



ELIGIBILITY & ACADEMIC STANDARDS

ELIGIBILITY OF STUDENT-ATHLETES

FRESHMAN INITIAL ELIGIBILITY CERTIFICATION PROCEDURES

1. Coaches need to ensure that all of their recruited student-athletes have filed with the NCAA Clearinghouse as well as any walk-ons that are interested in trying out for their respective teams. Each coach must give a roster of prospective student-athletes prior to the end of the academic year for the upcoming year. Coaches are responsible for updating this list to the Assistant Director of Athletics / Compliance Coordinator / Senior Woman Administrator on a weekly basis during the summer months.
2. **NEW!** Per Saint Peter's College Department of Athletics Policy, a freshman student-athlete can not come onto campus and begin practicing with their respective team (i.e. Preseason) until they have everything turned into the Clearinghouse and have an "HO2" code next to their name.
3. **All freshman student-athletes must be certified by the NCAA Clearinghouse prior to competition – there are no exceptions to this rule.** Please note that a recruited student-athlete will have 2 weeks to practice if they have not been cleared by the start of the practice season; a walk-on (nonrecruited student-athlete) will have 45 days to practice. Neither can compete until fully cleared by the Clearinghouse.

CONTINUING ELIGIBILITY CERTIFICATION PROCEDURES

1. After the fall semester, the Academic / Athletic Coordinator will obtain transcripts and audits for all student-athletes, review for number of applicable credits completed in the fall, update students' academic record forms, update information in CAi and send a letter to the student-athletes advising them of their status and what they will need in the spring/summer to be eligible in the fall.
2. After the spring semester, the Academic / Athletic Coordinator obtains transcripts and audits and reviews for applicable credits during the year, GPA, and 25/50/75 percent (Student-athletes entering prior to August 1, 2003) or 40/60/80 percent (Student-athletes entering on or after August 1, 2003) degree completion; updates academic record forms and informs student-athletes of anything they are lacking which could be completed during the summer.

3. As close as possible to the first day of the fall semester, the Academic / Athletic Coordinator obtains and reviews transcripts and audits for all returning student-athletes, updates academic record forms, and completes the continuing eligibility certification form for each student; if there are any incomplete grades on the transcripts, the Academic / Athletic Coordinator consults with the Registrar's Office to see if grades have been submitted but not yet processed.

a) For confirmation of student-athlete's satisfactory academic progress, the Academic / Athletic Coordinator sends a list of all continuing student-athletes to the Assistant Academic Dean-Day Session, who will certify that each student is making Satisfactory Academic Progress per Saint Peter's College requirements.

TRANSFER ELIGIBILITY CERTIFICATION PROCEDURES

For all transfers, the respective coach should notify the Academic / Athletic Coordinator and the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator when they become aware of a student who is interested in transferring to Saint Peter's College.

4-Year College Transfers:

Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator:

1. Obtains necessary permission to speak to the transferring student-athlete and eligibility / participation information from previous institution(s).
2. Determines if the student-athlete can practice and receive institutional aid and / or an athletic scholarship during his / her first year (was the student-athlete a qualifier and, if not, did they attend previous institution(s) for at least one academic year.)
3. Determines if the student-athlete satisfies the conditions for an exception to the transfer residence requirement or if he/she must satisfy one more year of residence.
4. Obtains the evaluation of transferable credits (from Admissions or Registrar's Office) and a transcript audit for the student's major to determine if the student-athlete satisfies the necessary percentage of degree requirements (if applicable).
5. Completes the 4-year college transfer eligibility certification form.

2-Year College Transfers:

Assistant Director of Athletics / Compliance Officer / Senior Woman
Administrator:

1. Determines if the student-athlete was a qualifier.
2. Obtains transfer credit evaluation from Admissions to determine the number of transferable credits and to calculate the GPA in normally transferable credits.
3. Obtains a transcript audit for the student-athlete's major to determine if the student-athlete satisfies the necessary percentage of degree requirements (if applicable).
4. Determines if the student-athlete can practice, receive institutional aid, and compete during the first year.
5. Completes 2-year college transfer eligibility certification form.

