

LIVINGSTONE COLLEGE



STUDENT-ATHLETE HANDBOOK

Updated: October 2024

This edition of the student-Athlete Handbook supersedes any previous version

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Livingstone College Motto

A Call to Excellence.
Taking Livingstone College to the next level.

Alma Mater

"MY LIVINGSTONE"

O'Livingstone, my Livingstone!
Thy dear old name we sing,
While memories cluster thick and fast,
And closer to us cling.
Beneath thy maples and thy oaks
The zephyred breezes blow,
Just as they will in years to come
No matter where we go.

O'Livingstone, my Livingstone!
When thou art old with age,
Perhaps thou, too, shalt hold a place
That's bright on mem'ry's page,
And in the sky no cloud shall be
Instead, thy sun shall beam
Prosperity shall live always
Amid its golden gleam.

O'Livingstone, my Livingstone!
Thy students come and go,
The moments fly, the years go by
With all their weal and woe,
Along with fleet and nimble feet
Oh, hasten on the way,
And fling the light of wisdom out
Across the Wand'rer's way.

O'Livingstone, my Livingstone!
Upon thy campus wide,
In numbers many students roam,
Some from the other side;
And still they love; we can but hope
That they may e'er be true
To both thy names and colors too
The modest black and blue.

Administrative and Athletic Staff Directory

Title	Name	Email	Phone Number
College Administration / Departmental Heads			
University President	Dr. Anthony J. Davis		
Executive Admin Assistant	Tracey Johnson	tjohnson@livingstone.edu	704-216-6098
Executive Admin Assistant to the Office of the President	Valerie Hatcher	vhatcher@livingstone.edu	704-216-6152
VP of Academic Affairs	Dr. Dawn McNair	dmnair@livingstone.edu	704-216-6194
VP of Business & Finance	Gregory Petzke	gpetzke@livingstone.edu	704-216-6026
VP of Student Affairs	Dr. Orlando Lewis	olewis@livingstone.edu	704-216-6190
Director of Financial Aid	Stephanie McNeil	smcneil@livingstone.edu	704-216-6953
Associate Director Financial Aid	Sandra Lacey	slacey@livingstone.edu	704-216-6372
Student Health Services	Washella Simmons	wsimmons@livingstone.edu	704-216-6193
Residence Life	Maurice Roper	mroper@livingstone.edu	704-216-6821
Campus Police	Chief Dr. Reginald Roberts	rroberts@livingstone.edu	704-216-6166
VP of Enrollment	Anthony Brooks	abrooks@livingstone.edu	704-216-6005
Athletic Department Administration / Staff			
Director of Athletics	Clifton Huff	chuff@livingstone.edu	704-216-6012
Deputy Athletic Director	James Stinson	jstinson@livingstone.edu	704-216-6016
Senior Women's Administrator	Astarlove Robinson	arobinson@livingstone.edu	704-216-6088
Associate AD of Compliance	Shannon Allen	sallen@livingstone.edu	704-216-6307
Assistant AD of Internal Operations	Kayla Symone Price	kprice@livingstone.edu	704-216-6012
Associate AD of External Operations	TBD	athletics@livingstone.edu	704-216-6012
Faculty Athletics Rep.	Dr. Troy Russell	trussell@livingstone.edu	704-216-6309
Sports Information Director	Tatiana Stands	tstands@livingstone.edu	704-216-6013
Administrative Assistant	TBD	athletics@livingstone.edu	704-216-6012
Associate Athletic Trainer	Brandi Rhone	brhone@livingstone.edu	704-216-6011
Associate Athletic Trainer	TBD	athletcs@livingstone.edu	
Director of Sports Performance & Athletic Facilities	Kyle Dexter	kdexter@livingstone.edu	
Assoc. Strength & Conditioning Coach	TBD	athletics@livingstone.edu	
Team Physician	Dr. Stephen Furr	athletics@livingstone.edu	704-633-6044
Athletic Department Coaching Staff			
HEAD COACHES			
Head Bowling Coach	Steve Wallace	swallace@livingstone.edu	
Head Track & Field & Cross Country Coach	Justin Davis	jdavis@livingstone.edu	704-216-6317
Head Volleyball Coach	Ericka Charleston	echarleston@livingstone.edu	
Head Softball Coach	Steve Wallace	swallace@livingstone.edu	
Head Men's Basketball Coach	James Stinson	jstinson@livingstone.edu	704-216-6016
Head Women's Basketball Coach	Queen Smith	qsmith@livingstone.edu	704-216-6017
Head Women's Tennis Coach	Marlon Henderson	Mhenderson1@livingstone.edu	
Head Golf Coach	Andre Springs	asprings@livingstone.edu	
Head Cheerleading	Sakinah Reilly	sreilly@livingstone.edu	
Head Football Coach	Sean Gilbert	sgilbert@livingstone.edu	
Head eSports Coach	Christopher Davis		

ASSISTANT COACHES			
Assistant Football Coach	Mark Williams	mwilliams@livingstone.edu	704-216-6901
Assistant Football Coach	Michael Austin	maustin@livingstone.edu	704-216-6086
Assistant Football Coach	Marcel Caver	mcaver@livingstone.edu	
Assistant Football Coach	Robert Sherrod	rsherrod@livingstone.edu	
Assistant Football Coach	Ebony Kimbrough		
Assistant Football Coach	Markeem Bell		
Assistant Football Coach	Troy Veale		
Assistant Football Coach	Otis Powell		
Assistant Football Coach	JC McDonald		
Assistant Football Coach	Quinn Martin		
Assistant Football Coach	Mark Gilbert		
Assistant Women's Basketball Coach	Alfonso Duncan	aduncan@livingstone.edu	704-216-6611
Assistant Women's Basketball Coach	Kendale Chambers Sr.	kchambers@livingstone.edu	704-216-6611
Assistant Men's Basketball Coach	Brian Petty	bpetty@livingstone.edu	704-216-6934
Assistant Men's Basketball Coach	Trevelon Stinson	tstinson@livingstone.edu	704-216-6934
Assistant Tennis Coach	TBD	athletics@livingstone.edu	704-216-6012

General Information

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction. Through a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service in a global community.

Connected to the African Methodist Episcopal Zion Church, Livingstone College was founded in 1879 to meet the needs of African Americans who were denied access to educational opportunities. Today, the College provides an environment in which students from all ethnic backgrounds can develop their potential for leadership and service to society.

A private college with public responsibilities, Livingstone College also provides an environment suitable for learning and promotes Judeo-Christian values with respect for the global community.

College Mission Statement

Livingstone College is a private historically black college that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop student potential for leadership and service to a global community.

Athletic Mission Statement

Consistent with the College's mission, Livingstone College will provide a National Collegiate Athletic Association (NCAA) Division II program secured by a strong commitment to quality instruction. The intercollegiate athletic program will provide an environment in which student-athletes from all ethnic backgrounds can develop their potential for leadership and service to society. Additionally, the Department of Athletics will operate within the parameters of all governing bodies including Central Intercollegiate Athletic Association (CIAA) and the NCAA.

Purpose of Student-Athlete Handbook

The Livingstone College Student-Athlete Handbook is presented as information only and serves to inform the student-athlete of their rights and responsibilities within the Department of Athletics. The information, policies and procedures contained in this Handbook are subject to change at any time with or without notice. Student-athletes are responsible for reading and following the information contained in the handbook, including school-specific, CIAA and NCAA policies and procedures.

The student is responsible for knowing and complying with the information contained in the Livingstone College Student-Athlete Handbook as well as any changes to the policies and practices thereto. Students are responsible for knowing and complying with all Livingstone College, CIAA, and NCAA rules and regulations, both those published in the Student-Athlete Handbook and verbal or written policies set forth by the College administration or Athletic Administration. This handbook is published for the purpose of informing all Livingstone College student-athletes and is intended to convey the Department's expectations regarding their conduct.

Rules and regulations governing student-athletes conduct are prescribed to ensure the safety and well-being of all students, and to promote the academic, athletic, and social purposes of the Department and Institution. Livingstone grants students the privilege of participating on an athletic team on the condition that they comply with its rules, regulations, policies, and procedures, including those in place at the time of beginning a sport and any amendments issued from that time. Student-athletes are required to attend all mandatory departmental meetings, which occur at least two times per semester. The Department reserves the right to suspend or terminate the privilege of participating on a sports team if a student-athlete violates the rules of conduct, or if the student's participation is deemed contrary to the best interests of the institution.

From the time a student-athlete accepts a position on a sports team, until the date at which the student-athlete participation is terminated, or eligibility is exhausted, the Department reserves the right to take knowledge of any conduct on the part of a student-athlete that may disqualify him or her from initial or continuing eligibility. Initial eligibility may be denied to a prospective student-athlete who violates any law, statute, or ordinance, or who engages in any behavior that would constitute a violation of the Department's standards of conduct.

Once established as a student-athlete, they are accountable for their conduct both on and off campus. This accountability applies not only during the athletic season, but also during off-seasons, vacations, and periods between academic terms. Accordingly, violations of any law, statute, or ordinance; the violation of Departmental, Collegiate, CIAA, or NCAA rules and/or conduct that reflects discredit upon the department or institution, may be subject to review and appropriate disciplinary action, regardless of whether it occurs off campus or between academic terms. The Department reserves the right to deny continuing eligibility or initial certification to any student whose presence or conduct is deemed to be contrary to the best interests of the department or institution.

RESPONSIBILITIES & CONDUCT OF STUDENT-ATHLETES

1. To develop and maintain habits of learning commensurate with education at the college level and to pursue a program of study leading to a degree.
2. To attend all class meetings, labs, required discussion sessions, and required conferences with professors for all courses.
3. Student-athletes should be aware of the instructor's attendance and makeup policies for all courses in which they are enrolled.
4. Student-athletes are responsible for all material covered in class when they are absent as well as for all assignments due or assigned on a day when class are missed. Student-athletes must take the initiative to talk to professors about making up work missed because of an excused absence for collegiate athletics.
5. To fulfill all requirements of all courses being taken, including turning in all papers and assignments on time and taking of quizzes and tests and final examinations on the scheduled dates.
6. To seek out the advice or help of the professor about difficulties in a course, preferably during the professor's regular office hours, but if that time is impossible, by appointment with the professor at another time.

