

# **SAINT JOSEPH'S UNIVERSITY**



**ATHLETIC DEPARTMENT  
&  
COACHES' COMPLIANCE HANDBOOK  
2018-19**



To: All Saint Joseph's University Head Coaches

From: Renie Shields, Associate Athletic Director/Director of Compliance/SWA

Date: September, 2018

Re: NCAA & SJU Athletic Compliance

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The information enclosed is prepared to assist you with all NCAA Compliance matters that occur most frequently during the year. It also serves as a guide for Saint Joseph's University Athletic Compliance Policies and Procedures. This is not meant to replace the NCAA Manual; nor release you from the responsibility of compliance with all NCAA regulations and procedures.

Our goal in this handbook is to summarize many of the important NCAA and SJU issues and consolidate those issues in a more user-friendly way. If you are unsure of any matter contained in the handbook or have questions about any items not contained herein, please contact Ken Krimmel or me. We will assist you in following all procedures outlined for compliance of NCAA rules and regulations.

During the upcoming year you will be given updates (via e-mail) on NCAA rules that affect you or your sport. A rules education session will take place at monthly coaches' meetings. If you need clarification or interpretations please contact Ken or me. Each staff will meet with us to discuss sport-related issues. This meeting will take place at the beginning of the 2018-2019 Academic Year.

Please note the appendix section of the manual has been significantly reduced, as a majority of the forms/records/reports that a coaching staff is responsible for completing during the academic year has moved to the ARMS Software System (ARMS). Please be responsive to the tasks/workflows that may be assigned you and your staff and use the functionality contained in ARMS to submit any requests. A list of the current workflows/tracking features in ARMS will be listed in the Appendix section, but this is not exclusive, as updates will occur throughout the year.

Thank you for your continued cooperation and commitment to compliance.

# **Coaches Code of Conduct**

*Saint Joseph's University*

**As an employee of Saint Joseph's University and as a member of the Coaching Staff it is important that I conduct myself in a manner consistent with the University and Athletic Missions and within the Bylaws set by the NCAA and NABC.**

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## **Knowledgeable**

Be aware and knowledgeable of all NCAA Rules and Regulations as they apply to Amateurism, Gambling, Ethical Conduct, Recruiting, Playing and Practice, Financial Aid and Eligibility.

## **Teach**

Be Teachers of athletic and game skills as well as life skills.

## **Respect**

Be Ambassadors for the University, for the athletic program, for college athletics.

## **Care**

Be a Team Player in and around the campus.

## **Reputation**

Be a Role Model in dealings with student-athletes, with prospective student-athletes, with families, and with youth.

## **Promote**

Be responsive to requests from campus constituencies, from media, from community groups, and from alumni.

# Compliance Procedures

*Saint Joseph's University*

## **National Letter of Intent**

The Assistant Director of Compliance Services (ADCS) prepares and sends the National Letter of Intent (NLI). Coaches are to submit such requests using the NLI Request Form in ARMS. Once a request is approved, the ADCS will then forward the NLI paperwork and athletic aid agreement to the Prospective Student-Athlete (PSA) via email through ARMS. Once returned to the ADCS, the signed NLI form and athletic aid agreement will be uploaded into NLI portal for validation by the Atlantic 10 Conference Office representative. Please note: The NLI will be sent only to those prospects who are:

- Registered with the NCAA Eligibility Center.
- On the institutional request list (IRL).
- Considered to be admissible to the University



## **Eligibility**

### **● Initial Eligibility**

It is the coaches' responsibility to provide the ADCS with the names of the PSA's to be added to the institutional request list (IRL). Note: All PSA's who took an official visit are listed on the IRL. Coaches, especially fall sport coaches, are to remind the PSA of their need to register with the Eligibility Center and provide the Eligibility Center with the information requested (official transcripts, test scores, etc.). Those prospects who have signed a NLI will be registered, however many PSA who will "walk on" will need to be reminded. Prior to being able to participate in athletics a PSA must be cleared medically through our sports medicine staff, complete the necessary compliance forms through ARMS, and be cleared through the NCAA Eligibility Center.

### **● Continuing Eligibility**

Janet Greder and Taylor Weidensaul, the Academic Advisors for Student-Athletes, are the contacts for academic eligibility. Questions regarding a student-athlete's academic performance can be directed to their office (G50 Bellarmine Hall). Janet can be reached at (x1728) and Taylor at (x1663).

### **● Transfer Eligibility**

Student athletes who are considering transferring to SJU must be listed on the NCAA Notification to Transfer Portal. If a transfer student-athlete contacts a coach directly, the respective coaching staff

member shall notify the student-athlete of the need to speak to their current institution's compliance staff to request their name be placed on the Notification to Transfer Portal.

If a transfer student has enrolled, the Admissions Office will complete a transfer credit evaluation on the student's official transcript. The Admissions Office will forward a copy of the transfer credit evaluation to the Director of Compliance Services, who in turn will forward a copy to the Academic Advisors who will ultimately determine the transfer student athlete's progress toward degree.

### **Rules education and rules interpretations – SJU Policy**

Coaching staff members are to be aware of NCAA rules and regulations on recruiting, playing and practice season, eligibility, financial aid, extra benefits and amateurism. If a staff member needs an interpretation, the staff member is to contact the Director of Compliance.

### **KNOW THE RULE BEFORE ACTING!**



### **Procedure for Rules Education & Interpretations:**

Each coaching staff member is strongly encouraged to take and pass the coaches certification test each academic year. Those coaching staff members who recruit off campus must pass the test.

- The Faculty Athletic Representative (FAR) administers, schedules and tracks the scores on the test.
- In the spring of each academic year the FAR will list dates and times the test will be administered. A coaching staff member is able to pick the date he/she would like to take the test. Typically there are four dates scheduled, one in each of the months of May, June, July, and August. Certification for the upcoming year begins August 1 and those coaches not certified prior to that date will not be permitted to recruit off-campus.
- All new coaching staff members are to meet with the Director of Compliance for an NCAA rules education session.

### **Additionally:**

- At the beginning of each sport season, the Director of Compliance will meet with each coaching staff to review NCAA rules.
- At each coaches meeting, the Director of Compliance reviews NCAA rules that are applicable to the time of year the meeting is held.

- Rules interpretations are handled by the Director of Compliance and/or the ADCS. A coaching staff member can contact the Director of Compliance and/or the ADCS to get an interpretation. The Director and Assistant Director of Compliance can be contacted by phone (x2584 or x1729 ), e-mail [shields@sju.edu](mailto:shields@sju.edu) or [kkrimmel@sju.edu](mailto:kkrimmel@sju.edu) .

### **Financial Aid and Admissions Issues**

Susan Wendling, Financial Aid (x1349) and Maureen Mathis, Admissions (x1300) are the liaisons between the athletic office and their respective offices.

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# SECTION 1



**PLAYING & PRACTICE SEASON**

## **Practice Log - During the playing season**

Per NCAA Bylaw 17.1.6 there is a time limit on Countable Athletically Related Activities (CARA) that may be conducted during the playing Season. The playing season is the period of time between the date of an institution's first officially recognized practice session and the date of the last practice session or date of competition, whichever occurs later.

The total hours in a seven day cycle must not exceed **20 hours**. **One off day per week** cycle is required and no more than **4 hours** of CARA are permitted in a day. A date of competition is 3 hours and CARA is not permitted on the same day after competition (includes exhibitions and scrimmages).

## **Practice Log - Outside the playing season during the academic year.**

A student athlete's participation is allowable only in the countable athletically related activities:

- Required weight training and conditioning activities held at the direction of or supervised by an institutional staff member.
- A student athlete's participation in CARA is prohibited two days per week; however a coaching staff member is permitted to require a student athlete to participate in individual skill instruction while limiting such instruction to two hours within the limit of eight hours of athletically related activities per week.

**Saint Joseph's University Policy for recording CARA:** Each coach is required to record practice, competition, film sessions, weight and conditioning activities, etc. in the playing season and in the off-season during the academic year. The completed list of CARA must be electronically approved via ARMS by a team representative and the designated coach on your staff.

**Procedure:** The hours per day of CARA for each individual student-athlete on their respective team should be recorded through ARMS using the **Team Calendar** function. Submission of the logs is performed on a monthly basis by the designated CARA Approver for each sport. Activities should be setup in the team calendar and marked as completed on a daily or weekly basis in ARMS. Once all activities have been marked as complete for the required period of time, the respective coach will be able to submit the playing and practice log for approval by the ADCS. Using the Compliance tab in ARMS, click on **Playing & Practice Logs** and select any current or overdue logs to submit.



*Practice Logs are required for both in-season and out-of-season CARA.  
Please keep the logs updated and submitted on time.*

## **Summer volunteer workouts**

A strength and conditioning coach who performs department wide duties (i.e. the strength and conditioning coach for university teams) can design and conduct voluntary workout programs for student athlete during vacation periods (summer), without such workouts being considered as a countable athletically related activity.

**Men and Women's Basketball Summer Athletic Activities:** 17.1.7.2.1.5.1 Basketball. In basketball, a student-athlete who is enrolled in summer school may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks). **A student-athlete who is enrolled in at least three degree-applicable (pursuant to Bylaw 14.4.3.1.7) credit hours in one summer term that is fewer than eight weeks in duration may engage in required weight-training, conditioning and skill-related instruction for up to eight**

**weeks (not required to be consecutive weeks).** Participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related instruction

**In individual sports,** a coach may participate in an individual-workout session with a student-athlete from the coach's team during an institutional vacation period, provided the request for such assistance is initiated by the student-athlete.

### **Declaration of Season Record**

***Sports other than Basketball, Men and Women's Cross Country/Track and Women's Rowing.*** These team sports are limited to a 132 day season, which may consist of two segments (each consisting of consecutive days) and which may exclude only the time between segments, required days off per 17.1.5.5 and official vacation, holiday and final-examination periods during which no practice or competition shall occur.

- **Cross Country / Track and Field:** Limited to a 156 day season.
- **Women's Rowing:** Limited to a 156 day season.
- **Men and Women's Tennis:** Limited to a 144 day season.

### **How do I calculate my practice and playing season?**

#### **For those sports who conduct a championship in the Fall:**

- Field Hockey, Men's and Women's Soccer are permitted 21 practice opportunities before their first scheduled contest.
- The number of days between the start date for practice and the last date of competition for the fall determines the number of days utilized for the fall. That number is deducted from the total practice and playing season limit (Soccer & Field Hockey = 132 days). The remaining number is the days permitted for the spring season.

#### **For those who conduct a championship in the Spring:**

- When is the last date on which you can play (i.e. Conference Tournament).
- Start at that date and count backwards to determine the start of practice in the spring. Deduct from your total practice opportunities (132, 144 or 156 days depending on your sport) the number of practice days you utilized in the fall.
- The number you have remaining will determine the number of practice opportunities you have for the spring.

For example:

Men's Lacrosse – 132 day playing season

- Fall – utilized 48 practice opportunities
- $132 - 48 = 84$  days remaining in the spring
- Conference Championship – May 5 – 6
- Start at May 6 and count back
- *Each week school is in session you count six for each week, you exclude from the count the one required day off per week. The required day off means no CARA occurs between a student-athlete and coach.*

**Additionally:**

**Outside the playing season, but during the academic year**, student athletes are not permitted to “practice” with a coach. This means that sports related equipment, chalk talks or strategies are not permitted. The only permissible activities are strength and conditioning activities, up to eight hours per week.

- **From the opening day of classes up to one week prior to final exams**, four of those hours can be spent on individual skill instruction with no limit on the number of student athletes participating in the session.
- **One week prior to the scheduled date for final exams** no individual instruction may take place for those sport teams who are not in the championship segment of their season.
- **Two calendar days must be “off” days for student athletes**, i.e. no countable athletically related activities are permitted.
- **Baseball & Softball: Non-Championship Segment** – 45 consecutive calendar days during the months of September, October, and November are permitted and those days used are to be counted toward the 132 day season, but are not required to be consecutive.

**Baseball 17.1.7.2.1.3 Exception** -- January 15 to First Day of Classes of Second Term -- Baseball. In baseball, required weight training, conditioning and skill-related instruction are permitted, pursuant to Bylaws 17.1.7.2 and 17.1.7.2.32, during an institution’s vacation period from January 15 to the first day of classes of the institution’s second academic term.

**\* See “Practice and Contest/Competition Start & End Dates” in the Appendix section**

### **Saint Joseph's University Policy:**

Prior to the first practice date, coaches are required to confirm and sign the **Declaration of Season** form, noting the first date of practice, the number of scheduled contests and the last scheduled date of competition.

### **Procedure:**

The ADCS will discuss with each Head Coach the possible start dates for a season, based on the first date of competition for the fall and/or anticipated schedule for the spring and the number of contests scheduled for the season.

The Head Coach will notify the ADCS of the start date and the last scheduled date of competition.

The ADCS will prepare a Declaration of Season form for the Head Coach to confirm and sign. The team schedule will be sent as an excel attachment to ARMS ([help@armssoftware.com](mailto:help@armssoftware.com)) to be uploaded in their *Team Calendar* or uploaded manually by the respective coaching staff.

Listed on the Declaration of Season form will be the dates of competition and practice days (both must be within the NCAA limits for each sport).

For individual sports: The coach will confirm that the minimum number of scheduled contests with the minimum number of participants will meet the NCAA requirement, per NCAA Bylaw 20.9.4.3.

The Head Coach is to return the signed Declaration of Season form to the ADCS before the first date of practice.



# SECTION 2



# RECRUITING

## Recruiting Terms

A **Prospective Student Athlete** is considered recruited by Saint Joseph's if the following occurred:

- Providing the prospect with an official visit or
- Having an arranged, in person, off-campus encounter with the prospect or the prospect's parent(s), relatives, or legal guardian(s) or
- Initiating or arranging a telephone contact with the prospect, the prospect's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment.

**Contact** - Any face to face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange or a greeting. Any such face to face encounter that is prearranged or that takes place on the grounds of the prospect's high school, prep school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.

**Contact Period** - a contact period is that period of time when it is permissible for authorized athletics department staff members to make in-person, off campus recruiting contacts and evaluations.

**Evaluation** - Any off campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

**Recruiting Period – Men's Basketball** – In men's basketball, a recruiting period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.

**Evaluation Period** - An evaluation period is that period of time when it is permissible for authorized athletics department staff members to be involved in off campus activities designed to assess the academic qualifications and playing ability of prospects. No in-person off-campus recruiting contacts shall be made with the prospect during an evaluation period.

**Quiet Period** - No in-person, off-campus recruiting contacts or evaluations. It is permissible to make in person recruiting contacts only on the member institution's campus.

**Dead Period** - No in -person recruiting contacts or evaluations on or off campus or to permit official or unofficial visits by prospects to the institution's campus. No complimentary admission to a prospect during a dead period.

**It is permissible however for an institutional staff member to write or telephone prospects during such a dead period.**

### Permissible Recruiting Activities for Enrolled Student Athletes

**Off campus contacts** - Off-campus, in person recruiting contacts that are unavoidable incidental contacts between enrolled student-athletes and a prospect are permissible if such contacts do not occur at the direction of a coaching staff member.

**Telephone Contact** - enrolled student athletes can receive telephone calls made at the expense of a prospect subsequent to September 1 prior to the prospect's junior year in high school.

**Written Correspondence** - It is permissible for an enrolled student athlete to engage in written correspondence, provided it is not done at the direction and/or expense of the member institution.

**Social Media** - An enrolled student-athlete may comment on social media about a prospective student-athlete, provided such comments are not made at the direction of an institutional staff member.