4-2-4 Transfers:

Assistant Director of Athletics / Compliance Officer / Senior Woman
Administrator:

1. Obtains permission and information from previous institutions.
2. Obtains transfer credit evaluations from Admissions to determine transferable credits and GPA.
3. Obtains transcripts and audits for the student-athlete major to determine if the student-athlete satisfies the necessary percentage of degree requirement (If applicable).
4. Determines if the student-athlete can practice, receive institutional aid, and compete during their first year.
5. Completes the 4-2-4 transfer eligibility certification form.

PROCEDURE FOR STUDENT-ATHLETES LOOKING TO TRANSFER

Should a student-athlete decide to transfer to another institution, the following NCAA regulations and procedures will apply:

1. **Permission** – A student-athlete should contact the compliance officer of the school(s) he or she is considering. Before that coach may speak to a student-athlete regarding his / her interest in transferring, the Director of Athletics or his / her designee at that institution must seek written permission from Saint Peter's College to speak to the student-athlete. The contact person on our campus is Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator. If permission is granted, the transfer institution may begin the

recruiting process with the transfer student-athlete. If permission is denied, no recruiting activities may take place. The student-athlete may then request an appeal hearing to challenge the denial. The student-athlete should notify the Director of Athletics or Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator that they wish to appeal the denial of their transfer release request. A committee comprised of the Director of Financial Aid, Faculty Athletics Representative, Dean of Students, Director of Multicultural Affairs, and the Academic / Athletic Coordinator will hear the appeal request to the denial of the transfer release request.

NCAA Bylaw 13.1.1.3.1 Hearing Opportunity. If the institution decides to deny a student-athlete's request to permit any other institution to contact the student-athlete about transferring, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the Department of Athletics. (e.g. the Office of Student Affairs; Office of the Dean of Students; or a Committee composed of the Faculty Athletics Representative, Student-Athletes and nonathletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

2. **Residency requirement** – NCAA regulations require that a transfer student-athlete from one four-year institution to another be a matriculating student for two semesters (excluding summer school) before becoming eligible for competition. A waiver of this requirement is available. If the original institution grants this waiver, the student-athlete may transfer and be eligible for competition immediately. It is the prerogative of the original institution to waive the requirement.

ELIGIBILITY CERTIFICATION PROCEDURES FOR PRACTICE AND COMPETITION

1. Prior to practice, all student-athletes must have a physical completed and must sit through an NCAA rules and regulations eligibility session conducted by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator. At this session each student-athlete is required to fill out Saint Peter's Department of Athletics Paperwork and all necessary NCAA Paperwork.
2. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will compile a team certification checklist for every team of every student-athlete that attends the meeting and fills out the required compliance paperwork.
3. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will give a list of all student-athletes that filled out paperwork to the Director of Sports Medicine. The Director of Sports Medicine will

- review the list and notify the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator of who has completed their physicals.
4. The Academic / Athletic Coordinator will certify each student-athlete that they are academically eligible to practice and compete. He or she is responsible for certifying full-time enrollment of each student-athlete prior to participation and throughout the semester.
 5. Once the Academic / Athletic Coordinator certifies the student-athlete for practice, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator places him or her on the squad list.
 - If the student-athlete is a freshman or transfer whose academic eligibility has not yet been certified by the NCAA Clearinghouse, indicate the date that the temporary certification ends in CAi, and inform the coach.
 6. After the student has attended an eligibility session, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator reviews their completed forms and completes the “Forms” section of the eligibility certification student-athlete Information Form:
 - a. If the student-athlete is not a U.S. citizen or has participated in foreign athletic activities, he / she must complete the NCAA International Student-Athlete Amateurism / Eligibility Questionnaire and Statement.
 - b. If the student-athlete began college after his / her 21st birthday, he / she should complete the “participation after 21st birth form.”
 - c. If the student-athlete is a basketball team member – make sure student-athlete did not play in more than 2 all-star games following the completion of their high school eligibility and prior to graduation.
 - d. If the student-athlete is a member of the basketball program – make sure all summer participation after initial enrollment was approved.
 - e. Review amateurism section for any “yes” responses and investigate.
 - f. Review entire form for any other eligibility concerns.
 6. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator certifies the student-athlete for competition, completes the eligibility certification form, and adds the student-athlete to the official roster.

