



2026-2027

Palm Beach Atlantic University
Student-Athlete Handbook

Table of Contents

Letter from Director of Athletics	page 4
Sailfish Athletics Mission and Vision	page 5
Introduction	page 6
NCAA	page 6
Student-Athlete Expectations	page 7
Sportsmanship	page 7
Academic Integrity	page 7
Ethical Conduct	page 7
Hazing	page 7
Gambling	page 7
Sensitive and Confidential Information	page 8
Social Media	page 8
Sexual Misconduct	page 8
Chapel	page 9
Workshop	page 9
Wordship	page 10
Class Attendance	page 10
Intramural Sports Participation	page 10
Outside Competition	page 10
Travel	page 10
On-Campus Housing	page 10
Student Host Expectations	page 11
Name Image Likeness	page 11
Student-Athlete Grievance Procedure	page 13
Student-Athlete Disciplinary Policy	page 13
Academics	page 14
Academic Misconduct	page 14
Freshman Year Experience	page 17
Registration	page 17
Add/Drop/Withdrawal	page 17
Dropping or Withdrawing from a Class	page 17
Office of Student Success	page 18
Study Hall	page 18
Tutoring	page 18
Class Absences	page 18
Eligibility Standards	page 18
Academic Standards Requirements	page 19
Progress Towards Degree	page 19
Athletic Academic Awards	page 19
Student-Athlete Advisory Committee	page 20
Civic Engagement	page 20
Compliance	page 21
Financial Aid	page 21
Scholarship Renewals, Reductions and Non-Renewals	page 21

Transfer Portal
Athletic Training
Athletic Communications
Sailfish Sports Network
Interviews

page 21
page 22
page 36
page 37
page 37

May 11, 2026

Dear Sailfish Student-Athletes,

As we start the 2026-2027 academic year, I welcome our freshman and transfers to the Sailfish Family. For those of you returning to campus, I am thankful that every day you choose PBA. Welcome Back!

Our coaches and administrative staff are committed to your growth and development; spiritually, academically and athletically. You are a student first and athlete second, I encourage you to be actively involved not just in your sport but a part of the PBA community. Our job is to prepare you for life after sport, those lessons will be learned not only in the classroom or in competition, but in the residence hall as you deal with a roommate that may not be as tidy as you and in balancing the academic and athletic requirements of being a student-athlete as you learn time management.

This handbook is designed to serve as a guide for you regarding University and the Athletics Department's policies and procedures. Our policies and procedures are in direct alignment with the Navigator and NCAA legislation. Please take time to understand what is expected of all Sailfish student-athletes.

We are thrilled for you to wear the navy and white and the Sailfish logo because our coaches are intentional in recruiting young women and men of integrity and high moral character. I'm excited to see all that God is going to do in and through you this year.

Sincerely,

Courtney Lovely Evans

Courtney Lovely Evans
Director of Athletics

Sailfish Athletics Mission and Vision

Mission Statement

The mission of Sailfish Athletics is to be a premier Christian program that competes at the highest level of NCAA Division II athletics preparing students to be lifelong leaders and outstanding citizens in their communities.

Vision

Palm Beach Atlantic University will set the standard academically, competitively, fiscally, and socially by which our peer NCAA Division II institutions aspire to be measured by.

Core Values

Palm Beach Atlantic University has six (6) core values that govern the standard for all students. Through the lens of these values, we define appropriate and inappropriate behavior. These values apply to all on and off campus activity.

Seek Unity
Reflect Love
Pursue Excellence
Demonstrate Integrity
Show Respect
Be Accountable

Introduction

As a student-athlete at Palm Beach Atlantic University, you are responsible for knowing, understanding and adhering to the information in this handbook. Please note that the policies in this handbook may not be in their entirety. For complete policies, refer to the Navigator and the Palm Beach Atlantic University Athletics Department Operations Manual. As a representative of this institution and the Athletics department, you must adhere to these policies.

National and Conference Affiliation

National Collegiate Athletic Association (NCAA) and Sunshine State Conference (SSC)

All varsity sports at Palm Beach Atlantic University are governed by the rules and regulation of the NCAA and/or SSC. It is imperative that all members of the Sailfish family (administrators, boosters, coaches, faculty, parents and student-athletes adhere to these rules and regulations. If you have any questions regarding NCAA legislation and/or SSC policies, contact your head coach, sport administrator and/or the Compliance Office.

Members of NCAA Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern.

Established in 1975, the Sunshine State Conference has risen from a single sport organization to the NCAA Division II “Conference of National Champions.” Since its inception, the conference has grown steadily in sports played, membership, and national prominence. SSC members have won a total of 111 NCAA national championships across 12 sports. SSC schools have achieved an 86% Academic Success Rate for 10 consecutive years.

The SSC consists of 11 member institutions, all within the state of Florida: Barry University (Miami Shores), Eckerd College (St. Petersburg), Embry-Riddle Aeronautical University (Daytona Beach), Florida Institute of Technology (Melbourne), Florida Southern College (Lakeland), Lynn University (Boca Raton), Nova Southeastern University (Ft. Lauderdale), Palm Beach Atlantic University (West Palm Beach), Rollins College (Winter Park), Saint Leo University (Saint Leo), and the University of Tampa (Tampa).

Student-Athlete Expectations

Participation in a Sailfish varsity sports program is a privilege, not a right.

Your general obligation as a Sailfish student-athlete is to act responsibly and to represent with the upmost integrity the values, guiding principles, ideals of Palm Beach Atlantic University. In addition to the policies in the [Navigator](#), Sailfish student-athletes are required to meet the standards listed below.

Sportsmanship

Sailfish student-athletes shall display honesty and good sportsmanship at all times. Sailfish student-athletes are expected to abide by the spirit and letter of the rules of their sport during practice and competition. Additionally, Sailfish student-athletes must treat teammate, opponents, coaches, athletics staff, officials and spectators with respect and courtesy. **Please note that this extends to the social media space.**

Academic Integrity

Academic dishonesty includes, but is not limited to cheating, plagiarism, fabrication and submission of work, all or any part of which was developed in response to the assignment of another professor or was created by a person other than the student submitting the assignment; working collaboratively with another student but claiming individual effort; or falsification of any part of an academic record. More specifically, plagiarism is presenting words or ideas from another person or source as if they are your own. This includes neglecting to put quotation marks around direct quotes or failing to cite an idea, defining term, or phraseology as coming from another person or source. Plagiarism also includes paraphrasing the words of another person or source without giving appropriate credit to them. It is standard for professors to use software designed to identify possible cheating. The professor is responsible for determining that a student has committed academic dishonesty in a course. He or she must communicate in writing, with supporting documentation, any such incidents to the Academic Dean (or the Dean's designee) of the school housing the course where the offense occurred.

Ethical Conduct

Sailfish student-athletes should uphold the highest of ethical standards and reflect the values of Palm Beach Atlantic University in doing so. In the event of a NCAA, Sunshine State Conference, and/or University investigation, Sailfish student-athletes are required to cooperate and provide truthful and accurate information. Providing false or misleading information, or withholding relevant information, may result in athletics ineligibility and/or loss of athletics aid in addition to other sanctions set forth by the investigating body.

Hazing

Sailfish Athletics is committed to maintain a safe environment for all University community members. As defined by the Navigator, “hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including but not limited to initiation or admission into or affiliation with any organization or group, or the perpetuation or furtherance of a tradition or ritual of any organization.”

Gambling

Sailfish student-athletes must not engage in any sports wagering activities on any sport that is sponsored by the NCAA.

Sensitive and Confidential Information

A Sailfish student-athlete may not divulge or share private and/or confidential information related to Sailfish Athletics in any manner – verbal, written or otherwise. Such private or confidential information includes, but is not limited to, information regarding: injuries, team events, game strategy, other students’ academic information and recruiting.

Social Media

Sailfish student-athletes are encouraged to utilize social media in constructive and positive ways. However, Sailfish student-athletes should remember that they serve as representatives of Sailfish Athletics and Palm Beach Atlantic University and, as such, Sailfish student-athletes pages are reflective of their team, coach and University. In accordance with the Navigator, Sailfish student-athletes may be subject to discipline based on materials and statements posted online, including those that include comment/photos that are defamatory; harassing, obscene, threaten physical abuse, intimidation, coercion, retaliation; and/or threaten the health or safety of others; depict activity that is criminal or otherwise prohibited by the NCAA, Sunshine State Conference and/or University policies.