ETHICAL CONDUCT

You must always compete with honesty and sportsmanship so that you represent the honor and dignity of fair play.

You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

You are not eligible to compete if you have shown dishonesty by evading or violating NCAA and/or CIAA regulations.

PERSONAL CONDUCT

By joining the Livingstone College intercollegiate athletics program, you become a visible representative of your team and the College. Upon entering college, you will find you have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize your opportunity to obtain maximum result from your college experience. It is important that your personal conduct demonstrates good moral and ethical judgment. You are expected to behave both on and off campus in a manner, which brings credit to the College and your team. Be aware of the image you create.

GENERAL MISCONDUCT

Once registered at Livingstone College you are expected to conform to all federal, state, and local laws, as well as college regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Moreover, students penalized for violation of public laws are not exempt from further prosecution by college authorities if their actions also violate college rules.

Livingstone College will not tolerate any of the following behaviors:

- Physically abusing an official, athlete, opponent, or spectator
- Throwing objects at an individual, spectators or across a field or arena
- Seizing equipment or cameras from officials or the news media
- Inciting players or spectators to violent actions or any behavior that insults or defiles an opponent's traditions.
- Encouraging fans to boo and opposing team when introductions are made.
- Using obscene or inappropriate language or gestures to officials, opponents, team members, or spectators
- Making public statements which are negative, controversial, or not in compliance with the CIAA's policy on media relations.
- Violating recognized intercollegiate standards, or the values and standards associated with the college as determined by a head coach and approved by the Director of Athletics.

Each individual head coach may have more specific expectations concerning behavior, dress, or sportsmanship. If so, he or she will inform you of these. Support your coach and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

HAZING

Hazing is against North Carolina State law, North Carolina General Statutes, sections 14-35, defines hazing as "annoying any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him or to subject him to personal indignity." Punishment for a misdemeanor offense consists of a fine not to exceed \$4,500.00, imprisonment of not more than six months or both. State law also requires that the faculty or governing board of a college or school expel any student convicted of hazing.

Note: The College may take disciplinary action independent of any court action.

Hazing is a violation of Livingstone College policy and may constitute a criminal offense under the laws of the State of North Carolina. Hazing, as defined by Livingstone College, means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. It should be noted that consent is not a defense. Prohibited hazing behaviors include, but are not limited to the following activities:

Physical

1. Encouraging or requiring persons to consume excessive amounts of alcohol or other liquids (e.g., encouraging or requiring individuals to use beer bong, play drinking games or drink unknown substances).
2. Requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g., branding or tattooing; using makeup, paint, or markers on a person; or shaving the head or body).
3. Requiring activities that disrupt a person's normal schedule. A normal schedule includes three spaced meals per day, the opportunity for sufficient rest at night (at least six full hours), time required for study outside of scheduled class hours, and reasonable time for personal hygiene.
4. Requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics,

overly difficult work assignments, activities that may be excessive for a person with physical disabilities, activities that require a person to remain in a fixed position for an extended period of time or confining a person in a room that is too hot, too cold, too noisy, or too small.

5. Hitting or pretending to hit an individual.

6. Performing acts that are or seem to be dangerous.

Psychological

1. Requiring a person to pretend to or violate a law.

2. Yelling or screaming at individuals.

3. Calling individuals demeaning names.

4. Interrogating individuals in an intimidating or threatening manner.

5. Requiring a person to perform acts of servitude or perform personal errands for others.

6. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.

7. Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.

8. Requiring a person to appear nude at any time.

9. Engaging in an activity that compels an individual or group to remain in a certain place or transporting anyone without his or her knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping).

10. Requiring a pledge or a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

Any violation of this policy can result in termination of your scholarship and dismissal from the team, and the Athletic Department as a whole.

GAMBLING & BRIBERY

Student-athlete involvement in gambling or bribery compromises the integrity of sport. The NCAA has established specific guidelines concerning involvement in gambling and bribery for a student-athlete. Student-athletes shall not knowingly participate in any gambling activity that involves intercollegiate athletics.

Livingstone College student-athletes are responsible for the following:

- Reporting any offers or gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
- Contact a coach or other Departmental personnel (e.g., Sports Information Office staff) when questions concerning appropriate release of team information occur.
- Increasing one's awareness that participation in gambling or bribery activities will result in disciplinary actions by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Remember your involvement in any form of gambling or bribery, even in the most minor fashion, will jeopardize your athletic career per NCAA regulations. For example, you may not enter a March Madness Basketball Bracket that requires an entry fee with the opportunity to win a prize. Additionally, any fantasy football league that requires an entry fee is impermissible (i.e., DraftKings).

Any violation of this policy can result in termination of your scholarship and dismissal from the team, and the Athletic Department as a whole.

GRIEVANCE PROCEDURES FOR STUDENT-ATHLETES

The goal of the Department of Intercollegiate Athletics is that all student-athletes are treated fairly, and believe that they have been treated fairly, with respect to all aspects of their student-athlete experience at Livingstone College. To this end, student-athletes have available to them a number of policies and procedures through which they may file an appeal or a grievance in those circumstances they believe such actions are warranted. A brief overview of these options is provided below. A student-athlete who is unsure about which of these policies or procedures should be followed is invited to discuss the matter with his or her head coach. Other sources of advice include the Director of Athletics, Senior Woman Administrator, and the Faculty Athletics Representative.

It should be emphasized that, in addition to any Livingstone College student-athlete policies and procedures, student-athletes always have available to them the normal college procedures that are available to all students. A student-athlete who wishes to obtain more information about these normal college services should contact the Office of Student Affairs. This grievance procedure is printed in the Livingstone College Student-athlete Handbook and is reviewed by the Director of Athletics at the initial student-athlete meeting with all student-athletes at the beginning of each academic year.

Reporting Possible Violations to the NCAA

Specific procedures are to be followed in the event the Director of Athletics suspects that there has been a possible violation of NCAA rules. These procedures are on file, in full, in the Director of Athletics Office and are also located in the Compliance Manual. The policies are as follows:

If you feel that you, another staff member, or student-athlete has violated any NCAA, CIAA, or Livingstone College regulations or policies, please take the following steps:

1. Alert the Director of Athletics and Director of Compliance of the possible violation immediately.
2. Submit in writing your account of the possible violation, individuals it involves, any applicable dates, and the circumstances surrounding the possible violation.
3. The Director of Athletics and Director of Compliance will determine whether the situation violates any Livingstone College, CIAA, or NCAA rules.
4. If their decision indicates the situation a violation, the policy and procedures regarding self-reporting will be followed.
5. All parties will receive a copy of the self-report.
6. All parties will receive a copy of the final decision from the NCAA, Livingstone College, or the CIAA office.

We strongly encourage any individual to report possible NCAA, CIAA, or Livingstone College rule violations or infractions immediately upon discovery.

GRIEVANCE PROCEDURE FOR TEAM DISMISSAL

Purpose: To allow student athletes of Livingstone College who have complaints and/or grievances about a dismissal from an athletic team, an avenue of recourse.

Definition: The NCAA requires that all intercollegiate athletes have a grievance process for student athletes who have complaints and/or grievances concerning situations that might affect the athlete's participation/performance or their eligibility.

The process is as follows. Once a grievance has been identified as qualifying under the above- mentioned guidelines, the following Grievance Committee consisting of Athletic Department staff members will convene:

- 1.) Faculty Athletics Representative
- 2.) Director of Athletics
- 3.) Associate Athletic Director/Senior Woman Administrator (SWA)
- 4.) SAAC President

GRIEVANCE PROCEDURE FOR ATHLETIC AID CANCELLATION/REDUCTION

If a student-athlete(s) financial aid is cancelled or reduced during the academic year, or from one academic year to the next:

1. Student-athletes should discuss the matter with the head coach.
2. If the issue cannot be solved with the head coach, the student-athlete and head coach should meet with a member of athletics administrative staff that has been designated as the Sport Administrator.

If the issue is not resolved at this level:

3. The student-athlete, Head Coach and Sports Administrator should meet with the Director of Athletics.
4. If the issue cannot be resolved within the Athletic Department, the Student-Athlete should contact the Director of Financial Aid to initiate the appeals procedures for the Department of Athletics.
5. The Financial Aid Review Committee will rule on the issue and deliver a determination.

Note: The decision of this committee is final.

GRIEVANCE PROCEDURE FOR ACADEMIC ISSUES

If an issue arises where a student-athlete feels there is an issue with their class, treatment by a professor, or the grade they received in a class they should activate the following procedure.

1. The Student-Athlete should first discuss the issue with the professor, unless there is a possibility of the situation escalating into a more serious issue.
2. If the issue dealing with a class cannot be solved by the Student-Athlete and professor, the Student-Athlete should take their grievance to the Faculty Athletics Representative.
3. The last recourse for the student-athlete is to discuss the grievance with the Athletic Director.
4. If the grievance is not settled, the Athletic Committee will be the determining body for resolution.

The Faculty Athletics Representative (FAR) will be responsible for disseminating materials related to the grievance to the Athletics Committee in advance. Afterwards, the FAR will schedule an actual hearing date that will require the presence of the involved student-athlete and any relevant witnesses. The failure of the student-athlete to attend the hearing will result in the forfeiture of his/her grievance.

During the hearing, the student-athlete may present documentation and other relevant information to support the grievance. In addition, the committee will also present any documentation and other relevant information in support of the grievance. The committee will render its decision in writing within seven calendar days of the final hearing date.

Note: The Athletic Committee's decision is final.

DISCRIMINATION

As a student-athlete, you are a part of a community that supports both individual ethical integrity and community diversity. Livingstone College does not condone harassment directed toward any person or group, students, employees, or visitors. As a member of the College community, you are to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem. This includes behavior that denigrates others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, mental retardation, and past/present history of a mental disorder.

