Policies and procedures printed in this manual are subject to change. For the most recent version of the Student-Athlete Handbook go to www.plnusealions.com.

Revised: February 6, 2020
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A Letter from the President

Welcome,

Thanks for your commitment to be a PLNU Student-Athlete. Your membership on a team has a significant role of influence and leadership in the university community. I’m grateful for your commitment to prepare and discipline yourself for your sport and competition on your team.

I hope this is a great year for you personally in athletics and as you grow in your academic and spiritual disciplines.

This past year was a successful year in the PacWest and NCAA DII and I’m confident 2019-20 will be an exciting year of competition.

Again, thanks for your commitment to your team and for your representation of PLNU through your sport and life.

Positively,

President Brower
Welcome to PLNU

We are extremely excited to have you here. Please know that our coaches and staff have spent a lot of time to ensure you have the best experience possible at PLNU. I deeply encourage you to maximize every opportunity.

It is also my hope that the information in this handbook will help you throughout your time at PLNU. Contact directories, athletic training services and compliance explanations are just a few of the valuable resources you will find in this handbook. Please become familiar with the contents of these pages, and as always, don’t hesitate to reach out to myself or any member of our staff to ask questions at any time.

Wearing a PLNU uniform is a privilege, and please remember that you are representing your school, your teammates and your family—in and out of uniform.

Most of all, enjoy this special time in your life, it goes by quickly!! Intercollegiate Athletics offers unique opportunities to learn life lessons and make life-long friends. I am thankful that you are here to embrace this holistic experience and it is our hope that you have the fullest time of athletic, academic, spiritual and social growth possible. I truly desire for you to have an amazing experience here at PLNU.

Again, welcome to Point Loma Athletics and...GO SEA LIONS!

Ethan Hamilton, Athletic Director
ethanhamilton@pointloma.edu
619-849-2265
Athletics Organization and Administration

**Point Loma Nazarene University Mission Statement**
Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

**Point Loma Nazarene University Vision Statement**
Point Loma Nazarene University will be a nationally prominent Christian university and a leading Wesleyan voice in higher education and the church – known for excellence in academic preparation, wholeness in personal development, and faithfulness to mission.

**Core Values**
- Excellence in teaching and learning
- An intentionally Christian community
- Faithfulness to our Nazarene heritage and a Wesleyan theological perspective
- The development of students as whole persons
- A global perspective and experience
- Ethnic and cultural diversity
- The stewardship of resources
- Service as an expression of faith

**PLNU Athletics Mission Statement**
PLNU champions a Christ-centered environment where Student-Athletes experience holistic growth while pursuing academic and athletic distinction.

**PLNU Athletics Statement of Philosophy**
The overarching goal of PLNU athletics is to be an integral part of the total program of PLNU’s mission “to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith.” Under the departments of student development and athletics, Intercollegiate Athletics seeks to honor PLNU’s core value of “the development of students as whole persons” in the lives of Student-Athletes.

The following principles and objectives guide the course of intercollegiate athletics at PLNU:

1. Student-Athletes will develop the individual and team skills necessary to compete at the conference and regional levels. PLNU also welcomes the opportunity to compete nationally.
2. PLNU will clearly communicate its Christ-centered mission to all competitors and will affiliate with regional and national conferences that respect its mission and provide a reasonable level of competition.

3. PLNU maintains high academic standards for all students, including Student-Athletes. Scheduling of competition and travel will minimize academic disruption.

4. PLNU’s athletic teams and spectators will cultivate a competitive environment of good sportsmanship, reflecting fairness in competition, humility in victory, and dignity in defeat.

5. Intercollegiate Athletics will provide opportunities for fan engagement and the cultivation of school spirit.

6. The Athletic Department will align its fundraising and promotional efforts with the efforts of the offices of University Advancement and Admissions.

7. Consistent with the history of the Church of the Nazarene and her affirmation of leadership by both women and men, Intercollegiate Athletics offers competitive opportunities to both women and men and fully complies with federal regulations related to gender equity.

8. PLNU hires and develops coaches who are committed to Christ, possess University level coaching knowledge and skills, maintain a high standard of personal conduct, and are committed to the character development of their Student-Athletes.

9. PLNU recruits Student-Athletes who understand and support the University mission. Each Student-Athlete will pursue a course of study designed to culminate in graduation from the University.

10. Athletic Programs will be sponsored based on: adequate facilities in proximate distance of campus, adequate economic support, adequate student interest, adequate opportunities for competition within regional and national conference affiliation, and within the context of capped enrollment.

**NCAA Division II Philosophy Statement**

As a member of the PacWest and NCAA Division II, Point Loma Nazarene University respects and supports the following NCAA Division II Philosophy Statement. Members of Division II believe that a well-conducted intercollegiate program, based on sound educational principles and practices, is a proper part of the educational mission of a university and that the educational welfare of the participating Student-Athlete is of primary concern.

Members of Division II support the following principles in the belief that these obligations assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by
the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

- Believes in promoting the academic success of its Student-Athletes, measured in part by an institution’s Student-Athletes graduating at least at the same rate as the institutions student body;

- Believes that participation in Intercollegiate Athletics benefits the educational experience of its Student-Athletes and the entire campus community;

- Believes in offering opportunities for Intercollegiate Athletics participation consistent with the institution’s mission and philosophy;

- Believes in preparing Student-Athletes to be good citizens, leaders, and contributors in their communities;

- Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive social attitudes in all of its athletic endeavors;

- Believes in scheduling the majority of its athletic competition with other members of the Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;

- Recognizes the need to “balance” the role of the athletic program to serve both the institution and the general public;

- Offers an opportunity for participation in Intercollegiate Athletics by awarding athletic aid to its Student-Athletes;

- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics must be controlled by the institution. The emphasis for an athletic department should be to operate with an institutionally approved budget and compliance with and self-enforcement of NCAA Bylaws and expectation of the membership.
Staff Directory

For current staff members and contact information see our [website directory].

![Athletics Department Organizational Chart]

**NCAA and Conference Affiliations**

The NCAA is the primary association that governs and controls Intercollegiate Athletics on the national level. PLNU's athletics program became an active member July 2014 in NCAA Division II.

PLNU sponsors 11 intercollegiate athletic programs. Men's sports include: baseball, basketball, soccer and tennis. Women's sports include: basketball, cross country, golf,
soccer, tennis, track and field and volleyball. Intercollegiate athletic team assignments are based on one’s assigned sex at birth.

PLNU is a member of the Pacific West Conference and plays a PacWest Conference schedule. PacWest member institutions (12) include Academy of Art University, Azusa Pacific University, Biola University, Chaminade University-Hawaii, Concordia University (CA), Dominican University of California, Fresno Pacific University, University of Hawaii-Hilo, Hawaii Pacific University, Holy Names University, Notre Dame de Namur University, and Point Loma Nazarene University.

**Point Loma Nazarene University Intercollegiate Athletics Committee**
The Intercollegiate Athletics Committee is focused on the size, success, and maintenance of intercollegiate athletic programs at Point Loma Nazarene University.

**Major responsibilities:**

1. Provides feedback on issues that involve the Athletic Department and its impact on students, Student-Athletes, the community, and the purposes and strategic goals of the University.

2. Advocate for the welfare of Student-Athletes, including travel departure policy, missed class time policy and other initiatives and concerns from Student-Athletes as presented by the Student-Athlete Advisory Committee.

3. In order to safeguard opportunities for Student-Athletes to excel in academics, this committee will request and review an annual report from the Athletic Director regarding compliance with academic standards and performance. This report will include analysis of Student-Athlete admissions standards, academic progress, regular classroom attendance requirements, and graduation rates by team.


5. Promote greater understanding within the University community of intercollegiate athletics and the relationship between academics and athletics.

6. Faculty Athletics Representative will provide a report of any infractions at each Intercollegiate Athletics Committee meeting.

7. In order to carry out the committee’s governance function, the Intercollegiate Athletics Committee shall be advised on:
   - Any proposed changes in departmental recruiting policies, academic advising, expectations regarding Student-Athlete schedules, or any other practice that could affect the academic or financial standing of students who are athletes. The Intercollegiate Athletics Committee need not be informed of all changes mandated by the national athletic governing body for Student-Athletes, which fall under the purview of the Faculty Athletics
Representative, although the Intercollegiate Athletics Committee should be notified of any major changes.

- Any decisions, large donations, or commercial offers that potentially change the financial landscape of athletics.
- Any decisions that potentially affect the campus environment, including athletic facility impact and usage.
- Report on scheduling of competition or practice on Sunday.
- Any proposed plans and policies on sports configurations.
- In cases where an open search process is conducted for head coaching positions, an Intercollegiate Athletics Committee faculty member shall be included on the search committee. When the search is abbreviated, the athletics director shall consult with the Faculty Athletics Representative.

**Reporting:** The Intercollegiate Athletics Committee shall report to the President (or designee) annually. At a minimum, this report shall be in the form of a written report submitted by the committee chair. The Faculty Athletics Representative will also make additional written or oral reports for the entire faculty each semester.

**Committee Members:**

- Size: 12
- 5 Elected by Faculty (4 members at large, one at large which has less than five years of service at PLNU – each will serve one year term)
- 1 Elected by the Head Coach from among the Head Coaches
- 2 Representatives from the Student-Athlete Leadership Team (SALT)
- 4 Ex-officio to include the Associate Athletic Director for Compliance/SWA, Athletic Director, FAR, and VP for Student Development

**Point Loma Nazarene University Compliance Committee**

The purpose of the Compliance Committee is to create, edit and approve the PLNU Compliance Manual, 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 PLNU Compliance Committee:
<table>
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<th>Name</th>
<th>Title</th>
<th>Responsibility</th>
</tr>
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<tr>
<td>Tim Hall</td>
<td>Faculty Athletics Representative</td>
<td>Ensures academic integrity and maintains the appropriate balance between academics and intercollegiate athletics</td>
</tr>
<tr>
<td>Shannon Hutchinson Caraveo</td>
<td>Director of Undergraduate Admissions</td>
<td>Oversees all undergraduate admissions</td>
</tr>
<tr>
<td>Cheryl Gaughan</td>
<td>Director of Academic Records</td>
<td>Oversees the matriculation of Student-Athletes in the area of course requirements required for a degree</td>
</tr>
<tr>
<td>Deron Matson</td>
<td>Academic Records Specialist</td>
<td>Oversees Student-Athlete enrollment requirements</td>
</tr>
<tr>
<td>Daniel Reed</td>
<td>Associate Director of Undergraduate Financial Aid</td>
<td>Assists in the oversight of Student Financial Services</td>
</tr>
<tr>
<td>Brad Soriano</td>
<td>Senior Financial Aid Officer</td>
<td>Assists in the oversight of Student Financial Services</td>
</tr>
<tr>
<td>Jackie Armstrong</td>
<td>Associate Athletic Director for Compliance/SWA</td>
<td>Oversees Compliance within Athletics, serves on the athletics senior management team and monitors Student-Athlete welfare</td>
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**Faculty Athletics Representative (FAR)**
The Faculty Athletics Representative (FAR) for PLNU is Dr. Tim Hall. 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-Athletes. The FAR is available to help Student-Athletes should they encounter issues with financial aid, eligibility, waivers and appeals, health and student welfare. Additionally, you should contact the FAR regarding disputes with faculty over missed class for competition or authorized team travel. Dr. Hall's contact information is timhall@pointloma.edu or 619-849-7270.

**Student-Athlete Leadership Team (SALT)**
**Mission Statement:** Point Loma Nazarene University Student-Athlete Leadership Team seeks to improve a Student-Athletes’ university experience through a Christ-centered atmosphere.

**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 the liaisons between PLNU Student-Athletes and the coaching staff, faculty, administration and the nearby community groups.

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 Christ-like character.

2019-2020 SALT Board Members

President: Sarah Steinhaus, Women’s Soccer
Vice-President: Cara Keturkis, Volleyball
Secretary: Jordan Clay, Women’s Soccer
Treasurer: Madie Fox, Volleyball
Advisor: Brian Thornton, Senior Associate Athletic Director

Community Engagement and Outreach

Point Loma Nazarene University believes in the importance of community engagement and outreach for Student-Athletes. We will participate in athletics-wide events as well as have individual team projects to support this belief. All Student-Athletes and teams are expected to participate in these events and individual team events.

Community Outreach or service means reaching out to help those in the community. Some characteristics of community service are as follows:

- Have specific end goals
- Generally a one-time occurrence
- Most often does not require the establishment of a personal relationship between those providing the service and those receiving the benefit of the service
- Usually done to fulfill a service requirement
- Qualifies as “serve learning”
- Directed toward specific not-for-profit organizations or entities within the community with an identified need

Examples of ongoing community outreach projects include: Beacon of Hope Homeless Ministry, Ocean Beach Clean Up, and PLNU Sports Clinics.

Community Engagement means building lasting relationships. Some characteristics of community engagement are as follows:

- Time of social gathering and interaction with the campus and community
- Feels like interaction with friends
- Opportunity to get to know the campus and local community better
- Making the college and campus feel like the town square
- Individuals walk away from the experience remembering the fun atmosphere
• Directed towards parents, students, alumni, faculty, staff, donors, friends of faculty and staff

Examples of ongoing community engagement include: Staff Appreciation Day, Faculty Appreciation Nights, PLNU Community Day, Homecoming events, PLNU Athletic Worship Day, Superfest and Holiday Fun Night.

Any ideas for a community engagement or outreach project may be communicated to your SALT representative or by contacting the Senior Associate Athletic Director, Brian Thornton.

**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 is 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 [NCAA Bylaw 10.3].

**PacWest Principle of Sportsmanship and Ethical Conduct**

PacWest Bylaw 8.1 - It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

8.1.1 - Unsportsmanlike and/or unethical conduct shall subject an individual to disciplinary action by the Conference Office. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution’s policies, action, or failure to act substantially contributed to the individual’s misconduct.

8.1.2 - Acts of unsportsmanlike and/or unethical conduct and individual penalties: With regard to specific circumstances of unsportsmanlike and/or unethical conduct, see “Process for Review by Commissioner.” Acts of unsportsmanlike and/or unethical conduct may include, but not be limited to a player, coach or other institutional representative who:

1. Strikes or physically abuses an official, opposing coach or player,

2. Intentionally incites participants or spectators to violent or abusive action,

3. Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators,

4. Publicly criticizes any game official, Conference personnel, another institution or its personnel,

5. Engages in negative recruiting by making statements to a prospective Student-Athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or

6. Any other acts or conduct not specifically described herein that bring disrepute on the Pacific West Conference or one of its member institutions.
**Student-Athlete/Coach Conflict**

PLNU Athletic Department encourages all Student-Athlete/Coach conflicts to be settled between the parties involved. However, if conflict continues after reasonable attempts for resolution then Student-Athletes may contact the Senior Associate Athletic Director or Associate Athletic Director for Compliance/SWA to seek further assistance.

**University Policies**

The following policies can be found in the PLNU Student Handbook. The updated version of the PLNU Student Handbook is located online at www.pointloma.edu.

2019-20 Main Campus Undergraduate Student Handbook

2019-20 Graduate and Professional Studies Student Handbook

Chapel Attendance Policy

Sexual Assault Reporting

Title IX and Non-Discrimination Policies

**Substance Abuse Program**

As a member of NCAA DII and the PacWest Conference, Point Loma Nazarene University (PLNU) Student-Athletes are expected to conduct themselves in a manner that is congruent to the NCAA Drug Testing Policy as well as to the mission of the institution. This program implements specific measures to ensure Student-Athletes the highest level of accountability in upholding the mission of PLNU and the NCAA.

**Prohibited Substances**

Students participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current NCAA banned drug list with the addition of alcohol and tobacco. Student-Athletes may not use the drugs specified by the NCAA regardless whether such use occurs before, during, or after the Student-Athlete’s competitive season. In addition, pursuant to PLNU Student Conduct Policies, the University requires that Student-Athletes abstain from the use and possession of alcohol beverages and smoking/tobacco products.

**NCAA Drug Testing Program**
In addition to the PLNU Athletic Substance Screening Program, the NCAA has a Drug Testing Program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

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

- If PLNU is selected for year-round drug testing, the Athletic Director, 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 making contact and notifying Student-Athletes of their selection for drug testing.

- Any Student-Athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in NCAA Bylaw 31.2.3.1.