Sexual Misconduct

Palm Beach Atlantic University is deeply committed to creating and sustaining an educational, working, and living environment that is conducive to learning and scholarship and is supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all forms.

The University and its Title IX designees, when it has actual knowledge of actionable sexual misconduct, in an education program or activity against a member of the Palm Beach Atlantic University community, must promptly respond in a manner that is not deliberately indifferent. All University personnel, including faculty, staff, and students are obligated to report all suspected or alleged incidents of sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator.

Any student or employee reporting an incident of sexual assault, domestic violence, dating violence, or stalking to the University will receive information regarding his or her rights and options pursuant to this policy.

In accordance with the NCAA's sexual violence prevention efforts, the NCAA Board of Governors adopted an Association-wide policy, recommended by the NCAA Commission to Combat Campus Sexual Violence, in August 2017 to reinforce previous Association efforts. Annually all Sailfish student-athletes, coaches and staff must be educated on sexual violence prevention, intervention and response. Attendance and/or participation in these educational opportunities/resources is required. Lack of compliance could result in departmental sanctions, including loss/reduction of scholarship and/or loss of eligibility. In addition, the NCAA also requires that all new and returning student-athletes annually disclose if they were disciplined through a Title IX proceeding or criminal conviction for sexual, interpersonal or other acts of violence. Failure to disclose accurate information may result in loss/reduction of scholarship and/or loss of eligibility.

Chapel

Chapel is a weekly gathering of the Palm Beach Atlantic University community for spiritual formation through worship and the ministry of the Word. The chapel program regularly involves students as both participants and leaders with a view to growing in our relationship with God and in community with each other.

All full-time day students (graduate and undergraduate), all residence hall students, students living in PBA "off-campus" housing and students under chapel disciplinary sanctions (probation) are required to attend chapel. **Students must accumulate 12 credits in the Fall semester and 12 credits in the Spring semester for a total of 24 Chapel credits during each academic year of enrollment. Failure to meet the Chapel requirement will deem a Sailfish student-athlete ineligible along with other University sanctions.**

Workshop

Workshop is a distinctive community service program that responds to human needs with Christ-like action in the community and the world. Through community service, students can discern their vocation and develop a life-long habit of servant leadership. To date, Palm Beach Atlantic students have volunteered more than 4.1 million hours.

Requirements: The following requirements are for all full-time undergraduate traditional students:

1. Each full-time undergraduate student must complete 45 hours of volunteer community service in a 501 (c)3 non-profit, church, academic school, or US government organization per school year.
2. Students beginning in the spring semester or graduating in the fall semester must complete 23 hours.
3. A total of 180 hours are required before graduation if enrolled four or more years (45 hours per school year enrolled).
4. Verification from a supervisor is required on a Workshop log or an agency letterhead stationary.
5. Students may not be supervised by a relative.
6. **All hours must be turned into the Workshop Office by 5 p.m. on May 1. No exceptions.**

7. Graduating students must fulfill the 45-hour requirement for each year of full-time attendance. After graduation, diplomas and transcripts will be released once the student has fulfilled the Workshop requirement.

Failure to meet the Workshop requirement will deem a Sailfish student-athlete ineligible along with other University sanctions.

Wordship

In her 2020 Community Day address, President Debra A. Schwinn drew attention to “deep-seated fissures in our increasingly polarized society” and a prevalence of frustration between those with different viewpoints and opinions. “Anxiety is everywhere,” she noted. As a practical way forward, Schwinn offered an encouragement and added a new word to the PBA lexicon: *Wordship*.

Wordship is the cultivated practice of using our words wisely to edify others, including those with whom we disagree, as a form of worship. It includes spoken words as well as written words.

Class Attendance

Sailfish student-athletes are expected to attend every class unless participating and/or traveling with the team for a University sponsored and approved event. **Please note that missed class time is only permissible for competition in your sport’s championship segment only.** At the beginning of the semester, Sailfish student-athletes should provide each of their professors with the team schedule. Prior to missing class, it is the student-athlete’s responsibility to work with their professor to make arrangement for any tests and/or assignments missed.

Intramural Sports Participation

Sailfish student-athletes are not permitted to participate in intramurals.

Outside Competition

Participation on any outside teams, while a member of an intercollegiate team, may jeopardize a student-athlete’s eligibility. Student-athletes must have written permission from their Head Coach and the Assistant AD for Compliance and Student-Athlete Services prior to participation on any outside teams or in outside competition at any time of the year, including summer. Regulations are sport specific.

Travel

Team members are required to travel to and from competition sites in Athletics department approved transportation methods, unless a Travel Exemption form is completed and signed not later than 24 hours in advance of departure and approved by a member of the Athletics administrative team.

On-Campus Housing

All Sailfish student-athletes are obligated to abide by University housing policies and procedures. Failure to abide by these policies could result in your removal from University Housing, suspension from your team and/or loss or reduction of your athletics aid. Additionally, you will be held accountable for inappropriate behaviors and/or property damages caused by negligence or abuse. You are required to follow the check-in and check-out procedures at the beginning and end of each semester.

Student Host Expectations

Individuals involved in recruiting visits of prospective student-athletes must act in a responsible manner and are expected to abide by the law.

- Alcohol is prohibited regardless of age;
- NCAA Rules must be abided by in all situations;
- Activities should be reflective of the values of the University and in adherence to the [Navigator](#);
- Never leave a recruit alone or with a non-team member;
- Have a plan for entertaining the recruit and review with your head coach or designee. Advise the head coach in advance of any changes to the plan; and
- Report to your head coach immediately if your recruit acts in a manner detrimental to him/herself and/or Palm Beach Atlantic University.

Name Image Likeness

Student-athletes at Palm Beach Atlantic University are permitted to receive compensation for the use of their name, image, and likeness under the following terms and conditions:

- Student-athletes may earn compensation for their name, image, and likeness based on market value. Student-athletes are prohibited from earning compensation for athletic performance or attendance at a specific institution. Use of PBA university and athletics marks, logos, and facilities is strictly prohibited.
- Student-athletes are not permitted to miss class for opportunities related to name, image, and likeness compensation.
- Student-athletes must disclose all name, image, and likeness contracts to the compliance office for review. Additionally, the following information must be disclosed:
 - Contact information for all parties involved
 - Compensation arrangements
 - Details of relationship with involved parties
- Student-athletes must obtain permission from the Director of Athletics to host a camp, clinic, and/or fee-for-lesson on Palm Beach Atlantic University athletic facilities. This will require proof of ownership, proper insurance, rental fees/agreements, and background checks.

- Money earned must be from a third party that is unaffiliated with Palm Beach Atlantic University. Representatives of athletic interest (donors, boosters, alumni) and employees may not compensate or cause compensation to be directed to a student-athlete for name, image, and likeness.
- Student-athletes are permitted to obtain an agent or attorney for name, image, and likeness purposes. Agents must be licensed under Florida Statute Part IX of Chapter 468. Attorneys must be in good standing with the Florida Bar.
- Any student-athlete under the age of 18 must have a name, image, and likeness contract approved by the probate division of the circuit court or any other division of the circuit court that has guardianship jurisdiction.
- Student-athletes may not enter into a contract for compensation of name, image, and likeness if the contract or company:
 - Conflicts with a Palm Beach Atlantic University contract;
 - Is inconsistent with Palm Beach Atlantic University's mission and values;
 - Is unlawful or obscene; and/or
 - Is related to sport wagering or a substance on the NCAA banned substance list.
- Any contract for name, image, and likeness cannot extend beyond a student-athlete's athletic eligibility at a member institution. The use of Palm Beach Atlantic University/Sailfish facilities, trademarks and logos is not permitted without permission from the Athletics Department and Palm Beach Atlantic University's Office of Development.
- A Financial and Life Skills module is available for all student-athletes in Canvas.
- A person must hold a valid license as an athlete agent to represent a college athlete for purposes of contracts.
- All student athletes will sign an NIL Policy form annually as part of their beginning of the year NCAA and PBA compliance paperwork.
- Student athletes who decide to receive compensation for their name, image, or likeness will be required to complete the NIL Activity Reporting Form located in Teamworks.

