



Lee University Student-Athlete Handbook
2024-2025

WELCOME TO LEE UNIVERSITY

I want to personally welcome back our returning student-athletes and extend a special welcome to our new student-athletes. I am honored to be part of this wonderful university and privileged to be working with a great group of young men and women.

It is our objective to make your experience at Lee a positive one and that you will reach your ultimate goal of receiving a diploma while competing in intercollegiate athletics. It is vital to get started on the right foot and put academics as a top priority.

Lee has a long successful history in athletics and we are excited that you are here to carry on the tradition. You will be serving as an ambassador for Lee University and should conduct yourself with dignity at all times. Remember you are representing your school, teammates and family and should take pride in being part of a Christ Centered Institution.

This is a special time in your life and I encourage you to make life-long friends while maturing academically, spiritually and socially. I hope your time at Lee, whether it is one or four years, will surpass all your expectations.

I hope you will find the information in this handbook beneficial throughout your Lee experience. Contact information, University rules and regulations and compliance interpretations are a few of the many resources included in the handbook. Please take time to read and familiarize yourself with the contents and if you have a question or concern, please do not hesitate to ask me or a member of our staff.

Go Flames!

John Maupin

Director of Athletics

**Athletic Department
Student Athlete Handbook**

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ATHLETICS ORGANIZATION AND ADMINISTRATION

ATHLETIC PHILOSOPHY AND MISSION STATEMENT

Lee University, as a Christian liberal arts university, is committed to the principle that God is glorified when individuals develop to their full potential as whole persons – intellectually, spiritually, socially, and physically.

The existence of an athletic program at Lee University not only is consistent with this principle but is necessary to it. A university without an athletic program omits an important part of the preparation of its students for “responsible Christian living in a complex world.” The mission of the intercollegiate athletic program is to assist in the preparation of graduates for Christian service in their occupations, academic pursuits, and personal ministry. The success of this preparation depends on programs and services whereby physical, mental, social, and spiritual development is fostered. The mission is pursued within a variety of activities provided within the context of the intercollegiate athletic program.

The intercollegiate athletic program is designed to assist in preparing students for “responsible Christian living in the complex world.” Its commitment is to develop an integrated person – one who is spiritually alive, intellectually alert, and physically disciplined. This balance is achieved in each athlete by training him/her to think about athletics with a competitive spirit from the Christian perspective.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services and residential living. The university realizes that the knowledge, appreciation, understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and service whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

The Lee University Flames are members of the Gulf South Conference (GSC) and the National Collegiate Athletic Association. Varsity teams compete in men’s and women’s basketball, tennis, soccer, cross country, golf, indoor/outdoor track, women’s softball, volleyball, men’s baseball, and women’s lacrosse.

NCAA POSITIONING STATEMENT – LIFE IN THE BALANCE

Higher education has lasting importance on an individual’s future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead. In addition the platform emphasizes six key attributes that summarize the Division II student-athlete experience.

1. Learning – multiple opportunities to broaden knowledge and skills.
2. Balance – emphasis on collective knowledge; integration of skills.
3. Resourcefulness – versatile skill set drawn from broad range of experiences.
4. Sportsmanship – respect for fairness, courtesy; ethical conduct toward others.
5. Passion – enthusiastic dedication and desire in effort.
6. Service – positive societal attitude through contributions to community.

Lee University is committed to these six attributes and will work hard to ensure its student-athletes have the best experience possible. With a dedication to academic and athletic excellence, our goal is to help student-athletes become contributing members of the local community.

NCAA AND CONFERENCE AFFILIATIONS

The NCAA is the primary association that governs and controls intercollegiate athletics on the national level. Lee University was successfully approved for provisional membership in July of 2014.

Lee University is a member of the Gulf South Conference and plays a full GSC schedule as of 2013-2014. Gulf South member institutions (12) include: University of Alabama Huntsville, Christian Brothers University, Delta State University, University of North Alabama, Valdosta State University, University of West Alabama, University of West Florida, University of West Georgia, Shorter University, Union University and Mississippi College.

Lee University is also an associate member of the National Christian College Athletics Association (NCCAA).

ADMINISTRATION/STAFF CONTACT LIST

Administration			
Dr. Paul Conn	President	423-614-8600	pconn@leeuniversity.edu
John Maupin	Athletics Director	423-614-8440	jmaupin@leeuniversity.edu
Jason Robinson	Faculty Athletics Representative	423-614-8177	jrobinson@leeuniversity.edu
Marty Rowe	Associate Athletic Director	423-614-8429	mrowe@leeuniversity.edu
Bre Crittenden	Assistant Athletic Director	423-614-8642	mcrittenden@leeuniversity.edu
Silvia Beazile	Compliance Coordinator	423-614-8640	ssartori@leeuniversity.edu
Jessica McIntyre	Deputy Athletic Director	423-473-1191	jmcintyre@leeuniversity.edu
Hannah Manning	Director of Student-Athlete Welfare	423-614-8639	mmathis@leeuniversity.edu
Tena Walker	Athletic Office Coordinator	423-614-8440	twalker@leeuniversity.edu
George Starr	Director of Radio Broadcasting	423-614-8442	gstarr@leeuniversity.edu
Philip Tang	Director of Athletic Communications	423-614-8643	clastoria@leeuniversity.edu
Athletic Training			
Dr. DeWayne Knight	Team Physician	423-614-8437	dknight@leeuniversity.edu
Daniel Heinbaugh	Director of Sports Medicine	423-614-8462	dheinbaugh@leeuniversity.edu
Will Atkinson	Head Strength and Conditioning Coach	423-614-8440	watkinson@leeuniversity.edu
Shelby Landolt	Athletic Trainer	423-614-8462	slandolt@leeuniversity.edu
Paige Wisebaker	Athletic Trainer	423-614-8462	sw@leeuniversity.edu
Breanne Crittenden	Athletic Trainer	423-614-8462	mcrittenden@leeuniversity.edu
Baseball			
Mark Brew	Head Coach	423-614-8638	mbrew@leeuniversity.edu
Kaleb Schmidt	Assistant Coach	423-614-8031	kschmidt@leeuniversity.edu
Jorge Saez	Assistant Coach	423-614-8031	jsaez@leeuniversity.edu
Men's Basketball			
Ryan "Bubba" Smith	Head Coach	423-614-8460	rsmith@leeuniversity.edu
	Assistant Coach	423-614-8061	@leeuniversity.edu
Women's Basketball			
Marty Rowe	Head Coach	423-614-8429	mrowe@leeuniversity.edu
Jan Spangler	Associate Head Coach	423-614-8452	jspangler@leeuniversity.edu
Cross Country (Men & Women)			
Caleb Morgan	Head Coach	423-614-8424	cmorgan@leeuniversity.edu
Toni Cardenes	Assistant Coach	423-614-8424	tcardenes@leeuniversity.edu
Golf (Men & Women)			
Evan Spence	Head Men's Coach	423-614-8440	espence@leeuniversity.edu
Geandra Almedia	Head Women's Coach	423-310-3009	galmeida@leeuniversity.edu
Women's Lacrosse			
Megan Smith	Head Coach	423-614-8461	megansmith@leeuniversity.edu
Dani O'Meara	Assistant Coach		domeara@leeuniversity.edu
Men's Soccer			
Derek Potteiger	Head Coach	423-614-8158	dpotteiger@leeuniversity.edu
	Assistant Coach		@leeuniversity.edu
Women's Soccer			
Lee Hughes	Head Coach	423-614-8444	lhughes@leeuniversity.edu
Tom Halsall	Assistant Head Coach	423-614-8444	thalsall@leeuniversity.edu
Softball			
Emily Russell	Head Coach	423-614-8456	erussell@leeuniversity.edu
Kelly Golden-Neer	Assistant Coach	423-614-8456	kneer@leeuniversity.edu

Tennis (Men & Women)			
Patric Hynes	Head Coach	423-614-8441	phynes@leeuniversity.edu
Indoor/Outdoor Track (Men & Women)			
Caleb Morgan	Head Coach	423-614-8424	cmorgan@leeuniversity.edu
Jeremiah McCain	Associate Head Coach	423-614-8424	jmccain@leeuniversity.edu
Tatiana McClendon	Assistant Coach	423-614-8424	tmclendon@leeuniversity.edu
Volleyball			
Christa Fabre	Head Coach	423-473-3775	cfabre@leeuniversity.edu
Cece Blanchard	Assistant Coach	423-614-3815	cblanchard@leeuniversity.edu
Cheerleading			
Melissa Scannapiego	Head Coach	817-371-0914	mscannapiego@leeuniversity.edu

LEE UNIVERSITY COMPLIANCE COMMITTEE

The purpose of the Compliance Committee is to create, edit and approve the Lee University Compliance Handbook, to ensure institutional control in each department as it relates to NCAA rules and compliance, and to ensure integrity and objectivity while dealing with compliance issues.

The following people are members of the Lee University Compliance Committee. Also listed are their titles and responsibilities.

Dr. Jason Robinson, chair

Faculty Athletics Representative

- Ensures academic integrity and maintains the appropriate balance between academics and intercollegiate athletics

Erin Looney

Registrar

- Oversees the matriculation of student-athletes in course requirements required for a degree

Cindy Cannon

Scholarship Compliance Coordinator

- Assists in the oversight of student-athlete financial aid

Elizabeth Pace

Director of Admissions

- Oversees all undergraduate admissions

Jessica McIntyre

Deputy Athletic Director

- Monitors athletic internal affairs and assists in the oversight of all areas of compliance within athletics.

Silvia Sartori

Compliance Coordinator

- Oversees all areas of compliance within athletics

FACULTY ATHLETICS REPRESENTATIVE (FAR)

The Faculty Athletics Representative (FAR) for Lee University is Dr. Jason Robinson. The purpose of the FAR is to promote a balance between academics, athletics and the social lives of student-athletes and to be involved with the monitoring and maintenance of the personal welfare of the student-athlete. The FAR is available to help student-athletes should they encounter issues with financial aid, eligibility, waivers and appeals, and health and student welfare. Additionally, the FAR should be contacted regarding disputes with faculty over missed class for competition or authorized team travel. Dr. Robinson's contact information is jrobinson@leeuniversity.edu or (423) 614-8177.

STUDENT-ATHLETE ADVISORY COMMITTEE(SAAC)

The Lee University Flames Student-Athlete Advisory Committee (SAAC) mission is to foster open communication between student-athletes and the athletics administration, and to enhance the student-athlete experience by developing leadership skills, promoting a positive student-athlete image, and improving the day-to-day life of all student-athletes through activities, social events, and community service.

