



Biola University Athletics

STUDENT-ATHLETE HANDBOOK

REV October 2023

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Welcome to Biola University Athletics

Dear Student-Athlete,

Welcome to Biola University! We are excited you made the choice to represent our university as a student-athlete. The Biola athletic department has a long and storied history that future teams and individuals will further enrich. It is our sincere hope that your spiritual, academic and athletic experience at Biola will have a lasting impact upon your life. While athletic participation will be very significant, it is our desire that your student experience encompass the broad range of what it means to be a well-rounded member of our community. There are many resources for spiritual and academic growth available at Biola, and it is so important that you intentionally invest in these areas on your journey to Reach New Heights academically, athletically and spiritually.

Biola University is a NCAA Division II member, competing in the PacWest Conference, Pacific Collegiate Swimming & Diving Conference and Western Water Polo Association. Biola joined the NCAA as a provisional member in 2017 and as a full member in 2019, following 60 years of membership in the National Association of Intercollegiate Athletics. In the first few years in Division II, we've been blessed to see our teams accomplish conference and regional titles, top-5 national rankings and deep postseason runs.

In addition, Biola Athletics has earned the NCAA President's Award for Academic Excellence each year we've been eligible. Fewer than 10 percent of NCAA Division II member schools earn this prestigious academic honor each year and our student-athletes set the bar for academic achievement within the PacWest. And at the foundation, spiritual development and faith integration will be a cornerstone of your experience both on your team and in the classroom. You'll also find opportunities for growth available to you throughout your journey as a Biola student through offerings such as the annual Torrey Conference and Missions Conference, the robust chapel offerings, Student Missionary Union involvement, spiritual direction and so much more.

As you read through the Student-Athlete Handbook please familiarize yourself with the different guidelines. It is our hope that the information provided serves as a helpful resource as you enjoy the adventure of being a Biola University student-athlete.

All the best,
Bethany Miller
Sr. Director of Athletics



Letter from the Faculty Athletics Representative

Dear Biola Student-Athlete,

On behalf of the Biola University faculty, I want to welcome you to Biola University Athletics! The mission of Biola University is biblically centered education, scholarship and service — equipping men and women in mind and character to impact the world for the Lord Jesus Christ.

During your time at Biola University, I want to encourage you to use the abilities and talents the Lord has given you to excel both in the classroom and in athletic competition. In fact, our goal is to help you be successful in both areas. This will not always be easy. At times, it will be hard work. It may be challenging, even frustrating, but it will be rewarding. If you take some risks and get out of your comfort zone, you will grow and reach your full potential in Christ.



You have been given the opportunity to learn from some of the best faculty in the world. You are at a university where you can rest assured that those who coach you and those who teach you are concerned about your whole being: spiritually, emotionally, physically, athletically and academically. Biola's faculty is committed to help you thrive during your college career and flourish in whatever career you choose to pursue after graduation by developing the soft skills and character required for continued success after Biola.

All of us at Biola want you to grow in Christ more than anything else. This will require you to keep your life in perspective. Paul encouraged the church in Corinth with these words, 'For you have been bought with a price: therefore glorify God in your body' (1 Corinthians 6:20).

What is a Faculty Athletics Representative/FAR? It is a designated faculty member committed to the Division II Life in the Balance positioning statement and to the six Division II attributes: Learning, sportsmanship, service, resourcefulness, passion and balance. The FAR provides oversight in both academics and athletics to ensure integrity and institutional control of the athletics program.

The FAR also serves as an advocate for the student-athletes to assist in ensuring the student-athletes' well-being, mental health, and a quality experience in an environment of tolerance, respect, and inclusion. Further, the FAR plays an active role in communicating the vision and values of Division II intercollegiate athletics at the campus, conference and national levels, and with the community at-large.

Finally, I want to encourage you to make the most of your opportunity to compete in college athletics. You are part of a select few that has this privilege beyond high school. Do not take this opportunity for granted and do not have any regrets when you are done. Be the best possible teammate from day one. Do not wish you would have worked harder in practice when the season is over. Give it everything you've got, play for the Audience of One and you will make some beautiful memories here.

All the best and I look forward to watching you compete. Go Eagles!

Jeff McHugh
Associate Professor, Crowell School of Business
Faculty Athletics Representative

Letter from the President

Dear Student-Athlete,

Welcome to Biola University! I am happy you have committed to representing the Biola community through your athletic gifts. I am confident your presence will greatly enrich our campus.

Biola University's vision is to be "a community abiding in truth, abounding with grace and compelled by Christ's love to be a relevant and redemptive voice in a changing world." As a student-athlete you will have an important role to play in this ambition. Not only will you be an ambassador and representative of Biola University, but you will be an ambassador for Christ both on and off the field.

Biola University is a community that cares about the holistic growth of our students, in every dimension of their development. At Biola your coaches, professors, staff members and fellow students are here to help you as you grow in all of these areas. I encourage you to take advantage of all of the resources Biola has for you on your academic and spiritual journey.

Student-athletes are regarded as leaders on our campus and with that comes the responsibility of maintaining Christ-centered conduct. As a student-athlete you have the opportunity and privilege to be a role model for your fellow students and the wider community. This handbook has been created as a resource for you as you live, study and compete with Christ-centered integrity.

May the Lord bless you as you pursue excellence in your sport and in your studies.

Barry H. Corey
President



Varsity Athletics Organization and Administration

National Affiliation

NCAA Division II

As of September 2019, Biola University is a full member of the NCAA Division II. Prior to that, Biola competed for many decades in the NAIA and also the NCCAA.

About NCAA Division II

NCAA Division II is a collection of over 300 NCAA colleges and universities that provide thousands of student-athletes with the opportunity to compete at a high level of scholarship athletics while excelling in the classroom and fully engaging in the broader campus experience. This balance, in which student-athletes are recognized for their academic success, athletics contributions and campus/community engagement, is at the heart of the Division II “Life in the Balance” philosophy.

NCAA Mission

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Division II Positioning Statement

Division II supports the educational mission of college athletics by fostering a balanced and inclusive approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. The Division II experience not only provides student-athletes the opportunity to earn scholarships based on their academic, athletic and leadership abilities, but it also offers the best championships-participant ratio among the NCAA’s three divisions, and it prioritizes preparation for life beyond graduation. Division II gives student-athletes the unique opportunity to compete in the classroom, on the field, in their career, for their causes, and on their terms.

Division II Attributes

- Learning: Multiple opportunities to broaden knowledge and skills
- Balance: Emphasis on collective knowledge; integration of skills
- Resourcefulness: Versatile skill set drawn from a broad range of experiences
- Service: Positive societal attitude through contributions to community

- **Passion:** Enthusiastic dedication and desire in effort
- **Sportsmanship:** Respect for fairness, courtesy; ethical conduct towards others

Conference Affiliation

Pacific West (PacWest) Conference

During its transition from the NAIA to the NCAA, Biola began competing in the PacWest Conference during the 2017–18 season.

PacWest members include Academy of Art University (San Francisco, Calif.), Azusa Pacific University (Azusa, Calif.), Chaminade University (Honolulu, Hawaii), Concordia University Irvine (Irvine, Calif.), Dominican University of California (San Rafael, Calif.), Fresno Pacific University (Fresno, Calif.), University of Hawaii Hilo (Hilo, Hawaii), Hawai'i Pacific University (Honolulu, Hawaii), Point Loma Nazarene University (San Diego, Calif.) and Westmont College (Santa Barbara, Calif.). Menlo College (Atherton, Calif.), Vanguard University (Costa Mesa, Calif.) and Jessup University (Rocklin, Calif.) will join the conference in 2024-25.

Pacific Collegiate Swim and Dive Conference (PCSC)

The Pacific Collegiate Swim and Dive Conference includes institutions from the NAIA and the NCAA. All three divisions of the NCAA — Division I, II and III — are represented among the 15 schools that make up the conference.

These diverse institutions gather to pursue common goals while striving to qualify for their specific national championships. It is the intention of the members to provide a conference that will pursue the goals of intercollegiate competition. This is accomplished by the use of a good facility, featuring a safe and fair environment, and fostering an atmosphere of camaraderie and good sportsmanship.

Western Water Polo Association (WWPA)

Located within the heart of the hotbed of college water polo, the Western Water Polo Association continues to grow as a men's and women's water polo conference competing at the NCAA level. The league began sending teams to the National Collegiate Water Polo Championships in 1981 on the men's side and in 2001 on the women's side when the NCAA added the sport to its long list of championships. The current structure of the WWPA includes eight teams on the women's side and seven on the men's side.

The WWPA membership includes: Concordia Irvine, Fresno Pacific, CSU East Bay (Hayward, Calif.), CSU Monterey Bay, Salem (Salem, W.V.), Mercyhurst (Erie, Penn.),

McKendree (Lebanon, Ill.) and Gannon (Erie, Penn.).

Biola Athletics Staff Directory			
Name	Title	Email	Phone Number
Administration/Support Staff			
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TBA	Director of Sports Performance	<u>TBA</u>	
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Phil Yovino	Assistant Coach		
Cristhian Aparicio	Assistant Coach		
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Key Administrative Roles and Responsibilities

Senior Director of Athletics: Dr. Bethany Miller

The senior director of athletics is the chief officer for Biola University's intercollegiate athletics program. The director is responsible for setting the vision and philosophy of the program, with great attention given to the care, support and eligibility of student-athletes, budget oversight, national association rules compliance, game management, facilities management and marketing/promotion.

Associate Athletic Director for Internal Operations: Eddie Shepard

The associate athletic director for internal operations has significant responsibilities related to supervision of coaching staff, planning and execution of all athletics budgets, transportation, academic support for student-athletes, hiring of assistant coaches and student workers, and training new employees in departmental and institutional procedures.

Associate Athletic Director for Compliance/Communication: Neil Morgan

The associate athletic director for compliance and communication performs functions associated with directing and monitoring all NCAA and conference compliance issues associated with the administration of the university's athletic programs. He oversees the comprehensive rules education program for athletics staff and student-athletes and monitors compliance for all aspects of NCAA legislation. In addition, he provides oversight to the sports information, facilities and event management efforts while serving as staff advisor to the Student-Athlete Advisory Committee.

Administrator for Facilities and Events: Nathan Cook

The administrator for facilities and events manages both the long-term planning and the daily operations of the Fitness Center. He oversees the control and care of athletic equipment and uniforms. He serves as on-site administrator at all home competitions and manages work orders across Biola's athletic facilities. Additionally, he provides lifeguard training and cpr, first aid and AED certifications for the department.

Faculty Athletics Representative: Jeff McHugh

The FAR is Jeff McHugh from Crowell School of Business. The FAR is a member of the faculty at an NCAA member institution. TBA has been appointed by the president to serve as a liaison between the institution and the athletic department, and also as a representative of the institution in conference and NCAA affairs. The FAR is responsible for ensuring the academic integrity of the athletics program as well as

providing institutional oversight for the athletics program. TBA will work with Biola to ensure the wellbeing of student-athletes and the availability of academic services. The FAR reports directly to the president.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee is a committee made up of student-athletes who represent all varsity athletic programs. They are assembled to provide insight into the student-athlete experience and offer input on the rules, regulations and policies that affect student-athletes' lives on campus.

Members of the SAAC have the opportunity to address issues affecting student-athletes at Biola University. Furthermore, members have the opportunity to offer input on issues that may be national in scope. The SAAC can facilitate better communication among student-athletes from all of the athletic teams to address issues common to all.

The SAAC may also serve as a conduit of communication among student-athletes, coaches and athletic administrators regarding ways to improve the student-athlete experience and promote growth and education through athletic participation. Concerns can be voiced and solutions offered regarding any issue that may be relevant to Biola's student-athletes. The SAAC also serves as a center for connecting with the student body and the external community through community engagement.

SAAC Constitution and Bylaws

Mission Statement

The mission of the SAAC is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image while promoting the development of Christian character and supporting the pursuit of team and individual academic achievement.

Purpose

The purpose of the SAAC shall be to provide administration with insight into the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes' lives. It shall promote the opportunity for the exchange of ideas among student-athletes from different sports. The committee is also assembled to aid in communication between student-athletes and administration and to help members further develop leadership skills.

The SAAC is responsible for fostering community engagement for Biola Athletics throughout the year. Student-athletes should strive to be role models for the Biola

community and larger local community as a whole.

Members will be responsible for assisting teammates in learning, understanding and adhering to all NCAA Division II rules.

Philosophy

The SAAC will place high priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. We will seek to establish and maintain an environment in which the student-athletes' athletic activities are conducted as an integral part of the student-athletes' educational experience and journey to spiritual growth. We will also seek to establish and maintain an environment that values diversity among our student-athletes and athletic staff members, while also giving glory to God in all we do.

Membership

The officers and members of this organization must meet the following requirements:

- Have at least a 2.50 cumulative grade point average. This GPA must be maintained throughout the duration of their term.
- Be enrolled in a minimum of 12 credit hours.
- Be in good academic standing.

All members are subject to removal by the SAAC Executive Committee and/or the SAAC advisor should the SAAC member fail to maintain the above requirements.

Teams on SAAC

Varsity sports teams are members of the SAAC. A varsity sport is one that has been accorded that status by the university president and Board of Trustees. One vote will be given to the following varsity sports teams: baseball, men's basketball, women's basketball, men's cross country, women's cross country, women's golf, men's soccer, women's soccer, softball, men's swimming & diving, women's swimming & diving, men's tennis, women's tennis, men's track & field, women's track & field, men's water polo, women's water polo and volleyball. Any additional varsity sport that is created will not be allowed voting member status until it has been established and has been in competition for one full year. A new varsity team will have member representation in SAAC immediately, but will not become a voting member until the following year.

Selection Process

Each athletic team will be responsible for selecting two representatives for the SAAC. These representatives shall be selected and their names should be sent to the president of the SAAC by the first SAAC meeting in April. If special circumstances arise, an additional member from a team may be chosen. All SAAC members hold their position for a full school year and may serve multiple terms.

No first-year student (or first-year student-athlete) will be allowed to serve on the SAAC Executive Committee. Members of the SAAC will be announced during the summer months for the following academic year.

Meetings and Attendance

The SAAC will meet once a month when school is in session. Special meetings may be called when the need arises. Members will be notified of the meeting schedule as well as any changes via email.

Attendance at all meetings and organization events is required. Every program must have at minimum one representative at each meeting. Each member is allowed only one unexcused absence. SAAC members who have a schedule conflict with the meeting or event should submit a written excuse to the President of the SAAC and the Secretary of the SAAC at least 24 hours before the scheduled start time of the meeting or event. In the event of an emergency, the SAAC may grant an exemption to this rule. An alternate member from the SAAC member's team should attend the meeting in place of the member who will be absent.

The Executive Committee may also meet in addition to the monthly SAAC meetings. Executive Committee meetings will be called by the president and/or SAAC advisor.

SAAC Member Responsibilities

The responsibilities of SAAC Members are outlined below:

- Communicate all relevant matters discussed in SAAC committee meetings with coaches and teams, including:
 - Discuss and recommend positions on university issues that affect student-athletes.
 - Explain and discuss proposed and passed current national affiliation and NCAA Division II legislation, when applicable.
 - Participate in activities with official charitable organizations (e.g., Make-A-Wish Foundation, Special Olympics, etc.).
 - Participate in activities sponsored by the SAAC.
 - Assist the athletic administration, coaches and student-athletes in promoting excellence within the current conference competition and

future competition in the PacWest Conference by promoting sportsmanship.

- Participate in any fundraising activities for SAAC.

Executive Committee

The SAAC Executive Committee consists of the president, vice president, secretary, treasurer, marketing liaison and mental health advocate. It is a committee made up of student-athletes assembled from the SAAC representatives.

No single varsity team will occupy all positions of the Executive Committee.

Executive Committee Responsibilities

- Establish committees at the beginning of the year that coincide with the objectives and goals the Executive Committee deems appropriate.
- Attend all meetings unless the president is informed of a valid excuse at least one week before the scheduled meeting. An alternate from his or her team must be selected to take the Executive Committee member's place.
- Review and discuss new and upcoming PacWest Conference regulations, when applicable.
- Oversee one, all-athletics, community engagement opportunity, per semester.
- Provide input for topics to be included at the All Student-Athlete Meeting each semester.

Executive Committee Elections

Elections will be held every April for the following academic year. All SAAC Executive Committee members will hold their positions for one year.

Executive Committee Positions

President

The president must be an entering senior and will be voted on by the committee. The voting for all officers will take place in April each year. A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes. The remaining candidate that receives at least 50 percent plus one vote will be the new president.

In the event the president cannot fulfill their obligations, he/she must submit a letter of resignation. At that time the vice president would take over for the remainder of the year. The election of the vice president position will take place a week after the vice president has assumed the office of the president. The vice

president would be able to serve an additional year as president after the interim year (if re-elected). Following are the responsibilities of the president:

- Call and preside over all SAAC meetings.
- Serve as liaison to the university athletics department.
- Support and maintain the mission and philosophies of all committees.
- Create new committees if necessary and facilitate the communication of ideas between existing committees.

Vice-President

The vice president shall be voted into office at the first meeting in April. He or she should be entering his or her junior year (or later) the following fall. All nominations for the position should be submitted to the president by the end of the previous meeting of the entire SAAC. Each member of the SAAC will vote in the vice president election, with the exception of the current president and vice president. A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes. The remaining candidate that receives at least 50 percent plus one vote will be the new vice president. Following are the responsibilities of the vice president:

- In the president's absence, assume all responsibility.
- Form reports on all committee activities, goals and outlooks.
- Oversee subcommittees that may be formed in response to the needs of the student-athletes.
- Inform the President of any proposals by the SAAC committees.

Secretary

The secretary shall be voted into office at the first meeting in April. All interested applicants must give written intent to the president by the end of the previous meeting of the entire SAAC. A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes. The remaining candidate that receives at least 50 percent plus one vote will be the new secretary. Following are the responsibilities of the secretary:

- Responsible for all meeting minutes, agendas, attendance, creating and maintaining SAAC bulletin boards and recording and documenting all individual and team community service efforts. Apprise the athletic communications staff of such activities.
- Communicate all relevant information to SAAC members.
- Send SAAC minutes to coaches, athletic staff and the faculty athletics representative.

Treasurer

The treasurer shall be voted into office at the first meeting in April. All interested applicants must give written intent to the president by the end of the previous meeting of the entire SAAC. A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes. The remaining candidate that receives at least 50 percent plus one vote will be the new treasurer. Following are the responsibilities of the treasurer:

- Prepare and maintain accurate record of all funds and disbursement of funds as directed by the president and Executive Committee.
- Submit all budget requests.
- Organize and Coordinate fundraising efforts within the SAAC.
- Must work with the Eagles Athletic Association to create donations for the Biola Athletics and the SAAC.

Marketing Liaison

The marketing liaison shall be voted into office at the first meeting in April. All interested applicants must give written intent to the president by the end of the previous meeting of the entire SAAC. A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes. The remaining candidate that receives at least 50 percent plus one vote will be the new marketing liaison. Following are the responsibilities of the marketing liaison:

- Must work with the sports information director to publicize and market athletic events and activities.
- Will prepare marketing material and publicize community engagement events and Special Olympics opportunities.
- Will help publicize, organize and coordinate fundraising efforts within the SAAC.
- Will manage ongoing social media for SAAC.

Mental Health Advocate

The mental health advocate shall be voted into office at the first meeting in April. All interested applicants must give written intent to the president by the end of the previous meeting of the entire SAAC.

A two-thirds majority must be given to one nominee. In the event that a two-thirds majority is not reached, a new election would take place with the two nominees who received the most votes.

The remaining candidate that receives at least 50 percent plus one vote will be the new mental health advocate. Following are the responsibilities of the mental health advocate:

:

- Organize and establish peer mental health leaders on each varsity team. The mental health advocate will provide each mental health leader with a list of resources for on-campus mental health support.
- Meet annually with the Director of Sports Medicine to discuss mental health programming/support planned for the athletic department for the current academic year.
- Work with the SAAC Social Media Marketing Liaison to plan at least one mental health related social media campaign/post each month.
- Work in conjunction with Biola Associate AD for internal operations to develop and implement monthly mental health climate survey.
- Earn QPR Certification

Student-Athlete Advisory Committee Membership

Following are the 2023-24 student-athlete representatives listed by team. Each team has a minimum of one representative:

Baseball: Bobby Brown, Kyle Osterhage

M. Basketball: Maximo Milovich, Garrison Sherman

W. Basketball: Abigail Laberge, Jordan Rabe

M. Cross Country: Aiden Sherer, Gerald Baltzer

W. Cross Country: Britta Holmberg (mental health advocate), Hailey Wurzbach

W. Golf: Jessica Cornelius (marketing liaison), Mailinh Vu

M. Soccer: Ashton Peloquin, Nick Daniel

W. Soccer: Abby Chavez, Erika Haugen (treasurer)

Softball: Allie Beck, Hailey Paull

M. Swim & Dive: Jacob Haaksma, Mark Shalhoub

W. Swim & Dive: Sofia Chavez-Varela, Jackie Mudd (secretary)

M. Tennis: Alessandro Cadena, Ashton Heynes

W. Tennis: Brooke Fager (vice president), Alexandria Mann

M. Track & Field: Stefan Jungmichel, Jayden Bennett

W. Track & Field: Reanna Maroon, Joley Sproul

Volleyball: Bethany Bellfi, Brianna Bellfi

Men's Water Polo: Casey Cazanjan, Luke Franklin (president)

Women's Water Polo: Ava LoBue, Veralie Naranjo

The associate athletic director for compliance/communication, Neil Morgan, is the current staff advisor to the SAAC.

Student-Athlete Resources

As a Biola University student-athlete, the university community is here to serve you and help ensure your well-being and academic success. Each academic and staff department, office and service area aims to provide you with the resources and information necessary to support you at various stages throughout your Biola academic and athletic career.

Student Health Center

All enrolled students, regardless of insurance status, are eligible for Health Center services. Services include M.D. appointments, nurse practitioner appointments, nurse appointments, immunizations, free self-care products, health education, travel related services and health care and health education pamphlets.

Campus Safety

The Campus Safety department's main responsibility is to provide for the safety and protection of our students, staff and visitors. They are the primary law enforcement agency on campus and their officers have full police officer powers of arrest while on duty.

There are Campus Safety officers who are armed with firearms while on duty. All officers are equipped with tasers, OC spray and batons. In addition to state-mandated training courses, officers have 10 in-service trainings per year that cover emergency preparedness, physical skills and customer service. Armed officers receive firearms training no less than four times per year, as well as biannual active shooter response training.

