

PRAIRIE VIEW A&M UNIVERSITY

NCAA

ATHLETICS COMPLIANCE MANUAL

Revised May 2009

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## **Table of Abbreviations**

<b>ACO</b>	Athletics Compliance Officer
<b>AD</b>	Athletics Director
<b>AEO</b>	Academic Enhancement Officer
<b>FAD</b>	Financial Aid Director
<b>FAR</b>	Faculty Athletics Representative
<b>NCAA</b>	National Collegiate Athletic Association
<b>NLI</b>	National Letter of Intent
<b>PSA</b>	Prospective Student-Athlete
<b>SA</b>	Student-Athlete
<b>SWAC</b>	Southwestern Athletic Conference
<b>TSA</b>	Transfer Student-Athlete

## RECRUITMENT PROCEDURES

Recruiting regulations are governed by Chapter 13 in the NCAA Division I Manual. All coaches who recruit off-campus are required to pass a written test annually issued by the NCAA, administered by the Faculty Athletic Representative (FAR) on-line. Results are available immediately. Any coach who does not pass must wait thirty days before re-taking the test. No coach is allowed to recruit off-campus for the academic year until they have passed the recruiting examination.

1. How do coaches identify prospective student-athletes?

### **Athletic Potential**

- A. Summer camps (off-campus)
- B. AAU tournaments (off-campus)
- C. Referrals: boosters, current athletes, newspapers (on-campus)
- D. Letters of interest (on-campus)
- E. Scouting services (on-campus)
- F. High school and junior college coaches (on- and off-campus)
- G. Film review (on-campus)

### **Off-Campus Activities**

1. File travel request with the recruiting coordinator, who forwards it to the Athletics Director for approval.
2. Recruiting officer reviews request for compliance with recruiting calendars, contact/evaluation legislation.
3. Once approved, request is forwarded to Travel Office for approval.
4. Upon return from trip, coach completes travel claim, and attaches all receipts and contact and evaluation forms. It should be submitted to the travel office for reimbursement within fourteen business days of return to campus.
5. Recruiting Officer reviews contact/evaluation form and expense voucher as instructed by Director of Athletics.

### **On-Campus Activities**

1. Coach should reply to letters of interest promptly. Contact prospect's high school or junior college coach to assess potential.
2. Coach should forward questionnaire or letter to PSA requesting pertinent athletic and academic information.

## **Academic Potential**

1. Coach requests prospect to forward unofficial transcript to recruiting coordinator for incoming freshmen and to Office of Admissions for transfer students to begin to assess prospect's admissibility and eligibility potential.

PRIOR TO EXTENDING AN INVITATION FOR AN OFFICIAL VISIT OR OFFERING A NATIONAL LETTER OF INTENT OR INITIAL FINANCIAL AID, PROSPECT'S POTENTIAL FOR ADMISSION AND INITIAL ELIGIBILITY WILL BE ASSESSED BY THE RECRUITING COORDINATOR.

### **2. Type of records to be maintained by coaches of telephone calls and mailings to prospects**

- A. Once coach has identified an active recruit, a file is created for each individual sport.
- B. Coach maintains a log of each telephone call to the prospect and forwards it to the recruiting coordinator. The log will be kept in the individual sport's file.
- C. Coach will turn in a copy of contact/evaluations to the recruiting coordinator and file in individual sport's file.

### **3. Steps involved prior to extending an offer for an official visit to a prospect (NCAA Bylaw 13.6)**

- A. Three weeks prior to visit, Coach notifies prospect of interest in having prospect visit PVAMU.
- B. Coach requests prospect register with the NCAA Eligibility Center and obtains the prospect's social security number and test scores for ACT or SAT.
- C. Coach gives name and social security number to Athletics Compliance Officer for adding the student to the Institutional Request List (IRL) from the NCAA Eligibility Center.
- D. Athletics Compliance Officer gives coach a copy of the Certification Summary generated by the NCAA Eligibility Center, detailing the status of all students requested for that recruiting year for that team.
- E. Coach gives all information to recruiting coordinator.
- F. Recruiting coordinator notifies the head coach that documentation is complete.

- G. Recruiting coordinator extends visit invitation in writing which includes the graduation rates disclosure form.
  - H. Coach forwards travel request to recruiting coordinator and includes prospect's itinerary, travel information (including time of arrival and departure) and other relevant information.
  - I. Director of Athletics reviews request for availability of funds, and approves. Approved funds can only be used for the prospective student-athlete named on the Travel Requisition.
  - J. Once request is approved, coach identifies student host and educates student host of applicable NCAA legislation regarding official visits. Student host signs host sheet.
  - K. Recruit visits.
  - L. After recruit's visit, coach files travel claim. Coach attaches receipts and forwards documentation to the travel office within five business days.
  - M. Coach complete documents such as the Record of Official Visit form and student host information form and forwards to recruiting coordinator office within five business days after official visit.
  - N. During compliance audits, the recruiting files will be reviewed. The NCAA requires the compliance audit at least once every four years.
4. **Types of records maintained and/or reviewed following an unofficial visit (*NCAA Bylaw 13.7*)**
- A. The Athletics Director notifies Admission Officer of all dead periods, requesting potential students be restricted from contact with coaching staff.
  - B. If coach meets with a potential student referred by the admissions office, no documentation is required.
  - C. If coach arranges an unofficial visit, all communication with prospect is filed in prospect's file. (Include itinerary, complimentary tickets, etc.)
5. **Procedures for signing a prospect to a National Letter of Intent (NLI) and/or financial aid agreement (*NCAA Bylaw 13.9.2*)**