- If the NCAA tests the Student-Athlete for the banned drug classes listed in NCAA Bylaw 31.2.3.4 and they test positive (consistent with NCAA drug-testing protocol) in the initial Sample A test, that Student-Athlete will then be suspended from participation until the Sample B test has been determined. If the Student-Athlete tests positive for Sample B (consistent with NCAA protocol), then that Student-Athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18.4.1.5.1. They will remain ineligible from the date of their positive drug test and until they can retest negative. The Student-Athlete will then be required to go through Student-Athlete reinstatement and will be charged one season of competition. PLNU may appeal to the NCAA Eligibility Committee for restoration of your eligibility if mitigating circumstances warrant restoration.

- A Student-Athlete who tests positive for a banned drug other than a “street drug” shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility.

- A Student-Athlete who tests positive for a “street drug” shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).

- If a Student-Athlete tests positive a second time for the use of any drug, other than a “street drug” as defined in NCAA Bylaw 31.2.3.2, he or she shall lose all remaining
regular season and postseason eligibility in all sports. **In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.**

- An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the Student-Athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the Student-Athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the Student-Athlete shall remain ineligible until the prescribed penalty is fulfilled, the Student-Athlete tests negative and the Student-Athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement.

**Note:** The list of NCAA banned drugs is subject to change and the Student-Athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA web site (www.ncaa.org), a copy is provided in this manual and is posted in the Sports Medicine Clinic.

For authoritative information on NCAA banned substances, medications and nutritional supplements, contact Drug Free Sport Axis (816) 474-8655 or https://drugfreesport.com/education/axis/ (password: ncaa2).

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

*It is the responsibility of the Student-Athlete to know what he/she is putting into their body and seek answers through the appropriate resources if they have questions.*

**2019-2020 NCAA Banned Drugs**

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

Please use the following link for the NCAA banned drug list:


**PLNU Athletic Substance Screening Program**

This program has three major components: Education, Substance Screening and Discipline. Each of these three components will be further outlined below.
Program, Purpose, and Philosophy
The purpose of this program is to create an environment that affords Student-Athletes the optimal opportunity to grow spiritually, athletically, and academically during their career at PLNU. The Athletic Department and the institution as a whole believe that the use of alcohol and banned substances does not give Student-Athletes the best chance to succeed in the three areas of growth stated above. Therefore, this policy is designed to educate Student-Athletes about the adverse effects of substance abuse, detect the use of banned substances by PLNU Student-Athletes, gracefully discipline those who choose to partake in the use of banned substances, and assist them to the best of our ability in their recovery and rehabilitation.

Education
The Athletic Director, Associate Dean of Student Success & Wellness, Dean of Students, Team Physician, Sports Medicine Staff, Resident Directors, and/or the Head Coach will explain the PLNU Athletic Substance Screening Program to each Student-Athlete at PLNU.

Each Student-Athlete will be required to sign and return the PLNU Athletic Substance Screening Consent Form and Student-Athlete Authorization to Release of Information Form prior to their participation in practice or competition. If the Student-Athlete is under the age of eighteen, the forms must also be signed by the parent(s) or guardian(s). Failure of the Student-Athlete to return these forms will result in the Student-Athlete being ineligible to practice or compete.

Procedure
Point Loma Nazarene University will conduct substance screening throughout the academic year. The basis for the screening process is informed consent (based on the forms submitted to PLNU) and Drug Free Sports. Multiple on-campus screenings will occur throughout the year. Subsequent tests may be conducted at the discretion of the Athletic Director.

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

Random Sampling: A random sample of Student-Athletes from current team rosters will be selected for a total of 3-5 percent of the entire population of Student-Athletes. Student-Athletes may be tested multiple times due to the random nature of the selection process.

Individualized Reasonable Suspicion: Circumstances for selection upon reasonable suspicion may include (but are not limited to):

- Observed changes in performance or behavior (physical and/or emotional), for example missing class. Observations may come from the Athletic Director, Athletic Trainers, Team Physician, Head Coaches, Assistant Coaches, Dean of Students, Resident Director, and/or the Faculty.
- Arrest on charges related to use and/or possession of banned substances.
- Suspected manipulation of specimens (example: dilution of sample).
- Proven history of positive results.
• Presence or possession by a Student-Athlete of illegal or controlled drugs or drug related paraphernalia.
• When a designated administrator, coach, or support staff has suspicion through the sense of smell, sight and/or sound.

*If a Student-Athlete fails to report to the testing site, fails to produce a specimen at time of testing, and/or manipulates the integrity of the specimen and/or collection process, it will be considered a positive test. The Student-Athlete will be subject to the appropriate sanctions.*

If additional substance abuse testing/screening is required, the Student-Athlete(s) will incur the additional costs beyond the initial screening.

*The following discipline steps will also be used with any alcohol-related offenses.*

**Discipline**

**First Violation**
In the case of a first violation the following sanctions will occur:

• A minimum of one-week suspension from participation in practice, competition and travel.
• The Student-Athlete must attend an assessment through the PLNU Wellness Center. The Student-Athlete may be able to begin participation again at the conclusion of seven days (since the Student-Athlete’s notification of positive test) depending on the recommendation of the assessment team and written evidence received by the Athletic Director. In some cases, the Student-Athlete must also be cleared for participation by the team physician.
• The Student-Athlete will automatically be enrolled in the substance screening for the remainder of the school year.
• Any offense may be grounds for revoking of athletic scholarship. Decisions on scholarship removal may be made by the Athletic Director and Head Coach.
• The Student-Athlete may also face further consequences, including but not limited to expulsion from the University.

**Second Violation**
In the case of a second violation the following sanctions will occur:

• Suspension from participation in practice, competition and travel for the rest of the current season.
• The Student-Athlete may be terminated from any future participation in PLNU Athletics.
• The Student-Athlete may also face further consequences, including but not limited to expulsion from the University.

**Note:** The decisions for both first and second violations will be decided by the Athletic Director, Head Coach, and Dean of Students. The same punishment and actions will occur.
for a Student-Athlete who is caught outside of the PLNU Athletic Substance Screening Program in conjunction with Residence Life.

**Appeal Process**
The Student-Athlete’s decision to appeal must be made in writing to the Athletic Director within two business days of the confirmation of a positive test. Upon appeal, Student-Athletes subject to sanction under the terms of this program shall be entitled to a hearing before the Student Conduct Council.

**Safe Harbor Program**
The Safe Harbor Program provides the opportunity for a Student-Athlete to voluntarily disclose the use of a banned and/or illegal substance to a staff member of the Athletic Department. A Student-Athlete is **not eligible** for the program after he or she has been informed of an impending substance screening or after having received a positive substance screening.

The Student-Athlete will be required to make an appointment with PLNU Wellness Center personnel or another licensed counselor. Subsequent substance screening may be required, at the expense of the Student-Athlete, to determine what type of program will best assist the individual. This baseline test, if positive, is for evaluation purposes and will be exempt from any of the above disciplinary actions.

A Student-Athlete will be permitted to remain in the Safe Harbor Program for up to 30 days. If further substance use is detected after the initial admittance to the Safe Harbor Program, or there is failure to comply with the treatment plan, the Student-Athlete will be removed from the program. A Student-Athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at PLNU.

**Confidentiality**
Any information concerning a Student-Athlete’s alleged or confirmed improper use of banned substances shall be restricted to institutional personnel identified within this document and to parents or legal guardians of minors. The PLNU Athletic Department will follow HIPAA guidelines to insure the utmost confidentiality.

**Counseling**
See the PLNU Wellness Center website for more information:
http://www.pointloma.edu/WellnessCenter.htm

**Music Policy**
The Assistant Athletic Director for Events Operations must approve all music that is to be played at PLNU athletic events, or at any time when the general public has access to the facility. Ultimate approval of all music is solely based on the discretion of the Assistant Athletic Director for Event Operations, whether the guidelines below are met or not. If
music is deemed inappropriate, it will not be permitted at any time nor any location within the Point Loma Athletic Facilities.

**Music Submission Guidelines:**

- A list of requested songs, including the song title and name of the artist must be sent digitally to the Assistant Athletic Director for Event Operations.
- It will take 48 hours for music to be approved.
- Warm up music must fill the entire length of the scheduled warm-up time; otherwise music will just be placed on a repeating loop.

**Rules and Regulations**

- No music can be played that has been altered in any manner (bleeped, edited).
- No profanity.
- Music cannot promote the use of drugs, alcohol, violence or criminal activity.
- The selections cannot demean any specific group of people (race, gender, religious).
- The music cannot encourage or celebrate sexuality outside the context of marriage.
- Consideration must be given to all people within audio range of the music being played; with content, style and volume being taken into account based on the entire audience.
- Approved "warm-up" music will not be played more than 2 hours before a contest.
- Inappropriate music is impermissible anytime and anywhere in the athletic facilities (i.e. locker room, weight room, etc.), regardless of whether or not it is in a "public area".

**Other Considerations**

- Once a contest or event has begun, all music selection matters are at the discretion of Athletic Department personnel. Special requests and changes will not be considered.
- Live music (i.e. PLNU band, hired musicians, choirs, etc.) takes precedent over recorded music and are subject to the same rules & regulations as pre-recorded music.

**Media Policy**

Student-Athletes must sign a *Consent Form for Publicity and Media Release* form in order for PLNU athletics, PLNU University, NCAA, PacWest and affiliate institutions to distribute their picture or print their name in publications. All interviews (print, electronic or video) should be coordinated through the Assistant Athletic Director for Communications. Student-Athletes should remember that they are representing Point Loma Nazarene 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 Assistant Athletic Director for Communications.

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.

**Interview Policy**

The following conditions shall apply for the Point Loma Athletics Interview Policy:

**Weekly Interviews**

Teams will have weekly scheduled 30-minute media interview sessions on the PLNU campus. A coach and 3-4 Student-Athletes from in-season teams will be made available to members of the media for each of these sessions.

The Student-Athletes for these media sessions are chosen at random unless request made 24 hours in advance.

**Scheduling Interviews**

In the case of all other interviews with any member of the Point Loma Athletic Department (i.e., out-of-season head coaches, assistant coaches, administration, etc.) must be scheduled through the Assistant Athletic Director for Communications 24 hours prior to the requested interview time. This includes both student media and off-campus media. Communication will also occur with the interviewer from the Assistant Athletic Director for Communications to determine and approve/disapprove the theme and questions in the interview.

- Any Student-Athlete contacted directly by the media will not participate in an interview, make a comment, nor share or allude to any information relating to PLNU and/or their involvement as a Point Loma Student-Athlete, without the consent of the Assistant Athletic Director for Communications. **Whether the Student-Athlete has an existing relationship with the person making the request or not.**

- This also applies to out-of-season Student-Athletes.

**Postgame interviews**

All postgame interviews must be discussed before the conclusion of the game with the Assistant Athletic Director for Communications. This can be done while the game is in progress. The Assistant Athletic Director for Communications will make contact with the Student-Athlete or coach after the contest and arrange for the meeting between the
reporter and the interviewee. If a Student-Athlete is approached by a reporter following a contest without previously being notified by the Assistant Athletic Director for Communications, the Student-Athlete should immediately refer the reporter to the Assistant Athletic Director for Communications before making any comments.

**Media and Photographer credentials**

Media and photography credentials for all PLNU home events can be obtained through the Assistant Athletic Director for Communications 24 hours prior to the event.

**Social Media Policy**

The PLNU Athletic Department understands the popularity and usefulness of social media networking sites such as Twitter, Facebook, YouTube, Instagram, etc., and supports their use by student-athletes provided that:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate PLNU, Athletic Department or student-athlete codes of conduct;
- Photos and/or comments posted on these sites do not depict negative team-related or PLNU-identifiable activities (including wearing/using team uniforms or gear inappropriately);
- Does not promote commercial products or services of any kind, including receiving any form of compensation for the use of an individual’s image.

Student-athletes must remember that they are representatives of PLNU and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. **Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.**

- You should not post any information, photos or other items online that could embarrass you, your family, your team, the athletic department or Point Loma. **This includes information that may be posted by others on your page.**
- Student-athletes could face discipline and even dismissal for violations of team, department, PLNU and/or NCAA policies.

**Potential employers and internship supervisors regularly check individuals’ social media platforms as a way of screening applicants.** In addition, many graduate programs and scholarship committees also search these sites to screen candidates. PLNU student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors.

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**Student-Athlete Housing Policy**

*Single, undergraduate students under the age of 23 are required to live in University housing.*

All incoming transfer Student-Athletes who receive athletic aid must also live on campus in their first year at PLNU.

Current on-campus Student-Athletes who receive athletic aid and will be juniors for the upcoming academic year (those who have 57-88 including the Spring semester) may apply to live off campus, but they must meet the minimum of a 3.0 cumulative GPA after the Fall semester of their sophomore year, have no student conduct issues, and must be approved by the Office of Student Development.

Current on-campus Student-Athletes who receive athletic aid and will be seniors for the upcoming academic year (those who have 89+ units including Spring semester) with a valid grad check can self-select to live off campus, pending approval by the office of Student Development.

Exceptions to the policy are:

- Students with 89+ units (w/grad check)
- Students living at home with a parent or guardian (verification required)
- Students employed in a qualified live-in situation (for example as a nanny, caregiver, etc. - verification required)

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**Amateurism**

**Maintaining Amateur Status and Eligibility**

Student-Athletes can lose amateur status and/or 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 agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a Student-Athlete or their family prior to completion of your eligibility.

**Outside Competition**
In sports other than basketball, a Student-Athlete will become ineligible if after enrolling at PLNU 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, road races or other activities in your sport outside of your PLNU 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. (NCAA Bylaw 10.02.1)

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. (NCAA Bylaw 10.3)

A Student-Athlete who violates this bylaw may lose their seasons of eligibility in all sports. (NCAA Bylaw 10.3.2)

Academic Policies

University Honor Code
The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of University life. Academic honesty and integrity are strong values among faculty/staff and students alike. Any violation of the University’s commitment is a serious affront to the very nature of PLNU’s mission and purpose.

Academic dishonesty is the act of presenting information, ideas and/or concepts as one’s own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that particular assignment or examination, and/or the course. The faculty member shall file with the appropriate dean and the department chair or school dean a written report of the incident and the action taken. After the examination of the event, the University official shall submit a report to the Provost and the Vice President for Student Development. If either of these administrators believes other disciplinary action should be taken, consultation between the faculty member and the administrators will determine the resulting discipline.

The student(s) involved in the academic dishonesty may appeal the action by talking first to the school dean or department chair, then, if necessary, to the college dean, and finally, to a committee of the following: A college dean of the student’s choice, the Vice Provost for Academic Administration, the Provost, and the Vice President for Student Development. The appeal decision reached by this committee is final.
The Vice President for Student Development will notify the Associate Athletic Director for Compliance/SWA. Student-Athletes are encouraged to self-report incidents of academic dishonesty to their Head Coach.

**Student-Athlete Academic Responsibilities**
PLNU Student-Athletes are expected to uphold the highest academic standards. The goal of the University is to have each Student-Athlete pursue and obtain an academic degree. As a Student-Athlete, you have the responsibilities of attending class on a regular basis, of completing all classroom assignments, and of conducting yourself in all academic matters in ways that are consistent with optimal classroom performance. You are required to meet all University academic requirements as well as eligibility rules of the University, Conference, and NCAA. It is your responsibility to insure that eligibility requirements are being met.

**Priority Registration**
Student-Athletes will register themselves for future semesters after clearance from their Academic Advisor during the two week priority web-registration period. Due to the time demands of academics and athletic competition, Student-Athletes are eligible for priority registration according to the following guidelines:

Seniors (+89 credits) – Registration time is based on total number of credits. The more credits you have the earlier your registration time. All senior Student-Athletes are given registration times before any other class.

Juniors (57-88 credits) – regardless of the number of credits earned, all junior Student-Athletes are moved to the front of the junior class for registration and therefore will be given a registration time at the end of the senior class.

Sophomores and Freshmen (56 credits or less) – regardless of the number of credits earned, both sophomore and freshman Student-Athletes are moved to the front of the sophomore class for registration and therefore will be given a registration time at the end of the junior class.

**Summer School Procedures**
Student-Athletes may NOT use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-Athletes may utilize credits beyond the 6 for eligibility if they need the additional credits to fulfill the degree or grade point average requirements. For courses taken at another institution, all transferable courses will be transferred back to the certifying institution.

The requirements for summer school are:

1. The Student-Athlete must complete a *Summer School Request Form*. 
2. If a summer school request is denied, the Associate Athletic Director for Compliance/SWA will notify the Head Coach and the Student-Athlete regarding the denial.