ACADEMIC ELIGIBILITY REQUIREMENTS

Student-athletes are allowed **four** seasons of eligibility within **five** calendar years from the time they first enroll full-time in a collegiate institution. When they participate in any competition in their sport (including a scrimmage with outside competition), whether it is for one minute or an entire contest, they have used a season of competition and one of their four years of eligibility.

Student-athletes must be enrolled full-time, that is, carry a minimum of 12 credit hours each semester to be eligible to practice or compete with their team. If a student-athlete drops below 12 hours he / she will immediately be ineligible to practice or compete, and his / her athletics grant-in-aid will be revoked unless otherwise approved by the Director of Athletics. Graduating seniors who need less than 12 credit hours to complete degree requirements may receive an exception to enroll in less than 12 credit hours.

SATISFACTORY PROGRESS-TOWARD-DEGREE AND GOOD ACADEMIC STANDING

All student-athletes must meet the Satisfactory Progress-Toward-Degree requirements of Saint Peter's College as outlined in the Undergraduate Bulletin. Also, students on probation are not permitted to participate in athletics except in very rare situations if an exception is granted by the dean(s).

**NCAA CONTINUING ELIGIBILITY AND SATISFACTORY PROGRESS
REQUIREMENTS**

| Year of Initial Collegiate Enrollment | Semester of Full-Time Enrollment | NCAA Requirements |
|--|--|--|
| Prior to Fall 2003 | Entering 1 st Semester | - Must be certified by the NCAA Initial Eligibility Clearinghouse |
| | Entering 2 nd Semester | - 6 degree applicable credits earned previous semester |
| | Entering 5 th Semester (3rd year) | <ul style="list-style-type: none"> - Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (48hrs.). - 6 degree applicable credits earned previous semester - Must have declared a major - 90% of GPA for graduation (1.8 gpa) - 25% of degree must be completed. |
| | Entering 7 th Semester (4th year) | <ul style="list-style-type: none"> - Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (72hrs.). - 6 degree applicable credits earned previous semester - 95% of GPA for graduation (1.9 gpa) - 50% of degree must be completed. |
| | Entering 9 th Semester (5th year) | <ul style="list-style-type: none"> - Must have earned at least 24 credit hours during the previous year with at least 18 earned during the regular academic year or, banked hours or an average of 12 credit hours earned per term of full-time enrollment (96hrs.). - 6 degree applicable credits earned previous semester. - 95% of GPA for graduation (1.9 gpa) - 75% of degree must be completed. |

| Year of Initial Collegiate Enrollment | Semester of Full-Time Enrollment | NCAA Requirements |
|---------------------------------------|--|--|
| After Fall 2003 | Entering 1 st Semester | - Must be certified by the NCAA Initial Eligibility Clearinghouse |
| | Entering 2 nd Semester | - 6 degree applicable credits earned previous semester |
| | Entering 3 rd Semester (2nd year) | - min. 18 credits earned during academic year - 90% of GPA for graduation (1.8 gpa) - 6 degree applicable credits earned previous semester |
| | Entering 5 th Semester (3rd year) | - 40% of degree requirements - min. 18 credits earned during academic year - 95% of GPA for graduation (1.9 gpa) - 6 degree applicable credits earned previous semester - declaration of major program |
| | Entering 7 th Semester (4th year) | - 60% of degree requirements - min. 18 credits earned during academic year - 100% of GPA for graduation (2.0 gpa) - 6 degree applicable credits earned previous semester |
| | Entering 9 th Semester (5 th year) | - 80% of degree requirements min. 18 credits earned during academic year - 100% of GPA for graduation (2.0 gpa) - 6 degree applicable credits earned previous semester |

MISSED CLASSES

Every effort is made by the Department of Athletics, the Academic / Athletic Coordinator, and the Academic Dean to minimize missed classes because of participation in athletics. A student-athlete will occasionally miss classes to participate in "away" athletic events. No official College policy exists that excuses student-athletes when they must be away from campus to represent the College in athletic competition.

In general, faculty members understand within their means, provided that students inform them prior to travel and as early as possible about anticipated absences. A student-athlete should tell professors at the beginning of each semester when they are going to miss classes due to athletics competition. This early information is especially important if a student-athlete will be traveling on the date of a scheduled exam. The instructor then has an opportunity to offer an early exam or make-up exam.