Objectives

1. To give the student-athletes the right to be heard in regards to determining the rules, regulations and policies that affect their involvement within the NCAA and on their campus.
2. To be liaisons between Lee University student-athletes and the coaching staff, faculty, administration and the nearby community.
3. To develop a positive student-athlete image on campus and in the community through involvement in campus and community projects.
4. To demonstrate social responsibility with a Christ-like character.

SAAC Strategic Plan

The Student-Athlete Advisory Committee serves as a liaison between the administration and the entire student-athlete population. The committee has many goals and purposes including but not limited to the following:

1. Serve as a forum for discussion to address any student-athlete concerns and issues.
 - a. Work to enhance the general welfare of the student-athlete. The Lee SAAC strives to be a positive representation and voice for Lee athletics.
 - b. Encourage campus and conference SAACs to establish mentoring as a priority that provides academic support to student-athletes and future student-athletes.
 - c. Participate in the NCAA National SAAC initiative.
 - d. Present SAACs mission statement and summary of activities it promotes to all student-athletes.
2. Improve overall communication with the university, conference, and the NCAA Division II.
 - a. Student-athletes are encouraged to participate in reviewing Athletic Department policies included in the student-athlete handbook, the missed class policy, all policies specific to the athletes, and offer feedback to the administration.
 - b. Represent the Lee SAAC at the conference and national SAAC meetings.
 - c. Review new NCAA legislation and offer votes to the Gulf South conference SAAC with clear reasoning.
 - d. Ensure student-athletes are active participants in the governance of Division II intercollegiate athletics at the conference and national level.

- e. Encourage student-athlete understanding of and involvement in legislation at the conference level and include a student-athlete representative at Gulf South Conference business sessions.
 - f. Enhance student-athlete communication and awareness of the mission of SAAC.
 - g. Establish methods for inter-SAAC communication (i.e. list-serve, monthly minutes, job descriptions/responsibilities, etc...), while encouraging greater involvement with national issues & legislation.
- 3. To be the liaisons between student-athletes and the coaching staff, faculty, administration, student body, and the surrounding community.
 - a. Strive to ensure that each sport is represented and has an equal voice on the campus SAAC when dealing with issues involving academics and community involvement.
 - b. Actively engage our faculty athletic representative, coaching staff and athletic administrators in the workings of the campus SAAC.
- 4. To develop a positive student-athlete image on campus and in the community through involvement in campus and community projects and demonstrate social responsibility.
 - a. Plan and implement community engagement and community service events
 - b. Meet the institution and conference Make-A-Wish monetary goal
 - c. Help the athletic department with sport marketing to generate more fan support.
 - d. Encourage student-athletes to attend all home athletic contests, when possible
 - e. Find ways to give back to the community.
 - f. SAAC is active in numerous philanthropic activities throughout the school year.
 - g. SAAC insures that Lee athletics and the Gulf South Conference are positively represented in the campus and surrounding communities.
- 5. Promote an atmosphere within SAAC that encourages and welcomes unity among all student-athletes.
 - a. Strive to ensure that each sport is represented and has an equal voice on the campus SAAC when discussing the involvement and participation of all athletic teams.
 - b. Actively engage our faculty athletic representative, coaching staff and athletic administrators in the workings of the campus SAAC when discussing the unifying of the athletic department.
 - c. Promote an understanding of the role of the Division II student-athlete.

SAAC GOALS FOR 2024-25

1. Expand SAAC's involvement and presence at annual community engagement events
 - a) Make-A-Wish Fundraiser
 - b) Tossing for a Wish Corn Hole tournament
 - c) Kickin it for Kids with Cancer
 - d) Volley For a Cure
 - e) Hoops 4 Hope
 - f) Operation Christmas Child
 - g) Military Appreciation Day
 - h) Elementary School Field Days
 - i) Elementary Accelerated Reading initiatives
 - j) Faculty mentorship program
 - k) Special Olympics
2. Continue to build relationships throughout the Athletic Department from team to team by having a Kick-off Tailgate before our initial All-Athlete Meeting.
 - a) Have music, games, possibly even have the meeting in Walker so the tailgate can be by the sand volleyball and basketball court
 - b) Start an hour early so people can mingle
 - c) Also incorporate games among different sports
3. Increase awareness of each SAAC member by highlighting the SAAC student-athletes throughout the year.
 - a) Go through the months and do men's and women's takeover within same month
 - b) This can be on the Flames Social Media Account or the SAAC Account
4. Continue to encourage student engagement at games.
 - a) Pre-game tailgates and Flame Walk to the games
5. Introduce a couple new events and fundraisers
 - a) Have a child or group of students within the community be "mini flames" during a game from the community
 - b) Dinner with Coach Maupin as a meet and greet with SAAC to get more comfortable
6. Introduce the updated SAAC Executive Board.
 - a) Add treasurer to officer
 - b) Find and select Student Engagement Chair
 - c) Find and select Make-A-Wish chair

CONSTITUTION & BYLAWS OF STUDENT-ATHLETE ADVISORY COMMITTEE

Mission

The Lee University Flames Student-Athlete Advisory Committee (SAAC) mission is to foster open communication between student-athletes and the athletics administration, and to enhance the student-athlete experience by developing leadership skills, promoting a positive student-athlete image, and improving the day-to-day life of all student-athletes through activities, social events, and community service.

ARTICLE I: Name

The name of this organization shall be Student Athlete Advisory Committee

ARTICLE II: Purpose

- A. The organization shall:
 - i. Generate a student athlete voice by communicating with athletic administration
 - ii. Provide equal input of student athletes
 - iii. Solicit student athlete responses to proposed conference and NCAA regulations
 - iv. Build a sense of athletic community among teams
 - v. Organize community service events
 - vi. Promote a positive student athlete image

ARTICLE III: Members

- A. Members of SAAC shall:
 - i. Be an eligible student athlete participating in a varsity sport
 - ii. Be in good academic standing
 - iii. Be aware and willing to take on the member responsibilities

ARTICLE IV: Officers

- A. The Officers listed below and the faculty Advisor will constitute the Executive Board
- B. Officers of this organization shall be:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Make-A-Wish Chair
 - vi. Student Engagement Chair
- C. The President shall:
 - i. Prepare the agenda
 - ii. Lead and oversee meetings
 - iii. Work with SLC to get student-athletes more involved in campus activities
 - iv. Represent University at conference meetings
 - v. Report back to SAAC at the next general SAAC meeting
- D. The Vice President shall:
 - i. Fill in for President should he/she be absent
 - ii. Lead and oversee Starr Awards event
 - iii. Assist in leading other chairs of SAAC committee
 - iv. Assist the President with meetings and other leadership duties

- E. The Secretary shall:
 - i. Record attendance at meetings and SAAC events
 - ii. Record meeting minutes
 - iii. Send out minutes to SAAC officers and Advisors
- F. The Treasurer shall:
 - iv. Handle and record all financials
 - v. Assist with Make-A-Wish logistics and reporting
 - vi. Submit a semester financial report to Advisor(s) and SAAC officers
- G. Make-A-Wish Chair
 - i. Recruit and oversee Make-A-Wish team
 - ii. Plan and organize events to raise awareness and fundraise for Make-A-Wish
- H. Student Engagement Chair
 - i. Oversee social media engagement
 - ii. Recruit and oversee the Student Engagement Team to build campus engagement
 - iii. Work with the Student Development Department and other campus groups to help bridge the gap between athletics and the student body

ARTICLE V: Meetings

- A. SAAC must hold at least one regular meeting monthly
 - i. Majority of members must be present to conduct regular business
 - ii. SAAC President may call an additional meeting in case of emergency with advisor approval

ARTICLE VI: Elections

- A. The general membership may nominate officers
- B. Elections shall be held in the initial general elections meeting of the organization and between April 1 and April 30 of each year thereafter

ARTICLE VII: SAAC Advisor

The Athletic Department will assign at least one athletic administrator to serve as the SAAC advisors. Currently, the head lacrosse coach and Assistant of athletic operations serve in this role.

ARTICLE VIII: Membership

- A. Members will adhere to the three strike policy for membership. Failure to remain in good standing will result in forfeiture of position of membership. Members will receive strikes for the following:
 - i. A team representative missing a monthly SAAC meeting without finding a replacement or notifying the advisor of their excused absence. Members will be excused for team travel, competition, and family emergencies cleared by the advisor.
 - ii. No-show to SAAC sponsored event
 - iii. Any indiscretions that are unbecoming of a SAAC representative will be voted on by the Executive Board to determine a strike
 - iv. Any indiscretions resulting in judicial infractions may result in the advisor determining a strike

COMMUNITY ENGAGEMENT ACTIVITIES

Lee University understands its need to reach out to the City of Cleveland and the Bradley County communities through activities that will serve societies greatest needs. Providing an opportunity for our student-athletes to be immersed in community service projects has become a major component of the Athletics Department. Our athletic administration has united with the coaches and student-athletes and assisted with a variety of needs in the local and national community. In turn, the local community has responded in full support of these endeavors. Examples of Community Outreach projects include: Volley for a Cure, Kickin' it for Kids with Cancer, and Military Appreciation Day. Some Community Engagement activities include Cheap Eats Night, Mayfield Ice Cream Night, Community Appreciation Night, White-Out Night, Youth League Night and a special night with the Gym Masters.

SPORTSMANSHIP AND ETHICAL CONDUCT

NCAA ETHICAL CONDUCT

In addition to the expectations of the University, the NCAA has specific guidelines for unethical conduct. You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports.

Unethical conduct consists of, but not limited to:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution;
2. Fraudulence in connection with entrance or placement examinations;
3. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
4. Dishonesty in evading or violating NCAA regulations;
5. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to possible violation of NCAA regulations;
6. Knowledge and/or involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
7. Knowledge and/or involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
8. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor;
9. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
10. Soliciting a bet on any intercollegiate or professional team;
11. Accepting a bet on any team representing the institution; or
12. Participating in any gambling activity that involves intercollegiate athletics and professional sporting events, through sports wagering, a bookmaker, a parlay card or any other method employed by organized gambling {Bylaw 10.3}.

GULF SOUTH ARTICLE XVI: UNSPORTSMANLIKE CONDUCT

Section 1. General. The Gulf South Conference prohibits unsportsmanlike conduct by student-athletes, coaches, spectators, administrators, staff or officials. The Commissioner shall penalize unsportsmanlike conduct, whether during the regular season, GSC Championships and Playoffs, or NCAA Regionals and Championships. The Conference shall adopt a Code of Conduct for its institutions' student-athletes, coaches, staffs and other institutionally sponsored groups and may set specific standards for fan behavior.