3. The Athletic Department may provide funding for summer school courses taken at Point Loma Nazarene University. To apply for summer school athletic aid, the Student-Athlete must fill out the Summer School Athletic Aid Application Form. This form must be submitted to the Athletic Director no later than April 1 for consideration. Late applications may still be considered if funding is still available. Funds are not guaranteed and are distributed based on availability and need.

**Transfer Unit Off-Campus Summer Course Pre-Approval**
After matriculation at PLNU, students who wish to augment their experience with coursework from another accredited institution must obtain written approval from the Records Office prior to registering for classes. In this process, coursework designed to meet PLNU requirements in the academic major requires additional approval of the respective department chair or school dean. See the Records Office for summer coursework pre-approval forms.

**Class Attendance Policy**
Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except as approved in writing by the Provost for specific students participating in certain university-sanctioned activities.

Excused absences still count toward the 10%-20% limits, but allow students to make up work, quizzes, or tests missed as a result of a university-sanctioned activity. Activities of a unique nature, such as labs or other activities identified clearly on the syllabus, cannot be made up except in rare instances when instructors have given advanced, written approval for doing so.

Whenever the number of accumulated absences in a class, for any cause, exceeds ten (10) percent of the total number of class meetings, the faculty member should send an e-mail to the student and the Vice Provost for Academic Administration (VPAA) warning of attendance jeopardy.

If more than twenty (20) percent of the total number of class meetings is reported as missed, the faculty member or VPAA may initiate the student’s de-enrollment from the course without further advanced notice to the student.

If the requirements of a university-sanctioned activity extend beyond the normal annual demands, the procedure approved by faculty and outlined in the Student Athletic Handbook will be followed.

If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the Grading section of the catalog. There are no refunds for courses where a de-enrollment was processed.
Absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. Consequently, a student who registers late must monitor carefully regular attendance during the remainder of the semester. Registered students who neither attend the first class session nor inform the faculty of their desire to remain in the class may, at the request of the instructor, be dropped from the class.

Exceptions to the foregoing attendance regulations due to extenuating circumstances may be granted only by appeal to the Vice Provost for Academic Administration. Students are responsible to consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

NOTE: Ultimately, students are solely responsible for their registrations and any financial implications. Inaccurate course registrations can lead to a grade of “F” for failure to complete a course and not dropping by the last day to drop, or no credit allowed if the course is not registered for by the last date to add. Please see the academic calendar for appropriate dates.

If the requirements of a University-sanctioned co-curricular activity extend beyond the regular season demands of that activity, students whose participation would cause them to exceed the 20% absence limit cannot receive further excused absences in those classes unless:

a. 75% or more of their absences already incurred have been excused due to their participation in that University-sanctioned activity and

b. They are currently earning a C- or better in the class.

In determining whether the individual student can receive excused absences for participation, the procedure below will be followed:

1. Notification of the co-curricular supervisor and University Provost. As soon as the program advisor, director or coach becomes aware of a post-season activity, he/she will notify his/her supervisor (Athletic Director or as appropriate in other areas) and the University Provost of the activity and provide a list of active student participants.

2. Determination of whether the event is an “excused” or “unexcused” activity. The Provost will determine, based on information provided by the co-curricular supervisor and general catalog policy, whether the activity is excused or unexcused and notify the co-curricular supervisor.

3. Notification of the instructors for each student likely to be involved in post-season play. Two weeks before the start of post-season play, the Athletic Director or other co-curricular supervisor will send a notification of the potential additional co-curricular activity to the instructors, with a copy to the Provost, of each affected student, making the following points:
a. That Academically qualified student participants in a specific co-curricular activity may be invited to participate in a post-season activity, with the scheduled dates of that activity.

b. That each student on the list is deemed fully qualified academically if, according to the instructor in each class:
   
i. 75% or more of the student’s absences have been due to approved extra-curricular participation.
   
ii. The student’s current grade in the class is C- or higher.

Report from individual instructors. At that time, each instructor will report to the Athletic Director (or appropriate co-curricular supervisor) and to the Provost, indicating whether the individual student is or is not academically qualified in each class.

Determination of the academic qualification of student activity participants.

a. Based on responses from faculty whose reports are received by the stated deadline, the Athletic Director (or appropriate co-curricular supervisor) would prepare a report to be submitted to the Provost, placing potential student participants in one of three categories:

   i. Fully qualified: Academically qualified in all enrolled units and therefore fully qualified to participate.
   
   ii. Conditionally qualified: Academically qualified in 12 or more but not all units and therefore conditionally qualified to participate. Students in this group would be notified in writing by the AD or appropriate co-curricular supervisor, and copied to the Provost, that their participation would be excused in classes where they were academically qualified, but not excused in classes where they were not academically qualified, and that their absence from classes where they were not academically qualified could result in involuntary withdrawal or grade reduction in those classes.
   
   iii. Not qualified: Academically qualified in fewer than 12 units and therefore not qualified to participate.

b. After all faculty had reported on each potential student activity participant’s academic qualification in his/her class, the Athletic Director or appropriate co-curricular supervisor would send to relevant faculty, to the Provost, and to the activity supervisor, a summary of the academic qualification of each potential student participant and a “travel list” of students who would be academically qualified to participate in the post-season activity based on the faculty reports.
Good Academic Standing & GPA Requirements
Point Loma Nazarene University has the following policy for all undergraduate students: Students who’s cumulative GPA falls below the minimum standard of 2.00 are placed on academic probation and not considered in good academic standing. Students on probation are required to carry no more than 13 units and are under the supervision of the Vice Provost for Academic Administration. Students who are on academic probation are not allowed to participate in study abroad programs. Student-Athletes with probationary status are ineligible to participate in intercollegiate athletics.

Graduate students who’s cumulative GPA falls below the minimum standard of 3.0 (2.75 for students in the Master of Ministry program) are placed on academic probation and are under the supervision of the Vice Provost for Academic Administration. Graduate students on probation are not considered in good academic standing. Graduate Student-Athletes with probationary status are ineligible to participate in intercollegiate athletics.

Academic Standing Policy: Probation and Suspension
Point Loma Nazarene University takes seriously a student’s inability to make satisfactory progress toward the goal of a degree. The University works with students placed on academic probation to create links between them, faculty advisors, the Office of Student Development, and other support programs at the University. The Vice Provost for Academic Administration initiates services and policies concerning students on academic probation.

Students experiencing academic difficulties may fall into one of the several categories as defined by the probation process.

1) Academic Warning
Students whose semester (or session) grade point averages (GPA) are below acceptable standards will receive a letter of ACADEMIC WARNING from the Associate Provost.

2) Academic Alert
Students whose semester (or session) GPA falls below 2.00 for two consecutive terms are placed on PROBATION ALERT, even though their cumulative GPA is at the “good academic standing” level. These students are limited to 13 units and are monitored closely by the Academic Affairs Office.

3) Academic Probation
Students whose cumulative GPA falls below standards are placed on ACADEMIC PROBATION. They will be warned in a letter that continued probation will lead to disqualification if the cumulative GPA is not raised to a 2.00 during the next semester. Students on probation are required to carry a restricted course load of 13 units. Probationary students who fail to earn a cumulative 2.00 GPA following the first probationary semester are disqualified from continuing at the University.

4) Continuance on Academic Probation
Students who are on probation and earn at least a 2.00 during the current session,
but whose cumulative GPA is below 2.000, may be continued on academic probation. These students are under the supervision of the Office of the Vice Provost for Academic Administration.

5) Academic Disqualification
Students who fail to earn a cumulative GPA of 2.000 for a second consecutive semester are placed into ACADEMIC DISQUALIFICATION, with the option of an appeal (form enclosed with the disqualification letter requiring appeal to be made within 10 days). Students who choose not to exercise the right to appeal forego enrollment at PLNU for a minimum of one regular semester. Students who appeal their disqualification successfully and are permitted to enroll in the following regular semester are not eligible for federal or state aid or veterans’ benefits. To regain eligibility, students must achieve a session GPA of 2.000, carrying at least nine units.

6) Final Academic Disqualification
Students may apply for readmission through the Admissions Office only after hiatus of one full academic year. These students are required to bring with them at least nine (9) units of approved academic credit, taken during the hiatus, at or above the 2.000 level. The Vice Provost will review their status in a personal interview and make a recommendation to the Enrollment Management Committee, whose decision is final.

Academic Grievance Procedures and Grade Disputes
It is the responsibility of the faculty to evaluate student performance and assign grades. However, PLNU has established a course grade appeal policy that may be used when a student believes that the syllabus was not followed in the grade calculation, or believes that the grading was done in a capricious and arbitrary manner. An appeal is not proper if a student is simply dissatisfied with a grade that was based on the faculty member’s professional judgment.

A Course Grade Appeal Form is available in the Office of the Vice Provost for Academic Administration. Any such appeal must be filed within one year from the end of the course in which the grade was given.

Further information about the steps to be followed in a course grade appeal is available in the office of the Vice Provost for Academic Administration.

Academic Support and Resources
Located in Bond Academic Center, the Advising Office is the point of contact for personal assistance in a variety of areas, including: declaring or changing an academic major, minor, and concentration; identifying your faculty advisor; planning your schedule, developing strategies for selecting classes, completing transfer course work at your local community college; online web registration; and more.

To make an appointment with an academic advisor call 619-849-3333.

- Disability Resource Center (DRC)
The Disability Resource Center is the point of contact for individuals with physical, learning, and/or psychological disabilities. The DRC ensures compliance with federal regulations for access and accommodation for undergraduate students with disabilities to all curricular and co-curricular opportunities offered by the University through collaboration with faculty and staff.

- **Tutorial Services**

The PLNU Tutorial Center offers free peer tutoring, review sessions, paper editing, study strategies, organization skills and more, for over 100 undergraduate subjects.

- **Academic Support Center Staff Contacts**

  Kimberly J. Bogan, Psy.D.
  Associate Dean of Student Success & Wellness, LEAP Program Co-Facilitator
  kimbogan@pointloma.edu

  Nichole Hope-Moore
  Director of Disability & Tutorial Services
  nicholehope-moore@pointloma.edu
  619-849-2486 office

**Academic Calendars**

Undergraduate Academic Calendar

[https://www.pointloma.edu/offices/records/undergraduate-records](https://www.pointloma.edu/offices/records/undergraduate-records)

Graduate Academic Calendar

[https://www.pointloma.edu/offices/records/graduate-records](https://www.pointloma.edu/offices/records/graduate-records)

**Eligibility**

Student-Athletes must meet minimum academic requirements to be eligible to receive financial aid, practice and/or compete. Student-Athletes must be in good academic standing according to the standards of the University. All intercollegiate athletic teams are committed to following all eligibility rules as prescribed for NCAA events. The NCAA constitution states that to be eligible a Student-Athlete “must be in good academic standing” and “must maintain satisfactory progress toward a baccalaureate degree as prescribed by the regulations of the NCAA and the member institution.” Satisfactory progress is interpreted to mean:

1. The Student-Athlete is enrolled for at least 12 hours in a degree program, and
2. The Student-Athlete must designate a specific program of studies (major) by the beginning of the fifth semester of collegiate enrollment, and

3. The Student-Athlete has accumulated at least 24 hours of acceptable credit each year prior to the beginning of the fall semester (summer terms will not be considered a semester of enrollment), and

4. Has a cumulative GPA of 2.0 or better

5. The Student-Athlete must earn a minimum of 9 hours designated towards their degree in the previous full-time term of attendance to be eligible for competition in the next semester.

**Full-time Enrollment**

Undergraduate Student-Athletes are required to be enrolled in 12 semester hours in order to practice or compete. **When a Student-Athlete drops below 12 semester hours at any time, he/she is not eligible to practice or compete.** If the Student-Athlete competes in intercollegiate competition, the team will have to forfeit the competition(s) and the Student-Athlete must be reinstated by the NCAA once the Student-Athlete becomes re-enrolled in 12 semester hours. Graduate students with remaining eligibility are required to be enrolled as a full-time student according to their graduate program full-time criteria.

A registration hold will be placed on all Student-Athlete schedules by 8:00 AM of the first day of class to disallow registration changes without review by the Associate Athletic Director for Compliance/SWA and Records Office. The registration hold will be listed for priority registration each semester.

Student-Athletes are required to have a **Student-Athlete Change of Schedule Form** signed by the Records Office staff and Associate Athletic Director for Compliance/SWA prior to changing their class schedule. The registration hold will then be removed to allow necessary changes to their schedule.

**Initial Eligibility**

Student-Athletes who enroll in a Division II institution as an entering freshman with no previous fulltime college attendance must meet the academic requirements as certified by the NCAA Eligibility Center. Upon certification, a Student-Athlete will be deemed a **qualifier, partial qualifier or a non-qualifier.**

A **qualifier** is a student who has met all of the following requirements (**NCAA Bylaw 14.02.10.1**):

1. Graduate from high school;

2. Successful completion of a required core curriculum consisting of a minimum number of courses in specified subjects.
3. Specified minimum grade-point average in the core curriculum (2.0) (*This is the NCAA requirement. PLNU Requirements for eligibility may be higher).

4. Meet NCAA sliding scale test scores.

As a **qualifier**, Student-Athletes are permitted to receive financial aid based on athletic ability, practice and compete during their first academic year in residence.

A **partial qualifier** is a student who does not meet the requirements for a qualifier but who, at the time of graduation from high school, presents **one** of the following academic requirements [*NCAA Bylaw 14.3.2.1*]:

1. Presents a minimum cumulative GPA of 2.000 in a successfully completed core curriculum requirement; or

2. A minimum combined score on the SAT verbal/critical reasoning and math sections of 820 or minimum sum score of 68 on the ACT

As a **partial qualifier**, Student-Athletes are permitted to receive financial aid based on athletic ability and practice but cannot compete during the first academic year in residence.

A **non-qualifier** is a student who has not graduated from high school or presented neither the core curriculum grade-point average and required SAT/ACT score. As a **non-qualifier**, Student-Athletes are not eligible to receive neither financial aid based upon athletic ability, compete nor practice during the first year in residence. However, they are eligibility to receive financial aid not based on athletic ability.

**Continuing Eligibility and Progress-Toward-Degree Requirements**

If a Student-Athlete transfers to PLNU midyear, or has completed one academic year in residence at PLNU, their academic record shall determine their eligibility in existence at the beginning of the fall term of the regular academic year. To be eligible to represent PLNU in intercollegiate athletic competition, a Student-Athlete must maintain progress toward a baccalaureate or equivalent degree at PLNU as determined by the Records Office.

**Designation of Degree Program**

A Student-Athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. The designation of degree is documented on the *Student-Athlete Designation of Degree Program Form* via the Records Office.

The following procedures will be observed:

1. It is the Student-Athlete’s responsibility to declare a major by his/her 5th semester of full time enrollment.
2. The Records Office will check to verify any Student-Athletes who have completed their 4th semester and have yet to declare a major, and notify the Associate Athletic Director for Compliance/SWA of these Student-Athletes.

3. Student-Athletes are required to have a *Change of Program Form* signed by the Records Office and Associate Athletic Director for Compliance/SWA prior to changing their declared major.

4. The Records Office will document all change of degree program decisions.

**Progress-Toward-Degree (PTD)**
The following provides the Progress-Toward-Degree requirement:

1. Once 70.0 units are earned, all students must schedule a *Junior Graduation Check* appointment with the Records Office before priority registration to ensure they are making Progress-Toward-Degree (PTD). *Junior Graduation Checks* will allow the Records Office to verify that each Student-Athlete passed at least 24 degree credits during their 5th and 6th semester that are applicable toward their degree program.

2. All students must have a *Senior Graduation Check/Application for Graduation* appointment with the Records Office to ensure they are taking the proper final courses for completion of their degree.

3. The Records Office and Faculty Athletics Representative will follow up with “at risk” Student-Athletes to make sure they are registering for appropriate classes for the upcoming semester or summer term. This will be done in communication with the Student-Athlete’s advisor.

4. The Records Office will notify the Associate Athletic Director for Compliance/SWA of any Student-Athlete not making satisfactory progress toward a degree.

5. The Associate Athletic Director for Compliance/SWA will notify the Head Coach of the Student-Athlete’s unsatisfactory progress.

6. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice or compete if the standard is not met.

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

**Ten Semester Rule**
Student-Athletes must complete their seasons of competition within 10 full-time semesters at any collegiate institution.
Transfer Portal & NAIA Permission To Contact
The procedures for requesting to be added to the NCAA Transfer Portal and permission to contact NAIA institutions:

1. A Student-Athlete must fill out the Student-Athlete Request for Release form with the Associate Athletic Director for Compliance/SWA.

2. Associate Athletic Director for Compliance/SWA will add the Student-Athlete to the NCAA Transfer Portal with-in seven days of notification.