## **Recruiting Materials (13.4)**

**13.4.1 Recruiting Materials and Electronic Correspondence** -- General Rule. An institution shall not provide recruiting materials, including general correspondence related to athletics, or send electronic correspondence to an individual (or his or her family members) until September 1 at the beginning of his or her junior year in high school. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), an institution shall not provide recruiting materials, including general correspondence related to athletics, or send electronic correspondence to the individual (or his or her family members) until the opening day of classes of his or her junior year in high school.

\* **Exception—Men’s Basketball:** In men’s basketball, an institution shall not provide recruiting materials, including general correspondence related to athletics, or send electronic correspondence to an individual (or his parents or legal guardians) until **June 15 at the conclusion of his sophomore year in high school**. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g., Southern Hemisphere), an institution shall not provide recruiting materials, including general correspondence related to athletics, or send electronic correspondence to an individual (or his parents or legal guardians) until the day after the conclusion of the individual’s sophomore year in high school

**13.4.1.4 Exception -- Electronic Correspondence in Conjunction With an Unofficial Visit.** Electronic correspondence may be sent to a prospective student-athlete (or those individuals accompanying the prospective student-athlete) beginning the day immediately preceding the unofficial visit until the conclusion of the visit. If otherwise impermissible correspondence occurs under this exception and a scheduled unofficial visit is canceled due to circumstances beyond the control of the prospective student-athlete or the institution (e.g., trip is canceled by the prospective student-athlete, inclement weather conditions), such correspondence shall not be considered institutional violations. However, the institution shall submit a report to the conference office noting the cancellation of the unofficial visit and the reasons for such cancellation.

**13.4.1.5 Printed Recruiting Materials.** As specified below, an institution may provide only the following printed materials to a prospective student-athlete, his or her family members, coaches or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved

(a) **General Correspondence.** There are no restrictions on the design or content of general correspondence and attachments, except that the size of the printed material may not exceed 8 ½ by 11 inches when opened in full. There are no restrictions on the design or content of an envelope used to send general correspondence and attachments, except that the size of the envelope may not exceed 9 by 12 inches.

(b) **Camp or Clinic Information.** Camp or clinic information may be provided at any time.

(c) **Questionnaires.** An institution may provide questionnaires at any time.

(d) **Nonathletics Institutional Publications.** An institution may provide nonathletics institutional publications (e.g., official academic, admissions and student-services publications published by the institution) available to all students at any time.

(e) **Educational Material Published by the NCAA.** Educational material published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete) may be provided at any time.



**13.4.1.9 Video/Audio Materials.** An institution may not produce video or audio materials to show to, play for or provide to a prospective student-athlete except as specified in this section. Permissible video or audio material may only be provided to a prospective student-athlete via permissible electronic correspondence, except as provided in Bylaw 13.4.1.9.4.

**13.4.1.9.1 Media Available to All Students.** Official academic admissions and student-services media produced by the institution and available to all students may be provided to prospective student-athletes.

**13.4.1.9.2 Material Not Created for Recruiting Purposes.** An institution may produce video or audio material to show to, play for or provide to a prospective student-athlete, provided such material includes only general information related to an institution or its athletics programs and is not created for recruiting purposes.

**13.4.1.9.3 Computer-Generated Recruiting Presentations.** An institution may produce a computer-generated recruiting presentation (e.g., using presentation software) to show to, play for or provide to a prospective student-athlete, subject to the following provisions:

- (a) The presentation may be posted to the institution's website;
- (b) The presentation may include general informational video/audio material that relates to an institution or its athletics programs and is not created for recruiting purposes;
- (c) The presentation may not be personalized to include a prospective student-athlete's name, picture or likeness; and
- (d) The presentation may not be created by an entity outside the institution.

**13.4.1.9.4 Pre-enrollment Information.** An institution may provide any necessary pre-enrollment information (that is not otherwise considered to be general information related to an institution or its athletics programs) regarding orientation, conditioning, academics and practice activities in a video format (e.g., video playbook, games clips) to a prospective student-athlete, provided he or she has signed a National Letter of Intent or institutional financial aid agreement, or has been officially accepted for enrollment. Such information may be provided via a digital media storage device (

**Other Recruiting Materials.** An institution may post recruiting materials not listed in Bylaw 13.4.1.3 on its website. General information (e.g., information not created for recruiting purposes) posted to an institution's website (e.g., press release, competition schedule) may be sent to a prospective student-athlete via permissible electronic correspondence or such information may be printed and provided to a prospective student-athlete as an attachment to general correspondence or during any permissible on- or off-campus contact. an institution may produce video or audio materials for recruiting purposes to show to, play for or provide to a prospective student-athlete, provided it is not personalized to include a prospective student-athlete's name picture or likeness and it is not created by an entity outside the institution.

### **Responding to Prospective Student-Athlete's Request**

Institutional staff members (including athletics staff members) may respond to a prospective student-athlete's letter or electronic correspondence requesting information from an institution's athletics department prior to the permissible date on which an institution may begin to provide recruiting materials to a prospective student-athlete, provided the written response does not include information that would initiate the recruitment of the prospective student-athlete or information related to the institution's athletics program (e.g., the reply contains an explanation of current NCAA legislation or a referral to the admissions department). An electronic reply must be a permissible form of electronic correspondence.

**\* Recruiting Correspondence dates for all sports can be found in the Appendix section**

## **Recruiting - Telephone Correspondence**

**Time Period for Telephone Calls - General Rule.** Telephone calls to an individual (or his or her relatives or legal guardians) may not be made before September 1 at the beginning of his or her junior year in high school (subject to the exceptions below).

**Telephone Calls (Men's Basketball).** In the sport of men's basketball, **telephone calls to an individual may not be made before June 15 at the conclusion of the individual's sophomore year in high school.** Thereafter, an institution may make telephones to a prospective student-athlete at its discretion

*(Additional restrictions apply in the sport of men and women's basketball (i.e.: In women's basketball no communication with a prospect or the prospect's relatives, legal guardians or coach while the prospect is participating in basketball during the July evaluation period)*

**During Conduct of an Athletic Contest.** No calls may be made during the conduct of any of the institution's intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

**Telephone Calls Initiated by Prospective Student-Athlete at His or Her Expense -- Sports Other Than Lacrosse and Softball.** In sports other than lacrosse and softball, institutional staff members may receive telephone calls placed by a prospective student-athlete at the prospective student-athlete's own expense at any time, including before September 1 at the beginning of the prospective student-athlete's junior year in high school.

**Telephone Calls From a Prospective Student-Athlete -- Lacrosse and Softball.** In lacrosse and softball, an institutional staff member may not receive telephone calls from an individual (or his or her family members) before September 1 at the beginning of his or her junior year in high school.

**Direct Human Voice Interaction** (ex. Telephone conference) –All direct human voice interaction exchange shall be considered a telephone calls.

### **Exceptions**

- **Official Visit Exception.** Staff members may make **unlimited phone calls** to a prospect during the five days immediately preceding the prospect's official visit.

- **Letter of Intent Signing Date.** Staff members may make **unlimited telephone calls** to a prospect **on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date.**
- **Subsequent to National Letter of Intent Signing.** Subsequent to the calendar day on which a prospect signs a NLI, there shall be no limit on the number of calls by the institution with which the prospect has signed.
- **Off-Campus Contact.** Staff members may make unlimited calls to a prospect on the day a permissible, in-person, off-campus contact occurs.

**Collect and Toll-Free Telephone Calls.** Institutional staff members may accept collect and toll-free (e.g., 1-800, 1-888) telephone calls placed by a prospective student-athlete and the prospective student-athlete's family members, provided the calls are placed not earlier than the date on which an institution may begin placing telephone calls to a prospective student-athlete.

- **Men's Basketball - Collect calls** placed by the prospect, provided the calls are placed not earlier than the date on which an institution may begin placing telephone calls to a prospective student-athlete

#### **Permissible Callers**

- Institutional Staff Members

#### **Non Permissible Callers**

- Representatives of Athletics Interests.

**Enrolled Student-Athletes.** Enrolled student-athletes or other enrolled students shall not make or participate in telephone calls to prospective student-athletes at the direction of a coaching staff member or financed by the institution or a representative of its athletics interests; however, they may receive telephone calls at the expense of the prospective student-athlete on or after the date on which an institution may begin placing telephone calls to a prospective student-athlete. An enrolled student-athlete may receive telephone calls made at the expense of a prospective student-athlete prior to the date on which an institution may begin placing telephone calls to a prospective student-athlete, provided there is no direct or indirect involvement by athletics department staff.

#### **Saint Joseph's University Policy – Recruiting:**

All coaching staff members are required to maintain a recruiting log for all prospective student athletes the coach is actively recruiting within ARMS. Additionally, coaches should monitor their recruiting activity on an ongoing basis and keep it updated in ARMS. On the first day of each month, a staff member, designated by each sport, will receive a workflow through ARMS titled: *Recruiting Activity Log*. That workflow will contain recruiting activities inputted into ARMS by all coaching staff members from the previous month. The designated coaching member should verify the information contained in the workflow is accurate and up to date before submitting for approval by the ADCS.

**\*Recruiting activities that must be reported include:** Contacts, evaluations, telephone calls (even if your specific sport permits unlimited calls), as well as visits (official and unofficial) to prospective student athletes.

#### **Procedure for Monitoring Recruiting Activities:**

- All coaching staff members are responsible for recording recruiting activity each year.

- The coaching staff member is to record the date a contact, evaluation, or telephone call occurred in ARMS. ARMS has an application for your phone that can assist coaches in monitoring recruiting activity, including telephone calls.
- **Official Visit Requests** are to be submitted through a workflow in ARMS at least one week prior to the visit. Once approved by the ADCS, the visit will automatically be tracked in the prospects profile and respective sports recruiting calendar.
- **Unofficial Visit Requests** are to be submitted through a workflow in ARMS at least three days prior to the visit. Once approved by the ADCS, the visit will automatically be tracked in the prospects profile and respective sports recruiting calendar.
- Recruiting activity can be monitored by a compliance staff member on an ongoing basis through ARMS. Please keep all recruiting activity up to date.
- On the first day of each month, a staff member, designated by each sport, will receive a workflow through ARMS titled: *Recruiting Activity Log*. That workflow will contain recruiting activities inputted into ARMS by all coaching staff members from the previous month. The designated coaching member should verify the information contained in the workflow is accurate and up to date before submitting for approval by the ADCS.

## **Off-Campus Recruiting**

### **Saint Joseph's University Policy:**

Coaches who are NCAA certified and are permitted to recruit off campus (volunteer coaches and director of basketball operations are not permitted to recruit off campus), per bylaw 11.7.4 may contact or evaluate prospects off-campus. Approval for off-campus recruiting must come from the Director of Compliance and the Associate AD/Business Manager prior to travel. All air travel must receive approval (and reservations must be made through the SJU Travel Office), prior to airline ticket purchase.

### **Saint Joseph's University Procedure:**

Coaches are to present the recruiting itinerary form to the Director of Compliance and the Associate AD/Business Manager prior to making travel arrangements with the SJU Travel Office. The itinerary is to include the date of departure, name of coach, recruiting site, mode of transportation, hotel, and prospects or events being evaluated (contacted). If approved the Director of Compliance and Associate AD/Business Manager will sign. The signed itinerary is to be taken to the travel office for reservations.

**\* The "Off-Campus Recruiting Itinerary" form can be found in the Appendix section**

## **Transfer Student-Athletes – Athletic Eligibility**

**(effective October 15, 2018)**

### **SJU Policy on Responding to a Transfer:**

- Prior to contacting a student-athlete from another DI or DII institution a coaching staff member must confirm the student-athlete's name appears on the NCAA Notifications to Transfer Portal. The portal can be accessed at [ncaa.org](http://ncaa.org). If the student-athlete contacts a coaching staff member prior to their name being listed on the NCAA Notification to Transfer Portal the coaching staff member must inform the student-athlete of their need to contact their current institution's Compliance Office.

### **SJU Procedure on Responding to a Transfer:**

- Once a student-athlete seeking to transfer contacts a coach the coach is to inform the Compliance Office of the contact and request the compliance office check the NCAA Transfer Portal to confirm the student-athlete's name is or is not listed in the portal.
- The compliance staff member will review the transfer tracer listed in the portal and inform the coaching staff member of the student athlete's academic and athletic status.
- ❖ *Generally, transfer students must satisfy one full academic year in residence before they are eligible to engage in intercollegiate athletics competition.*
- ❖ *Students who were qualifiers are eligible for financial aid and practice.*
- ❖ *Students who were non-qualifiers or partial qualifiers are not eligible for financial aid, practice or competition during the first academic year of residence at an institution.*

### **SJU Transfer Policy (currently enrolled Student-athletes):**

- Current Saint Joseph's University student-athletes considering a transfer to another institution are to contact the SJU compliance office and request in writing a notification to transfer.
- *A student-athlete wishing to transfer to another institution is strongly encouraged to speak with the head coach prior to a written request for a notification to transfer.*
- *Once the student-athlete's name is placed in the portal the compliance staff member will contact the head coach.*
- *As we move into the 2018-19 academic year we will look to track this activity using a workflow in ARMS (date of adoption October 15, 2018).*

### **SJU Procedure:**

- A student-athlete wishing to transfer to another institution is to request in writing a notification to transfer.
- The Compliance Staff member will place the student-athlete's name on the NCAA Notification to Transfer Portal within 2 business days of the written request.
- If restrictions are placed on the Notification to Transfer the student-athlete shall be informed in writing that he or she, upon request, shall be provided a hearing. The written request will include a copy of SJU's hearing procedure.

A student-athlete requesting a Notification to Transfer is to be aware of the following:

- NCAA Academic Eligibility Requirements
- NCAA Athletic Eligibility Implications
- SJU Athletic Aid Implications.

*Prior to making a decision to transfer to another institution.* It is strongly recommended the student-athlete schedule a meeting with the Athletic Compliance Staff to discuss academic and athletic eligibility and financial aid implications.

**A student athlete requesting a Notification to Transfer may continue to use the following services as long as the student-athlete does not voluntarily withdraw from the team:**

**Office of Educational Support Services:** tutoring, academic mentoring and study hall are available to student athletes throughout the academic term. It is the responsibility of the student athlete to attend scheduled sessions (tutoring, academic mentoring and study hall) on time and for the frequency and duration as outlined by the Director of Educational Support Services.

**Sports Medicine Staff:** regularly scheduled physical therapy, treatments and follow up visits as agreed upon by the staff and the student athlete.

**Strength and Conditioning Staff:** dependent upon the resources available at any given time and at the discretion of Brian Bingaman

**\*Failure to attend sessions and/or to be on time may result in forfeiture of services.**

## Official Visit

*In sports other than basketball and football, a prospective student-athlete may not be provided an expense-paid visit earlier than September 1 of his or her junior year in high school.*

*In men's basketball, a prospective student-athlete may not be provided an expense-paid visit earlier than August 1 prior to his junior year in high school.*

*In women's basketball, a prospective student-athlete may not be provided an expense-paid visit earlier than the Thursday following the NCAA Division I Women's Basketball Championship game of the prospective student-athlete's junior year in high school.*

**A prospect student-athlete must be registered with the NCAA Eligibility Center and the PSA name must be on the institutional request list (IRL) prior to an official visit.**

### **1. Academic requirements are met.**

- PSAT, SAT, Plan (or PACT Plus) or ACT score presented in writing through an official high school or testing agency document. This is no longer a requirement, per NCAA rules, but SJU will still recommend the scores be submitted prior to the visit.
- Academic Transcript - transcript presented from the high school or collegiate institution; need not be an official transcript.