**Three Calendar Weeks in Advance is Recommended**

- A. Coach submits financial aid recommendation and National Letter of Intent (NLI) information to Director of Athletics or designee.
- B. Assistant Athletic Director for Female Sports prepares NLI and forwards to Coordinator of Financial Aid.
- C. Coordinator of Financial Aid reviews recommendation and approves and signs financial aid agreement.
- D. Coordinator of Financial Aid returns initial award to the Administrative Assistant in the Department of Athletics. Agreement and NLI are sent to prospect.
- E. Prospect signs and returns NLI and financial aid agreement to the Administrative Assistant in the Athletics Department. Copies of the signed agreements are sent to the coach, athletics compliance officer, and files.
- F. Administrative Assistant in the Athletics Department forwards copy of NLI and financial aid agreement to conference office. Original NLI is filed.
- G. Coach forwards "Signing packet" to prospect. Packet includes housing information and application.

**FINANCIAL AID COMPLIANCE**  
*(NCAA Bylaw 15)*

## **Determining Financial Aid Budget for Athletics Department and Each Team**

Based on federal guidelines, the Financial Aid Office sets the amount of the cost-of-attendance and gives that information to Athletics Compliance Officer to determine the value of a full grant-in-aid (tuition, fees, room and board and course-required textbooks).

In April, the Athletics Director reviews the current year athletics scholarship budget, makes adjustments, and gives the listing of the scholarship budgets by sport for the next year to the Athletics Compliance Officer. The Compliance Officer then informs each coach of the budget for the next year as well as the full-grant-in aid amount.

Coaches turn in requests for aid for renewals, reductions, and initial awards for the upcoming year.

## **Awarding Aid to Freshmen and Transfer Student-Athletes**

1. Prior to extending an initial award to a prospective student-athlete (PSA), the head coach should secure a preliminary academic evaluation from the recruiting coordinator.
2. Coordinator of Financial Aid approves and signs Athletic Financial Aid Form and returns to Department of Athletics for mailing and inclusion of National Letter of Intent (if applicable).
3. Prospective student-athlete and parent-guardian (if PSA is under 18) sign and return Athletic Financial Aid Agreement and NLI to the Department of Athletics.
4. The Administrative Assistant forwards NLI and initial financial aid agreement to the conference within 21 calendar days of receipt from PSA and files one copy.
5. The Administrative Assistant makes a copy for the athletics compliance officer to use for processing after student enrolls.
6. After student enrolls, Athletics Compliance Officer prepares listing of students with applicable awards. Listing is approved by both the Director of Athletics and forwarded to the Coordinator of Financial Aid.
7. Coordinator of Financial Aid reviews and approves the scholarship listing.
8. The scholarship is entered into the Student Information System by Student Financial Aid personnel.

## **Notifying Returning Student-Athletes of Athletics Awards (*NCAA Bylaw 15.3.5*)**

Athletics Compliance Officer will forward list of final scholarship awards from prior year

to all head coaches. The financial aid budget will be determined and approved by the Director of Athletics.

Within five business days after the posting of spring semester grades, head coach will submit recommendations for financial aid renewals to the Athletics Compliance Officer.

Athletics Compliance Officer determines the eligibility of each student-athlete for the coming fall semester. Non-renewal letters will be sent to all ineligible student-athletes. The scholarship list will be sorted into initial, renewal, reduction, and non-renewal letters. Athletics Compliance Officer prepares award letters and forwards them to Coordinator of Financial Aid.

Prior to July 1<sup>st</sup>, Coordinator of Financial Aid signs letters and mails or returns to Athletics Compliance Officer for mailing. Letters include the terms and conditions of the award and requests the renewal be signed and returned.

Student-athlete returns renewal or reduction letter to the Coordinator of Financial Aid who sends the forms to the compliance officer for filing until the student enrolls.

After student enrolls, Athletics Compliance Officer prepares listing of students with awards.

Signed Scholarship/Grant Authorization form is sent to Scholarship Office for review.

Document is forwarded to Coordinator of Financial Aid for approval, signature and posting into Student Information System.

### **Non-renewals and Reductions in Aid**

Athletics Compliance Officer will forward list of final scholarship awards from prior year to all head coaches. The financial aid budget will be determined and approved by the Director of Athletics.