Student-Athlete Grievance Procedures

The Palm Beach Atlantic University Athletic Department is committed to the resolution of disputes arising between a student-athlete and a member of the Athletics staff whenever reasonable and appropriate. This procedure is not intended to create an alternative, or concurrent process to University-wide grievance guidelines but is specific to athletic matters, between student-athletes and members of the department's staff (coaches and administrators).

Student-athletes are encouraged to share problems or concerns with their Head Coach, Sport Administrator, Faculty Athletic Representative (FAR) or the Director of Athletics. The Palm Beach Atlantic Athletics Department takes the position that all grievances pertaining to a coach, administrator or any member of the Athletic Department staff should be handled as non-academic complaints. Disputes that cannot be resolved between individuals directly involved should be directed to a sport administrator, Faculty Athletic Representative (FAR) or the Director of Athletics. The individuals will individually or collectively review the issue and mediate a resolution (except in the case of allegation of sexual misconduct).

Student-Athlete Disciplinary Policy

All athletic disciplinary hearings will be heard by the Director of Athletics or his/her designee.

Violation of Team Rules: Head Coaches will establish team rules consistent with the expectations and standards of the department and University. The Head Coach and Director of Athletics each have the authority to impose sanctions for violation of team rules.

Violation of Rules or Policies other than Team Rules: For violations of rules and policies other than team rules (e.g., violations of NCAA rules, Palm Beach Atlantic University Athletics policies, etc.) the Head Coach may impose sanctions with the approval of the Director of Athletics, or designee.

Violations of University Policies: Will be handled as deemed appropriate by the Office of Student Accountability. Additional sanctions may be placed on the student-athletes from the Director of Athletics and/or head coach for such violations.

Violations of Athletics Expectations and Standards: The Director of Athletics will handle violations of the Athletics Expectations and Standards that fall outside the [Navigator](#) (e.g. behavior not in keeping with the University Expectations and Standards, breaking curfew, dress code on a road trip, acting as a poor host for prospective students, etc.).

Violation of Criminal Law: Student-athletes arrested for, or charged with, violating the criminal law may be placed on immediate suspension from involvement in team activity pending further investigation. The Head Coach and/or Director of Athletics may, for violation of criminal law, impose team sanctions on the student-athlete.

Please note that multi-sport student-athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

Academics

Academic Misconduct/ Dishonesty Policy

The Athletic Department expects student-athletes to demonstrate the highest level of integrity inside and outside of the classroom. Should the department be made aware of any academic misconduct/dishonesty by its student-athletes, the Athletic Department will follow institutional policies when handling academic misconduct, as defined by the PBA Navigator.

Academic misconduct/dishonesty shall include referring to information not specifically condoned by the instructor. It shall also include receiving information from a fellow student, as well as any stealing, buying, selling or transmitting of a copy of an examination.

In papers, projects, or any assignments prepared outside of class, dishonesty shall include plagiarism. Plagiarism includes the following:

1. Omitting quotation marks or other conventional marking around material quoted from any printed source.
2. Paraphrasing a specific passage from a specific source without properly referencing the source.
3. Duplication of another student's work or parts thereof submitted as student's original.

Falsifying documents is the unauthorized signing of another person's name to official forms or documents, or the unauthorized modification, copying, or production of a university document. The penalty for any other form of in-class dishonesty other than that mentioned above will result in failure for the specific activity (quiz, class assignment, etc.)

Any student who assists in any form of dishonesty shall be considered equally as guilty as the student who accepts such assistance. In any instance of academic dishonesty, the instructor shall notify the department chairman providing the written evidence of the infraction, and within one calendar week confront the student. The penalty for each infraction will include:

1. Dismissal from the class for the remainder of the semester and a grade of "F" for the course.
2. Reprimands given by the Office of Student Development and the Athletic Department, depending on the severity of the offense.

If the act committed meets conditions a, b, and/or c below; the misconduct will be reported to the NCAA, institutional sanctions will be enforced and additional penalties will be instituted by the department including but not limited to: loss of playing seasons/eligibility, loss of partial or full scholarship, removal from the athletic team. Below is the NCAA legislation on Academic Misconduct Violation.

14.2.10 Academic Misconduct. (Adopted: 1/10/24 effective 8/1/24)

14.2.10.1 Institutional Staff Member. For purposes of Bylaw 14, an institutional staff member is any individual, excluding a student employee, who performs work for the institution or the athletics department, regardless of whether they receive compensation for such work. (Adopted: 1/21/17 effective 8/1/17)

14.2.10.1.1 Student Employee. For purposes of Bylaw 14, a student employee is an institutional staff member if: (Adopted: 1/21/17 effective 8/1/17)

(a) They have institutional responsibilities to provide academic services to student-athletes; or (Adopted: 1/21/17 effective 8/1/17)

(b) They engage in academic misconduct or provides impermissible academic assistance at the direction of a nonstudent employee, an institutional staff member per Bylaw 14.2.10.1.1-(a) or a booster.

(Adopted: 1/21/17 effective 8/1/17, Revised: 1/10/24 effective 8/1/24)

14.2.10.2 Pre-Enrollment. (Adopted: 1/10/24 effective 8/1/24)

14.2.10.2.1 Pre-Enrollment Academic Misconduct. A prospective student-athlete, student-athlete, booster or a current or former institutional staff member shall not: (Adopted: 1/21/17 effective 8/1/17, Revised: 1/26/19 effective 8/1/19 for student-athletes enrolling in an NCAA Division II institution on or after August 1, 2019.)

(a) Arrange for a false or inaccurate academic record (e.g., courses, grades, credits, transcripts, test scores) for a prospective student-athlete; or (Adopted: 1/21/17 effective 8/1/17, Revised: 1/26/19 effective 8/1/19 for student-athletes enrolling in an NCAA Division II institution on or after August 1, 2019.)

(b) Provide false, inaccurate or incomplete information to the NCAA or an institution regarding a prospective student-athlete's academic record. (Adopted: 1/21/17 effective 8/1/17, Revised: 1/26/19 effective 8/1/19 for student-athletes enrolling in an NCAA Division II institution on or after August 1, 2019.)

14.2.10.3 Policies and Procedures. An institution must: (Adopted: 1/21/17 effective 8/1/17)

(a) Have written institutional policies and procedures regarding academic misconduct applicable to the general student body, including student-athletes. The policies and procedures must be approved through the institution's normal process for approving such policies and must be kept on file or be accessible on the institution's website.

(b) Investigate and adjudicate alleged academic misconduct in accordance with established policies regardless of whether the misconduct is reported to the NCAA or whether the student-athlete acted alone or in concert with others.

14.2.10.3.1 Exception. An institution may establish a policy that permits an expedited investigation and adjudication of academic misconduct by a student-athlete, provided other applicable policies and procedures are observed and the policy for expedited review is approved through the institution's normal process for approving such policies and is approved by the institution's president or chancellor (or their designee). Further, the policy that permits an expedited

review must be kept on file or must be accessible on the institution's website.
(Adopted: 1/21/17 effective 8/1/17)

14.2.10.4 Post-Enrollment Academic Misconduct. (Adopted: 1/21/17 effective 8/1/17)

14.2.10.4.1 Student-Athlete. A student-athlete shall not be involved in: (Adopted: 1/21/17 effective 8/1/17)

(a) Academic misconduct involving a current or former institutional staff member or boosters;

(b) Academic misconduct, without the involvement of a current or former institutional staff member or booster, that results in:

(1) An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes for the institution while ineligible;

(2) An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or

(c) Academic misconduct involving the alteration or falsification of a student-athlete's transcript or academic record.

14.2.10.4.2 Institutional Staff Member or Booster. A current or former institutional staff member or a booster shall not be involved (with or without knowledge of the student-athlete) in: (Adopted: 1/21/17 effective 8/1/17)

(a) Academic misconduct related to a student-athlete; or

(b) The alteration or falsification of a student-athlete's transcript or academic record.