Title IX & SEXUAL HARASSMENT

Title IX prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance. Educational institutions are required to provide women and men comparable resources, support, and promotional opportunities in all disciplines, including science, technology, engineering, mathematics and athletics. Title IX's protection is not limited to women but protects the rights of both women and men.

Consistent with the requirements of Title IX, Livingstone College's policies prohibit discrimination based on gender.

Sexual Harassment is a form of discrimination that involves conduct of a sexual nature that adversely affects a student's education or a staff member's employment or creates a hostile or abusive educational environment. Further, Livingstone College does not tolerate discrimination or harassment that is based upon a person's gender identity, gender expression, or sexual orientation. Such behavior is inconsistent with the college's commitment to excellence and to a community in which mutual respect is a core value as articulated in the Livingstone College Code of Conduct. Examples of possible sexual harassment can be found at:

http://www.stopabuse.vt.edu/Get_Educated/Sexual_Harassment/

Reporting Sexual Harassment

If you are or have been harassed by a student, staff member, or faculty member, consider making a report to the Department of Human Resources, 704-216-6860. Sexual harassment violates the Student Code of Conduct.

Sexual Assault is any forcible sexual activity that occurs without the victim's consent. You must have the consent of your partner before you engage in any sexual activity. Examples of sexual assault can be found at:

http://www.stopabuse.vt.edu/Get_Educated/Sexual_Assault/

Reporting Sexual Assault

Livingstone College encourages you to contact the police if you have been sexually assaulted. If the assault occurred on campus, contact the Livingstone College Police Department, 704-216-6164. If the assault occurred off campus, contact the police department in the locality where the assault occurred.

If you are or have been sexually assaulted by a student, consider making a report to the Deputy Title IX Coordinator, 704-216-6080. Sexual assault violates the Student Code of Conduct.

If you are, or have been, a victim of sexual assault by a professor, staff person, or other employee of the institution, considers making a report to the Office of Human Resources, 704-216-6860.

Consent

- Consent is clear, knowing, and voluntary.
- Consent is active, not passive.
- Silence, in and of itself, cannot be as consent.
- Consent can be given by words or actions, if those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the condition of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent may be withdrawn at any time by either person. Lack of consent occurs when the acts are committed either by force or intimidation or by taking advantage of the victim's mental incapacity or physical helplessness. Someone who is incapacitated in any way cannot give consent. Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

Lack of consent occurs when the acts are committed either by force or intimidation or by taking advantage of the victim's mental incapacity or physical helplessness. Someone who is incapacitated in any way cannot give consent. Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

Retaliation

Retaliation against anyone who raises concerns of harassment or discrimination or who participates in the investigation of an allegation is a separate violation of Livingstone College policy and may be a violation of state and federal law.

HAZING

Hazing is against North Carolina State law, North Carolina General Statutes, sections 14-35, defines hazing as “annoying any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him or to subject him to personal indignity.” Punishment for a misdemeanor offense consists of a fine not to exceed \$4,500.00, imprisonment of not more than six months or both. State law also requires that the faculty or governing board of a college or school expel any student convicted of hazing.

Note: The College may take disciplinary action independent of any court action.

Hazing is a violation of Livingstone College policy and may constitute a criminal offense under the laws of the State of North Carolina. Hazing, as defined by Livingstone College, means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. It should be noted that consent is not a defense. Prohibited hazing behaviors include, but are not limited to the following activities:

Physical

1. Encouraging or requiring persons to consume excessive amounts of alcohol or other liquids (e.g., encouraging or requiring individuals to use beer bong, play drinking games or drink unknown substances).
2. Requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g., branding or tattooing; using makeup, paint, or markers on a person; or shaving the head or body).
3. Requiring activities that disrupt a person’s normal schedule. A normal schedule includes three spaced meals per day, the opportunity for sufficient rest at night (at least six full hours), time required for study outside of scheduled class hours, and reasonable time for personal hygiene.
4. Requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person with physical disabilities, activities that require a person to remain in a fixed position for an extended period of time, or confining a person in a room that is too hot, too cold, too noisy, or too small.
5. Hitting or pretending to hit an individual.
6. Performing acts that are or seem to be dangerous.

Psychological

1. Requiring a person to pretend to or violate a law.
2. Yelling or screaming at individuals.
3. Calling individuals demeaning names.
4. Interrogating individuals in an intimidating or threatening manner.
5. Requiring a person to perform acts of servitude or perform personal errands for others.
6. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.
7. Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.
8. Requiring a person to appear nude at any time.
9. Engaging in an activity that compels an individual or group to remain in a certain place or transporting anyone without his or her knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping).

10. Requiring a pledge or a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

Any violation of this policy can result in termination of your scholarship and dismissal from the team, and the Athletic Department as a whole.

GAMBLING & BRIBERY

Student-athlete involvement in gambling or bribery compromises the integrity of sport. The NCAA has established specific guidelines concerning involvement in gambling and bribery for a student-athlete. Student-athletes shall not knowingly participate in any gambling activity that involves intercollegiate athletics, whether through a bookmaker, parlay card or any other method employed by organized gambling.

Livingstone College student-athletes are responsible for the following:

- Reporting any offers or gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
- Contact a coach or other Departmental personnel (e.g., Sports Information Office staff) when questions concerning appropriate release of team information occur.
- Increasing one's awareness that participation in gambling or bribery activities will result in disciplinary actions by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

Remember your involvement in any form of gambling or bribery, even in the most minor fashion, will jeopardize your athletic career per NCAA regulations. For example, you may not enter a March Madness Basketball Bracket that requires an entry fee with the opportunity to win a prize. Additionally, any fantasy football league that requires an entry fee is impermissible (i.e., DraftKings).

Any violation of this policy can result in termination of your scholarship and dismissal from the team, and the Athletic Department as a whole.

ACADEMIC POLICIES FOR STUDENT-ATHLETES

ACADEMIC INFRACTIONS & ISSUES

Students at Livingstone College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's work, to present the words, ideas, data, or work of another as one's own, to disrupt the flow of academic information, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Such standards cannot in any case be listed exhaustively.

The following represent some basic types of behavior that are unacceptable:

Academic Dishonesty includes plagiarism as well as any deliberate attempt to gain advantage. Dishonest practices include fabrication of data, cheating, or uttering by a student of false statements relating to academic work.

Plagiarism is submitting material that in part or whole is not one's own work, without attributing those same portions to their correct source. Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work together on assignments and to present the results collectively or individually. This is not a problem if it is clearly understood who participated in producing the work.

Cheating is defined as using unauthorized notes, study aids, or information on an examination; altering graded work after it has been returned, then submitting the work claiming it was unfairly evaluated the first time; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

Fabrication is falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

This includes using data from web sites.

Obtaining an Unfair Advantage is:

1. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor.
2. Stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.
3. Unauthorized collaboration on an academic assignment.
4. Retaining, possessing, using, or circulating previously given examination material, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
5. Intentionally obstructing or interfering with another student's academic work.
6. Undertaking any activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work.

Aiding And Abetting Academic Dishonesty is providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above or providing false information in connection with any inquiry regarding academic integrity.

Falsification of Records and Official Documents includes altering documents affecting academic records,

forging signatures of authorization, falsifying information on an official academic document, grade report, letter.

of permission, pre-registration form, add/drop form, ID card, or any other official College document.

Unauthorized Access to computerized academic or administrative records or systems, releasing or dispensing information gained via unauthorized access or interfering with the use or availability of computer systems or information.

Disruptive Behavior is defined as any behavior which causes disorder, chaos, unruliness, or turmoil in or near a classroom. In minor disruptions the faculty member may handle the disruption individually. The instructor may notify in writing to their division chair more serious cases; in addition, appropriate notification may be shared with the Vice President for Academic Affairs and Vice President for Student Affairs. If the disruption is severe, and the faculty member is not able to resolve the disruption, Campus Security will be called, and the student(s) may be removed immediately from the premises.

Individual faculty members, departments, schools, or units of The College may provide areas of specific concern not covered above. Students are encouraged to discuss academic dishonesty with faculty and staff members to be certain they understand the policy, procedures, and consequences. Student-athletes should reference the Livingstone College Student Handbook for further clarification or speak with their advisor.

REQUIREMENTS FOR GRADUATION & HONORS

Livingstone College confers upon a student one of three degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), or Bachelor of Social Work (B.S.W.).

Most degrees require a minimum of 120 semester hours; some degrees may require more hours based on their curriculum requirements. Additionally, all students must complete the following:

1. File an application for graduation in accordance with the dates established by the College.
2. Earn a minimum overall grade point average of at least 2.00 on a 4.00 scale with no grade lower than a "C" in any course required for the major and in
3. ENG 131 and 132 (Freshman Composition I and II)
4. Maintain the required GPA in major courses as determined by the major chosen.
5. Complete the prescribed General Education program requirements.
6. Complete the last 30 credit hours in residence at Livingstone College. Transfer students must complete at least 36 hours at Livingstone (exceptions to this may be made by the Vice President for Academic Affairs).
7. Complete 80 clock hours of community service.
8. Satisfy all financial obligations to the institution.
9. Complete the Senior Exit Clearance Procedure.
10. Receive approval from the faculty.

DEGREES WITH DISTINCTION

Candidates for graduation are eligible for the following honors based upon their cumulative grade point averages:

Cum Laude 3.3 to 3.49 cumulative average

Magna Cum Laude 3.5 to 3.69 cumulative average

Summa Cum Laude 3.7 and above cumulative average

Transfer students whose transfer credits exceed thirty-four (34) semester hours can only graduate with the Cum Laude distinction.

Dean's List

Students who carry and successfully complete a minimum of 12 semester hours of college-level courses (100 or above) and maintain a 3.30 cumulative GPA or above, with no grade below "C" and no "I" grade, are placed on the Dean's List.

Honor Roll

Students who carry and successfully complete a minimum of 12 semester hours of college-level courses (100 or above) and maintain a 3.00 GPA or above, with no grade below "C" and no "I" grade, are placed on the Honor Roll for the semester.