- A. Definition.** Unsportsmanlike conduct includes, but is not limited to: physical and oral acts, written or spoken words or other actions that would incite participants and

those in attendance; threatening gestures and words; obscenities, and race-, religious-, nationality-, or sex-based statements (whether spoken, signed, gestured, written or printed); public criticism of officials, conference officers, the Conference in general, and other member institutions and their employees; confrontations between officials and student-athletes or coaches, or confrontations between student-athletes from opposing teams and/or coaches from opposing teams; baiting or taunting; and any other act of omission or commission that would discredit the institution, sport, conference or NCAA. The Commissioner has final judgment as to what constitutes an act of unsportsmanlike conduct.

- B. Reports of Unsportsmanlike Conduct.** Any flagrant unsportsmanlike conduct by student-athletes, coaches, administrators, staff or spectators at an athletic event ***must*** be reported by the Director of Athletics, FAR or CEO of ***the*** involved institution to the Commissioner within 24 hours of the incident. ***This specifically includes the ejection of any player, head or assistant coach, staff member, graduate assistant, etc., regardless of the reason for the ejection.*** The report should be filed using the form contained in the Policies & Procedures section.

The Commissioner shall investigate the incident and assess penalties and will advise the Presidents of the disposition of the case. Penalties will be reported to the Presidents, AD's and party or parties involved within five days of the decision. Appeals must follow the appropriate Bylaw requirements.

- C.** If the commissioner is present at an event and observes the unsportsmanlike conduct first-hand, the Commissioner may immediately penalize the offending party(ies). This may include suspension from the event, removal from the facility, etc.

WELL-BEING AND FAIRNESS OF TREATMENT OF STUDENT-ATHLETES

The Lee University Department of Athletics is committed to the well-being and fair treatment of all student-athletes placed in our care. At the beginning of every year, the Athletic Director and the Compliance Department will meet with every team in order to address this topic. They will also make mention of an end-of-the year student-athlete questionnaire. It will be made clear to the student-athletes that both offices have an "open door" policy and their concerns will be heard. At this meeting, the following conflict resolution procedures will be reviewed:

Procedure for Student-Athlete

We have attempted to provide our student-athletes with a game plan to resolve conflicts in and around our athletic program with coaches or athletics personnel. Student-athletes who wish to become involved in conflict resolution are required to use the following procedure:

Step One

Student-athletes should address their concern with a team leader or team captain. If for any reason he/she does not feel comfortable discussing this concern with a team leader or team captain, they should skip step one and proceed to step two.

Step Two

The student-athlete should take their concern to a member of the coaching staff (assistant coach/head coach). Although not required, it may be beneficial for the student-athlete to write down their concern with a possible solution attached. Again, if the student-athlete is not comfortable voicing his/her concern with a member of the coaching staff, they should skip step two and proceed to step three.

Step Three

If for any reason the student-athlete does not believe the meeting with the coaching staff has resolved the conflict, or if they do not feel comfortable going to their coaching staff with their concern, a request may be made in writing requesting a meeting with the Athletics Director, Senior Woman Administrator (SWA), Faculty Athletics Representative (FAR) or the Director of Compliance. The written statement and comments will be taken under advisement. When appropriate, the Athletics Director, SWA, FAR, or the Director of Compliance will inform the student-athlete in writing of any outcome from this process within 30 days, unless delayed by further investigation. It is not the policy of Lee University to discuss personnel issues with student-athletes. It is for that reason some resolutions or answers to certain questions may not be able to be provided.

Step Four

The presentation shall be made by the coach, if possible, and written documentation should be available to support all statements made. If the coach cannot present the case, the name of the replacement shall be submitted to the chair of the committee five days prior to the presentation with an explanation of why the coach could not present the case.

The Department of Athletics may present witnesses in support of its case or, with the approval of the chair of the committee, written statements may be submitted.

The testimony of witnesses may be by question and answer or narrative.

The names and relevance of the witnesses must be given to the committee chair at least one day prior to the hearing. The number of witnesses the Department of Athletics may have will be limited to two (2).

At the completion of the testimony, members of the committee may ask questions, and the student-athlete may also ask questions, but the questions must be directed through the chair of the committee.

The Chair of the Athletic Appeals Committee shall have the right to exclude evidence if determined to be irrelevant to the issue at hand. The number of witnesses may be restricted if it appears that participation is irrelevant or merely cumulative.

After consultation with the members of the Athletic Appeals Committee, the committee chair shall render the decision of the committee, and this decision shall be final. Written notification of the decision will be sent to the student-athlete, Head Coach, Director of Compliance and the Athletics Director within seven business days of the hearing.

DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

Lee University is committed to treating all individuals with respect and dignity and providing an environment free of unlawful discrimination, harassment, or retaliation. The following provisions set forth the university's policy against discrimination, harassment, and retaliation. In addition, all individuals are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the religious doctrines of the university.

1. *Notice of Non-Discrimination*

Lee University does not engage in unlawful discrimination or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment, admissions, or participation in educational programs will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously controlled institution of higher education, the university is exempt from compliance with some provisions of certain civil rights laws. The university maintains its Christian mission and reserves its right to make employment and admissions decisions on the basis of religious criteria to the extent permitted by the Constitution of the United States and other relevant laws. The university prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees and students are required to comply with the university's policies set forth in the university's handbooks, Community Covenant and Statement of Beliefs Concerning Human Sexuality and Gender.

2. *Prohibited Activities*

Lee University expects all students, faculty, and staff to comply with biblical standards of conduct, promote equal opportunity, treat all individuals professionally, and act without bias in a Christ-like fashion.

Prohibited actions include, but are not limited to, treating individuals less favorably based on their protected class or characteristics; harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation against someone who reports, threatens to report, or participates in an investigation or claim.

Harassment is verbal, written, or physical conduct that degrades or shows hostility toward an individual because of his or her protected class or characteristics and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or c) otherwise adversely affects an individual's employment or educational opportunities.

Examples of harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; name-calling; offensive objects or pictures; or electronic, written, or graphic material that shows hostility toward an individual or group. Harassment that adversely impacts a student, faculty, or staff member's environment or opportunities is prohibited regardless of where and how it takes place. This policy applies to all

persons involved in the operations of the university. The university will not tolerate discrimination or harassment toward or by any faculty, supervisor, co-worker, student, visitor, or representatives of other businesses with whom one interacts as part of their employment or education at Lee University.

The university prohibits retaliation against any person who files a complaint, participates in an investigation or lawsuit, or otherwise opposes practices that they reasonably believe are discriminatory.

3. Reporting Procedures

While the university encourages students, faculty, and staff to communicate directly with the alleged harasser, when possible, to make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, they are not required to do so.

Addressing Complaints About Conduct by Employees:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a Lee University employee should be reported to Human Resources:

Janell Satterfield
Director of Human Resources
Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

In addition, if a faculty member's complaint involves his or her supervisor, the faculty member should contact their dean. If the complaint involves the faculty member's dean, they should contact the Provost and Vice President for Academic Affairs. If an administrator or staff member's complaint involves his or supervisor, they should contact their respective vice president. Faculty members, administrators, and staff should also contact the Human Resources Department directly to make a report.

It is essential that employees notify their supervisor immediately even if they are not sure the offending behavior is considered discrimination or harassment. Any supervisor who is aware of discrimination or harassment must make a timely report to the Human Resources Department.

Addressing Complaints About Conduct by a Student or Student Group:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a student or student group that may violate the university's Discrimination, Harassment, and Retaliation Policy should be reported to:

Chris Gates
Executive Director of Student Life
Phone: (423) 614-8406
Email: cgates@leeuniversity.edu

4. Response by University

Allegations of unlawful discrimination, harassment, or retaliation will be taken seriously and will be promptly investigated. The university will seek to ensure confidentiality to the extent possible under the circumstances. Any student, faculty, or staff found to be responsible for unlawful discrimination or harassment will be disciplined as appropriate, up to and including termination of employment or dismissal from the university.

The university prohibits any individual from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse action will be taken for any individual solely for making a good faith report of alleged discrimination or harassment. Any individual found to have retaliated against an individual for making such a report will be disciplined as appropriate, up to and including termination from employment or dismissal from the university.

The university recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires a factual determination. However, knowingly making false accusations of discrimination or harassment can have serious effects on innocent persons and the educational and working environment. If an investigation reveals that an individual has knowingly, maliciously, or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action up to and including termination or dismissal from the university.

5. *Special Rules for Sexual Harassment and Sex Discrimination*

In addition to other types of discrimination and harassment, Lee University prohibits any form of sexual harassment or misconduct. A summary of the sexual harassment and sex discrimination grievance procedures and policies is set forth separately in this handbook. For more information, visit our website at www.leeuniversity.edu/titleix.

6. *Maintenance of Religious Freedom*

Nothing in this policy or the university's sexual harassment and sex discrimination policies waives the university's religious freedom rights under the United States Constitution and other applicable laws. The university's policies shall be interpreted at all times within the context of the university's religious tenets and shall not be viewed to prevent the university from enforcing or applying its religious doctrines and standards of personal conduct.

DISCRIMINATION

No person in whatever relation with Lee University shall be subject to discrimination because of

race, color, national origin, age, sex, disability, or other basis protected by law.

Discrimination – Reporting Sexual Harassment

The University prohibits any employee from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee solely for making a good faith report of alleged harassment. In fact, any employee found to be responsible for discrimination or retaliation against anyone who has raised any concern about harassment or discrimination will be disciplined as appropriate, up to and including termination from employment.

HARASSMENT

Lee University is committed to providing a work environment free of harassment and/or hostility. The University maintains a strict policy prohibiting harassment because of race, color, sex, religion, disability, national origin, age, veterans' status, or other basis protected by law.

This Policy applies to all persons involved in the operations of the University. The University will not tolerate harassment, towards or by any faculty, supervisor, co-worker, student, visitor or representatives of other businesses with whom you interact as part of your employment.

Unlawful harassment may include:

- (i) racial epithets, derogatory remarks relating to one of the categories protected by federal, state, or local law (e.g., race, color, religion, sex, national origin, age, disability, and veterans' status), and unwanted sexual advances, invitations, or comments;
- (ii) any discriminatory conduct that creates a hostile work environment for employees because of their race, sex, age, national origin, religion, color, disability, veteran status, or other basis protected by law; retaliation for having reported or threatened to report harassment, or participating in an investigation.