Campus Safety is divided into three internal divisions: Field Operations, Communications and Emergency Operations, and Administrative Operations. The Field division is managed by an overseeing captain and consists of officers, corporals, sergeants, a lieutenant and an investigator. The Field division is augmented by student cadets who assist with student escorts, building unlocks, traffic direction and parking enforcement, and gate attendants who staff the gate

houses to provide visitor parking permits, give visitor information and control access to campus at night.

The Communications and Emergency Operations division handles the radio dispatch center, serves as university operator, is responsible for sending emergency text and email notifications via the university's emergency notification system, and monitors a system of campus security cameras (which cover parking lots, residence hall entrances and other key areas of the university). The Communications and Emergency Operations division is directed by the university's emergency operations manager.

The Administrative Operations division handles campus parking management, parking permits for staff and students, citation appeals, bicycle permits and the coordination of access requests to campus buildings. For questions regarding parking enforcement, permits or other special needs on campus, contact the Campus Safety office at campus.safety@biola.edu. The Administrative division is managed by the Campus Safety public information officer.

Biola Counseling Center

BCC provides marital and premarital counseling as well as psychotherapy for individuals, couples and families. Psychological testing and evaluation are also provided. If the need arises, the center also provides psychotherapy and psycho-education groups that afford opportunities for interpersonal learning, acquisition of information and the normalization of emotional struggles through mutual sharing.

The majority of BCC therapists are associated with Biola's Rosemead School of Psychology as clinical faculty, post-doctoral students, or doctoral students who are supervised by licensed clinical psychologists. Counselors seek to help clients arrive at a rich understanding of their personal life story so that, through increased self-understanding, the individual becomes better equipped to navigate and cope with the challenges of daily living. Some of the most common issues encountered by clientele include depression, anxiety, loneliness, low self-esteem and difficulties with establishing and maintaining relationships. BCC therapists are equipped to help clients address these difficulties through the enhancement of emotion management, appropriate interpersonal boundaries, self-awareness and interpersonal and situational problem solving skills.

In order to receive further information or to make an appointment, contact the La Mirada office at (562) 903-4800. Special reduced rates are available for Biola

University students.

Spiritual Direction

Spiritual direction involves meeting with another Christian to give prayerful attention to the personal relationship with God. In spiritual direction, an individual will receive help discerning how God is speaking, how to respond to him, and how to live out a relationship with him.

How to sign up for spiritual direction

To sign up for individual spiritual direction:

- Go to the Institute for Spiritual Formation (located in Module 1 of the Grove complex next to the tennis courts).
- Fill out an application with the front desk staff.
- Staff will review the application and assign a spiritual director based on schedule availability and gender preferences (the application remains confidential).
- The assigned spiritual director will contact the new client to arrange an initial meeting.

How to get credit for spiritual direction

Each spiritual direction meeting is equivalent to one Spiritual Development chapel credit. Credits are not offered if spiritual direction fulfills a class requirement. To get credit for your spiritual direction sessions, download the Credit for Spiritual Direction Form near the end of the semester, complete it with your spiritual director's signature and turn it into the Chapel Accountability desk in Student Services.

Learning Center

The Learning Center provides reasonable and appropriate accommodations to students with psychological, medical, physical and learning disabilities and ensures legal compliance with state and federal disability law. The Learning Center advocates for students and acts as a facilitator with departments across campus on students' behalf. In addition, the Learning Center provides assistance to students through tutoring and study skills classes.

Location and Contact Information

The Learning Center is located on the top floor of the Biola University Library and has walk-in hours Monday through Thursday. Appointments are strongly encouraged. Phone: (562) 906-4542

Writing Center

Biola's Writing Center is a place where students of all disciplines and writing

abilities can discuss writing with a trained consultant who can provide feedback and assessment of papers in progress. The Writing Center emphasizes the process of writing and striving to produce a student's best possible work through guided questions and suggestions for improvement — it is not an editing or proofreading service. The center is open to all Biola students, both undergraduate and graduate. Whether a student needs guidance in creating a thesis about the origins of antisestablishmentarianism or navigating the zany rules surrounding semicolons, the Writing Center can help. Assistance is provided on a walk-in basis or by appointment. Please phone the office for further information.

Location and Contact Information

The Writing Center is located on the middle level of the library. Assistance is provided on a walk-in basis or by appointment. Please phone the office for further information. Phone: (562)903-4826

Sexual Assault and Prevention

It is the policy of Biola University to maintain the university environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that the university is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline. Sexual violence is a criminal act that violates the standards of our community and is unacceptable at the university. Sexual violence can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. If you feel like you have been the victim of sexual violence or sexual assault, please visit <https://www.biola.edu/campus-safety/sexual-assault> for information about sexual assault and to see how you can report a sexual assault or sexual violence.

The NCAA Board of Governors Policy on Campus Sexual Violence requires all NCAA institutions to take reasonable steps to confirm whether incoming, continuing and transfer student-athletes have been disciplined through a Title IX proceeding or criminally convicted of sexual, interpersonal or other acts of violence.

Annually, Biola University will have all student-athletes submit a self-disclosure related to their conduct that resulted in discipline through a Title IX proceeding or in a criminal conviction for sexual, interpersonal or other acts of violence.

Additionally, each year the associate athletic director for compliance/communication will, in conjunction with the campus Title IX office, send

out forms to gather information that reasonably yields information from the former institution(s) to put the recruiting institutional leadership on notice that the student left the institution with an incomplete Title IX proceeding, was disciplined through a Title IX proceeding or has a criminal conviction for sexual, interpersonal or other acts of violence.

As part of this process, each Biola student-athlete submits a FERPA release form granting Biola's administration permission to receive and review any related information. This form and the self-disclosure are housed in ARMS.

Family Educational Rights and Privacy Act

In 1974 Congress passed the Family Educational Rights and Privacy Act, otherwise known as FERPA (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law designed to protect the privacy of student education records. According to the Department of Education, this law applies to educational agencies and institutions that receive funding under any program administered by the U. S. Department of Education. The American Association of College Registrars and Admissions Officers define FERPA as:

A Federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position, including law enforcement unit personnel and health staff.

More information about FERPA can be found here:

https://www.biola.edu/registrar/academic_policies/ferpa/

Biola University Athletics Department

Athletics Mission Statement

Biola Athletics exists to recruit and educate a diverse group of Christian student-athletes to reach their full potential athletically, relationally, emotionally, spiritually and academically — equipping them in mind and character to impact the world for Christ.



Statement of Philosophy

Biola University Athletics serves to recruit and educate a diverse group of Christian student-athletes to compete in the NCAA Division II. The institution supports its student-athletes in reaching their full potential athletically, relationally, emotionally, spiritually and academically. We believe in the holistic development of a student-athlete — living life in the balance — in order to thrive at Biola and beyond. The following are areas of focus for holistic development, as well as the values shaping the department and university.

- A. Biola Athletics seeks to foster a balanced and inclusive approach in which student-athletes learn and develop through their chosen academic pursuits, in civic engagement with their communities and in athletics competition.
- B. We are committed to the physical and educational well-being of student-athletes, including maintaining an environment that values cultural diversity and gender equity among student-athletes and intercollegiate athletics department staff.
- C. We are committed to ensuring that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes. We seek to empower and give voice to the student-athletes via the Student-Athlete Advisory Committee.
- D. We believe a positive athletic environment and ethical approach to sport, scholarship and service are important to character development and the overall success of the intercollegiate athletic experience. We value respect, fairness, civility, honesty and responsibility. These values should be manifest in the full spectrum of activities affecting the athletics program.
- E. In order to create an atmosphere of respect and civility, we are committed to

protecting individuals from unlawful discrimination or harassment with respect to governance policies, educational programs, activities, and employment policies.

- F. We recognize that our student-athletes are not simply members of their team, but also members of the student body as a whole as well as many other outside communities. We therefore strive to protect the time of the student-athlete so they may be fully immersed in outside communities and truly experience “life in the balance.”
- G. With the goal of being a model NCAA Division II institution, Biola is strongly committed to the principle of rules compliance. We are fully invested in complying with all applicable Association rules. Partnerships with other PacWest Conference institutions provide an important accountability in this area.
- H. Within the scope of the rules of compliance, the institution is committed to maintaining the strictest governance as it relates to recruiting, awarding financial aid, tracking student-athlete eligibility and activity, meeting all sport sponsorship requirements and maintaining ethical accounting practices.

In addition to the above guiding principles, Biola Athletics is focused on the following fundamental philosophies that help define and distinguish who we are:

- **Academics** - As part of the Living Life in The Balance initiative, Biola University is committed to supporting the academic success of its student-athletes. Biola provides a top tier education for all students and is specifically committed to providing the support necessary to ensure a path to graduation that demonstrates graduation rates for student-athletes that are at least equal to those of the general student population.
- **Athletics** - Biola University is committed to providing highly competitive programs that aspire to compete for NCAA Division II national championships. We believe the key to accomplishing athletic success is through the quality Christian leadership of coaches and strong administrative support, allowing student-athletes to reach their collective team potential. In addition, we offer top level athletic facilities, equipment, strength training and athletic training support to help our student-athletes realize their full potential. It is our goal to see all student-athletes develop in their sport, so that they are more skilled at the conclusion of their time at Biola than when they began.
- **Spiritual Development** - Biola University is committed to providing an educational experience that integrates Christian faith with every aspect of the university experience. We believe the intercollegiate athletics experience can play a significant role in the spiritual development of every student-athlete,

and we have developed our programs with spiritual growth at the core. We believe athletics at Biola provides an opportunity to invest in the development of the entire student-athlete's holistic development in mind, body and soul.

- **Community Engagement** - Biola Athletics is committed to active engagement with our communities to enhance relationships between our student-athletes and community members and develop a shared civic experience in our student-athletes. We believe this commitment goes beyond periodic service work; it should be tied to an active and continuing engagement with our surrounding communities, motivated by our Christian love for others. We seek to not only engage the community off campus, but also to provide opportunities to bring the community onto our campus and engage them in a positive, family-friendly manner.
- **Post-Graduation Success** - Biola Athletics is committed to developing our student-athletes' character, rooted in their Christian faith, so that they can successfully transition to become productive members of society after they graduate. We also believe in an athletic model that allows our student-athletes to focus on academic pursuits, obtain internships for career preparedness, and develop a strong spiritual foundation to thrive holistically beyond graduation.

Student-Athlete Conduct

Biola Student-Athlete Code of Conduct

We at Biola uphold integrity as a core value of our community. Members are expected to demonstrate a commitment to the value of integrity in word and deed and to take responsibility for their own violations of behavioral guidelines.

We at Biola recognize that Scripture condemns sins of the heart, such as covetousness, selfishness, ambition, envy, greed, lust and pride. By their very nature, these sins are more difficult to discern, but because they lie at the heart of relationships, they are of central concern to the Biola community. We confess and repent of these sins as we become aware.

Furthermore, students at Biola commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage between a husband and wife, theft and dishonesty.

Finally, for the purpose of character development and the creation of a healthy, vibrant Christian community, students at Biola commit to abstain from the use of tobacco products, the use of alcoholic beverages and the activity of gambling.

Biola students have chosen, freely and willingly, to abide by these standards. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the Biola community and to accept, uphold and live by these standards.

The university reserves the right to refuse or revoke admittance and/or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies and expectations of the university. The university also reserves the right to take action against an individual for violating the standards regardless of how much time has passed since the violation.

The university also reserves the right to take disciplinary actions for violations of university standards by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

The university reserves the right to review actions taken by civil authorities regarding any student or student organization. University disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the university, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be considered by the university in determining whether a student will be eligible to continue his/her enrollment in the university and, if so, under what conditions.

The Biola community standards apply to all students:

1. While enrolled in classes for the fall semester (including Thanksgiving), spring semester (including spring break), and summer term;
2. Who are representing the Biola community in any off-campus events, such as mission trips, internships, study abroad and athletic or academic activities;
3. Who are not enrolled in classes but are living on campus and not checked out of their room. The fact that these standards only apply to students while they are enrolled or in residence in no way indicates that the university believes that contrary behavior is acceptable during non-enrolled periods. The university recognizes that it is inherently the responsibility of the individual to make such behavior decisions. The essential role of individual judgment, discernment and recognition of personal accountability to God throughout the Biola community

cannot be overemphasized. Behaviors while not enrolled may affect a student's ability to re-enroll or continue at Biola University.

Team Rules

The following are the expectations and rules for every program in the Biola Athletic Department. Additionally, individual programs may have supplemental rules directly related to their sport, but every program will incorporate the following policies:

- Student-athletes will know and uphold all of the rules and regulations in Biola's Student Handbook, as well as the Code of Conduct and the Student-Athlete Handbook.
- Student-athletes will conduct themselves, at all times, in a manner that reflects positively on Biola Athletics and our Christian witness.
- Student-athletes will attend all scheduled classes they are registered for and will not miss class to attend practice.
- Student-athletes may miss class for competition and/or travel only by completing the "Class Absence Form" with their professors **at the beginning of the semester**. It is the student-athlete's responsibility to ensure this process is completed correctly.
- Student-athletes are expected to attend every scheduled practice and are to communicate immediately with their head coach should any issues such as illness or an emergency arise that would prevent them from attending countable athletically related activity.
- Student-athletes will be appreciative and respectful communicators with coaches, teammates, professors, administrators, etc.
- Student-athletes will respect game officials, game staff, and opposing fans and will not use negative language or gestures towards others.
- Student-athletes will refrain from participation in other contact sports or extreme activities that may result in injuries that would hinder them from performing at their maximal level and keep them from full participation in both training sessions and match play.
- Student-athletes will ensure that they actively monitor their Biola email and promptly reply to any ARMS notifications or emails from their coaches, instructors, or athletic administration.
- Student-athletes will learn program requirements and commit to maintain their academic eligibility with strong academic performance each semester.
- Student-athletes understand their commitment to their team and commit to maintaining a high work ethic to develop the skills of their sport. They will at all times put forth effort commensurate with being a high level collegiate athlete.

Failure to follow any team rule may result in disciplinary action up to and including removal from the team and/or reduction/nonrenewal of athletic financial aid.

Community Engagement

Biola University's mission to impact the world aligns with one of several NCAA

Division II strategic priorities. Student-athletes, coaches and the athletics department staff are involved in building relationships by bringing the community to campus to experience Division II athletic events. Biola University believes in the importance of community engagement and serving the local community. Student-athletes will participate in community engagement events each year that will build a bridge for Biola University student-athletes to engage with the local community both on and off the Biola campus.

Community engagement initiatives are integrated into gamedays, championship events and Student-Athlete Advisory Committee meetings. This allows student-athletes to further foster skills to serve others through hearts of compassion and acts of courage while being equipped as leaders. Student-athletes have the opportunity through community engagement to build relationships and impact those around them for the glory of God.

NCAA Student-Athlete Statement

Each year each student-athlete must sign the Student-Athlete Statement affirming compliance with a variety of rules and activities. For Biola student-athletes, this is in early August, prior to reporting to campus in the fall. The form is assigned to all student-athletes in ARMS. The preface to the form provides information as to its meaning and possible ramifications as follows:

Division II Bylaw 14.1.3.1 provides that, before participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the NCAA Division II Management Council in which the student athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate and professional athletics competition under the Association's governing legislation. This is the annual form prescribed by the Management Council and it includes the following 10 parts:

I. General Statement Concerning Eligibility;

II. Family Educational Rights and Privacy Act (FERPA)/Health Insurance Portability and Accountability Act (HIPAA) Consent;

III. Amateurism;

IV. Drug Tests;

V. Sports Wagering;

VI. Academic Eligibility Information (Freshman Only);

VII. Other Prior Violations;

VIII. Information Pertaining to Future Transfer;

IX. Termination/Survivability of Student-Athlete Statement; and

X. Student-Athlete Signature.

Bylaw 14.1.3 provides that a failure to complete and sign the annual eligibility statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Accordingly, you must legibly complete the information above and sign all parts below in order to be eligible to participate in intercollegiate competition.

Before you sign this form, you should read the eligibility provisions of the NCAA Division II Manual or the Summary of NCAA Regulations, or another similar outline or summary of NCAA regulations, in each case, in the form provided to you by your director of athletics. You are responsible for knowing and understanding the application of all NCAA Division II regulations related to your eligibility. If you have any questions, you should discuss them with your director of athletics.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following articles and regulations of the Division II Manual: Bylaws 10 (ethical conduct), 12 (amateurism), 13 (recruiting), 14 (eligibility), 15 (financial aid), 16 (awards and benefits), 18.4 (championship eligibility) and 31.2.2 (student-athlete eligibility).

If you have questions you may contact the NCAA directly at 317-917-6222.

PacWest Principle of Sportsmanship and Ethical Conduct

It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution

conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

Unsportsmanlike and/or unethical conduct may subject an individual to disciplinary action by the Commissioner and/or the individual member institution(s) involved. The institution that the offending individual is associated with may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

Acts of unsportsmanlike and/or unethical conduct may be reviewed by the Commissioner and/or the individual member institution(s) involved. Individual penalties and/or discipline may be determined by the Commissioner and/or the individual member institution(s) involved.

If the Commissioner is incapacitated or unable to fulfill his/her duties the Conference office staff member responsible for Compliance duties shall continue Conference operations by reviewing acts of unsportsmanlike and/or unethical conduct and levy appropriate penalties in such cases until the Executive Board has the opportunity to vote on an interim Commissioner. (Revised 5/25/23)

Acts of unsportsmanlike and/or unethical conduct may include, but are not limited to, a student-- athlete, coach or other institutional representative who:

- Strikes or physically abuses an official, opposing coach or player;
- Intentionally incites participants or spectators to violent or abusive action;
- Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators;
- Publicly criticizes any game official, Conference personnel, another institution or its personnel;
- Engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or;
- Any other acts or conduct not specifically described herein that bring disrepute on the Conference or one of its member institutions.

Hazing Policy

The law of California makes it a criminal offense for anyone to participate in hazing. Biola policy is based upon the proposition that students are entitled to be treated with consideration and respect. Biola regulations on hazing are synonymous with

state law as stated below (Calif. Penal Code §245.6):

- It shall be unlawful to engage in hazing, as defined in this section.
- “Hazing” means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.

For further information on penalties for hazing, please refer to the [Biola Student Handbook](#).

The NCAA defines hazing as “any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent”.

The NCAA provides this comparison of “Hazing vs. Team Building” to help student-athletes better understand the differences:

<u>Hazing</u>	<u>Team Building</u>
Humiliates and degrades	Promotes respect and dignity
Tears down individuals	Supports and empowers
Creates division	Creates real teamwork
Lifelong nightmares	Lifelong memories
Shame and secrecy	Pride and integrity
Is a power trip	Is a shared positive experience

Any student-athlete who has been subject to or witnesses any activity that could be hazing should report it immediately to a university official (e.g., the faculty athletics representative or Vice President of Student Development).

Biola Fitness Center and Sport Performance Center Policies

The Biola Fitness Center is available for use by Biola faculty, staff, alumni and current students.

Athletic teams have reserved use to the Sport Performance Center, as selected by their head coach and the director of sport performance for team strength sessions. Student-athletes must abide by all Fitness Center and Sport Performance Center policies when using these facilities.

The Biola Sport Performance Center is supervised by the director of sport performance. Policies include:

1. You must lift with at least ONE partner during unsupervised times.
2. You must complete and sign a waiver acknowledging the risks associated with the Biola Sport Performance Center. Waivers are to be signed at the front desk of the Fitness Center annually prior to the fall semester.
3. Student ID cards are scanned for entrance into the Fitness Center.
4. Proper dress is required.
 - Shirts are required to be worn at all times.
 - No volleyball-type spandex allowed.
 - Closed toed shoes must be worn (no taking shoes off during workout).
 - Sweat towel recommended.
5. All music played must be approved under the athletic facility music policy.
6. Be sensitive to others waiting to use the same equipment.
7. Absolutely NO dropping or slamming weights together or on the ground. The ONLY exception is when using bumper plates on the designated platform.
8. All weights and accessory attachments must be returned to dumbbell racks, weight trees or accessory racks after use.

9. Fold and stack workout mats against the wall as directed by signs.

10. No food or beverages allowed other than water.

Equipment and Apparel Policy

Apparel or Equipment that Includes Institutional Identification

A student-athlete may use institutional equipment during outside competition only when representing the institution.

A student-athlete may purchase institutional apparel (or uniform) for use during outside competition at the going rate for such apparel, provided the apparel (or uniform) is no longer used by the institution.

A student-athlete may not purchase equipment at a discounted price from an institutional vendor or outside vendor provided such discount to student-athlete is based on his or her affiliation with the institution or his or her status as an athlete.

Exception - A student-athlete may purchase equipment necessary for practice and competition from a manufacturer at the institution's discounted or reduced rate and retain the equipment, provided: (Adopted: 8/26/15)

- (a) Such equipment is not otherwise provided to student-athletes by the institution;
- (b) The institution certifies the equipment is necessary for practice and competition and not for personal use; and
- (c) The institution approves the transaction.

Equipment and apparel are the property of the Biola University Athletics Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

1. Student-athletes must be on the NCAA Squad List in order to be issued equipment and/or apparel.
2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.
3. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.
4. Game uniforms must be returned at the end of the season.

5. The laundry attendant or administrator for facilities and events is responsible for completing an Inventory Card, which each student-athlete must sign. This Inventory Card must be accurate and current at all times and is subject to an audit.
6. All practice gear and uniforms are laundered and delivered to each student-athlete. On the initial issuance the student-athlete signs an Inventory Card indicating receipt of the equipment and apparel and is then dated.
7. Completed Inventory Cards will be filed in the equipment/laundry room with the laundry attendant or the administrator for facilities and events.
8. Each student-athlete receives any equipment and apparel as necessary for that particular sport.
9. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete's Inventory Card and are signed by the student-athlete, head coach and laundry attendant.
10. If equipment and/or apparel are lost, stolen, damaged or not returned at the end of the playing season or academic year, the student-athlete shall be held financially responsible and will be charged for the equipment and/or apparel.
11. A student-athlete may retain athletics apparel, but not equipment, at the conclusion of the playing season or academic year, at the discretion of the head coach and the approval of the senior director of athletics. (*NCAA Bylaw 16*)
12. A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise that is not offered to the general student body. Such items may be provided to the student-athlete's institution to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. (*NCAA Bylaw 16*). See Bylaw 16.11.2.5.1 for an exception.
13. The associate athletic director for compliance/communication must approve

all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).