\*The NCAA Eligibility Center can certify the PSA's fulfillment of these academic requirements, if the prospective student-athlete has uploaded/sent.

**Length of Official Visit** - shall not exceed **48 hours**.

**Transportation: Official Visit.** A member institution may pay the prospect's actual transportation costs for his or her official visit to its campus from any location, provided the prospective student-athlete returns to the original point of departure or travels to his or her own home, educational institution or site of competition. Institutions cannot use private or chartered airplanes when transporting prospects; instead, they must use commercial air travel at coach-class fare.

### **Transportation: Official Visit - Men and Women's Basketball – 13.5.2.6.1**

**Exception—Transportation Expenses for a Prospective Student-Athlete's Parents or Legal Guardians—Basketball.** In basketball, an institution may pay the actual round-trip costs for a prospective student-athlete's parents or legal guardians (expenses for up to two people) to accompany the prospective student-athlete on his or her official visit.

**Prospect visiting two or more institutions.** Two or more institutions to which a prospect is making official visits on the same trip may provide travel expenses, provided there is no duplication of expenses, only actual and necessary expenses are provided, and the 48 hour visit limitation is observed at each institution.

**Coach Accompanying Prospect to Official Visit.** Coaching staff members shall not accompany a prospect in the coach's sport to or from an official visit unless the prospect travels only by automobile. If such transportation is used, the 48 hour period of the visit shall begin when the coach makes contact with the prospect or his/her parents. Upon completion of the 48 hour period, the coach shall terminate contact with the prospect and his/her parents immediately.

**Meals on an Official Visit** - The cost of the meals for the PSA and the PSA's parents or guardians need not be included in the maximum \$40 per day fee.

A luncheon, dinner, or brunch at the home of an institutional staff member (e.g., athletic director, coach, faculty member, or university president) may be held for a prospect on an official visit, provided the entertainment is on a scale comparable to that of normal student life, is not excessive in nature and occurs on only one occasion.

Institutions cannot use personalized recruiting aides (such as jerseys or scoreboard presentations) or game-day simulations during campus visits. Prospects can visit the locker room before or after a game or stand on the sidelines during pre-game activities under this measure.

**Written Record Required** - the institution must maintain a written record of the paid visits of its basketball prospects. This requirement can be tracked in ARMS and reports are available upon request.

***Prior to an official visit:***

**The prospect student-athlete's name and Eligibility Center ID # must be provided to the Assistant Director of Compliance Services (ADCS) through a workflow in ARMS. The ADCS will confirm that the PSA has registered with the NCAA Eligibility Center and is on the IRL (institutional request list).**

The prospect must present the institution with:

- **High-school (or College) Academic Transcript.** The academic transcript may be an unofficial document from the prospective student-athlete's high school. The institution must utilize written documentation to verify that the prospect has met the grade-point average and core-curriculum requirements.

*\* This information (EC ID #, test scores, transcripts, etc.) are captured through the **Official Visit Request** in ARMS, which must be approved prior to the visit occurring.*

*\*\*The NCAA no longer requires a test score prior to a visit, however, SJU policy remains intact.*

### **Saint Joseph's University Official Visit Policy:**

The official visit is an important part of the recruiting process. Recruiting visits are to be designed so that Prospective student-athletes can evaluate the entire campus environment to find the best academic and athletic program for them. The Visit, in turn, provides coaching staff member and currently enrolled student athletes with an opportunity to evaluate the prospective student athlete (recruit). Be the ideal host; the recruit is our guest and we are responsible for him/her while he/she is here. Plan and conduct the visit keeping in mind NCAA Bylaws and Saint Joseph's University rules and regulations.

- Recruits, if using air transportation, are to use commercial air travel at coach-class fare. On-ground transportation is limited to standard vehicles (no limos).



- Prospects and their parents or legal guardians must be housed in standard lodging and offered standard meals similar to those offered on campus.
- Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process (Student Managers and Student Employees cannot host).
- Personalized recruiting aides (such as jerseys or scoreboard presentations) or game-day simulations during campus visits are not permitted. Recruits can visit the locker room before or after a game or stand on the sidelines during pre-game activities under this measure.
- Student Athletes and recruits are to follow SJU alcohol and guest/hosts policies.
- The student athlete host and the recruit are not permitted to use alcohol or drugs or engage in activities that violate team rules, SJU Policies or NCAA Bylaws. This includes taking a recruit to an establishment or party where alcohol or drugs are the primary focus.

### **Procedure for an Official Visit**

1. The Official Visit Request is to be submitted through a workflow in ARMS and an official (or unofficial) transcript and test score (SAT/ACT) should be uploaded in the same workflow.
2. Coaches are to prepare an itinerary\* for the Official Visit. The itinerary should be uploaded in the visit workflow in ARMS where indicated.
3. Coaches should inform prospective student athletes of their need to bring an official picture ID to the campus visit. This will allow them to enter in and out of the dorms.
4. Minors on Campus: Prospects under the age of 18 must complete the SJU “Minors on Campus” form. The form is to be signed by the prospect’s parent or guardian and uploaded into the visit request workflow in ARMS. The approved “Minor on Campus” form will be returned to the requesting coach. This form, along with an ID, will allow the prospect to enter the dorms. Additionally, the ADCS will notify housing and security of the visitor to campus.
5. The Official Visit Request workflow (all components included) should be submitted for approval by the ADCS no later than one week prior to the prospect’s visit.

#### **\*The itinerary is to include:**

- Mode of transportation used to/from visit and during visit.
  - Date and Time of Arrival/Date and Time of Departure
  - Family Members with prospect.
  - Housing Arrangements
  - Student Athlete Host
  - Administrators and/ or Faculty members the Prospect will meet.
  - Planned activities (i.e. classes attending, scheduled meetings, dinners, entertainment)
  - The itinerary will be reviewed by the Director of Athletics. Upon approval, the Associate Athletic Director/Business Manager will prepare the per diem for the visit.
6. Student athletes hosting the recruit will meet with the Director of Athletics, or the Director of Athletics’ designee, to review NCAA the policies and procedures of the University and NCAA. This meeting may occur at the beginning of each academic year with each team, during which compliance procedures are reviewed.
  7. A per diem will be given to the host. It is the host’s responsibility to keep all receipts and return un-used cash to the ADCS.

8. All official visit forms are through workflows in ARMS (Official Visit Request – Coach Post Visit, Student Host, etc.) and should be completed, as well as electronically approved through ARMS

### **Enforcement**

Violations of SJU and/or NCAA Rules and Regulations will result in disciplinary action.

**An official visit is a very important part of the recruiting process.**

- **Plan the prospect's visit.**
- **Take an active role in the visit.**
- **Check on the host and the recruit throughout the visit.**

### **Unofficial Visits**

**In sports other than basketball, an unofficial visit with athletics department involvement (e.g. contact with athletic department staff, athletics-specific tour, complimentary admissions) shall not occur with an individual (or his/her relative or legal guardian) before September 1 at the beginning of his/her junior year.**

**Bylaw 13.7.3.1 Entertainment/Tickets – General Restrictions:** During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of a member institution's main campus in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or the prospective student-athlete's parents (or legal guardians) or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.

**Bylaw 13.5.3:** Transportation on Unofficial Visit. During any unofficial recruiting visit, the institution may provide the prospective student-athlete with transportation to view practice and competition sites in the prospective student-athlete's sport and other institutional facilities and to attend a home athletics contest at any local facility. The institution may use an institutional vehicle normally used to transport prospective students visiting campus, an institutional vehicle normally used to transport the institution's athletics team or the personal vehicle of an institutional staff member. An institutional staff member must accompany the prospective student-athlete during such transportation. Payment of any other transportation expenses, shall be considered a violation.

**Bylaw 13.7.3.1.2: Meals- Exception: Sports other than Basketball.** A prospective student-athlete on an unofficial visit to an institution may pay the actual cost of meals (or the regular cost of training-table meals) and eat with other prospective student-athletes who are on their official visit or with enrolled student-athletes.

**Bylaw 13.7.3.1.3: Housing – Lodging in Dormitories.** A prospective student-athlete on an unofficial visit may stay in an enrolled student-athlete's dormitory room only if the prospective student-athlete pays the regular institutional rate for such lodging.

### **Saint Joseph's University Unofficial Visit Policy:**

Unofficial visits by prospective student athletes are encouraged. Similar to the official visit, plan the unofficial visit. Coaching staff members should give the prospect an overview of the social, academic and athletic highlights of the campus.

#### **Procedure for an Unofficial Visit**

*For prospects requesting an overnight stay:*

1. Complete the Unofficial Visit Request workflow in ARMS and submit for approval, prior to the prospect's visit.
2. Coaches should inform prospective student athletes of their need to bring an official picture ID to the campus visit. This will allow them to enter in and out of the dorms.
3. Minors on Campus: Prospects under the age of 18 must complete the SJU "Minors on Campus" form. The form is to be signed by the prospect's parent or guardian and uploaded into the visit request workflow in ARMS. The approved "Minor on Campus" form will be returned to the requesting coach. This form, along with an ID, will allow the prospect to enter the dorms. Additionally, the ADCS will notify housing and security of the visitor to campus.
4. The Unofficial Visit Request workflow should be submitted for approval by the ADCS no later than three (3) days before the prospect's visit.

*For prospects who visit for a day:*

1. Unofficial Visits that are only during the day (no overnight stay) should be recorded by submitting the Unofficial Visit Request workflow in ARMS prior to the prospect's visit (this includes **Men and Women's Basketball**, as well as **All Other Sports** coaching staffs).

**Keep in mind that on an unofficial visit the university is not permitted to pay for any costs incurred by the prospect or his/her parents. The visit is limited to the campus. Taking a prospect off-campus to eat is not permitt**

### **ACADEMIC PROGRESS RATE (APR)**

- The NCAA developed the Academic Progress Rate to measure the academic performance of scholarship student-athletes on a term by term basis. The APR is a team measurement based upon how the individual team members do in class. Points are credited for each scholarship student athlete who remains eligible and is retained for the subsequent term.

**Procedure for APR Data Collection and reporting:**

- At the conclusion of an academic term the Office of Educational support services for student athletes generates an academic report for each sport team. The report lists team members, credit hours attempted, credit hours earned and GPA for the semester and cumulative credit hours attempted, credit hours earned and GPA.
- The Assistant Director of Compliance enters the academic data into the NCAA Cai software program.
- In May, the NCAA informs the membership that the APR Data Collection Process can begin. The NCAA provides each institution with a password to use to enter the APR program.
- The academic data, contained in the Cai program is imported into the APR database.
- The Director of Compliance updates a student athletes record if grades are posted at a later date.
- At the conclusion of summer session II, the office of Educational Support Services for Student Athletes (ESSSA) runs an updated academic report and sends the updated report to the Director of Compliance Services to update the APR data.
- A preliminary APR report is run and sent to the Office of ESSSA for confirmation.
- At least two weeks prior to the census date (the date on which the APR is due at the NCAA), the report is updated and sent to the Faculty Athletic Representative and the Office of ESSSA for approval
- The report is submitted. If applicable, waivers/adjustments are submitted during the adjustment period.

## **Graduation Success Rate (GSR)**

- The GSR is a graduation-rate methodology developed by the NCAA as part of its academic reform initiative. The rate credits institutions for transfers -- both incoming and outgoing -- as long as they are academically eligible, unlike the federal graduation rate. The GSR also accounts for midyear enrollees and is calculated for every sport.

**SJU Procedure for GSR Data Collection and Reporting**

- At the start of the annual cycle for GSR Reporting, as announced by the NCAA, the University Registrar extracts a list of athletes eligible for the given reporting cohort from SJU's administrative database.
- That list is forwarded to the Director of Compliance for comparison and any possible reconciliation. Typically, there is none.
- At that point, data retrieval queries (using MS-Access and an ODBC connection to the SJU administrative database) match official University graduation information to the given cohort of student-athletes.
- Results are tabulated by gender and race, and are entered into the NCAA GSR website for each sport.
- Similarly, transfer enrollments are analyzed for inclusion in the report and data is extracted to compare the academic records of those so identified versus the report criteria.
- A review of the previous 10 cohorts is also conducted to determine if any students from those cohorts who exhausted their athletic eligibility and had not been reported as graduated, completed their degree requirements during the year of the given GSR report.

- Total University enrollment and graduation rates information is also entered into the GSR report form and the sources of that data are the respective IPEDS reports on each topic that the University submits to the US Department of Education each year.
- The Office of Institutional Research completes the GSR report on an annual basis.

## NATIONAL LETTER OF INTENT (NLI)

**Saint Joseph's University Policy:** The coaching staff member is to submit the National Letter of Intent Request workflow through ARMS at least one week prior to the initial day in which the NLI can be signed. The NLI will be sent only if the prospect has been considered to be admissible to the university, as determined by the Admissions Liaison. The ADCS will prepare and send the NLI and corresponding aid agreement, via email in ARMS the Monday prior to the initial signing date for the NLI.

### Procedure:

- The prospect must have a transcript, SAT or ACT test score evaluated by an Admissions Counselor and the Director of Compliance.
  - A coaching staff member is to submit an NLI Request workflow through ARMS to be reviewed by the ADCS.
  - The NLI Request workflow requires the amount of athletic aid being awarded to be noted, as well as the prospect's name, address, phone number, email address, EC ID #, and birthday, to name a few.
  - A compliance staff member will contact the Admissions Liaison to confirm eligibility for acceptance.
  - If approved by the Admissions Liaison, the ADCS will prepare the NLI and submit to the Director of Financial Aid for approval and signature.
  - The Director of Financial Aid will send the approved NLI to the ADCS.
  - The ADCS will send the NLI, and accompanying aid agreement, to the prospect via email, at least one day prior to the initial signing date, unless told otherwise by a coaching staff member.
- 

### National Letter of Intent Signing Dates 2018-2019 Enrolling in 2019-2020

Sport	Initial Date	Final Date
Basketball (Early Period)	November 14, 2018	November 21, 2018
Basketball (Regular Period)	April 17, 2019	May 15, 2019
All Other Sports	November 14, 2018	August 1, 2019

- Please be aware of the **Dead Period Surrounding the National Letter of Intent Signing Dates:** The dead period (no in- person, off-campus or on -campus contact or evaluation) during the National Letter of Intent week is: **Monday (12:01 AM) through Thursday (11:59 PM)**
- Institutional Staff Members may make unlimited **telephone calls** to a prospect on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date.

- **It is the Coaching Staff Member's responsibility to review the provisions of the National Letter of Intent with the Prospective Student Athlete.**
- **The NLI is a binding agreement between the institution and the PSA.** By signing the NLI, the PSA is committed to attending the institution for one full academic year.

### **NLI Resources can be found in the Appendix section**

## **Complimentary Admission to an Athletic Event**

Please be aware that Prospective Student-Athletes can be given **complimentary admission** to a game provided the PSA is on a pass list at Will Call. (Prospective Student-Athlete's may only be provided complimentary admission to athletic contests while on an Official or Unofficial Visit. For sports other than men and women's basketball visits may take place after September 1 of the PSA junior year.) Complimentary Admission must be requested through a workflow in ARMS at least five (5) days prior to the date of the event.

### **On an Official visit:**

- The PSA can be given **up to six complimentary admissions**, one for the PSA and the remaining given to the person or persons accompanying the PSA. The PSA is admitted through a pass list at Will Call.
- The student host can also be admitted (not to be included in the three).