SEXUAL HARASSMENT

The Equal Employment Opportunity Commission (EEOC) has issued guidelines interpreting the Civil Rights Act of 1964's (Title VII) sexual harassment prohibition. Sexual harassment is defined in these guidelines as follows:

... Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (29 C.F.R. §1604.11 (1993)).

Any sexually harassing conduct in the workplace, whether committed by a supervisor, non-supervisory personnel, or customers, is strictly prohibited, including, but not limited to:

Unwelcome sexual flirtations, advances, or propositions;

Verbal or written abuse of a sexual nature;
Graphic verbal comments about an individual's body;
Sexually degrading words used to describe an individual; and
The display in the workplace of sexually suggestive objects or pictures.

Reporting Harassment

While the University encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, that you notify your supervisor and, if necessary, any other member of management or Director of Human Resources immediately even if you are not sure the offending behavior is considered harassment. If the complaint involves your supervisor, you are to contact the Director of Human Resources. If the complaint involves the Director of Human Resources, you are to contact the Vice President for Business and Finance. Appropriate investigation (in a manner that seeks to ensure confidentiality) and disciplinary action will be taken.

Allegations of unlawful harassment will be taken seriously and will be promptly investigated. Any employee found to be responsible for unlawful harassment will be disciplined as appropriate, up to and including termination of employment.

The University prohibits any employee from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee solely for making a good faith report of alleged harassment. In fact, any employee found to be responsible for discrimination or retaliation against anyone who has raised any concern about harassment or discrimination will be disciplined as appropriate, up to and including termination from employment.

The University recognizes that the question of whether a particular course of conduct constitutes sexual harassment requires a factual determination. The University recognizes also that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of sexual harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action including discharge.

DRUG AND ALCOHOL

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession and use or distribution of illicit drugs and alcohol by students and employees. This federal mandate coincides with the strong desire of the Lee University administration to maintain a drug-and alcohol-free campus.

Prior to registering for classes, students are asked to sign the Community Covenant, agreeing to abide by the Lee University standards of conduct regarding the use of alcohol and illegal drugs. Students who fail to abide by the terms of the Covenant will face possible suspension or expulsion from the university. Any individual who refuses to sign the Community Covenant will not be allowed to enroll as a Lee University student.

Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the university. The misuse of prescription drugs or over-the-counter drugs will result in severe disciplinary measures including the possibility of suspension or expulsion.

Legal sanctions under local, state, and federal law for the unlawful possession, use, or distribution of illegal drugs and alcohol encompass a wide range of penalties in the form of fines, loss of driving privileges, and prison terms.

The university exercises its right to require drug testing of students suspected of drug use. Searches of students and their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or alcohol. Refusal of a drug screen will be considered grounds for suspension. In the event a drug test is required, the student will be responsible to pay for this screening process. This policy applies to students living in apartments and auxiliary housing as well.

The Lee University alcohol policy is as follows:

- First offense: 20 accountability hours
- Second offense: 20 accountability hours

(After the second offense, the university reserves the right to contact parents/guardians which may include recommending counseling, accountability, or assistance from outside agencies depending on the severity of the incident.)

- Third offense: 20 accountability hours and automatic suspension

Consuming, possessing, holding for others, or purchasing alcohol or drugs is considered a violation of the alcohol/drug policy. Any student convicted of a DUI offense will be suspended from the university. Any student 21 or over who purchases, serves, or supplies alcohol to a minor will be subject to immediate suspension from the university.

The health risks associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several offices, including the Health Clinic, Counseling Center, and Campus Ministries. Counseling and treatment services are available both on and off campus. On-campus assistance is available through the Counseling Center, Health Clinic, and Campus Ministries.

TOBACCO USAGE POLICY

Lee University is a tobacco-free campus, and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of the individual as well as to the passive bystander exposed to secondhand smoke, Lee University does not allow the use of tobacco in any form on campus or while participating in any school-related functions/activities. Possession and use of pipes, hookahs, e-cigarettes, and vaporizers of any kind are strictly forbidden. Due to the fire hazard of smoking, a \$125 fine will be assessed for smoking inside university facilities.

Smoking awareness classes are available for those desiring to discontinue the use of tobacco. Because the Lee University community is interested in the well-being of each student, resources will be made available to assist with this process.

The following judicial procedures will be followed for those who choose to disrespect the Lee University community and use tobacco in any form:

- First offense: A verbal and written warning will be issued. The student should the student fail to comply, she/he may experience additional consequences should they

violate the university's tobacco policy.

- Second offense: The student will be summoned to appear before the director of student conduct. The director will have flexibility based on the situation to administer any or all the following consequences:

- Assign 25 accountability hours.
- Attend tobacco awareness classes. (The student will cover all expenses.)
- Write a 4–5-page paper (i.e., dangers of smoking, interview someone who has successfully quit smoking, the dangers of chewing tobacco, etc.).

- Third offense: The student will be subject to suspension from the university

CANNABIDIOL (CBD)

The use of Cannabidiol (CBD) products on or off campus are prohibited, except for CBD oil products derived from hemp. Any CBD oil products derived from marijuana are strictly prohibited. Students are responsible for retaining the packaging and must produce it to prove that the CBD oil is hemp derived and has a non-trivial amount of THC oil (less than 0.3 percent). If the student cannot produce the packaging, the student will face disciplinary measures which could include a fine. Any student caught with CBD oil derived from marijuana will be disciplined under our Alcohol and Drug policy, including the possibility of suspension or expulsion. Students are only allowed to use CBD in oil form. No student is allowed to smoke CBD for any purpose.

If a healthcare provider has prescribed CBD products, students are responsible to present and turn in a copy of the doctor's note. If a doctor's note cannot be produced the student will be disciplined under our Alcohol and Drug policy, which could include the possibility of suspension or expulsion.

NCAA DRUG TESTING

In addition to the Lee University substance abuse policy, the NCAA has a Drug Testing Policy that we will follow. The following are the NCAA testing procedures and appeal processes:

Every Division II school is subject to year-round drug testing. Division II institutions not sponsoring football will be selected **at least** once every two years.

If Lee is selected for year-round drug testing, the director of athletics, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24-hour notice.

After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying student-athletes of their selection for drug testing and having them sign the NCAA Year-Round Drug-Testing Notification Form. Student-athletes must be notified in person or via direct.

Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined by Bylaw 18.2.1.2.1

1. A student-athlete who tests positive for an NCAA banned drug will be declared ineligible for participation in postseason and regular-season competition (unless a medical exception is granted). **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
2. A student-athlete who tests positive for a banned drug other than cannabinoids and narcotics shall be ineligible for competition in all sports until they have been withheld from the equivalent of one season of regular season competition. The student-athlete shall be charged with the loss of one season of competition in all sports, in addition to the use of a season if they participated in intercollegiate competition during the same academic year. The student-athlete shall be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-athlete's positive drug-test specimen and until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. A student-athlete who tests positive for use of a substance in the banned drug class narcotics shall be ineligible for competition during 50% of a season of competition in all sports (i.e., 50% of all contests or dates of competition in the season following the positive test) and remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. A studentathlete who tests positive for the first time for the use of a substance in the banned drug

class cannabinoids shall engage in an education and management plan for substance misuse as developed or facilitated by the institution. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**

3. A student-athlete who tests positive a second time for the use of any drug other than cannabinoids or narcotics shall lose all remaining regular season and postseason eligibility in all sports. A student-athlete who previously tested positive for the use of any drug other than cannabinoids or narcotics who tests positive for use of a substance in the banned drug class narcotics shall be withheld from competition for 50% of a season in all sports (i.e., first 50% of all regular season contests or dates of competition in the season following the positive test). The student-athlete will remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA DrugTesting Program. A student-athlete who tests positive for the use of a substance in the drug class cannabinoid for the first time after having tested positive for the use of any substance in a banned drug other than cannabinoids and narcotics shall engage in an education and management plan for substance misuse as developed or facilitated by the institution. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
4. A student-athlete who tests positive a second time for use of a substance in the banned drug class narcotics shall be subject to the penalties set forth in Bylaw 18.4.1.4.1 (penalty – banned drug classes other than cannabinoids and narcotics). A student-athlete who tests positive for a second time for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed or facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 25 percent of a season in all sports. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
5. A student-athlete who tests positive for the use of a substance in a banned drug class other than cannabinoids after having tested positive for the use of a substance in the drug class cannabinoids shall be subject to the first positive penalty for that class. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**

6. A student-athlete who tests positive for a third time and beyond for the use of a substance in the banned drug class cannabinoids shall continue to engage in an education and management plan for substance misuse as developed or facilitated by the institution provided the institution can attest the student-athlete was compliant with the education and management plan after the first positive test. If the institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 50 percent of a season in all sports. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
7. A student-athlete found to have tampered with an NCAA drug-test sample shall be ineligible for competition in all sports until they have been withheld from the equivalent of two seasons of regular-season competition. A student-athlete involved in tampering during a year in which they did not use a season of competition shall be charged with the loss of two seasons of competition in all sports. A student-athlete involved in tampering during a year in which they used a season of competition shall be charged with the loss of two additional seasons of competition in all sports, in addition to the season used, unless they use a season of competition in one of the next two academic years. If they used a season of competition in one of the next two academic years, they will only be charged one additional season of competition in all sports, in addition to the season used. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
8. If a student-athlete transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular season and postseason competitions until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty while enrolled and otherwise eligible for competition at an NCAA institution. The student-athlete shall be ineligible for intercollegiate competition for the applicable consecutive days (365 or 730) after their final non-NCAA competition and will remain ineligible until they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**
9. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a cannabinoid or narcotic. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate**

suspension from the university

10. A student-athlete who tests positive has an opportunity to appeal the sanctions resulting from the positive drug test. **Lee University Student athletes are responsible for meeting ALL policies outlined in the Lee University Student Handbook and the institutional community covenant. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures and could result in immediate suspension from the university**

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

HOSTING PROSPECTIVE STUDENT-ATHLETES

Current Lee University student-athletes may serve as a host for prospective student-athletes. Those student-athletes must initial and sign the Student Host Official Guidelines (listed below) each time he or she hosts a PSA. This form is available in the Compliance Department and must be filled out prior to the visit. This is to ensure he/she understands the rules and regulations of being a student host and will abide by those regulations. Student-athletes must meet these requirements:

1. Must be a current student at Lee University.
2. Can NOT be a non-qualifier in his/her first year of residence.

A host may receive complimentary admission to a campus athletics event, provided he/she is to accompany the prospective student-athletes during the official visit. The permissible official visit entertainment money a student host may receive is to cover all actual costs of entertaining the PSA (and the prospect's parents, legal guardians, or spouse) and the athletes not serving in the role of student host who wish to accompany the PSA during the entertainment activity may permissibly do so only if they cover their own entertainment costs.