At the beginning of each semester, documentation of team travel will be written out in a letter for the student-athlete to deliver to his / her instructor.

At least four days prior to departure, a student-athlete should reconfirm absence with their professors. At that time, arrangements should be made by the student-athlete with the professor to make up missed course work which results from traveling with their respective team.

CHANGE OF SCHEDULE (ADD / DROP)

Courses may be added / dropped without penalty during the first two weeks of each semester. **Remember that a student-athlete must be enrolled in at least 12 credits to be eligible to practice and compete in a sport.**

For courses a student-athlete drops after the add / drop period, they will receive a "W" on their transcript. A student-athlete may drop courses after the add / drop period for extraordinary circumstances only (poor performance alone is not acceptable cause), and the drop must be approved by the Academic / Athletic Coordinator.

Note that if a student-athlete merely stops attending classes without completing the drop procedure, they will receive an "FA" in the course. For further information on the procedure, see the Saint Peter's College Undergraduate Course Bulletin.

REGISTRATION PROCEDURES

Pre-registration is held each semester for the following semester. All student-athletes should register at this time. Prior to registering, students must do the following:

1. Get their registration materials from the Registrar as instructed, and
2. Meet with their assigned academic advisor, who will approve and sign their registration materials.

Student-athletes should also meet with the Academic / Athletic Coordinator after meeting with their advisors to ensure that all NCAA academic eligibility requirements are being satisfied. A student-athlete should also discuss scheduling with his or her coach to minimize conflicts with practice and competition schedules. Specific instructions regarding pre-registration procedures will be given to a student-athlete when necessary.

Trimester (Evening) Courses: A student-athlete is considered enrolled in a trimester course beginning on the first day of the term or the first day thereafter when a student-athlete is in "paid status." A student-athlete will be considered enrolled until the last day of final examinations for that term unless a student-athlete withdraws before then (in which case a student-athlete is enrolled full-time only until the date of withdrawal). This is the only period of time that a trimester course counts toward full-time status. For example, if a student-athlete is enrolled in nine credits in the fall semester (day) and three credits in the fall trimester (evening), he or she will be enrolled full-time only until the last day of the finals for the fall trimester. If a student-athlete wishes to remain eligible for the remainder of the fall semester, a student-athlete would have to enroll in a winter trimester course. Winter trimester courses can count toward full-time status at the end of the fall semester or the beginning of the spring semester, but not both.

DECLARING A MAJOR

A student-athlete is encouraged to select a major field of concentration prior to the beginning of their junior year, so that a satisfactory, balanced program of study may be planned. **Remember that NCAA eligibility regulations require a student-athlete to declare a major before the student-athlete's fifth semester (beginning of a student-athlete's third year).** A declaration of major form, available at Enrollment Services, is required for all student-athletes beginning with a the 5th semester.

CHANGING A STUDENT-ATHLETE'S MAJOR

If, after declaring a major, a student-athlete wishes to change to a different major, the student-athlete must file a change of major form for the official change to take place.

Please consult with the Academic / Athletic Coordinator before changing the student-athlete's major as the change could potentially affect the student-athlete's athletic eligibility.

GRADING SYSTEM

Most undergraduate courses have a letter-grade system for evaluating academic performance. Each letter grade is assigned a numerical value for the purpose of determining a student-athlete's grade point average (GPA). Listed below are the letter grades and the numerical value they represent:

| | | | | | |
|----|-----|----|-----|-------|-----|
| A | 4.0 | B- | 2.7 | D | 1.0 |
| A- | 3.7 | C+ | 2.3 | F /FA | 0.0 |
| B+ | 3.3 | C | 2.0 | | |
| B | 3.0 | D+ | 1.5 | | |

A student-athlete may be unfamiliar with some grades. For example, the grade "IC" indicates that a student-athlete satisfactorily completed the majority of the course work with a "D" or better average, but that a student-athlete was unavoidably prevented from completing the remaining work; a "WD" on a student-athlete's record indicates he or she dropped that course. If a student-athlete does not officially complete the withdrawal process, an "F" is a student-athlete's final grade. A student-athlete should be aware that most graduate and professional schools do not approve of an excessive number of "WD" grades.