3. Athletics cannot deny permission to contact but may deny the one-time transfer exception.

4. A permission to contact email or letter from the Associate Athletic Director for Compliance/SWA will be sent to NAIA institutions.

Financial Aid

Financial Aid Policy
Monitoring individual and team limits is the responsibility of the Athletics Director, Director of Financial Aid or designee and the Associate Athletic Director for Compliance/SWA. Student-Student-Athletes at the institution may not receive athletically-related financial aid over a full grant-in-aid as defined by NCAA Division II which includes tuition, required fees, room, board, and books and supplies required by a course.

A Student-Student-Athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic or honors scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations.

A Student-Student-Athlete who receives athletic aid is not eligible for an institutional need grant. In the event that a Student-Student-Athlete is offered an athletic scholarship after receiving an award letter with an institutional need grant included, the Student-Student-Athlete may forfeit the offer of athletic scholarship or the need grant.

Internal procedures and system processes for tracking and awarding athletic grant-in-aid are documented in the Student Financial Services (SFS) Undergraduate Policies and Procedures Manual, including a list of countable and non-countable aid by PLNU fund codes, and reviewed each Academic Year.

If a Student-Student-Athlete has been selected for the federal or state verification process, any resulting changes to the federal or state aid shall be in accordance with all federal and state regulations, up to and including the loss or reduction of aid. Student-Student-Athletes must complete the entire financial aid process, including verification, as follows:
<table>
<thead>
<tr>
<th>Description</th>
<th>PLNU Target Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student-Student-Athletes admitted for Fall semester</td>
<td>July 31</td>
</tr>
<tr>
<td>New Student-Student-Athlete admitted after July 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Within 30 calendar days of first written notification to Student-Student-Athlete</td>
</tr>
<tr>
<td>New Student-Student-Athletes admitted for Spring semester</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; day of Spring semester classes</td>
</tr>
<tr>
<td>Returning Student-Student-Athletes</td>
<td>Fall &amp; Winter Sports - May 1 Spring Sports – May 15 (or one week after the conclusion of the season) Grad Students – June 30 NCAA Final Deadline – June 30</td>
</tr>
</tbody>
</table>

If the Student-Athlete does not complete the application process by the required deadline, the Assistant Athletic Director of Compliance will be notified and all federal, state, and institutional need-based aid will be removed from the Student-Athletes financial aid award package. Failure to complete the process by the deadline may result in a loss of financial aid for any award where funds may be limited even though the Student-Athlete may be eligible for those funds.

If a Student-Athlete has requested and files a Professional Judgment (special circumstances appeal), any resulting changes to the federal, state, or institutional aid shall be in accordance with all federal and state regulations and institutional policies, up to and including the increase, loss, or reduction of aid.

**Process for Initial Athletic Grant-in-Aid to New Student-Athletes**

1. The Head Coach of each sport is responsible for verifying, with the Athletic Director and the Assistant Athletic Director for Finances, that sufficient funds are available for awards and for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a Prospective Student-Athlete (PSA).

2. The Head Coach of each sport is responsible for submitting Team Scholarship/Roster Google doc form by the appropriate deadline.

3. The Associate Athletic Director for Compliance/SWA will need 2 weeks to approve the scholarship offer with Assistant Athletic Director for Finances, Director of Undergrad Admissions and Academic Records Specialist (for transfers only).

Before the Athletic Scholarship Agreement can be approved and drafted

- PSAs must be registered with the NCAA Eligibility Center
- PSAs must be on the IRL
- Signing Period – PSAs must have submitted have an application, test scores and transcripts to the Admissions Office
- Transfers must be approved by the Academic Records Specialist

4. The Associate Athletic Director for Compliance/SA will verify with the Assistant Athletic Director for Finances that sufficient funds are available for the awards and for monitoring the permissible number of equivalencies in his or her sport.

5. The Associate Athletic Director for Compliance/SA will verify transfer eligibility with the Academic Records Specialist

6. The Associate Athletic Director Compliance/SA will verify PSA meet PLNU Admissions standards with the Director of Undergraduate Admissions.

7. The Head Coach, Athletic Director and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid will verify and sign the Athletic Scholarship Agreement.

8. The Associate Athletic Director for Compliance/SA will distribute (mail, fax, email, etc.) the Athletic Scholarship Agreement to the PSA.

9. The Associate Athletic Director for Compliance/SA and the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will monitor financial aid limits offered based on team budgets.

10. The PLNU deadline for completed Athletic Scholarship Agreements for new, incoming Student-Athletes is July 31st *

11. After verification, the Associate Athletic Director for Compliance/SA submits the completed Athletic Scholarship Agreements to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will add the athletic award to the Student-Athlete’s financial aid package, make required revisions, and enter all financial aid award information into CA.

12. All new, incoming students, including Student-Athletes are awarded financial aid beginning in December prior to the new academic year and on a rolling basis thereafter provided we have a signed Athletic Scholarship Agreement or Student-Athlete is designated as a walk-on. If the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee has received notification of an offer of athletic scholarship prior to the official start date of packaging new students the athletic scholarship may be added to the Student-Athlete’s financial aid package but an award letter will not be generated.
Packaging New Incoming Student-Athletes

1. Once the awarding and notification to all new, incoming Student-Athletes has begun, the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will package the Student-Athlete with all federal, state, and institutional aid for which they are eligible, review for accuracy, and generate an award letter, including the offer of any athletic scholarship. The Student-Athlete will be directed to confirm all offers of financial aid via their student portal. If a Student-Athlete is receiving gift aid only, the Financial Aid Officer may accept all gift aid at the time of packaging, in accordance with PLNU packaging policies.

2. If the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee has not yet been notified that a signed Athletic Scholarship Agreement (ASA) has been received, the Student-Athlete will not package with financial aid until a signed ASA is received. Once a signed ASA is received, the Student–Student-Athlete will be packaged accordingly. Student-Athletes who are considered walk-ons and will not be receiving an athletic scholarship will be packaged accordingly.

3. Any financial aid offered to a Student-Athlete based on their athletic ability may not be split between academic years or carried forward to a new academic year.

4. Any financial aid offered to a Student-Athlete based on their athletic ability will be split evenly between each semester for both Undergraduate and Graduate Student-Athletes. Summer athletic aid is not included.

5. Once received by the Associate Athletic Director for Compliance/SWA, the completed and original Athletic Scholarship Agreement will be on file with the Athletic Department and one copy of the Athletic Scholarship Agreement will be on file with the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. Coaches may request additional copies from the Associate Athletic Director for Compliance/SWA.

6. All grant-in-aid funds will be posted to the Student-Athlete’s billing account by the Director of Student Accounts or designee two weeks after the start of each semester at a point in time consistent with all financial aid awards and following notification (Athletic Clearance) of eligibility to compete from the Associate Athletic Director for Compliance/SWA.

7. Prior to the start of each semester, the Director of Student Accounts or designee will be notified of all Student-Athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the Student-Athlete. This is applicable to initial and renewal awards.

Process for Renewal of Grant-In-Aid Scholarships to Returning Student-Athletes

All returning Student-Athletes will have to sign a new Athletic Scholarship Agreement each subsequent year the scholarship is renewed. If a returning student athlete who was a considered a walk-on the previous year and is awarded an athletic scholarship for the new
year, an Athletic Scholarship Agreement must be signed. If the athletic aid is being reduced or not renewed, the Associate Athletic Director for Compliance/SWA will complete the Athletic Aid Adjustment Form and send it to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. Any Student-Athlete whose athletic aid is being reduced or not renewed must be sent Award Amount Notification Letter from the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee regarding as to why their athletic award was reduced or not renewed and any recourses. Every Student-Athlete whose athletic aid has been reduced or not renewed has the opportunity, under NCAA rules, to appeal this decision to the Student Financial Services (SFS) Appeals Committee. (See Athletic Scholarship Appeals Policy and Procedures.) Returning Student-Athletes will not be awarded financial aid until a signed ASA is received. When received, the Student Athlete will be awarded financial aid they are eligible for and sent an Award Letter. If returning Student-Athlete is a walk-on and not receiving an athletic scholarship, the Student-Athlete will be awarded financial aid they are eligible for and sent an Award Letter.

**Renewal Athletic Scholarship Deadlines by Sport**

All renewal ASAs are due to Financial Aid from the Associate Athletic Director for Compliance/SWA no later than June 30th.

1. Fall and Winter sports must have returning Student-Athlete’s signed by May 1st.

2. Spring sports must have returning Student-Athletes signed by May 15th or one week after the conclusion of their season.

3. All athletic grant-in-aid funds will be posted to the Student-Athlete’s billing account by the Director of Student Accounts or designee two weeks after the start of the semester at a point in time consistent with all financial aid awards and following notification (Athletic Clearance) from the Associate Athletic Director for Compliance/SWA of their eligibility to compete.

4. Prior to the start of each semester, the Director of Student Accounts or designee will be notified of all Student-Athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the Student-Athlete. This is applicable to initial and renewal awards.

**Revisions to Financial Aid Awards**

Revisions to a Student-Athlete’s financial aid awards may be necessary as a result of:

- Notification or receipt of an outside scholarship or grant
- Notification or receipt of a department or institutional scholarship or grant
• Any change in their financial information due to correction of FAFSA information submitted, including completion of the federal or institutional verification process.

• Approval of a Professional Judgment (special circumstances) appeal

• Any change in their enrollment status

• Any circumstance that under federal, state, or institutional law or policy requires a revision to any Student-Athlete’s financial aid package.

If an adjustment to a Student-Athlete’s financial aid awards is necessary during a term or after practices have begun, the Financial Aid Officer for Student-Athletes will update the PowerFAIDS system to reflect changes. All changes made will be updated in Compliance Assistant (CA) for review by the NCAA Financial Aid Compliance Officer or designee and the Associate Athletic Director for Compliance/SWA.

Once an award period begins, athletic aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletics reason. Athletic aid may be increased prior to commencement of the period of the award for any reason.

**Athletic Aid Reduction, Removal, Non-Renewal & Appeals Procedure**

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

• Renders him or herself ineligible for intercollegiate competition; or

• Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or

• Engages in serious misconduct warranting substantial disciplinary penalty; or

• Voluntarily withdraws from a sport at any time for personal reasons

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Athletic Director and Associate Athletic Director for Compliance/SWA. In addition, at the end of the period of the award athletic aid will be reviewed by the Head Coach and may increase, reduce, or not renew for the following year based on the Student-Athlete’s level of performance or any violation of institution, department, or team policies. The Athletic Director will evaluate any circumstances that involve a head coaching change or when a Student-Athlete in good academic standing suffers a temporary or permanent sports-related injury on a case-by-case basis.

These are procedures for reducing, removing, or non-renewal of athletic aid:
1. The Head Coach recommends to the Athletic Director that a Student-Athlete’s athletic aid be reduced, removed, or not renewed. The Athletic Director will review the Head Coach’s recommendation with the Associate Athletic Director for Compliance/SWA. The Athletic Director will decide whether to approve or deny the coach’s recommendation based on the facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the Student-Athlete’s athletic aid will not be removed, or reduced. If a non-renewal request is denied, the athletic aid will be renewed at the discretion of the Athletic Director.

2. If the recommendation is approved, the Athletic Director recommends in writing to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid via the Athletic Aid Adjustment form that a Student-Athlete’s athletic aid award be reduced, removed, or not renewed.

3. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee shall send written notification to the Student Athlete regarding the opportunity for an appeal hearing. The Student-Athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee and formally request a hearing.

4. Failure by the Student-Athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic aid shall be made final and binding.

5. If the Student-Athlete requests in writing of their intent to appeal within the fourteen (14) consecutive calendar days, the Athletic Scholarship Appeals Committee chair will be immediately notified.

6. The committee chair will select two other committee members outside the Athletic Department. Members of the Compliance Committee may be considered.
   - Committee Chair - Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee
   - Committee Member #2 - a representative of the Student Development
   - Committee Member #3 – a representative of the Student Development or another campus department

7. The committee chair will email a "Request to Appeal the Non-Renewal, Removal, or Reduction of Athletic Scholarship" instructions and form to the Student-Athlete, Head Coach and Athletic Director within two (2) business days of receipt of written notification. The Student-Athlete and Head Coach must return the completed form to the committee chair within three (3) business days from the date the form is
8. The Athletic Scholarship Appeals Committee shall conduct the hearing **within 30 consecutive calendar days of receiving written notification of a Student-Athlete’s intent to appeal, in accordance with NCAA rules.** The committee chair will notify the Student-Athlete, Head Coach and the Athletic Director of the time, date, and location of their respective hearings via email.

9. The Student-Athlete and Head Coach must come to their respective hearing with three (3) copies of any documents that will be presented, one for each member of the Appeals Committee. The Committee will have been provided copies of any email communications received regarding the request for appeal and a copy of the signed **Athletic Scholarship Agreement** for the Academic Year in question.

10. At this hearing, the Student-Athlete and Head Coach have an opportunity to present their case separately regarding the non-renewal, removal, or reduction of athletic aid. Both parties are permitted to present witnesses and/or documents to the committee that may support their position. **Both the Student-Athlete and Head Coach will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.**

11. An adviser may accompany a Student-Athlete during an appeal. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. Legal counsel may not accompany the Student-Athlete. On occasion, a Student-Athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel. The university will provide an Ombudsperson to assist the Student-Athlete, if requested.

12. The decision as to whether the Student-Athlete may be given an opportunity to compete for a roster spot on a PLNU athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach and/or Athletic Director. The Athletic Scholarship Appeals Committee may only render a decision about the non-renewal, removal, or reduction of the athletic aid.

13. At the conclusion of the hearing, the Athletic Scholarship Appeals Committee shall have up to 5 business days to render a final decision as to the status of athletics aid. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.

14. The committee chair will notify the Student-Athlete, Head Coach and Athletic Director the committee’s decision in writing. **This decision shall be final and not subject to appeal.**

15. The appeal process, related emails, documentation presented, and decision of the Appeals Committee should be considered confidential. The Student-Athlete, their
family members or friends, PLNU coaching and Athletic Department staff, and Appeals Committee may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing PLNU may result in disciplinary action, up to and including termination.

Non-institutional Outside Financial Aid
All Student-Athletes must report any outside financial aid received to the Student Financial Services (SFS) office. The Associate Athletic Director for Compliance/SWA will have the Student-Athlete complete a Historical Questionnaire. Outside aid received must be disclosed on the Historical Questionnaire. When a completed Historical Questionnaire is received by SFS, the student will be sent an Outside Scholarship form. If SFS is notified of outside aid by the Student-Athlete or is received after the Historical Questionnaire is completed, the Student-Athlete will also be sent the Student-Athlete Outside Scholarship form. It is the Student-Athlete’s responsibility to complete the form and return it to the SFS Office before all financial aid can be disbursed. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will evaluate all non-institutional financial aid awarded to a Student-Athlete based on the answers provided by the Student-Athlete on the Outside Scholarship form in order to verify that team and individual limits have not been exceeded and/or to determine whether the award is allowable or not-allowable under NCAA rules found in section 15.2.6.4. Once reviewed, Compliance Assistant will be updated and reviewed by the NCAA Financial Aid Compliance Officer and the Associate Athletic Director for Compliance/SWA or designee to ensure that applicable outside aid is counted toward individual and team equivalencies. If an outside scholarship is not allowable, the funds will have to be returned.

Each Head Coach and the Associate Athletic Director for Compliance/SWA will be informed by the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee of any Student-Athlete who has not completed all required paperwork; it will be the responsibility of the Student-Athlete to complete the Student-Athlete Outside Scholarship form for approval prior to practice or participation.

Process for Verifying Outside Aid
1. The Associate Athletic Director for Compliance/SWA will require each Student-Athlete to complete a Historical Questionnaire including questions related to the amount of any outside aid award(s) the Student-Athlete may have received and the source of the award(s).

2. Once the Historical Questionnaire is received by SFS or the Student-Athlete self-reports an Outside Scholarship form will be sent to the Student-Athlete by the SFS Office with questions included in accordance with Bylaw 15.2.5.2 and 15.2.5.3.
a. The form as a series of questions to determine if the scholarship is allowable.

Question #1: Is the scholarship awarded based on athletic ability?
   If the answer is NO, it is allowable.
   If the answer is YES, it may or not be allowable and the following questions (2-4) must be answered.

Question #2: Is this scholarship from an established and continuing program?

Question #3: Can this scholarship be used at other institutions other than Point Loma Nazarene University?