### **On an Unofficial visit:**

- The PSA can be given **three complimentary admissions**, one for the PSA and the remaining given to the person or persons accompanying the PSA. Again, the PSA is admitted through a pass list at Will Call.
- **Transportation on Unofficial Visit:** During any unofficial recruiting visit, the institution may provide the prospect with transportation to view practice and competition sites in the prospect's sport and other institutional facilities **and to attend a home athletics contest at any local facility** (*located* within a 30-mile radius of the institution's campus).
- **Saint Joseph's University Policy:** Complimentary Tickets will be issued to Prospective Student Athletes, via a pass list at Will Call, for games on the institution's campus or at a venue normally used by the institution for home games.

### **Procedure:**

- Complimentary Admission requests should be submitted through the workflow in ARMS. This workflow will be reviewed/approved by a compliance staff member, as well the Ticket Manager.
- All Complimentary Admission must be requested at least five (5) days prior to the date of the event.
- Within the workflow request coaches will have the option to select admissions for an individual or group of individuals.
- The coaching staff member is responsible for informing the prospect and the person(s) accompanying the prospect of their need to present an ID at Will Call.
- The prospect will sign his/her name on the pass list, provided by ARMs, to show admission to the game was provided.

**\* “Complimentary Admissions - Coaches” Policy and Procedures (ARMS) can be found in the Appendix section**

## **SECTION 3**



## Academic Eligibility



## POLICIES REGARDING THE ACADEMIC PERFORMANCE OF STUDENT-ATHLETES

### General

Policies regarding the academic performance of student-athletes shall be guided by the philosophical position that SJU athletes are students first and foremost and their major purpose at the University is the completion of the baccalaureate degree. While conflicts between class attendance are inevitable due to the nature of athletics programs and the amount of travel required to complete a nationally competitive schedule of athletic competition, the Department shall make every effort to insure that athletic participation does not negatively affect student-athletes' academic performance.

### 1. Initial Eligibility



**\* “Initial Eligibility” chart can be found in the Appendix section**

- a) **NCAA Standards:** First year student-athletes must satisfy the NCAA Initial eligibility standards which include:
  - Proof of graduation from high school.
  - Successful completion of a core curriculum of at least 16 academic courses.
  - A grade point average and standardized test score within the NCAA Initial Eligibility Index.
- b) **SJU Policy for Initial Eligibility:** Incoming freshman student-athletes are mandated by the NCAA to be certified by the NCAA Eligibility Center and be enrolled as full time students (12 credit hours or more) to be eligible for competition, practice and athletically related financial aid.
- c) **SJU Procedure for listing Prospective Student-athletes on the Eligibility Center Institution Request List:** Coaches shall provide the Director of Compliance Services for Student-athletes with the names to be added to the Institutional Request List (IRL).
  - The information provided shall include the PSA(s) name and the identification number assigned to the PSA by the Eligibility Center.
  - The information regarding PSA(s) is to be handed in to the Director of Compliance no later than May 31 prior to the fall of their initial year of enrollment. After May 31, the coaches shall transmit the information to the director no later than 14 days after the PSA enrollment. The Director of Compliance will “activate” the PSA name on the SJU Institutional Request List.
  - A coaching staff member shall inform incoming student-athletes of their need to register with the NCAA Eligibility Center. It is recommended that the PSA register with the NCAA Eligibility Center at the conclusion of their junior year in high school.
  - The Director of Compliance will send updated “Web Status” reports to each head coach throughout the summer months. The report will be sent via e-mail, unless requested otherwise.
  - The NCAA Eligibility Center must have all required documentation before a PSA’s eligibility will be determined. In most cases the student-athlete is not certified for one or more of the final reasons:
    - Test scores not sent directly to the NCAA Eligibility Center.
    - Prospective Student-athlete attended more than one high school and both transcripts are not at the Eligibility Center.

- Final Transcript has not been sent to the NCAA Eligibility Center.
- Prospective Student-athlete did not complete the amateurism questionnaire and/or did not complete the “final authorization signature.

### **Admissions Pre-read Policy**

Admissions pre-reads can be completed for high profile recruits you are working with once the Junior Year of HS is completed and the student has taken the ACT or SAT. The purpose of these reads is so you can proceed with offers of athletic aid and early commitments with peace of mind that the student athlete is admissible. For a read to be completed the following are needed:

-  Unofficial 3 year (6 semester) transcript showing academic performance in all coursework and preferably a cumulative GPA
-  Unofficial SAT or ACT scores. These can be on an SAT or ACT score report, or can be listed on the transcript. Scores typed out on a word document or in an email will be reviewed for a pre-read ( Example: Critical Reading- 550 Math 530 Writing 600).

The requested documents are to be uploaded **ARMS** and submitted through the **Admissions Pre-Read for Athletics** workflow.

***Documents are not to be sent campus mail or dropped off to the Admissions’ office. Doing so delays the processing time of the read and also increases the chances that documents will be mixed in with other application materials.***

Pre-reads will be processed as quickly as possible (usually within 3-5 business days.) For the status and record of pre-reads submitted through ARMS, coaches should check the Forms Hub tab after logging into the system.

## **2. Continuing Eligibility**

**\* “Continuing Eligibility” chart can be found in the Appendix section**

NCAA Basic and Progress Toward Degree requirements applicable to all student-athletes include the following:

### **a) Basic Requirements for Competition**

- Basic requirements for practice/competition
- Progress Toward Degree requirements
  - Academic year requirements
  - Progress-Toward-Graduation benchmarks
- Degree Credit – Designation of Program of Studies

### **b) Basic Requirements for Practice and Competition**

- For PRACTICE:

- Enrolled in a full-time program of studies (minimum of 12 semester hours) leading to a baccalaureate or equivalent degree.
- For COMPETITION:
  - Enrolled in a full-time program of studies (minimum of 12 semester hours) leading to a baccalaureate or equivalent degree.
- Exceptions for COMPETITION:
  - Student-athletes who are in their final semester must be enrolled in courses necessary to complete their degree requirements.
  - Student-athletes who are enrolled in a graduate program must be enrolled full-time (minimum of 9 semester hour of graduate level courses).

### c) **Progress Toward Degree Requirements**

- Academic year credit-hour requirements.
  - Six-hour requirement each semester.
    - Each student-athlete must successfully complete six credit hours in the previous semester in which the student-athlete was registered full-time in order to be eligible for competition in the subsequent semester.
  - 18-hour requirement each academic year.
    - Each student-athlete must complete 24 credit hours in the previous academic year, 18 of which must be earned during the fall and spring semester and intersession, in order to be eligible for competition during the student-athlete's subsequent year.
- Progress-Toward-Graduation benchmarks.
  - 24- hour requirement.

#### First Year of Collegiate Enrollment:

- Each student-athlete must complete 24 credit hours in his/her first academic year, 18 of which must be earned during the fall and spring semester, in order to be eligible during the second year of collegiate enrollment.
- Percentage-of-degree requirements. (40%/60%/80%)
  - Each student- athlete must meet the following percentage-of-degree requirements prior to the start of each regular academic year:
    - Before start of third year -- 40%.
    - Before start of fourth year -- 60%.
    - Before start of fifth year -- 80%.
    - Based on student-athlete's full time terms of enrollment.
- Grade-point average (GPA) requirements. (90%/95%/100%)
  - Each student-athlete must meet the following GPA benchmarks prior to the start of each regular academic year.
    - Before start of second year - 1.8
    - Before start of third year - 1.9
    - Before the start of the fourth and subsequent years – 2.0

### d) **Degree Credit – Designation of Program of Studies**

- In addition to the above Progress-Toward-Degree Requirements, student-athletes must meet the following:

- Student-athletes entering their third year of full time enrollment must designate a program of studies leading toward a baccalaureate degree at the certifying institution.
  - At the start of the third year of full-time enrollment, all credits used to satisfy Progress-Toward-Degree requirements (i.e., six-hour requirement, 18-hour requirement) must count toward designated degree.
  - Exceptions to Progress Toward Degree Rule:
    - Missed Term Exception
    - Non-recruited, Nonparticipant
    - Graduate Student/ Post Baccalaureate Exception
- e) **Waivers of Progress Toward Degree**
- The NCAA Division I Progress Toward Degree Waiver Committee shall have the authority to waive progress toward degree requirements based on objective evidence that demonstrates circumstances that warrant the waiver of the normal application of those regulations.

### **3. Transfer Eligibility**

- **General**
  - To be eligible for competition, a transfer student-athlete must meet the following credit-hour requirements based on attendance at the previous institution for the specific time and may use any hours of academic credit earned at any institution.
    - One semester - six hours of academic credit.
    - One academic year - 24 hours of academic credit.
    - Three semesters - 30 hours of academic credit.
    - Four semesters – and thereafter: six semester of academic credit during the previous academic term and 40% of Degree requirements.
    - International transfers do not need to meet six-hour requirement.
    - Other progress-toward-degree and transfer legislation applies.
- **Four-Year College Transfer**
  - Men and Women's Basketball and Baseball
    - A student who transfers to a member institution from any collegiate institution is required to complete one full academic year of residence at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution.
  - All other Sports
    - One-time transfer rule - The student transfers to the certifying institution from another four-year collegiate institution, and all of the following conditions are met
      - The student is a participant in a sport other than baseball and basketball
      - The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exemption.
      - The student is in good academic standing and meets the progress toward degree requirements.
      - If the student is transferring from an 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 transfer student-athlete meets the above criteria, he/she is immediately eligible for competition.**

- **Two-Year College Transfer -**

- A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence unless the student meets the following
- **Qualifier:**
  - Has spent at least one full-time semester or one full-time quarter in residence at the two-year college (excluding summer sessions);
  - Has presented a minimum grade-point average of 2.5 and
  - Has satisfactorily completed an average of at least 12-semester or quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution for each full-time academic term of attendance at the two-year college.
- **Non-Qualifier**
  - Has graduated from the two-year college;
  - Has completed satisfactorily a minimum of 48-semester or 72-quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution, including six semester or eight quarter hours of transferable English credit and three semester or four quarter hours of transferable math credit;
  - Has attended a two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms); and
  - Has achieved a cumulative grade-point average of 2.5

**\* If the transfer student-athlete meets the above criteria, he/she is immediately eligible for competition.**

## **1. Transfer Eligibility**

The transfer student-athlete is bound to continuing eligibility certification, as outlined in section 507.1 (2) Continuing Eligibility, once he/she has been enrolled full-time at the certifying institution.

### **a) SJU Procedure for Determining Academic eligibility of a transfer student-athlete:**

- The Director of Compliance shall contact the institution from which the student-athlete is transferring to determine the student-athlete's eligibility to compete athletically. A transfer student-athlete is bound to the NCAA transfer rules that apply to the type of institution from which the student-athlete is transferring (i.e., 2 year or 4 year institution).
- The Associate Director of Admissions shall complete a transfer credit evaluation of the unofficial transcript, (business courses must be approved by the Dean of the Business School) to determine if the transfer student-athlete is admissible.
- If the Admission Office determines that the transfer student-athlete is admissible, then the Admissions Counselor shall complete a transfer evaluation form based on the final official transcript when it is received. The transfer evaluation form lists the number of transferable courses and credit hours. The Admissions Office shall give the transfer evaluation form to the Director of Compliance who shall incorporate the form into the information that is provided to the Continuing Eligibility Committee at its meeting prior to the start of the academic term.
- The student-athlete is bound to continuing eligibility certification, as outlined in section 507.1 (2) Continuing Eligibility, once the transfer student-athlete has been enrolled full-time at the certifying institution.

International Prospective Student-Athletes are held to NCAA Initial, Continuing or Transfer Student-Athlete guidelines as outlined above.

### **Student-Athlete Eligibility Certification**

Student-athletes are certified for NCAA competition by the Faculty Athletic Representative (FAR). Monitoring of continuing eligibility is done on a daily basis by the Office of Educational Support Services for Student-athletes in consultation with the Director of Compliance.

Student-athletes are certified for competition by the FAR prior to the start of each academic term.

## **SECTION 4**



# FINANCIAL AID

**SJU Policy on Financial Aid:** Student-athletes are permitted, per NCAA, to receive financial aid (athletic or institutional) that covers the cost of attendance (tuition, fees, room, board, books, and required course related materials).

**SJU Procedure on the Awarding of Financial Aid:**

1. NCAA regulations govern the awarding of athletic grants-in-aid. There are individual limits on the amount of financial aid a student athlete may receive during the academic year (up to the value of the cost of attendance) and team limits on the number of athletic grants that may be awarded.
2. Coaches will be notified of the team financial aid limits by the Director of Compliance. Individual limits will be monitored by the Director of Financial Aid. SJU scholarship limits by team will be monitored by the Associate Athletic Director/Business Affairs. When a student is awarded an athletic grant-in-aid this could affect other financial aid available to the student-athlete.

Please Note: Athletic Aid is awarded for a period of one academic year and awarded equally in the fall and spring terms. If you plan to increase a student athletes aid for next academic year do it prior to the beginning of the academic year.

The NCAA limits the amount of aid that can be given to a student athlete and the team combined.

**Counter Sports:**

Men's Basketball: 13 counters  
Baseball: 27 counters (11.7 equivalencies)  
Women's Basketball: 15 counters  
Women's Tennis: 8 counters

*\* Counter is a student athlete who is receiving institutional financial aid that that is awarded based on athletic ability*

**Equivalency sports:**

Field Hockey	12	Golf	4.5
Women's Soccer	14	Men's Soccer	9.9
Women's Lacrosse	12	Men's Lacrosse	12.6
Women's Rowing	20	Baseball	11.7
Cross country/Track	18	Cross Country / Track	12.6
Softball	12		

***For the awarding of Athletically- related Financial Aid to prospective student athlete:*** coaches are to meet annually (no later than November 1) with the Associate Athletics Director/Business Affairs and with the Director (or Assistant Director) of Compliance Services to determine the amount of athletically related aid available for PSA and the amount of athletically related aid awarded to current student athletes. The amount of athletically related aid for the sport team must meet or be below NCAA, conference and institutional limits.



- The Associate Athletic Director/Business Affairs will prepare a Sport Athletic Aid Spreadsheet for each coach. Listed on the spreadsheet will be the student athletes with remaining eligibility, the amount of athletic aid awarded to those student athletes, the SJU athletic aid budget limit and the NCAA limit for the sport and the dollar value of the amount of athletically related aid available to prospective student athletes (PSA).
- Once the determined amount of athletically related aid to be awarded to a PSA is determined, the Associate Athletic Director/Business Affairs will have the coach sign the Sport Athletic Aid Spreadsheet.
- The Director (or Assistant Director) of Compliance Services will review the anticipated amount of countable aid to be awarded for the subsequent year to determine if the NCAA equivalency is below the NCAA limit.
- Coaches may verbally offer a PSA an athletic aid award. If a verbal offer is made to a PSA the coach is to notify the Associate Athletic Director/ Business Affairs in writing of the amount of athletic aid verbally offered to a PSA. This will serve two purposes:
  1. allow the Associate Athletic Director/Business Affairs to track the amount of potential athletic aid awarded
  2. hold coaches accountable to verbal offers
- The verbal offer will be put in writing and sent to the PSA, but not prior to August 1 entering their senior year of high school (Note: the verbal offer is not the NLI and the PSA is not bound)
- During the National Letter of Intent (NLI) signing period a written offer of athletic aid must accompany the NLI. The PSA may choose to sign the athletic aid award and the NLI. If signed the PSA is bound to attend SJU for one academic year and SJU is bound to award the dollar value listed on the award letter.
- PSAs are required to sign and date the NLI and the financial aid agreement within the time frame outlined by the NLI Program.
- The signed NLI and the university financial aid agreement are returned to the Athletic Department and then forwarded to the A10 conference office for validation.