Laundry Policy

The laundry attendant will meet with each team prior to/within the first week of official practice to review laundry policies and procedures with student-athletes and the coaching staff. Student-athletes must abide by the rules set forth to properly submit their practice gear and uniforms for laundering.

Laundry services are provided during the championship and non-championship segments, but they will not be provided during out-of-season strength and conditioning. Only team gear worn during practice/competition may be submitted for laundering.

Coaches are responsible to collect the laundry loops, team uniforms, and team equipment at the end of the season and may store these in the laundry area for the summer break. Student-athletes are financially responsible for all lost or damaged equipment.

Recruiting Involvement for Prospective Student-Athletes

It is permissible for an enrolled student-athlete to engage in recruiting correspondence (written or electronically transmitted correspondence, telephone calls, videoconferences) with a prospective student-athlete, provided it is not done at the direction and/or expense of a representative of the institution's athletics interests, and provided the activity is voluntary. Recruiting correspondence may include multiple enrolled student-athletes and/or prospective student-athletes [or their relatives or legal guardian(s)] at a time.

Student-athletes are prohibited from making any statements to media members about recruits, the recruits' athletic ability, or the likelihood that the recruit will attend the university.

A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus. While serving as a host, a student-athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food or entertainment activities, but may not be used to purchase souvenirs (e.g., hats, t-shirts, etc.) for the recruit. Per institutional policy, a student-athlete may not transport the recruit to activities off-campus and must not allow the recruit the use of a car. The University cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. A student-host will receive a list of host instructions via

the Student-Host Instruction Form in ARMS.

Student-athlete hosts are required to submit all receipts pertaining to the entertainment of prospective student-athletes per Biola University policy.

An institution may not provide an enrolled student-athlete with transportation or expenses to recruit a prospective student-athlete, except those expenses related to recruiting correspondence (written or electronically transmitted correspondence, telephone calls, videoconferences) or specified in Bylaw 13.6.6.5 when the student-athlete serves as a student host.

It is permissible for an enrolled student-athlete to engage or interact (e.g., contact, telephone calls) with a prospective student-athlete at the direction of a coaching staff member, provided the engagement or interaction is a part of a community engagement activity and the student-athlete does not miss class, except for class time missed in conjunction with away-from-home competition

Academics

General Academic Policies

Academic Advising

The Advising Center equips, educates and inspires students to establish curricular and life goals, achieve academic success and value a Christ-centered academic journey.

The Advising Center and an assigned faculty advisor, in your chosen major, work together to support your academic success at Biola. Please login to myaccount.biola.edu and locate your faculty advisor's name and email address in the top section of your degree audit. Academic advising before registration is now required every semester for all undergraduate students.

If you would like to change your assigned advisor, please contact your academic department and submit an Advisor Change Form to the Advising Center.

In addition to your faculty advisor, Biola Athletics has a designated staff member in the academic advising office who partners with subject-area advisors to assist all undergraduate student-athletes with their class schedule each semester. This helps

student-athletes optimize their schedule to lessen missed class time and ensure they are meeting progress towards degree requirements.

Veronica Cruz-Schwerin

Senior Academic Advisor

veronica.cruz.schwerin@biola.edu

(562) 944-0351, ext: 5330

For more information visit: <https://www.biola.edu/academic-advising>

Academic Integrity

Overview

We are committed as an institution to ethical practices in teaching, scholarship, and service. We practice academic honesty in our oral and written scholarship. This means that we take care to appropriately acknowledge the contributions of others to our work. This policy defines and provides examples of plagiarism and outlines the disciplinary actions that follow verified acts of academic dishonesty.

Academic Dishonesty - Definition

Academic dishonesty is the deliberate attempt to misrepresent individual efforts, whether in writing, audio-visual representation, or oral presentation. Cheating on quizzes, exams, or assignments, such as surreptitiously copying others' answers during a quiz or illicitly receiving the questions for an exam prior to taking the exam are widely understood examples of academic dishonesty. Issues of plagiarism are also specific examples of academic dishonesty. Basically, plagiarism is claiming someone else's ideas, words, or information as your own without acknowledgement or citation. In minor cases, it can be the simple quotation of a sentence or two without quotation marks and without a citation, footnote, endnote or inclusive note to indicate the true author. In the most serious cases, plagiarism reproduces a significant fraction of an entire work written by someone else. Examples of plagiarism consist of removal of the true author(s) name(s) and substituting the plagiarist's name. Mere reformatting of a text does not constitute "original" thought, but merely juxtaposing someone else's work and text.

Why is plagiarism a moral offense?

The basic Judeo-Christian ethical mandate begins with "thou shalt not steal" (Exodus 20:15). Plagiarism is first and foremost an act of theft and fraud. To claim others' work as your own without acknowledgement or citation is an example of academic fraud. Laws in civilized societies protect individual expression as the property of the original author. Plagiarism—either by verbatim copying or paraphrasing without citation—is infringement of most nations' copyright laws.

Repeating words or thoughts of other people and claiming that those precise words are original to you is an example of lying, misrepresentation and theft. Expectations within the academic community assume the production of new knowledge, discoveries of new facts, or new ways of looking at previously known facts. Analysis of data expressed in written form must be attributed to the source of the analysis.

Plagiarism is an especially challenging issue for international students and non-native speakers of English because definitions of acceptable and unacceptable behavior may vary from culture to culture. Culture “A” may say that copying another’s work is “acknowledging the superior mastery and expression of an expert,” while Culture “B” may say that the same behavior is “plagiarism.” This section describes the expectations of the U.S. academic community (and Biola University) regarding plagiarism.

What must you do to avoid plagiarism?

You must put others’ words in quotation marks and cite your source(s) and must also give citations when using others’ ideas, even if those ideas are paraphrased in your own words. The “work of someone else” includes: original ideas, strategies, outlines, research, art, graphics, computer programs, music, media examples, and other creative expression. Unpublished source materials such as class lectures or notes, handouts, speeches, other students’ or faculty’s papers, or material from a research service must also be cited to avoid plagiarism. Faculty members who use student assistants for research and writing are required to acknowledge the contribution of the student worker in the citation portion of a faculty member’s academic work.

All students and faculty should be educated in appropriate forms of paraphrase and citation. Cosmetic changes in another work without citation is still plagiarism. Avoid single word substitutions (e.g. “less” for “fewer”), reversing the order of a sentence, or merely using an ellipsis mark (e.g. . . .). You do not have to cite “common knowledge” facts. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that Abraham Lincoln suffered from severe depression and migraine headaches may require a citation to support the claim.

Purchasing a previously written or provided research paper from an on-line computer service and submitting it as your own work is morally reprehensible and constitutes plagiarism. Any time you use information from any source, you must provide a citation of acknowledgement of the original source.

A student-athlete shall not be involved in:

- Academic misconduct involving a current or former institutional staff member or representative of athletics interests;
- Academic misconduct, without the involvement of a current or former institutional staff member or representative of athletics interests, that results in:
 - An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes for the institution while ineligible.
 - An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or
- Academic misconduct involving the alteration or falsification of a student-athlete's transcript or academic record.

Biola University's written institutional policies and procedures regarding academic misconduct are applicable to the general student body, including student-athletes. The policies and procedures have been approved through the institution's normal process for approving such policies and can be found in the Student Handbook on the university website.

Class Attendance Policy

Biola Athletics Class Attendance and Absence Policy

The Biola University Class Attendance Policy is below, along with an addendum that was approved by the president, provost, Athletics Advisory Council, Undergraduate Curriculum Committee and the Student-Athlete Advisory Committee.

Student-athletes should use the opportunity to interact with Biola faculty for professional growth and development. Biola University faculty members are experts in their fields and should be treated with the utmost respect. It is important that a student-athlete prioritizes his or her academic success and makes the most of the experience as a student-athlete at Biola University.

Biola Class Attendance Policy with Addendum for Student-Athletes

Biola University Attendance Policy

Regular class attendance is expected of all students. Classes are conducted in a manner that will encourage academic excellence and the growth of Christian character. The final authority for attendance and any effect that it might have upon grades rests with the individual faculty member.

This is due to the tremendous variety of class size and purpose, and the specific

requirements in attendance. Students who fail to meet the minimum attendance requirement of a course will be assigned a grade of “UW” (Unofficial Withdrawal) which will influence the GPA the same as an “F.”

Visitors and current students may visit a class for a maximum of one week (or the equivalent thereof, based on a 15-week course). After one week, registration in credit or audit status for the course(s) is required.

Intercollegiate Athletics Class Attendance Policy Addendum

Student-athletes will be excused to miss class only under the following circumstances per NCAA Division II rules and regulations. The following information is provided to student-athletes, head coaches and faculty members and is intended to summarize Biola policies on missed class time due to athletics contests.

- Student-athletes are not permitted to miss class for home practice activities including but not limited to: practice, weights/conditioning, film study, promotional events, or community engagement events. There are two exceptions:
 - When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Bylaw 17.1.
 - Championship Practice. Student-athletes representing Biola at a conference or NCAA championship shall be permitted to miss class time to attend practice activities in conjunction with the event. Bylaw 17.1.
- Student-athletes are permitted to miss class for competition, home and away, during the championship segment of competition. No class time shall be missed for competition, including activities associated with competition, during the non-championship segment of competition per Bylaw 17.1. Student-athletes are not excused from classes that end prior to departure time on the day of travel.
- Student-athletes are responsible to notify faculty **within seven business days after the first day of class** concerning any future missed class time due to athletics contests using the Class Absence Reporting Form. This will ensure the individual faculty member has been notified of sport-related absences prior to missing class. The form includes a section requesting accommodations for completion of any missed work. All missed class work and assignments must be completed according to the schedule established by the faculty member teaching the course.
- In the case of last minute travel itinerary changes due to unforeseen circumstances, the student-athlete is responsible to promptly notify faculty

(within 24 hours of the change).

Individual faculty members will judge the validity of student-athlete absences from class and may require documentation for excused absences. In such cases the student-athlete will submit a written request to the associate athletic director for compliance/communication to request that documentation be sent to the faculty member. For classes requiring mandatory attendance incompatible with the number of planned absences, student-athletes will be advised to register, if possible, during a semester in which they will not be participating in the university sanctioned activity.

If a faculty member already has a policy in place that allows for a minimum number of absences, missed in-class assignments, and/or late assignments, then absences due to athletics contests will apply toward that policy.

As with any academic issue, student-athletes may exercise their right to appeal adverse attendance decisions. Should the faculty member and student-athlete be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation. The person seeking mediation will pursue resolution by meeting with the following individuals (in order) until the issue has been resolved: the department chair, academic dean, faculty athletics representative, senior director of athletics, and the vice-provost.

The Intercollegiate Athletics Class Attendance Policy Addendum was developed in order to ensure collaboration between faculty members and student-athletes in order to achieve graduation requirements.

Missing Class for an On-Campus Competition

Student-athletes are excused from classes that overlap with home competitions. It is required that these conflicts are submitted on the Class Absence Reporting Form on time with all required signatures. This additional policy clarifies specific pre- and post-competition time parameters for excusing student-athletes from class for official home contest related activities. Following are the conditions that must be met:

- A student-athlete shall not be asked to report for pre-game activities (warm-up, team meetings, devotionals) **more than 90 minutes prior to the scheduled start of competition.**
- Baseball and softball shall not ask student-athletes to report for pre-game activities (warm-up, meetings, athletic-training, etc.) more than 120 minutes prior to the scheduled start of competition. Because these sports have a longer warm-up/field prep procedure, more time is allotted for pre-game

preparation.

- Student-athletes will be excused, if necessary, from class up to 30 minutes after the conclusion of a home event.
- Should a student-athlete need to visit the training room for health and safety reasons, the 90/30 minute limits can be adjusted by the team's assigned athletic trainer. These exceptions will be dealt with on an individual basis.
- Should a student-athlete be able to attend a portion of a class, they are still expected to attend as much of that class as possible.
- As always with an athletics absence, the student-athlete should remind their instructor prior to class about their absence, early departure, or late arrival (assuming the absence was submitted on the form).
- Coaches should always plan to have student-athletes arrive with the least amount of time needed to warm-up when a home competition has potential for overlap with classes. Even though the policy allows for 90 minutes of pre-game time, a coach should only use the full 90 minutes if necessary.

Study Hall Policy

Study Hall Requirements

Study hall is an essential part of ensuring that student-athletes develop the habit of spending the necessary time each week to be academically successful. The purpose of a study hall policy is to aid the student-athlete in developing a regular routine where the appropriate amount of time is set aside each week to devote to studying and academic success.

Study hall will be required for the following groups of student-athletes: freshmen, first-semester transfers, student-athletes with a cumulative GPA of 2.8 or lower, provisionally admitted students, and student-athletes with a previous term GPA of 2.5 or lower. The following number of hours will be required each week based on the student-athlete's GPA:

- 2.8-2.6 – 3 hours/week
- 2.59-2.4 – 4 hours/week
- 2.39-2.2 – 5 hours/week
- 2.19-2.0 – 6 hours/week

In addition, the following table gives requirements for specific groups of student-athletes who do not meet any of the above GPA groupings.

Category	Hours/Week Required	Number of Semesters
Freshmen	6	2

Transfers	4	1
Provisional Admits	6	2
Term GPA of less than 2.5	6	1

Study Hall While Traveling

Each program is required to provide at least two hours of free time per day for every student-athlete to study while traveling on overnight trips. Coaches do not need to directly supervise this study time, but it should be made clear to all traveling student-athletes what specific time is set aside for studying, and **that time must be listed as a part of the official itinerary.** Coaches may choose to designate bus/plane time as study hall when taking a long trip (4+hrs) via bus/plane, but coaches should inform their student-athletes about this ahead of time so that student-athletes can bring the necessary study materials with them.

Registration

Biola University's online system for registering for classes and enrolling in the university is found on myaccount.biola.edu All students must complete both registration and enrollment.

- Registration (Phase 1) is where current students reserve their courses for the upcoming semester.
- Enrollment (Phase 2) is required of all students and involves completing all administrative steps along with the down payment. (Enrollment payment deadlines are Aug. 15 and Dec. 15.) *Classes will be dropped if you do not complete all steps of Enrollment (Phase 2) including your payment by late enrollment deadlines of Sept. 4 and Jan. 15.*

Please file all financial aid paperwork on time. You must allow four to six weeks from the time you complete your financial aid file to prevent delays and not incur the late enrollment fee.

If you have registration questions, please refer to the Office of the Registrar's FAQ page, contact them online, or call their registration helpline at (562) 777-4002.

Biola Athletics has a designated staff member in the office of the registrar that monitors student-athlete enrollment, informs student-athletes of any enrollment or progress towards degree deficiencies and certifies student-athlete eligibility twice a year.

Kevin Verzani

Lead Records and Degree Specialist

kevin.verzani@biola.edu

(562) 944-0351 x5226

Add/Drop and WithdrawalsAdd/Drop

A student may add/drop classes via myaccount.biola.edu. The deadlines for adding and dropping can be found on the [academic calendar](#).

Undergraduate students who are flagged in Biola's systems as student-athletes have a hold on their registration and may not drop below 12 credits per semester without written approval from the associate athletic director for compliance/communication and the assistant registrar for compliance. There are very few exceptions to the 12 credit per semester threshold.

Full-time enrollment from graduate students is determined by their academic program (most Biola programs are 9 credits per semester).

Undergraduate student-athletes that drop below 12 credits at any point during the semester, for any reason, must immediately notify their head coach and the associate athletic director for compliance/communication.

Withdrawals

Official withdrawals: Students who wish to officially withdraw from the university must contact the Office of the Registrar. Students may officially withdraw from the university through the eighth week of the semester.

It is important to note that student-athletes are charged a full-time semester of attendance against their eligibility clock when the student-athlete is officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term, even if the student-athlete drops to part-time status during that first day of classes.

Unofficial withdrawals: Students who stop attending class between the ninth and 15th week of the semester are considered unofficially withdrawn. No refund is granted to students who unofficially withdraw. Students who unofficially withdraw

will receive grades of "UW" or "F" for their courses.

Medical withdrawals: Students who are departing mid-semester for health reasons and who wish to apply for a medical withdrawal must contact the Office of the Registrar at (562) 944-0351 x5231. For more information please see the [Medical Withdrawal Policy and Procedures](#).

Academic Credit for Intercollegiate Athletics

A student-athlete is eligible to register in KNES 118 for academic credit for his or her sport for each semester of participation (1 unit each semester). Below are the policies for these courses:

A student-athlete is not required to register for academic credit for his or her sport in order to be eligible to participate in intercollegiate athletics. They are encouraged to register as long as they are not already enrolled in 18 credits.

If a student-athlete is removed from the team, or removes him/herself from the team after being officially registered for academic credit for the sport, it is the student-athlete's responsibility to either drop the credits or officially withdraw from the course, whichever is required at that time in the semester. If the student does not drop, the final grade will be recorded as an "F." If the student-athlete has already completed 45 hours of activity within his/her sport, they can remain enrolled and receive credit.

Student-athletes will not be allowed to retroactively register for academic credit for participating on an intercollegiate team in any previous semester. The following are **not** reasons why a late addition of a varsity athletics class will be allowed:

- Student-athlete forgets to register for the course.
- Student-athlete says that the coach failed to inform him/her of the need to register, drop and/or withdraw.
- Student-athlete wants to retroactively add credits to boost his/her GPA or for eligibility purposes.

Eligibility and Compliance

It is the responsibility of the student-athlete to [know and understand all eligibility policies and procedures](#) or they may forfeit a period of competition. Any questions should be directed to the head coach and/or the associate athletic director for compliance/communication.

NCAA Eligibility

Full-time Enrollment

Undergraduate student-athletes are required to be enrolled in 12 semester credit hours in order to practice or compete. When a student-athlete drops below 12 credits at any time, he/she is not eligible to practice or compete. If the student-athlete competes in intercollegiate competition, the team will have to nullify the competition(s) and the student-athlete must be reinstated by the NCAA once the student-athlete becomes re-enrolled in 12 semester hours.

Graduate student-athletes with remaining eligibility are required to be enrolled as full-time students according to their graduate program full-time criteria.

Student-athletes at Biola have a hold on their account that will prevent them from dropping below full-time status without prior approval.

Student-athletes that drop below full-time at any point during the semester, for any reason, must immediately notify their head coach and the associate athletic director for compliance/communication.

Please note:

1. Student-athletes may add/drop classes via myaccount.biola.edu.
2. The deadlines for adding and dropping can be found on the Biola University [academic calendar](#). After registration is closed, students must contact the Office of the Registrar if the add/drop periods have concluded.
3. If the student-athlete is considering a schedule change after the add/drop periods have concluded, they should meet with the senior academic advisor.

Good Academic Standing & GPA Requirements

The phrase good academic standing is defined differently by each institution. Biola University defines good academic standing as any student not on Academic Probation (for the purposes of tracking program GPA requirements).

During their first semester of academic study, first-time freshmen must earn at least a 2.00 GPA, regardless of the number of credits taken, to remain in good academic standing. The minimum GPA as required by the NCAA will be 2.00 to remain in good academic standing.

Any undergraduate students failing to maintain the minimum grade point average required by their academic program after the completion of 6 or more credits in a term, any post-baccalaureate or graduate students failing to maintain the minimum cumulative grade point average required by their program after the completion of 4 or more credits in a term, or any doctoral students failing to maintain the minimum cumulative grade point average required by their program after the completion of 3 or more credits will be placed on Academic Probation (for the purposes of tracking program GPA requirements). All students on Academic Probation must adhere to the stipulations of their probation as outlined in their notice of Academic Standing. These limitations can include restrictions on the number of credits they may take per term (generally a limit of 13 credits for undergraduate students and 9 credits for graduate students). Undergraduate students on Academic Probation must register for and successfully complete GNST 001. Undergraduate students on first term probation are required to meet with the Office of Academic Advising. The academic record and transcript of all students on Academic Probation will be notated accordingly.

Students on Academic Probation (for the purposes of tracking program GPA requirements) who do not successfully remove themselves from Academic Probation at the end of two consecutive terms of Academic Probation will be academically disqualified. Any undergraduate student taking 6 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified. Any post-baccalaureate or graduate student carrying 4 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified. Any doctoral student carrying 3 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified.

Academic requirements vary by academic program at the graduate level. To maintain academic eligibility and access to intercollegiate athletic competition, Biola graduate student-athletes must meet all of their degree program's academic requirements. Academic standing is assessed by the Office of the Registrar prior to the start of each regular academic term. Graduate students on academic probation are not eligible for intercollegiate athletic competition due to a failure to maintain "good academic standing". The threshold for "good academic standing" for graduate students are the minimum program requirements outlined in the official university catalog.

NCAA Eligibility Center

Biola University is required to use the NCAA Eligibility Center to determine the initial eligibility and amateur status of student-athletes.

Biola University shall not permit a student-athlete to represent the institution in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements and the institution has certified the student-athlete's eligibility. Establishing a student-athlete's eligibility is based on a combination of NCAA, conference and university regulations. The Office of the Registrar serves as the certifying officer and determines continuing eligibility. The PacWest Academic Eligibility Reports are signed by the assistant registrar for compliance, senior director of athletics, head coach and the faculty athletics representative, who certify that they are accurate. To be eligible for competition the student-athlete must meet the minimum NCAA requirements (Bylaw 14) as well as the scholastic regulations required to remain enrolled at Biola University.

Seasons of Competition

Student-athletes are not eligible to participate in more than four seasons of intercollegiate competition, in one sport, except for NCAA-approved extensions. The associate athletic director for compliance/communication is responsible for tracking participation.

Ten Semester Rule

Student-athletes must complete their seasons of competition within 10 full-time semesters at any collegiate institution. Biola University's academic year is based on semesters.

Responsibility of the Office of Undergraduate Admissions

The Office of Undergraduate Admissions is responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicants and for entering admissions information into the campus database.

First-time freshmen

Defined as students who have not taken college credits post high school graduation or are graduating in May or June of their incoming year.

All freshman student-athletes must meet the general admissions requirements for Biola University. In most cases, first-year students will have both cumulative GPA and test scores considered.

Transfers

A transfer student is any student who has taken college credits post high school graduation and is not a first-time freshman.

All transfer student-athletes must meet the general admissions requirements for Biola

University.

A student-athlete is a transfer student if the registrar or admissions officer from their former college certified that the student-athlete was officially registered and enrolled at that college in any term in a minimum full-time load and they were present on the opening day of classes, or the senior director of athletics certifies that the student-athlete reported for the regular squad practice that any staff member of the athletics department of a college announced before the beginning of any term.