As an example, if during an official visit the student host chose to take the PSA to a movie, the host could use the allotted entertainment money to pay for the tickets of him/herself and the PSA, as well as the PSA's parents, legal guardians, or spouse. Other members of the host's institutional athletics team could attend the movie, as could the institutional coaching staff

member; however, those additional individuals would need to pay for their own movie tickets.

The Student Host Official Guidelines are as follows:

1. Only one student-athlete from Lee University can serve as an official host for each prospect per day. If you are a freshman, you must have been a high school qualifier as determined by the NCAA Eligibility Center
2. A maximum of \$50 per day entertainment money may be provided to you to cover all actual costs of entertaining you, the prospect, and anyone else accompanying him/her. These funds cannot be used to purchase souvenirs such as hats, t-shirts or any other mementos. It is your responsibility to personally handle this money, to collect receipts for money spent and to turn the receipts in to your coach. **YOU MAY NOT GIVE CASH DIRECTLY TO THE PROSPECT, TEAMMATES OR ANYONE ELSE.**
3. You may not use vehicles provided or arranged for by any coach, institution staff member or booster of the university. **NEVER** allow the recruit or anyone accompanying the recruit to operate your vehicle.
4. All entertainment with the prospect and his/her guests must occur within a 30-mile radius of Lee University's campus.
5. When accompanying a prospect and his/her guests, you may receive complimentary admission to campus athletic events via a pass list. No "hard tickets" will be issued for admissions to these events.
6. Be aware that it is not permissible for a prospective student-athlete and booster to have a conversation beyond an exchange of greetings. Try to prevent this situation from occurring if possible.
7. Prospective student-athletes may engage in recreational /workout activities as long as the following conditions exist:
 - a. The activity is not initiated, or observed by the coach, and
 - b. It is not designed to test the athletic abilities of the prospective student-athlete.
8. Prospects must provide his/her own equipment and apparel; therefore, you may not loan these items to him/her. **An exception to this is his/her (1) tryout allowed by NCAA rules.**
9. As a representative of Lee University, you should use appropriate judgment in entertaining your prospect. This includes, but is not limited to, not attending, arranging, or providing adult entertainment or gambling/wagering activities for the prospective student-athlete. Realize that by being under the legal drinking age of 21, consumption or purchase of alcoholic beverages is a violation of state law and the Lee University Community Covenant.
10. You are responsible for submitting any receipts and/or unused funds. This should be done on the first workday following the recruiting visit dates.

HAZING

Hazing will not be tolerated by the university under any circumstances. Tennessee law defines hazing as follows: Hazing means any intentional or reckless act, on or off the property of Lee University, by one student, that endangers the mental or physical health or safety of another student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations mental or physical health or safety. Hazing does not include customary athletic events or similar contests or

competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The university has developed extensive hazing prevention guidelines. These standards seek to:

- Create a safe environment for all students at all times
- Minimize risk for students, student organizations, athletic teams, employees, and the institution
- Facilitate the reporting of hazing concerns
- Educate students concerning their rights and the university's efforts to guarantee those rights
- Comply with federal and state regulations for reporting crime on campus

The hazing prevention guidelines are available upon request from the director of student conduct

SOCIAL NETWORKING

Lee University supports and encourages an individual's expression of free speech. This includes social networking websites such as Twitter and Facebook. That being said, the Department of Athletics prefers student-athletes to adhere to the following guidelines:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.
2. Do not post information, photos, or other items online that could embarrass you, your team or Lee University. This includes inappropriate or offensive photographs or comments; acts violating any local, state, or federal law; or acts violating the student-athlete / Lee University Student Conduct Code.
3. Do not put your home or school address, phone number(s), date of birth or other personal information online.
4. Exercise caution as to what information you post on your website regarding your whereabouts or plans. You could be opening yourself up to predators.
5. Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to them a sense or membership in the team.

Lee University Department of Athletics has the right to monitor these websites. Photographs or statements included on social networking sites will be considered non-rebuttal evidence. Failure to comply with these standards may result in disciplinary action as well as the loss of financial aid and/or eligibility for practice or competition. If the consequences listed above are not reasons enough to keep your social networking sites “clean”, consider your future. It is now common practice for future employers, internship supervisors, graduate programs and scholarship committees to search social networking sites to screen applicants. What happens in college no longer stays in college. In the interest of your safety and future plans, it is your responsibility to stay vigilant with regards to your social networking sites.

ATHLETIC DEPARTMENT EVENT MUSIC POLICY

All music that is to be played at Lee University athletic events must be approved by the Athletic Communications Department. A team representative may submit “warm-up” music for their sport that will be played one hour prior to the contest (but not sooner).

Submission of Music

Coaches should submit music electronically, either by sharing the playlist or by providing a list of requested songs, for review by the Athletics Communications department.

Music Selection Considerations

1. How do the music selections impact children and families in attendance?
2. Is the music dishonoring to God? Every selection does not have to be a Christian song. But because of the lyrics or implied message of the song, will the selection possibly offend any in attendance?
3. Please consider supplying a selection of music that features a variety of styles that will be enjoyable to both players and fans.
4. Upbeat music that helps provide energy and a positive environment is encouraged.

Rules and Regulations

1. No music shall be played that has been altered in any manner (bleeped, edited).
2. No profanity.
3. Music cannot promote the use of drugs, alcohol, violence or criminal activity.
4. The selections cannot demean any specific group of people (race, gender, religion).
5. The music cannot encourage or celebrate sexuality outside of the context of marriage.

Other Considerations

1. Once the contest has begun, music selection is at the discretion of the Athletic Department personnel.
2. The Athletic Communications department shall be able to determine in real time, or during the planning of an event, whether the Lee University Pep Band or recorded music is to be played.

CHAPEL ATTENDANCE POLICY

Each month during the academic year, students are provided a schedule of chapel speakers and are informed of the number of required chapels for the month. Athletes will not be allowed to participate while they are on chapel probation. A detailed *Chapel Attendance Policy* can be found in the *Student Handbook*.

SEXUAL MORALITY

The university encourages wholesome interaction between the sexes but stands firmly against those elements of the society, which condone pre-marital and extra-marital sexual relations. Engaging in sexual acts, whether it is heterosexual or homosexual in nature, will result in suspension from school. Acts of sexual violence will result in expulsion.

AMATEURISM

MAINTAINING AMATEUR STATUS AND ELIGIBILITY

Student-athletes will lose amateur status and lose eligibility if they:

1. Following initial full-time collegiate enrollment, use your athletic skill (directly or indirectly) for pay in any form in that sport;
2. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Following initial full-time collegiate enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
7. Enter a professional draft.

NCAA rules do not prohibit student-athletes from receiving information about prospective agents or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is nothing that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of their eligibility.

COMPLIMENTARY TICKETS

In accordance with NCAA rules, the institution may provide four complimentary tickets per home contest to a student-athlete in the sport in which he/she participates (either practices or competes), regardless of whether the student-athlete competes in the contest. For NCAA Championships, an institution may provide each student-athlete who participates in or is a member of the team participating in an NCAA Championship with six complimentary admissions to all contests at the site at which the student or team participates.

Complimentary tickets will be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. The host site shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in actions contrary to legislation.

EMPLOYMENT

As a student-athlete, there are standards that must be met in order to be employed:

1. Compensation received must be for work performed.
2. Compensation does not include any remuneration for the value that the student-athlete may have for the employ because of the publicity, reputation, or personal following that he/she obtained because of athletic ability.
3. Compensation must be commensurate with the going rate in that locality for similar services.

- ❖ To ensure these standards are met, student-athletes are required to complete the Student-Athlete Employment form prior to being employed. This form can be found in Teamworks(ARMS).

OUTSIDE COMPETITION

In sports other than basketball, a Student-Athlete will become ineligible if after enrolling at Lee they participate as a member of any outside team in any non-collegiate, amateur competition during the season in your sport until your eligibility is restored by the NCAA Division II Committee on Student Athlete Reinstatement. This includes tournament play, exhibition games or other activities in your sport outside of your Lee team.

It is permissible for Student-Athletes to participate in outside competition during the academic year in their sport as long as they represent only themselves in the competition and do not engage in competition as a member of or receive expenses from an outside team.

GAMBLING AND SPORTS WAGERING

The NCAA defines sports wagering as follows:

- Sports wagering includes placing, accepting or soliciting a wager (on a staff members or Student-Athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- Student-Athletes shall not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.
- A Student-Athlete who violates this bylaw may lose their seasons of eligibility in all sports.

ACADEMICS

It is our primary goal to see our student-athletes maintain their academic eligibility and graduate in a timely manner.

ACADEMIC INTEGRITY

As a Christian community of scholarship, we at Lee are committed to the principles of truth and honesty in the academic endeavor. Therefore, academic dishonesty is handled with serious consequences. The following are examples of prohibited activities, which can be found in the *Lee University Student Handbook*:

1. Plagiarism is presenting as your own work the words, ideas, opinions, theories or thoughts, which are not common knowledge.
2. Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academic dishonesty.
3. Offering false information with regard to one's performance in academic work.
4. Stealing or otherwise taking in an unauthorized manner information which relates to academic work.

If academic integrity is not maintained, the Department of Athletics and/or the individual's coach maintains the right to sanction the student-athlete in addition to penalties received from academia.

ACADEMIC COMMITMENT

Below are some tips that may prove helpful in achieving academic success:

- Attend class! Be on time and don't arrive late or leave early. Participate in class discussions and ask questions.
- Take notes in class and develop a system for organizing your notes.
- Sit near the front of the class to avoid distractions. Pay attention and turn off cell phone.
- Plan to study two hours each week for every credit you are enrolled. Consider this study time as important as our athletic practice schedule. Studying on a regular basis each week will help you avoid cramming for tests and help you keep up with homework during your travel season.
- Use the breaks you have between classes to study. If you study 1-2 hours during the day, it will reduce the amount of time you need to study in the evenings. Lee study tables are often more effective, as well.
- Ask your instructor questions! Meet with your instructors during office hours or set up an appointment if you can't make it to the posted office hours. You will gather valuable information and your professor will get to know you and see how much effort you're putting into the class.
- Let your instructors know, well in advance, when you will be missing class due to athletic obligations. While your coaching staff will submit a list of student-athletes that you may need to be excused due to an athletic event per Lee Absence Policy, it is

still your responsibility to communicate with your professors concerning potential missed class time and the need to make up assignments missed. Turn in assignments that are due in advance of missing class. Find a classmate who will share notes and other important class information with you when you miss class. Be proactive!