### **National Letter of Intent**

By signing a National Letter of Intent, a prospective student-athlete agrees to attend the designated college or university for one academic year. Pursuant to the terms of the National Letter of Intent program, participating institutions agree to provide athletics financial aid for one academic year to the student-athlete, provided he/she is admitted to the institution and is eligible for financial aid under NCAA rules.

An important provision of the National Letter of Intent program is a recruiting prohibition applied after a prospective student-athlete signs a Letter of Intent. This prohibition requires participating institutions to cease recruitment of a prospective student-athlete once a National Letter of Intent is signed with another institution.

The National Letter of Intent has many advantages to both prospective student-athletes and participating educational institutions:

Once a National Letter of Intent is signed, prospective student-athletes are no longer subject to further recruiting contacts and calls.

Student-athletes are assured of an athletics scholarship for one full academic year.

By emphasizing a commitment to an educational institution, not particular coaches or teams, the program focuses on a prospective student-athlete's educational objectives.

### **Qualified Release Agreement**

**Release Request and Appeal Process.** In the event a prospective student-athlete (PSA) wishes to be released from the NLI obligation, the NLI release request form and appeal process information can be reviewed on the NLI website at [www.national-letter.org](http://www.national-letter.org). The PSA understands that the NLI Policy & Review Committee has been authorized to issue interpretations, settle disputes and consider petitions for complete release from the provisions of the NLI when extenuating circumstances are determined to exist and the signing institution denies my request for release. The PSA further understands the Policy & Review Committee's decision may be appealed to the NLI Appeals Committee, whose decision shall be final and binding.

### **SJU Procedure for Renewal, Non-renewal, or Reduction of Financial Aid**

Previously the renewal/non-renewal of athletic aid was sent through the mail. In order to streamline with how the rest of the university handles the acceptance of aid awards, while still complying with NCAA rules, we have moved our process online via The Nest.

Athletics will send each coach a spreadsheet of what they awarded in athletic aid in the previous academic year by or on the first Monday in May. We will ask that all updates/changes be made and sent back no later than the last Friday in May. This will give athletics time to review the aid awards and notify the Financial Aid office, who will input the athletic aid into their system for the upcoming year.

Sometime around the middle of June, students will receive an email notification from the office of Financial Assistance indicating that they need to log into The Nest and approve/accept their athletic aid award for the upcoming year. Those whose athletic aid is not being renewed or decreased will receive an additional email, noting that this change will be reflected in The Nest when they login to approve/accept their athletic aid award.

***Please note:*** If a Head Coach decides to reduce or not renew aid of a student athlete for the subsequent academic year, the coach is to note why the aid will not be renewed or why the aid will be canceled. In the event a student athlete's aid will not be renewed for the second semester, the Head Coach is to notify the Assistant Director of Compliance Services. The Assistant Director of Compliance Services will notify the Director of Athletics and the Director of Compliance.

**Renewal of Financial Aid:** Financial Aid for Athletics is awarded on or before July 1 of each year. The Director of Financial Aid sends letters to all student-athletes who:

- ☐ Received institutional athletics aid during the previous academic year
- ☐ Are in good academic standing, and are

- ❑ Still eligible for financial aid.

The email notifies the student-athlete that their athletic aid will be renewed for the upcoming year and that they will receive an additional email from the office of Financial Assistance, which will include the steps they need to take to approve their award by logging into the Nest.

**Reduction or Non-renewal of Athletic Grant in Aid:** If the decision is made to reduce or not to renew athletics aid for the coming year, the university will notify the student in an email and provide an opportunity for the student-athlete to have a hearing to appeal the action.

### **Appeal Process**

- ❑ The student-athlete must state in writing their request for a hearing.
- ❑ The request is to be sent to the Director of Financial Aid.
- ❑ The financial aid office will then arrange a hearing with the Scholarship Committee and the student-athlete. The hearing will take place at a time and place determined by the Scholarship Committee but within a reasonable time frame.

The student should submit these materials to the financial aid office as soon as possible (within 15 days after the student receives notification that the grant is being canceled). The student may request an in-person hearing before the Scholarship Committee. The Scholarship Committee reviews the appeal, and their decision is final. There is no appeal beyond the Scholarship Committee hearing. The student receives a written response as soon as possible.

Upon receipt of the student's request for an appeal hearing, the Director of Financial Aid will notify the Department of Athletics. The Department of Athletics will provide a written account of the circumstances that resulted in the student's athletic grant being cancelled, any supporting documentation, including all relevant NCAA and Atlantic 10 Conference rules/regulations, and the names of any witnesses that the Department wishes to have testify on its behalf (it should be noted that the witnesses would be limited to those individuals who have a direct knowledge of the circumstances surrounding the cancellation of the student's athletic aid) The Department of Athletics must provide this statement to the Financial Aid Office five (5) working days prior to the hearing.

The Director of Financial Aid will request of the student a description of the circumstances which led to the cancellation of the athletic grant, reason why the student believes the decision of the Department of Athletics to cancel was unjust, any supporting documentation, and the names of witnesses that the student wishes to have testify on his/her behalf. (It should be noted that witnesses would be limited to those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student's athletic aid). This information is to be submitted to the Director of Financial Aid five (5) days prior to the hearing.

The Director of Financial Aid will contact members of the Scholarship Committee to advise that the NCAA appeal hearing is necessary. The committee shall be comprised of the current Scholarship Committee, as well as the Faculty Athletic Representative.

The Director of Financial Aid will advise the student and the Department of Athletics of the date, time, and location of the appeal hearing, within 30 calendar days of the receipt of the request for an appeal;

such notification will be provided to the student and the Department of Athletics no later than five (5) working days prior to the scheduled hearing date.

## **STUDENT ATHLETE EMPLOYMENT**

Earnings from a student-athletes on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

**POLICY FOR STUDENT ATHLETE EMPLOYMENT:** Student athletes who secure a job with a representative of athletics interest or who secured a job because of a recommendation from an athletic department employee or a representative of athletics interest must complete an employment form, located in ARMS.

**PROCEDURE:**

- At the first student athlete meeting the Director of Compliance will review employment regulations with all student athletes.
- All Student-Athletes are assigned and required to complete the Student-Athlete Employment form in ARMS. If any changes occur to a student-athletes employment status during the academic year they should contact a member of the athletic compliance staff.

## **Student Assistance Fund**

**Background:** The Student Assistance Fund (SAF) is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of the Student Assistance Fund monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. Further, inasmuch as the fund is designed to provide direct benefits to student-athletes, the fund is not intended to be used to replace existing budget items.

**SJU Policy on Eligibility for the Fund:** All student-athletes, including international, are eligible to receive SAF benefits, regardless of whether they are grant in aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons

The SAF will be used to provide assistance in the following areas:

For Student-Athletes who are Pell- Eligible

- a) Health and Safety Expenses
  - Emergency Situations
  - Insurance Premiums – for those student-athletes who have no health insurance
  - Dental Insurance – for those in greatest need
- b) Educational Expenses and Fees
  - Educational Supplies – for individual or general use
- c) Personal or Family Expenses
  - Travel Expenses (emergency and on a “case by case” basis)
  - Emergency Expenses
  - Other personal/family expenses

This is a guideline on how Saint Joseph's University will use the SAF, however all requests will be given equal consideration, (consistent with the intended use of the SAF).

### **Saint Joseph’s University Procedure on Administration of the Fund:**

- The Director of Compliance will oversee the administration of the fund. All monies received will be recorded on the NCAA Student Assistance Fund Institutional Detail Reporting Form.
- The Director of Financial Aid will identify student athletes who are PELL eligible or who have unmet financial need.
- A student-athlete seeking funds is to complete the SAF Request Form or put a request in writing an Athletic Administrator or Academic Advisor.
- If approved, an invoice for the receipt of goods is to be sent to the Assistant Vice-President/Athletic Business Affairs or a receipt for the expense is to be given to the Director of Compliance. The DC will request a check be issued to the student athlete for the expense incurred.

# **SECTION 5**



**Camps, Clinics, Outside Income, & Club Teams**

# Camps and Clinics

## Institutional Sports Camps and Clinics

Any camp or clinic owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus and, for Division I only, in which prospective student-athletes participate.

**Purpose of the camp or clinic.** An institution's sports camp or clinic is one that:

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

**Sending Camp Invitations to Prospective Student Athletes.** An institution would not be precluded from inviting particular prospective student-athletes to its camp, provided the institution legitimately advertises the camp, making it open to all entrants limited only by number and age; further, an institution's coaching staff member employed in such a camp would be precluded from working exclusively with certain prospective student-athletes, inasmuch as such selective tutelage would constitute a special arrangement for the prospective student athletes.

**Recruiting Conversations -- Sports Other Than Basketball.** In sports other than basketball and football, recruiting conversations during an institutional camp or clinic (including a camp or clinic that involves only individuals who are not yet prospective student-athletes) are not permitted between an institution's coach and a participating individual before September 1 at the beginning of the individual's junior year in high school. (Adopted: 6/9/17 effective 6/12/17, Revised: 4/25/18)

**Recruiting Conversations -- Men's Basketball.** In men's basketball, recruiting conversations between the certifying institution's coach and a participating prospective student-athlete during the institution's camps or clinics are permissible. (Revised: 4/25/18)

**Recruiting Activities -- Women's Basketball.** In women's basketball, an institutional coaching staff member may engage in recruiting activities (e.g., campus tour, meeting with academic advisor) with prospective student-athletes during an institutional camp or clinic. (Adopted: 4/26/17 effective 8/1/17)

**Campus Tours During Institutional Camps or Clinics -- Sports Other Than Women's Basketball.** In sports other than women's basketball, an institution's coach may arrange and conduct a campus tour during the institution's camp or clinic, provided the format of the tour has been approved by an institutional authority outside the athletics department (e.g., admissions office).

## **Time period for Conducting Institutional Camps and Clinics.**

**Sports other than Basketball.** An institution's camp or clinic in those sports can be conducted at any time except during a dead period.



**Basketball.** An institution's camp or clinic in the sport of basketball may be conducted only during the months of June, July, and August, unless such activities meet the provisions regarding developmental clinics as indicated below:

- Developmental Camp: may occur at any time (except during a dead period), provided the following criteria is met:
  - Designed to develop fundamental skills
  - Open to the general public
  - Conducted by, and subject to, the control of the host member institution;
  - Conducted primarily for educational purposes and do not include material benefits for the participants (e.g. awards, prizes, merchandise gifts);
  - Clinic participants do not receive a recruiting presentation.
  - Clinic participants reside in the state in which the host institution is located or within 100 miles of the host institution.

**Educational Session – Basketball.** Men and women's basketball must include an educational session detailing NCAA initial eligibility standards to all camp and/or clinic participants.

**Keep in mind the following:**

Prospective student athletes may not serve as a volunteer coach at a clinic even if the prospect is willing to pay the cost of attending the camp.

**Privately Owned Camps**

Any camp or clinic that is not owned or operated by a member institution or an employee of the member institution's athletic department is a privately owned camp. Privately owned camps can be held at any location.

**In sports other than basketball:** Institutional coaching staff members may serve in any capacity at a non-institutional, private camp or clinic that operates in accordance with the same restrictions applicable to institutional camps/clinics. This includes private camps at which prospects of either gender participate. The camp or clinic must be operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners. In the sport of basketball the camp/clinic must conduct a session on Initial eligibility issues.)

**In the sport of basketball:** Coaching staff members are limited to participation in their own camps/clinics conducted during the months of June, July, and August. It is not permissible for coaching or non-coaching staff members to be employed at other institutional camps or clinics or at non-institutional privately owned camps or clinics

**SJU Policy on Camps/Clinics:** Coaching Staff members are to receive permission from the Director of Athletics to conduct an on-campus camp or clinic. Camps/clinics conducted by Athletic Department Staff Members are to follow all SJU and NCAA policies.

**SJU Procedures:**

*The Camp and Clinic Process is now administered through ARMS Software.*

*Please Note: Upon request the Director of Athletics may require coaches to submit camp dates for the subsequent calendar year (January-December).*

**Outside Income - Athletically Related Income**

The approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

- (a) Income from annuities;
- (b) Sports camps;
- (e) Complimentary ticket sales;
- (f) Television and radio programs; and
- (g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

### **Saint Joseph's University Policy for Athletically-related Outside Income:**

Athletic Department Staff contemplating non-university employment or promotional activities must have the approval of the Director of Athletics. There are SJU and NCAA policies that govern participation in some of these types of activities.

### **SJU Procedure for Reporting Outside Income:**

- Athletic Department Employees are to provide the Director of Compliance a report of Outside Income for the prior Academic Year. This report is assigned through a workflow in ARMS and is to be submitted by June 1, at the conclusion of the Academic Year.
- The report is to include outside income earned beginning June 1 and ending May 31<sup>st</sup>.
- The Director of Compliance will forward a master list to the Director of Athletics. The Director of Athletics will review the list with the University President.

### **Student athlete issues/ Camps and Clinics**

- A student athlete is permitted to work at an institutional camp as long as he performs duties that are of a general supervisory character.
- The student athlete is to be compensated at the going rate for camp counselors of like teaching ability and camp experience.
- The student athlete who only lectures or demonstrates at a camp may not receive compensation for his or her appearance at the camp.
- The student athlete is to be paid from the camp's general account and not from the coach's general account.
- A student athlete with remaining eligibility is NOT permitted to conduct his or her own clinic or camp.

### **Fee for Lesson Compensation – Student Athletes**

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;

- The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee charged for the lesson(s) provided during any time of the year; and
- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.

**SJU Policy for Fee for Lesson Instruction:** Student athletes are to discuss the opportunity with the head coach to make sure academics or team activities will not be sacrificed.

**SJU Procedure:**

Student Athletes interested in providing lessons for a fee must meet with the Director of Compliance. The Director of Compliance will review all NCAA rules with the student athlete.

The student athlete is to outline the lesson's plan, i.e. who will receive the lesson, where will the lessons be conducted, what is the "going rate". The student athlete will complete the written employment form.

**LOCAL SPORTS CLUB (13.11.2.4 Local Sports Clubs)**

In sports other than basketball, an institution's coach may be involved as a participant or in instructional or coaching activities in the same sport for a local sports club or organization located in the institution's home community, provided all prospects participating in said activities are legal residents of the area (within a 50-mile radius of the institution). In all sports, an institution's coach may be involved as a participant or in instructional or coaching activities in a sport other than the coach's sport for a local sports club or organization located in the institution's home community, provided all prospects participating in said activities are legal residents of the area (within a 50-mile radius of the institution) or the prospect can reside outside the 50 mile radius and be on the club team of an institutional coach, if the institution can document that the club is the closest opportunity for the prospect to participate.

**SJU Policy on Sports Club:**

An Athletic Department Employee may be involved with a local sports club. A coaching staff member involved with a local sports club is required to report the involvement to the Director of Compliance. A coaching staff member who is compensated by the sports club must report the "outside income" to the Director of Compliance at the completion of the academic year. (see Outside Income). If the club team is comprised of prospects the staff member must submit a listing of all team members, their home address and grade.

**SJU Procedure:**

At the beginning of each academic year the coaching staff member will receive a workflow request through ARMS pertaining to their involvement with a local sport club. The coaching staff member is provide the following information, which will be reviewed by a compliance staff member:

- Club Team Name
- Location of club team
- Team members' names, address and age

The Director of Compliance will confirm that involvement with the local sports club team is within NCAA bylaws.

## SECTION 6



# **AWARDS & BENEFITS**

## Awards and Benefits

*An extra benefit* is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student athlete or the student athletes relative or friend a benefit not expressly authorized by NCAA legislation.

The following lists *summarize* some of the NCAA permissible and non-permissible benefits.