Transferring in

For a transfer student-athlete to be eligible for competition in their first year at Biola, they must meet one of the transfer exceptions listed in Bylaw 14 of the NCAA Manual. These are tedious and cumbersome to understand. Questions should be directed to the associate athletic director for compliance/communication.

Final determination/certification of eligibility for a newly admitted transfer student-athlete will be completed by the university registrar, FAR and the Compliance Committee upon receipt of all final and official college/university transcripts. Timely submission of complete official college transcripts to registrar.transfer@biola.edu is key in the eligibility certification of incoming transfers.

Any transfer should review the regulations in the NCAA Transfer Guide. See: <http://www.ncaa.org/student-athletes/current/want-transfer>

Coaches should utilize the “Transfer Transcript Evaluation” workflow in ARMS to get an early, accurate assessment of each PSAs transfer eligibility outlook. All college transcripts and an accurate intended major are required prior to submission of this workflow.

Transferring out

Biola University honors a student-athlete’s request to transfer to another institution provided the student-athlete is in good social and financial standing.

A student-athlete must request to be added to the NCAA Transfer Portal in writing via the Student-Athlete Request for Release form in ARMS. If the student-athlete no longer has access to ARMS, a written request may be sent via email to the associate athletic director for compliance/communication. Transfers to PacWest institutions are subject to the PacWest Conference Intra-Conference Transfer policy. The transfer request process is as follows:

- A student-athlete who wishes to discuss the possibility of transferring to another institution must contact the head coach and complete the Student-Athlete Request for Release form in ARMS or send a written request to the associate athletic director for compliance/communication.
- Following this request, the NCAA requires the student-athlete to watch and attest to this [transfer education module](#).
- The student-athlete's institution shall enter their information into the NCAA Transfer Portal within seven-consecutive calendar days of receipt of a written notification of transfer from the student-athlete or receipt of confirmation of the student-athlete's completion of the educational module, whichever occurs later.
- To maintain eligibility for the One-Time Transfer Exception, the student-athlete must provide written notification of transfer to the institution by June 15.
- The associate athletic director for compliance/communication is responsible to enter the student-athlete into the NCAA Division II transfer portal. If the student-athlete is looking to transfer to a non-NCAA Division I/II school, the associate athletic director for compliance/communication may provide a written letter granting permission to contact.

International Students

All international student-athletes must meet general admissions requirements for Biola University. **International students must have foreign “course-by-course” credential evaluation prior to admission.**

All prospective international student-athletes must be admitted and their qualifier status and amateurism must be cleared through the NCAA Eligibility Center and the institution prior to receiving an F-1 Student Visa from Biola University.

9-Hour Rule

All undergraduate student-athletes, including transfers, are required to earn a minimum of nine credit hours applicable to their degree in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate student-athletes or a student-athlete seeking a second bachelor’s degree. If a student-athlete is in the final year of his/her degree program, the nine credits may be acceptable toward any of the institution’s degree programs as long as the student-athlete is carrying the necessary credit hours to complete the degree at the end of the next two semesters.

24-Hour Rule

Once a year, student-athletes will be certified as passing 24 credit hours in the last year of collegiate enrollment. Beginning with the third year of enrollment (fifth semester), these credits must count toward the student-athlete's designated degree program.

75-25 Rule

A student-athlete shall earn at least 75 percent of the minimum number of semester or quarter hours required for progress toward degree during the regular academic year (fall-spring). The student-athlete shall earn no more than 25 percent (6 semester hours) of the minimum number of semester hours required for progress toward his/her degree during the summer or through correspondence courses.

Designation of Degree Requirement

A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree.

The designation of degree is documented on the Undergraduate Major/Concentration Change Form via the Office of the Registrar.
The following procedures will be observed:

1. It is the student-athlete's responsibility to declare a major by the fifth semester of full-time enrollment.
2. The Office of the Registrar will check to verify any student-athletes who have completed their fourth semester and have yet to declare a major and will notify the associate athletic director for compliance/communication of these student-athletes.
3. Student-athletes who wish to change their major or concentration are required to have an Undergraduate Major/Concentration Change Form signed by their major advisor and the senior academic advisor before submitting it to the Office of the Registrar.
4. Adding or changing a major or minor, changing the catalog year, and transferring into or out of the Torrey Honors Institute will require a signature from the academic program.

5. The Office of the Registrar will document all change of degree program decisions in Banner. Changes of major are effective in the subsequent term of enrollment. Once updated in Banner, ARMS will reflect the change in the student-athlete's profile and the Athletic Department will be notified.

Summer School Procedures

Student-athletes may not use more than six semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may utilize credits beyond the six for eligibility if they need the additional credits to fulfill the degree or grade point average requirements.

Before enrolling in summer school, student-athletes must submit the External Coursework/Summer School Pre-Approval form in ARMS to confirm with the Office of the Registrar their summer school enrollment to ensure they are within the 75/25 rule and the courses they take during summer school apply toward progress towards degree requirements. For courses taken at another institution, all transferable courses will be transferred back to the certifying institution. At the conclusion of any course taken outside of the institution it is the student-athlete's responsibility to order official transcripts sent back to Biola.

Redshirt

"Redshirt" is not an official NCAA term, however, it is a common practice at many NCAA institutions. A "redshirt" season refers to a year in which a student-athlete does not participate in any competition, including scrimmages, with outside competition, regardless of time, during a championship-segment season in an intercollegiate sport.

In men's and women's soccer, volleyball and men's and women's water polo, a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment in the same academic year that concludes with the NCAA championship. In baseball, and softball, a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition. Prior to participating against outside competition during the non-championship segment, student-athletes shall be certified as eligible (e.g., amateurism, enrolled full time).

During a year in which the student-athlete does not use a season of competition, if eligible to do so, a student-athlete can practice with his or her team and may be eligible to receive athletic aid. NCAA Division II student-athletes have 10 full-time

semesters or 15 quarters of full-time enrollment in order to participate as a student-athlete. Of these 10 full-time semesters or 15 full-time quarters, a student-athlete only has four years of athletics eligibility (seasons of competition) in which he or she can participate against outside competition. Because of this, there is an extra year of time and some student-athletes, in consultation with their coaches, choose to use this extra time as a “redshirt” year. Participating in any amount of competition during a championship segment, regardless of the duration, negates the ability to redshirt.

The head coach is responsible for determining and monitoring the playing status of each of their student-athletes. The head coach has the responsibility to clarify the role of each student-athlete on the team. If the intention of a student-athlete is to redshirt, the head coach must make sure the student-athlete understands what it means to be a redshirt and what the expectations are for him/ her as a redshirt. Student-athletes can redshirt for various reasons.

If a head coach and student-athlete agree that a redshirt year is desired and participation in an intercollegiate sport shall not take place during an academic year, the head coach will discuss the following topics with the student-athlete:

- Student-athlete’s role on the team as a redshirt.
- Outline expectations: athletic, academic, and other expectations.
- Expectations to participate in team activities.
 - A redshirt may participate in all team activities (if all NCAA eligibility requirements are met) including practice.
 - Depending on the sport, the student-athlete might be able to participate in outside competition during the non-championship segment (see above).
- Conduct: Student-athlete must comply with all team, department and university policies.
- Athletic apparel and equipment: to be issued only after the Compliance Office has cleared the student-athlete to begin team activities.
- Redshirts are permitted to sit on the team bench during home games dressed in team-issued warm-ups unless he/she does not meet NCAA eligibility requirements to do so and provided the student is not missing class or other academic requirements.
- Travel:
 - Redshirts can travel as a part of the official travel party, for in-pod contests, as long as there will be no missed class time and the cost to include the redshirt is minimal (a meal).
 - Redshirts are not allowed to travel as part of a team’s travel party to away contests that are out of pod, unless granted an exception by the

senior director of athletics or associate athletic director for internal operations.

- If a redshirt student-athlete wishes to travel on their own to support their team as a spectator, they may do so at their own expense. They may not participate in any part of the official travel itinerary and cannot receive any team benefits (travel, meal, team activities on the road, sitting on the bench, etc.).
- Complimentary admissions and ticket benefits will be available to those student-athletes who have met all NCAA eligibility requirements to receive complimentary admission and tickets.

Student-athletes with questions regarding their redshirt status will be directed to the head coach or to the Compliance Office.

Once the coach has met with the student-athlete and a decision has been made for a student to redshirt, the head coach will notify the Compliance Office. The Compliance Office will then assign the Redshirt Expectations Agreement Form in ARMS to the student-athlete to review and approve. The head coach will then be assigned the form to review and approve. Once the head coach and student-athlete approve the Redshirt Expectations Agreement Form the Compliance Office will notify the Sports Information Office and will note the redshirt status in ARMS.

NCAA Playing and Practice Seasons

Countable Athletically Related Activities (CARA)

Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. Any countable individual or group athletically related activity must count against the time limitation for each student-athlete who participates in the activity, but it does not count against time limitations for other team members who do not participate in the activity. Countable activity is tracked in ARMS via a CARA log. Student-athletes will receive an ARMS notification if/when they need to confirm and sign for their countable activity for the week. At any time, a student-athlete may also check their ARMS profile to see their current total countable activity for the week.

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations noted in NCAA Bylaw 17. Administrative activities (e.g., academic meetings and compliance meetings) shall not be considered as countable athletically related activities. (See Bylaw 17 for further information regarding the exception for summer workouts in fall championship sports [including golf and tennis, for those

institutions that conduct the championship segment during the fall].)

The following activities are considered countable athletically related activities for the purpose of daily/weekly CARA hour limitations:

- a) Practice (no more than four hours per day)
- b) Athletic meetings with a coach that are initiated or required by the coach
- c) Competition (counts as three hours regardless of actual length)
- d) Field, floor or on-court activities
- e) Setting up offensive and defensive alignments
- f) On-court or on-field activities called by any member of the team and confined to members of the team at the request of the coaching staff
- g) Required weight training and conditioning activities
- h) Required participation in camps/clinics
- i) Visiting the competition site in golf or cross country
- j) Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- k) Discussion or review of film
- l) Participation in a physical activity class for student-athletes only and taught by athletics staff
- m) Participation in clinics in which student-athletes and coaches are both present

See Figure 17-3 in the NCAA Division II Manual for a quick breakdown of countable vs. non-countable activities. The definition of Countable Athletically Related Activities can be found in Bylaw 17.02.1.

NCAA Limitations

Daily and Weekly Hour Limitations — Playing Season

A student-athlete's participation in countable athletically related activities (NCAA Bylaw 17) shall be limited to a maximum of four hours per day and 20 hours per week.

Golf Practice — Round Exception

A practice round of golf may exceed the four-hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day before the start of an intercollegiate golf tournament at the tournament site shall count as three hours, regardless of the actual duration of the round.

Non-Championship Segment Athletically Related Activities

Student-athletes and members of the coaching staff shall not engage in countable athletically related activities outside the championship segment, except for the following;

In baseball, cross country, soccer, softball and volleyball the daily and weekly hour limitations, during the non-championship segment, shall be limited to a maximum of four hours per day and 15 hours per week.

- A. During the segment in which the NCAA championship segment does not occur, student-athletes may participate in any practice or competition activities by other legislation provided such activity is restricted to a period of 45-consecutive calendar days, omitting vacation and examination days officially announced on the institution's calendar and days during which the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.
- B. The 45-consecutive calendar days must be within the dates set forth by Bylaws 17.2.5 and 17.2.6, and shall not commence prior to September 7 or the institution's fourth day of classes, whichever is earlier.
- C. The days in which practice and competition are prohibited may be exempted from the period of 45-consecutive calendar days.

In golf and tennis, during the non-championship segment, a student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

- A. In golf and tennis, during the segment in which the NCAA championship segment does not occur, student-athletes may participate in any practice or competition activity as permitted by other legislation provided such activity is restricted to a period of 60 consecutive calendar days, omitting vacation and examination days officially announced on the institution's calendar and days during which the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.
- B. The 60-consecutive calendar days must be within the dates set forth by Bylaws 17.2.5 and 17.2.6, and shall not commence prior to September 7 or the institution's fourth day of classes, whichever is earlier.

- C. The days in which practice and competition are prohibited may be exempted from the period of 60 consecutive calendar days.

During the non-championship segment, all athletically related activities, in all sports, shall be prohibited during two calendar days per week.

Weekly Hour Limitations — Outside of Playing Season

In sports outside of their championship segment, during the academic year, only a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be permitted, as follows:

- a) In winter championship sports, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction, as follows:
 - 1. In basketball, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before on-court practice begins.
 - 2. In swimming and diving and track and field, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.
 - 3. In wrestling, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before Oct. 10.
- b) In spring championship sports, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction;
- c) In fall championship sports, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent

on team activities and/or skill instruction;

- d) In National Collegiate Championships sports, from the beginning of the institution's academic year through the day before the institution's declared start date of practice, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours may be spent on team activities and/or skill instruction; and
- e) Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a period of 14 consecutive calendar days. Between the end of the 14-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction set forth in Bylaw 17.

Skill Instruction — Outside of Playing Season

Participation by student-athletes in individual skill-related instruction is permitted outside the institution's declared playing season in accordance with Bylaw 17.

Conditioning Activities — Outside of Playing Season

Conditioning drills, as permitted in Bylaw 17 that simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used. In swimming and diving, a student-athlete may be involved with in-pool conditioning activities and swimming-specific equipment (e.g., starting blocks, kickboards, pull buoys) may be used.

Practice Prohibited After Competition

Practice may not be conducted at any time (including vacation periods) after competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multi-day tournament).

Non-Countable Athletically Related Activities

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:

- a) Compliance meetings

- b) Meetings with a coach that are initiated by the student-athlete
- c) Drug/alcohol educational meetings or life skills related meetings
- d) Study hall, tutoring or academic meetings
- e) Student-Athlete Advisory Committee meetings
- f) Voluntary weight training not conducted by a coach
- g) Voluntary sport-related activities, no attendance taken, or no coach present
- h) Traveling to/from the site of competition
- i) Training room activities
- j) Recruiting activities (e.g., student host)
- k) Pre-game meals
- l) Attending banquets
- m) Fundraising activities or public relations/promotional activities or community service/engagement projects
- n) Bible studies
- o) Captain's practice (at the direction of the captain or players only)

Voluntary Athletically-Related Activities

In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

- a) The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;
- b) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- c) The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and

- d) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity. (Note: Coaching staff members may be present during permissible skill-related instruction pursuant to Bylaw 17)

Hardship Request

A hardship request is a request for an exception to the season of competition regulation. Hardships allow a student-athlete to “get back” a season of competition only if specific criteria are met. Hardships deal **only** with seasons of competition.

All hardship requests must meet the following criteria:

1. They must involve an injury or illness that is beyond the control of the student-athlete or coach and which incapacitates the student-athlete from competing further during the sport season in question as verified by the attending physician (i.e., M.D. or D.O.) who must have examined the student-athlete during the sport season in question.
2. The student-athlete involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport (three contests or 30 percent of Bylaw 17 maximum). Additionally, the incapacitating injury or illness must have occurred prior to the first competition in the second half of the playing season that concludes with the NCAA Championship in that sport:

Sport	First Half of Playing Season	Standard Denominator	30 Percent of Bylaw 17 Maximum
Baseball	Before the start of the 26th contest	50	15
Basketball	Before the start of the 14th contest	26	8
Cross Country	Before the start of the fourth date of competition	7	3
Golf	Before the start of the 11th date of competition	21	7

Soccer	Before the start of the 10th contest	18	6
Softball	Before the start of the 29th contest	56	17
Swimming and Diving	Before the start of the ninth date of competition	16	5
Tennis	Before the start of the 13th date of competition	25	8
Track and Field (outdoor only)	Before the start of the 10th date of competition	Completed dates of competition OR 18	Will vary OR 6
Women's Volleyball	Before the start of the 14th date of competition	26	8
Water Polo	Before the start of the 11th date of competition	21	7

3. All applicable information must accompany the Hardship Waiver Petition. This Petition, along with medical documentation, signed Buckley Statement and Student-Athlete Statement is to be sent to the PacWest Conference Office for processing.
4. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

Amateurism

The NCAA Eligibility Center makes the initial amateurism decision for the institution. The university certifies the amateur status of continuing student-athletes. In both cases, it is the responsibility of the student-athlete to complete carefully and fully the information requested by the institution or the NCAA.

At the beginning of each academic year each student-athlete will complete the Historical Questionnaire. This form must be completed before each student-athlete participates in practice or any intercollegiate competition each academic year. All student-athletes must report any outside financial aid received and employment

history at this time. Any outside aid received must be indicated on the Historical Questionnaire, including questions related to the amount of any outside aid award(s) the student-athlete may have received and the source of the award(s). Any outside financial aid or funds received could have an impact on a student-athlete's amateurism status.

Prior to the end of spring semester, all student-athletes must complete a NCAA Student-Athlete Summer Contact Form, in ARMS, indicating where they will be living over the summer, whether or not they intend to work over the summer, and whether or not they have already obtained employment. If the student-athlete has already obtained a job, he/she must also complete the Student-Athlete Employment/Internship Instructions form, in ARMS. All student-athletes must disclose if they will participate in an outside league or be paid for participation for any athletic activities, via the Unattached or Outside Competition and NCAA Rules form or the Outside Competition - Outside Team form in ARMS. Any such participation could impact amateurism.

Amateurism is sport specific except in the following:

- If professional in cross country, indoor track & field or outdoor track & field, a student-athlete is professional in all three
- Indoor arena football is professional in football
- Indoor soccer is professional in soccer

Acts that result in a loss of amateur standing and eligibility, after initial full-time college enrollment, include:

- Using athletic skill (directly or indirectly) for pay in any form in a sport, outside of conditions outlined in Bylaw 12.1.4.
- Accepting a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- Receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations
- Competing on a professional athletics team, even if no pay or remuneration for expenses was received
- An enrolled student-athlete may enter a professional league's draft an unlimited number of times during his or her collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport,

provided the student-athlete does not ever agree (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletics ability or reputation in that sport, sign a professional sport contract or otherwise jeopardize his or her amateur status.

Any time, before or after college enrollment, entering into an agreement with an agent will cause a loss of eligibility. NCAA rules do not prohibit student-athletes from receiving information about prospective agents or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility. See Bylaw 12.3 for more information on the use of agents and how it may impact amateurism.

Student-Athlete Employment

Employment Earnings

Student-athletes may be employed at any time during the year, but are subject to the following guidelines:

- The student-athlete may not receive any compensation based on the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he/she has obtained because of athletic ability.
- The student-athlete may be compensated only for work actually performed.
- The student-athlete may be compensated only at a rate commensurate with the going rate in that locality for similar services.
- No Biola University athletics department staff members may transport a student-athlete to or from the work site.
- If the student-athlete is working on a commission basis, commissions must be paid at the rate generally equivalent to the rate realized by non-athletes.
- An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

Prior to a student-athlete starting any job or internship (paid or unpaid) they must

submit the Student-Athlete Employment/Internship Instructions form, in ARMS. Improper employment may cause a student-athlete to become ineligible to participate in intercollegiate athletics.

Student-athletes may receive compensation for teaching or coaching sport skills and techniques in their sport on a fee-for-lesson basis, but the following conditions must be met:

- Biola University facilities may not be used for fee-for-lesson instruction;
- The instructional lessons may not include “playing lessons”;
- The compensation must be paid by the lesson recipient (or his/her family) and not another individual or entity;
- The student-athlete may not conduct his/her own camp or clinic;

Procedures for the Academic Year

1. The associate athletic director for compliance/communication reviews NCAA bylaws governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes, at their first administrative team meeting or at the “all sport” fall mandatory meeting.
2. The student-athlete must complete a Student-Athlete Employment/Internship Form in ARMS within 14 calendar days of employment. The student-athlete must affirm his/her understanding of the terms outlined in the Student-Athlete Employment/Internship Form and his/her intent to adhere to its provisions.
3. The associate athletic director for compliance/communication reviews the Student-Athlete Employment/Internship Form and approves the form, indicating that the student-athlete completed all the steps.
4. By the fall all student-athlete meeting, student-athletes must complete a section within their student packet indicating their employment history. This is a part of the Historical Questionnaire. The compliance office compares the student-athlete employment history with the Student-Athlete Summer Information Form. Where differences are noted, the compliance office instructs the student-athletes to correct the forms and/or take actions necessary to verify that employment complies with/has complied with NCAA requirements. This includes employment at camps/clinics.
5. It is the head coach’s responsibility to monitor their student-athlete’s athletic, academic and work commitments as they relate to their overall well-being.

6. The associate athletic director for compliance/communication periodically monitors the employment of student-athletes.
7. The associate athletic director for compliance/communication works closely with Human Resources to ensure NCAA rules and regulations are followed for on-campus employment.

Procedures for End of the Spring Semester

1. Prior to the end of spring semester, all student-athletes must complete a Student-Athlete Summer Contact Form indicating where they will be living over the summer, whether or not they intend to work over the summer, and whether or not they have already obtained jobs. If the student-athlete has already obtained a job, he/she must complete employment information on the Student-Athlete Employment/Internship Form.
2. The associate athletic director for compliance/communication reviews and keeps on file all Student-Athlete Summer Contact Forms.
3. By the end of the spring semester all student-athlete meeting, student-athletes must complete a section within their student packet indicating their summer employment information. This is captured on the Historical Questionnaire. The compliance office compares the student-athlete employment history with the Student-Athlete Summer Information Form. Where differences are noted, the compliance office instructs the student-athletes to correct the forms and/or take actions necessary to verify that employment complies with/has complied with NCAA requirements. This includes employment at camps/clinics.

Student-Athlete Employment at Camps/Clinics

Student-athlete employment at an institutional sports camp/clinic must be approved in advance. The following procedures must be followed for student-athlete employment at all institutional sports camps/clinics and are subject to NCAA bylaws:

Compensation may be paid to a student-athlete:

1. Only for work actually performed
2. At a rate commensurate with the going rate in that locality for similar services
3. When ensured that an employer shall not use the athletic reputation of a student-athlete employee to promote the sale of a product or service

[NCAA Interim Name, Image & Likeness Policy](#)

In July 2021 the NCAA implemented an interim policy related to student-athlete use of their Name, Image & Likeness. This interim policy opened the door for NCAA college athletes to have the opportunity to benefit from their name, image and likeness. The policy has four key components.

- Individuals can engage in NIL activities that are consistent with the law of the state where the school is located. Colleges and universities may be a resource for state law questions.
- Individuals can use a professional services provider for NIL activities.
- College athletes who attend a school in a state without an NIL law can engage in NIL activity without violating NCAA rules related to name, image and likeness.
- State law and schools/conferences may impose reporting requirements.