- When travelling, assume that you will not get a lot accomplished academically. Try to get your work done before you leave campus. Take advantage of the time you have to study while travelling.
- Form a study group with other students in the class.
- Pick up quizzes, exams and papers that have been graded and keep track of how you are doing in all of your classes. Visit with your instructor when you have a concern about your grade.
- Get enough sleep and maintain a healthy lifestyle.
- See your Academic Advisor on a regular basis.

ACADEMIC SUPPORT PROGRAM

Lee University provides a quality Academic Support Program for students and is free of charge. Students who have documented physical, psychological or academic disability should contact the Academic Support Office. Reasonable accommodations will be provided for these students. Students with academic need can benefit from this program as well. Available services include:

- Course-based, tutorial labs (foreign language, math, business)
- Individual tutorial services
- Academic counseling
- Accommodations for disabilities
- Personal management skills

Other academic resources available to all students include:

- Peer Tutorial Program – Tutors are provided for students with academic need who are experiencing difficulty in coursework.
- Writing Center – Students engaged in coursework requiring written assignments may utilize the Lee University Writing Center.
- Preparation Coursework – Reading, English and Math remedial courses are available to those students who score the following on the ACT or SAT examination:

	Math	Reading
ACT	17 or below	13 or below in English
SAT	390 or below	350 or below (verbal)

Qualification for remedial courses is determined after evaluation by the appropriate department.

- Language Acquisition – A course (ESL) in English comprehension, conversation and composition is available for non-native speakers.

All services are free of charge.

ADVISING AND REGISTERING FOR COURSES

The Department of Athletics will not dictate your academic schedule. The Compliance Department or a member of your coaching staff may offer advice to you about courses you should take in light of eligibility requirements and your competitive schedule. However, as a student-athlete, you and your faculty advisor determine your class schedule. Per NCAA guidelines, all student-athletes entering their fifth semester must declare a major. From that point, the credits used to meet satisfactory-progress requirements must be degree credit toward the student's designated degree program. If you declare a major prior to your third year of enrollment (fifth full-time semester), all acceptable credits that apply to any bachelor degree program will count towards your progress toward degree component. You are responsible for registering for your classes for each semester at the earliest possible time available for your level of academic study to ensure that you do not get closed out of the best class times that will fit your busy academic and athletic schedule.

PROGRESS TOWARDS DEGREE

As a student-athlete you will remain eligible and graduate if you assume attitudes and characteristics of a conscientious student. Specifically, you will be responsible for selecting your courses and registering, meeting all academic obligations, and being aware of your academic status as it relates to your eligibility and graduation.

There are a number of rules and regulations that Lee University and the NCAA insist all student-athletes follow in order to remain eligible for competition in their chosen sport. PLEASE READ THE FOLLOWING CONTENT CAREFULLY, AS IT IS YOUR RESPONSIBILITY AS A STUDENT-ATHLETE TO MAINTAIN YOUR OWN ATHLETIC ELIGIBILITY.

1. **Full-time enrollment (12 Hour Rule)** – you must take no less than 12 credit hours during each semester that you are practicing and/or competing in your sport(s). A drop below this 12-hour minimum will result in IMMEDIATE ineligibility for practice and competition and the loss of athletic-related financial aid for the remainder of the current semester. YOU WILL BE UNABLE TO DROP A CLASS UNTIL YOU MEET WITH YOUR ACADEMIC ADVISOR AND THE DIRECTOR OF ACADEMIC SERVICES.
2. **Eligibility for competition semester to semester** – each student-athlete must satisfactorily complete nine-semester hours of academic credit the preceding regular semester (in which the student-athlete has been enrolled full-time) to be eligible for athletics participation during the next academic semester. (If your first academic year in college/university is at Lee University and you are required to take remedial/developmental courses due to a curricular or performance deficiency, only 9 credit hours will count toward this requirement to be eligible for athletic competition during the next semester. After that, remedial/developmental classes may count toward your full-time attendance but not toward this requirement needed to be eligible for athletic competition during the next semester.)

3. **24 Hour Rule** – each student-athlete must pass 24 hours from the beginning of one fall semester to the next with no more than 6 hours being earned during a summer semester (for example, if you enroll in summer classes)
4. **Academic Progress Required for Athletics Eligibility** – remaining in good academic standing is the key to the maintenance of your athletic eligibility.
 - a) NCAA Bylaw 14.4.3.5: Fulfillment of Minimum Grade-Point Average Requirements. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term. The eligibility of a student-athlete who does not satisfy the grade-point average requirement prior to the fall term may be recertified prior to the next regular academic term.
5. **Repeating a Class** – if you repeat a class that you received an unsatisfactory grade in you can only count that class one time toward the 24 hours required for maintaining your athletic eligibility. For example, if you take 12 hours during the fall semester and 12 hours during the spring semester, and during that time you repeated a 3-hour class that you had previously received credit for, your yearly credit total will only be 21 hours. If this were to occur, you would need to take a 3-hour course during the summer semester to be eligible for athletic participation during the next academic year. This rule does not apply for grades of “F”, as you receive no class credit when grade is received.
6. **Remedial/Developmental Courses** – if your first academic year in college/university is at Lee University and you are required to take remedial/developmental courses due to a curricular or performance deficiency, they will count toward your full-time attendance, but only 6 credit hours will count toward your 24-hour requirement to be eligible for athletic participation during the next academic year. After that, remedial/developmental courses may count toward the 24-hour requirement needed to be eligible for athletic participation during the next academic year. Fulfilling your remedial course requirements may mean that you will need to attend classes during the summer to be eligible for athletic participation during the next academic year.
7. **Declaring a Major** – by the beginning of the third year of enrollment (fifth full-time semester), a student-athlete shall be required to have designated a program of studies leading towards a specific baccalaureate degree. From that point, the credits used to meet satisfactory –progress requirements must be degree credit toward the student’s designated degree program. If you declare a major prior to your third year of enrollment (fifth full-time semester), all acceptable credits that apply to any bachelor degree program will count towards your progress toward degree component.

You are responsible for being aware of your academic status. Your academic advisor, Director of Academic Services or Director of Compliance can inform you of the progress you have made toward meeting your eligibility and requirements, so please ask for their advice at any time in dealing with situations that you may not understand.

8. **Seasons of Competition** – Student-athletes are not eligible to participate in more than four seasons of intercollegiate competition in any one sport, except for extensions that have been approved by the NCAA.

A student-athlete shall complete his/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

9. **Good Academic Standing** - The University requires all students to maintain a cumulative grade point average within a standard scale based on attempted hours in order to remain in good academic standing. Once a student drops below the minimum cumulative GPA for two semesters in a row, that student is placed on academic probation. Students on academic probation at the university do not meet the minimum GPA requirements necessary to compete under NCAA Division II standards. Refer to the University Student Handbook for the full Probation and Dismissal policies.

OFF CAMPUS SUMMER COURSE PRIOR APPROVAL

After matriculation to Lee, students who wish to augment their experience with coursework from another accredited institution must obtain written approval from the Director of Academic Services prior to registering. In this process, coursework designed to meet Institutional requirements in the academic major requires additional approval of the respective department chair or school dean. See the Office of the Director of Academic Services for summer coursework pre-approval forms.

PRIORITY REGISTRATION

Due to the time demands of academics and athletic competition, student-athletes are eligible for priority registration and will be allowed to register with the senior class.

FINANCIAL AID

ATHLETIC AID/SCHOLARSHIPS

In accordance with NCAA rules, an athletics grant-in-aid may not be awarded in excess of one academic year.

Full athletics grants-in-aid cannot exceed the total cost of tuition and fees, room and board, required course-related books and required course-related books and required course-related supplies.

However, it is permissible to receive:

1. Money from anyone upon whom you are naturally or legally dependent;
2. Financial aid that has been awarded to you on a basis other than athletics ability; or
3. Financial aid that has been awarded to you by an established and continuing program to aid students, of which athletics participation shall not be the major criterion;
4. Financial aid that has been awarded to you by an established and continuing program for recognition of outstanding high-school graduates, of which athletics participation may be a major criterion

Institutional financial aid includes scholarships, grants, loans, tuition waivers, on-campus employment (including work-study).

Employment earnings of a student-athlete who has exhausted eligibility in a particular sport shall be exempt provided the student-athlete subsequently does not practice or compete in intercollegiate athletics.

NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

1. All student-athletes must report any outside financial aid to the Financial Aid Office. Outside aid must be indicated on the Outside Scholarship Disclosure Form.
2. Each Head Coach and the Compliance Department will be informed by the Scholarship Compliance Coordinator of any student-athlete who has not completed all required paperwork. It will be the responsibility of the student-athlete to complete the Outside Scholarship Disclosure Form.
3. The Scholarship Compliance Coordinator will notify the Compliance Department and the Head Coach of the outside award.
4. The Financial Aid Office will investigate the outside scholarship and communicate with the awarding agency. A completed Outside Scholarship Certification Form will be requested from the awarding agency.
5. Once the information is received, the Scholarship Compliance Coordinator and the Compliance Coordinator will determine if the award is permissible and/or countable.

PROCESS FOR REDUCTION/NON-RENEWAL OF GRANT-IN-AID FOR RETURNING STUDENTS

The following steps must be followed for reduction or non-renewal of grant-in-aid for a returning student-athlete:

1. The Head Coach will recommend reductions or non-renewals for the following academic year by completing a Reduction of Athletic Aid Form with documentation clearly explaining the reason for the reduction or non-renewal. Head Coaches will submit the forms to the Director of Compliance for review. The schedule for completing this process by sport is as follows:
 - a. Fall sports: men's and women's soccer, volleyball, and men's and women's cross country reduction/non-renewal forms are due from Head Coaches no later than May 1st
 - b. Winter sports: men's and women's basketball reduction/non-renewal forms are due from Head Coaches no later than May 15th
 - c. Spring sports: baseball, softball, men's and women's tennis, men's and women's golf, and men's and women's track reduction/non-renewal forms are due from Head Coaches no later than June 15th
2. The Director of Athletics and Director of Compliance will review the Head Coach's recommendation. The Director of Athletics will decide whether to approve or deny the coach's recommendation. Additional data may be requested from the Head Coach to make a final decision. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. The Head Coach will be notified by the Director of Compliance of the decision and the form will be updated and submitted to the Scholarship Compliance Coordinator.
3. If the recommendation (to reduce or not renew) is approved, the Director of Compliance will complete the Reduction/Non-Renewal of Athletic Aid Form and forward it to the Scholarship Compliance Coordinator.
4. In cases of approval, the Director of Compliance will notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the scholarship reduction/non-renewal decision. The Head Coach is responsible to verbally advise the student-athlete of the appeal process (See Process for Athletic Scholarship Appeals).
5. Notification letters will be signed by the Scholarship Compliance Coordinator and sent to student-athletes receiving a scholarship reduction/non-renewal by July 1. The written notification to the student-athlete includes the opportunity for an appeal.