Within five business days after the posting of spring semester grades, head coach will submit recommendations for financial aid non-renewals and reduction in awards to the Director of Athletics or Athletics Compliance Officer.

The Director of Athletics and Head Coach will meet to discuss the recommendation. The head coach will notify the affected student-athlete of the action.

The Director of Athletics will forward the recommendation to the Athletics Compliance Officer.

Athletics Compliance Officer prepares the nonrenewal or reduction letter, and forwards it

to the Financial Aid Office. Non-renewal letters will be sent to all ineligible student-athletes. The scholarship list will be sorted into initial, renewal, reduction, and non-renewal letters.

Prior to July 1 of each year, the Coordinator of Financial Aid signs letters and mails or returns to ACO for mailing. Included in the letter will be an explanation of the student-athlete's opportunity for a hearing, and a date to notify the Coordinator of Financial Aid if a hearing is desired.

Student-athlete notifies the Coordinator of Financial Aid in writing if a hearing is desired by a designated date.

The Coordinator of Financial Aid coordinates the hearing with the Financial Aid Appeals Committee. The student is given the option of being there in person or writing a letter. The coach involved is invited to talk to the Committee.

Once the committee has made a decision, the Coordinator of Financial Aid notifies the student in writing, with a copy to the Athletics Compliance Officer.

For reductions and those who receive a favorable hearing, after student enrolls, ACO prepares a listing of students with awards which the Director of Athletics approves.

The document is forwarded to Coordinator of Financial Aid for approval, signature and posting into Student Information System.

### **Squad List Procedures (NCAA Bylaw 14.10.1 , 30.14)**

- |           |   |
|-----------|---|
| July 1    | Compliance Officer begins preparing NCAA squad list for upcoming season for all sports. Completes all columns in the "Status of Student" section and verifies with the Registrar's records.   |
| August 15 | Compliance Officer prepares preliminary squad lists in order that sports start schedules, based on average grant-in-aid numbers. After spring registration, Compliance Officer prepares final squad lists for fall sports based on actual grant-in-aid amounts. |

### **Updating Squad List**

Coaches are responsible for notifying the Compliance Officer of any changes in the squad list at the time of the change.

Prior to the end of the fall and spring semesters, the Compliance Officer will review the financial aid received by the student-athletes to insure that all changes have been made.

Squad lists will be adjusted as needed. Final squad lists are prepared based on actual grant-in-aid amounts and not on average amounts.

Final squad lists will be prepared in May and coaches will sign. These documents will be maintained by the Athletics Compliance Officer.

## **INITIAL ELIGIBILITY CERTIFICATION** *(NCAA Bylaw 14.3)*

### **Preliminary Academic Evaluations**

1. Once a prospect is actively recruited, the coach should request the PSA register with the NCAA Eligibility Center. Original transcripts and test scores from the testing agencies must be sent for evaluation by the Eligibility Center.
2. The Athletics Compliance Officer will print out the Certification Summary from the Eligibility Center and distribute it to the coach on a monthly basis.
3. If there are any questions about the student's status, the Athletics Compliance Officer will contact the Eligibility notify coach of the recommendation of prospect's eligibility.
4. Prior to extending and invitation for an official visit, the recruiting coordinator will verify that the PSA is registered with the NCAA Eligibility center and has valid test scores.

### **Admissions Applications**

1. Coaches and/or Office of Admissions will inform prospective student-athlete to apply to the university using the internet.
2. Office of Admissions processes application from application and transfers into the Student Information System. Office of Admissions generates notification to prospective student-athlete of missing materials.
3. Office of Admissions will render admissions decision, enters information into Student Information System. Athletics Compliance Officer accesses systems for admissions status.

### **NCAA Eligibility Center**

Coaches submit names of all Prospective student-athletes to Athletics Compliance Officer who will forward list to NCAA Eligibility Center. The Athletics Compliance Officer will review all information from the Eligibility Center and will advise all campus personnel of results.

As certification decisions are made, Athletics Compliance Officer will forward updated lists to

coaches.

### **Transfer Student Athletes Certification of Eligibility**

1. Prospective student-athletes must send transcript to coach and/or Office of Admissions. Office of Admissions will evaluate and determine amount of transfer credit.
2. Prospective student-athlete from four-year college or university must have release sent to Department of Athletics of the prior institution.
3. For eligibility, Athletics Compliance Officer must obtain transcript evaluation, release (if applicable) and NCAA Eligibility Center status.
4. Upon admittance to PVAMU, Prospective student-athlete must declare a major, so that Athletics Compliance Officer can determine whether progress-toward-degree requirements have been fulfilled using the degree audit portion of the student information system.