Regulations Governing Academic Credit The grading system is as follows:

Grade	Range	Quality Point
A=Excellent	90-100	4
B=Good	80-89	3
C=Satisfactory	70-79	2
D=Poor	60-69	1
F=Failure	Below 60	0

The semester grade point average is obtained by dividing the total number of quality points earned that semester by the total number of semester hours attempted. Hours associated with a grade of "W" (Withdrawal) are not included.

The cumulative grade point average is obtained by dividing the total number of quality points earned that semester by the total number of semester hours attempted. Hours associated with a grade of "W" are not included.

10 TIPS FOR ACADEMIC SUCCESS

1. Sit as close to the front of the class as possible, so you can hear and see (or be seen/heard).
2. Take notes like you do this for a living. Try to figure out what the instructor thinks is important. Often these are exam/essay questions. Write the main points on the right side of the paper and write the details on the left.
3. Use your resources which include instructors, counselor, internet, books, libraries, and friends. Become friends with the student who seems to know what is going on in class.
4. Ask questions in class if you do not fully understand a discussion topic.
5. Get an academic desk calendar and use it to record due dates for assignments, exams, quizzes, and the last date to withdraw from course.
6. When writing a paper, plan your thoughts with an outline first.
7. While typing your papers on the computer, use the spell checker. Spelling correctly is essential for a good grade.
8. Do not be late for class, tutoring sessions, advising sessions, or any other scheduled event.
9. Do not hesitate to seek help, whether it involves class work, financial balances, or directions to find a class building.

ACADEMIC PROCESSES & PENALITIES

REGISTRATION

Livingstone College operates on the semester system. All students must register at the beginning of each semester. Each student is assigned a faculty advisor, who assists in planning a program of study. Complete registration instructions are found with the schedule of classes and printed each semester. Students are registered for classes and entitled to attend classes only when they have completed the prescribed procedure, including the payment of tuition and fees. New students will be advised regarding courses and registration procedures during orientation sessions at the beginning of each semester. All students need to report for registration as indicated on the Academic Calendar.

A student cannot attend a class if he/she is not properly registered for that course and section. Failure to follow proper registration procedure may jeopardize the student's good standing at the College and result in loss of credit. Instructors' class rosters are made up from the official enrollment records kept in the Registrar's Office. Students whose names are not on the class roster in each class should contact the Registrar's Office to verify proper registration.

PRE-REGISTRATION

Pre-registration is a time period designated each semester to allow the student and advisor to review and plan the student's courses for the upcoming semester. Students who pre-registered may find it less difficult to secure a satisfactory schedule of courses. Under no circumstance is pre-registration to be considered official registration. Pre-registered students who fail to officially register on dates designated for official registration will have their pre-registered schedule of courses automatically removed by the Registrar's Office. Those students who find it necessary to register after the designated dates may have to select another schedule of courses for that semester and must pay a late registration fee as required by the college.

LATE REGISTRATION

A student who enters the College after the designated dates for registration pays a late registration fee as required by the College (payable in full at the time of registration). A student may be permitted to register after the time specified on the Academic Calendar with the approval of the academic advisor and the Vice President for Academic Affairs. All registration materials must be submitted to the Office of the Registrar at the conclusion of the registration process.

ADD/DROP (CHANGES IN ENROLLMENT)

Changes in student enrollment or schedule must be made with the approval of the advisor and by the end of the designated Add/Drop period specified in the College Calendar. Such changes include adding or dropping courses, changing sections, electing to audit courses, and changing the number of credits to be earned in courses (where applicable). All changes in enrollment must be submitted to the Registrar's Office on a Schedule Change Form prior to the end of the Add/Drop period.

ACADEMIC WARNING

A student will receive an Official Warning Notice when his/her semester average is lower than 2.0.

ACADEMIC PROBATION

During the time, a student is on probation for not meeting the minimum level of academic performance, he/she is required to participate in the College's Academic Support Program. Participation in any of the College's extra-curricular activities will not be allowed during this time. A student is removed from this probationary status when his/her cumulative grade point average is in compliance with the College's academic standard requirement.

ACADEMIC SUSPENSION

A student who has been on academic probation for one year and is unable to meet at least the minimum retention standards will be suspended from the College for at least one semester. During this period, a student may not enroll in any course at Livingstone College. While suspended, summer school courses or regular semester courses taken at other institutions will not be accepted for transfer to Livingstone College. Students may apply for readmission at the end of their period of separation. If, after careful review, the Admission Review Committee decides to allow the student to re-enroll, he/she must bring the cumulative grade point average to the level required by the College by the end of two enrollment semesters.

ACADEMIC DISMISSAL

A student will be permanently dismissed if, despite reenrollment for two semesters from academic suspension, he/she fails to meet the minimum cumulative grade point average.

APPEAL FOR REINSTATEMENT

A student who fails to meet the satisfactory academic progress standard and has been suspended may appeal that decision in writing to the Admission Review Committee within ten business days from the receipt of notification of suspension. The appeal should be directed to:

Admission Review Committee
Livingstone College
701 West Monroe Street
Salisbury, NC 28144-5213

A separate written appeal must be submitted to the Office of Financial Aid if financial aid is affected. Any student who has been academically dismissed from the College can also appeal to the Admission Review Committee for reinstatement two years after the last date of attendance at the College. If reinstatement is granted, the student must meet the requirement of the Satisfactory Academic Progress Scale in order to maintain continued enrollment at the College. Courses taken at another institution cannot be transferred to Livingstone College to improve the grade point average (GPA).

STUDY HALL REQUIREMENTS

General Requirements

- All in-season student-athletes are required to do six hours of study hall per week.
- All freshman and transfers (in-season & out of season) are required to do six hours per week, regardless of the GPA for their first two semesters at Livingstone College. If you are a mid-year **transfer** attending in the spring, then it will be for the spring semester only. For transfers, your study hall status will then be determined by your final spring semester GPA.
- All out of season returning student-athletes are required to do six hours per week if your cumulative GPA is below 3.25.
- All out of season returning student-athletes with a cumulative GPA of 3.26 to 3.49 must attend a minimum of 4 hours per week.
- All out of season returning student-athletes with a cumulative GPA of 3.5 or higher and have attended Livingstone College for a minimum of four semesters, are not required to attend Study Hall unless the Head Coach determines otherwise.
- A Head Coach can take away no more than 2 hours of study hall per week for a student-athlete with a 3.25 or better during only the off-season.
- A Head Coach can add up to a total of 8 hours per week to a student-athlete's requirement due to missing classes, tardiness to class, not turning in Bi-Weekly Academic Progress Reports or any other academically related non-compliance issue.
- Academically Ineligible student-athletes who are on a team roster or on the roster and receiving athletic grant-in-aid must do a minimum of 8 hours of study hall per week. In addition, they must submit the Bi-weekly Academic Progress Report by the due date and time. Each report not turned in will result in two missed practices of CARA activities when the student-athlete is deemed eligible. Failure to abide by these criteria will result in being removed from the team roster and loss of grant in aid.

NCAA DEFINITIONS & REGULATIONS

It is your responsibility as a student-athlete to know and understand the rules pertaining to daily, weekly, and annual participation limits. Please review the information below regarding terminology, maximum limits, and what are countable and non-countable athletically related activities. In addition, whether you are contacted or not, student-athletes must CONTACT THE COMPLIANCE OFFICE with any concerns about the numbers reported for your program. Student-athletes may raise concerns with athletic department officials identified in this Handbook, by responding directly to the report in question, or by reporting concerns to your Student-Athlete Advisory Committee representative. Student-athletes who raise good faith concerns about NCAA and departmental compliance issues will not be subject to any form of retaliation.

Practice (defined in Bylaw 17.02.1).

Any required meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff.

17.1.6.3.3 Definition of Week.

A "week" shall be defined as any seven consecutive days to be determined at the institution's discretion. Once the institution determines the seven-day period that shall constitute its week, it shall not change the designation for the remainder of the segment.

17.1.6.3.2 Competition Day.

All competitions and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities.

17.1.6.3.6 Vacation Periods and Between Terms.

Daily and weekly hour limitations do not apply to countable athletically related activities occurring during an institution's official vacation period and during the academic year between terms when classes are not in session. If such vacation periods occur during any part of a week in which classes are in session, the institution is subject to the daily and weekly hour limitations during the portion of the week when classes are in session.

17.1.6.4 Required Day Off.

During the playing & practice season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in conference and postseason championships. A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during the day.

17.1.6.3.5 and 17.1.6.4.3 Preseason Practice.

Daily and weekly hour limitations do not apply to countable athletically related activities that occur during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier. Also, an institution is not required to provide student-athletes with one day off per week during this time period.

17.1.6.3.2.1 Practice Prohibited After Competition.

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

17.1.6.2.2 Skill Instruction - Sports Other Than Baseball and Football.

Participation by student-athletes in individual skill-related instruction in sports other than baseball and football

is permitted outside the institution's declared playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year [see Bylaw 17.1.6.2-(a)]. More than four student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility.

17.02.13 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, athletic 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 17.1.6.2.2 and 17.1.6.2.3).

PLAYING AND PRACTICE SEASON LIMITATIONS

****No More Than Four Hours Per Day****

****No More Than 20 Hours Per Week****

****One Day Off Per Week****

COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

1. Practice.
2. Competition (counts as three hours, regardless of actual length).
3. Required weight training and conditioning activities.
4. Film or videotape review of athletics practices or contests required, supervised, or monitored by institutional staff members.
5. Required participation in camps, clinics, or workshops.
6. Meetings initiated by coaches or other institutional staff members on athletically related matters.
7. Individual workouts required or supervised by a member of the coaching staff. However, in the sports of

swimming & diving and track & field (field events only), the coach may be present during voluntary individual workouts in the institution's regular practice facility (safety exception).

8. On-court or on-field activities called by any member or members of a team and confined primarily to members of that team are considered as requisites for participation in that sport (e.g., captain's practice).