REGULATIONS FOR INCREASING, DECREASING OR NOT RENEWING GRANTS-IN-AID

(NCAA Bylaws 15.5.4.2 & 15.5.4.3)

Increases: Athletic aid may be increased for any reason at any time. A student-athlete who is receiving only nonathletic aid may receive an initial award of athletics aid at any point during the academic year.

Reductions/Non-Renewals: Once an award period begins, institutional financial aid may not be reduced/cancelled based in any degree on athletic ability such as a) on the basis of a student's athletic ability, performance or contribution to the team; b) because of an injury, illness, physical or mental medical condition; or c) for any other athletics reason.

PROCESS FOR REDUCTION/NON-RENEWAL DURING PERIOD OF AWARD

Institutional athletic aid may be reduced or cancelled during the period of award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition.
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement.
- Engages in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraws from a sport or the institution at any time.
- Violates any other conditions in the Letter of Intent.

The following steps must be followed for reduction/non-renewal during the period of the award to be considered:

1. The Head Coach submits the Reduction/Non-Renewal of Athletic Aid Form to the Director of Compliance with documentation clearly explaining the reason for the reduction/non-renewal.
2. The Director of Compliance, Associate Athletic Director of Internal Affairs, Senior Woman Administrator and Director of Athletics will review the Head Coach's recommendation. The decision to approve or deny the coach's recommendation based on the written documentation provided by the coach will be based upon whether the request complies with NCAA regulations and the terms of the Athletic Financial Aid Form. If the recommendation for reduction/ non-renewal is denied, the student-athlete's athletic financial aid will not be changed. For non-renewal, confirmation will be made that the withdrawal from the team was voluntary.
3. If the recommendation is approved, the Director of Compliance will complete the Reduction/Non-Renewal of Athletic Aid Form and forward it on to the Scholarship Compliance Coordinator to make changes to the student's scholarship.
4. In cases of approval, the Director of Compliance will notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the scholarship reduction/non-renewal decision. The Head Coach is responsible to verbally advise the student-athlete of the appeal process (See Process for Athletic Scholarship Appeals).
5. If the cancellation of aid is due to a student-athlete quitting the team, the head coach and Director of Compliance are both responsible for contacting the student-athlete. The student-athlete will be asked to sign the Reduction/Non-Renewal of Athletic Aid Form.
6. Within fourteen (14) consecutive calendar days of written notification by the Director of Compliance, the Scholarship Compliance Coordinator shall send written notification to the student-athlete regarding the opportunity for an appeal.

PROCESS FOR ATHLETIC SCHOLARSHIP APPEALS

Student-athletes whose athletically-related aid is reduced, cancelled or not renewed have a right to appeal (NCAA Bylaw 15.5.2.4). The procedure is as follows:

- 1) The Athletic Appeals Committee will be comprised of a committee chair and five members who are not within the Department of Athletics.
- 2) The Athletic Appeals Committee shall convene to hold hearings relative to the reduction or cancellation of athletically-related financial aid.
- 3) Student-athletes who wish to use the appeal process shall send written notice to Dan Lawson, the Chair of the Athletic Appeals Committee by email (dlawson@leeuniversity.edu). A written notice should also be sent Jason Robinson, Chair of the Compliance Committee (jrobinson@leeuniversity.edu) and Jessica McIntyre, Associate AD of Internal Affairs (jmcintyre@leeuniversity.edu). Written notice of appeal, supporting evidence and documentation must be received from the student within fourteen (14) calendar days of the date of official notification. Student-athletes may request a written appeal if they are unable to personally appear at the hearing.
- 4) The committee chair shall promptly schedule the hearing within ten (10) business days after receiving written notice of appeal, and shall send the Director of Athletics, Director of Compliance, the Head Coach and the student-athlete notice of the same. Such notice shall include the date, time and location of the hearing.
- 5) The hearing shall be conducted as follows:
 - a. The student-athlete shall appear first and shall put forward his/her case.
 - i. The student-athlete has the right to representation, other than legal representation, in an advisory capacity and the right to produce evidence.
 - ii. The student-athlete may choose to have an open hearing. If so chosen, the student-athlete must request the open hearing, in writing, to the committee chair at the time they submit their notice of appeal. If no request is made at that time, the hearing will be closed.
 - iii. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. The number of witnesses the student may have will be limited to two (2).
 - iv. Testimony of the witnesses may be by question and answer or narrative.
 - v. After the student-athlete has finished presenting each witness, members of the Athletic Appeals Committee may question the witnesses and/or the student-athlete if he/she chooses to testify.
 - vi. The representative of the Department of Athletics may also ask questions, but the questions must be directed through the chair of the committee.
 - b. The Department of Athletics shall put forward its case after the student-athlete has concluded his/her case. The presentation shall be in the presence of the student-athlete.
 - i. The presentation shall be made by the coach, if possible, and written documentation should be available to support all statements made. If the coach cannot present the case, the name of the replacement shall be submitted to the chair of the committee five days prior to the

presentation with an explanation of why the coach could not present the case.

- ii. The Department of Athletics may present witnesses in support of its case or, with the approval of the chair of the committee, written statements may be submitted.
 - iii. The testimony of witnesses may be by question and answer or narrative.
 - iv. The number of witnesses the Department of Athletics may have will be limited to two (2).
 - v. At the completion of the testimony, members of the committee may ask questions, and the student-athlete may also ask questions but the questions must be directed through the chair of the committee.
- c. The Chair of the Athletic Appeals Committee shall have the right to exclude evidence if determined to be irrelevant to the issue at hand. The number of witnesses may be restricted if it appears that participation is irrelevant or merely cumulative.

After consultation with the members of the Athletic Appeals Committee, the committee chair shall render the decision of the committee and this decision shall be final. Written notification of the decision will be sent to the student-athlete, Head Coach, Director of Compliance, Scholarship Compliance Coordinator, and the Director of Athletics within seven business days of the hearing.

HEALTH, WELLNESS AND SERVICES

INSURANCE COVERAGE AND BENEFIT CERTIFICATION

Student-athletes must complete an annual insurance information form and submit a copy of their current insurance card (if covered) to the athletic training department. If at any time throughout the course of the year insurance coverage changes, it is the responsibility of the student-athlete to notify the athletic training staff, as soon as possible.

Lee University is responsible for any and all reasonable and customary medical expenses for treatment not covered by primary insurance for student-athletes for injuries related to their particular sport. When a student-athlete is injured while participating in his/her primary sport or workout, it is the responsibility of the athletic training staff to provide a completed accident report to the office coordinator within 10 days of injury. If a doctor's appointment is scheduled for the student-athlete, it is the responsibility of the student-athlete to provide a copy of any primary insurance card to the medical provider. It is also the responsibility of the student-athlete to inform the medical provider that Lee University Athletics is responsible for the remaining balance not covered by primary insurance.

Student-athletes' primary insurance claims are to be processed by the medical provider and not the athletic training staff or office coordinator. The office coordinator will process and file all secondary claims. The office coordinator will need copies of all itemized bills and Explanation of Benefits from the primary insurance company. Any pre-certifications required for referrals will be coordinated through the medical provider.

Athletic injuries, which occur outside the scope of the student-athlete's particular sport and not during the regular season, are not eligible for any assistance through Lee University Athletics. (For example, if an athlete plays soccer for Lee University and an injury occurs while playing intramural basketball, this incident would not be covered by Lee University. Since the injury occurred outside the realm of the soccer season and does not occur while participating in a soccer event, the student-athlete will be responsible for any and all medical expenses incurred for that particular injury.)

An injury that occurs from any activity other than one as a result of a scheduled practice or activity with a particular athletic team will not be eligible for any coverage since it occurred outside the scope of a Lee University Athletic Department sanctioned sport. Lee University is also not responsible for any injuries, which are considered pre-existing in nature. Injuries that occur prior to the beginning of a student's enrollment as a Lee University student-athlete will not be eligible for any coverage.

PRE-PARTICIPATION MANDATORY MEDICAL EXAMINATION POLICY

All new athletes must receive a physical before athletics participation is permitted; this includes any strength and conditioning. For returning student-athletes, a yearly medical history update and physical recheck will be performed by the Lee certified athletic trainers and the outcome of that medical recheck will determine if a new physical is warranted.

Returning student-athletes will also have the opportunity to see a physician if they wish to do so. This will occur during the time the physicians are providing the physicals.

There will also be other medical paperwork that must be completed before being cleared to participate with an athletic team. Pre-participation exams will be provided by Lee University. If a student-athlete chooses to have a physical prior to arriving on campus, a copy of the physical exam form must be provided.

All student-athletes need to provide insurance information prior to participation, as well. Student-athletes must provide a front and back copy of the family's or individual's current insurance policy card and submit this copy with the medical paperwork.

MONITORING THE DAILY OR WEEKLY TIME LIMITATIONS

All head coaches are responsible for declaring the beginning and end of the practice and playing season (championship and non-championship segments) for the academic year. The Declaration of Playing Season Form is available on the athletic share drive for all coaches. Forms need to be in the Compliance Department before the practice season begins.

Changes in schedules and practices must be documented and updated in the Compliance Department throughout the academic year. A monthly schedule for all sports must be turned into the Compliance Department at the beginning of each month. The Compliance Department must be notified, in writing, of any changes including scrimmages and exhibition games. All monitoring and recording of playing seasons, practices, competitions, days off, etc. will be documented through the Compliance Department.