14.2.10.4.3 Impermissible Academic Assistance -- Institutional Staff Member or Boosters. A current or former institutional staff member or a booster shall not provide impermissible academic assistance to a student-athlete (see Bylaw 14.02.11). (Adopted: 1/21/17 effective 8/1/17, Revised: 1/10/24 effective 8/1/24)

14.2.10.4.3.1 Application. If an institution determines, pursuant to its policies and procedures, that academic misconduct has occurred, a violation of Bylaw 14.2.10.4.3 shall not be cited by the institution or through an enforcement investigation. If an institution determines, pursuant to its policies and procedures, that academic misconduct has not occurred, the conduct in question may still constitute a violation of Bylaw 14.2.10.4.3. (Adopted: 1/21/17 effective 8/1/17, Revised: 1/10/24 effective 8/1/24)

Freshman Year Experience (FYE)

The First Year Experience introduces students to the philosophy and value of a Christian Liberal Arts education. In harmony with the General Education Learning outcomes of the University, the First Year Experience lays a foundation for successful transition to college by providing students with the opportunity to acquire essential skills that will enhance social and academic integration into college. This is accomplished by investigation and practice of specific academic skills, inquiry into life skills necessary for citizenship in any diverse community, and introduction to the history, traditions, and current campus life at PBA. This is a one-credit required course of the

General Education curriculum. In accordance with the principles of PBA's Quality Enhancement Plan, this section of FYE 1001 will include focused instruction, practice, and assessment in the areas of critical thinking and writing.

Registration

The Department of Athletics does not determine academic schedules. Athletic administrators or coaches may only offer advice about courses that should be taken in light of eligibility requirements and competitive schedules. However, the student-athlete and his/her faculty advisor determine their class schedule. Student-athletes are afforded the opportunity to register for classes on the first day of registration. It is prudent to have already scheduled an appointment, met with your advisor and checked for any holds on your account before this date.

Add/Drop/Withdrawal

The add/drop period is the first week of each semester.

For undergraduate student athletes, it is highly recommended student athletes enroll in at least 15 credit hours each semester at minimum to be considered full-time and eligible to participate in your sport, you must be enrolled in 12 credit hours. Graduate students are required to enroll in a minimum of 6. Contact your graduate program for specific requirements.

Dropping or Withdrawing from a Class

To drop or withdraw from a class a student athlete will need to complete the electronic course withdrawal form on myPBA. Once logged in, go to Departments and click on Registrar, and find academic forms.

Refer to the academic calendar for specific deadline dates to submit the electronic course withdrawal form. Your head coach and the Assistant Athletic Director for Compliance and Student Athlete Services will sign the form before the Registrar's office will process your request. This may take up to 3-5 business days to complete; therefore, you are still required to attend class and submit all assignments. Once your request has been processed you will receive an email notification notifying you the class was officially dropped or your request was denied.

Please note that at minimum to be considered full-time undergraduate student and eligible to participate in your sport, you must be enrolled in 12 credit hours. Graduate students are required to enroll in a minimum of 6. Contact your graduate program for specific requirements.

Office of Student Success

In addition to a faculty academic advisor in their chosen major, students will be assigned a success coach who will walk with them on their academic journey. Success Coaches create first year schedules for incoming students and offer support to all students. They can help you register for classes, decide on a major, share study tips, complete a degree plan, and help you connect to PBA's vibrant community.

Study Hall

Team study halls will be held at the coach's discretion and the coach may opt to make study hall mandatory for all team members. It is a departmental best practice to recommend individuals with a less than 3.0 GPA attend mandatory study hall sessions.

Tutoring

The Student Success Center provides tutoring resources. Peer Tutoring offers a unique form of academic support to students. A fellow PBA student, who has been carefully recommended by faculty, will work closely with you. These sessions happen in a small group format, are free to PBA students, don't require scheduled appointments and will provide you with the academic assistance you need in a comfortable and supportive atmosphere.

Class Absences Due to Personal Reasons (Emergencies, Illness or Injury)

When an absence is necessary for personal reasons (i.e. illness, family emergency, etc.), Sailfish student-athletes must notify their professors, head coach and athletic trainer, prior to the absence. If prior notification is not possible, notification is to be made at the earliest possible time.

Class Absence for Competition Policy

Sailfish student-athletes are expected to attend every class unless participating and/or traveling with the team for a University sponsored and approved event. **Please note that missed class time is only permissible for competition in your sport's championship segment only.** At the beginning of the semester, Sailfish student-athletes should provide each of their professors with the team schedule. Prior to missing class, it is the student-athlete's responsibility to work with their professor to make arrangement for any tests and/or assignments missed.

Eligibility Standards

Sailfish student-athletes' athletics eligibility at Palm Beach Atlantic University is an ongoing process. Please be mindful of NCAA rules and make sure that you are making satisfactory progress and meeting NCAA progress-toward-degree requirements towards your major.

Eligibility for Practice

All student athletes who participate in practice must be enrolled in a minimum full-time course load. A coach can add additional requirements depending on your team rules.

- Undergraduate students must be enrolled in a minimum 12 credit hours; and
- Graduate students are required to enroll in a minimum of 6. Contact your graduate program for specific requirements.

Eligibility for Competition

The Assistant Athletic Director for Compliance and Student Athlete Services, the Registrar's office, and the Faculty Athletic Representative work together to review all academic and compliance documents to ensure student athletes meet NCAA rules of progress towards degree before certification is completed and a report sent to the Sunshine State Conference office.

Academic Standard Requirements

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall:

- Be enrolled in at least a minimum full-time program of studies,
- Be in good academic standing,
- Maintain satisfactory progress toward a baccalaureate or equivalent degree, and
- Declare a major by your 5th semester.

A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution provided the student athlete is enrolled full time according to the program selected.

Good Academic Standing is defined as being eligible to continue as a student at Palm Beach Atlantic University the following academic term.

- Undergraduate students must have a 2.0 cumulative grade point to be in good standing academically.
- Graduate students must have a 3.0 cumulative grade point unless specified by their degree program. For any student to participate in extracurricular activities, the student must be in good academic standing.

Progress Towards Degree

NCAA progress-toward-degree requirements are designed to guide student-athletes through their academic journey to graduation. The standards ensure student-athletes take the appropriate steps toward their degree, tackling everything from grade-point average to term-by-term and annual credit hour requirements.

- 9 = minimum number of credits earned each semester
- 24 = minimum number of credits earned each academic year

Student athletes entering their 3rd year, or 5th full-time semester, must officially declare a major with the Registrar's office before he/she can compete. Make sure to work with your academic advisor to ensure the appropriate forms are processed with the Registrar's office.

Athletic Academic Awards

President's List: Honoring Sailfish student-athletes that complete the semester with a 4.0 GPA.

Provost's List: Honoring Sailfish student-athletes that complete the semester with a 3.5 GPA or higher.

AD's Honor Roll: Honoring Sailfish student-athletes that complete the semester with a 3.0 GPA or higher.

Student-Athlete Advisory Committee (SAAC)

The Sailfish Athletics Student-Athlete Advisory Committee (SAAC) provides a forum for representatives from each team to share ideas, concerns, questions and recommendations to athletic administrators. The committee is actively encouraged to get Sailfish student-athletes involved in campus and community projects in order to build a sense of community with the department and amongst all 18 varsity teams.

Civic Engagement

Civic engagement refers to the ways individuals participate in their communities to address public concerns and improve the quality of life. It encompasses a range of activities from voting and volunteering to community organizing and advocacy, all aimed at contributing to the well-being of society.

Workshop is a distinctive community service program at Palm Beach Atlantic University that responds to human needs with Christ-like action in the community and the world. Participation in Workshop is mandatory for all Palm Beach Atlantic University students. In accordance with adhering to NCAA Division II Bylaw 17.1.6.8.

Palm Beach Atlantic student-athletes in the following sports: baseball, beach volleyball, men's golf, women's golf, men's lacrosse, women's lacrosse, softball, men's tennis, and women's tennis will not participate in any countable athletically related activities (CARA) on the first Tuesday after the first Monday in November and as a team, participate in a Workshop project.