A student-athlete may obtain credit for courses in which he or she has received an "IC" only by completing the work in a satisfactory manner before the end of the fifth week of the next registered semester. If this is not done, the grade becomes an "F." This may result in a change of status affecting a student-athlete's eligibility.

GRADE-POINT AVERAGE CALCULATIONS

With all the talk about grade point average (GPA), a student-athlete may wish to know how to calculate his or her own GPA. Using the numerical values from the grading system above, a sample calculation is presented below:

| Course | Hours | Grade | Grade Points |
|-------------------------|-------|-------|--------------|
| Math(3 hours credit) | | C=2 | $3*2=6$ |
| Science(5 hours credit) | | C=2 | $5*2=10$ |
| English(3 hours credit) | | A=4 | $3*4=12$ |
| Spanish(5 hours credit) | | B=3 | $5*3=15$ |
| 16 hours credits | | | 43 |

If a student-athlete passed 16 hours of courses, and earned 43 grade points, divide 43 by 16 to find a student-athlete GPA—2.69. In this case, a student-athlete would be considered to be making satisfactory progress.

STUDY HALL

Because the academic success of each student-athlete is important to the Department of Athletics, an organized study hall, has been established for a student-athlete.

Study halls are scheduled at times and locations best suited to a team's needs.

Study halls are monitored at all times. Study hall is mandatory for some groups of student-athletes and certain individual student-athletes, based on agreements reached between coaches the Academic / Athletic Coordinator. A student-athlete's coach will inform his or her student-athletes if they are required to attend study hall.

If a student-athlete fails to meet the study hall time requirements, the following penalties will be imposed:

First Violation: If any of the 3-5 hours are missed, they must be made up the following week. If the hours are not made up the following week, the student-athlete is moved to the second violation status.

Second Violation: Written notification will be sent to the individual's head coach for appropriate action.

Third and Subsequent Violation(s): The student-athlete must meet with the appropriate Dean in academics.

The following penalties will be enforced if a student behaves inappropriately during any Academic Study Session:

First Violation: The student-athlete's will be notified to sign out and the student will not be allowed to log any further time that day.

Second Violation: The student-athlete will be ejected from study hall. The student's name and reasons for disruption will be delivered to the head coach.

Third Violation: The student-athlete will meet with the Director of Athletics with necessary disciplinary action to be taken at that time.

If a student consistently falls below the minimum study-hour time requirement for the semester, or repeatedly behaves inappropriately during the study sessions, the student will be required to attend study hall the following semester, regardless of their GPA.

STUDY HALL RULES

1. Come to study hall prepared to study. Bring the required books, papers, notebooks, etc.
2. Do not disturb other student-athletes.
3. Food and / or drinks are not allowed.
4. No radios, cassette players, etc.
5. Proper attire must be worn.
6. No tobacco of any kind is allowed.
7. Falsifying or helping others to falsify hours spent in study hall is prohibited.

TUTORIAL PROGRAM

Don't be embarrassed to ask for the help of a tutor. Almost everyone needs some help in a course during their college career.

The biggest mistake students make is waiting until they are in serious trouble in a course before they ask for help. If a student-athlete uses the tutorial service when he or she begins having trouble, he or she will save a lot of time, frustration and wasted effort. Often a tutor can show a student-athlete the best way to study for a particular course.

LAPTOP POLICY

A team or individual student-athlete may reserve a laptop to use while traveling off-campus to an intercollegiate athletic competition.

Reservations for laptops must be made 48 hours prior to the date of travel.

Laptops will be given out the day the team departs (unless there is an early morning departure, in which case the laptops will be given out the previous afternoon).

Laptops must be returned the morning after the team returns by noon.

If a student-athlete does not return a laptop within a specified time, he or she will lose privileges for the semester.

Student-athletes are responsible to immediately notify the Department of Athletics of any problems with the laptops. It is important to keep the laptops functioning at all times.

If a laptop is lost or stolen, the student-athlete must report the occurrence immediately. A thorough investigation will follow and the student-athlete may be held responsible.