Question #4: Is the donor or organization of the scholarship not directly connected to the Point Loma Nazarene University?
   If the student can answer YES to Q2, YES to Q3, and NO to Q4, then the outside scholarship is allowable. Any contrary answer, the outside scholarship is not allowable.

3. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will review the Outside Scholarship Form and make necessary adjustments to the Student-Athletes award package.

4. Compliance Assistant will be updated to help determine if aid is within individual and team limits.

5. The Associate Athletic Director for Compliance/SWA and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will review the Financial Aid Report to verify that all outside aid has been identified. SFS will require the source of the aid to verify the criteria used in awarding it. Based on answers to those questions, outside scholarships may be countable or non-countable for the individual and team limits.

6. In the event that athletic criteria for awarding cannot be determined, the award will be treated as not allowable and funds will have to be returned.

**Student-Athlete Summer Semester Financial Aid**

All Student-Athletes who intend to register for summer courses at Point Loma Nazarene University must notify the Athletic Department. Student-Athletes may be awarded financial aid up to the cost of attendance and in accordance with PLNU summer semester financial aid policies. Summer athletic scholarships will not be awarded to a Student-Athlete until Student Financial Services has received a completed and signed Summer Athletic Scholarship Agreement. Student-Athletes may be eligible for athletic scholarship awards for summer courses taken at PLNU based on the availability of funding but the total of awards may not exceed institutional charges. Per By-Law 15.5.1.5, institutional financial aid received during summer term is not countable. If a Student-Athlete drops any course for which they were awarded institutional funds, the award amount will be adjusted accordingly for the number of units dropped. All federal and state financial aid awarded will be adjusted according to NCAA and institutional policies.

**New and Returning Graduate and Professional (GPS) Student-Athletes**
GPS students may be eligible for athletic scholarship if they have remaining eligibility under NCAA rules. All ASAs (new and renewal) are due to Financial Aid from the Associate Athletic Director for Compliance/SWS no later than June 30.

Generally, the same procedures are followed for awarding and packaging as with Undergraduate Student-Athletes. The awarding and packaging may differ due to disparities between calendars and per unit charging. Graduate students are awarded financial aid and athletic-related aid under a "borrower-based" formula.

**Contributions by Donors**
It is permissible for an individual to contribute funds to the university to finance a scholarship for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution. It is not permissible for an individual to contribute funds to finance a scholarship for a particular Student-Athlete.

**Aid to Professional Student-Athletes**
An institution may not award financial aid to a Student-Athlete who is under contract to or is currently receiving compensation from a professional sports organization in the sport they are participating. Institutions must be aware of the eligibility requirements for Student-Athletes participating in outside competitions and any winnings received from those competitions. Student-Athletes must complete an Amateurism form at the institution as well as provide information to the NCAA Eligibility Center. This is particularly important for international Student-Athletes.

**Incoming and Returning International Student-Athletes**
The International Admissions Advisor and/or Student-Athlete will notify the Associate Athletic Director for Compliance/SWA and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee of any outside financial support.

**Studying Abroad**
Athletic Aid may not be used to study abroad during any semester or enrollment period. Athletic Aid awarded may be reduced or removed if the Student-Athlete failed to notify the Associate Athletic Director for Compliance/SWA.

**Athletic Aid Used For Living Expenses**
A Student-Athlete or Graduate Assistant may receive living expenses for the fall and spring semesters only. In some instances, a Graduate Student-Athlete or Assistant may receive summer living expenses.

Athletic Aid (including living expenses) may not exceed the GIA (Grant-in-Aid). Money for living expenses will be distributed as a monthly stipend as determined by the Director of Student Accounts or designee.
**Student-Athlete Employment at Camps/Clinics**

The following procedures must be followed for all institutional sports camps/clinics regarding Student-Athlete employment approval and are subject to NCAA Bylaws:

- If Student-Athletes work at the camp/clinic, the Associate Athletic Director for Compliance/SWA must give prior approval.

- The Camp/Clinic Director submits a written request for permission of named Student-Athletes to work summer camps to the Associate Athletic Director for Compliance/SWA.

- The Associate Athletic Director for Compliance/SWA will review the camp director's request to ensure these Student-Athletes are permitted to work the camp/clinic according to NCAA Bylaws.

- Compensation may be paid to a Student-Athlete:
  
  - Only for work actually performed and
  
  - At a rate commensurate with the going rate in that locality for similar services and
  
  - When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service

**Outside Camp/Clinic Employment**

Coaches, athletics staff members and Student-Athletes may not be employed at an outside camp/clinic without written permission from the Associate Athletic Director for Compliance/SWA.

The procedures for requesting permission for employment at an outside camp/clinic are as follows:

- In order to be employed at an outside camp or clinic, an *Outside Camp/Clinic Request Form* must be completed and submitted to the Associate Athletic Director for Compliance/SWA. It is due prior to the sports camp/clinic.

- The Associate Athletic Director for Compliance/SWA, in consultation with the Athletic Director, will review the form and will notify the Head Coach, athletics staff member or Student-Athlete regarding the decision of either granting or denying permission.

- Compensation may be paid to a Student-Athlete:
  
  - Only for work actually performed and
- At a rate commensurate with the going rate in that locality for similar services and
- When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service

## Playing and Practice Season

NCAA legislation requires each institution to monitor many aspects of each sport's playing and practice seasons. Following is a brief summary of this legislation.

### Countable Athletically Related Activities

1. During the playing season, a Student-Athlete’s participation in countable athletically related activities is restricted to a maximum of 4 hours a day and 20 hours a week. Activities include practice time, team meetings, strength training, and film.

2. Outside of the playing season, your participation in such activities shall be limited to a maximum of 8 hours per week, of which no more than 4 hours per week may be spent on team activities and/or individual skill workouts.

3. Daily and weekly hour limitations do not apply to countable athletically related activities during:
   1. Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
   2. Institution’s official vacation period(s); and
   3. The academic year between terms when classes are not in session

4. Student-Athletes are required to sign the Countable Activity Related Activity Log (CARA logs) each week. Be sure to review the activity log for accuracy before signing as this is the how the NCAA regulates that Student-Athletes are not participating more than your allowable number of hours.

### Required Day Off During Playing Season

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason National Invitation Tournaments, and during participation in NCAA Championships.

### Practice Policies

Remember that participation in mandatory countable athletically-related activities is limited to a maximum of four hours a day and 20 hours per week when your sport is “in season.” During the playing season, Student-Athletes must be given a minimum of one day off per week on which no countable athletically-related activities can occur. A day of competition counts as three hours, regardless of the actual duration of the competition as
well as “pre and post-game” activities. Practice may not be conducted following a competition on the day that competition occurs.

1. The following activities are considered countable athletically related activities (CARA) for the purpose of practice hour limitations:
   a) Practice (no more than four hours per day)
   b) Athletic meetings with a coach that are initiated or required by the coach
   c) Competition (counts as 3 hours regardless of actual length)
   d) Field, floor, or on-court activities
   e) Setting up offensive and defensive alignments
   f) On-court or on-field activities called by any member of the team and confined to members of the team at the request of the coaching staff
   g) Required Sport Performance workout sessions
   h) Required participation in camps/clinics
   i) Visiting the competition site in golf or cross country
   j) Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
   k) Discussion or review of film
   l) Participation in a physical activity class for Student-Athletes only and taught by athletics staff
   m) Participation in clinics in which Student-Athletes and coaches are both present

2. The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:
   a) Compliance meetings
   b) Meetings with a coach that are initiated by the Student-Athlete
   c) Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
   d) Study hall, tutoring, or academic meetings
   e) Student-Athlete Leadership Team (SALT) meetings
   f) Voluntary weight training not conducted by a coach
   g) Voluntary sport-related activities, no attendance taken, or no coach present
   h) Traveling to/from the site of competition
   i) Training room activities
   j) Recruiting activities (e.g., student host)
   k) Pre-game meals
   l) Attending banquets
   m) Fund-raising activities or public relations/promotional activities or community service/engagement projects
   n) Bible studies
   o) Captain’s practice (at the direction of the captain or players only)

3. All Student-Athletes are expected at all regularly scheduled practices. Injured players must report to each practice session. Injuries requiring missed practice time must be excused by the Coach and Certified Athletic Trainer.

4. A Student-Athlete may not be excused from classes to participate in practice.
5. All Student-Athletes are expected to be on time and ready to play at the beginning of practice.

6. All Student-Athletes are expected to report to the coaching staff in advance if they expect to be late or absent from practice.

7. Taping should be done prior to the beginning of practice.

8. All Student-Athletes are expected to report to practice in proper practice attire as determined by the head coach.

9. All Student-Athletes are expected to follow policies for their individual teams as directed by their Head Coach.

**Contest Policies**

1. All Student-Athletes are expected to make arrangements for their own travel to home games. If transportation is not available, the Student-Athlete is expected to contact the coach well in advance of the contest.

2. All Student-Athletes are expected to meet at the game site at the time established by the coaching staff.

3. All Student-Athletes are expected to behave courteously toward visiting teams, fans and officials and to follow all NCAA, PacWest Conference and PLNU principles.

4. All Student-Athletes are expected to wear appropriate apparel to the game and change into uniforms in the dressing room unless approved by the coach. Uniforms must be returned to the equipment room after the contest.

5. A Student-Athlete cannot leave an away contest with anyone other than their parents or with written parental approval and only with the approval of 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 Point Loma Nazarene 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.

Student-Athletes should also understand that the University, the Athletic 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 both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval by the head coach AND parents/legal guardian (regardless of the 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 and department substance abuse programs remain in effect while representing Point Loma Nazarene University.

5. Student-Athletes’ friends or relatives may not accompany a team at the University’s expense.

6. Always leave hotel rooms and visiting dressing rooms in good condition.

7. Always be courteous and mannerly to all those around you.

**Student-Athlete Travel Roster Size**

Travel party size limits as set by the Athletic Department and applicable to non-conference, conference and post-season travel are as follows:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Travel Roster</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>30</td>
<td>Only 12 allowed to travel on single contest at Fresno Pacific. As a reminder, any Bay Area and Hawaii travel permits only 12 Student-Athletes to dress for competition.</td>
</tr>
<tr>
<td>Basketball</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>8</td>
<td>If a meet allows 7 participants, you are allowed to travel 8. If there is no limit, you may use fundraised money to go beyond the 8 participants. For day trips, you can travel the entire roster. Limit of 10 participants for PacWest Conference Meet.</td>
</tr>
<tr>
<td>Golf</td>
<td>5</td>
<td>Fundraised money for additional individual entries if desired.</td>
</tr>
<tr>
<td>Soccer</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Sport</td>
<td>Number</td>
<td>Note</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tennis</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>40</td>
<td>May take more or less for the PacWest Conference Meet, depending on qualifying standards.</td>
</tr>
<tr>
<td>Volleyball</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Check the [PacWest Sport Regulations](#) for specific number of Student-Athletes who can dress for competition.*

## Facilities, Apparel and Equipment

### Athletic Facilities

Golden Gymnasium hosts the Women's Volleyball team and the Basketball squads. It was built in 1962 with seating for 2,275.

The Soccer teams share the facility with the Women's Track and Field team. The all-weather track was installed in January of 1984 and is regarded as one of the best facilities around.

Men’s and Women’s Tennis share the 6 outdoor tennis courts next to the outdoor track and the baseball field. The baseball field is regarded as one the best venues anywhere and the addition of stadium seating makes baseball games that much more fun to observe.

In 2002, PLNU’s Athletic Training Clinic opened for occupancy and moved into its 2,800 square foot, state-of-the-art facility. In addition to treatment area there are offices, restrooms, and a roof-top veranda for events.

The PLNU weight room is located in the northeast corner of Golden Gym. The weight room is open for Student-Athlete use once the **PLNU Weight Room Waiver** is signed and on file.

### Apparel or Equipment that Includes Institutional Identification

A Student-Athlete may use institutional equipment during outside competition only when representing the institution.

A Student-Athlete may purchase institutional apparel (or uniform) for use during outside competition at the going rate for such apparel, provided the institution no longer uses the apparel (or uniform).

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

Equipment and apparel are the property of the PLNU Athletic Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.
The procedures for equipment and apparel are as follows:

1. Student-Athletes must be on the *NCAA Financial Aid Form Summary* in order to be issued equipment and/or apparel.

2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.

3. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.

4. Game uniforms and warm-ups must be returned at the end of the season.

5. The Head Coach or designee is responsible for completing the *Team Inventory* google spreadsheet. This inventory spreadsheet must be accurate and current at all times and is subject to an audit.

6. All practice gear and uniforms are laundered and delivered to each Student-Athlete’s individual locker.

7. Each Student-Athlete receives a locker, lock, laundry loop, team towel and any equipment and apparel as necessary for that particular sport. All teams are color coordinated and numbered for laundry and inventory purposes.

8. If a Student-Athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the *Team Inventory spreadsheet*.

9. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the playing season or academic year, the Student-Athlete shall be held financially responsible and will be charged for the equipment and/or apparel.

10. A Student-Athlete may retain athletics apparel, not equipment, at the conclusion of the playing season or academic year, at the discretion of the Head Coach and/or the approval of the Athletic Director. (*NCAA Bylaw 16.11.1.5*)

11. A Student-Athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the Student-Athlete’s institution to be used by the institution’s team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. (*NCAA Bylaw 16.11.2.5*)

12. The Associate Athletic Director for Compliance/SWA must approve all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).
**Retention of Equipment**

A Student-Athlete may retain institutional athletics apparel items (not equipment) at the discretion of the Head Coach (e.g. practice apparel, game jersey, etc).

A Student-Athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

A Student-Athlete may use institutional equipment during outside competition only when representing the institution.

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

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

Equipment and apparel are the property of the PLNU Athletic Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

13. Student-Athletes must be on the *NCAA Financial Aid Form Summary* in order to be issued equipment and/or apparel.

14. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.

15. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.

16. Game uniforms and warm-ups must be returned at the end of the season.

17. The Equipment Manager or Assistant Athletic Director for Facilities and Operations is responsible for completing an *Inventory Card* for each Student-Athlete. This inventory card must be accurate and current at all times and is subject to an audit.

18. All practice gear and uniforms are laundered and delivered to each Student-Athlete’s individual locker. On the initial issuance the Student-Athlete signs an *Inventory Card* indicating receipt of the equipment and apparel and is then dated.

19. Completed *Inventory Cards* will be filed in the Equipment Office.

20. Each Student-Athlete receives a locker, lock, laundry loop, team towel and any equipment and apparel as necessary for that particular sport. All teams are color coordinated and numbered for laundry and inventory purposes.
21. If a Student-Athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the Student-Athlete’s Inventory Card and signed by the Student-Athlete and Equipment Manager.

22. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the playing season or academic year, the Student-Athlete shall be held financially responsible and will be charged for the equipment and/or apparel.

23. A Student-Athlete may retain athletics apparel, not equipment, at the conclusion of the playing season or academic year, at the discretion of the Head Coach and/or the approval of the Athletic Director (NCAA Bylaw 16.11.1.5).

24. A Student-Athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the Student-Athlete’s institution to be used by the institution’s team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel (NCAA Bylaw 16.11.2.5).

25. The Compliance Office must approve all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).

Retention of Equipment
A Student-Athlete may retain institutional athletics apparel items (not equipment) at the discretion of the Head Coach (e.g. practice apparel, game jersey, etc).

A Student-Athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

Student-Athlete Health & Wellness Services

Sports Medicine

Description and Purpose of the Sports Medicine Staff
The Sports Medicine Staff exists to provide the highest level of service to the intercollegiate Student-Athletes at Point Loma Nazarene 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. The care the Sports Medicine Staff provides will be delivered with objectivity and a conscientious blend of concern for the healing of the Student-Athlete’s body, mind, and spirit.

The Sports Medicine Staff seek to follow and model the mission of Point Loma Nazarene University and the National Athletic Trainers’ Association.
Sports Medicine Mission Statement
The Point Loma Nazarene University Sports Medicine Clinic’s goal is to be a community of disciples and scholars who serve the Athletic Department and its Student-Athletes by providing the highest quality of prevention, evaluation, treatment, rehabilitation and management of athletic injuries. It is the duty of the Sports Medicine staff to serve the Student-Athletes in a Christ-like manner. The Sports Medicine Staff will strive to bring the most advanced and up-to-date knowledge from the scientific realm of sports medicine into practice with PLNU Student-Athletes.

General Policies
The Sports Medicine Clinic will be open as follows:

Monday – Friday
12:30 pm until 30 minutes after the last schedule practice ends

Saturday
Open if given advanced notification for practice. Game coverage will be provided. The Sports Medicine Clinic is closed for general treatments.