Volleyball, men's soccer, women's soccer, men's cross country, women's cross country men's basketball, women's basketball will be provided flexibility in scheduling their team's workshop project because they are in their championship segment. The date may be 15-days before or after the Tuesday after the first Monday in November.

This is an opportunity for collaborative leadership. The Head Coach, and team leaders will coordinate team projects through the Workshop Office.

Compliance

The NCAA Division II Manual contains many rules and regulations that have a direct effect on your eligibility to participate in intercollegiate athletics. It is very important that the student-athlete becomes familiar with these rules to recognize situations that might jeopardize eligibility. The Compliance Office is available to answer questions about NCAA rules pertaining to the student-athlete's eligibility or any other concerns.

Questions can be emailed to compliance staff below:

Kayla Fisher, Assistant AD for Compliance and Student-Athlete Services,
kayla_fisher@pba.edu

TBD, Assistant Director for Compliance and Student Athlete Services

Financial Aid

Financial Aid is funds provided to student-athletes from various sources to pay or assist in paying their cost of education at the institution.

A student-athlete must meet NCAA, conference and institutional rules to be eligible for athletics aid. If met, the student-athlete may be granted athletics aid for a maximum of 10 semesters; however, PBA's policies permit a student to receive a maximum of 9 semesters of financial aid.

A student-athlete must be enrolled in full time in order to receive athletic aid unless he/she is enrolled in their final semester. A student athlete must notify the Assistant Athletic Director for Compliance and Student Athlete Services if he/she will be enrolling part time.

Scholarship Renewals, Reductions and Non-Renewals

Athletic scholarships are offered on an annual basis. Each year your coaches will meet individually at the end of the season to determine whether your scholarship is renewed, reduced, or cancelled for the ensuring academic year.

Athletic scholarships will be processed using Teamworks and signed by the Financial Aid Office prior to July 1st each year.

Per NCAA legislation, student-athletes may appeal the decision to reduce or cancel their athletics scholarship. To initiate the appeals process, a written request must be made to the Office of Financial Aid within 14-days of the date of notification. Upon receipt of the request, an appeal hearing with the Appeals Committee will be scheduled within 30 calendar days.

Transfer Portal

Student athletes who decide to transfer from PBA must be placed into the Transfer Portal before speaking with a coach from another four-year institution. A student athlete will need to complete the Transfer Portal Request form and the Division II Transfer Educational Video. The form and video link is in Teamworks.

A certificate of completion will be available at the end of the video and it must be submitted to the Athletic Compliance office. Once the Athletic Compliance office receives both transfer portal request form and certification of completion, the student athlete will be placed into the transfer portal. PBA will have up to seven days to enter the student athlete into the Transfer Portal once both documents are received.

Please note that once you enter the Transfer Portal, you will lose all student-athlete access. Therefore, you will no longer have access to the locker rooms, Rubin Arena, Rinker Sports Center weight room, etc. You will still have the same access as the general student body (i.e. the Mahoney Gym and Greene Complex Fitness Center).

[Athletic Training](#)

Fax: (561) 370-7048

Greene Sports Complex Athletic Training Room

- Sean Cunningham, MEd, ATC, LAT, CSCS (561) 803-2338
- Samantha McGann MS, ATC, LAT (561) 803-2379
- Michelle Menard, DHSc, ATC, LAT, PES (561) 803-2338

Rinker Sports Center Athletic Training Room

- Tenecia Francis MS, ATC, LAT, CES (561) 803-2330
- Wyatt Belotti MSAT, ATC, LAT (561) 803-2336
- Brena Franklin ATC, LAT (561) 803-2339

General Athletic Training Room Policies

To ensure proper and precise medical care and treatment, the following guidelines must be followed at all times:

- AT must be present in order to receive treatment.
Student-athletes **are not** to operate equipment and/or perform “self-treatments”.
- Athletes must sign-in before receiving treatments.
- Pre-practice treatment is at least one hour prior to start of practice, for tape, athletes must arrive at least 30 minutes prior to practice.
- The athletic training room runs on an appointment system for general treatment and rehabilitation (available appointment times will be listed in ATS) and a 1st come 1st serve for pre-practice or game prep come early to avoid the rush!
- **There is no excuse to be late for class/practice because of treatment...you were just late!**
- Injuries must be brought to the attention of and evaluated by the assigned Certified Athletic Trainer.
- Appropriate treatment will be decided by your Certified Athletic Trainer, when necessary, the team physician will be involved by the decision of the Athletic Trainer.
- Continue treatments until your Athletic Trainer releases you...not just when you feel better!
- The athletic training room is a coed facility, please dress accordingly and shower before treatments.
- No equipment or personal baggage will be allowed in the athletic training room except in the designated areas. (Leave in locker or place in designated storage area).
- No cell phones be used in the ATR, athletes must step into the hall to make or receive calls or send text messages
- No food or drinks are permitted in treatment areas.
- Abusive and/or foul language, horseplay, loud talking, and/or loitering are not allowed in the athletic training room.
- Please respect the privacy of your AT’s. Knock before entering personal offices.
- Remember, all athletic training room staff are dedicated to your health and safety.
Your courtesy, cooperation and respect, in return, are expected!
- All student-athletes are expected to strictly adhere to the rules and regulations of the PBA Athletic Training Department. Failure to comply with and enforce the rules and regulations may result in disciplinary sanctions.
- No shoes on treatment or taping tables.

Athletic Training Room Rules and Regulations

- AT MUST PRESENT AT ALL TIMES
- SIGN IN BEFORE RECEIVING ANY KIND OF TREATMENT
- NO LOITERING
- MUST SHOWER PRIOR TO POST PRACTICE TREATMENT
- NO CURSING OR HORSEPLAY
- NO CLEATS
- PLACE BAGS IN DESIGNATED AREA OR IN LOCKER ROOM
- NO FOOD OR DRINK (EXCEPT WATER)
- NO CELL PHONES
- NO ATHLETE IS PERMITTED TO OPERATE EQUIPMENT
- NO ATHLETE IS ALLOWED TO TAPE THEMSELVES
- TAPE IS FOR INJURED ATHLETES, NOT FOR STYLE OR EQUIPMENT
- NO SHOES ON TREATMENT TABLE
- PRE-PRACTICE TREATMENTS BEGIN 1 HOUR PRIOR TO PRACTICE TIME
- (Heat, stretch, taping ONLY)
- REHABS MUST BE SCHEDULED IN ATS
- ATHLETES MAY NOT DICTATE THEIR TREATMENT/REHAB
- ATHLETES MUST CONTINUE TREATMENT UNTIL RELEASED BY AT
- ATHLETES MUST COMMUNICATE DIRECTLY WITH THEIR ASSIGNED AT REGARDING THEIR INJURY/TREATMENT
(Except in the case of a medical emergency)
- SCHEDULING WITH ANY OUTSIDE PROVIDER WILL BE FACILITATED THROUGH THE ATHLETIC TRAINING STAFF
- RESPECT THE PRIVACY OF YOUR ATHLETIC TRAINER, KNOCK BEFORE ENTERING OFFICES

Injury Treatment Procedures

- Every time a student-athlete enters the athletic training facility, he/she must sign in to the kiosk using their ATS login.
- All student-athletes must be evaluated by a Certified Athletic Trainer and/or team physician before any service can be rendered.
- Student-athletes are not allowed to turn on therapeutic modalities or tape themselves (except for wrist circles and bandages for minor / non-infected wounds, etc.).
 - Student-athletes who attempt to treat themselves will be immediately reminded of the athletic training room policy and coaches will be notified.

If a student-athlete misses class because of an appointment with the team physician, the AT has a class excusal form that can be filled out for teachers explaining the situation (i.e. Doctors appointment, MRI, etc.). The AT and student must also contact the student accommodations office to notify them of the missed class. The AT will keep a copy of the form and communications (via email) in the athletes' folder. The Head AT and Assistant ATs are the only ones permitted to provide the form.