## **GENERAL ELIGIBILITY CERTIFICATION**

### **Administering Student-Athlete Statement and the Drug-Testing Consent Form**

1. By team, the Athletics Compliance Officer (as the designee of the Athletic Director) will coordinate the administration of the student-athlete statement and the drug-testing consent form. Head coaches and their staffs should attend the meeting.
2. The AD or his designee will administer the forms and answer any questions relating to the forms. The eligibility process should also be discussed.
3. Completed forms should be filed for six years.
4. Athletics Compliance Officer prepares a list of those deemed academically eligible who have completed the forms. List is approved by the Director of Athletics and sent to the Health Center personnel so students can get physical examinations before they begin practicing with the team.

### **Walk-on Certification**

1. No students may practice without being deemed eligible by the Athletics Compliance Officer and then receiving a physical examination. The Director of Athletics may make exceptions to this rule.
2. Head coach must provide information on any walk-on student after the student has expressed interest.

3. Within seven calendar days, the Athletics Compliance Officer will give the head coach notification of the eligibility status of student.
4. If eligible, name will be sent to Director of Athletics to authorize physical examination.
5. If not eligible or if additional information is required, head coach will be notified.

### **Transfer Student-Athlete Certification**

1. Transfer Student-Athlete (TSA) notifies Head Coach of interest in transferring.
2. Coach notifies Athletics Director of transfer student athlete's interest. Athletics Director seeks release from Transfer student athlete's current institution. **COACH MAY NOT COMMUNICATE FURTHER WITH TRANSFER UNTIL RELEASE IS SECURED.**
3. Release is secured from institution. Athletics Director notifies coach and sends copy to Compliance Officer.
4. Coach requests Transfer student-athlete to forward transcript to Admissions for evaluation of transferable credit.
5. Admissions forwards evaluation to Athletics Compliance Officer for review of eligibility.
6. Compliance Officer renders eligibility recommendation for the Transfer student-athlete and notifies head coach.
7. If recommendation is favorable, head coach must inform Transfer student-athlete to follow normal admissions process.
8. Transfer student-athlete's name will be included on potential eligibility list and processed with all other potential team members by athletics compliance officer.

### **Monitoring Academic Progress**

1. Academic records are housed in the Office of Registrar's Student Information System (SIS Plus). The Compliance Officer and Academic Advisement Officer have "read only" access to records.
2. Academic Advisement Officer or academic advisor reviews student's schedule to insure that all classes taken are on the student-athlete's degree plan.
3. Satisfactory academic progress will be monitored by the Academic Enhancement Officer.
4. Progress reports will be forwarded by the Academic Enhancement Officer (AEO) for selected

student-athletes at least twice during the semester.

5. AEO will review reports. Student-athlete with academic difficulties will meet with the AEO with possible referral to academic support services.
6. At the conclusion of the semester, AEO notifies head coach of academic difficulties.

## **SUMMER SCHOOL**

1. At the conclusion of the spring semester, the Athletics Compliance Officer assesses the academic records and reviews the academic standing of each student-athlete included by the coach on his returning list.
2. Academic deficiencies are reported to the head coach.
3. Head coach notifies student who must attend summer school for continued eligibility. Student-athlete should meet with academic advisor for summer school selections.
4. Student-athlete may meet with Academic Enhancement Officer to certify summer course selections are applicable to progress-toward-degree requirements.

## **CERTIFYING CONTINUING ELIGIBILITY**

1. Coaches submit names of all student-athletes for certification eligibility to the Athletics Compliance Officer.
2. Athletics Compliance Officer will determine whether student-athlete has met eligibility requirements for financial aid, practice and competition.
3. Athletics Compliance Officer will complete eligibility and degree audit and forward list to head coach. A reason will be designated for students determined to be ineligible.
4. Athletics Compliance Officer will prepare the conference eligibility form and have it reviewed by the Registrar (or designee). Any corrections noted by the Registrar (or designee) are made, and a corrected copy is sent for review.
5. The SWAC Eligibility Form is then signed by the Registrar (or designee), the Athletics Compliance Officer, the head coach, Director of Athletics, and the Faculty Athletic Representative.
6. Any student-athlete ruled ineligible (or their coach) may appeal the decision to the Compliance Officer for re-evaluation.

7. Athletics Compliance Officer will fax the conference eligibility form to the Southwestern Athletic Conference (SWAC) Office based on the following schedule:
  - A. 3<sup>rd</sup> Friday in August - Football, Soccer and Volleyball
  - B. 1<sup>st</sup> week in September – Cross Country and Bowling
  - C. 1<sup>st</sup> Monday in November - Basketball and Indoor Track
  - D. 1<sup>st</sup> Monday in February - Baseball, Golf, Outdoor Track, Softball, and Tennis (unless school chooses to start sport season in the fall, then eligibility forms are due before the competition in the fall).
8. Athletics Compliance Officer will mail all the original eligibility forms to the SWAC Office at the end of the semester.
9. Supplemental reports may be filed during the sport's playing season, as long as it is prior to the date of a student-athlete's first competition.