ACADEMIC SKILLS

Some students are better prepared for academic success than others. Studying isn't just something a student-athlete does in school; studying is part of the learning process, a skill he or she will use throughout life.

If a student-athlete is interested in acquiring effective study skills, start with positive thinking. Know when and where they function best. Know what time of day is best for studying. Recognize when a break is needed.

An important tip is to make a schedule. A schedule can save a person time and energy while helping to remember important assignments. A schedule not only shows a student-athlete what need to get done, but how much time they have to accomplish the task. Unless a student-athlete is organized and has a schedule, it is just too easy to get sidetracked.

The following information has been included to help a student-athlete develop effective study habits and improve a student-athlete chances of academic success.

RULES FOR ACADEMIC SUCCESS

Whether a student-athlete has a strong academic background or a weak one, these general rules will help academic success:

- **Attend class.** Tests are most often based on the material covered in class. If a student-athlete is going to be away from campus for a game, he or she should inform their professor(s) ahead of time, get assignments in advance if possible, and determine when the work is due. They should also let professor(s) know when they are ill. Class attendance may be one criteria used by a student-athlete's professor when assigning final grades.
- **Go to class prepared.** A student-athlete should have all reading and written assignments completed on time. If a student-athlete goes to class unprepared, it is often difficult to understand the material presented in class. Also, a student-athlete's professor may tag a student-athlete as a person with a poor attitude, which may influence their grade.
- **Get to know the professor(s).** Student-athletes should introduce themselves to their professor(s); this is especially important in large section classes. If a student-athlete has any questions relative to a course, he or she should meet with his or her professor(s) to get answers. Professors are interested in a student-athletes' performance in the classroom and will generally be happy to discuss material related to the course.

- **Make a good impression.** Go to class on time. Entering class late causes a disruption. Do not read newspapers, listen to radios, headsets, etc. in class.
- **Use a computer for lengthy papers,** whenever possible. Not only will a student-athlete get more done in less time, the added neatness will improve a student-athlete's grade.
- **Don't let little problems become big problems.** If a student-athlete feels they are falling behind in class, he or she should contact someone for help. Also, remember professors are there to teach. Don't be afraid to make an appointment and ask questions about material that a student-athlete don't understand. Make sure someone knows help is needed before the point where nothing can be done to do well in the course.
- **Attend Study Hall.** Supervised Study Hall is provided in order to help a student-athlete develop good study habits and learn the importance of time management. A student-athlete should set aside at least two hours a day for studying and use Study Hall time constructively.

STUDENT-ATHLETE RESPONSIBILITY CHECK LIST

1. Attend all classes.
2. Request tutors at the beginning of the semester in courses where a student-athlete may need help.
3. Meet regularly with tutors once they are assigned.
4. Set up and follow a weekly and daily study schedule.
5. Get help from professors when a student-athlete does not do well on tests or does not understand the subject matter.
6. Meet with the Academic / Athletic Coordinator if a student-athlete is not doing well in a course.
7. Use the C.A.L.L. Center if a student-athlete's written work can use improvement.
8. Attend study hall if a student-athlete is required to or needs this service to boost a his or her amount of quality study time.

SQUAD LIST PREPARATION (using NCAA CAi software)

1. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator inputs the name, School ID# (Spirit#), SS#, and other necessary information for each student-athlete.
2. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator indicates the sport(s) and status of each student.

3. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will make sure every student-athlete is on the squad list prior to the first intercollegiate competition for each team.
4. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator must input all financial aid manually into the squad lists. Once this is done, the squad lists will be sent to the Financial Aid Office for review and approval. Student-athlete financial aid information can be found from the Spirit System that the college uses.
5. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator compiles a list of non-counters and sends it to the Director of Financial Aid.
6. Coaches are responsible for notifying the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator of any changes in status of student-athletes on their team (i.e. quit). The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will update the squad list and eligibility roster with the information. Any changes in a student-athlete's financial aid package must be updated by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator on the Squad List.
7. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator is responsible for certifying student-athletes and placing them on the Affirmation of Eligibility (AOE) Forms prior to the first contest. This form for each team must be signed by the head coach and the Director of Athletics prior to the first contest. This form must then be on file in the Department of Athletics. Any changes to this form must be done in writing and attached to the form.