[Here is the full text of the NCAA Interim NIL Policy.](#)

Biola University Name, Image & Likeness Policy

PURPOSE

Per the NCAA Interim Policy on Name, Image and Likeness, intercollegiate athletes are permitted to receive compensation for the use of their name, image, and likeness, following the guidance of state laws. Biola University has adopted the following policy on Student-Athlete Name, Image, and Likeness (NIL).

At Biola University, the expectation is that all members of the community will maintain the highest ethical standards, complying with state legislation, NCAA legislation, institutional policy and the Biola Community Standards.

California State Law requires student-athletes who enter into a contract providing compensation to the athlete for use of the athlete's name, image, likeness, or athletic reputation to disclose the contract to an official of the institution using the process identified below.

POLICIES

- Student-athletes may earn compensation for their NIL. Such compensation must be within fair market value and cannot be for work not performed.
- Compensation may not be provided in exchange for athletic performance (pay-for-play), attendance, or continuing attendance at Biola University.
- Biola University, members of the Biola Athletic Department or University employees may not compensate or arrange compensation to a current or prospective intercollegiate athlete for their NIL.

- Biola may use an individual student-athlete's name, image and likeness at will and without providing compensation for the purposes of promoting Biola and its athletic programs/teams.
- NIL agreements must adhere to all relevant federal and state laws, NCAA, conference and University policies regarding disclosure.
- Biola student-athletes shall report all prospective NIL opportunities via the Name, Image and Likeness Approval workflow in ARMS. Please notify the compliance office via email to have this form assigned prior to signing or agreeing to being compensated for any use of name, image and/or likeness.
- NIL compensation earned by a student-athlete consistent with this policy will not affect a student-athlete's athletic eligibility.
- NIL compensation earned by a student-athlete consistent with this policy COULD affect the student-athlete's grant-in-aid (for example additional earnings may result in a student-athlete no longer being eligible for "need-based" aid). Grant-in-aid awarded by the University to a student-athlete shall not be considered compensation.
- In-kind and trade value is considered compensation at the public retail cash value of the product or service provided. Student-athletes must follow the same process for NIL trade compensation as for NIL cash/paid compensation.

IMPERMISSIBLE ACTIVITIES

Student-athletes will not be permitted to enter into NIL agreements that fall into any of these categories:

- Conflict with Biola Partners
 - If an NIL contract or agreement is deemed by Biola to be in conflict with any institutional contracts or agreements.
- Conflict with Biola Responsibilities
 - If NIL compensation opportunities conflict with academic, program or team related activities (including but not limited to: practice, competition, academic classes, and community service events).
 - Student-athletes may NEVER miss class for a promotional opportunity or NIL opportunity.
- Prohibited Compensation Categories
 - The following have been determined to be impermissible forms of name/image/likeness compensation at Biola University and therefore, student-athletes are not permitted to enter into an arrangement with:
 - Lotteries, Casinos, sports wagering facilities, and online equivalents
 - Adult entertainment (i.e. strip clubs, pornography, etc).
 - Tobacco, alcohol, marijuana, nicotine, vapor products, etc.

- (including all drugs on the NCAA Banned Substances list)
- Apparel, sportswear, footwear, athleisure wear (during any official team activities).
- Providers of higher education (other colleges and universities) and related services.

USE OF BIOLA ASSETS & LOGOS

A student-athlete may not use the University's trademarks (e.g., logos, word marks (including, but not limited to, the University's name, nicknames, team names, mascot name, slogans, etc.), colors, and other identifying indicia) or copyrighted content for any NIL activity.

DISCLOSURE REQUIREMENT

A student-athlete must disclose any proposed contract or agreement between a student-athlete and third party 14 days prior to the proposed activity to the Athletics Compliance Office. The student-athlete shall email the compliance office to notify of the prospective NIL opportunity. The Compliance Office will assign the Name, Image and Likeness Approval workflow in ARMS, which must be submitted to the Biola Athletics Compliance Office to review and approve. This review and approval is solely for compliance with these requirements -- it does not constitute an arrangement of the contract or agreement by or at the direction of the University, nor is it a legal review on behalf of the student-athlete.

Until the Athletics Compliance Office reviews, the student-athlete should not engage in the proposed activity.

Failure to disclose any contract or agreement may result in loss of eligibility, including suspension from team activities or competition, and/or additional NIL education/training.

DEFINITIONS

Compensation

- Compensation is defined as:
 - Any form of payment or remuneration, including but not limited to cash, gifts, in-kind items of value, social media compensation, digital currency, payments for licensing or use of publicity rights, payments for other intellectual or intangible property rights under federal or state law, and any other form of payment or remuneration.
- Compensation is NOT defined as:

- Educational expenses or any financial aid, benefits or awards provided to a student-athlete in accordance with rules of an athletic association;
- Federal or state grants or scholarships;
- Payments of wages and benefits at a rate commensurate with prevailing rate for similar work in the locality of the institution to a student-athlete for work actually performed other than for athletic ability or participation in intercollegiate athletics.

Name

- “Name” is defined as the first or last name, or the nickname, of the student-athlete when used in a context that reasonably identifies the student-athlete with particularity.

Image

- “Image” is defined as a picture of the student-athlete.

Likeness

- “Likeness” is defined as a physical, digital or other depiction or representation of the student- athlete.

Promotional Activity

- A “promotional activity” shall be defined as any use of a student-athlete’s name, image or likeness to promote the commercial endeavors of any entity, including media. Activities include but are not limited to:
 - In-person appearances
 - Social media posts
 - Media Appearances (e.g. appearance on a talk show)
 - Digital/printed materials (e.g. billboard, online ad, etc.)

Representative of Athletics Interests

- A “representative of athletics interests” (e.g. booster) is any individual who:
 - Has made a financial contribution to the institution
 - Assisted in the recruitment of a prospective student-athlete
 - Provided benefits of any kind to a current student-athlete

USE OF AGENTS/PROFESSIONAL SERVICE PROVIDERS

- Per NCAA legislation, student-athletes may secure representation (athlete agent or lawyer), ONLY for NIL and NOT for future professional athletic contract negotiations.

- An athlete agent representing a student-athlete for purposes of securing compensation for their name, image, likeness, or persona shall comply with the federal Sports Agent Responsibility and Trust Act, established in [chapter 104 of title 15 of the United States Code](#).
- In addition to Biola University and NCAA regulations governing athlete Agent interaction with student-athletes, California State law requires agents and advisors to adhere to the Miller-Ayala Athlete Agents Act ([Cal. Bus. & Prof. Code §§ 18895 – 18897.97](#)). Attorneys representing a student-athlete shall be licensed pursuant to [Article 1 of Chapter 4 of Division 3 of the Business and Professions Code](#).
- The term of a contract for representation or compensation for the use of student athlete NIL cannot extend beyond participation on a Biola University Athletics team.

OTHER CONSIDERATIONS

- International student-athletes should not enter into any Name, Image, and Likeness activity without first consulting with International Admissions (fitsum.mulat@biola.edu) and the International student staff at the Office of the Registrar (isaac.fite@biola.edu, jessica.chen@biola.edu). A NIL agreement may have serious consequences/impact on your Visa Status.
- Pell Grants, Cal Grants, and other need-based aid could be affected by significant name, image, and likeness compensation. Questions regarding aid should be directed to the Biola [Office of Financial Aid](#).
- Student-athletes should read and understand [California Senate Bill 26](#), [California Senate Bill 206](#), and monitor for any other updates to California State Law regarding name, image, and likeness.

Outside Competition

A student-athlete will become ineligible if, after enrolling at Biola University, they participate as a member of any outside team in any non-collegiate, amateur competition during the season in their sport. The student-athlete will remain ineligible until eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement. This includes tournament play, exhibition games or other activities in their sport outside of their Biola University team.

It is permissible for student-athletes to participate in outside competition during the academic year in their sport (other than basketball), as long as the student-athlete represents only himself or herself in the competition and does not engage in competition as a member of or receive expenses from an outside team. The student-athlete must notify the associate athletic director for

compliance/communication and complete the Unattached or Outside Competition and NCAA Rules form in ARMS a minimum of one week prior to participating in any outside competition.

For complete rules regarding outside competition, please see Bylaw 17.02.10, 17.02.11 and sport-specific regulations in Bylaw 14.7.

Sports Wagering Activities

Participation in any sports wagering activity, even in the most minor fashion, may jeopardize a student-athlete's eligibility and/or athletic career.

NCAA rules prohibit student-athletes from participating in any wagering activity that involves any sport sponsored by the NCAA at any level.

Any activity that involves putting something at risk for the chance to win something in return is considered sports wagering and is an NCAA violation. Risk + Reward = Violation. This includes fantasy leagues and tournament brackets that meet the above guidelines. [Don't Bet On It Website. www.dontbetonit.org](http://www.dontbetonit.org)

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

Wagering of any amount of money, or of any prize of any monetary value on any sport in which there is an NCAA championship is a violation and has implications on a student-athletes' eligibility. This includes betting on a hole of golf, football pools, etc. If you have a question, please ask the compliance staff.

Additionally, student-athletes shall not:

- Participate or provide information to individuals involved in organized gambling activities related to intercollegiate or professional athletics through a bookmaker, parlay card or any other method;
- Solicit or accept a bet on any collegiate or professional sport team or athlete, including his/her own;
- Solicit or accept a bet on any such competition for any item that has a tangible value (e.g. cash, shirt, dinner).

If you are approached to be involved in or know of anyone involved in these activities, you are required to report these individuals to the associate athletic director for compliance/communication, senior director of athletics, or faculty athletic representative.

Education

- The associate athletic director for compliance/communication about gambling and sports wagering at the beginning of each semester.
- The associate athletic director for compliance/communication will send emails to student-athletes, the athletics department and Compliance Committee prior to any major sporting event (e.g., Super Bowl, March Madness, etc.)
- Any student-athlete who is struggling with gambling or sports wagering and wishes for support can contact either the Biola Counseling Center or Student Development. Biola University is committed to providing support and guidance for students struggling with any issue including gambling and sports wagering.

Student-Athlete Awards

The athletics department may select deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the head coach and the athletics department.
2. Coaches must obtain approval from the associate athletic director for compliance/communication for any awards provided to the student-athlete.
3. Awards by outside groups or organizations are not allowed unless approved in advance by the senior director of athletics and associate athletic director for compliance/communication.
4. Awards have monetary limits that will be monitored by the compliance staff upon requests being submitted by a head coach to give an award.
5. A student-athlete may take an award based on their place finish at a meet or event, so long as the award is from the meet sponsor or meet host and

available to any participant who would win that award. This is most common in track and field. Please check with the associate athletic director for compliance/communication before accepting any award.

Promotions and Fundraising

Promotions

Any student-athlete allowing their name or picture to be used to advertise, promote or endorse a commercial product/service must do so in a manner consistent with the NCAA Interim NIL Policy and Biola University's Name, Image & Likeness Policy.

Fundraising Policy

Biola University athletic teams are allowed to raise monies to supplement their operational budgets. All of the following policies related to fundraising by student-athletes must be followed:

- Student-athletes *cannot* miss class for any fundraising activity.
- All athletics fundraising efforts must be done in collaboration with the Eagles Athletic Association and/or the Office of Advancement. For more information, student-athletes should work with their head coaches and/or the associate athletic director for compliance/communication. Coaches can call or email the director of the Eagles Athletic Association. (562) 906-4128, eagles.athletic.association@biola.edu

Benefits

General Limits

A student-athlete may not receive “extra benefits” that are part of a special arrangement by an institutional employee or friend. This includes such things as “discounts,” free or reduced-cost services, use of credit cards or any of the following:

- a credit card or use of one
- use of laundry facilities
- items or activities at free or reduced costs (professional services, tickets, meals, etc.)
- loan
- guarantee bond
- use of an automobile
- transportation
- signing or co signing a note
- cash or equivalent
- gift certificates
- country club or sports-club memberships

- gifts of clothing, equipment or jewelry
- unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips
- use of golf courses for no fee

These are just examples of non-permissible benefits and not an exhaustive list. There are numerous things that could be considered an “extra benefit.” The best advice is to ASK BEFORE YOU ACT. A student-athlete who receives an extra benefit will be declared ineligible and/or be required to pay the total cost of the benefit received. As a student-athlete you must take care to never accept any meal or other benefit that is not similarly available to students who are not participants in intercollegiate athletics.

Complimentary tickets/Pass list

The NCAA permits four complimentary admissions per student-athlete to each home contest in his/her sport. Institutional policy may reduce this number dependent on revenue and capacity concerns. The procedure for requesting complimentary tickets is as follows.

- Passes are issued via the Complimentary Ticket Request section in ARMS. The request must be submitted at minimum 24 hours prior to the contest.
- Student-athletes will log into ARMS and then navigate to the Complimentary Tickets link on the left hand side of the page.
- Follow instructions to submit requests for up to four tickets for any approved regular season home match. ARMS allows student-athletes to “transfer” unused complimentary ticket requests to another student-athlete who may desire more than four complimentary admissions.
- Approved requests will be included in the pass list located at the gate. The status of a request can be checked at any time on the Complimentary Tickets section of ARMS.
- Picture ID and a signature are required at the gate for admission for persons on the pass list.
- NOTE: Biola allows free entry to home events for all current students, alumni, staff and faculty.

Occasional Meal

A student-athlete or the entire team in a sport may receive an occasional meal from an institutional staff member or friend of the program (“representative of athletics interest”) within specific guidelines, which, by NCAA legislation or institutional policy, include:

- **Institutional Staff Member.** A student-athlete or the entire team in a sport

may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

- **Representative of Athletics Interests.** A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of the institution's athletics interests provided the meal is in the individual's home, on campus or at a facility that is regularly used for home competition and may be catered. The representative of the institution's athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.
- **Occasional Meals to Team Members Provided by Relatives or Legal Guardians.** Occasional meals to team members provided by the relatives or legal guardians of a student-athlete are permissible and may be provided at any location (e.g., tailgating).

Coaches and other staff are required to submit the Occasional Meals Form to obtain pre-approval of these occasional meals in order to preserve the intent of the rule and the eligibility of the student-athletes. A list of those participating must be provided with the Occasional Meal Form to the associate athletic director for compliance/communication.

Apparel

As a student-athlete, you may use institutional equipment during competition only when representing the institution.

When available, you may purchase institutional apparel (or uniform) for use during outside competition, provided the apparel (or uniform) is no longer used by the institution for competition.

You may retain institutional athletics apparel items (not equipment) as an award subsequent to completing your eligibility. While participating, you are allowed to use institutional equipment during vacation periods when it is consistent with team, athletics or institutional policy.

Substance Abuse Program

As a NCAA Division II member, and as a member of the PacWest Conference, Biola University student-athletes are expected to conduct themselves in a manner that is congruent with the NCAA Drug Testing Policy as well as with the mission of the

institution. This program implements specific measures to ensure student-athletes the highest level of accountability in upholding the mission of Biola University and the NCAA. This policy is not to be construed as a contract between the institution and the student-athletes at Biola University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions in this policy.

Program Purpose and Philosophy

The purpose of this program is to create an environment that affords student-athletes the optimal opportunity to grow spiritually, emotionally, athletically and academically during their career at Biola. The athletics department and the institution as a whole believe that the use of alcohol and banned substances does not give student-athletes the best chance to succeed in the three areas of growth stated above. Therefore, this policy is designed to educate student-athletes about the adverse effects of substance abuse, detect the use of banned substances by Biola student-athletes, graciously discipline those who choose to partake in the use of banned substances, and assist them to the best of our ability in their recovery and rehabilitation. A Biola student-athlete may be tested at any time, including when academically ineligible or redshirting. Biola University may amend the policy at any time. This program is separate and distinct from the NCAA Drug Testing program.

Prohibited Substances

Student-athletes participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current NCAA banned drug list with the addition of alcohol and tobacco.

Student-athletes may not use the drugs specified by the NCAA regardless of whether such use occurs before, during or after the student-athlete's competitive season. In addition, pursuant to the Biola University standards of conduct, the university requires that student-athletes abstain from the use and possession of alcoholic beverages and smoking/tobacco products. For procedures used by Biola University to receive consent from student-athletes for substance abuse screening, please refer to the Biola Athletics Substance Screening Program section.

It is the responsibility of the student-athlete to know what he or she is putting into their body and seek answers through the appropriate resources if they have questions.

NCAA Tobacco Policy

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition

(Bylaw 17).

The use of tobacco products is also prohibited, by all game personnel (e.g., coaches, trainers, managers and game officials), in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use (Bylaw 11).

[NCAA Banned Drugs List \(2022-23 - view updates at ncaa.org\)](#)

It is the responsibility of the student-athlete to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators.
9. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to any of the classes listed above is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. Examples of substances under each class can be found at [ncaa.org/drugtesting](https://www.ncaa.org/drugtesting). There is no complete list of banned substances.

Drugs and Procedures Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Tampering of urine samples.
5. Beta-2 agonists (permitted only by inhalation with prescription).

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. Linda Ruggles (linda.ruggles@biola.edu) is the primary source at Biola for information on the

topic. There are no NCAA approved supplement products. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well-regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement ingredient is taken at risk.

Check with the athletics department staff prior to using a supplement. Linda Ruggles (linda.ruggles@biola.edu) is the primary source at Biola for information on the topic.

Examples of NCAA Banned Substances in Each Drug Class

Note to student-athletes: There is NO complete list of banned substances.

Do not rely on this list to rule out any label ingredient.

1. Stimulants: Amphetamine (Adderall), Caffeine (Guarana), Cocaine, Dimethylbutylamine (DMBA; AMP), Dimethylhexylamine (DMHA; Octodrine), Ephedrine, Heptaminol, Hordenine, Methamphetamine, Methylhexanamine (DMAA; Forthane), Methylphenidate (Ritalin), Mephedrone (bath salts), Modafinil, Octopamine, Phenethylamines (PEAs), Phentermine, Synephrine (bitter orange).
Exceptions: Phenylephrine and Pseudoephedrine are not banned.
2. Anabolic agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione): Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Oral Turinabol), DHEA (7-Keto), Drostanolone, Epitrenbolone, Etiocholanolone, Methandienone, Methasterone, Nandrolone (19-nortestosterone), Norandrostenedione, Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanazolol, Stenbolone, Testosterone, Trenbolone.
3. Alcohol and beta blockers (banned for rifle only): Alcohol, Atenolol,

Metoprolol, Nadolol, Pindolol, Propranolol, Timolol.

4. Diuretics (water pills) and Other Masking Agents: Bumetanide, Spironolactone (Canrenone), Chlorothiazide, Furosemide, Hydrochlorothiazide, Probenecid, Triamterene, Trichlormethiazide.
Exceptions: Finasteride is not banned.
5. Narcotics: Buprenorphine, Dextromoramide, Diamorphine (heroin), Fentanyl, and its derivatives, Hydrocodone, Hydromorphone, Methadone, Morphine, Nicomorphine, Oxycodone, Oxymorphone, Pentazocine, Pethidine.
6. Cannabinoids: Marijuana, Synthetic cannabinoids (Spice; K2; JWH-018; JWH-073), Tetrahydrocannabinol (THC, Delta-8).
7. Peptide hormones and analogues: Growth hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IGF-1 (colostrum; deer antler velvet), Ibutamoren (MK-677).
Exceptions: Insulin, Synthroid and Forteo are not banned.
8. Hormone and Metabolic Modulators: Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].
9. Beta-2 agonists: Bambuterol, Formoterol, Higenamine, Norcoclaurine, Salbutamol, Salmeterol.

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 Drug Free Sport AXIS at 816-474-7321 or dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

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

Note to Student-Athletes:

[This online list](#) of banned substances will always be up-to-date, and is the list for

which each student-athlete will be responsible. This is not a complete list of banned substances. Do not rely on this list to rule out any supplemental ingredient. Any questions concerning this list need to be directed to an athletic trainer. Additionally, student-athletes are responsible to report any prescription or over the counter medications they are taking to an athletic trainer.

Biola Athletics Substance Screening Program

This program has three major components: education, substance screening and discipline. Each of these three components will be further outlined below.

Education

Each fall student-athletes will receive education from the designated athletic trainer regarding the Biola Athletics Substance Screening Program and NCAA Banned Substances.

Each student-athlete will be required to sign and return the NCAA Drug-Testing Consent Form and Student-Athlete Statement prior to their participation in practice or competition. If the student-athlete is under the age of 18, the forms must also be signed by the parent(s) or guardian(s). Failure of the student-athlete to return these forms will result in the student-athlete being ineligible to practice or compete.

Procedure

Biola University will conduct substance screening throughout the academic year. The basis for the screening process is informed consent (based on the forms submitted to Biola) and third party testing. Multiple on-campus screenings will occur throughout the year. Subsequent tests may be conducted at the discretion of the senior director of athletics. A student-athlete will be notified of required screening at least 24 hours prior to the test by the Biola site coordinator, director of sports medicine, associate athletic director for compliance/communication or senior director of athletics via email.

Selection of participants will be determined by random sampling and upon individualized reasonable suspicion.

Random Sampling: A random sample of student-athletes from current team rosters will be selected for a total of five percent of the entire population of student-athletes. Student-athletes may be tested multiple times due to the random nature of the selection process.

Individualized Reasonable Suspicion: The Reasonable Suspicion reporting form is submitted via ARMS and is included in the appendices for reference. Circumstances

for selection upon reasonable suspicion may include (but are not limited to):

- Observed changes in performance or behavior (physical and/or emotional), for example, missing class. Observations may come from the senior director of athletics, athletic trainers, head coaches, assistant coaches, dean or associate dean of student development, resident director and/or the faculty.
- Arrest on charges related to use and/or possession of banned substances.
- Suspected manipulation of specimens (example: dilution of sample).
- Proven history of positive results.
- Presence or possession by a student-athlete of illegal or controlled drugs or drug related paraphernalia.
- When a designated administrator, coach or support staff has suspicion through the sense of smell, sight and/or sound.

If a student-athlete fails to report to the testing site within 60 minutes of their designated report time, fails to produce a specimen at time of testing, and/or manipulates the integrity of the specimen and/or collection process, it will be considered a positive test. The student-athlete will be subject to the appropriate sanctions.

Student-athletes may also be selected for testing under any of the following circumstances:

Postseason/Championship Screening: Any participant or team likely to advance to postseason championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the postseason competition. If a student-athlete tests positive, he or she will not be allowed to compete at the postseason event and will be subject to the sanctions herein.

