective student-athletes shall not be eligible for SAOF funds (except for prospects receiving summer financial aid prior to full-time enrollment).

SAOF monies may not be used for the following:

- Salaries and benefits
- Grants-in-aid (other than summer school) for student-athletes with remaining eligibility
- Capital improvements
- Stipends