### **PARTICIPATION LOG**

The practice log is designed to document the actual practice times for individual students. NCAA Bylaw 17.1.5.3.4 on Hour-Limitation Record requires that countable hours be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. Competition days count as three hours no matter how regardless of the actual duration of the activities.

1. The practice log must be completed on a weekly basis by the head coach (or his/her designee) for all sports in-season and out-of-season. Practice times for each student-athlete must be recorded individually.
2. The head coach will sign that the log is complete on a weekly basis and forward it to the Athletics Compliance Officer for review.
3. The Athletics Compliance Officer will review the log for accuracy, completeness, and compliance with NCAA rules.
4. If there are discrepancies, they will be resolved between the coach and compliance officer, otherwise, the log will be filed.
5. The Athletics Compliance Officer will report to the Director of Athletics on a monthly basis that all the logs have been received.

## **NCAA RULES EDUCATION**

### Coaches

1. Athletics Compliance Officer is responsible for conducting rules-education meetings at least twice each year. All head and assistant coaches are required to attend. The PowerPoint presentations designed for the NCAA Regional Seminars should be used. Recruiting, eligibility, and financial aid must be covered.

### Students

1. Director of Athletics is responsible for holding a meeting of all student-athletes once a semester to discuss compliance and other athletic issues.
2. Head coaches are responsible for conducting rules-education meetings with student-athletes each semester. The Athletics Compliance Officer is available upon invitation by the coach.

### Boosters

1. The Director of Athletics is responsible for developing a rules-education program for booster groups.
2. The Director of Athletics will send at least two mailings per year, reminding booster groups and other athletics supporters of compliance issues. A copy will be sent to the Athletics Compliance Officer for documentation.

### Athletic Council

Athletic Council will have training conducted by the Athletics Compliance Officer on a monthly basis. Continuing membership on the Council will be dependent upon satisfactory completion of the training.

### Financial Aid Appeals Committee

Each year, the Compliance Officer reviews the financial aid appeals procedures with the committee prior to any appeals being conducted. The Compliance Officer acts as a resource person to the committee. Any student who receives a non-renewal or reduction of scholarship letter is entitled to appeal the status of their scholarship to the committee.

### Miscellaneous

The Athletics Compliance Officer will provide training to other groups as required or requested.

## **INVESTIGATORY AND SELF-REPORTING PROCESS**

1. All allegations of violations should be routed through the Director of Athletics, Compliance Officer and/or Faculty Athletic Representative.
2. The Athletics Director reviews the allegation and decides what type of institutional inquiries or investigations are warranted.
3. If necessary, a committee or individual is appointed to collect facts or conduct an investigation.
4. The results of the investigation are evaluated by the Athletics Director.
5. The President decides whether the results of the investigation will be forwarded to the conference office and NCAA.
6. If necessary, the Athletics Director in coordination with the Compliance Officer send written report of violation to the conference office and to the NCAA.
7. The Athletics Director informs all of those principally involved in determining the institution's response and in collecting information as to the disposition of the matter.
8. The Athletics Director declares student-athlete(s) ineligible in cases where a violation effects eligibility.
9. The Athletics Director in coordination with the Compliance Officer submits any written eligibility appeals to the NCAA.

#### **INVESTIGATION: Secondary**

1. Faculty Athletic Representative and designated committee determine who needs to be interviewed, develop strategies of the investigation.
2. FAR and committee conduct interviews and take notes.
3. FAR and committee conduct review of appropriate records.
4. FAR and committee report findings to Director of Athletics.

#### **INVESTIGATION: Major**

1. President requests legal counsel.
2. Legal counsel or designee conducts investigation.

3. Legal counsel or designee meets with AD, VP of Business Affairs, FAR, to determine strategies of investigation. May consult with conference or NCAA.
4. Legal counsel or designee reviews records and conducts interviews.
5. Legal counsel or designee reports finding to the President.

## **MISCELLANEOUS NCAA REQUIREMENTS**

### **Student-Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) is required by NCAA Bylaw 6.1.4. The function of the SAAC is to provide a mechanism for student-athletes to address the issues of student-athlete welfare on campus. This committee is required to meet at least once a semester. Minutes must be kept; copies will be sent to the Athletics Director and Athletics Compliance Officer.

### **Exit Interviews**

Exit interviews are required by NCAA Manual Bylaw 6.3.2. Exit interviews are to be conducted by the senior woman administrator or other designated representative (by the Athletics Director) with any student-athlete whose eligibility has expired or who has applied for graduation. Interviews shall include questions regarding the value of the student's athletics experiences, the extent of the athletics time demands encountered by the student-athlete, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athlete's specific sport.

### **Student Employment**

Standard forms for student employment will be distributed by the Assistant Athletic Director for Female Sports each year. The forms will include at a minimum, the name and location of the employer, the athlete's supervisor, arrangements for the employment, the amount of pay, and a description of job duties. The forms will be reviewed by the Assistant Athletic Director for Female Sports for compliance with NCAA regulations on employment, amateurism, and extra benefits.