Re-entry Testing: A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The senior director of athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.

Follow-up Testing: A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the senior director of athletics or his/her designee in

consultation with the counselor or specialist involved in the student-athlete's case.

Pre-season Screening: Student-athletes are subject to pre-season drug testing and may be notified of such by the senior director of athletics or his/her designee at any time prior to their first competition

Specimen Collection

Details regarding specimen collection have been provided for reference in the appendix on the form Drug Free Sport's Collection Guidelines.

Medical Exception Process

Biola University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Department of Athletics allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to inform their athletic trainer of all medications (prescribed and over-the-counter) he or she is taking via the medical history form submitted for medical clearance.

In the event a student-athlete tests positive, the director of sports medicine in consultation will review the student-athlete's medical record to determine whether a medical exception should be granted.

Discipline

First Violation

In the case of a first positive test the following sanctions will occur:

- The student-athlete will be referred to Student Development to discuss the violation and next steps. There will be a minimum one-week suspension from participation in practice, competition and travel.
- The student-athlete may be able to begin participation again at the conclusion of seven days (since the student-athlete's notification of positive test) depending on the recommendation of the assessment team and written evidence received by the senior director of athletics. In some cases, the team physician must also clear the student-athlete for participation.
- The student-athlete will automatically be enrolled in the substance screening program.
- Any offense may be grounds for revoking of athletic scholarship. The senior director of athletics and head coach make decisions on scholarship removal.
- Depending on the seriousness of the offense, the student-athlete may also

face further consequences, including but not limited to expulsion from the university. Please refer to the Biola Student Handbook section titled Alcohol, Tobacco & Drugs policy for more information on university sanctions.

Second Violation

In the case of a second positive test the following sanctions will occur:

- The student-athlete will be referred to Student Development to discuss the violation and next steps. The student-athlete will, at minimum, be suspended from participation in practice, competition and travel for the rest of the current season.
- The student-athlete may be terminated from any future participation in Biola Athletics.
- The student-athlete may also face further consequences, including but not limited to expulsion from the university. Please refer to the Biola Student Handbook section titled Alcohol, Tobacco & Drugs policy for more information on university sanctions.

Note: The decisions for both first and second violations will be decided by the vice president of student development or designee who will consult with the athletics department administration as necessary. Biola will not cover any costs in addition to the initial substance screening incurred during this disciplinary process. The same punishment and actions will occur for a student-athlete who is caught outside of the Biola Athletics Substance Screening Program in conjunction with Student Development.

Appeal Process

When the sanctioned student-athlete disputes the outcome of a disciplinary procedure, that student (hereafter called the Appellant) may request, through the vice president of student development, that an Appeal Hearing Committee review the decision. Sanctions may or may not be postponed or suspended pending the outcome of this appeal, at the discretion of the dean. The Appellant may appeal their sanctions on the basis of:

- Inaccurate findings (i.e., the available facts used in determining sanctions were inaccurate/incomplete);
- New evidence has become available;
- An unfair or inequitable process.

The following are not within the scope of the appeal process:

- The interpretation or judgment of university administrators regarding the meaning or implementation of the written regulations, standards, and/or policies of the university;
- The written regulations, standards, and/or policies of the university

- themselves;
- The determined sanctions from the disciplinary procedure.

To initiate an appeal hearing, the Appellant is to submit the following, in writing, to the dean:

- A request for a hearing to consider the appeal, submitted within five working days from the time the Appellant was informed of the disciplinary decisions.
- A statement including all of the relevant issues and evidence to be considered. Issues/evidence not included in this statement will not be considered in the appeal hearing.
- A list of material witnesses, if any, and the essence of their proposed contribution to the appeal hearing. Please note these are not character witnesses but individuals with first-hand knowledge of the situation in appeal. Their testimony will be limited to the specified matters.

The dean will then form an Appeal Hearing Committee, made up of one member of the Student Care Team who then serves as a non-voting facilitator, along with three faculty/staff members selected by the dean. If no members of the Student Care Team are available, the dean may select a replacement from Biola faculty/staff.

The Appeal Hearing Committee will, within 15 working days of the receipt of the appeal request, review and evaluate the original adjudication, as well as the information that the Appellant has presented. Based on the nature of the appeal, the Appeal Hearing Committee has the discretion whether or not to call the Appellant and/or his/her witnesses to appear before the Appeal Hearing Committee. If the Appellant and/or the witnesses will be called, they will be notified at least two days in advance of the appeal hearing date. The Appeal Hearing Committee may tape-record the appeal hearing.

The Appeal Hearing Committee will issue its decision in writing to the parties involved within a reasonable time (usually within 10 working days) of the conclusion of the appeal process. The decision of the Appeal Hearing Committee will be final and no further appeal is possible.

It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Hearing Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

During periods other than regular semesters (summer, Christmas), the dean reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/appellant availability.

Assistance in Overcoming Alcohol and Other Drug Abuse

If a student-athlete needs help or knows someone with an alcohol, drug or substance-related problem, please know that the Biola Counseling Center, the Student Health Center, resident directors, deans, faculty and all other university personnel will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage & family therapists at extremely low cost, and also makes referrals to outside counseling and treatment services.

Confidentiality

Any information concerning a student-athlete's alleged or confirmed improper use of banned substances shall be restricted to institutional personnel identified within this document and to parents or legal guardians. Biola Athletics will follow HIPAA guidelines to ensure the utmost confidentiality.

Counseling

See the section on Biola Counseling Center.

NCAA Drug Testing Program

Biola student-athletes will be subject to drug testing at any time. In addition to the Biola University Athletics Substance Screening Program, the NCAA has a drug testing program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

- Every Division II institution is subject to year-round drug testing (including the summer). Division II institutions not sponsoring football will be selected at least once every two years.
- If Biola is selected for drug testing, the senior director of athletics, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24 hours' notice. After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying student-athletes, via email, of their selection for drug testing and having them sign the NCAA Drug-Testing Consent Form.
- Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in NCAA Bylaw 31.

- If the NCAA tests the student-athlete for the banned drug classes listed in NCAA Bylaw 31 and they test positive (consistent with NCAA drug-testing protocol) in the initial Sample A test, that student-athlete will then be suspended from participation until the Sample B test has been determined. If the student-athlete tests positive for Sample B (consistent with NCAA protocol), then that student-athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18. They will remain ineligible from the date of their positive drug test and until they can retest negative. The student-athlete will then be required to go through student-athlete reinstatement and will be charged one season of competition. *Biola may appeal to the NCAA Eligibility Committee for restoration of your eligibility if mitigating circumstances warrant restoration.*
- A student-athlete who tests positive for a banned drug other than a street drug shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility.
- A student-athlete who tests positive for a street drug shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).
- If a student-athlete tests positive a second time for the use of any drug, other than a street drug as defined in NCAA Bylaw 31, he or she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete tests negative and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

Note: The list of NCAA banned drugs is subject to change and the student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA website (www.ncaa.org), and a copy is provided in this manual and posted in the Athletic Training Clinic.

For authoritative information on NCAA banned substances, medications and nutritional supplements, contact the Resource Exchange Center (REC) at (877) 202-0769 or www.drugfreesport.com/rec (password ncaa2).

Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

Financial Aid

Applying for Financial Aid

For the most up to date information on applying for financial aid please visit our financial aid page.

Steps to Apply for Financial Aid

1. Apply to Biola University.
 - a. Start applying for scholarships right away. Visit our scholarship page and find out which scholarships fit you.
 - b. Continue looking for outside scholarships.
2. File the Free Application for Federal Student Aid soon after October 1 of the year prior to you planning to attend. This form determines your eligibility for federal and state aid, including loans and need-based institutional aid. Be sure to list Biola University (code 001122) on the FAFSA when prompted.

Note: If you are a California resident, file your Cal Grant GPA Verification Form by March 2 in order to be considered for the Cal Grant.
3. Review your award letter. You will receive this letter in the mail and/or via email soon after the Financial Aid Office processes your application.
 - a. The Financial Aid Office determines this package by reviewing your FAFSA or California Dream Act application.
 - b. The financial aid awards listed in your award letter may be adjusted as new information is received.
 - c. You may be selected for the aid confirmation process. The Department of Education requires a percentage of financial aid files be selected for

this process.

4. Submit any and all items requested in your award letter to the Financial Aid Office. This is also a good time to determine if you want to apply for loans.
5. Review your revised award letter (if applicable).
 - a. You will receive a revised award after submitting new information and/or all items requested by the Financial Aid Office.
 - b. Once you have submitted your enrollment deposit you will have access to the student portal, myaccount.biola.edu, where you can select the Student Financials tab and review your financial aid status.
6. Continue your enrollment process at Biola by following the What's Next section of the website and reviewing your payment plan options.

Types of Financial Aid

Scholarships

A scholarship is a financial aid award that does not need to be repaid. Scholarships are a form of merit-based aid, meaning they are offered based on merit or achievement in a specific area.

Grants

A grant is a financial aid award that does not need to be repaid. Grants are a form of need-based aid, meaning they are distributed based on financial need as determined by the FAFSA.

Loans

A loan is a financial aid award that must be repaid with interest. Loans are a form of need-based aid, meaning they are offered based on financial need as determined by the FAFSA.

Scholarships for International Students

Financing your education can be a large part of planning to enroll at Biola University. International students are responsible to submit an affidavit of support and bank statement to show how they plan to pay for their education. Biola offers select scholarship opportunities for those who qualify, although this cannot be guaranteed for every applicant. Materials must be received by the appropriate deadline date to qualify for any available scholarships or grants.

Athletic Aid

Biola Athletics offers aid for student-athletes based upon athletic ability. These grants are given in accordance with all current affiliation guidelines and are awarded on a year-by-year basis. Recommendations for awards are at the sole discretion of the coaching and administrative staff.

The majority of scholarships awarded do not cover the full cost of tuition, room and board. However, when they do, the maximum amount of institutional aid that a student-athlete can receive cannot exceed the total cost of the following:

1. Tuition;
2. Mandatory fees; and
3. Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

If an athletic scholarship exceeds the actual cost of tuition and the student-athlete wishes it to cover the cost of room and/or board using the athletic scholarship, it is institutional policy that those funds can only be used for Biola housing and meal plans.

Student-athletes cannot withdraw funds from their account to pay for non-Biola meals or housing. In the case where a scholarship exceeds the actual cost of tuition, class fees, room and board, the coach can exchange the excess regular athletic aid dollars with a book scholarship, up to the actual cost of required books and supplies for the term.

If a student-athlete has demonstrated “extreme need” (a student who has exhausted all resources available to them, including family support, assets, loans, institutional scholarships, and savings from working), the coach may award a restricted athletic scholarship that can pay for health insurance. Otherwise, restricted athletic scholarships may only pay for actual costs of tuition, class fees, room and board.

The total aid based on athletic ability awarded by the Department of Athletics must not exceed a full grant-in-aid and the total aid in a student’s package must not exceed the estimated or actual Cost of Attendance for their program and/or undergraduate/graduate status.

Internal procedures and system processes for tracking and awarding athletics grants-in-aid are documented in the Financial Aid and Department of Athletics Operations & Compliance Manuals.

For student-athletes receiving athletic scholarships, the award amount is valid for

one academic year only. At the conclusion of the year, the head coach will notify the senior director of athletics, the director of financial aid and the associate athletic director for compliance/communication of the desire to maintain the scholarship for the next academic year or if there is sufficient reason to reduce or not renew the scholarship for the following year.

All student-athletes will be notified of this decision. Those renewing their scholarship will receive an Athletic Scholarship Agreement Renewal Form, via ARMS, that will need to be approved by the student-athlete prior to May 31. Renewal/Non-Renewals will be sent to student-athletes prior to July 1 each year.

Athletic Scholarships Renewal, Non-Renewal, Reduction and Removal of Aid

NCAA Policies - Reduction/Cancellation During Period of Award

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
 - Fraudulently misrepresented any information on an application, letter of intent or financial agreement; or
 - Engages in serious misconduct warranting substantial disciplinary penalty; or
 - Voluntarily withdraws from a sport at any time for personal reasons.
- or
- Nonathletic reasons (i.e. over-award).

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the senior director of athletics, the associate athletic director for compliance/communication and the Financial Aid Office.

NCAA Policies - Athletic Aid Reduction, Renewal or Non-Renewal at End of Award Period

1. The head coach determines which student-athletes' athletic financial aid he or she will recommend be renewed, non-renewed, reduced, or removed.
2. The head coach recommends in writing the decision to not renew, reduce, or remove to the senior director of athletics according to the deadline:
 - Fall Sports – March 15
 - Winter Sports – April 1
 - Spring Sports – April 15

3. The senior director of athletics and the associate athletic director for compliance/communication will review and approve/deny the recommendation to not renew, reduce, or remove athletic financial aid based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the student-athlete's athletic financial aid will not be removed, or reduced. If a non-renewal request is denied, the aid will be renewed at the discretion of the senior director of athletics.
4. The senior director of athletics will inform the Financial Aid Office and head coach of the decision to not renew, reduce, or remove athletic financial aid.
5. The head coach will verbally inform the student-athlete of the decision to not renew, reduce, or remove athletic financial aid.
6. The Financial Aid Office will send written notice to the student-athlete of the decision to not renew, reduce, or remove athletic financial aid as well as detail the option to appeal. The student-athlete shall have 14 consecutive calendar days upon the date of issuance of this letter to respond in writing to the Financial Aid Office to formally request a hearing. Failure by the student-athlete to submit a written request for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal or reduction of athletics grant-in-aid shall be made final and binding.
7. For athletic financial aid that will be renewed, the head coach will draft and sign the Athletic Scholarship Agreement Renewal (ASAR) according to the deadline:
 - Fall Sports – April 1
 - Winter Sports – April 15
 - Spring Sports – May 1
8. For athletic financial aid that will be renewed, the Financial Aid Office, the senior director of athletics, and head coach will verify/sign the ASAR.
9. For athletic financial aid that will be renewed the Financial Aid Office will distribute the ASAR to the student-athlete by July 1, at which point the student-athlete has two weeks to sign. The award is subject to cancellation if not returned within two weeks of being issued.
10. For athletic financial aid that will be renewed, the associate athletic director for compliance/communication will verify/sign the completed ASAR that has been returned by the student-athlete and will inform coaches of incomplete ASARs. It will be the responsibility of the student-athlete to complete all

required paperwork for approval prior to practice or participation.

11. For athletic financial aid that will be renewed, the associate athletic director for compliance/communication will submit the completed ASARs to the Financial Aid Office.
12. For athletic financial aid that will be renewed or reduced, the Financial Aid Office will update athletic financial aid data in ARMS/Banner per the ASAR with a contingent status - that status will keep the aid from paying to the student account. The Financial Aid disbursement process will not disburse aid for students who have not been verified as eligible for athletic financial aid by the Office of the Registrar.
13. Eligibility for state, federal and non-athletic institutional aid will be determined whenever the FAFSA is completed and an award letter will subsequently be sent to the student athlete. If the signed ASAR has not yet been received, the student-athlete's aid will be packaged without athletic aid until a signed ASAR is received. As long as a signed ASAR is received before May 31, the student-athlete's package will be adjusted accordingly once it is submitted. If the student submits the ASAR after May 31, they will have to appeal with the Athletics Department in order to be awarded the athletic aid.
14. Athletic aid will disburse on the same disbursement timeline as other financial aid which is usually within the first month of the semester.

Athletic Events

Game Environment

Biola University Fan Code of Conduct

Biola Athletics and our conference and national governing body are committed to creating a safe, comfortable and enjoyable game day experience. It is important that Biola student-athletes and a student-athlete's family and friends are leaders in the way they represent Biola University. When a student-athlete attends a competition to support another Biola Athletics team, he or she is a representative of Biola Athletics and must demonstrate the highest level of respect and sportsmanship for a positive game environment.

We pledge to protect a fan's right to:

- Watch the game in a safe, clean and healthy environment
- Be treated in a courteous, consistent and professional manner
- Be treated with dignity and respect by other spectators attending the game

- and those organizing the event
- Support his or her team, provided the support is in good taste and does not adversely impact the event experience of fellow spectators or negatively impact the game
- Expect displays of good sportsmanship

We expect fans to:

- Cheer, sing and otherwise support their team while remaining respectful and courteous to their fellow patrons, officials and opposing team fans and players
- Enjoy the game experience free from fighting, thrown objects, attempts to enter the playing surface and any other disorderly behavior
- Comply with requests from athletics administration regarding policies and emergency procedures
- Conduct themselves in a lawful manner to avoid incidents in the athletic facilities and in the parking lot

Actions that will result in sanctions include:

- Behavior that is reckless, dangerous, disruptive or illegal in nature
- Demonstrating signs of impairment from alcohol or other substances
- Foul or abusive language or obscene gestures
- Interference with the progress of the game
- Failing to follow the instructions of game management personnel, university officials or Campus Safety
- Verbal or physical harassment of the opposing team's players or fans, field officials or game management personnel

Sanctions include ejection, loss of season admission, expulsion (Biola University student) and arrest.

Sports Information

Social Media Policy

There is a balancing act involved when it comes to social media, especially for student-athletes. While we encourage and fully support freedom of speech, expression and association, we also ask that you be cognizant of the fact that you are representing yourself, Biola University, the athletics department and your team every time you use social media. The athletics department advises student-athletes to exercise extreme caution in their use of social media applications (Facebook,

Twitter, Instagram, YouTube, etc.). Always remember that inappropriate postings can follow you for life. Keep the following in mind before participating on social networking websites:

- Nothing is ever fully private. Even if your accounts are private, your followers can make your postings public.
- Once a post or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen-captured it.
- Do not post inappropriate information or photos that could damage or embarrass individuals, teams, the athletics department, Biola University or you. This includes retweeting or reposting other user's content.
- Do not allow yourself to be photographed in a compromising situation. Remember that anyone can post a cell phone photo of you and tag or identify you, leaving you with little control over the content or usage of the photograph. Always keep Biola University's community standards in mind and be sure to follow them at all times.
- Do not post disrespectful comments or engage in inappropriate behavior such as:
 1. Derogatory or defamatory language about anyone, including coaches, officials, opponents, Biola Athletics, Biola University, the applicable conference or national governing body
 2. Comments that constitute a credible threat of physical or emotional injury to another person
 3. Comments or photos that describe or support behavior contrary to Biola University's community standards (e.g., sexual relations outside of marriage between a husband and wife, theft and dishonesty). Also, the use of tobacco products, the use of alcoholic beverages and the activity of gambling.
 4. Comments that disclose confidential, sensitive or private information such as student-athlete injuries, rosters, playbooks, game plans, officiating, etc.
- For safety reasons, do not post your personal information (address, phone number, email address, date of birth, class schedule, your whereabouts or daily activities). You could be opening yourself up to online predators/stalkers/identity theft.
- Coaches, athletics department administrators, conference and national affiliation administrators, athletic training staff, faculty, staff, Residence Life, employers, alumni, the media and Campus Safety can and do review these websites.
- Many potential employers, internship supervisors, graduate programs and

scholarship committees search these sites to screen applicants. If you do not think you will be able to explain something in a future job interview, then do not post it.

- Refrain from affiliating yourself with topics that are potentially offensive and/or degrading. Reposting or retweeting someone else's offensive statement or joke will be attributed to you.
- Any team wishing to have its own social media account is responsible for the day-to-day management of said account. However, the assistant athletic director for communications and game management *must* be given administrator access and the username and password for all official team accounts.

Interview Policies

When you arrive at Biola University, you will be asked by the Sports Information Office to fill out an online questionnaire so that we have all of your vital information on file. The Sports Information Office will not give out your personal contact information without prior consent.

During your time as a Biola University student-athlete, you will be asked by the Sports Information Office or your coaches for interviews, comments, photo sessions or other forms of contact with the media. These sessions are set up primarily through the Sports Information Office, and you will be contacted to schedule a convenient time for you.

Coaches, staff and student-athletes have a responsibility to Biola University to be cooperative with the media. The public's perception of Biola University, its athletics program and individual teams is shaped by media coverage, and you should make every effort to make a positive impression that reflects the mission, vision and values of the university.

All of our sports receive various shares of attention from the media, although some sports receive more coverage than others. If you have questions about how to conduct interviews or experience problems in handling media requests, please contact a member of the Sports Information Office so that any problems can be solved.

The key to a successful Sports Information Office and athletics brand is open communication and access to the student-athletes. We need your help in fostering that environment. If you ever have any questions, concerns or suggestions, please forward them to the Sports Information Office.

Team Travel

Team Travel Planning Policies

Team trips should be a good experience for student-athletes. They are planned by coaches with the well-being of student-athletes in mind.

Meals Policies

Biola University sets limits on the daily dollar amount to be spent on meals at a maximum of \$40/day. Coaches are expected to provide an acceptable meal while keeping budget considerations in mind when purchasing food for student-athletes. For student-athletes, only meals missed for required competition are to be reimbursed or provided.

In most cases, coaches will pay for meals on their institutional credit card. However, there are times where paying with a card is not possible. In this case student-athletes may be issued per diem to pay for their meals.

It is up to the head coach to follow all additional institutional and national association policies and stay within budget constraints.

Per Diem Policy

Per Diem is intended to provide meal money to student-athletes when the use of a corporate credit card to purchase meals is not feasible (i.e. airport travel, etc.). Daily allowable limits are: \$8 for breakfast, \$12 for lunch and \$15 for dinner with the exception of Hawaii which is \$12 for breakfast, \$15 for lunch and \$18 for dinner. When possible, coaches will still pay for team meals on their corporate credit cards. Per diem is only offered when athletes are traveling for competition or during an institutional break where meal service on campus is not available. Any team meals during home games will need to be submitted via corporate credit card or reimbursement.

Lodging Policies

Following are the policies of Biola Athletics regarding lodging.

- Coaches must book hotels that will be safe and best for the well-being of their student-athletes and travel party.
- Coaches can use their discretion when booking the number of rooms to stay within their operational budget constraints.
- Each student-athlete will have the option of his or her own bed to be in keeping with best practice per the Office of Civil Rights. It is appropriate to

- take advantage of rollaway beds and air mattresses to limit costs.
- Coaches/staff and student-athletes must not share the same room.