DECLARE PLAYING SEASON: FIRST PRACTICE DATES/FIRST CONTEST DATE/END OF REGULAR SEASON-CHAMPIONSHIP SEGMENT

Cross Country, Soccer, Volleyball:

- First Practice: 17 days prior to the first permissible contest or five days prior to the first day of classes, whichever is earlier
- First Contest: Thursday preceding September 6
- End of Regular Playing Season: conclusion of the DII Championship

Basketball:

- Preseason: September 7 or the fourth day of classes, whichever is earlier.
- On Court: October 15
- First Contest: Shall not be before the second Friday in November
- End of Regular Playing Season: Conclusion of the Men's DII Championship

Baseball, Softball, Tennis, Golf:

- First Practice: January 10 or the first day of classes, whichever is earlier
- First Contest: February 1

- End of Regular Playing Season: Conclusion of the DII Championship

Track and Field:

- First Practice: September 7 or the fourth day of classes, whichever is earlier
- First Contest: September 7 or the fourth day of classes, whichever is earlier
- End of Regular Playing Season: Conclusion of DII Championship

DESCRIPTION AND PURPOSE OF THE ATHLETIC TRAINING STAFF

The objectives of the Athletic Training Staff are to provide the highest level of service to the student-athletes at Lee University. This includes the prevention, care and rehabilitation of athletic injuries as well as helping to direct the nutritional, physiological and psychological needs of the student-athlete. It is the duty of the athletic training staff and the faculty to serve the student athletes in a Christ-like manner. The staff will strive to bring the most advanced and up to date knowledge from the scientific realm of sports medicine and put it into practice with the LU athletes.

General Hours

The Athletic Training Room will be open as follows:

Monday – Friday

10:00 am – 5:00 pm (or until last practice is covered) Pregame hours will be determined based on home contest schedules. Closed on Saturday and Sunday unless games or practices are scheduled.

Athletic Training Policies

1. All injuries and illnesses should be reported to a certified athletic trainer as soon as possible for proper documentation and treatment.
2. Injured players must report to each practice session. Injuries requiring missed practice time must be excused by the coach and ATC.
3. All doctor's appointments will be made by sports medicine staff at Lee University.
4. Following treatment for an injury that causes limited/missed practice you must be cleared by your ATC prior to increasing your participation level. (Your coach will receive a report of player status daily.)
5. Prior to meetings, practices and games, athletes must plan to get all taping and/or treatment done.
6. Injuries and illnesses not sustained in team functions will not be the responsibility of the LU Athletic Department.
7. Athletes are to use the Training Room for treatment only, not social gatherings or team meetings. If you are not currently receiving treatment, there is no need to be in the ATR.
8. Proper attire must be worn in ATR, no cleats.

9. Remember, the ATR is a place of business. Please keep conversation at an appropriate level and refrain from bringing in food and drinks.
10. Modalities are not to be set up without a certified athletic trainer or student athletic trainer's assistance.
11. Although treatments are first come first serve, in-season athletes may have priority.

BENEFITS, AWARDS AND RECOGNITION

AWARDS & BENEFITS IN GENERAL

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the Student-Athlete is not legally dependent upon, that provides the Student-Athlete, or the Student-Athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a Student-Athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the Student-Athlete ineligible.

Student-Athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted and renders the Student-Athlete ineligible.

BENEFITS

A Student-Athlete may receive benefits generally provided to all students and are not considered an extra benefit as defined above.

A Student-Athlete may not receive extra benefits as a result of a special arrangement by an institutional employee or representative of the institution's athletics interest.

A Student-Athlete may not receive discounts, free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interest:

- Loan
- Guarantee bond
- Use of an automobile transportation
- Signing or cosigning a note
- Use of Athletics office equipment for personal business

***The list above is not a complete list. Check with the Director for Compliance or NCAA Bylaw 16.11 for more clarification.*

OCCASIONAL MEALS

An occasional meal is a meal provided to a Student-Athlete in the locale of the institution on infrequent and special occasions (no more than 4 a semester).

Institutional Staff Member: A Student-Athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

Representative of Athletics Interest: A Student-Athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

The procedures for occasional meals are as follows:

1. The Head Coach of the Student-Athlete(s) or team invited for an occasional meal will complete and sign an Occasional Meal Form prior to the meal.
2. The form is then submitted to the Director for Compliance for approval.
3. If the request is denied the Director for Compliance will notify the Head Coach.

TRAVEL POLICIES

All athletic teams must travel to other sites and institutions to compete in regular season and tournament competition. Student-athletes must always remember that they are representing Lee University as well as themselves on these trips. The conduct and actions of each student-athlete individually and each team should reflect the mission of the university and its athletic program. Remember that the university is paying your travel expenses as an ambassador of the institution to aid in general recruiting and as part of its outreach, public relations and alumni programs.

Student-athletes are to be aware that they are being watched by the general public and different constituencies of the institution at times other than competition. Student-athletes can be assured that any inappropriate actions by themselves or their teammates that are observed by outsiders will result in a letter to the university administrators. Never forget that collegiate athletes are role models to many youngsters.

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

1. Student-athletes must travel to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval by the head coach, parents or legal guardian (regardless of age of the student-athlete).
2. Only eligible student-athletes on the official squad list and formal team travel party may accompany a team for an off-campus event.
3. Student-athletes should be appropriately dressed and groomed at all times, conforming to individual team standards.
4. University alcohol and drug policies remain in effect while representing Lee University.
5. Long distance calls cannot be charged to rooms and paid for by the University.
6. Student-athletes friends or relatives may not accompany a team at the University's expense.
7. Always leave hotel rooms and visiting dressing rooms in good condition.
8. Always be courteous and mannerly to those around you.

MISSED CLASS TIME

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is away from Lee University in conjunction with the contest. (NCAA Bylaw 17.1.6.8.1)

MISSED CLASS POLICY

Introduction:

- This Policy on Student Athlete Attendance and Make-Up Work is a required component of the NCAA's Institutional Self-Study Guide (ISSG).
- The NCAA requires and monitors a strict academic environment. This begins with the required "institutional control" of academics and athletics by the university and includes numerous personnel, policies, and safeguards which oversee eligibility, student majors, academic progress towards a degree, semester hours, academic compliance, and graduation rates. Lee University is required to monitor these areas rigorously and to report to the NCAA annually.
- The overarching theme of this policy is early, frequent, and consistent communication between student athletes, faculty, and coaches. This communication must be both face-to-face, as well as electronic and/or written.

Responsibilities of student athletes:

- Students must know that punctual attendance is a strict and non-negotiable expectation
- Student athletes are expected to initiate and maintain early, frequent, and consistent communication with faculty concerning absences, work to be missed, work that is to be or has been submitted, travel schedule, home game/match schedule, etc. The student is strongly encouraged to use both face-to-face and electronic and/or written communication.
- Students must be aware of and strictly follow a zero-absence policy above required athletic events. The few exceptions to this are family emergencies and personal sickness, each with reasonable documentation. The student athlete must present a signed notice from a physician stating that the student was too sick to attend class.
- Student athletes must be responsible for knowing what assignments are due during the missed class (es), for what is assigned and presented during the missed class (es), and for punctually submitting assignments, even though the student athlete may be traveling or away from campus at the time of the class. Faculty may require that assignments be submitted in advance.
- Students must select presentation and/or project due dates that are not in conflict with any athletic involvement. Additionally, schedule changes (weather) need to be considered.
- "No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is travelling to an away-from-home contest and the practice is in conjunction with the contest". (NCAA Bylaw 17.1.6.8.1, p. 180).

Responsibilities of Faculty:

- Faculty should distribute the semester class schedule within the first two weeks of classes. Due dates for major projects and exams should be specified, but with a reasonable amount of flexibility as determined by the faculty member.
- Faculty should be open to assignments being submitted in advance.

- Faculty and students are encouraged to use technology as an important part of this policy. Faculty is encouraged to use Moodle for the course calendar, syllabus, due dates, assignments, handouts, schedule adjustments and/or changes, papers, and pop quizzes.
- Faculty members may not penalize any student athlete for any absence for an institution-sponsored activity which is documented in advance by a coach. Student athletes must complete all work related to the course.

Responsibilities of Coaches and the Athletic Department:

- The athletic department is responsible for helping student athletes with access to technology. This includes a hot spot-on buses, coaches having a mobile device that can be used for quizzes or submission of papers, and providing lodging in motels/hotels that provide internet access.
- Head coaches must designate a staff person to be responsible for student attendance, communication, schedule adjustments, and quizzes/tests while traveling. However, this does not lessen the responsibility of the student for his/her academic requirements. This same staff person will also work with early alerts, warnings, withdrawals, signatures, full-time status, etc. concerning each student athlete on his/her team.
- All head and assistant coaches share in the responsibility for early and frequent communication.

MEDIA RELATIONS

Our Sports Information Director working in conjunction with the University's Office of Public Information promotes sports information at Lee. We update our website daily with stats, scores and articles on related games and feature articles on student athletes and coaches. Current information concerning your achievements will be sent to your local newspaper and/or parents upon request.

All interviews (print, electronic or video) should be coordinated through the office of the Sports Information Director. Student-athletes should remember that they are representing Lee University any time they comment electronically or in print/video and are projecting an image of the athletic department. The following guidelines will assist student-athletes in their press interactions:

1. Always be appropriately dressed and clean.
2. Be courteous and positive.
3. Refer any difficult situation questions to the head coach or Sports Information Director.
4. Take your time to think before you answer and do not be afraid to ask them to repeat a question. Remember that nothing is truly off the record.
5. Take the time to thank the media person for their time.

NAME, IMAGE & LIKENESS

The NCAA is committed to ensuring that its rules, and its enforcement of those rules, protect and enhance student-athlete well-being and maintain national standards for recruiting. Those goals are consistent with the NCAA's foundational prohibitions on pay-for-play and impermissible recruiting inducements, which remain essential to collegiate athletics.

As the NCAA continues to work with Congress to adopt federal legislation to support student-athlete use of NIL, it is necessary to take specific, short-term action with respect to applicable NCAA rules. Accordingly, effective July 1, 2021, and until such time that either federal legislation or new NCAA rules are adopted, member institutions and their studentathletes should adhere to the guidance below:

NCAA Bylaws, including prohibitions on pay-for-play and improper recruiting inducements, remain in effect, subject to the following:

- For institutions in states without NIL laws or executive actions or with NIL laws or executive actions that have not yet taken effect, if an individual elects to engage in an NIL activity, the individual's eligibility for intercollegiate athletics will not be impacted by application of Bylaw 12 (Amateurism and Athletics Eligibility).
- For institutions in states with NIL laws or executive actions with the force of law in effect, if an individual or member institution elects to engage in an NIL activity that is protected by law or executive order, the individual's eligibility for and/or the membership institution's full participation in NCAA athletics will not be impacted by application of NCAA Bylaws unless the state law is invalidated or rendered unenforceable by operation of law.

- Use of a professional services provider is also permissible for NIL activities, except as otherwise provided by a state law or executive action with the force of law that has not been invalidated or rendered unenforceable by operation of law.

The NCAA will continue its normal regulatory operations but will not monitor for compliance with state law.

Individuals should report NIL activities consistent with state law and/or institutional requirement