### **Student-Athlete Vehicle Registration**

Automobile Usage (NCAA Bylaws 13.5.2.2, 13.6.7.5.4) – Shall be monitored semi-annually by a designee of the Athletics Department. Illegal use of any automobile shall be deemed an extra benefit pursuant to NCAA legislation and reported as a violation by the Department of Athletic Compliance. Standard forms for vehicle registration will be distributed by the Assistant Athletic Director for Female Sports each year. The forms will be reviewed for compliance with NCAA regulations on vehicle ownership.

### **Complimentary Tickets (NCAA Bylaw 11.6.5)**

1. Press passes. Reporters, radio, and TV announcers, and photographers with proper credentials may apply for admission. The Sports Information Director will handle all such request.
2. Parents of players. Parents or legal guardians will be issued two (2) complimentary tickets for the sport in which their child participates, through a list at the will-call window.
3. Wives or husbands of players. Two (2) complimentary tickets will be issued for the sport in which they participate.
4. Prospective student-athletes. Prospective student-athletes will be admitted on a single game basis when invited by a University coach and approved by the Athletics Director, through a list at the will-call window.
5. Promotional activities. Occasionally, the Department may promote high school days, etc., and will issue invitations to groups on an individual game basis. These activities must have the approval of the Athletics Director, Athletic Council and the University President.

### **Camps and Clinics**

Institutional camps and clinics must be operated in accordance with NCAA Bylaw 13.12. Employment at the camp must be approved by the Director of Athletics. The Director of Athletics (or his designee) will review the participant listing of the camp and the finances for propriety.

Institutional camps and clinics must be operated in accordance with NCAA Bylaw 13.12. Employment at the camp must be approved by the Director of Athletics. The Director of Athletics (or his designee) will review the participant listing of the camp and the finances for propriety. All Prairie View A&M sports camps or clinics shall be open to any and all entrants (limited only by number, age, grade level and/or gender). The Prairie View A&M staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a prospective student-athlete who is an athletics award winner or any individual being recruited by the institution.

Sports camp or clinic shall be one that:

- (a) Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition;
- (b) Involves activities designed to improve overall skills and general knowledge in the sport; or
- (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

\*\*\* A "senior prospective student-athlete" may attend a camp or clinic, provided the prospective student-athlete does not participate in any physical activities.

### **ACADEMIC CERTIFICATION PROCESS**

These are the rules for academic certification as stated in Chapter 14 - Eligibility of the NCAA Manual- Division I.

#### Incoming Freshmen

1. Head coach gives name and social security number to Athletics Compliance Officer.
2. Athletics Compliance Officer logs onto NCAA Eligibility Center at “ncaaclearinghouse.net.”
3. Click on “Member Institutions”, and put in password and name.
4. First time for any prospective student athlete.
  - A. Choose “IRL Activation”
  - B. Choose sport
  - C. Choose recruiting cycle (e.g. 05-06 Prospective student-athlete's enrolling 06-07 academic year)
  - D. Input social security number and submit
  - E. Click on “Back” to repeat the process for next student
  - F. If student is not registered, notify coach. Repeat process until registered. (If student is not registered, do no input student’s information, or student will be unable to register on-line.)
5. After the first time, click on “Web Status Reports”
  - A. Choose sport and submit.
  - B. If “Final=Yes” for any student, the Eligibility Center has certified that this student is a qualifier.
  - . If “Final=No”, student is ineligible to practice, compete or receive athletic aid for entire freshman year.

- C. For amateurism status, if it says “Final Certified” for the applicable sport, the student is eligible.
  - D. The student must be certified for both B. and C. above to be eligible to compete.
6. If student has been certified as a qualifier and an amateur:
- A. Check to insure student has been admitted to the university.
  - B. Student must be enrolled full-time in at least twelve hours.
7. Student can then be declared eligible for the fall semester.

### Second Semester Freshman

1. After first full-time semester, student must complete at least 6 hours of credit, and register in the second semester for at least 12 hours. .

### Sophomore

1. After two full-time semesters, student must have:
- A. Completed 18 hours during the two regular semesters, no more than six remedial hours.
  - B. Completed 24 hours before the beginning of the third full-time semester.
  - C. Have a GPA of at least 1.80 (90% of GPA required for graduation).
2. After three full-time semesters, student must have:
- A. Completed 6 hours of non-remedial hours during the prior regular semester.
  - B. Have a GPA of at least 1.80.
  - C. Register in at least 12 hours for the fourth semester.

### Junior

1. After four full-time semesters, student must have:
- A. Completed a minimum of six hours of non-remedial hours during the prior semester.
  - B. Completed 18 hours during the last two regular semesters.
  - C. Completed 40% of a declared degree plan leading to a baccalaureate degree.
  - D. Have a GPA of at least 1.90 (95% of GPA required for graduation.)
2. After five full-time semester, student must have:
- A. Completed at least six hours of degree applicable hours during the prior semester.
  - B. Have a cumulative GPA of at least 1.90 (95% of GPA required for graduation.)