Transportation

Ground Travel

- A student-athlete is responsible to provide his or her own transportation to and from practice. The athlete Self-Transport (Non-Competition) Waiver is included in the required paperwork for all student-athletes at the beginning of each academic year.
- The size of the travel party and location of competition are the main factors to consider when coordinating transportation. For teams traveling 150 miles or more with 15 or more in the travel party, it is required to travel by bus for the safety and well-being of staff and student-athletes.
- Biola University does not currently allow for the use of 12- or 15-passenger vans to transport student-athletes.
- Departure times for Southern California travel is based on missing a minimal amount of class time and will be scheduled for arrival 90 minutes prior to the start of competition (for softball and baseball this may be up to two hours).

Air Travel

- The senior director of athletics or associate athletic director for internal operations must approve all away contests requiring air travel before contracts are signed. Air travel is required when traveling distances greater than 500 miles. Air travel is allowed when traveling distances greater than 350 miles. The decision on mode of transportation is up to the discretion of the head coach who must stay within his or her operational budget, and is subject to the approval of the senior director of athletics.

Additional Policies

- Any sightseeing expenses must come out of the fundraising account and be pre-approved (refer to the section on fundraising accounts). A student-athlete can pay for sightseeing expenses on his/her own without any need for prior approval.

Student-Athlete Conduct for Travel

All athletic teams must travel to other sites and institutions to compete in regular season and tournament competition. Student-athletes must always remember that they are representing Biola University as well as themselves on these trips. The conduct and actions of each student-athlete individually and each team should reflect the mission of the university and its athletics program.

Student-athletes should also understand that the university, the athletics department and each team's coach are responsible for their well-being, safety and conduct during official travel. To successfully do this, each coach must follow institutional guidelines, and applicable conference national affiliation policies and procedures that pertain to official travel. Student-athletes are responsible for helping in this process by observing the following travel policies:

1. Student-athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval (regardless of the age of the student-athlete). To request separate travel arrangements a student-athlete must:
 - a. Submit a completed Competition Travel Release Form through ARMS 24 hours prior to the beginning of competition.
 - b. The head coach and the associate athletic director for compliance/communication must approve this form. The head coach has the right to reject the request if he/she desires the team travel together.
 - c. If approved, the student-athlete will be responsible for their own transportation and is not considered part of the official travel party during transit.
2. Only eligible student-athletes on the official squad list and formal team travel party may accompany a team for an off-campus event, unless they are able to attend without missing any class time and the cost for their attendance is minimal (meal). Ineligible athletes may not receive travel benefits.
3. Student-athletes should be appropriately dressed and groomed at all times, conforming to individual team standards.
4. University and department substance abuse programs remain in effect while representing Biola University.
5. Long distance telephone calls or movies cannot be charged to rooms and paid for by the university.
6. Student-athletes' friends or relatives may not accompany a team at the university's expense.
7. Always leave hotel rooms and visiting dressing rooms and team areas in good condition.

8. Always be courteous to those around you.

Exam Proctoring Policy During Athletics Travel

A professor may coordinate that an exam be taken while a student-athlete is traveling away from campus for an official competition. It is the student-athlete's responsibility to make such arrangements via the *Class Attendance Form* with the professor during the first seven days of the semester. Either the head coach or an athletic administrator (if present) will proctor the exam. The professor will need to give the exam, along with detailed instructions, to the head coach/administrator prior to the team's departure from Biola. An electronic copy of the exam can be emailed to the head coach, or the exam can be delivered to the coach in a sealed envelope via the student-athlete. If a sealed envelope is used, the head coach's signature will also be required on the exam verifying the exam was received in a sealed envelope.

Exam instructions should include the amount of time allowed, items the student-athlete is allowed access to during the exam (calculator, scantron, notes, scratch paper, etc.), the date the exam should be proctored, and return instructions (email or hard copy upon return). The proctor will remain with the student-athlete during the entire time of the exam to ensure that the professor's instructions are followed completely, and that the exam is taken with integrity. The head coach/administrator will then collect the exam and return it to the professor via the manner requested in the instructions.

Athletic Training

Athletic Training at Biola University

The Biola University Athletic Training Department is committed to providing comprehensive, high-quality medical services to every student-athlete. The staff includes six full-time certified athletic trainers who coordinate all aspects of the student-athletes' healthcare. This includes physician referrals, determining participation status, as well as counseling and education of student-athletes. On-site medical services provided include, but are not limited to, prevention, evaluation and treatment of athletically related injuries and injury rehabilitation services. The AT staff responsibilities also include determination of athletic medical clearance, development and implementation of emergency action plans, medical record maintenance, establishing medical coverage and staffing policy as it relates to practices and events, and budget management.

The Athletic Training Clinic includes specific areas dedicated to injury evaluation and rehabilitation that includes various therapeutic modalities, rehabilitation and recovery equipment, as well as space and apparatus to perform prescribed exercises. Additional areas include areas for wound care management, taping and bandaging, hydrotherapy room with full-body whirlpools, cardio equipment and additional floor space for performing rehabilitative exercises. The ATC also houses the offices for the AT staff and a private exam room.

Athletic Training Clinic — Location and Hours

The ATC is located on the northeast corner of the gym.

Injury rehabilitation and evaluation times are available through PickTime, an App for appointment scheduling. Typically, times immediately before team practice start times are blacked out due to the AT staff performing pre-practice tasks. All general care is provided by appointment only, emergency care is provided on an as-needed basis. This appointment scheduling policy allows the staff to give student-athletes their full attention during assessment and administration of rehabilitation. Information regarding the process of scheduling appointments is provided directly to student-athletes at the beginning of the year.

Athletic Training — Rules and Policies

All student-athletes are expected to read and understand the rules and policies for the ATC. The following rules are in place to ensure the AT staff provides a healthy environment to all student-athletes.

General ATC Policies:

- A shower is required before all treatments/evaluations. NOTE: Towels are not provided by the ATC.
- Begin all visits by signing in. The sign-in sheet is located just inside the entryway.
- No food is allowed in the ATC or the areas just outside the ATC. Please do not dispose of food related trash in the ATC.
- No shoes on tables. There are cubbies provided for their storage along with other small personal items.
- Remove cleats *before* entering the ATC.
- No cell phone use in the ATC.
- Backpacks, athletic gear or belongings of any kind should be secured in a locker.

- Dress modestly at all times in the ATC.
- Posts on social media sites are not permitted from (or about) the ATC due to possible FERPA and/or HIPPA violations.

Whirlpool Rules:

- Student-athletes must shower with soap and water prior to using the whirlpool.
- Student-athletes must wear clean clothes.
- No open wounds — blisters, cuts, scrapes are not allowed.
- Keep track of the time. A student-athlete should be spending 10–12 minutes maximum in the whirlpool.
- No loitering. If a student-athlete is waiting for his or her turn, they should do so outside.
- Keep the noise level down while in the whirlpool.
- There is a maximum of two student-athletes allowed in the whirlpool at a time.
- The whirlpool closes one half hour before the ATC closes.

Treatment Guidelines:

- If a student-athlete is injured, the AT staff must be informed immediately.
- For the highest chance of a successful outcome, student-athletes need to fully commit to the rehabilitation program established for them.
- Student-athletes are expected to keep all appointments with AT staff and doctors. *It is very important that student-athletes are on time for all appointments.*
- Treatment can frequently take time, and the student-athlete is responsible for his or her own time, so please plan ahead. Do not anticipate rushing through treatment.

Special Medical Conditions: Asthma, Allergies, Diabetes, etc.

It is imperative that student-athletes carry any emergency medications with them to all practices and games and while traveling with their team. It is highly recommended that they also provide the ATC with any emergency medications as a backup to medications personally carried (EpiPen, inhaler, specific snack, etc.). Federal law restricts who may carry certain medications for a student-athlete across state lines.

Pre-existing Medical Conditions:

Individuals with a pre-existing medical condition that may worsen due to physical

activity, or with a significant prior athletic-related injury, will be required to sign a Pre-Existing Injury Waiver at Biola's annual Medical Clearance event. Biola's secondary athletic insurance will not be used to cover a pre-existing injury that reoccurs. The student-athlete's primary insurance will be solely responsible in these cases.

Hydration:

Proper hydration is a valuable component to all successful athletic performance as well as a healthy body. Observe urine color charts (posted in the ATC and locker rooms) for hydration levels.

Water will be provided for games and most practices (depending on the sport and time of practice). For teams that practice in the gym or on the turf field, a team member should pick up water from the ATC prior to practice. After practice, a team member should return the water container to the ATC.

Preventative Ankle Taping:

Preventative taping is only provided in association with a prescribed ankle-strengthening program. Strengthening exercises must be performed daily at the ATC. Non-compliance will result in loss of taping privileges. Compliance issues will be reported to the coaching staff.

Athletic Training Clinic – Frequently Asked Questions

What happens when a student-athlete is injured?

Unfortunately, from time-to-time, student-athletes get injured. The AT staff is present at home games and practices and provides emergency medicine care as needed. Most injuries do not require visiting a doctor. Our athletic trainers are skilled in evaluating injury and establishing treatment protocols and rehabilitation programs to return student-athletes to full health. Injuries require time to heal and overuse type injuries often require more time than acute injuries such as contusions and sprains. If no improvement occurs, an athletic trainer will refer a student-athlete for a doctor's visit (utilizing their primary insurance), at which point we are able to provide the doctor with key insights as to what specifically alleviates or irritates the condition. This information is critical and helpful to the doctor making his or her diagnosis.

What certifications does the athletic training staff have?

Certified athletic trainers (ATCs) are healthcare professionals who specialize in the prevention, recognition, evaluation, assessment, immediate care, treatment,

rehabilitation and reconditioning of injuries to student-athletes and those engaged in physical activity. The National Athletic Trainers' Association is the largest organization representing athletic trainers. NATA Board of Certification certified athletic trainers have met educational and experiential requirements and have passed a national competency examination. ATCs also maintain certification through the American Red Cross in CPR/AED for the Professional Rescuer. ATs may also have certifications in specific treatment techniques or specialty areas such as nutrition or strength training.

Which doctors do you refer students to when needed?

The physicians the Biola athletic training staff have working relationships with are some of the best orthopedic doctors in the Southern California area. A student-athlete's primary insurance dictates which health care provider he or she is referred to for further consultation. In addition to orthopedics, referrals may be made to neurologists, dentists, etc.

How are the students cared for during away games/meets?

ATCs travel with high risk sports to conference matches. In the absence of an ATC traveling, the host school provides athletic training coverage. If there are any special needs a student-athlete may have, notification is sent prior to the event to the host ATC so the needs may be met appropriately.

How will an injury affect a student-athlete's financial aid award?

Since the terms and conditions of athletically related aid may vary, a student-athlete should be in direct contact with his or her head coach. The AT staff has no input on the awarding of athletic aid.

Who should parents contact if they are concerned about their injured student-athlete?

Since most student-athletes are considered adults, the AT staff may be limited in what is discussed with parents/legal guardians. If a problem should arise, student-athletes should be encouraged to contact the head athletic trainer.

Varsity Sports Pre-Participation Requirements

The Biola University athletic training staff is constantly striving to render our student-athletes the best possible medical care available with a minimal amount of confusion. In order for this to be accomplished, we require certain information from each student-athlete and his or her family physician that will assist the staff in the event that a student-athlete becomes ill or injured while participating in an organized practice or an intercollegiate athletic contest.

1. Prior to participation in Biola University athletic activity, each new student-athlete is required to provide a completed physical examination (using only the Biola University pre-participation exam form) from a personal physician. A licensed M.D., D.O., or PA/NP must perform the exam. In order to be valid, the physical exam must be completed in the June or July immediately preceding arrival to campus. Mid-year transfers must have the exam after June 1 of the current academic year. Returning student-athletes do not need to obtain a yearly physical unless otherwise specified by Biola's Athletic Training staff or Team Physician.
2. Each student-athlete must complete the assigned packet for medical clearance and submit via ARMS and SportsWare Online by July 31.
3. Every student-athlete must create a profile on the Sportsware Online database. This profile must be updated with all required information (demographics, emergency contact information, address, medical information [i.e. allergies/medications/etc.]) prior to being approved for athletic activity.
4. Every incoming student-athlete must provide sickle cell testing results. There is no longer the option to attain a waiver for this, per 17.1.5.1. Please note, Biola University's Athletic Training Staff and/or Team Physician has the right to request that any student-athlete be tested for sickle cell trait based on family history and/or the student-athlete's previous medical history.

Student-athletes may not participate/practice in athletics until these documents have been completed, processed and accepted. All forms must be submitted by July 31.

A student-athlete should visit the [athletic training page at athletics.biola.edu](https://athletics.biola.edu/athletic-training) and follow the links for medical clearance forms in order to complete his or her paperwork.

If a student-athlete has any questions or concerns, he or she should contact either the Medical Clearance Coordinator or the Director of Sports Medicine.

Annual Medical Clearance Event

Each year, Biola University holds two medical clearance events (one for Fall sports, one for Winter/Spring sports). This event is used to determine final medical clearance as deemed by our Team Physician. It is important to note that this event

does not substitute for the independent physical that new student-athletes must obtain as outlined above. All new student-athletes must still obtain a physical from their primary physician in the June or July preceding the upcoming academic year.

Information regarding the date and time of the annual medical clearance events is sent directly to all student-athletes each year no later than July 31.

Insurance Policy

The following information is to inform student-athletes regarding Biola University's athletic insurance and medical care policies. It is important that each student-athlete understand the medical care system at Biola University.

Primary Insurance Information

All students at Biola University (including student-athletes) must have health insurance as explained in the Biola University Student Handbook. A student-athlete's injury and related medical expenses are covered by primary insurance and are on record at the medical provider's office. The primary financial responsibility is held by the student-athlete. The athletic insurance representative (a member of the AT staff) will process a claim with the secondary insurance policy. The athletic insurance representative does not communicate with a student-athlete's primary insurance. Before a student-athlete goes to the doctor for an appointment for an injury evaluation, the AT staff will give the student-athlete a secondary insurance card to take with him or her. It is the responsibility of the student-athlete to give the medical provider his or her primary and secondary insurance information. Biola University athletic insurance is not a student-athlete's primary insurance. (See Secondary Insurance section for more information.) If a student-athlete has any questions regarding insurance or is encountering insurance problems, please talk to the athletic insurance representative.

Secondary Insurance

The university maintains athletic injury insurance, which pays benefits for injuries received while participating in official practice sessions or in actual intercollegiate competition. This insurance is a secondary policy requiring that the primary (student-athlete's) policy must first be applied to any medical costs. All claims must be filed first against the student-athlete's insurance policy by the student-athlete. The secondary policy pays on the amount not covered by the student-athlete's primary insurance.

There are guidelines that must be followed in order for the secondary insurance to pay for the expenses incurred by a student-athlete due to injury. It is the

student-athlete's responsibility to read, understand and follow this policy. The AT staff or athletic insurance representative will answer all questions about the secondary insurance policy.

Guidelines for Secondary Insurance

- The AT staff must medically clear the student-athlete.
- The student-athlete must be on the official roster.
- The student-athlete must have sustained the injury while participating in organized and official competition, practices, conditioning sessions or travel to and from events.
- The student-athlete must complete a claim form.
- Medical attention should not be obtained until after notifying the AT staff (unless in an emergency).
- Medical attention must be sought within 120 days of the injury.
- Secondary insurance benefits are 104 weeks (two years) from the date of injury.

Injury Policy

Injury During an Athletic Sponsored Practice or Event

It is the student-athlete's responsibility to immediately inform the AT staff if an injury is sustained during an athletics sponsored practice or event. This injury must be documented and an exact date of injury recorded. The AT staff must be kept up-to-date on each student-athlete's primary insurance at all times. At the beginning of the year student-athletes are required to fill out an Insurance Form and provide a copy of their primary insurance card to the AT staff. If insurance information changes, it is the responsibility of the student-athlete to provide the AT staff with the new information. Not providing this information slows down the payment process, creates more work for the student-athlete, and can result in a student-athlete being sent to collections, which affects credit scores. If a student-athlete were ever seriously hurt and unable to provide this information on his or her own, Biola University would rely on the information in the student-athlete's personal file.

A student-athlete should always carry identification and an insurance card with them. It is recommended for all student-athletes to keep their identification and insurance card close to them while at practice or competition. (In a car or dorm room does not constitute as close).

Seeing a Doctor for a Sports Related Injury

The AT staff at Biola University has preferred medical providers. A student-athlete should communicate with the AT staff before seeing a preferred medical provider if

there is a certain doctor or type of doctor the student-athlete desires to see. A student-athlete should not seek medical attention for an athletically related injury (unless it is an emergency) without first notifying the AT staff. Doing so can slow down the payment or even void the secondary insurance policy.

HMO Plans

Student-athletes covered under an HMO will be required to see their primary physician first. The AT staff will not send a student-athlete to the current preferred providers if you have an HMO. If a student-athlete has an out-of-area HMO it is recommended he or she change his or her primary care physician to a local physician.

Kaiser

Kaiser is considered an HMO. Any student-athlete with Kaiser will be referred to the local Kaiser facility. If a student-athlete is from outside the “Southern California Kaiser” network, they should contact Kaiser and request a SoCal member number.

Medical Sharing Societies

A student-athlete will be required to follow his or her program’s process of submitting bills.

Seeing a Doctor

When a student-athlete has his or her first appointment with the doctor it is the responsibility of the student-athlete to see that they have all primary insurance information, Biola University’s secondary insurance card, local phone numbers and permanent phone numbers.

After Seeing the Doctor

The AT staff communicates with the student-athlete’s medical providers to the extent that privacy laws permit. The staff will be in touch with the student-athlete’s doctor and will, if possible, attend the doctor’s visit with the student-athlete. Information on the injury is not released to the coach of a student-athlete unless the student-athlete, in writing, agrees to the release of information and to what extent information is to be released.

Second Opinions

If a student-athlete would like a second opinion on his or her medical condition, please contact the AT staff and efforts will be made for the student-athlete to see another doctor. Please understand that if a student-athlete seeks a second opinion on his or her own or seeks continued care from an unauthorized medical provider

the secondary insurance policy will become void.

Rarely, an injury will have long-term physical effects on the student-athlete, primary insurance will be maximized and the secondary insurance will reach its benefit amount or time. This situation should be foreseeable and should not come as a surprise. With proper medical care these situations can be recognized early on. It is the responsibility of the student-athlete to discuss these situations with the head athletic trainer before benefits lapse. The university will make efforts to assist the student-athlete with future medical care if at all possible and only in a situation where all procedures have been properly followed. Any lapse in procedure by the student-athlete will absolve Biola University of financial involvement in future care.

It is a common mistake for a student-athlete to put off medical care for an injury until after the competitive season, after his or her eligibility has lapsed, or after he or she graduates. Making these decisions will severely limit a student-athlete's secondary insurance's financial benefits and time limits and possibly extend completely beyond them. At that point, the student-athlete will be solely responsible for his or her own medical care. Medical care should be sought immediately when it is deemed to be necessary by the AT staff.

Patient Responsibilities

- Health is a shared responsibility.
- A student-athlete must understand his or her health situation.
- A student-athlete must be honest and direct in a courteous fashion about everything that relates to his or her need for health services.
- A student-athlete must follow the prescribed treatment plan.
- A student-athlete must ask the athletic trainer if he or she has any questions.

Biola University Athletics Concussion Policy

Definition of Concussion

The Biola University Athletic Training Staff recognizes the consensus definition from the 6th International Conference on Concussion in Sport Amsterdam (2022): a Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged....It is also noteworthy that concussion is sometimes used

interchangeably with mild traumatic brain injury and at other times is considered one of several possible manifestations of traumatic brain injury. (2013-14 NCAA Sports Medicine Handbook p.56) The Biola University Athletics Staff acknowledges that mTBIs pose a significant risk to all student-athletes, and these injuries must be taken seriously by all parties involved including the student-athlete, the student-athlete's parent(s)/guardian(s), medical staff, coaches, and academic faculty/staff.

Concussion Education

The Biola University Athletic Training staff educates all student-athletes annually on: 1. The basics of concussion occurrence, 2. Signs and symptoms 3. The risks involved 4. The importance of reporting, etc. during the Fall semester Policy and Procedures Meeting, which is mandatory for all student-athletes. During this meeting, it is emphasized that maximum performance on the baseline tests will produce the most accurate results. The importance of reporting a concussion and basic return to play guidelines are discussed with the coaching staff at the initial athletics department meeting each academic year. Athletes and coaches are allowed an opportunity to discuss concussion education material (e.g. the NCAA Concussion Education Fact Sheet) and be required to sign an acknowledgment, on an annual basis, that they have been provided, reviewed, and understand the concussion education material.

The Biola AT staff (Certified Athletic Trainers) treat any traumatic brain injury (TBI/concussion) very seriously. Every concussion should be assessed and treated using the same criteria. Furthermore, the decision to return a student-athlete to competition after receiving a concussion should be made using the same criteria for every student-athlete. The guidelines and criteria for this policy are split up into five different sections: 1. Baseline Testing 2. Medical Coverage 3. Assessment 4. Treatment (including referral) 5. and Return to Sport (RTS)/Return to Learn(RTL).

Baseline Testing

All NCAA student-athletes will undergo a pre-participation baseline concussion assessment. Baseline testing for concussion will be conducted each year that a student-athlete meets one (1) of the following criteria: 1. It is the student-athlete's initial season of competition at Biola University. 2. The student-athlete sustained a concussion in the previous academic year. Additionally, a balance assessment (mBESS/BESS specifically) will additionally be if the student-athlete sustained a significant lower leg injury in the last academic year or meets the above criteria. A

significant lower leg injury is specified as either requiring surgery, rest for more than one month, or rehabilitation efforts for the majority of a semester.

For the purpose of concussion management at Biola University, the baseline evaluation of a student-athlete consists of a variety of tests including a documented neurologic history with symptoms and a physical examination. Baseline testing for concussion at Biola University also involves the student-athlete's history of concussion or brain injury, neurologic disorder, and mental health symptoms and disorders, as well as an objective evaluation of multiple spheres of brain function and, at minimum, assess neurocognitive performance and motor control-specific tests used at Biola are the SCAT-6, SCOAT-6, BESS, and ImPACT.

The team physician will determine pre-participation clearance and any need for additional consultation or testing.

- a) If an athlete has a disability or injury that does not allow for him/her to take an online computer assessment, ImPACT will not be required. That athlete will only be assessed via the SCAT-6*
- b) If an athlete has a disability or injury that does not allow for him/her to stand on one foot for 20 seconds, then the Balance Error Scoring System (BESS) portion of the SCAT-6 will not be required. That athlete will be assessed by the rest of the SCAT-6 as well as the ImPACT test.*

Medical Coverage of A Concussion

As required by the NCAA Independent Medical Care legislation, team physicians and athletic trainers shall have unchallengeable autonomous authority to determine medical management and return-to-activity decisions, including those pertaining to concussion and head trauma injuries, for all student-athletes.