Therapeutic Modalities Treatment

- An Athletic Trainer must approve all treatment programs using therapeutic modalities before the program is implemented.
- All precautions, warnings, and contraindications will be followed at all times.
- Proper operating instructions and safety protocols will be followed at all times.
- The patient will be provided with a thorough explanation of the treatment procedure, including sensation(s) to be experienced. We ask that all athletes notify us as soon as possible if they experience any adverse reactions.

Medications

All over-the-counter (OTC) medications will be stored in a cabinet within the Head Athletic Trainer's office in the Greene Sports Complex Athletic Training Room and Rinker Sports Center. Only staff Athletic Trainers will be permitted to access the medication supply.

Privacy and Confidentiality

All members of the PBA Athletic Department, including student-athletes are expected to respect all student-athletes right to privacy, as well as adhere to policies set forth by the federal government, the State of Florida, Palm Beach Atlantic University, and the Palm Beach Atlantic University Athletic Department. It is the responsibility of all personnel within the Athletic Training Department to ensure that all patient information, personal, medical, or education related, remains confidential. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access. Violation of confidentiality could result in removal from the Palm Beach Atlantic University Athletic Training Department.

Injury Report Procedures

To maintain continuity among all Palm Beach Atlantic University Athletic Training personnel, as well as the Palm Beach Atlantic University Media Relations Department and the local media, the following procedures for reporting the status of injured student-athletes will be utilized:

- All relations with the media concerning an injured member of a Palm Beach Atlantic University athletic team will be handled by the Palm Beach Atlantic University Media Relations Department via the Athletic Department Sports Information Director in consultation with the Head Coach, the Team Physician, and the Palm Beach Atlantic University Certified Athletic Trainer assigned to a particular sport and/or the Head Athletic Trainer.
- Injury reports will be distributed to the coaching staff of the particular sport and the sport's strength coach via email to remain in compliance with HIPAA regulations. In-season – Daily; Out of season – Weekly; or as the AT sees fit
 - Injury reports may be distributed to sport administrators via email as requested

- Athletic Trainers will make an effort to talk in-person to the coaching staff on a daily basis regarding the injury report
- The following terminology is to be used when reporting the “Game/Practice Status” of injured student-athletes:

Status	
Full Go	No limitations to the athlete’s participation
As Tolerated	Athlete is allowed to participate in activities to his/her tolerance
Limited	Athlete is limited in what he/she can do at practice by the AT; must list limitations (i.e. no sprinting; weight room limitations / modifications; drill / activity exclusions, etc.) WE WILL BE SPECIFIC!
No Contact	Athlete is not allowed to participate in drills / activities that involve physical contact (i.e. Shooting drills only, serving only)
Out	Athlete will not participate in practice or lift

[Return to Sport Policy](#)

A Palm Beach Atlantic University Team Physician or his/her designee, in consultation with a Palm Beach Atlantic University Certified Athletic Trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. A student-athlete’s private physician does not have any jurisdiction as to the participation status of the student-athlete.

Any student-athlete seen by a physician other than the Palm Beach Atlantic University Team Physician must return to the athletic training room for follow-up and final clearance by our team physician prior to active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician’s treatment precludes or alters activity in intercollegiate athletics, the student-athlete must secure, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the Palm Beach Atlantic University Sports Medicine staff has received a release from the private physician and the student-athlete is examined by a Palm Beach Atlantic University Team Physician and cleared for participation.

Referral Policies

Student-Athlete Medical Referrals

All referrals for consult or treatment by any medical professional (surgeons, physicians, physical therapists and other allied health professionals) will be made by the athletic training staff and designated participating team physicians. **At no time should anyone outside of the athletic training team request or recommend a student-athlete consult with a medical professional without first speaking with the Certified Athletic Trainer assigned to that team and/or the Head Athletic Trainer.**

Physician/Surgeon

- On-site physician/surgeon services may be offered for Palm Beach Atlantic University student-athletes and athletic department staff only.
- All referrals for physician or surgical services for student-athletes must be made by a Palm Beach Atlantic University Sports Medicine physician and/or Certified Athletic Trainer.
- **Student-athletes who see a physician or surgeon without the proper referral will be responsible for any and all bills associated with the visit.**

Chiropractor

- On-site chiropractic services may be offered for Palm Beach Atlantic University student-athletes and athletic department staff only.
- All referrals for chiropractic services for student-athletes must be made by a Palm Beach Atlantic University Sports Medicine physician and/or Certified Athletic Trainer.
- **Student-athletes who see a chiropractor without the proper referral will be responsible for any and all bills associated with the chiropractic visit.**

Medical Evaluation Studies (MRI, CT Scan, etc.)

- All referrals for medical evaluation studies for student-athletes must be made by a Palm Beach Atlantic University Sports Medicine physician and/or Certified Athletic Trainer.
- **Student-athletes who schedule a medical evaluation study without the proper referral will be responsible for any and all bills associated with the study.**

Reimbursement for Injury Related Expenses

When a sports injury occurs a member of the athletic training staff will assist in coordinating medical appointments and insurance. After the student-athlete's primary insurance and the universities secondary athletics injury is applied Palm Beach Atlantic University will process payments for any remaining deductible for the injury. If any out-of-pocket payments are made by the student-athlete or family for injury related appointments, medications prescribed to treat the athletic injury, or injury related imaging the student-athlete can be reimbursed. The individual that made the payment will need to provide the athletic training staff with the itemized receipt, a completed expense report, and completed W-9. The expense report and W-9 will be provided by the athletic training staff. Once all documents are received, they will be submitted for processing.

Processing time can vary. All reimbursements are mailed to the address provided by the student-athlete unless otherwise communicated.

All injury reporting procedures must be followed.

Concussion Management

A concussion (mild traumatic brain injury, mTBI) is defined as a transient disturbance of neurologic function caused by trauma. The Athletic Trainer will evaluate all athletes complaining of pain or confusion following a blow to the head. Student-athletes will follow up with the team physician based on daily evaluations by the athletic trainer.

Pre-Season Education

Palm Beach Atlantic University student-athletes, coaches, team physicians, Athletic Trainers, and Athletic Directors complete a training session every calendar year including, but not limited to:

- Review of signs and symptoms;
- Review of emergency medical care procedures for severe concussive episodes;
- Review of the proper evaluative techniques; and
- Review of the appropriate return to participation decision making processes.

Each individual signs an acknowledgment form indicating they have been educated about concussion and their role in the health care of student-athletes. (See Appendices T and U)

Pre-Participation Assessment

Pre-participation screenings will be conducted for all student-athletes using the following tools:

- ImPACT – which includes the following:
 - Concussion History
 - Symptom Check
 - Cognitive Assessment

Baseline ImPACT tests are reviewed by the physician for clearance and to determine if additional testing or follow up is needed. The link for Baseline ImPACT testing is sent to all new to PBAU student-athletes via email at the beginning of the academic year. Student-athletes will not be able to participate in activity until their baseline testing is complete.

Recognition and Diagnosis of Concussion

A Certified Athletic Trainer will be present on the sideline of all competitions, both home and away, for in-season contact sports (soccer, volleyball, basketball, baseball, softball, lacrosse), and all home events for non-contact sports (cross country, track, golf, tennis) and off-season sports.

A Certified Athletic Trainer will be present during practices for all in-season contact sports and available for off-season and non-contact sports.

Any student-athlete with signs and symptoms of a concussion will be removed from all activity immediately. If a Certified Athletic Trainer suspects that a student-athlete has a head injury they will be removed from activity for further evaluation.

A full evaluation will be performed by a Certified Athletic Trainer consisting of, but not limited to, symptom score, balance, cranial nerve assessment, neurological screening, cognitive function, and physical exam to assess for cervical spine injury, skull fracture and intracranial bleed. If a concussion is confirmed, the student-athlete is then removed from any activity for that calendar day.