### Academic and Support Services

#### **Permissible**

- Tutoring expenses
- Use of computers and typewriters
- Use of copy machines, fax machines, and the Internet for required academic course work.
- Cost of a field trip, provided the field trip is required of all students in the course and the fee for such trips is specified in the institution's catalog

#### **Non-permissible**

- Typing costs

### Medical Expenses

#### **Permissible**

- Athletics medical insurance
- Glasses, contact lenses or protective eyewear for student athletes who require visual correction in order to participate
- Counseling expenses related to the treatment of eating disorders
- Medical examinations

#### **Non-permissible**

- Student health insurance
- Surgical, medical or hospital expenses incurred while not participating in intercollegiate athletics.

### Benefits, Gifts and Services

#### **Permissible**

- Promotional activity prize. A student athlete selected through a random drawing open to the general public or the student body, may receive a prize as part of a promotional activity.
- Occasional meals. A student athlete or an entire team may receive an occasional family home meal from an institutional staff member.
- Local transportation. Staff members may provide reasonable local transportation to student athletes on an occasional basis.

#### **Non-permissible**

- Student athletes are not permitted the use of the following:
  - University or staff member automobile
  - University Telephone without charge or at a reduced cost.
  - Credit card

#### **At no time is a student athlete permitted to receive:**

- a ride home
- preferential treatment
- a loan of money
- athletics equipment from a manufacturer or commercial enterprise
- assistance in the payment of bills.

## **Common Compliance Situations**

**Walk-on Student Athletes** – Please have all walk-on student athletes certified for initial and/or continuing eligibility. This is a precautionary measure for several reasons:

- The student athlete may be a transfer
- The student athlete may be a freshman who has not been certified by the Eligibility Center
- The student athlete may not meet the Progress Toward Degree requirements needed for competition.

**Roster Changes** – Please submit all roster changes (additions and deletions) through the workflow in ARMS. The workflows can be found, after logging into ARMS, Workflows – Workflow Launchpad – **Change in Roster (Remove from Squad OR Add to Squad)**.

### **Playing and Practice Season Issues**

- **Contests and Date of Competition Limitations.** In each sport there is a limit on the number of contests or date of competitions.

A **contest** is any game, match, exhibition, scrimmage, or joint practice session with another institution's team, regardless of its formality, in which competition in a sport occurs between an intercollegiate athletics team or individual representing a member institution.

A **date of competition** is a single date on which any game(s), match(s), meet(s), exhibition(s), scrimmage(s), or joint practice session(s) with another institution takes place, regardless of its formality, between an intercollegiate athletics team or individual representing a member institution.

### **Coaching Staff (involvement with Prospects.)**

*In the sports of men and women's basketball contact with prospects is limited to:*

- Unofficial visits
- Official visits
- In Women's Basketball: seven permissible recruiting opportunities in which no more than three contacts may occur.
  - Institutional camp or clinics open to the general public
- In Men's Basketball: seven permissible recruiting opportunities (contacts and evaluations combined)
  - Institutional camp or clinics open to the general public

*In other sports:*

- Unofficial visits
- Official visits
- The seven recruiting opportunities in which no more than three contacts may occur.

- Institutional camps or clinics open to the general public
- **Local sports clubs** (located within a 50 mile radius of the university) and the prospects reside within a 50 mile radius of the sport club or if the prospect resides outside the 50 mile radius and the club team is the closest opportunity for the prospect to participate.

**Clinics/Camps** - Institutional camp- owned or operated by an institutional staff member or by the institution, open to the general public.

Privately owned camp- not institutionally owned or operated by an institutional staff member.

Coaching staff members may be employed as long as prospects are not employed at the camp/clinic and the camp is operated in accordance with the guidelines for institutional camps.

### **Coaching Staff Member involvement with Enrolled student athletes**

- **Summer activities** –in team sports, countable practice activities with student athletes are not permitted. Coaches may not participate on a team or practice with student athletes. Coaches, in sports other than men and women’s basketball, are permitted to participate in the same league (not the same team) with enrolled student athletes.
- Student athletes are permitted to participate in summer activities. Limits, on the number of student athletes from the same team who may participate on a summer league team, exist for most team sports. Basketball and baseball players must participate in a NCAA sanctioned league. Approval of the Director of Athletics is needed.
- An institution’s strength and conditioning coach is permitted to design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.
- In individual sports, to specify that a coach may participate in an individual-workout session with a student-athlete from the coach's team during an institutional vacation period, provided the request for such assistance is initiated by the student-athlete.

**Employment**-student athletes are permitted to work during the summer.

### **Equipment – Logo Restrictions**

For all NCAA championships, the 2 ¼ inch logo restriction applies to all personnel (coaches, trainers, managers) who are on the team bench for practice and games. The logo restriction also applies to commercial logos on uniforms worn by band members, cheerleaders, dance team and mascots.



## **Eligibility Center Issues**

- **Learning Disabled** –prospective student athletes who are LD are given special provisions. If you are currently recruiting a student athlete who is LD advise him/her to mark off the box on the Eligibility Center form indicating LD or contact the NCAA Disability Services at 913-339-1906.
- A student athlete with a learning disability, who was not a qualifier, can earn a fourth season of competition, provided the student athlete has satisfied specified procedures and has completed at least 80% of his or her degree program at the beginning of the fifth academic year following the SA initial, full-time enrollment.
- **Final Transcript** – Remind incoming freshman student athletes that their final transcript must be sent to the Eligibility Center. In most cases, the transcripts can be sent directly to the Eligibility Center from the prospects high school.
- **Test Scores** – must be sent directly from the testing agency. Prospects are to use the “9999” code when requesting that the Eligibility Center receive their test scores.

## **Transportation of enrolled Student-athletes**

Reasonable transportation can be provided to enrolled student-athletes on an occasional basis.

Student athletes may not be provided with a university vehicle for personal reasons and at no time can a coaching staff member provide the SA with a ride home, even if the SA reimburses the staff member.

Transportation in conjunction with competition or practice is permitted.

**Missed Class Time** – Student athletes are not permitted to miss class time for practice unless the practice is in conjunction with an away from home contest.

**Financial Aid Agreements or Commitment Letters.** A commitment letter for prospects, such as an institutional letter of intent or financial aid agreement, cannot be used if it has a signing date earlier than the initial date for the National Letter of Intent.

**Transportation on an Official Visit** – an institution may pay a prospective student-athlete's actual transportation costs for his or her official visit to its campus from any location, provided the prospective student-athlete returns to the original point of departure or travels to his or her home, educational institution or site of competition.

**Hardship vs. Redshirt** – A “Hardship” occurs when a student athlete suffers a season ending injury in the first half of the sport season and the student athlete has not competed in more than 30% of the sport’s scheduled contests. If a student athlete meets the above criteria, a waiver is filed on his/her behalf. Medical documentation is necessary in asking for a hardship waiver. The Atlantic 10 Conference Office makes the determination based on the medical documentation and the sport statistics provided.

A “Redshirt” is a student athlete who did not compete during the sport season, this includes scrimmages and exhibition games.

# SECTION 7



# APPENDIX

## Declaration of Playing Season

*Saint Joseph's University*

Sport \_\_\_\_\_ Academic Year \_\_\_\_\_

1. Scheduled Contests: **Fall:** \_\_\_\_\_ **Spring:** \_\_\_\_\_

2. Starting Date for Practice: **Fall:** \_\_\_\_\_ **Spring:** \_\_\_\_\_

3. Length of Playing Season \_\_\_\_\_

**Team Sports: A maximum of 132 days (Tennis 144 Days, Crew and Track/CC 156 days)**

**Championship Segment** From \_\_\_\_\_ To \_\_\_\_\_ Days \_\_\_\_\_

**Other Segment** From \_\_\_\_\_ To \_\_\_\_\_ Days \_\_\_\_\_

**Individual Sports: A maximum of 144 days**

From \_\_\_\_\_ To \_\_\_\_\_ Days \_\_\_\_\_

**Exclude from the count:**

- the one required day off per week
- official vacation, holiday and final examination periods during which no practice or competition shall occur.

Please note:

- Scrimmage and exhibition games are contests and are counted against the maximum number of contests, but do not count toward your won/loss record
- You are permitted to practice at an off-site practice facility as long as it is within a 100-mile radius of the University.
- Any practice on an extended road trip is to take place at the competition site or on a direct route between two consecutive competition sites. It is not permissible to practice at locations in order to provide entertainment opportunities for team members.
- Baseball is permitted to use 45 days (of the 132 day total) in the fall during the months of September, October and November.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Practice and Contest/Competition Start & End Dates

**FIGURE 17-1**  
**Maximum Number of Contests and Dates of Competition for Each Sport**

<b>Sport</b>	<b>Contests</b>	<b>Dates of Competition</b>
Baseball		
Championship Segment	56	
Other Segment	2	
Basketball	27 or 29 <sup>1</sup>	
Beach Volleyball, Women's		
Championship Segment		16
Other Segment		4
Bowling, Women's		32
Cross Country		7 <sup>2</sup>
Equestrian, Women's		15
Fencing		11
Field Hockey		
Championship Segment	20	
Other Segment		5
Football		
FBS	12	
FCS	11 <sup>3</sup>	
Golf		24
Gymnastics		13
Ice Hockey, Men's and Women's	34	
Lacrosse, Men's		17
Lacrosse, Women's		
Championship Segment	17	
Other Segment		5
Rifle		13
Rowing, Women's		20
Rugby, Women's		16
Skiing		16 (Alpine) 16 (Nordic)
Soccer		
Championship Segment	20	
Other Segment		5
Softball		
Championship Segment	56	
Other Segment	8	
Swimming and Diving		20
Tennis		
Overall		25
Individual Singles and/or Doubles Tournaments		7
Track and Field (Indoor and Outdoor)		18 <sup>4</sup>
Triathlon, Women's		6
Volleyball, Men's		
Championship Segment		28
Other Segment		4
Volleyball, Women's		
Championship Segment		28
Other Segment		4
Water Polo, Men's		21
Water Polo, Women's		21
Wrestling		16

<sup>1</sup> See Bylaw 17.3.5.1. Twenty-seven contests and one qualifying regular-season multiple-team event or 29 contests and no qualifying regular-season multiple-team event.

<sup>2</sup> See Bylaw 17.6.5.1.) for institutions that sponsor men's or women's cross country but do not sponsor indoor or outdoor track and field.

<sup>3</sup> Twelve football contests shall be permitted during those years in which there are 14 Saturdays from the first permissible playing date through the last playing date in November (see Bylaw 17.10.5.1).

<sup>4</sup> See Bylaw 17.23.5.1 for institutions that sponsor indoor and outdoor track and field and participate in at least the minimum number of contests with at least the minimum number of participants.

## Practice and Contest/Competition Start & End Dates (Cont.)

**FIGURE 17-2**  
**First Practice, Contest or Date of Competition, and End-of-Season Dates**

<b>Sport</b>	<b>First Practice Date</b>	<b>First Contest Date or Date of Competition</b>	<b>End of Regular Playing Season</b>
Baseball (Championship Segment)	January 25, 2019; January 24, 2020; January 29, 2021	February 15, 2019; February 14, 2020 February 19, 2021	Conclusion of the NCAA Division I Baseball Championship
(Other Segment)	September 1 of each year	September 1 of each year	November 30 of each year
Basketball, Men's	42 days before first regular-season contest	November 6, 2018; November 5, 2019; November 10, 2020 (Exceptions: See Bylaw 17.3.3.1)	NCAA Division I Men's Basketball Championship game
Basketball, Women's	42 days before first regular-season contest	November 6, 2018; November 5, 2019; November 10, 2020 (Exceptions: See Bylaw 17.3.3.1)	NCAA Division I Women's Basketball Championship game
Beach Volleyball, Women's (Championship Segment)	September 7 or the first day of classes, whichever occurs first	February 21, 2019; February 20, 2020; February 25, 2021	NCAA National Collegiate Women's Beach Volleyball Championship
(Other Segment)	September 7 or the first day of classes, whichever occurs first	September 7 or the first day of classes, whichever occurs first	
Bowling, Women's	October 1 of each year	October 1 of each year	Last day of final exams for the regular academic year
Cross Country	Date that permits 21 "practice units" before first scheduled date of competition	August 31, 2018; August 30, 2019; September 1, 2020	Last day of final exams for academic year
Field Hockey	Date that permits 21 "practice units" before first scheduled contest	August 24, 2018; August 30, 2019; August 28, 2020	Last day of final exams for academic year
Football	Date that permits 40 "practice units" before first scheduled contest	August 30, 2018; August 29, 2019; September 3, 2020 (Exceptions: See Bylaw 17.10.3.1)	Second Saturday or Sunday in December (Exception: See Bylaw 17.10.4)
Golf	September 7 or the first day of classes, whichever occurs first (Exceptions: See Bylaws 17.11.2.1 and 17.11.2.2)	September 7 or the first day of classes, whichever occurs first (Exceptions: See Bylaws 17.11.3.1 and 17.11.3.2)	Conclusion of the NCAA Division I Golf Championships
Ice Hockey, Men's	October 6, 2018; October 5, 2019; October 3, 2020	October 6, 2018; October 5, 2019; October 3, 2020	Last day of final exams for academic year
Ice Hockey, Women's	September 22, 2018; September 21, 2019; September 19, 2020	September 22, 2018; September 21, 2019; September 19, 2020	Last day of final exams for academic year
Lacrosse, Women's (Championship Segment)	January 19, 2019; January 18, 2020; January 16, 2021	February 8, 2019; February 7, 2020; February 12, 2021	Conclusion of the NCAA Division I Women's Lacrosse Championship
(Other Segment)	September 7 or the first day of classes, whichever occurs first	September 7 or the first day of classes, whichever occurs first	



## **Practice and Contest/Competition Start & End Dates (Cont.)**

<b>Sport</b>	<b>First Practice Date</b>	<b>First Contest Date or Date of Competition</b>	<b>End of Regular Playing Season</b>
Rugby, Women's	Date that permits 21 "practice units" before first scheduled date of competition	August 31, 2018; August 30, 2019; September 1, 2020	Last day of final exams for academic year
Soccer, Men's	Date that permits 21 "practice units" before first scheduled contest	August 24, 2018; August 30, 2019; August 28, 2020	Last day of final exams for academic year
Soccer, Women's	Date that permits 21 "practice units" before first scheduled contest	August 17, 2018; August 23, 2019; August 21, 2020	Last day of final exams for academic year
Softball (Championship Segment)	September 1 or the first day of classes, whichever is later, or September 15 (see Bylaw 17.20.2)	February 7, 2019; February 6, 2020; February 11, 2021	Conclusion of the NCAA Division I Softball Championship
(Other Segment)		September 1 or the first day of classes, whichever is later, or September 15 (see Bylaw 17.20.3)	
Triathlon, Women's	Date that permits 21 "practice units" before first scheduled contest	August 31, 2018; August 30, 2019; September 1, 2020	Last day of final exams for academic year
Volleyball, Women's (Championship Segment)	Date that permits 29 "practice units" before the first intercollegiate contest (excluding an alumni match) or September 1, whichever is later	August 24, 2018; August 30, 2019; August 28, 2020	NCAA Division I Women's Volleyball Championship game [See Bylaw 17.1.9-(b)]
(Other Segment)	January 1 of each year	January 1 of each year	Last day of final exams for academic year
Water Polo, Men's	Date that permits 21 "practice units" before first scheduled date of competition	September 1, 2018; September 7, 2019; September 5, 2020	Last day of final exams for academic year
Wrestling	October 10 of each year	November 1 of each year	Last day of final exams for academic year
Other Team Sports Lacrosse, Men's Rowing, Women's Volleyball, Men's Water Polo, Women's	September 7 or the first day of classes, whichever occurs first	September 7 or the first day of classes, whichever occurs first	Conclusion of the NCAA Division I or national collegiate championship, whichever is applicable
Other Individual Sports Equestrian Fencing Gymnastics Rifle Skiing Swimming and Diving Tennis Track and Field (Indoor and Outdoor)	September 7 or the first day of classes, whichever occurs first	September 7 or the first day of classes, whichever occurs first	In gymnastics, USA Gymnastics or National College Gymnastics Association (NCGA) collegiate gymnastics championships, whichever is later.  In tennis, and track and field, the conclusion of the NCAA Division I Championship.  In equestrian, fencing, rifle, skiing, and swimming and diving, the last day of final exams for academic year.