NON-COUNTABLE ATHLETICALLY RELATED ACTIVITY

1. Training table or competition related meals.
2. Physical rehabilitation.
3. Dressing, showering, or taping.
4. Athletics department academic study hall or tutoring sessions.
5. Meetings with coaches on non-athletics matters.
6. Travel to and from practice and competition.
7. Visiting the competition site in sports other than cross country, golf, or skiing.
8. Medical examination or treatments.
9. Fundraising activities.
10. Recruiting activities (e.g., serving as student host).
11. Participation in regular physical education classes, with or without credit, which is listed in the institution's catalog and open to all students.
12. Voluntary individual workouts - provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety purposes by the institution's strength and conditioning personnel.
13. Individual consultation with a coach initiated voluntarily by a student-athlete provided the coach and student-athlete do not engage in athletically related activities.
14. Use of the institution's athletics facilities by student-athletes, provided the activities are not supervised by or held at the direction of any member of an institution's coaching staff.
15. Involvement of an institution's strength and conditioning staff with enrolled student-athletes either in a supervisory capacity for the institution's weight training facility or assisting in conditioning programs.

PLAYING AND PRACTICE SEASON LIMITATIONS OUTSIDE THE PLAYING SEASON

****No More Than 8 Hours Per Week****

****No More Than 2 Hours of Skill Instruction Per Week****

****Two Days Off Per Week****

Countable Athletically Related Activities

Outside of the declared playing & practice season, a student-athlete may only participate in two types of countable athletically related activities:

1. Required weight training and conditioning activities held at the direction of, or supervised by, an institutional staff member; or
2. Individual or group skill-related instruction (sports other than baseball and football) is permitted from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year.

1. More than four student-athletes from the team may be involved in skill-related instruction with their coach(es) from September 15 through April 15.
2. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coach(es) at any one time in any facility.

ALL athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examinations period through the conclusion of each student-athlete's final exams.

LIMIT OF PARTICIPATION FOR NCAA DIVISION II INSTITUTION

A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full- time program of studies, as determined by the regulations of that institution. It is the student-athlete's responsibility, along with the coaching staff and Director of Compliance, to maintain accurate records in regards to the number of semesters that a student-athlete has utilized. A lack of knowledge about your own enrollment status is not a foundation for an NCAA waiver.

NCAA ELIGIBILITY REQUIREMENTS

As a student-athlete, you must be enrolled full-time (12 hours as an undergraduate) each semester to maintain eligibility to practice and compete in your sport. Dropping below 12 hours will make you ineligible and may also affect your scholarship. The Compliance Office and your advisor will educate you as to the academic requirements needed to maintain your competitive eligibility. In all cases, if you pass less than 9-degree applicable hours during any fall or spring semester, you will be ineligible for competition for the next academic semester.

Amateur Status

The following are the NCAA guidelines for maintaining amateur status in Division I athletics. An individual loses amateur status and becomes ineligible for intercollegiate competition if he/she (Paraphrased from section 12.1.2 NCAA Manual):

1. Uses his or her athletics skill, directly or indirectly for pay in any form in that sport.
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
4. May compete on a professional team and receive pay as long as it does not exceed actual and necessary expenses (Proposal 2009-22 effective August 1, 2010).
5. Enter into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

NCAA STUDENT-ATHLETE STATEMENT AND DRUG-TESTING CONSENT FORMS

The following procedures shall be used in administering the Drug Testing Consent Form required in Bylaw 14.1.4.

- a. The consent form shall be administered individually to each student-athlete by the Director of Athletics or the Director of Athletics' designee each academic year.
- b. The Director of Athletics or the Director of Athletics' designee shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year and that.

- updates may be found on the NCAA Web site (i.e., [ww.ncaa.org](http://www.ncaa.org)) and are to be informed of the appropriate athletics department procedures for disseminating updates to the list; and
- c. The Consent Forms shall be kept on file by the director of athletics and shall be available for examination on request by an authorized representative of the NCAA.

ATHLETIC ELIGIBILITY

All student athletes must be admitted to the College by the Office of Admission. The athletic department cannot admit any student athlete. Your acceptance indicates that you have met the requirements outlined by Livingstone College. Once enrolled, this department sets the following standards to maintain academic eligibility.

- Enroll in at least 12 hours each semester, otherwise set by your admissions criteria. Those hours must be completed each semester, not inclusive of summer school. Dropping below 12 hours at any point during a semester may result in the cancellation of any/or all of your financial aid for the semester.
- Summer school can be used to improve the hour requirements of 24/year. However, no more than six (6) hours can be used for this purpose in summer school. Summer school may be used to improve GPA or to get ahead. People short of hours at the end of the 2nd semester will be declared ineligible for next year's competition. Those having to attend summer school may be ineligible to play and may lose all athletic-related aid. All student athletes will have access and sign off on acknowledgement of review and understanding the Student-Athlete Handbook. Study hall is mandatory for all student athletes. All freshmen are required to attend. Those with a GPA of a 3.0 or above can be excused with permission of the Head Coach.

TRANSFER ELIGIBILITY

A student who transfers to a member institution from any collegiate institution is required to complete one full academic year of residence at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution, unless the student satisfies the applicable transfer requirements or receives an exception or waiver as set forth in this bylaw.

CONTINUING ELIGIBILITY FOR COMPETITION

Eligibility for regular season competition subsequent to the student athlete's first academic year in residence, or after the student-athlete has utilized one season of eligibility in a sport, shall be based upon

1. Enrollment in at least a minimum full-time program of studies
2. being in good academic standing and
3. Maintaining satisfactory progress toward a baccalaureate or equivalent degree.

NCAA POLICIES ON EXTRA BENEFITS

6.11.2.2.1 Free or Reduced-Cost Services.

An athletics representative may not provide a student-athlete with professional services (for which a fee normally would be charged) without charge or at a reduced cost except as permitted elsewhere in this bylaw. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit unless they are available on the same basis to the general student body.

16.11.2.2.2 Telephones and Credit Cards.

It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at a reduced cost.

16.11.2.2.3 Entertainment Services.

A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.

16.11.2.3 Other Prohibited Benefits.

An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:

- (a) A loan of money.
- (b) A guarantee of bond.
- (c) An automobile or the use of an automobile.
- (d) Transportation (e.g., a ride home with a coach), except as permitted in 16.10.1 even if the student-athlete reimburses the institution or the staff member for the appropriate amount of the gas or expense; or
- (e) Signing or cosigning a note with an outside agency to arrange a loan.

16.11.2.4 Camp Concession.

It is not permissible for a member institution or a member of its athletics department staff conducting a sports camp to permit a student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession stand/table/store selling items related to or associated with the camp to campers or others in attendance (see also Bylaw 13.13.1.5.3.2).

16.11.2.5 Athletics Equipment.

A student-athlete may not accept athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be utilized by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

16.11.2.6 Sponsored Families.

A member institution shall not permit individuals outside the institution to serve as "sponsors" or "families" for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.

16.11.2.7 Civic-Group Gifts.

A member institution shall not permit a civic group to provide a student-athlete a trip to a postseason football game or to pay summer-camp expenses for a student-athlete.

16.11.2.8 Assistance in Payment of Bills.

A member institution is not permitted to administer a fund for a student-athlete (even if funds are provided

by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are utilized.

TICKET POLICY

FREE ADMISSION TO LIVINGSTONE COLLEGE EVENTS

At Livingstone College, students are admitted to athletics home events at no cost. Admittance is gained by the presentation of a VALID Livingstone College student ID at the door.

COMPLIMENTARY TICKETS

Enrolled student-athletes in sports which charge admissions are eligible for two complimentary admissions to a home athletics event through a pass list only. The head coach is responsible for submitting the complimentary pass list to Associate A.D. for Compliance at least 48 hours prior to the athletic event. Individuals receiving a complimentary admission to an athletic event are required to sign the pass list in order to receive admission to the event. The pass list will be submitted to the Director of Compliance for review post-event.

FINANCIAL AID & SCHOLARSHIP

Athletics Scholarship

Athletic grants-in-aid (scholarships) are awarded by the Department of Financial Aid upon the recommendation of the head coach and the Director of Athletics. Grants-in-aid may be awarded for one year, with renewal being contingent upon the student-athlete continuing to meet eligibility criteria to participate in intercollegiate athletics. Financial aid may be cancelled or reduced if a student-athlete:

1. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement.
2. Engages in serious misconduct warranting substantial disciplinary penalty; or
3. Violates written teams' rules; or
4. Voluntarily withdraws from the team.

All athletic grants-in-aid are awarded and administered in accordance with College, NCAA, and CIAA regulations.

All student-athletes, whether receiving an athletics scholarship or not, are required to apply for need-based financial aid. The Free Application for Federal Student Aid is available online at www.fafsa.com. Since NCAA regulations specify the amounts and types of financial aid a student-athlete can receive, all financial aid from any source outside the University (except from your parents or legal guardians) must be reported to the Office of University Scholarships and Financial Aid and the Athletics Compliance Office. If you receive one or more outside scholarships, we will ask for your help in obtaining the necessary documentation to determine whether or not the scholarship is considered "Countable Aid" or "Non-Countable Aid" by NCAA regulations.

The athletic scholarship does not pay for:

- Cable/phone/internet
- Computer hook-up & usage
- Residence Hall damages
- Parking tickets
- Late registration fees
- Late fees
- Recommended or suggested course books

Scholarship Renewal/Non-Renewal

All scholarship student-athletes will be mailed official notification of the status of their scholarship for the coming academic year by July 1. If your scholarship is being renewed, you will be sent an award letter indicating the amount and the terms of the scholarship. If your scholarship is not being renewed, the letter will give the reasons for the non-renewal and explain the opportunity to appeal.

Athletics Scholarships After Eligibility is Exhausted (5th -Year Aid)

Post eligibility scholarships will be considered on an individual basis and may be made available to student-

athletes who have exhausted eligibility, have not met all graduation requirements, and are seeking completion of their first baccalaureate degree.