Post-Concussion Management

On-Field Post-Concussion

- Primary Survey
 - Airway
 - Breathing
 - Circulation
 - Basic life-support
 - Alertness
- Secondary Survey
 - History
 - Observation
 - Palpation – specifically of head and neck to evaluate for fractures
 - Mental Status
 - Essential special tests
- Student-athlete will be immediately transported to Emergency Room for any of the following:
 - Glasgow Coma Scale <13
 - Prolonged loss of consciousness (as determined Athletic Trainer on site)
 - Neurological deficit suggesting intracranial trauma
 - Repetitive vomiting
 - Decrease in mental status or worsening of signs and symptoms
 - Spinal Injury

Side-line / ATR Post-Concussion

- Concussion Evaluation Form
 - Symptom Checklist
 - Memory
 - Eye Tracking
 - Balance/Coordination
- Vital signs
- Cranial Nerve Evaluation
 - Myotomes
 - Dermatomes

- Functional Testing to determine return to play (only when all objective testing is within normal limits and no concussion is suspected within 15 minutes of injury)

Symptom Checklist will be completed daily until symptoms have resolved and athlete is ready to proceed to Return-to-Sport and Return-to-Learn Protocol.

Post injury instructions are given verbally to the student-athlete as well as another responsible individual and documented in the student-athlete's medical records. Written instructions are also provided to the student-athlete or responsible individual that include instructions on how to manage the symptoms, when it would be necessary to go to the emergency room and when to follow up with the athletic training staff.

A student-athlete that has been diagnosed with a concussion that presents with a high symptoms score, low SAC score, or prolonged symptoms for 1 week will be referred to the team physician for further evaluation and treatment. At that time, the physician will evaluate the student-athlete for any additional diagnoses or underlying conditions, determine the plan of care, if any aerobic activity is indicated and provide additional academic adjustments that will be given to the Office of Disability Services and Accommodations.

Return-To-Learn

Following a concussion, cognitive rest is a vital part of the recovery process. Many times, the referring physician, or their designee, will recommend the athlete be given special adjustments for class, homework, and tests to allow symptoms to resolve as quickly as possible. Once a student-athlete has been diagnosed with a concussion, they will be removed from class for that day and the Director of Academic Support will be contacted to coordinate potential adjustments with the necessary professors. Additional adjustments will be given at the recommendation of the team physician, or the team physician's designee. The Head Athletic Trainer will act as the primary contact for return-to-learn protocols, with support of the Assistant Athletic Trainers when needed. There is a multidisciplinary team for more complex cases where further evaluation and treatment is needed. This team is comprised of, but not limited to:

- Team physician: Dr. Peck at Cleveland Clinic Florida
- Athletic Training Staff
- Student Counseling Center
- Faculty Athletic Representative: Dr. Timothy Ladd
- Director of Disability Services and Accommodations: Jeriel Rolle Jr
- Athletic Administration
- Professors
- Coaches

The student-athlete may need to miss a few days of school after a concussion. When going back to school, some student-athletes may need to go back gradually and may need to have some changes made to their schedule so that concussion symptoms do not get worse. If a particular activity makes symptoms worse, then the athlete should stop that activity and rest until symptoms get better.

As with return-to-sport, the student-athlete should follow a gradual return to academic activities based on their symptoms. The graduated return-to-learn strategy should be individualized, and progressions should only be made when the student-athlete can tolerate the increase cognitive activity. Both the return-to-learn and return-to-sport protocols will be occurring in tandem, therefore the student-athlete is not participating in their sport while still having academic limitations.

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

Patricios, J. S., Schneider, K. J., Dvorak, J., Ahmed, O. H., Blauwet, C., Cantu, R. C., Davis, G. A., Echemendia, R. J., Makdissi, M., McNamee, M., Broglio, S., Emery, C. A., Feddermann-Demont, N., Fuller, G. W., Giza, C. C., Guskiewicz, K. M., Hainline, B., Iverson, G. L., Kutcher, J. S., ... Meeuwisse, W. (2023b, June 1). Consensus statement on concussion in sport: The 6th International Conference on Concussion in sport–Amsterdam, October 2022. *British Journal of Sports Medicine*. <https://bjsm.bmj.com/content/57/11/695#T2>

*Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour when compared with the baseline value reported prior to cognitive activity.

If the student-athlete continues to have symptoms with mental activity, the student-athlete will be provided with academic adjustments/schedule modification by the physician or their designee. Adjustments may be provided for up to two weeks, or more, as determined by the physician. Those adjustments will be provided to the Office of Disability Services and Academic Support to coordinate with professors, learning specialists, and any additional University Administrators for the student-athlete to receive the support and adjustments necessary. Additional adjustments include, but are not limited to:

- Extra time to complete homework
- Use of recording device in class to record lectures
- Extended time to complete tests

Student-athletes with concussive symptoms lasting longer than two weeks will be re-evaluated by the team physician and discuss any changes in schedule modification and academic adjustments with the appropriate members of the multidisciplinary team.

Return-To-Sport

It is imperative that an athlete diagnosed with a concussion avoid cognitive and physical activities until symptoms resolve. Concussion modifiers are also taken into consideration when determining return to play guidelines.

Athlete is to start Return to Sport Protocol once symptom free for 24 hours. If referred to the physician, final authority for return-to-play shall reside with the team physician, or the team physician’s designee. Once cleared, the student-athlete may then begin a graded program of exertion. If post-concussion symptoms return at any point during the progression, all activity is stopped until the student-athlete is symptom free but no sooner than 24 hours later. The student-athlete may begin the progression again and should return to the last completed stage in which no symptoms were present.

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

Patricios, J. S., Schneider, K. J., Dvorak, J., Ahmed, O. H., Blauwet, C., Cantu, R. C., Davis, G. A., Echemendia, R. J., Makdissi, M., McNamee, M., Broglio, S., Emery, C. A., Feddermann-Demont, N., Fuller, G. W., Giza, C. C., Guskiewicz, K. M., Hainline, B., Iverson, G. L., Kutcher, J. S., ... Meeuwisse, W. (2023b, June 1). Consensus statement on concussion in sport: The 6th International Conference on Concussion in Sport—Amsterdam, October 2022. *British Journal of Sports Medicine*. <https://bjsm.bmj.com/content/57/11/695#T2>

*Mild and brief exacerbation of symptoms (ie, an increase of no more than 2 points on a 0–10 point scale for less than an hour when compared with the baseline value reported prior to physical activity). Athletes may begin Step 1 (ie, symptom-limited activity) within 24 hours of injury, with progression through each subsequent step typically taking a minimum of 24 hours. If more than mild exacerbation of symptoms (ie, more than 2 points on a 0–10 scale) occurs during Steps 1–3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during Steps 4–6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of readiness to RTS should be provided by an HCP before unrestricted RTS as directed by local laws and/or sporting regulations.

Reducing Exposure to Head Trauma

Palm Beach Atlantic University Athletic Training Concussion Management Plan utilizes education to reduce gratuitous contact during practice and adheres to the Inter-Association Consensus: Independent Medical Care Guidelines. Emphasis is placed on proper technique and taking a safety-first approach to sport by taking the head out of contact as much as possible.

ATS

As healthcare professionals, Athletic Trainers are required by law to document all treatments and injuries. At Palm Beach Atlantic we utilize an Electronic Medical Records system called Athletic Trainer System or ATS. This system bills Primary Health Insurance for any treatments a SA

receives in the athletic training room. You will receive an Explanation of Benefits in the mail from your insurance company, but you will **NOT** be billed by Palm Beach Atlantic University for the remaining balance. It is common for insurance companies to include a sentence about the patient being responsible for the remaining charges, but you will not be charged by us. All student-athletes are required to login to their portal at the beginning of the academic year. Instructions are sent to students to assist with enrollment and to remind students to update all information.

Drug Testing

A student-athlete maybe selected for testing dependent upon the agency for which they may compete. PBA student-athletes may be selected for drug testing by the following: institutional random, institutional reasonable suspicion, NCAA Championship and NCAA Year-Round testing. Athletes competing for other agencies while participating for PBA may be subject to additional testing at the discretion of their governing body (i.e. USADA, WADA). Testing may be administered via urine, hair, blood or saliva.

1. Institutional Random

The drug-testing schedule will be set by the athletic training staff with the approval of the Department of Athletics. The head coach will be notified the day of or the day prior to the screening, depending on the pre-arranged testing time. The athletic training staff, head coach, or his/her designate will notify the team or selected student-athletes of the time and place for the screening.