## **Recruiting**

## Recruiting

	Official Visits	Unofficial Visits	Institutional Camps	Contacts (off campus)**	Evaluations*	Phone Calls	Text	Email**	Written Offer of Aid
Men's Basketball (PSA = 7th grade)	Aug. 1 of Junior year	Aug. 1 of Sophomore year	Recruiting conversations are permissible at anytime	Sept. 1 of Junior year	Anytime within the permissible recruiting calendar. Limited to 7 contacts/evaluations per PSA per year	June 15 at the conclusion of Sophomore year	June 15 at the conclusion of Sophomore year	June 15 at the conclusion of Sophomore year	On or after August 1 entering Senior year (PSA not permitted to sign)
Women's Basketball (PSA = 9th grade)	Thursday following the NCAA DI Women's Championship game of Junior year	Any time	Recruiting conversations are permissible at anytime	March 1 of Junior year	Anytime within the permissible recruiting calendar. Limited to 7 contacts/evaluations per PSA per year	Sept. 1 of Junior year	Sept. 1 of Junior year	Sept. 1 of Junior year	On or after August 1 entering Senior year (PSA not permitted to sign)
Men's & Women's Lacrosse (PSA = 9th grade) & Softball (PSA = 7th grade)	Sept. 1 of Junior year	Sept. 1 of Junior year	Recruiting conversations are permissible beginning Sept. 1 of Junior year	Sept. 1 of Junior year	Anytime within the permissible recruiting calendar. Limited to 7 contacts/evaluations per PSA per year	Sept. 1 of Junior year (not permitted to receive incoming calls from Freshmen and Sophomores)	Sept. 1 of Junior year (not permitted to receive incoming texts from Freshmen and Sophomores)	Sept. 1 of Junior year (not permitted to receive emails from Freshmen and Sophomores)	On or after August 1 entering Senior year (PSA not permitted to sign)
All Other Sports (PSA = 9th grade)	Sept. 1 of Junior year	Sept. 1 of Junior year	Recruiting conversations are permissible beginning Sept. 1 of Junior year	July 1 at the conclusion of Junior year	Anytime within the permissible recruiting calendar. Limited to 7 contacts/evaluations per PSA per year	Sept. 1 of Junior year	Sept. 1 of Junior year	Sept. 1 of Junior year	On or after August 1 entering Senior year (PSA not permitted to sign)

Recruiting Person Days: Men's Basketball = 130 days; Women's Basketball = 112 days; Men's Golf = 48 days

\* Sept. 1-May 31: Contacts and Evaluations count toward the permissible number (unless occurring on the same day: June 1-August 31: Evaluations do NOT count toward the permissible number, but Contacts count regardless of the time period.  
 \*\* Permitted to send Questionnaires, Camp Information, NCAA Materials, and Non-Athletic Publications at anytime



## Visit Guidelines

## Saint Joseph's University

Department of Athletics

### Unofficial Visit Guidelines: Prospective Student-Athlete

Welcome to Hawk Hill and thank you for visiting Saint Joseph's University. During your visit, it is our goal to provide you with an opportunity to discover what being a Hawk is all about, both academically and athletically. We hope during your visit you will take the time to engage and ask questions of current student-athletes, coaches, administrators, and faculty, so that you are well informed of what Saint Joseph's University is all about. We take great pride in our successes on and off the court/field and believe we have the programs, resources, and dedicated staff to help you along your journey. At Saint Joseph's University we are committed to "Developing Everyday Champions!"

**Please review the list below and understand that you, as the Student Host, are responsible for following these NCAA mandated guidelines. Should you have any questions regarding what is permissible during your unofficial visit to campus, please contact a member of the respective coaching staff and/or the SIU Athletic Compliance Department.**

- ✓ During the visit no entertainment money or meals cards can be provided to you. Additionally, any meals and/or entertainment (all of which must be paid separately by you and the student host and/or coach) must take place within a one-mile radius from campus.
- ✓ University Policy permits you to receive lodging in on-campus dormitories. In order to enter University housing, you must present a form of identification, as well as an approved Minor Guest Form (if under the age of 18 years old).
- ✓ You and your guests are permitted to receive complimentary admissions to campus athletic events (this excludes post-season and NCAA championship events). Admission is via a pass list, as no "hard tickets" can be issued for admission to these events. Photo ID is required.
- ✓ You may not be provided with souvenirs such as hats, t-shirts, or any other institutional mementos by a coach, student host, or institutional staff member.
- ✓ Transportation during your visit may only be provided by a member of the coaching staff. At no point are you or your guests permitted to borrow/drive the car of your student host, coaching staff member, or University vehicle.
- ✓ Be aware that it is not permissible for a you to engage in conversations with a booster on or off campus during your visit. We ask our student hosts to try to prevent these situations from occurring, but in the unlikely scenario that it does, please limit the conversation to only an exchange of greetings.
- ✓ You are not permitted to engage in recreational or workout activities during your visit UNLESS the following conditions are met:
  - The activity is not initiated, arranged, or observed by the respective coach or coaching staff.
  - The activity is not designed to test your athletic abilities.
  - You provide your own equipment and apparel; therefore you may not accept these items, even if they are loaned
- ✓ The underage use of alcohol, the use of drugs or sex as a recruiting device, any activity that violates criminal law, gambling/gaming activities, or the use of strippers /gentlemen's club or an equivalent is NOT PERMITTED during a prospective student-athletes unofficial visit to campus.
- ✓ Conduct yourself in an appropriate manner within the University guidelines and the law. Be a good representative of yourself, your team, and Saint Joseph's University.



## Visit Guidelines (cont...)

### **Saint Joseph's University** Department of Athletics **Unofficial Visit Guidelines: Student Host**

Thank you for agreeing to host a prospective student-athlete during his/her unofficial visit to Saint Joseph's University. As you know, this responsibility is important to the success of our teams. During this visit, you have the opportunity to present the prospect with the experience of a typical day in the life of a student-athlete. Not only are you representing your team but also the Athletics Department, University, the A10 (NEC for Men's Lacrosse) Conference, and the NCAA. Your conduct should reflect and represent appropriate behavior and ethical standards. It is your responsibility to review and follow the guidelines listed below as mandated by the NCAA.

**Please review the list below and understand that you, as the Student Host, are responsible for following these NCAA mandated guidelines. Should you have any questions regarding what is permissible during a prospective student-athletes unofficial visit to campus, please contact a member of your respective coaching staff and/or the Athletic Compliance Department.**

- ✓ You must be a high school qualifier and/or enrolled full-time at SJU and be eligible to serve as a Student Host.
- ✓ During the visit no entertainment money or meals cards will be provided to you or the prospect. Additionally, any meals and/or entertainment (all of which must be paid separately by you and the prospect) must take place within a one-mile radius from campus.
- ✓ University Policy permits the prospective student athlete to receive lodging in on campus dormitories. In order to enter University housing, the prospect must present a form of identification, as well as an approved Minor Guest Form (if they are under the age of 18 years old).
- ✓ When accompanying a prospect and their guests, you may receive complimentary admissions to campus athletic events (this excludes post-season and NCAA championship events). Admission is via a pass list, as no "hard tickets" can be issued for admission to these events. Photo ID is required.
- ✓ You may not provide the prospect with souvenirs such as hats, t-shirts, or any other institutional mementos.
- ✓ Transportation during the prospects visit may only be provided by a member of the coaching staff. At no point is the prospect or their guests permitted to borrow/drive your car, a coaching staff member's car, or University vehicle.
- ✓ Be aware that it is not permissible for a prospect to engage in conversations with a booster on or off campus during their visit. Try to prevent this situation from occurring, but in the unlikely scenario that it does, please limit the conversation to only an exchange of greetings.
- ✓ Prospects are not permitted to engage in recreational or workout activities during their visit UNLESS the following conditions are met:
  - The activity is not initiated, arranged, or observed by the respective coach or coaching staff.
  - The activity is not designed to test their athletic abilities.
  - They use their own equipment and apparel; therefore they may not accept these items, even if they are loaned to them.
- ✓ The underage use of alcohol, the use of drugs or sex as a recruiting device, any activity that violates criminal law, gambling/gaming activities, or the use of strippers /gentlemen's club or an equivalent is NOT PERMITTED during a prospective student-athletes unofficial visit to campus.
- ✓ Conduct yourself in an appropriate manner within the University guidelines and the law. Be a good representative of yourself, your team, and Saint Joseph's University.

## Visit Guidelines (cont...)

### **Saint Joseph's University** Department of Athletics **Official Visit Guidelines: Prospective Student-Athlete**

Welcome to Hawk Hill and thank you for choosing Saint Joseph's University as one of the five institutions to which you will make an official visit. During your visit, it is our goal to provide you with an opportunity to discover what being a Hawk is all about, both academically and athletically. We hope during your visit you will take the time to engage and ask questions of current student-athletes, coaches, administrators, and faculty, so that you are well informed of what Saint Joseph's University is all about. We take great pride in our successes on and off the court/field and believe we have the programs, resources, and dedicated staff to help you along your journey. At Saint Joseph's University we are committed to "Developing Everyday Champions!"

**Please review the guidelines listed below and indicate your understanding of each guideline by initialing the line next to it. As a reminder, you and your host will be responsible for following these NCAA mandated guidelines.**

- \_\_\_\_\_ You affirm that you have not made more than five expense paid (official visits) to NCAA member institutions.
- \_\_\_\_\_ Your official visit will last no longer than 48 hours. Any food, lodging, or transportation expenses incurred outside this timeframe will be your responsibility.
- \_\_\_\_\_ All entertainment with your guests and student host must occur within a 30-mile radius of the University.
- \_\_\_\_\_ You are permitted to receive lodging on or off campus during your visit. If you are staying in University housing, you must present a form of identification, as well as an approved Minor Guest Form (if under the age of 18 years old) in order to enter the dorms.
- \_\_\_\_\_ Entertainment money will be provided to your host (and handled solely by your host) for the purpose of entertaining you and your guests. I acknowledge that these funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other institutional mementos.
- \_\_\_\_\_ You and your guests are permitted to receive complimentary admissions to campus athletic events (this excludes post season and NCAA championship events). Admission is via a pass list, as no "hard tickets" can be issued for admission to these events. Photo ID is required.
- \_\_\_\_\_ You or your guests are not permitted to engage in conversations with a booster on or off campus during your visit.
- \_\_\_\_\_ You may not engage in recreational or workout activities UNLESS the following conditions are met:
  - The activity is not initiated, arranged, or observed by the respective coach or coaching staff.
  - The activity is not designed to test your athletic abilities.
  - You provide your own equipment and apparel; therefore you may not accept these items, even if they are loaned to you.
- \_\_\_\_\_ Transportation during my visit will be provided by my student host and/or respective coach/coaching staff. At no point are you or your guests permitted to borrow or drive the student hosts, coach, or University vehicle.  
  
The underage use of alcohol, the use of drugs or sex as a recruiting device, any activity that violates criminal law, gambling/gaming activities, or the use of strippers /gentlemen's club or an equivalent is NOT PERMITTED during your official visit.
- \_\_\_\_\_ Conduct yourself in an appropriate manner within the University guidelines and the law. Be a good representative of yourself, your team, and Saint Joseph's University.

**By signing below, I certify that I reviewed the NCAA guidelines listed above with the Saint Joseph's University coach, understand, and agree to abide by these guidelines during my official visit.**

Prospect Name:	Prospect Signature:	Date:
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**By signing below, I certify that I have reviewed the NCAA guidelines listed above with the prospective student-athlete and the prospect understands the information regarding what is permissible during an official visit.**

Coach Name:	Coach Signature:	Date:
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## **Visit Guidelines (cont...)**



**Saint Joseph's University**  
Department of Athletics  
**Official Visit Guidelines: Student Host**

Thank you for agreeing to host a prospective student-athlete during his/her official visit to Saint Joseph's University. As you know, this responsibility is important to the success of our teams. During this visit, you have the opportunity to present the prospect with the experience of a typical day in the life of a student-athlete. Not only are you representing your team but also the Athletics Department, University, the A10 (NEC for Men's Lacrosse) Conference, and the NCAA. Your conduct should reflect and represent appropriate behavior and ethical standards. It is your responsibility to review and follow the guidelines listed below as mandated by the NCAA.

**Please review the list below and understand that you, as the Student Host, are responsible for following these NCAA mandated guidelines.**

- ✓ You must be a high school qualifier and/or enrolled full-time at SJU and be eligible to serve as a Student Host.
- ✓ The official visit should last no longer than 48 hours and the prospective student-athlete is only permitted to make one expense paid (official visit) to SJU.
- ✓ All entertainment with the prospect and their guests must occur within a 30-mile radius of the University.
- ✓ The prospect is permitted to receive lodging on or off campus during their visit. If they are using University housing, the prospect must present a form of identification, as well as an approved Minor Guest Form (if they are under the age of 18 years old) in order to enter the dorms.
- ✓ Entertainment money will be provided to you for the purpose of entertaining the prospect and their guests. These funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other institutional mementos. It is your responsibility to personally handle this money and you may not give cash directly to the prospect, their guests, or your teammates.
- ✓ When accompanying a prospect and their guests, you may receive complimentary admissions to campus athletic events (this excludes post-season and NCAA championship events). Admission is via a pass list, as no "hard tickets" can be issued for admission to these events. Photo ID is required.
- ✓ Transportation during the prospects visit may only be provided by the student host and/or respective coach/coaching staff. At no point is the prospect or their guests permitted to borrow/drive your car, a coaching staff member's car, or University vehicle.
- ✓ Be aware that it is not permissible for a prospect to engage in conversations with a booster on or off campus during their visit. Try to prevent this situation from occurring, but in the unlikely scenario that it does, please limit the conversation to only an exchange of greetings.
- ✓ Prospects are not permitted to engage in recreational or workout activities during their visit UNLESS the following conditions are met:
  - The activity is not initiated, arranged, or observed by the respective coach or coaching staff.
  - The activity is not designed to test their athletic abilities.
  - They use their own equipment and apparel; therefore they may not accept these items, even if they are loaned to them.
- ✓ The underage use of alcohol, the use of drugs or sex as a recruiting device, any activity that violates criminal law, gambling/gaming activities, or the use of strippers /gentlemen's club or an equivalent is NOT PERMITTED during a prospective student-athletes official visit to campus.
- ✓ Conduct yourself in an appropriate manner within the University guidelines and the law. Be a good representative of yourself, your team, and Saint Joseph's University.