### Senior

1. After six full-time semesters, student must have:
- A. Completed at least six hours of degree applicable hours during the prior semester.
  - B. Completed 18 hours during the last two regular semesters.

- C. Completed 60% of a declared degree plan leading to a baccalaureate degree.
  - D. Have a cumulative GPA of at least 2.00 (100% of GPA required for graduation.)
2. After seven full-time semesters, student must have:
- A. Completed a minimum of six hours of degree applicable hours during the prior semester.
  - B. Have a cumulative GPA of at least 2.00.

### Fifth Year Senior

1. After eight full-time semesters, if there is a year of eligibility remaining, the student must have:
- A. Completed at least six hours of degree applicable hours during the prior semester.
  - B. Completed 18 hours in the declared degree plan during the last two regular semesters.
  - C. Completed 80% of the declared degree plan leading to a baccalaureate degree.
  - D. Have a GPA of at least 2.00.
2. After nine full-time semesters, student must have:
- A. Completed at least six hours of degree applicable hours during the prior semester.
  - B. Have a cumulative GPA of at least 2.00.

Unless student has qualified for a waiver of the five-year rule, eligibility is exhausted five years after the student first enrolled full-time in a post-secondary institution.

### Incoming Transfer Student

The rule is that a transfer student must be in residence at Prairie View A&M University for one full academic year before being able to compete unless a transfer exception is met.

Transfers from a four-year college must meet one of the following exceptions:

1. One-time transfer exception. All of the requirements below must be met:
- A. Student is a participant in a sport other than basketball or football. However, transfers from a Division 1-A or Division I-AA (non-athletics aid) institution may use this exception if they have more than two seasons of eligibility remaining.
  - B. The student has not transferred previously from one four-year institution, unless the student had received the discontinued/non-sponsored sport exception.
  - C. The student is in good academic standing and meets the progress toward degree requirements. The student must be one who would have been academically eligible had he or she remained at the institution from which the student transferred.
  - D. If the student is transferring from a NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student's being granted an exception to the transfer-residence requirement. If the previous institution denies

the request for the release, the institution shall inform the student in writing that he or she may request a hearing conducted by a committee outside of the athletics department.

E. Non-Recruited Student. A student-athlete who does not qualify for the exception due to a. above may use the one-time transfer exception, provided he or she was not recruited by the original four-year institution and has never received institutional athletically related financial aid from any four-year institution.

2. Non-recruited student exception. The student transfers to PVAMU and the following conditions are met:
  - A. The student-athlete was not recruited by PVAMU.
  - B. No athletically related financial aid has been received by the student-athlete; and
  - C. The student-athlete has not competed for any previous institution and has not engaged in other countable athletically related activities in intercollegiate athletics beyond a 14 consecutive-day period at any previous institution.
3. Discontinued/non-sponsored sport exception. The student's original four-year institution dropped (or publicly announced it will drop) the sport (in which the student has practiced or competed at that institution in intercollegiate competition) from its intercollegiate program or the previous institution never sponsored the sport on the intercollegiate level and the student has never attended any other collegiate institution that offered intercollegiate competition in that particular sport.
4. Returned to original institution exception. The student transfers to a second C.four-year collegiate institution, does not compete at the second institution and does not engage in other countable I athletically related activities in the involved sport at the second institution beyond a 14-consecutive day period and returns to PVAMU.
5. Two-year nonparticipation or minimal participation exception. The student transfers to PVAMU from another four-year college and, for a consecutive two-year period immediately prior to the date on which the student begins participation (practice and/or competition), the student has not competed in intercollegiate competition and has not engaged in other countable athletically related activities in intercollegiate athletics in the involved sport beyond a 14 consecutive-day period, or has neither practiced nor competed in organized non-collegiate amateur competition while enrolled as a full-time student.
6. Military service, church mission exception. The student returns from at least 12 months of active service in the armed forces of the United States, or from at least 12 months of active service on an official church mission.
7. Discontinued academic program exception. The student changed institutions in order to continue a major course of study because the original institution discontinued the academic program in the student's major.

Transfers from a two-year college (qualifiers only) must meet one of the following exceptions:

1. Discontinued/non-sponsored sport exception. Same description as four-year transfer.
2. Two-year nonparticipation or minimal participation exception. Same description as four-year transfer.

Transfers from a two-year college (non-qualifiers) must have met all of the following requirements:

1. Graduated from the two-year college.
2. Completed 48-semester hours of transferable-degree credit applicable toward any baccalaureate degree program at PVAMU.
3. Attended the two-year college as a full-time student at least three semesters (excluding summer terms).
4. A cumulative grade-point average of 2.00.
5. In fulfilling the above requirements, no more than 18 hours can be earned during the summer terms, and no more than 9 hours can be earned the summer immediately prior to enrollment.