In order to be eligible to receive this type of aid you must:

- Have received an athletics scholarship during your final year of competitive eligibility.
- Carry a minimum cumulative GPA of 2.00 and be in good academic standing in your college.
- Be enrolled in a minimum of 12 hours, unless your college has certified that those hours are all that are required for graduation.
- Be a team member in good standing relative to team, department, institution, and NCAA rules, and have generally displayed excellent personal conduct and citizenship; and,
- Agree to perform services assigned to you by the Athletics Department, if applicable.

Please note that athletics aid of this type cannot exceed the equivalent value of the athletic scholarship received during your final year of eligibility.

Student-Athlete Employment

If you desire to work during a semester, please contact your head coach. DO NOT, under any circumstances, take a job or continue a summer job during the school year without first completing a Student-Athlete Employment Form. These forms may be obtained in the Compliance Office.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

Mission Statement:

The mission of Livingstone College's SAAC is to enable student-athletes to participate in developing leadership skills both inside and outside the field of competition, by engaging them in policy and procedure discussions, as well as operations discussions. The SAAC will serve as instruments of advancement when relating to community engagement and assisting coaches in planning and implementing both school, conference, and national community engagement efforts. Additionally, the SAAC is tasked with protecting student-athlete well-being by providing two resources for teammates to discuss concerns and ideas with, and who will serve as the mouthpiece for creating creative solutions and presenting those to athletics administrators. Ultimately, SAAC provides a method through which the athletic department administrators can discuss the management, operation, and rules that govern the athletics department and its sports' teams with student-athletes.

Duties of SAAC Representatives:

1. Attend all SAAC meetings and related events.
2. Serve as a liaison between the members' respective sport to the committee and the athletics department.
3. Serve the needs of fellow student-athletes via leadership and support.
4. Engage in community engagement planning for respective team and serve as a member of the SAAC community engagement initiatives.
5. Promote a positive student-athlete image on campus and in the community.
6. Assist in the growth and development of SAAC.
7. Play an integral role in the structure of our athletics department and its formulation of policies regarding student-athlete well-being.
8. Reinforce and promote Livingstone College's goal of holistic living.

Membership:

1. Two student-athletes from each team will serve as representatives on the committee. The representatives will be chosen by the SAAC advisor based upon sport decorum, recommendation from current SAAC members, and academic achievement.
2. Members are encouraged to serve for multiple years.
3. Members are to be selected from different class levels for perspective.

Meetings:

1. There shall be one meeting a month, held on the first or last Friday of the month, depending upon schedules.
2. All meetings will be held in the New Trent Gymnasium classroom.
3. Meetings will last no longer than one hour.
4. Meetings for special events will be scheduled as needed, and members will be alerted via "Group Me" messaging.

DEPARTMENTAL INFORMATION AND POLICIES

YEAR-END REVIEWS

The Department of Athletics is interested in your experience as a student-athlete. All student-athletes are expected to complete exit interviews at the conclusion of each season. The intent of this is to improve the overall services and opportunities for students, and your input is valued.

As part of the NCAA certification process, exiting student-athletes are also required to take part in Exit Interviews with their respective sport administrator in order to discuss his/her athletic experience. Each semester, exiting student-athletes will be randomly selected to participate in the exit interview process.

MEDIA RELATIONS

The goals of the Sport Information Department are to effectively communicate to the media, and other interested groups, information about the Livingstone College athletic programs. The office produces media guides, game programs, schedule cards, and news releases as part of its daily activities. The information is then distributed to all local and regional media. It is also responsible for responding to news media inquiries and arranging all media interviews. Another principle duty of the office is serving as the College's liaison to various athletic governing bodies such as the NCAA, and the Central Intercollegiate Athletic Conference. Finally, the office is responsible for producing game and season statistics, in accordance with NCAA and CIAA requirements.

12 Things to Remember

1. If a media member contacts, you for an interview please direct them to your Sports Information Office contact. Media members are asked to go through the Sports Information Office to coordinate all interviews.
2. You are the expert. Most questions relate to your sport and your role. Consequently, the questions should be easy to answer.
3. You control the interview and what answers are provided. Direct the conversation to what you want to talk about. Remember, you are not obligated to answer any question with which you are not comfortable.
4. Be prompt. Reporters are usually on a tight deadline and appreciate the extra effort you make to be available on time.
5. Be available for interviews after a bad game or bad performance. How a coach or athlete behaves after a loss often makes a bigger impression than after a win.
6. Think ahead. Have a game plan and identify the two or three main points that you want to get across.
7. Relax and think positively.
8. Keep direct eye contact and stay focused.
9. Praise your teammates, credit your coaches, and be gracious to opponents.
10. Talk in short, complete sentences.
11. Represent Livingstone by putting your best self forward when being interviewed.
12. Always end the interview with a simple thank you.

SOCIAL NETWORKING POLICY

Social networks such as Facebook.com, MySpace.com, Twitter, Instagram, Snapchat, YouTube, and others are being used to communicate and interact with friends and associates. However, as members of the Livingstone College Athletic Department, you are prohibited from having pictures, statements or any information posted on your profile or the profile of others that is in violation of the Livingstone College Student Code of Conduct.

Members of the Livingstone College Department of Athletics will be in violation of the Livingstone College Student Code of Conduct if pictures, statements, or other information is posted on your profile or the profile of others, which is demeaning, derogatory or embarrassing for yourself, Livingstone College, or its Athletic Department. Examples of unacceptable posted material include but are not limited to:

- Visible/identifiable use of alcohol and other drugs and paraphernalia
- Sexually provocative, explicit, or obscene photographs
- Vulgar, obscene languages or gestures
- Comments that ridicule, criticize or demean Livingstone College staff, administration, personnel, CIAA officials or office staff, or student-athletes.

THINGS TO REMEMBER USE THE R.A.I.S.E. PRINCIPLE

RESPECTFUL ♦ AUTHENTIC ♦ INTENTIONAL ♦ SMART ♦ ENGAGING

1. EVERY DAY IS A JOB INTERVIEW

Be respectful. Anything you post in your role as an LC student-athlete reflects either positively or negatively on you, your team, and the College. Be professional and respectful.

2. PRIDE

Take pride in who/what you represent. You, Livingstone College, the Department of Athletics, family, church, organization, etc.

3. NEWSPAPER TEST

If you cannot say it in front of your mother, grandmother, pastor, or any other family member, then do not say it.

4. LANGUAGE PLEASE

Do not use slang and/or bad language. Do not reference parties, alcohol, et cetera.

5. DON'T BE CRITICAL

Never criticize an opposing team, referee, coach, or teammate.

6. LISTEN

"Listen" to online conversations on your preferred tools to maintain a clear and current understanding of what is relevant and of interest to the community.

7. BE ACTIVE

Engage and be active on social media. Do not go weeks without a post.

8. IT'S A TELEPHONE, NOT A MEGAPHONE

Do not use social media as an outlet to complain about your life, teammates, school, etc.

9. HAVE SOME COMMON SENSE

Think before you post, remembering that anything you share on social media, even within a closed network, is not private.

10. DON'T ENGAGE IN TWITTER ARGUMENTS

No one wins. Ignore them.

11. KEEP PRIVATE, PRIVATE

Do not tweet or post something about a heated argument or what happened in the locker room. Things said in private settings should never see the light of the Internet.

12. SAY THANKS

Thank your teammates and fans every day.

13. HAVE FUN

Self-explanatory

Failure to comply with the Livingstone College Athletic Department Social Networking Policy will result in a verbal and written warning, suspension from the team, loss or decrease in scholarship funds or dismissal from the Livingstone College Athletic Team.

If there are any questions or comments please contact Tatiana Stands, Sports Information Director, at tstands@livingstone.edu or 704-216-6013.

SPORTS MEDICINE SERVICES

Vision Statement:

The Livingston College Sports Medicine Department shall provide a comprehensive healthcare system for its Division II Intercollegiate Student-Athlete population. This sports medicine department will provide efficient services with the highest quality of care and professionalism. The program will continue to develop and grow within the university, the community, and the profession.

Mission Statement:

The mission of the Livingston College Sports Medicine Department is to develop and maintain the traditional mission of athletic training; in an effective and efficient manner, the role of the certified athletic trainer is defined by the national Athletic Trainers Association into domains. These include: the prevention of athletic injuries, the recognition, evaluation, and immediate care of athletic injuries, rehabilitation and reconditioning of athletic injuries, healthcare administration, and professional development and responsibility.

The philosophy of the Livingston College Sports Medicine Department is a reflection of the larger mission of the University itself. The concept of a holistic college, treating the mind, body, and spirit of the student athlete will be a priority of the department, as the overall welfare of the student athlete will be. A primary goal of the Athletic Department as well as the Sports Medicine Department is to return the athlete to full competition as soon as medically possible, and when it is safe to do so.

Rules for the Livingston College Athletic Trainer Room

1. **Only Livingston College Athletes** are allowed to receive medical treatment in this facility.
2. No cellular phone use during rehabilitation or evaluation.
3. No phones, Ipod, or CD players allowed during evaluations.
4. No cleats or spikes in the athletic training room.
5. Sign in EVERY TIME you enter the athletic training room.
6. You are responsible for updating and getting rehabilitation flow sheets signed off on a daily basis from an athletic trainer.
7. If there is a change in your health status you are required to update the athletic trainer immediately.
8. Student-athletes must shower prior to entering the athletic training room after practice or conditioning.
9. Consider your language while in the athletic training room.
10. No food or drink is allowed during evaluation or rehabilitation.
11. Clean up after yourself -- including putting equipment up, emptying ice bags, etc.
12. If you are not receiving treatment then please do not sit on the table or machines as others will need them.
13. If you need special arrangements for treatment due to class schedules it is your responsibility to seek that out and make the appropriate arrangements.
14. If you miss treatment, we either assume you are completely able to practice, or your injury is so debilitated that you are unable to do anything.
15. Any equipment that you borrow from the athletic training room you are held responsible for. If you do not return it promptly, you will be held out of practice until it is returned. If you lose the equipment, you will be expected to reimburse the full amount spent purchasing that item.