Sunday
Closed

Sports Medicine Clinic Guidelines
The Sports Medicine Clinic is for the exclusive use of PLNU STUDENT-ATHLETES. It is not for the use of the PLNU general student body, alumni, family or friends. Non-Student-Athletes should not be evaluated or treated by the Sport Medicine Clinic staff.

- All Student-Athlete must have pre-participation clearance from the licensed physician before they can practice or compete.
- All Student-Athletes must complete all required information in our on-line ATS program. Should your medical history, insurance, etc. change it is your responsibility to update the info in the ATS online system and alert your team Athletic Trainer to the changes.
- All Student-Athletes receiving treatment must sign in before receiving ANY treatment, this includes ice, tape, medication, etc.
- No food or drinks of any kind allowed in the carpet area.
- No cleats, spikes or turf shoes may be worn at any time in the athletic training clinic. Absolutely no equipment or personal items in the Athletic Training Clinic including shoes, bags, books, phones, etc.
- Equipment will not be removed from the Athletic Training Clinic without the permission of a staff AT. All equipment must be checked out for at-home or long term use.
- Student-Athletes will arrive for pre-practice/game treatment at the minimum of 30 minutes prior to practice/game. No new injury evaluation will be done 30 minutes prior to practice/game. Being on time is the athlete’s responsibility unless special arrangements are made. Student-Athletes are not to be in the Sports Medicine Clinic after practice has started, unless under the guidance of the team AT for rehabilitation purposes only.
- Student-Athletes needing preventive tape will be required to participate in an ankle-strengthening program in order to continue taping treatment. ABSOLUTELY NO EXCEPTIONS!!
- Any injuries/problems suffered by the Student-Athlete must be communicated to an AT in a sufficient amount of time prior to the next practice or competition. Delaying treatment could cause further damage!
• Instructions given by an AT regarding participation during an injury must be followed. **NO EXCEPTIONS!!**
• Student-Athletes will shower prior to receiving post-practice treatment other than ice wrap.
• No loitering in the Sports Medicine Clinic (only athletes needing treatment or evaluation will be allowed in).
• Absolutely no unauthorized use of rehab, equipment, tools, or supplies is allowed. Utilize equipment with care and return to its proper place when finished.
• Use common sense and courtesy to others in the Sports Medicine Clinic.
• Abuse of the Sports Medicine Clinic will result in forfeiture of such privileges.

**Confidentiality**

Athletic Training is an Allied Health Care profession. Therefore, whenever Student-Athlete medical records are retained or initiated, confidentiality must be maintained according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Medical records will not be left unattended, removed from the Sports Medicine clinic, or copied without the Student-Athlete’s written permission. At no time should there be discussion about an injury sustained by a student-Athlete with anyone other than medical staff. This includes parents, roommates, professors, the press, other coaches, and community members. All Sports Medicine Staff must always be aware of their surroundings and other persons present before discussing any confidential information.

**Student-Athlete Privacy Policy**

The Sports Medicine Department has adopted the following policy in order to protect the Student-Athlete while also providing appropriate communication between University officials, medical providers and others to protect the health and safety of each Student-Athlete.

The Sports Medicine Staff and Wellness Center staff will have access to Student-Athlete health records and will communicate amongst each other on a need to know basis for the purpose of protecting the health and safety of the Student-Athlete. When a Student-Athlete sustains an injury the Sports Medicine staff may be approached by a member of Point Loma Nazarene University (PLNU) sports information department and/or outside media agencies. Student-Athletes are given the opportunity to approve and/or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete. If authorized by the Student-Athlete, information released to the media will be limited to the nature of the injury, the anticipated period of time before the Student-Athlete is able to compete again, and, if hospitalized, condition of the Student-Athlete as designated by the hospital (e.g., good, fair, stable, critical).

It will be necessary for the Sports Medicine Staff to communicate with a team physician or other medical providers concerning the medical history or medical care of a Student-Athlete. Student-Athletes sign a release of information at the beginning of each school year. Approval to release medical information to parties outside the University may be revoked at any time by the Student-Athlete; however, the revocation of authority to release Student-Athlete medical information to outside medical providers will impair the Sports Medicine
staff’s ability to protect the health and safety of the Student-Athlete. Failure to allow the PLNU Wellness Center and/or the Sports Medicine Staff to communicate with outside medical providers can jeopardize the Student-Athlete’s ability to continue to participate in intercollegiate athletics at Point Loma Nazarene University.

When a Student-Athlete sustains an injury the Sports Medicine Staff may be contacted by or may need to contact the Student-Athlete’s insurance carrier, PLNU’s insurance carrier, or outside medical providers. Student-Athletes are given the opportunity to approve or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete; however, revocation of authority to provide information to an insurance company may result in the Student-Athlete’s personal financial responsibility for any medical care received.

When a Student-Athlete sustains an injury, the Student-Athlete’s parents may request information about the injury from the Sports Medicine Staff. Student-Athletes are given the opportunity to approve or decline the release of medical information to parents at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete.

Athletic Training Students (ATS) in the Athletic Training Education Program will work with the Student-Athletes under the direct supervision of a Certified Athletic Trainer. All ATSs sign a confidentiality waiver upon admission to the ATP and are trained to maintain all Student-Athlete medical information in strict confidence. Athletic training students will be treated as part of the PLNU Sports Medicine Staff for purposes of this Policy.

Should you have further questions please refer to the following links:
http://www.hhs.gov/ocr/privacy/

**Orthopedic Clinics**
Free, weekly orthopedic clinics will be held in the Sports Medicine Clinic. The team physician or his Physician Assistants will evaluate complicated cases to determine if further diagnostic testing, advanced treatment, or surgical intervention is warranted. This weekly clinic is limited to 10 Student-Athletes and will be signed up in advance by their Team AT.

**Chiropractic Clinics**
Free, bi-weekly chiropractic clinics will be held in the Sports Medicine Clinic. The team chiropractor will evaluate complicated cases and provide treatment as needed. This bi-weekly clinic is limited to 10 Student-Athletes and will be signed up in advance by their Team AT.

**Physical Therapy/Other Practitioner Referral**
All injury rehabilitation conducted on PLNU Student-Athletes, including post-operative care, will be conducted within the PLNU Sports Medicine Clinic by staff ATCs. The team AT and/or Head Athletic Trainer can refer a Student-Athlete for physical therapy to an off-site physical therapy clinic if deemed necessary. If the Student-Athlete refuses to conduct physical therapy on site at PLNU without approval by the team ATC and the Head Athletic
Trainer, the PLNU secondary athletic insurance policy will not be responsible for physical therapy expenses incurred by the Student-Athlete. The Student-Athlete will have to use his/her own insurance for incurred expenses. This same policy applies to other practitioners including, but not limited to: medical doctors, chiropractors, massage therapists, and acupuncturists. Additionally, transportation to off-campus medical appointment will be the responsibility of the Student-Athlete.

If a Student-Athlete is going to an off-site physical therapy clinic for rehabilitation the physical therapist and team AT will be in frequent communication about the Student-Athlete’s progress. The final return to play decision will be made by the PLNU team physician.

**Sports Medicine Equipment Check-Out**

1. All equipment issued to a Student-Athlete must be approved by a staff AT.
2. Issued equipment will be catalogued on the Equipment Check-out Form.
3. Equipment will be checked by an AT to make sure it fits. The Student-Athlete will be instructed on proper use and care of the equipment.
4. If a Student-Athlete has an item checked out from a previous injury that they are not using, they may not be issued new equipment until the previous has been returned or paid for.
5. Equipment not returned by the requested date will be billed to the Student-Athlete’s account for the price of replacement equipment.

**Intercollegiate Athletic Insurance**

**Coverage Limitations**

All Student-Athletes are required to maintain valid primary health insurance coverage. Should a Student-Athletes’ insurance change or be cancelled, it is the responsibility of the Student-Athlete to notify the Head Athletic Trainer and discuss options for coverage.

University policy states all International Student-Athletes must purchase the PLNU International Student Insurance Plan. Premiums will be billed directly to the Student-Athlete.

PLNU’s secondary athletic insurance coverage is provided free of charge to all Student-Athletes. It will only be used for **INJURIES SUSTAINED DURING PLNU SANCTIONED ATHLETIC PARTICIPATION.** General medical issues are not covered under this policy. This insurance is NOT the primary insurance used to cover the bills incurred for injuries. ONLY after the primary insurance is exhausted, will the secondary insurance be billed. It is the Student-Athlete’s responsibility to provide the insurance coordinator with all supporting documentation needed for bill payment. Any delays may result in the Student-Athlete being sent to collections. Student-Athletes must submit a copy of their current valid primary insurance card before engaging in any school sponsored athletic event.

**Deductibles, Co-Payments, and Prescriptions**

Deductibles, co-payments and prescription costs are the responsibility of the Student-Athlete at the time of the medical appointment. **Itemized** receipts (HICFA1500 or UB40)
will be submitted to the secondary insurance for possible reimbursement. There is NEVER a guarantee of reimbursement.

**PLNU Insurance Coordinator**
The Head Athletic Trainer is a resource to Student-Athletes regarding insurance protocol. Any insurance questions should be directed to this staff member.

**Previous Injuries**
The PLNU Athletic Department will not be responsible for any pre-existing injury or any procedures covered by our secondary insurance. If a Student-Athlete enters Point Loma Nazarene University with a pre-existing injury where they have not been cleared by their treating medical doctor, the Student-Athlete will sign a pre-existing injury waiver stating that they will be responsible for any cost accrued for that injury. The Student-Athlete must still be cleared by the PLNU team physician when ready to return to play.

**Dental Coverage**
Dental work must result from an athletic injury (damage to healthy teeth caused during regularly scheduled practices or contests). Damage to decayed or otherwise previously injured teeth will not be covered. Treatment of cavities or cleaning of the teeth will not be paid by the PLNU Athletic Department. Any dental injury must be reported to an AT immediately. A claim form will be submitted and will act as a secondary policy if the Student-Athlete has dental insurance.

**Vision Coverage**
General eye health exams and corrective lenses are not covered by the PLNU Athletic Department. If the need for corrective lenses is determined by the Team Physician for participation, it is the financial responsibility of the Student-Athlete.

For further information on insurance, limits, exclusions, etc., please refer to the following link:


**Medications**
The Sports Medicine Staff follows federal and state guidelines for the management, handling, and administering of nonprescription and prescription medications in its facility. All medications should be stored in designated areas that assure proper environmental and security conditions. Regulating the inventory and administration of stored pharmaceuticals must be accurately documented.

All prescription (Rx) medication designated for athletic illness or injury treatment, and stored in the Sports Medicine Clinic must be thoroughly documented, and will be the direct responsibility of the Team Physician and the Sports Medicine Staff. The dispensing of prescription medication is the sole responsibility of the Team Physician. It is expressly forbidden for Athletic Training students to administer ANY medications. Physician standing orders are kept on file with the prescription medication.
It is the Student-Athletes responsibility to maintain an up-to-date record of current medications (prescription and OTC) and supplements with the Sports Medicine Staff. Certain medications that are commonly used to treat medical conditions will show up on a substance screening, therefore, further documentation is needed. If you are found to have substances in your system and it is not documented properly, you will have a positive substance screening. Please see your team AT for more info. Remember what you put into your body is your responsibility. There is no “safe” or “approved” supplements.

Over-the Counter (OTC) Medications
All OTCs kept in the Sports Medicine Clinic and medical kits are routinely inspected for medication quality and security. All drug stocks should be examined each year for any outdated, deteriorated or recalled medications. Only team physicians and ATCs are allowed to authorize dispensing OTC medications. ATCs should always be consulted prior to the recommendation or administration of any medication by an ATS. The Student-Athlete must provide appropriate answers in response to pertinent questions before OTC meds will be dispersed.

All administration of medication must be documented in the pharmacology log, and must include the following information:

- The individual’s name
- Date administered
- Provide a description of the medication’s name, dosage, and the method of packaging (i.e. bottle, tube, packet, milligrams, ounces, etc.)
- Quantity dispensed
- Reason for administering (i.e. cold/flu symptoms, sprained ankle, Student-Athlete's foot, etc.)
- Document any and all allergies to medications
- ATC signature for OTC; ATC and MD authorization required for prescription (both signature)

Athletic Medical Clearance Policy
All new Student-Athletes must undergo a full pre-participation physical exam (PPE) prior to any form of participation in their chosen intercollegiate sport(s). All returning Student-Athletes must complete the “Medical Questionnaire for Returning Student-Athletes” and undergo an abbreviated exam including weight, blood-pressure, pulse, and orthopedic screen. If there are any significant changes to the returning Student-Athlete’s health, the Student-Athlete will be required to be seen and cleared by the team physician. Any returning Student-Athlete may choose to see the PLNU team physician during the on-campus exams.

Pre-participation physical exams are conducted in the fall in the Sports Medicine Clinic. Participating Student-Athletes must successfully complete all portions of the exam in order to be considered eligible for participation.
**Conducting Pre-Season Physical Exams**

All pre-participation Physical Exams will be conducted on campus by the PLNU Medical Staff on specified dates, involving pre-selected groups before the date of the first team’s practice. Due to the availability of essential personnel, facilities, and equipment, there will be no make-up physical exams granted. Student-Athletes who miss their group's assigned date must obtain their own PLNU approved physical exam at their own expense.

In addition to the PPE, Student-Athletes must complete the following forms located in the online medical records system, ATS, before participation:

- Sports Medicine Clinic Guidelines
- Waiver of Liability
- Injury and Illness Acknowledgement to Report
- PLNU Substance Screening Consent
- HIPAA Release
- Student-Athlete Emergency Information
- Insurance Information and Contract
- NCAA Concussion Fact Sheet / Student-Athlete Concussion Statement
- Mental Health Education

*In addition to the above forms, a valid front and back copy of the Student-Athletes Insurance Card and Sickle Cell test results must be scanned and uploaded into ATS before the Student-Athlete will be cleared for participation.*

**Non-Clearance Status**

Non-clearance status is assigned to those Student-Athletes who are discovered to possess a condition or injury that presents a danger to the Student-Athlete if he/she were to participate or in the event that his/her injury or condition may present as a liability in the future. Further documentation may be needed from consulting physician(s)/specialist.

**Second Opinion Policy**

Student-Athletes must understand that the Pre-Participation Physical Exam is designed to evaluate a Student-Athlete’s overall health and fitness. If a Student-Athlete seeks a second opinion to obtain clearance it will be at the Student-Athlete’s personal expense and must be obtained from a doctor specializing in the field specified by the Head Team Physician. The PLNU team physician will review the second opinion and make a final determination of the efficacy of the Student-Athlete participating in intercollegiate athletics.

**Concussion Policy**

**Introduction**

Concussions and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries can also have serious consequences later in life if not managed properly. In an effort to manage this injury, the following concussion
A concussion occurs when there is a direct or indirect insult to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of their own condition, or may potentially be trying to hide the injury to stay in the game or practice.

Recent research has shown that an athlete’s balance and/or cognitive functioning are often depressed following a concussion – even in the absence of self-reported symptoms. It has been demonstrated that it typically takes anywhere from 3 to 10 days for an athlete to return to their normal state following even a mild concussion. However, in some cases (<10%) athletes can experience post-concussion syndrome in which the symptoms last beyond 3 weeks (Zurich Conference, 2012).

According to NCAA guidelines, athletes that have sustained a concussion may not return to play for at least 24 hours after the injury and must be evaluated and cleared by a Physician (MD or DO) before they are able to return to play. It is also strongly recommended by the CDC, the International Conference on Concussion in Sport, the CIF, and the NCAA that athletes follow a 5-day return to play protocol.

The use of objective concussion assessment tools will help Sports Medicine Staff more accurately identify deficits caused by injury and post injury recovery and protect players from the potential risks associated with prematurely returning to competition and sustaining a repeat concussion. Baseline testing on concussion assessment measures is recommended to establish the individual athlete’s “normal” pre-injury performance and to provide the most reliable benchmark against which to measure post injury recovery (Guskiewics, et al). The recognition of a sport-related concussion is best approached using multidimensional testing guided by the concussion consensus (McCrory et al., 2017).

The following concussion policy and concussion management protocol has been adopted by PLNU Athletics and is to be followed in managing athletes suspected of sustaining a concussion.

**PLNU Concussion Policy**

1. All PLNU Student-Athletes will be educated annually about the signs and symptoms of concussion and reporting procedures during the All Athlete Meetings. They will be given a copy of the *NCAA Concussion Fact Sheet for Student-Athletes* and sign the PLNU Student-Athlete Concussion Statement. This is completed online annually.