2. Institutional Reasonable Suspicion

Student-athletes will be drug-screened and/or evaluated if there is probable cause to suspect alcohol, drug use or abuse. The coaching staff, an administrator, academic advisor, Athletic Trainer, or strength coach may be aware of or see certain signs, symptoms or changes in behavior that may cause him or her to suspect substance abuse. These staff members have a duty to report any suspicions to either the Head Athletic Trainer or Athletic Director.

3. NCAA Championship

In the event of an individual or team qualifying for NCAA Championship competition the individual or team is subject to drug testing prior to, during or post event by the NCAA.

4. NCAA Year-Round Program

The NCAA reserves the right to test all sports in accordance with the Year Round Drug Testing Program.

5. Other Sports Agency (IOC, USADA, WADA)

A student-athlete under International or United States Olympic Guidelines may be drug tested as to those protocols governing the sport or agency.

Statement on the Use of Tobacco

In accordance with NCAA legislation, the use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, Athletic Trainers, managers, and game officials) in all sports during practices and competition.

Statement on the Use of Alcohol

All student-athletes are responsible for abiding by any state, local or university laws and University as well as specific athletic departmental policies related to the use of alcohol. For a

detailed description and guideline of university requirements and regulations please refer to the PBA Navigator and Student-athlete Handbook.

Statement on the Use of Supplements

Palm Beach Atlantic University does not condone the use of dietary supplements. Dietary supplements do not undergo federal government approval and are not tested for quality like prescription and over-the-counter medications. The product claims made by many dietary supplement manufacturers have not been based on scientific research in many cases. Many dietary supplements have not been subject to research by unbiased independent researchers in order to substantiate performance claims. The potential adverse and/or harmful effects of these substances have not been completely studied, but serious adverse effects have been reported in some instances. As there are minimal federal government labeling requirements for dietary supplements, some products may contain NCAA and/or Palm Beach Atlantic University banned substances, which are not listed on the label. Before taking any dietary supplement, athletes should show it to the athletic training staff to be checked through the REC. It is important for student-athletes to remember that **THEY WILL BE HELD RESPONSIBLE FOR EACH AND EVERY SUBSTANCE THAT ENTERS THE BODY!!**

By signing Palm Beach Atlantic University's Department of Athletics Drug and Alcohol Policy Consent Form, the student-athlete:

1. Acknowledges that he/she understands the need to disclose all dietary supplements used to the head Athletic Trainer or team physician.
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
3. Fully accepts that they have been made aware of the Palm Beach Atlantic University and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;

Accepts any and all liability if they have in the past used, continue to use, and/or use at any time in the future, dietary supplements in any form; and releases the Palm Beach Atlantic University, its agents, and all personnel of any and all responsibility and liability related to such use.

Medical Exception Process

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

The student-athlete is required to inform the Head Athletic Trainer or Team Physician of all medications he or she is taking. Palm Beach Atlantic University should maintain in the student-athlete's medical records a letter from the prescribing physician that documents the student-athlete's medical history demonstrating the need for regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification), medical history and dosage information. Any athlete with Asthma, ADD/ADHD should have the prescribing physician complete the appropriate form with as much information that is available, sign, and stamp the form before returning it to the athletic training department.

In the event a student-athlete tests positive, the Head Athletic Trainer in consultation with the Team Physician will review the student-athlete's medical record to determine whether a medical exception should be granted.

<https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>

Confidentiality

All members of the Palm Beach Atlantic University are expected to respect a student-athletes right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All Palm Beach Atlantic University personnel are expected to adhere to the Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the appropriate supervisors and/or Human Resources.

Institutional Testing Consequences

Zero Tolerance

If test results show any number of banned or illegal substances over the minimum levels, it will be considered a positive test and student-athlete will be held responsible for the appropriate consequences. The athletics department will not accept ignorance or secondhand consumption as an excuse for a positive test. If a test is positive the following discipline will follow.

1st Offense

1. 2-week removal from all team activity.
2. Suspended from 20% of games in championship season rounded up to the nearest whole number (can roll over to the following year if necessary).
 - a. If 20% game suspension totals more than the remaining number of games in the current season, the remaining number of games will roll-over to the next year's championship season
 - b. Championship season is the season in which the team is eligible to compete at the NCAA tournament (e.g. Soccer championship season is the fall; Baseball championship season in the spring).
 - c. Non-Championship season is the off-season, or individual season (tennis) and not during the same season as the NCAA tournament.
3. Athlete will be required to complete tasks as assigned by the head coach.
4. The Director of Athletics will verbally inform the parents of the student-athlete of the positive test results.
5. If the student-athlete is appealing the result, will be suspended until such appeal has been conducted
6. Must test negative for all substances at the end of game suspension before being reinstated to athletic activity at athlete's expense.

2nd Offense

1. 30-day removal from all team activity.
2. Suspended from 50% of games in championship season rounded up to the nearest whole number.
3. Athlete will be required to complete substance abuse counseling and/or spiritual mentoring.
4. The Director of Athletics will verbally inform the parents of the student-athlete of the positive test results.
5. Possible reduction in scholarship award.
6. Must test negative before being reinstated to athletic activity at athlete's expense.

No-Show Policy

If a selected student-athlete does not show up for his/her drug test, they must report to Health and Wellness to give a hair sample on the same day. The student-athlete will be responsible for payment of the test. Failure to provide a sample will count as a positive test, regardless of the reason for the no-show.

Athletic Communications

The Palm Beach Atlantic University Athletic Communications Office is responsible for providing accurate and timely information to a variety of consumers, including media, student-athletes, coaches and fans. The Athletic Communications Office oversees the public relations, marketing, and media relations efforts for 18 varsity sports in addition to representing the PBA athletic department in other areas. The general duties of the athletic communications staff include writing the content for Palm Beach Atlantic's official athletics website, www.pbasailfish.com, arranging all interviews with student-athletes and coaches, compiling and archiving statistics, and managing the department's brand and social media presence.

Updated information about teams and individuals including rosters, schedules, biographical information, photographs, and updated statistics and results are available on www.pbasailfish.com.

Please make sure to fill out a Student-Athlete Questionnaire at the beginning of your first season and provide the requested background information. The information you provide is needed to help publicize you and build your bio on pbasailfish.com. The form can be found at pbasailfish.com/psa. If at any time you see incorrect or outdated information about yourself (i.e., name spelled incorrectly, wrong hometown, different major etc.), please let the athletic communications staff know to get it corrected.

The Athletic Communications Office is located in the John & Sheila Rinker Sports Center.

Sailfish Sports Network

The Sailfish Sports Network offers high-definition video streams of PBA events at no additional cost to parents and fans. You can watch Palm Beach Atlantic baseball, basketball, lacrosse, softball, soccer, and indoor volleyball home events on the Sailfish Sports Network online at www.sunshinestateconference.tv/palmbeachatlantic.

The PBA "portal" provides links to all home games as well as away games against fellow SSC schools. The Sailfish Sports Network can be watched via computer, mobile phone, or tablets by visiting www.sunshinestateconference.tv/palmbeachatlantic from any web browser. The SSC Digital Network also offers custom-built apps, which are available now on Apple TV, Amazon Fire TV, Android TV and Roku. These applications provide Sailfish fans a seamless way to access content directly on their TVs - with no need to "relay" or "cast" the stream from tablets, phones, or desktop computers. Users can access the content simply by searching for "Sunshine State" within the interface of their choice and then downloading the free app.

All Sailfish home games are produced in-house in partnership with the sport broadcasting undergraduate students. Students are able to gain hands-on experience with directing a multi-camera broadcast, operating top-of-the-line equipment, play-by-play commentating and more.

PBA's live stat hub can be found at pbastats.com. This is the best source for friends and family to keep up with live PBA games/events. Another helpful site is the Sunshine State Conference website, www.sunshinestateconference.com. The NCAA site is www.ncaa.com.

Interviews

All interviews with Palm Beach Atlantic student-athletes and coaches should be scheduled through the Athletic Communications Office. The best time to arrange interviews is in the afternoon on weekdays (when not interfering with athletes' class schedules).