Athletic Training Room Hints

- A. The best treatment for the majority of sports-related injuries is to apply ice. Ice should be applied for 20 minutes once an hour for new injuries.
- B. Heat applied to an injured area may increase swelling. **DO NOT** apply hot packs or use a warm bath without instruction from an athletic trainer.
- C. Wounds occurring in athletic settings often become infected. Make sure you thoroughly cleanse even minor abrasions or cuts to prevent infection. If the wound becomes swollen or red, see an athletic trainer.
- D. Preventative bracing is suggested for some sports. It is REQUIRED if you are chronically injured. **If you require taping daily for ankle instability, braces will be required.**
- E. “Sparring” or the taping of ankles outside of the shoes is neither recommended nor allowed by the Livingstone College Sports Medicine Staff. If a student-athlete makes a choice to perform this on themselves, they are solely responsible for the treatment of any injury sustained.
- F. Recovering from an injury usually involves multiple treatments. Be sure to adhere to the treatment plan provided for you. In rehabilitation, the guideline of "the more, the better" generally holds true.
- G. Drink plenty of fluids before, during, and after practices and competition. Hydration is very important in preventing heat injuries and ensuring the body performs efficiently.
- H. In order to help prevent muscle strains we suggest that you properly stretch and warm-up prior to practice, strength training, or competition.
- I. Small blisters can lead to big problems. If a blister develops, see an athletic trainer for proper care. Make sure your shoes fit properly and wear two pairs of socks until your shoes are broken in.

Responsibility of a Student-Athlete

In order to achieve goals and objectives in providing medical care, each student-athlete has a responsibility to:

- 1. Report all injuries or illnesses within 24 hours.
- 2. Follow the instructions of the athletic training staff in regard to treatment and rehabilitation, and if that is not possible it is their responsibility to communicate these reasons.
- 3. Report to the athletic training room daily for treatment up until the time the student-athlete is released by the athletic trainer or medical staff.
- 4. Report any changes in medical conditions and turn in any appropriate medical paperwork in regard to those conditions.
- 5. Communicate any feeling about the rehabilitation or treatment they are receiving or what is happening with their condition.
- 6. Understand their rehabilitation by communicating and asking questions if necessary.
- 7. Be an active part in the process by being enthusiastic and willing to be part of the solution and not the problem.

Rules and Regulations: NCAA Sanctioned and Governed

NCAA Regulations

The NCAA regulations state that the college is responsible for the medical care for the student-athlete only when the injury is directly to their sport during supervised practice, competition, or conditioning seasons. In all cases, only expenses that are allowed to be paid by the NCAA rules may be covered, if approved by the department.

Pre-Season Physical Examination

All student-athletes must have a physical examination prior to the start of their athletic career. This will include an athletic physical exam every year. At NO TIME will any student-athlete be permitted to participate in athletic activity, conditioning activities, or training activities without a physical exam. The athletic physical exam consists of a comprehensive history form, vision screening, general medical exam, and an orthopedic screening. Further evaluation will be pursued if deemed necessary by our sports medicine personnel. This will be the insured's responsibility to pay for any further testing required.

Prescription/Long –Term Medicine Use

Due to NCAA Regulations- any athlete taking a prescription medicine at any times should alert the athletic training staff to what this substance is, as well as for what purpose it is being used for, and submit a copy of the prescription. If any athlete is taking a medication long-term, which is for 16 or more days, consecutively or otherwise, should bring a copy of the prescription to the athletic training staff for documentation. This is required due to the random NCAA drug testing.

Dental Care

Livingstone College Athletic Department is only responsible for dental injuries that occur during organized practice or competition. All dental appointments must be made through the Athletic Training Staff. The NCAA regulations do not permit any college or university to be financially responsible for routine dental care.

Concussion Baseline Testing, Evaluation, and Treatment

Concussions are very serious injury. They can be dangerous and life-threatening if they are not evaluated and treated correctly.

The NCAA has mandated baseline concussion testing for sports, with no exception. Baseline testing is required to create a measurement for any athlete that may experience a concussion. This pre-concussion measurement is used in the assessment, evaluation, and return to play decision for each athlete. This is crucial in making quantitative, versus qualitative decisions when deciding on return to play.

Rules and Regulations: School Sanctioned and Governed

Pre-Season Physical Examinations- Sport Specific Rules

For any Student-Athlete playing a sport an annual physical is required. A sports physical will be accepted from a primary care physician or an orthopedic physician, a licensed Physician's Assistant, or Nurse Practitioner. No other types of physicians are allowed to do a sports physical for athletic participation. The only approved form for the history and physical are those provided by Livingstone College Sports Medicine Department, or the form provide for incoming students from the student Health Services on campus that are required for enrollment. No participation is allowed until a physical exam, or a copy of a physical exam has been obtained and is on file.

Insurance and Personal Information

Due to the type of insurance that Livingstone College uses, which is SECONDARY insurance, we must have documentation of each athlete's primary insurance. The information that is required is a front and back copy of the care, insurance holder's date of birth, insurance holder's social security number, insurance holder's employer, insurance holder's middle initial. This is needed for doctor's appointment scheduling, hospital stays, and procedures. It also makes getting bills paid in a timely manner without delays possible. This information is only for athletic training staff usage and is stored in a locked area that is only accessible to the athletic training staff.

The Athletic Training Staff does not have this information the athlete will not be allowed to participate because without the information, we are unable to contact parents or guardians, check athletes into the emergency room, getting them registered for diagnostic procedures, etc. Many of these things, if they are needed with an athletic population, are needed in emergent situations. We do not have the time to get this information while trying to provide the best care for the athlete.

Falsifying Information

It is mandatory to provide the insurance information for the student-athlete if they are covered under a parent or legal guardian's policy. If there is no information provided or there is a denial of coverage the athletic excess insurance policy will check with the employer listed to verify that there is no coverage on the student athlete. If the student-athlete is in reality covered under a primary policy, this is considered insurance fraud.

Pre-Existing Injuries or Conditions

The Livingstone College Athletic Department will not be responsible for any pre-existing injuries or condition that occurred prior to joining an athletic team at the college. Disqualification due to that pre-existing problem is at the discretion of the Sports Medicine Team. Failure to report and document any and all pre-existing medical conditions or proems releases Livingstone College from any liability in the event of another problem caused by the initial injury. If there is testing required to clear an athlete from competition due to a pre-existing condition or possible illness that is the student-athlete's responsibility.

Post-Season Questionnaire

All student-athletes are required to complete a post-season questionnaire at the conclusion of each season. This form is used as documentation of any injuries that may have not been reported by the student-athlete to their athletic trainer during the season, or to account for any re-occurring or persistent symptoms. All injuries noted will be discussed with the athletic trainer and cared for in the proper manner.

Physician Appointments

After the initial evaluation by the athletic trainer, if necessary, the student-athlete will be referred to a physician. The physician will be a team physician, health services nurse or physician, or a consultant of the team physician. If the student-athlete desires medical care outside of these representatives, it must be approved by the Head Athletic Trainer on staff, prior to the beginning of care. Records of physician visits, x-rays, lab results, etc. must be sent to the Head Athletic Trainer after care is administered to ensure continued care. The athlete will not be cleared to play until this is received. **NO physician or other health care provide outside of the Livingstone College Sports Medicine Department can clear an athlete or give return to play directives.**

Outside Providers

If the student-athlete or their parents or guardians wish for the student-athlete to seek an outside consultation concerning an injury, that consultation must be cleared through the Head Athletic Trainer. Without proper clearance, the athletic department will not be responsible for any financial obligation that results. Also, a student-athlete **cannot** be cleared by any other provider outside of the team physician or one of his associates.

Sickle Cell Testing

Livingstone College, in agreement with the NATA Position Statement on sickle cell testing, has mandated that all student-athletes be tested for the sickle cell trait, or provide previous testing results denoting their status. This will not be used to disqualify student-athletes from practice or play, but simply to ensure the safety of all student-athletes by providing additional care if the student-athletes are sickle cell trait positive. This policy is consistent with best practices in the care of student-athletes. This is a requirement for clearance of play as of 2010-2011 athletic seasons and beyond for all Livingstone College student-athletes.

Pregnancy Policy

Livingstone College abides by the policies set by the NCAA on the matter of pregnancy. The Athletic Department cannot remove or withhold any scholarship money due to pregnancy, which is legislation passed by the NCAA.

THE FALL 2024 BLUE BEAR RACE IS ON!



Calendar – Summer School 2024-202543
Graduation December 2024 - May 2025 (Summer 2025) 44

DISCLAIMER

Information contained in this notice is subject to change by official action of Livingstone College. Thank you in advance for adhering to the stated policies and procedures of the institution.



The function of education is to teach one to think intensively and to think critically. Intelligence plus character, that is the goal of true education.

—Dr. Martin Luther King, Jr.



SUMMER SCHOOL CALENDAR

Validation for Summer School 2024-2025 May 2025
 (Date not available yet)

First day of Summer School Classes Tuesday, May 13, 2025

Last day to add/drop Wednesday, May 14, 2025

Last day to withdraw from Summer School With Out Penalty Friday, May 23, 2025

Last day to withdraw from Summer School
(charges will apply after this date) Friday, June 13, 2025

Classes Purged of Non-Validated Students May 2025
 (Date not available yet)

Last day of Class for Summer School/Final Exams June 17-18, 2025

Financial Aid Summer School Applications are available in the Office of Financial Aid located in the Price Memorial Building. The application may also be obtained from the financial aid webpage on the Livingstone College website.

Note: As of the last two summers there has not been any room and board, it has strictly been online only.

TUITION AND FEE SCHEDULE *Summer School 2024-2025*

Tuition \$275.00 (per credit hour)

Online Learner Fee \$850.00

	Cost	6 credit hours	9 credit hours	12 credit hours
Tuition	\$ 275.00	\$1,650.00	\$2,475.00	\$3,300.00
Lab Fee	\$ 100.00	\$100.00	\$100.00	\$100.00
Book Rental	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Online Fee	\$ 850.00	\$850.00	\$850.00	\$850.00
TOTAL		\$2,675	\$3,500	\$4,325

SUMMER SCHOOL ENROLLMENT STATUS

Fulltime = 6 or more credit hours

Parttime = 5 or less credit hours

****GRADUATION 2024-2025****



Do you anticipate graduation in December 2024 or May 2025?