According to NCAA policy, medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be "present" at all NCAA competitions of contact/collision sports, which specific to Biola Athletics includes: baseball, basketball, diving, pole vault, soccer, softball, volleyball, and water polo. To be "present" means to be on site at the campus or arena of the competition. Medical personnel may be from either team or may be independently contracted for the event. In addition to NCAA mandated sports coverage, a medical personnel is present at all Biola Athletics hosted events.

Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “available” at all NCAA practices of contact/collision sports, which specific to Biola Athletics includes: baseball, basketball, diving, pole vault, and soccer, softball, volleyball, and water polo. To be “available” means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated. In addition to NCAA mandated practice coverage, medical personnel are available for all on-campus CARA logged practices.

Assessment

Any student-athlete with signs/symptoms/behaviors consistent with concussion:

1. Must be removed from practice or competition for evaluation.
2. Assessment must be by an athletic trainer or team physician (or physician designee) with concussion experience.
3. Must be removed from practice/play for that calendar day if concussion is confirmed or suspected.
4. May only return to play the same day if concussion is no longer suspected.
Players exhibiting these signs should not return to a match or training that day, unless evaluated acutely by an experienced Health Care Professional with a multimodal assessment (as noted below) who determines that the sign was not related to a concussion (eg, the player has sustained a musculoskeletal injury and thus unable to balance). (Amsterdam, 2022)

The assessment tools used by Biola University’s AT staff are:

1. Sport Concussion Assessment Tool 6 (SCAT-6)
2. Sport Concussion Office Assessment Tool 6 (SCOAT-6)
3. Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT) when deemed necessary.

The SCAT-6 is an internationally and nationally recognized concussion field assessment tool. The SCAT-6 includes the following:

1. Glasgow Coma Scale
2. The Maddocks Score
3. a symptom evaluation
4. a cognitive assessment (Sideline Assessment of Concussion aka SAC) which includes: general mental/spatial orientation, immediate memory, concentration, and delayed recall

5. a neck assessment
6. a balance examination (Balance Error Scoring System aka BESS)
7. a coordination exam

The SCOAT6/Child SCOAT6 is designed to assist clinicians in assessing important clinical manifestations influencing the presentation of concussion, identifying areas for potential individualized therapeutic interventions, directing the need for specialist referral(s) and monitoring recovery. (Amsterdam, 2022) The SCOAT-6 includes the following:

1. Complete SCAT-6 as listed above
2. Blood Pressure in supine and standing positions
3. Timed Tandem Gait (single and dual task)
4. The modified Vestibular-Ocular Motor Screen (mVOMS)
5. Sleep/Anxiety/Depression Screen

ImPACT is a well-rounded testing platform which allows uniform testing and eliminates the factor of malingering (during baseline to skew likelihood of testing positive for concussion later or during the assessment/RTP process). ImPACT produces objective scores through a series of game-like activities that measure reaction time, memory, and processing speed.

Note: if an athlete is unable to perform either the balance aspect of the SCAT-5 or the ImPACT test due to disability or injury, that portion of the testing will not be required and post injury results will be compared to the baseline results of the gathered categories.

Treatment and Referral

The treatment of any life-threatening injuries is always the number one concern immediately following injury. On-field treatment of concussions will include assessment using the guidelines located in the SCAT5 as well as common medical treatment practices utilized by ATCs. When possible, the student-athlete will be administered the SCAT5 test away from the noise of the practice or competitive environment.

Day of Injury Referral Criteria

If any of the following criteria are met on the day of the injury, the student-athlete will be referred to a physician for further evaluation:

- a. Loss of consciousness (LOC) on the field *

- b. Glasgow Coma Scale <13 on initial assessment, or GCS <15 at 2+ hours post-initial assessment.*
- c. Amnesia that lasts longer than 15 minutes
- d. Deterioration of neurologic function*
- e. Decreasing level of consciousness*
- f. Decrease or irregularity in respiration*
- g. Decrease or irregularity in pulse*
- h. Unequal, dilated or unreactive pupils*
- i. Any signs or symptoms associated with spine injury or skull fracture*
- j. Mental status changes including lethargy, difficulty maintaining arousal, confusion or agitation
- k. Seizure activity*
- l. Concussion symptoms that worsen after the initial assessment
- m. Additional concussion symptoms not present during the initial assessment

*Requires that the student-athlete be transported immediately to the nearest emergency department.

Return to Sport (RTS) and Return to Learn (RTL) Criteria

Return to Sport Criteria

After utilizing the assessment procedures listed above, any student-athlete determined to have suffered a concussion will not be allowed to return to play on the same day.

The rate at which athletes recover from concussion varies significantly from individual to individual. The concussed athlete will check in with their assigned AT on a daily basis to complete the symptoms Checklist component of the SCAT-6 form. When there is a significant reduction of symptoms, the student-athlete is re-administered the complete SCAT-6 for comparison to baseline testing scores. A return to early light aerobic activity (Stage 2 of “Graduated Return to Play Protocol”) that does not exacerbate symptoms has been shown to improve outcomes and will be integrated under the direction of the AT when appropriate. When SCAT-6 scores return to clinically equal baseline scores, the student-athlete may then progress beyond Stage 2.

The best available evidence shows that recommending strict rest until the complete resolution of concussion-related symptoms is not beneficial following SRC. Relative (not strict) rest, which includes activities of daily living and reduced screen time, is

indicated immediately and for up to the first 2 days after injury. Individuals can return to light-intensity physical activity (PA), such as walking that does not more than mildly exacerbate symptoms, during the initial 24–48 hours following a concussion. (Amsterdam, 2022)

- Clinicians are encouraged to recommend early (after 24–48 hours) return to PA as tolerated (eg, walking or stationary cycling while avoiding the risk of contact, collision or fall).
- The best data on cognitive exertion show that reduced screen use in the first 48 hours after injury is warranted but may not be effective beyond that.
- Individuals can systematically advance their exercise intensity based on the degree of symptom exacerbation experienced during the prior bout of aerobic exercise.
- HCPs with access to exercise testing can safely prescribe subsymptom threshold aerobic exercise treatment within 2–10 days after SRC, based on the individual's heart rate threshold (HRt) that does not elicit more than mild symptom exacerbation during the exercise test (eg, 'mild'=testing stops with an increase of more than two points on a 0–10 point scale when compared with the pre-exercise resting value). Subsymptom threshold aerobic exercise treatment can be progressed systematically based on the determination of the new HRt on repeat exercise testing (every few days to every week (Amsterdam, 2022)

Athletes may continue/advance the duration and intensity of PA or prescribed aerobic exercise provided there is no more than mild (increase of no more than 2 points vs the pre-exercise value) and brief (<1 hour) exacerbation of their concussion-related symptoms. (Amsterdam, 2022)

Physical Activity (PA)/exercise and cognitive exertion should be stopped if concussion symptom exacerbation is more than mild and brief and may be resumed once symptoms have returned to the prior level. Clinicians should inform their patients that mild symptom exacerbation during PA, prescribed aerobic exercise treatment or during cognitive activity is typically brief (under an hour) and does not delay recovery. Prescribed subsymptom threshold aerobic exercise within 2–10 days of SRC is effective for reducing the incidence of persisting symptoms after concussion (symptoms >1 month) and is also effective for facilitating recovery in athletes suffering from symptoms lasting longer than 1 month. Importantly, individuals should be advised to avoid the risk of reinjury (ie, contact, collision or fall) until determined by a qualified HCP to be safe for higher risk activities.

Sleep disturbance in the 10 days after SRC is associated with an increased risk of persisting symptoms and may warrant evaluation and treatment. (Amsterdam, 2022)

A supervised program of progression will be performed, following these steps/guidelines. It will be typical for each step in the progression to last at least 24 hours depending on symptoms:

1. Symptom Limited Activity (daily activities that do not provoke symptoms)
2. Light aerobic activity (15-20' stationary cycling @ 50-70% max heart rate)
3. Individual sport specific exercise (dribbling, shooting, running, cutting, non-contact solo work 20-30')
4. Non-contact training drills (running set plays, non live scrimmage ~45')
5. Full contact Practice (full practice 60-90')
6. Return to sport

Return to Sport Stages, Functional Activities, and Goals listed in “Table 2” of the Amsterdam 2022 Consensus Statement on Concussion in Sport: the 6th International Conference on Concussion in Sport:

Table 2**Return-to-sport (RTS) strategy—each step typically takes a minimum of 24 hours**

Step	Exercise strategy	Activity at each step	Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (eg, walking).	Gradual reintroduction of work/school
2	Aerobic exercise 2A—Light (up to approximately 55% maxHR) then 2B—Moderate (up to approximately 70% maxHR)	Stationary cycling or walking at slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation* of concussion symptoms.	Increase heart rate
3	Individual sport-specific exercise Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3	Sport-specific training away from the team environment (eg, running, change of direction and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion.			
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (eg, passing drills, multiplayer training) can integrate into a team environment.	Resume usual intensity of exercise, coordination and increased thinking
5	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play.	

NOTE: If at any point the student-athlete becomes symptomatic (more symptomatic than baseline), the team physician or designated physician will be notified, and adjustments will be made to the return-to-sport progression.

Prior to returning to full contact drills and competition, the following steps must take place:

1. The student-athlete must retake the concussion testing that was performed at the time of injury (SCAT6 or SCOAT6 and ImPACT) and,
2. Based upon all test results and findings, the team physician or the Health Center physician will declare the student-athlete able to fully return to their sport.

Information may be transmitted to these health care professionals electronically. Unrestricted return-to-sport should not occur prior to unrestricted return-to-learn for concussions diagnosed while the student-athlete is enrolled in classes. Prior to receiving clearance to fully return to sport, the student-athlete must sign an

attestation form acknowledging that they are attending class full-time and that they are not receiving any further academic accommodations as a result of the concussion.

Return to Learn Criteria

A student-athlete who has suffered a concussion will return to the classroom/studying only as tolerated with modification of schedule/academic accommodations, as indicated, with help from the identified point-person in Athletics - typically either the Director of Sports Medicine, or the Biola Athletic's Concussion Care Coordinator (ACCC), and the Health Center or Team Physician. Campus resources and accommodations will be consistent with the ADAAA and are administered through The Learning Center.

The student-athlete who has sustained a concussion will require modified mental activity as they recover to a healthy state. It is important to understand that return to Play and Return to Learn do not always correlate in equity of time frames, although they often parallel each other. There are no standardized guidelines for returning the athlete to school, except that a student-athlete may not resume full participation in sport prior to a full return to the classroom. If the athlete develops increased symptoms with cognitive stress, student-athletes may require academic accommodations such as a reduced workload, extended test-taking time, days off or a shortened school day. These accommodations will be determined by the Learning Center based upon documentation provided by the Health Center.

The below table is pulled from the Amsterdam Consensus Statement on Sport Concussion regarding Return-to-Learn Strategies.

Table 1
Return-to-learn (RTL) strategy

Step	Mental activity	Activity at each step	Goal
1	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (eg. reading) while minimising screen time. Start with 5–15 min at a time and increase gradually.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities
4	Return to school full time	Gradually progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

Returning the student to school, even if the day is shortened, can be considered when the student can tolerate cognitive activity or stimulation for approximately 30 to 45 minutes. This arbitrary cutoff is based on the observation that a good amount of learning takes place in 30-45 minute increments. Given that most concussions resolve within three weeks of the injury, adjustments may often be made in the individual classroom setting without formal written plans such as a 504 plan or individualized educational program (IEP). (2013-14 NCAA Sports Medicine Handbook, p. 62) It is believed that light aerobic activity may actually be stimulating to the mental recovery process. This protocol allows a gradual increase in volume and intensity of classroom activity during the Return to Learn process.

The student-athlete should not participate in classroom activity on the same day as sustaining the concussion. Following the day of sustaining the concussion, the student-athlete is then allowed to return to school and academics in an individualized manner following the guidance of their physician and the Health Center. The student-athlete will be monitored for symptoms throughout the recovery process.

Any student-athlete who has received a concussion will receive the following support steps:

1. The student-athlete will then be instructed to schedule a follow-up appointment with the Health Center. Additionally, the student-athlete will receive a follow-up email from the ACCC with general instructions and care recommendations.
2. The ACCC will also email the injured student-athlete's instructors to notify them that the student-athlete has received a head injury and is in the process of working with the Health Center and the Learning Center.
3. The Health Center will coordinate with the Learning Center to determine any academic accommodations.
4. The Health Center will coordinate with the Athletic Training staff to determine clearance for return to sport and return to learn.

The student-athlete can progress to the graduated academic return once symptoms improve while monitoring for symptoms exacerbated by academic activities. If the student-athlete completes all stages in the graduated protocol, then the team ATC and team physician/Biola Health Center physician can allow the student-athlete to return to school full-time.

When the student athlete has reached the point where they are attending class full-time and are no longer receiving academic accommodations (Stage 5 in the above progression), the student-athlete will sign the Biola Athletics Completion of Return to Learn Progression Attestation Form.

Overlap of RTS and RTL

The following chart is intended to clarify the parallel yet distinct progression through RTS and RTL.

Stage	Location of Stage	Academic (RTL)	Description of RTL Stage	Activity/ Sport (RTS)	Description of RTS stage	Tasks for ATC at each stage
1 RTL	Home/ Dorm	Do Not Attend Class	No mental exertion.No computer/phone, email, video games, reading, homework, or testing. TOTAL REST until symptoms have drastically improved or are within normal limits of baseline at rest. Check in with ATC daily	NO ACTIVITY	TOTAL REST	Daily Symptom Check In
2 RTL	Home/ Dorm	Do NOT Attend Class	Up to 30 minutes of mental exertion without triggering symptoms. No prolonged concentration. Stay at home. No driving.Check in with ATC daily	Light Monitored Physical Activity as Tolerated	Total Rest	Daily Symptom Check In
3 RTL	School Part time	Attend Class as able. May need to leave class early or attend one per day.	Homework for short periods of time with breaks. No exams. Provide extra time, extra help, and modified assignments.	Light Monitored Physical Activity as Tolerated	Very light walking may be okay if directed by ATC and MD	Daily Symptom Check In
4 RTL / 1 RTS	School: Part time/Full time. Sport: monitored in ATR	Attend Class Full Time	Modified classroom exams. Moderate decreases of extra time, extra help, and modification of assignments.	Light aerobic activity	15'-20' of walking/ stationary cycling, no resistance training. Continue to check in with ATC before and after activity	SCAT prior to activity, Daily Symptom Check in after activity
5 RTL / 2 RTS	School: Full time Sport: monitored on field/court	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging subjects	Sport Specific Activity	20'-30' of dribbling, shooting, running, cutting, non-contact solo work. Check in with ATC before and after activity	Daily Symptom Check In
3 RTS	School: Full time Sport: monitored on	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging	Non-Contact / walk through drills	~45' running set plays, non-live scrimmage. Continue to	Daily Symptom Check In

	field/cour		subjects		check in with ATC before and after activity	
4 RTS	School: Full time Sport: monitored on field/cour	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging subjects	Monitored Full-Contact Practice	60'-90' Full practice. Continue to check in with ATC before and after activity	Daily Symptom Check In. SCAT redone after full practice
6 RTL / 5 RTS	School: Full Time Sport: field/court /area of competition	Attend Class Full Time	No Accommodations. Attend all classes, full homework. All exams okay	Return to Competition	Full competition allowed after MD clearance is acquired.	Athlete and ATC sign Completed RTL Attestation Form prior to full competition.

- Following an initial period of relative rest (24–48 hours following an injury at Step 1), athletes can begin a gradual and incremental increase in their cognitive load. Progression through the strategy for students should be slowed when there is more than a mild and brief symptom exacerbation.
- *Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour when compared with the baseline value reported prior to cognitive activity.

Prolonged Symptoms of Concussion

A student-athlete with atypical presentation or persistent symptoms will be re-evaluated by a physician in order to consider additional diagnoses, best management options, and consideration of a referral. Additional diagnoses may include, among others: fatigue and/or sleep disorder; migraine or other headache disorders; mental health symptoms and disorders; ocular dysfunction; vestibular dysfunction, cognitive impairment; and autonomic dysfunction.

Specific recommendations include:

- The term ‘persisting symptoms’ is used for symptoms that persist >4 weeks across children, adolescents and adults.
- Persisting symptoms can be assessed using standardized and validated symptom rating scales. However, evidence-based recommendations regarding the use of other specific tests or measures in the clinical diagnosis of persisting symptoms in any age group are not possible based on existing research.

A multimodal clinical assessment, ideally by a multidisciplinary team, is indicated to characterize individuals with persisting symptoms, including the types, pattern and severity of symptoms, and any associated conditions or other factors that may be causing or contributing to the symptoms. (Amsterdam, 2022)

If any student-athlete is having a prolonged inability to return to normal academic classroom activity, they will be referred to the team physician for further evaluation or referral. In the absence of the team physician, the university's Health Center physician will be consulted for further recommendations. Any additional necessary academic accommodations will be determined by the Biola Learning Center.

Prolonged symptoms may include emotional and spiritual complications, The Biola Student Care Team (<https://www.biola.edu/student-care>) is best equipped to assist in these areas. The Student Care Team collaborates care between the Health Center, the Biola Counseling Center, and Pastoral Care. Pastoral Care is a unique resource available to student-athletes who would like to confidentially talk through struggles they may be facing. Another resource for the student-athlete is the Faculty Athletic Representative (FAR), who can be called upon to mediate any issues that arise between academic faculty and the concussed student-athlete.

Limiting Exposure to Head Trauma

Biola is committed to protecting the health of and providing a safe environment for each of its participating NCAA student-athletes. To this end, and in accordance with NCAA association-wide policy, Biola will limit student-athlete head trauma exposure in a manner consistent with Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes. For example:

- Biola athletic teams will adhere to existing ethical standards in all practices and competitions.
- Using playing or protective equipment (including the helmet) as a weapon will be prohibited during all practices and competitions.
- Deliberately inflicting injury on another player will be prohibited in all practices and competitions.
- All playing and protective equipment (including helmets), as applicable, will meet relevant equipment safety standards and related certification requirements.

Domestic or International Crisis - Communication/Emergency Contact

Should there be a crisis during travel, the university staff will implement Biola's Domestic and International Crisis Procedures outlined in the Operations and Compliance Manual. The University Communications and Marketing Department is responsible for responding to any crisis publicly, crafting the university's messaging and posting information on social media concerning crisis situations that may impact the university locally, domestically and internationally. Travel team members should refrain from posting information regarding any crisis situation on their personal social media until the university has released information to the public, as this may put travel team members at further risk and may complicate the university's efforts to effectively manage the situation. Further, staff and student-athletes are not allowed to have any interaction or communication with

the press without approval from the senior director of athletics or a representative of the University Communications and Marketing staff.

Student-athletes and athletics department staff annually submit emergency contact information via the Emergency Contact Form in ARMS (staff) or medical clearance paperwork (student-athletes), which will be used during an emergency.

Program Evaluation

Coach Evaluation and Exit Interviews/Surveys

At the close of the academic year, athletics administration gathers both quantitative and qualitative feedback. Every student-athlete will receive a Student-Athlete Well-Being Survey to share their experience in the areas of equity and inclusion, compliance, academics, sports medicine, coaching, and overall Biola experience. There are also random sampling qualitative interviews within each sports program with a member of the administrative team and exit surveys sent through the Office for Student Success. Annually, all feedback is reviewed by the senior director of athletics, Faculty Athletics Representative, and the associate athletic director for internal operations. In addition, the data is evaluated by staff in the University Analytics Office and presented to the Athletics Advisory Council. Biola Athletics is committed to the vision for student-athlete transformation through executing the highest quality intercollegiate program. These surveys and interviews assist in highlighting areas of strength and areas for improvement.

Biola Athletics encourages all student-athlete/coach conflicts to be settled between the parties involved. If a student-athlete has a strong reaction to things occurring in his or her training and competition — either positive or critical — he or she is advised to connect directly with a member of his or her coaching staff. If the experience is something significant, student-athletes share directly with the senior director of athletics, associate athletic directors, or faculty athletics representative for evaluation of any incident or concerns and consider appropriate responses.

While not all of the items on the evaluation relate to the coaches' interaction with the team, it may be helpful to understand the types of standards that are applied to the overall evaluation of the coaching staff. These standards include:

- Develops the team to reflect Biola's mission and readily demonstrates student development goals, athletics department objectives and team success.
- Develops a spiritual focus consistent with university goals that promote

- individual student-athletes spiritual growth, team involvement in service and character development, and involvement in athletics department activities that support the spiritual growth of all student-athletes.
- Informs all team members of specific eligibility regulations and counsels team members regarding their responsibility to maintain eligibility. The coach should be alert to potential problems and may request information from faculty members.
 - Coordinates hiring of support personnel (assistant coaches, managers, etc.) with the associate athletic director for internal operations as approved in the current budget. The head coach is responsible for recommending hiring of individuals that fit well with the mission of the university.
 - Accepts full responsibility for student-athletes' conduct and appearance during home or away events and while on trips.
 - Actively works toward influencing the student-athletes' conduct, public image and spirit of cooperativeness in accord with the university objectives. If university regulations have been violated, the coach must inform the director of athletics and disciplinary measures will be taken in consultation with the dean of students.
 - Reviews NCAA rules with student-athletes when necessary and reinforces the importance of compliance.
 - Ensures team's compliance with NCAA rules related to playing and practice seasons, including weekly countable athletically related activity logs.
 - Educates student-athletes regarding NCAA regulations governing employment.
 - All full-time and head coaches must be CPR, AED and first aid certified.

Appendices (available upon request)

- Advisor Change Form
- Athletic Scholarship Agreement Renewal Form (ASAR)
- Class Absence Reporting Form
- Credit for Spiritual Direction Form
- Drug Free Sport Collection Guidelines
- Financial Aid Clarification Form
- Game Travel Release Form
- Historical Questionnaire
- Insurance Card Form
- Jewelry Form
- Medical Care and Insurance Policies
- NCAA Drug-Testing Consent Form
- NCAA Student-Athlete Summer Contact Form
- Non-Renewal, Removal or Reduction of Athletic Aid Form
- Pre-Participation Exam Form
- Promotional Activity Form
- Reasonable Suspicion Form
- Student-Athlete Employment/Internship Form
- Student-Athlete Statement
- Summer School Pre-Approval Form
- Unattached or Outside Competition and NCAA Rules Form
- Undergraduate Major/Concentration Change Form