#### 4-2-4 College transfers

A student who transfers from a four-year college to a two-year college and then to PVAMU must meet the following requirements to be immediately eligible:

1. Completed an average of at least 12 semester hours of transferable degree credit, with a cumulative minimum grade point average of 2.00, acceptable toward any baccalaureate degree program at PVAMU for every term of full-time attendance at the two-year college.
2. One calendar year has elapsed since the student's departure from the four-year college
3. The student has graduated from the two-year college.
4. The exceptions to the 4-2-4 requirements are:
  - A. Student returns to the original four-year college from which he transferred
  - B. Student initially enrolled in a four-year college that never sponsored the student's sport on the intercollegiate level while the student was in attendance, and the student (as a qualifier) completed at least 12 semester hours of transferable degree credit with a minimum grade point average of 2.00 for the full-time semester of attendance at the two-year college.

#### Additional Transfer Requirements

After a transfer exception is met, both of the following requirements must also be met:

1. All transfer students are required to complete six hours of academic credit during the previous term of full-time enrollment. The exception is that transfer student-athletes from non-domestic institutions do not have to meet the six-hour requirement.
2. All transfer students have a credit-hour requirement of:
  - A. One semester = six semester or quarter hours

- B. One academic year = 24-semester or 36-quarter hours
- C. Three semesters/four quarters = 30-semester or 42-quarter hours
- D. Four semesters/six quarters = applicable percentage-of-degree requirement.

\*\*Note that a transfer student can satisfy the credit-hour requirement by using all academic credit earned at the previous institution as opposed to those hours accepted as transferable degree credit.

## **NCAA BANNED SUBSTANCE LIST**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

### **Bylaw 31.2.3. Banned Drugs**

The following is a list of banned-drug classes, **with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.**

#### **(a) Stimulants:**

amiphenazole methylenedioxymethamphetamine  
 amphetamine (MDMA, ecstasy)  
 bemigrade methylphenidate  
 benzphetamine nikethamide  
 bromantan pemoline  
 caffeine1 (guarana) pentetrazol  
 chlorphentermine phendimetrazine  
 cocaine phenmetrazine  
 cropropamide phentermine  
 crothetamide  
 diethylpropion phenylpropanolamine (ppa)  
 dimethylamphetamine picrotoxine  
 doxapram pipradol  
 ephedrine prolintane  
 (ephedra, ma huang) strychnine  
 ethamivan synephrine  
 ethylamphetamine (citrus aurantium, zhi shi, bitter  
 fencamfamine orange)  
 meclofenoxate **and related compounds**  
 methamphetamine

#### **The following stimulants are not banned:**

phenylephrine pseudoephedrine

#### **(b) Anabolic Agents:**

##### **anabolic steroids**

androstenediol gestrinone

androstenedione mesterolone  
boldenone methandienone  
clostebol methyltestosterone  
dehydrochlormethyl- nandrolone  
testosterone norandrostenediol  
dehydroepiandro- norandrostenedione  
sterone (DHEA) norethandrolone  
dihydrotestosterone oxandrolone  
(DHT) oxymesterone  
dromostanolone oxymetholone  
epitrenbolone stanozolol  
fluoxymesterone testosterone2  
tetrahydrogestrinone (THG)  
trenbolone

**and related compounds**

**Other anabolic agents**

clenbuterol

**(c) Substances Banned for Specific Sports:**

Rifle:

alcohol pindolol  
atenolol propranolol  
metoprolol timolol  
nadolol **and related compounds**

**(d) Diuretics and other urine manipulators:**

acetazolamide hydrochlorothiazide  
bendroflumethiazide hydroflumethiazide  
benzhiiazide methyclothiazide  
bumetanide metolazone  
chlorothiazide polythiazide  
chlorthalidone quinethazone  
ethacrynic acid spironolactone  
flumethiazide triamterene  
furosemide trichlormethiazide

**and related compounds**

**(e) Street Drugs:**

heroin tetrahydrocannabinol  
marijuana3 (THC)3

**(f) Peptide Hormones and Analogues:**

corticotrophin (ACTH)  
growth hormone (hGH, somatotrophin)  
human chorionic gonadotrophin (hCG)  
insulin like growth factor (IGF-1)  
leutenizing hormone (LH)

**(all the respective releasing factors of the above-mentioned substances also are banned.)**

erythropoietin (EPO) sermorelin  
darbypoetin

**(g) Anti-Estrogens**

anastrozole  
clomiphene  
tamoxifen

**and related compounds**

**(h) Definitions of positive depends on the following:**

1 for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2 for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this manual and to the best of my knowledge, it is accurate and following these procedures will serve to ensure compliance with NCAA Bylaws.

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Athletic Compliance \_\_\_\_\_ Date: \_\_\_\_\_

President \_\_\_\_\_ Date: \_\_\_\_\_