2. All coaches (head, associate, assistant, volunteer, etc.) will be educated annually about concussions during the All Coaches Meeting. They will be given the *NCAA Concussion Fact
Sheet for Coaches and a copy of the full concussion policy. They will have an opportunity to ask any questions they may have. They will sign a PLNU Coaches Concussion Statement. This is done annually.

3. All ATs will sign a PLNU ATC Concussion Statement and conduct educational sessions for Student-Athletes and coaches. This is done annually.

4. All Team Physicians will sign a PLNU Team Physician Concussion Statement. This is done annually.

5. All Student-Athletes will be baseline tested with Eye-Sync, SCAT (Sport Concussion Assessment Tool), and BTrackS (Balance Tracking System) upon entrance. If a Student-Athlete sustains a concussion, the Student-Athlete will be re-baseline tested prior to their next season.

6. Any Student-Athlete diagnosed with a concussion shall not return to activity for the remainder of the day and there is to be no classroom activity on same day as the diagnosed concussion. The Student-Athlete will follow a gradual return to play (RTP) protocol and will be assisted with an individualized return to learn (RTL) protocol. Medical clearance will be determined by a combination of team physician, ATC, and any other medical professionals involved in the management of the concussion.

7. Any Student-Athlete diagnosed with a concussion will be assessed to determine if he/she has any academic accommodations needed. Sports Medicine Staff will coordinate with the PLNU Disability Resource Center (DRC) and Vice Provost for Academic Administration for individualized needs.

8. When managing concussed Student-Athletes the PLNU Athletic Training Staff will use the return to play protocol with progressive steps of exertion prior to return to full contact. Concussed Student-Athletes will utilize an individualized return to learn protocol with progressive steps to return to school full-time.

9. A Student-Athlete cannot return to contact without the permission of the PLNU Team Physician.

10. All above steps will be documented in PLNU's electronic documentation system, ATS.

Concussion Procedures
The team physicians and ATs at PLNU utilizes a three-fold approach when determining an athlete’s readiness to return to play following a concussion:

1. Appropriate care and activation of EMS for emergent clinical situations.

2. For non-emergent cases, the Student-Athlete will receive a physical exam and evaluation of their symptoms.
3. The Athletic Training Staff will evaluate the Student-Athlete’s neurocognitive function, balance, and vestibular-ocular motor function.

These 3 aspects provide the Sports Medicine staff with the objective information necessary to care for the concussed Student-Athlete and safely return them to play. The team physician will use their clinical judgment in managing the concussed athlete. Each concussion must be managed individually in a way appropriate for the specific Student-Athlete and the clinical presentation.

1. During the “All-Student-Athlete Meeting” athletes will be given the NCAA Concussion Fact Sheet for Student-Athletes, discuss signs/symptoms, and how to report a concussion. Student-Athletes will electronically sign a PLNU Student-Athlete Concussion Statement.

2. The team AT will have their team’s coaches (every coach on the staff) read and discuss with them the NCAA Concussion Fact Sheet for Coaches. The AT will have each coach on the staff sign a PLNU Coach’s Concussion Statement (Attachment 2). They will have the coaches initial all statements on the forms and sign the bottom of the form. These signed forms will be saved in a three ring binder labeled “PLNU Sport Concussion Policy”. This binder will also be used to store the AT and physician statements. The binder will be divided into three sections, one for each group. Within these divisions the statements will be organized by year. The statements will be saved for 7 years.

3. The Head Athletic Trainer is responsible for having all the team physicians and physician’s assistants sign the Team Physician Concussion Statement. He/She will file these signed forms in the three ring binder and will maintain the records for seven years.

4. Eye-Sync, SCAT, and BTrackS baseline testing will be a component of the Medical Pre-Participation process and must be completed prior to the start of official team practices for all 1st year, Transfer, and previously concussed Student-Athletes.

Managing the Concussed Student Athlete

1. The team AT will evaluate any Student-Athlete suspected of sustaining a concussion as soon as possible. If a team physician is available he/she will evaluate the suspected concussed Student-Athlete.

2. If the Student-Athlete’s condition is deemed emergent, EMS should be activated and the Student-Athlete will be treated appropriately.
3. In non-emergent cases, the Student-Athlete will be removed from play and evaluated on the sideline. The AT and/or physician will inquire about symptoms and will perform a mental status exam including orientation, memory and attention. They will also perform a focused neurological exam including evaluation of cranial nerves 2-12, motor function, vestibular-ocular motor screening (VOMS), balance testing (BTrackS), eye tracking (Eye-Sync), coordination and sensory function. This information should be recorded on paper ASAP – while the AT or physician is still on the court/field (SCAT3 and VOMS is ideal). Once the Student-Athlete is in a quiet location the AT will perform a full SCAT (Attachment 8), BTrackS, Eye-Sync, and VOMS (Attachment 7) (this must be done within 1 hour after the end of practice or competition). If the Student-Athlete is demonstrating sufficient or excessive signs and symptoms of a concussion, the VOMS test may be deferred until the following day due to a likely exacerbation of symptoms with the VOMS assessment.

4. Any Student-Athlete diagnosed with a concussion shall not return to activity for the remainder of that day and there is to be no classroom activity on the same day as the diagnosed concussion. Medical clearance will be determined by the combination of team physician, athletic trainers, and any other medical professionals involved with management of the concussion.

5. Ideally, an assessment of symptoms will be performed at the time of the injury and then daily thereafter (i.e. after the practice or competition, 24 hours, 48 hours, etc.). A follow-up phone call will be made from the AT to the Student-Athlete within 12 hours from the injury assessment.

6. As soon as possible, the AT and/or physician will directly communicate with the Student-Athlete and will give an at-home care concussion information sheet to the Student-Athlete (Attachment 6). If there is any worsening of the patient’s condition the Student-Athlete should: 1. Call 911 and activate EMS; and 2. Call the team AT to discuss the

(NATA Position Statement: Management of Sport Concussion, 2014)
symptoms (only if mild). The team AT’s phone number will be written on the home instruction sheet.

7. The AT will notify the team physician of any concussion. The team physicians can be reached by phone. The team physician will help formulate a care plan for the concussed Student-Athlete. The participation status and the follow-up appointment should be clearly documented and communicated to the Student-Athlete and AT.

8. If the Student-Athlete has sustained multiple previous concussions or two concussions within a calendar year, the Student-Athlete is to be referred to a concussion specialist for further assessment and direction in care. Additionally, if the Student-Athlete is demonstrating prolonged symptoms and is suspected of possible post-concussion syndrome, the Student-Athlete will be referred to a concussion specialist.

9. Starting on the day after the concussion, the AT will complete a full SCAT along with BTrackS, and VOMS. A Symptom Assessment Checklist (SAC) should be done daily until the athlete is asymptomatic. Each team ATC will determine a plan of care for the Student-Athlete which may include vestibular-ocular rehabilitation exercises.

10. Following an assessment of the Student-Athlete’s mental, emotional, and physical state, the Student-Athlete may be referred to the Point Loma Nazarene University’s Disability Resource Center (DRC) and the Vice Provost for Academic Administration for temporary academic accommodations due to the disabilities incurred from a concussion. The Student-Athlete will receive care and guidance from the DRC, in conjunction with the Athletic Training Staff, to assist with the appropriate progression for their return to learn protocol.

11. Once the athlete is completely asymptomatic monitored via the SAC form, post-injury assessment testing will be continued until the Student-Athlete achieves his or her baseline scores in all domains. The Student-Athlete will be seen and/or receive verbal confirmation by the team physician for clearance to begin the graduated return to play. Symptoms will be monitored during the graduated return to play protocol.

12. The team physician will use the Student-Athlete’s VOMS scores, BTrackS results, Eye-Sync scores, and SCAT results to help determine return to play. The team AT will provide the supporting documentation to the team physician.

**Gradual Return to Play**
13. The physician will determine if it is appropriate to start a symptom driven progressive return to play after they perform an evaluation and review all data. The management of concussed Student-Athletes is always individualized based on the clinical situation. The team physicians have the discretion to modify the Gradual Return to Play Protocol for Concussions. The Zurich Conference statement acknowledged that team physicians trained in the care of concussed athletes may at times shorten the return to play. However, the team physicians should never practice outside the standards of practice for their specialty.
14. Once the Athlete is determined to be asymptomatic for 24 hours, with the authorization and guidance of a PLNU physician, the athlete may begin the return to play protocol (see below). This progressive return to play protocol will be overseen by the team AT.

15. The Student-Athlete will be seen or have a phone meeting with the team physician just prior to returning to contact (before Step 5 in Gradual RTP Protocol).

**Graduated Return to Play Protocol**
The team physician must clear the concussed Student-Athlete to start this progressive RTP protocol. The team physician should also clear the athlete to full participation in practice (Stage 5). No athlete can return to full activity or competition until they are asymptomatic in all levels of exertion - limited, strenuous, sport-specific and controlled full-contact.

This protocol allows a gradual increase in volume and intensity of exercise during the return to play process. The Student-Athlete is first allowed to return to contact in a controlled way and is monitored very closely on the field or court. The Student-Athlete is monitored for any concussion-like signs/symptoms during and after each exertional activity.

The following steps are **NOT** to be performed on the same day, but to be performed on separate and subsequent days. The Student-Athlete must continue to be asymptomatic to progress to the next step. If the Student-Athlete develops symptoms at any step they must be evaluated by the physician. If the Student-Athlete completes all these steps without signs or symptoms then the team ATC and physician can allow the Student-Athlete to return to full contact in a game situation.

**Step 1 (asymptomatic day 2):**
20 minute stationary bike ride (10-14mph; <70% Max HR)

**Step 2 (asymptomatic day 3):**
Interval Bike Ride: 30sec sprint, 30sec recovery x 10
Body Weight Circuit: Squats, Sit-ups, Pushups x 20sec x 3

**Step 3 (asymptomatic day 4):**
60yd shuttle run x 10 (40sec rest); Plyometrics: 10yd Bounding, 10 Med Ball throws, 10 Vertical Jumps x 3; non-contact, sports-specific drills x 15 min

**Step 4 (asymptomatic day 5):** Controlled return to full-contact practice and monitoring for symptoms

**Step 5 (asymptomatic day 6):** Full sport participation in a practice

**Resources/References**
www.cifstate.org
www.ncaa.org
Graduated Return to Learn Protocol
This protocol allows a gradual increase in volume and intensity of classroom activity during the return to learn process. The Student-Athlete is not to participate in classroom activity on the same day as sustaining the concussion. Following the day of sustaining the concussion, the Student-Athlete is then allowed to return to school and academics in an individualized manner using the stages below. The Student-Athlete will be monitored for symptoms after each stage.

The Student-Athlete must be asymptomatic prior to advancing to the next stage of the graduated return to learn protocol. If the Student-Athlete completes all stages in the graduated protocol, then the team AT and physician can allow the Student-Athlete to return to school full-time.

Stage 1 Same Day Sustaining Concussion
- No School Attendance
- Strict Limits on Technology Use
- Complete physical and cognitive rest

Stage 2 Return to School with Accommodations (Asymptomatic Day 1):
- Limitation on Technology Use
- Avoid Heavy Backpacks and other physical demands
- No tests or quizzes
- Complete school work and reading outside of the classroom

Stage 3 Continued Academic Accommodations (Asymptomatic Day 2):
- Gradual introduction of schoolwork and academic testing
- Attend school part-time - this may include breaks within the school day
- Incorporate light aerobic activity (RTP Step 2)

Stage 4 Full Recovery to Academics (Asymptomatic Day 3):
- Attend school activities full time as tolerated
- Resume normal activities
- Resume sport participation following to return to play graduated protocol

Resources/References

5th Intl Conference on Concussions in Sport, Berlin, 2016
Sickle Cell Trait Testing, Notification, and Education

Introduction
Sickle cell disease is a mutation in hemoglobin which in turn affects the shape of red blood cells. Those with sickle cell trait have only one abnormal gene from one of their parents and usually have normal red blood cells. During intense exertion or exertion at extreme conditions, those with sickle cell trait can change the shape of the red cells from round to quarter-moon or “sickle.” This change, exertional sickling, can pose grave risk for some Student-Athletes. Exertional sickling causes a blockage of the blood vessels resulting in damage to multiple organs including muscle causing ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Sickling can begin in 2-3 minutes of any all-out exertion. Heat, dehydration, altitude, and asthma can increase the risk for and worsen sickling, even when exercise is not extreme. Collapse due to exertional sickling is a medical emergency and death can occur quickly. Due to the above risks, it is important to know the sickle cell trait status of all Student-Athletes.

Sickle Cell Trait Testing/Screening, Notification, & Education Procedures
In compliance with NCAA proposal 2009-75-B-1, Point Loma Nazarene University’s Department of Intercollegiate Athletics requires all Student-Athletes, to have documentation of a sickle cell solubility test (SST) or sign a waiver as part of his / her pre-participation physical examination. It is required that Potential Student-Athletes (PSA’s) participating in tryout activities have documentation prior to participation. Documentation must be present BEFORE the Student-Athlete is permitted to participate in any athletically related activities, including, but not limited to practices, sports performance sessions, and/or compete in any intercollegiate athletic events.

Testing Process:
If you have NOT been tested for sickle cell or if you are unable to access previous test results, please follow these instructions:

OPTION 1: Make an appointment with your primary care physician or local testing facility to be tested for sickle cell trait.

OPTION 2: You may choose to use a Quest Diagnostic location. PLNU Student-Athletes can get tested at a local Quest Diagnostics location through Accesa Labs https://www.accesalabs.com/. The Sickle-Cell Trait (SCT) test can be ordered through Accesa Labs’ online interface at https://www.accesalabs.com/Sickle-Cell-Test?code=SEALIONS This link will provide the discounted rate of $45 at checkout. Student-Athletes will then follow the instructions to get tested. When the results are ready, you will receive an email notification to log in and view/print your results. If the results of the test are positive, the student-athlete should order an additional test to confirm the results. The Hemoglobin pathology test can be ordered using the following
If you have previously been tested, please follow these instructions to provide the results of previous testing.

As of today, all 50 states have newborn screening programs that identify sickle cell trait status at birth, however not all states adopted screening in the same year. In the state of California, if your son or daughter was born after February 21, 1990, results may be available from your child’s pediatrician by submitting this form (UHS Med Records Release) or from the State using this link:

https://cdph.ca.gov/Programs/CFH/DGDS/Pages/nbs/athletestraitresults.aspx

If your son or daughter was NOT born in California, please contact your pediatrician for results. If results are not available, contact the state.

After you have received your results you need to upload results into the ATS portal.

Positive Test Notification, Counseling, & Education Process

Student-Athletes who are confirmed to have Sickle Cell Trait will meet with a PLNU team physician at the earliest available opportunity for notification, education, and counseling.

The Student-Athlete, the team physician, and the Student-Athlete’s AT must sign the Sickle Cell Notification Form at the time of notification. If the Student-Athlete is a minor, his/her parent or legal guardian will also be notified of the Student-Athlete’s sickle cell status and must also sign the Sickle Cell Notification Form.

A complete list of Student-Athletes with Sickle Cell Trait and other medical alert issues must be distributed to the following individuals at the beginning of each semester.