If you have “earned” 36+ credit hours (associate) or 84+ credit hours (bachelors) towards your degree, the *Livingstone College Graduation Application Packet* will be sent to your LC email account. Make sure your email is ready to receive the packet and carefully follow the instructions in the packet.

NOTE: If you are completing summer school 2025, your faculty advisor will notify the Office of the Registrar. The Registrar’s Office will forward your LC GAP to your LC email.

LIVINGSTONE COLLEGE

ATHLETICS

Code of Conduct

Your primary goal for attending Livingstone College is to participate in the education program. Therefore, your first responsibility is to successfully complete your academic work. As an athlete, you are expected to perform at your best in all areas of the Total Learning Environment. Although athletics is an integral part of your total educational experience, it must never become more important than your educational purpose for attending Livingstone College.

Automatic Dismissal from Livingstone College Athletics (Immediate Loss of GIA)

1. Lying, stealing, cheating, gambling, academic dishonesty, and falsification of official information.
2. Guilty or No Contest to criminal charges.
3. Disrespect of coaches, support staff, college faculty, staff, and students.
4. Testing positive for illegal or banned drugs.
5. Possession of drugs, drug paraphernalia, alcohol, illegal weapons, stolen property, or firearms.
6. Failure to complete FAFSA packages or any other admission paperwork requirements.
7. Failure to be tested randomly (if selected) for drugs and or alcohol.
8. Being expelled or suspended from school.
9. Drop classes without permission from the Compliance Officer and participate in a practice or contest.
10. Violate amateur status per NCAA rules.

Suspension from Team

When suspended you are required to attend all Athletic Department / Team activities, but you cannot practice.

1. Missed classes, practices, meetings, study hall, rehab, tutorial sessions, assemblies, and scheduled appointments without prior notification with your Head Coach.
2. Excessive dorm violations such as curfew, visitation, dorm fines, etc.
3. Dropping classes without the permission of the Compliance Officer.
4. Not completing mandatory NCAA, CIAA, and /or Livingstone College Athletics training.
5. Fighting in dorm, at a competition, or on / off the campus
6. Failure to report an injury.
7. Failure to adhere to academic policies and procedures.
8. Failure to adhere to dress code.
9. Ejection from game (Possible Dismissal)
10. Excessive profanity
11. Misconduct / Misbehavior as a member of the team.
12. Destruction and misuse of school, vendor, or host institution's property. You will pay for damages.
13. Insubordination to coaches and support staff.
14. Use of tobacco products or alcohol of any type at any time
15. Criminal charges / Indictment / Arrest / Warrants
16. Multiple violations of code of conduct (i.e., Hat in buildings, late to meetings Etc.)
17. Possess a poor attitude & disobedient behavior.
18. Being summoned for disciplinary action by the college.
19. Multiple Unsportsmanlike Conduct Penalties.
- 20. Violation of the Social Media Policy**

General Guidelines

Class Attendance

Class attendance is mandatory.

Study Hall

All freshmen will be required to have 8 hrs. of study hall per week. Transfers will be required to have 8 hrs. during their first semester at Livingstone College. All student-athletes under a 2.5 will be required to have 8 hrs. of study hall per week.

Complete FASFA

Each student-athlete must complete the FAFSA by the published deadlines by the Athletic Department.

Use of Livingstone College Email

Each student-athlete will utilize their Livingstone College student email address for official business with the Athletic Department. You are responsible for ensuring your mailbox is not full. You are to contact cishelp@livingstone.edu if you have any email issues.

Adherence to COVID Protocols

You are responsible for following the COVID protocol of the State of NC, Livingstone College, NCAA, CIAA and the Athletic Department.

Complete Health Records & Physicals

You are required to complete all Health Records and other medical requirements as provided by the deadlines established by the Head Athletic Trainer and the Athletic Department.

Appeal Process

You have a right to appeal any disciplinary action. Your appeal needs to be provided in writing to the Athletic Director within 10 business days of the disciplinary action.

As student-athletes, you are responsible for your actions and conduct. The above rules and regulations are a part of our program. By your agreement with our standards, you have committed yourself to excellence and have shown your willingness to achieve high standards.

I _____ (print), hereby authorize the Athletic Department to release such information pertaining to my athletic status at Livingstone College as may be required for reporting for publicity purposes. I agree with the Livingstone College Athletics Code of Conduct. I also agree to allow the Registrar to block my withdrawal from classes below twelve (12) hours without the approval of the Compliance Officer.

(Signature)

(Date)

End of the Year Evaluation / Senior Exit Interview

S-A Name: _____ S-A ID Number: _____ Classification: _____ Sport: _____

S-A Evaluation of Academic Year Performance: _____

Coach Evaluation of Student-Athlete: _____

Mandatory Meeting Attendance: Fall _____ Spring _____

FASFA Completed _____ PRE-Registered for Next Semester _____ Balance: _____

Semester Final Grades or Eligibility Issues _____

Easter Egg Hunt Attendance _____ Athletic Banquet Attendance _____

In Danger of Not Being Able to Return: Yes _____ No _____

If Yes, Explain: _____

Strength and Conditioning Success Rate: _____ S&C Evaluation Attached: Yes _____ No _____

Plan of Action for Upcoming Academic Year: _____

Student-Athlete Signature

Date

Coach Signature

Date

**LIVINGSTONE COLLEGE
ATHLETIC DEPARTMENT
SOCIAL MEDIA POLICY & GUIDELINES FOR STUDENT-ATHLETES**

Playing and competing for Livingstone College is a privilege, not a right. Student-athletes LC are held in high regard and are considered as role models in the community. It is imperative that student-athletes always represent their teams and University in a positive manner.

Social Networks:

Social network sites such as Facebook, Twitter, Instagram, YouTube, TikTok, Pinterest, and other digital platforms have increased in popularity and are used by student-athletes at Livingstone College. Participation in such networks has both positive appeal and potentially negative consequences. It is important that Livingstone College student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Guidelines for Student-Athletes

The Department of Athletics' guidelines are intended to provide a framework for student-athletes to conduct themselves responsibly in an on-line environment.

Student-athletes at Livingstone College are encouraged to adhere to the following:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, residence hall room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes the property of the website.
2. Be aware that potential, current and future employers often access information you place on on-line social networking sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
4. Student-athletes are not restricted from using any online network sites or digital platforms. However, users must understand that any content that they make public via online social networks or digital platforms is expected to follow acceptable behaviors and to comply with federal, state and university rules and regulations.

5. Prohibited Conduct: Student-athletes are highly visible representatives of the Livingstone College and are expected to uphold the values and responsibilities of the Livingstone College while meeting all requirements set forth by the CIAA, NCAA, and the university intercollegiate athletics program. It is important that student-athletes recognize the power of public media domains and the potentially negative impact that they can portray on student-athletes, coaches, the athletic program, and institution.

6. Some examples of inappropriate and offensive behavior concerning participation in online communities may include the following:

- a. Posting photos, videos, comments, or posters showing the personal use of alcohol, tobacco, etc.
- b. Posting photos, video and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- c. Posting pictures, videos, comments, or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- d. Using inappropriate or offensive language in all comments, videos, and other postings. This includes threats of violence and derogatory comments against race, gender, and/or sexual orientation.
- e. Cyber bullying or posting negative comments about opponents prior to or after competition.
- f. Posting photos wearing LC athletics apparel while engaging in inappropriate behavior.
- g. Using photos of yourself in LC athletics apparel or using your status as a LC student-athlete to promote parties or other social engagements.
- h. Commenting on prospective student-athletes who visit LC or might be coming to LC.

7. Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by the Athletics Department. Sanctions imposed by the Director of Athletics may include, but are not limited to, the following:

- a. Written notification from the Director of Athletics or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network profile deactivated.
- b. Temporary suspension from the team until prescribed conditions are met.
- c. Suspension from the team for a prescribed period.
- d. Indefinite suspension from the team.
- e. Dismissal from the team.

Agreement

I understand and agree that I am required to know, understand, and follow the standards contained in the Livingstone College Department of Athletics Social Network Policy for Student-Athletes.

Printed Name _____

Signature _____ Date _____

SIGNATORY PAGE

Review this section carefully prior to signing.

By signing this page:

I am acknowledging that I have reviewed the Livingstone College Student-Athlete Handbook. I understand that I am responsible for abiding by rules and regulations of each section of this handbook and the most current version will be available on bluebearathletics.com. I understand that this handbook may be amended by the Department of Athletics, and that wherever there is a conflict between information contained in this handbook and the online version, the online version controls.

I also understand that I am expected to take the initiative to get answers to any questions or concerns that I might have regarding policies or statements within the handbook.

I understand that I am expected to conduct myself in accordance with NCAA, conference, Athletics Department (including all policies in this Student-Athlete Handbook, any policies presented at required student-athlete meetings, and any policies presented to a student-athlete via email or hard copy), Team, and College rules and regulations, as well as federal and state laws and local ordinances. I understand that I may be disciplined by the Athletics Department for violating Departmental, Team and Livingstone College standards of conduct, as well as for violating federal and state laws and local ordinances, and that I may also be subject to discipline by University, local, state, or federal authorities for the same act.

I also understand that violations of NCAA, conference, Athletics Department (including all policies in the Student-Athlete Handbook, those presented at required student-athlete meetings, and those presented to any student-athlete via email or hard copy), Team, and College regulations, as well as federal and state laws and local ordinances can result in disciplinary action that includes, but is not limited to:

- Reduction of athletics scholarship
- Removal/termination of athletics scholarship
- Removal/termination from athletic teams
- Suspension from athletic teams

All sanctions are at the discretion of the Athletics Department Administration (Director of Athletics and/or Sport Administrator) and/or the Head Coach.

Print Name: _____ Sport: _____

Signature: _____ Date: _____