1. Sports Medicine Personnel
2. Coaching Staff
3. Sports Performance Staff
4. Athletic Training Students (if applicable)

Sports Medicine Personnel Education

- In-service training and review will be conducted for Sports Medicine personnel at a minimum on a yearly basis and/or as needed.
- In-service training and review will include, but will not be limited to:

1. NCAA and conference policy review
2. Sickle cell trait background and review of literature
3. Likely sickling settings
4. Signs and symptoms and differential diagnosis
5. Practical management and First Aid
6. Case specific education
Coaching Staff Education

- In-service training and review will be conducted for Sports Performance personnel (if applicable) and coaching staff personnel at a minimum on a yearly basis and/or as needed.
- In-service training will include, but will not be limited to:

  1. NCAA and conference policy review
  2. Sickle cell trait background and review of literature
  3. Likely sickling settings
  4. Signs and symptoms and differential diagnosis
  5. Practical management and First Aid
  6. Case specific education

Differential Diagnosis (Sickling vs. Cramping):

<table>
<thead>
<tr>
<th></th>
<th>Sickling</th>
<th>Heat Cramps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onset</td>
<td>Usually immediate, with no early warning; may occur early in Workout</td>
<td>Student-Athlete usually feels twitching/twinges in tired muscles minutes to hours before onset</td>
</tr>
<tr>
<td>Pain</td>
<td>Increasing pain &amp; weakness in the working muscles, esp. the legs, buttocks, and/or low back; ischemic pain from insufficient blood flow to working muscles</td>
<td>&quot;burning&quot; type pain</td>
</tr>
<tr>
<td>Collapse</td>
<td>Student-Athletes &quot;slump to a stop&quot; due to the legs becoming weak &amp; wobbly and no longer hold the Student-Athlete up; sometimes will still be talking while on the ground</td>
<td>&quot;hobble to a halt&quot;; fully-contracted muscles no longer work</td>
</tr>
<tr>
<td>Physical findings</td>
<td>Soft, flaccid muscle tone</td>
<td>Sustained, full contraction of muscles (tetany)</td>
</tr>
<tr>
<td>Response</td>
<td>Student-Athlete may feel better after 10-15 minutes in a cold tub,</td>
<td>Usually takes longer to resolve, even with aggressive cooling &amp;</td>
</tr>
</tbody>
</table>
Conditioning Guidelines
- Adjust the work/rest cycle to accommodate for environmental (heat, altitude) or personal (illness, asthma, hydration) issues. An adequate rest time is necessary in managing SCT Student-Athletes. Adjustments to actual rest time should be made based on recommendations from the Sports Medicine Staff based on the specific activity being performed.
- No punitive conditioning for SCT Student-Athletes
- Medical staff and coaches should collaborate to determine individual progressions for sports with SCT Student-Athletes

Practice/Game Guidelines
- The staff athletic trainer and the Student-Athlete will meet prior to the SCT Student-Athlete’s participation to discuss and document sport specific issues related to management of SCT Student-Athletes during practices and games that are not addressed by the statements listed above regarding conditioning. Management decisions will be communicated to the Student-Athlete and all appropriate coaches.
- Sport specific management guidelines for SCT Student-Athletes should be sent to the team’s coaching staff, the Sports Performance coaches, and the Head Athletic Trainer.

Management of Symptoms
- The SCT Student-Athlete will report all symptoms immediately to the athletic trainer or coach.
- The medical staff and coaches should have a low threshold for removal of SCT Student-Athlete from activity.
- Discontinue activity at onset of symptoms (e.g. cramping, pain, swelling, weakness, tenderness, fatigue, shortness of breath, abdominal pain) or difficulty completing repetitions.
- Any SCT Student-Athlete that is identified as struggling or performing below standard by a coach will be removed from the drill.
- Following removal from participation:
  - Check Vital Signs
  - Cool the Student-Athlete, if necessary.
  - Continue self-hydration as able.
  - Administer high-flow oxygen (if available) preferably with a non-rebreather face mask. Oxygen may be applied by MD or AT (with physician orders).
  - Activate emergency action plan (EAP) for any signs and symptoms related to decreased mental capacity or vital signs.
  - Communicate SCT status to EMT’s and ER physicians so this will be included in their evaluation and treatment plan.

Return to Play Following Removal from Participation
Must be cleared by team physician
Monitor return to athletic participation

Emergency Treatment
First Aid for Sickling Emergencies:

- Consider any struggling, cramping, or collapse as sickling until proven otherwise.
- Act Fast! A sickling collapse is a medical emergency.
- Call EMS – someone from medical staff occupancy Student-Athlete to hospital
- Check vital signs/Monitor ABCs
- Give supplemental oxygen (if available)
- Cool the Student-Athlete, if necessary
- Attach an AED
- IV fluids (if available)

Referenced Documents


Medical Hardship Waiver

In order for a Student-Athlete to receive a Medical Hardship Waiver per NCAA Bylaw 14.2.4, the following conditions must be met:

1. Student-Athletes must notify their Athletic Trainer of any injuries that may warrant a Medical Hardship Waiver

2. Student-Athlete, Coach and Athletic Trainer will notify the Associate Athletic Director for Compliance/SWA the desire to file a waiver

3. The Student-Athlete may not have participated in more than three contests or dates of competition or 30 percent of the team’s maximum allowed contests (bylaw 17)

4. The injury must have occurred in the first half of the season

5. The injury or illness does not have to occur during practice/competition, but it must be incapacitating. Only a doctor may declare a Student-Athlete incapacitated.
6. All Athletic Trainer documentation and medical documentation must exist and be provided

7. Only a licensed physician may declare a Student-Athlete incapacitated

8. Associate Athletic Director for Compliance/SWA will file the waiver with the PacWest Conference Office

9. Medical Hardship Waivers must be filed to the PacWest Conference Office within 60 days after the final contest

10. If the PacWest Conference Office denies the waiver, then an appeal maybe filed with the NCAA

All percentages are calculated according to contests or dates of competition, depending on how your sport's competitive opportunities are counted. Only contests or dates of competition occurring during the championship (traditional) season are included in the calculations. Conference championships/tournaments are counted as one contest or date of competition, regardless of the actual contest/dates used.

If the percentage calculation for the 30-percent rule results in a decimal -- any decimal -- the whole number preceding it is always rounded up.

Wellness Center Services

Counseling and Therapy Services
Mental Health Services are provided by the Wellness Center.

Personal brief assessment counseling is available in the Wellness Center or in the residence halls in addition to group support, crisis intervention, and off campus referrals.

Referral System
The Wellness Center staff has developed ties with a number of practitioners in the San Diego area. These include physicians, urgent care facilities, counselors and dentists.

Eating Behavior
Representatives from the Wellness Center, faculty, staff and students make up this team. The group meets on a monthly basis to discuss program planning, resource gathering, and incident management.

Nutrition Counseling
Referrals are made to a registered dietitian who is available by phone to set up individual appointments for a fee-based consultation. Students may utilize their insurance coverage for this service.
**Student Health and Safety Referral**
The Wellness Center coordinates Health Services, Counseling Services, and Health Education. A team of nurse practitioners, counselors and health educators work together to provide a comprehensive program designed to aid students in their academic achievement.

The Wellness Center provides free services to all Point Loma Nazarene University students. There are charges for medications, injections, strep and other tests, labs, and physicals. The student may choose to pay these fees via cash or check or bill their student account at the time of visit. Please note we are unable to facilitate private insurance billing.

Things to know:

- All visits and records are confidential. Medical services for illness, injury, or consultation are free. There are costs for prescription medications/vaccines and some tests that are performed in the Wellness Center.
- Contact Campus Safety at (619) 849-2525 if you have an urgent situation after hours. They can assist you and contact emergency services as indicated. Have your medical insurance information available in order to make appropriate decisions regarding your care.
- Sharp Rees-Stealy Urgent Care, 2001 4th Avenue, San Diego, (619) 446-1575, for non-life threatening situations. Open 8 am to 10 pm Monday through Sunday.
- Sharp Memorial Hospital, 7901 Frost Street, San Diego, (858) 939-3400, or Sharp Coronado Hospital, 250 Prospect Place, Coronado, (619) 522-3600 are two acute care facilities where students are referred for immediate care.
- Prescriptions medications, vaccines, TB tests, certain lab tests may be placed on student account, or paid for at the time of service.

**Health Services**
Wellness Center health services include free self-care shelf medications, assessment and treatment of injuries and illnesses, TB testing, immunizations, travel and prescription medications, consultation on any health issues, and student insurance facilitators.

**Travel advice and medication**
Students traveling for mission work or for pleasure may consult with the Nurse Practitioner regarding travel health needs. The Wellness Center, however, is not a travel clinic. Recommendations are based on the following sources: www.cdc.gov/travel and current medical literature. Some vaccinations are available in the Wellness Center and prescriptions can be provided for other recommended travel medications. Students are encouraged to review CDC (Center for Disease Control) website information for their specific destination(s) before their appointment. There is a $10 consultation fee for this service.

**Family Nurse Practitioners:** PLNU employs staff nurse practitioners available in the Wellness Center.

**Physician:** Dr. Charles Hardison
Hours: Monday through Friday 8 AM to 4 PM. Students can either call (619) 849-2574 or come by the Wellness Center to schedule an appointment.

Public Safety

Public Safety handles all safety on campus. Call 619-849-2525 to report any suspicious activity or file a claim.

An on campus shuttle is operated by Campus Facilities on weekdays and makes regular stops at locations across campus.

An off campus shuttle services freshmen and other students and is operated by Physical Plant. The shuttle times and services are available by contacting the Shuttle Info Line at (619) 849-7588.

The Department of Public Safety provides jumpstarts for motorists with a disabled battery. Please call (619) 849-2546 to request a jumpstart.

Public Safety also provides vehicle accident reporting, incident/crime reporting, and injury/illness reporting for all incidents that happen on the Point Loma Campus.

Office of Strengths and Vocation

Student-Athletes can find help with career development through the Offices of Strengths and Vocation.

The Offices of Strengths and Vocation's Mission Statement is to facilitate opportunities for the Point Loma Nazarene University community to build relationships for employment, internships, mentoring, and networking experiences with the external professional community.

The Office of Strengths and Vocation is located on the third floor of the Ryan Learning Center in Suite 306. The OSV is open Monday - Friday from 8:00 a.m. to 4:30 p.m.

OSV services include: Strengths Coaching, Strengths campus wide co-curricular initiatives, Corporate and Business External Relations, Career Counseling Services, Student Employment, and Student Internships. They have a wide variety of resources available to PLNU students including: career and strengths counseling, resume helps, student employment, internship opportunities, assessment testing, and events hosting experienced professionals for networking and training.
Multicultural Affairs Center

There are a wide range of programs and opportunities specifically designed for students at PLNU in support of diversity. These programs are sponsored by the Multicultural and International Student Services office in Student Development, the main program being MOSAIC.

MOSAIC (Multicultural Opportunities for Students Activity Involved in Community) is the home to 8 multicultural student organizations on campus. Clubs and organizations including ALAS, ASU, BSU, Hui O’Hawai’i, International Club, Mu Kappa, VIP Gospel Choir and Team Barnabas.

All members of the MOSAIC organization(s) are the heart of the Office of Multicultural and International Student Services. As we work, partner and collaborate together, our desire is to model what it means to live an inclusive multicultural community—that embraces all those different backgrounds. MOSAIC intentionally seeks to deliver a cross-cultural, intercultural and multicultural educational component in all of our programming, in order to create engagement across cultures.

For more information click here.

Benefits, Awards and Recognition

Complimentary Admissions
PLNU may provide four complimentary tickets per home contest to a Student-Athlete in the sport in which the individual 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.

PLNU Pass Lists – Pass list requests must be emailed to the Assistant Athletic Director for Facilities and Events by midnight preceding the event. Student-Athletes are limited to four passes each and are responsible for sending their own pass list requests.

Note: PacWest policy dictates that no complimentary admissions are available for away contests.

The following are prohibited:

1. Receiving payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit.
2. Special arrangements to sell Student-Athlete tickets (tickets shall be available for purchase by Student-Athletes according to the same purchasing procedure used for other students.)

3. A Student-Athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.

**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.

**Student-Athlete Awards**

The Athletic Department selects deserving Student-Athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the Athletic Department.

2. Coaches must obtain approval from the Athletic Director for Compliance, for any awards provided to the Student-Athlete.

3. Awards by outside groups or organizations are not allowed unless approved in advance by the Athletic Director and Associate Athletic Director for Compliance/SWA.

**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 Associate Athletic Director for Compliance/SWA 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.

**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.

**Student-Athlete’s Relative or Legal Guardians** – A Student-Athlete’s relatives or legal guardians may provide team members an occasional meal at any location (16.11.1.12c).

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 Associate Athletic Director for Compliance/SWA for approval.

3. If the request is denied the Associate Athletic Director for Compliance/SWA will notify the Head Coach.

**Recruitment Involvement for Prospective Student-Athletes**
Student-Athletes may write to prospects to encourage their enrollment at Point Loma Nazarene University, but it may not be done at the direction and/or the expense of the University. A Student-Athlete may not telephone recruits but may accept telephone calls made at the prospect’s expense. Student-Athletes are also prohibited from making any statements to media members about recruits, the recruits’ athletic ability, or the likelihood that the recruit will attend the university.
A Student-Athlete may be asked by a coach to host a recruit who is on an official visit to campus. While serving as a host, a Student-Athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food, arcades, movies, theatres, bowling and other entertainment activities, but may not be used to purchase souvenirs (e.g., hats, t-shirts, etc.) for the recruit. A Student-Athlete may transport the recruit to activities within a 30-mile radius of campus, but must not allow the recruit the use of a car. The University cannot provide the use of a car to the Student-Athlete for the purpose of hosting a recruit. A student-host will receive a list of host instructions when given host money by the coach.

Student-Athlete hosts are required to submit all receipts pertaining to the entertainment of perspective Student-Athletes per PLNU policy.

**Program Evaluation**

Point Loma Nazarene University Athletic Department has an open door policy. Any Student-Athlete who wishes to address concerns can make an appointment or come into the athletic offices at any time.

**Student-Athlete Exit Interviews and Team Surveys**

Each Student-Athlete upon exhausting eligibility or leaving the team will have the opportunity to schedule an exit interview with a member of the athletics administration (Athletic Director, Senior Associate Athletic Director, or Associate Athletic Director for Compliance/SWA).

The Athletic Director, Senior Associate Athletic Director, or Associate Athletic Director for Compliance/SWA will meet with each team at the conclusion of each competition season. At this time, each Student-Athlete will be asked to complete a feedback survey.

Student-Athletes may make an appointment to meet with a member of the administration or the Faculty Athletics Representative at any time.

The Athletic Director will meet with the head coach at the conclusion of each season/year.
Forms
Appendix A

Student-Athlete Acknowledgement

I understand this handbook will be updated periodically while I am enrolled at PLNU as a Student-Athlete and that the online Student-Athlete Handbook will supersede any previous handbook and acknowledgement. I also understand that it is my responsibility to keep up to date with the handbook.

By signing this form, I am agreeing to follow University, Department and NCAA rules and commit myself to representing my team and Point Loma Nazarene University in a positive manner.

________________________________________________________
Student-Athlete’s Name (print)                     Date

________________________________________________________
Student-Athlete’s Signature
Appendix B

STUDENT-ATHLETE EMPLOYMENT/INTERNSHIP FORM

Student-Athlete: _______________________________ PLNU ID #: __________________ (six-digits only)

Sport: _______________________________ Contact Number (_____) __________________

Semester(s) of Employment (check all that apply):     ___Fall   ___Spring   ___Summer

Employment:     ☐ On-Campus     ☐ Off-Campus

Type:     ☐ Employment     ☐ Internship

Name of Company: ___________________________________________________________________

Supervisor’s Name: __________________________________________________________________________________

Company Address: ___________________________________________________________________________________

Company/Supervisor’s Phone: ____________________________________________________________________________

Job title: ____________________________________________ ☐ ☐ ☐

Description of duties:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Dates of employment/internship:   From: _______________________   To: ______________________

Rate of pay & hours/week:

$____ / (hr)  $____ / (week)  $____ / (project)  # of hrs/week _____

My signature certifies that to the best of my knowledge, the above responses are correct. Furthermore, I understand that any improper employment may cause myself/the above named Student-Athlete to become ineligible to participate in intercollegiate athletics at Point Loma Nazarene University.

I understand that Student-Athlete employment may not be based on my athletics ability or my status as a Student-Athlete. Furthermore, I understand that Student-Athletes must be paid the going rate for a particular job.

Student-Athlete: _______________________________     Date:________

Compliance Office: _______________________________     Date:________
Appendix C

POINT LOMA NAZARENE UNIVERSITY
Student-Athlete Concussion Statement

_____ I understand that it is my responsibility to report all injuries and illnesses, including concussions, to my athletic trainer and/or team physician.

_____ I have read and understand the NCAA Concussion Fact Sheet for Student-Athletes.

After reading the NCAA Concussion Fact Sheet for Student-Athletes, I am aware of the following information:

_____ A concussion is a brain injury, which I am responsible for reporting to my athletic trainer or team physician.

_____ A concussion can affect my ability to perform everyday activities and can affect reaction time, balance, sleep, and classroom performance.

_____ I cannot see a concussion, but I may notice some of the symptoms right away. Other symptoms may show up hours or days after the injury.

_____ If I suspect a teammate has a concussion, I am responsible for reporting the injury to my athletic trainer or team physician.

_____ I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.

_____ Following a concussion(s) the brain needs time to heal. I am much more likely to have repeat concussions if I return to play before my symptoms have resolved.

_____ In rare cases, repeat concussions may cause permanent brain damage and even death.

_________________________________________  ______________________
Signature of Student-Athlete                  Date

______________________________  _______
Printed Name of Student-Athlete