**I certify that I have read and reviewed the NCAA guidelines listed above with a Saint Joseph's University coach, understand, and agree to abide by these guidelines during a prospective student-athletes official visit to campus. Furthermore, I understand that any incident report/violation while my guest is on campus and/or within my responsibility could jeopardize my standing with the team. If in the unlikely situation that something "unusual" occurs, I will notify my respective coaching staff and/or the appropriate authorities immediately.**

Student Host Name:	Student Host Signature:	Date:
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**Minor Guest Form**



## Permission Form for Minor Guests in the Residence Halls

"Children 12 years and younger are not permitted to sign into a University residence hall without a parent/legal guardian and are not permitted to stay in University residence halls overnight. Guests who are between the ages of 13 and 16 years of age must be a resident student's sibling or otherwise have a legally recognized relationship with the resident student. A resident student wishing to host a guest who is under 18 years of age must complete and submit the Minor Guest Application process indicated at [www.sju.edu/reslife](http://www.sju.edu/reslife). Failure to satisfy this process prohibits any resident student from signing in a minor guest."

The following permission form is required for any minor (a person between the ages of 13 - 18 years old) visiting a Saint Joseph's University student living in a residence hall without their parent or legal guardian present. Permission must be obtained from the Office of Residence Life at least 48 business hours in advance of visit. Completed and approved permission form must be submitted upon guest check in. All guests **MUST** be accompanied by their student host at all times while they are in the residence halls. This form is to be completed and signed by **ONLY** the minor's parent or legal guardian.

Minor's Name: \_\_\_\_\_ Age & Date of Birth: \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

Student Host: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Home Address: \_\_\_\_\_

Parent Home Phone: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Arrival Date & Time: \_\_\_\_\_ Departure Date & Time: \_\_\_\_\_

As the minor's parent or legal guardian, I grant permission for the minor named above, to visit the residence halls at Saint Joseph's University.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(archivist's signature only)

Staff Use Only

- Off campus recruiting is permitted during evaluation and contact periods.
- recruiting calendars exist for Baseball, Softball, M/W Basketball, M/W Lacrosse, M/W CC/T
- Men and women's basketball – itineraries for summer recruiting must be approved by Director of Compliance (check for dates of trips – number of coaches on the road) and the Associate AD/ Business Manager prior to confirmation of travel plans (i.e. purchase of airline tickets).

### Off Campus Recruiting Checklist:

- \_\_\_\_\_ Evaluation or Contact period?
- \_\_\_\_\_ Coach Certified to recruit off-campus?



- \_\_\_\_\_ Permissible event?
- \_\_\_\_\_ Within the 100 day limit for men/ women's basketball and 50 day limit for softball

## SJU Men's & Basketball

*Complimentary*

### Policy



## Women's

*Tickets – Coaches*

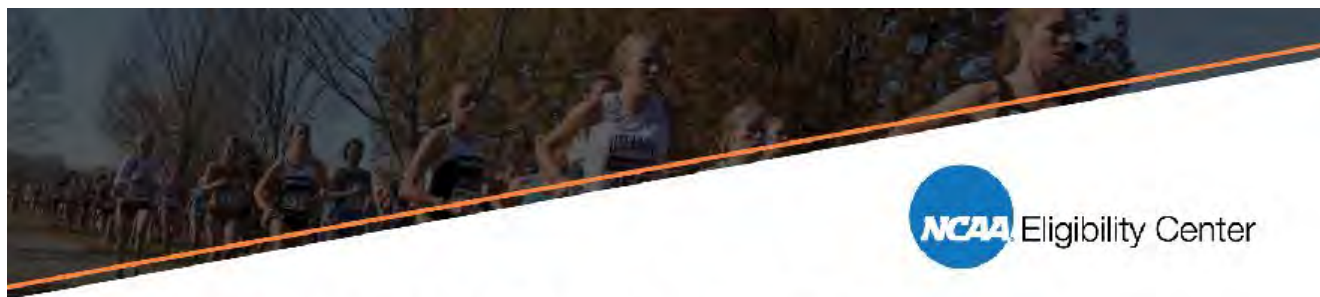
- **All complimentary admission requests must be made through ARMS.**
- Requests must be submitted through ARMS at least **one week prior to the scheduled tip-off.**
- **Additions** cannot be guaranteed after the request deadline expires.
- If **changes** need to be made after the request deadline (i.e.: guest not attending or changes in who will be attending, etc.) please contact a compliance staff member.
- All **complimentary admissions** can be picked up at *Will Call*. Each recipient must present a photo ID and sign for the complimentary admission. No hard tickets will be issued.

### Procedures for Requesting Complimentary Admissions

- Coaches requesting **Complimentary Admissions**, alongside an **official** or **unofficial visit**
  - o Unofficial Day Visit: Fill out the Unofficial Visit Request AND the Complimentary Admissions request in ARMS (this will be automatically assigned to you if you indicate the need for complimentary tickets within the visit request).
  - o Unofficial (Overnight) or Official Visit: Fill out the Official or Unofficial Visit Request (whatever is applicable) AND the Complimentary Admissions request in ARMS (this will be automatically assigned to you if you indicate the need for complimentary tickets within the visit request).
  - o *NOTE*: Workflows can be found in ARMS, under Workflows – Workflow Launchpad.
- Within the Complimentary Admissions request, coaches will have the option to select an individual (**PSA**) or a team of prospective student-athletes (**Team of PSA's**) under the drop down menu "Type of Recipient."
  - o **PSA** should be selected for individuals on a visit (official or unofficial) who have additional family members planning to attend the game and needing complimentary admissions.

- NOTE: only three (3) complimentary admissions are permitted (PSA plus two additional guests).
- **Team of PSA's** should be selected for a team or group of prospective student-athletes, with no additional family members requesting complimentary admissions (i.e.: junior days, big recruiting weekends, local teams, etc.).
  - NOTE: if this option is selected you will be required to upload a list of those needing complimentary admissions. Please make sure to include first and last names, as well as the relationship.

### **Initial Eligibility**



## DIVISION I ACADEMIC REQUIREMENTS

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletics scholarships, and/or compete during their first year.

### Core-Course Requirement

Complete 16 core courses in the following areas:



### Full Qualifier

- Complete 16 core courses.
  - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.
  - Seven of the 10 core courses must be in English, math or natural/physical science.
- Earn a core-course GPA of at least 2.300.
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see back page).
- Graduate high school.

### Academic Redshirt

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see back page).
- Graduate high school.

### Full Qualifier:

College-bound student-athletes may practice, compete and receive athletics scholarships during their first year of enrollment at an NCAA Division I school.

### Academic Redshirt:

College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term, but may NOT compete during their first year of enrollment.

### Nonqualifier:

College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

**International Students:** Please visit [ncaa.org/international](http://ncaa.org/international) for information and academic requirements specific to international student-athletes.

## Initial Eligibility (Cont.)

## Test Scores

When a student registers for the SAT or ACT, he or she can use the NCAA Eligibility Center code of **9999** so his or her scores are sent directly to the NCAA Eligibility Center from the testing agency. Test scores on transcripts will **NOT** be used in his or her academic certification.

A combined SAT score is calculated by adding reading and math subscores. An ACT sum score is calculated by adding English, math, reading and science subscores. A student may take the SAT or ACT an unlimited number of times before he or she enrolls full time in college. If a student takes either test more than once, the best subscores from each test are used for the academic certification process.

If you took the SAT in March 2016 or after, and plan to attend an NCAA Division I college or university in the 2018-19 or 2019-20 academic years, use the following charts to understand the core-course GPA you need to meet NCAA Division I requirements.

For more information on the SAT, click [here](#) to visit the College Board's website.

DIVISION I FULL QUALIFIER SLIDING SCALE				DIVISION I FULL QUALIFIER SLIDING SCALE			
Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum	Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum
3.550	400	400	37	2.750	810	720	58
3.525	410	410	38	2.725	820	730	60
3.500	420	420	39	2.700	830	740	61
3.475	440	430	40	2.675	840	750	61
3.450	460	440	41	2.650	850	760	62
3.425	470	450	41	2.625	860	770	63
3.400	490	460	42	2.600	880	780	64
3.375	500	470	42	2.575	870	790	65
3.350	520	480	43	2.550	880	800	66
3.325	530	490	44	2.525	890	810	67
3.300	550	500	44	2.500	900	820	68
3.275	560	510	45	2.475	910	830	69
3.250	580	520	46	2.450	920	840	70
3.225	590	530	46	2.425	930	850	70
3.200	600	540	47	2.400	940	860	71
3.175	620	550	47	2.375	950	870	72
3.150	630	560	48	2.350	960	880	73
3.125	650	570	49	2.325	970	890	74
3.100	660	580	49	2.300	980	900	75
3.075	680	590	50	2.299	990	910	76
3.050	690	600	50	2.275	990	910	76
3.025	710	610	51	2.250	1000	920	77
3.000	720	620	52	2.225	1010	930	78
2.975	730	630	52	2.200	1020	940	79
2.950	740	640	53	2.175	1030	950	80
2.925	750	650	53	2.150	1040	960	81
2.900	750	660	54	2.125	1050	970	82
2.875	760	670	55	2.100	1060	980	83
2.850	770	680	56	2.075	1070	990	84
2.825	780	690	56	2.050	1080	1000	85
2.800	790	700	57	2.025	1090	1010	86
2.775	800	710	58	2.000	1100	1020	86

ACADEMIC REDSHIRT

\*Final concordance research between the new SAT and ACT is ongoing.

NCAA is a trademark of the National Collegiate Athletic Association.

## Continuing Eligibility



# Division I Progress-Toward-Degree Requirements

Progress-toward-degree requirements are designed to guide student-athletes toward graduation. The standards help student-athletes take the appropriate steps toward earning their degree. Standards include minimum grade-point average, term-by-term and annual credit hour requirements, and percentage-of-degree requirements. Student-athletes who do not meet the requirements are not eligible for competition. Two-year and four-year transfer student-athletes also are required to meet certain progress-toward-degree benchmarks at the time of transfer. Additionally, transfer student-athletes must have been academically eligible at their previous school to use the one-time transfer exception and be eligible for athletically related financial aid at the school to which they are transferring.

## Progress-Toward-Degree Requirements

Academic Requirements	Prior to the Second Year of Enrollment	Prior to the Third Year of Enrollment	Prior to the Fourth Year of Enrollment	Prior to the Fifth Year of Enrollment
<b>Regular Academic Term</b>	6 semester/6 quarter hours of credit	6 semester/6 quarter hours of credit	6 semester/6 quarter hours of credit	6 semester/6 quarter hours of credit
<b>Regular Academic Year</b>	18 semester/27 quarter hours of credit	18 semester/27 quarter hours of credit	18 semester/27 quarter hours of credit	18 semester/27 quarter hours of credit
<b>Degree Credit</b>	Credits accepted toward any degree offered at the institution	Credits used must go toward the designated degree	Credits used must go toward the designated degree	Credits used must go toward the designated degree
<b>Annual/Percentage-of-Degree</b>	24 semester/36 quarter hours of credit	40-percent of the designated degree must be completed	60-percent of the designated degree must be completed	80-percent of the designated degree must be completed
<b>Grade-Point Average</b>	90-percent of the minimum GPA required for graduation (1.8 if a 2.0 is the minimum)	95-percent of the minimum GPA required for graduation (1.9 if a 2.0 is the minimum)	100-percent of the minimum GPA required for graduation (2.0 if 2.0 is the minimum)	100-percent of the minimum GPA required for graduation (2.0 if 2.0 is the minimum)

## Continuing Eligibility (Cont.)

### Application of Progress-Toward-Degree Legislation

Bylaw

Description

Application

14.4.3.1.3.1 14.4.3.1.4.2	Baseball student-athletes who fail to meet the credit hour requirements prior to the fall are ineligible for the remainder of the academic year	All baseball student-athletes
14.4.3.1.7	Credit hours are based on hours earned or accepted for degree credit	All student-athletes
14.5.5.2.10-(c)	Four-year transfer student-athletes must have been academically eligible at the previous institution to use the one-time transfer exception	All four-year transfer student-athletes

14.5.5.4	Four-year transfer student-athletes must have been academically eligible at the previous institution to receive athletically related financial aid at the certifying institution	All four-year transfer student-athletes
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## ARMS Workflows



### Coaches:

- Admissions Pre-Read for Athletics
- Athletically Related Outside Income Report
- Camp/Clinic Request
- CARA Approver (Designated Approver for each sport)
- Change in Roster – Add to Squad
- Change in Roster – Remove from Squad
- Club Coaching

- Complimentary Admissions
- Declaration of Playing Season (Head Coach)
- Designation of Coaching Staff (Head Coach)
- Eligibility Confirmation (Head Coach)
- NLI Request Form
- Official Visit Request
- Participation Report (Head Coach)
- Recruiting Activity Log (Designated Approver for each sport)
- Respect Policies
- Coach Social Media Guidelines
- Unofficial Visit Request

**Note:** Coaches are required to track all recruiting activity in ARMS (phone calls, contacts, evaluations, etc.)

**Student-Athletes:**

- A10 Promotional Activity (excluding MLAX & MROW)
- Academic Meeting Form
- Community Standards
- Complimentary Ticket Requests (MBB & WBB)
- Department of Athletics Code of Conduct
- Educational Assessment
- Equipment Issue and Return
- Institutional Drug Testing and Consent Form
- NCAA Consent for Disclosure of Protected Health Information
- NCAA Drug Testing Consent
- NCAA Student-Athlete Statement
- Respect Policies
- SJU Social Media Policy and Guidelines
- Sports Information Questionnaire
- Student Host
- Student-Athlete Employment
- Student-Athlete Motor Vehicle Information
- Summer Contact Form
- Summer/Intersession - Request for Funds

**Other:**

- Academic Mentor Report
- No-Show Academic Meeting Form

## 2018-19 NLI SIGNING DATES

### EARLY SIGNING PERIOD



NOVEMBER

NLI and athletic aid cannot be signed between these signing dates

DIVISION I BASKETBALL

### REGULAR SIGNING PERIOD



APRIL - MAY

### EARLY SIGNING PERIOD



DECEMBER

NLI and athletic aid cannot be signed between these signing dates

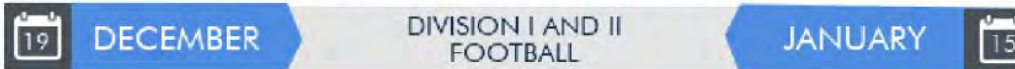
DIVISION I FOOTBALL

### REGULAR SIGNING PERIOD



FEB - APRIL

### MIDYEAR JC TRANSFER SIGNING PERIOD



DECEMBER

DIVISION I AND II FOOTBALL

JANUARY

### REGULAR SIGNING PERIOD



FEBRUARY

DIVISION II FOOTBALL

AUGUST

### NLI SIGNING BEGINS



NOVEMBER

ALL OTHER SPORTS

### NLI SIGNING ENDS



AUGUST



[www.national-letter.org](http://www.national-letter.org)



@NLIinsider







# WHO AND WHEN CAN SIGN?

DI BASKETBALL



DI FOOTBALL



Before NLI  
Signing Dates

Early NLI  
Signing Period

Between Early and  
Regular NLI Signing  
Periods

Regular NLI  
Signing Period

After Completion  
of NLI Signing  
Periods

High School - Traditional  
Academic Calendar



High School - Midyear  
Graduate Early  
Enrollee  
or  
JC Midyear Transfer



Division I -  
Starting August 1



Prior to Midyear  
Matriculation



Will Be Enrolled  
Student-Athlete



Will Be Enrolled  
Student-Athlete



Will Be Enrolled  
Student-Athlete

High School -  
Nontraditional  
Academic Calendar  
(Attending HS in fall - Not in  
position to enroll fall term)



(During Next NLI  
Signing Year)



If enrolling spring term:

Spring athletics aid can be awarded with academic year of aid  
accompanying NLI. (Division I)

Spring term athletics aid cannot be awarded if NLI signed.  
(Division II)

High School - Delayed  
Enrollment



NLI signee's decision to delay enrollment: NLI is binding provided athletics  
aid for the next academic year is still available in its signed amount.

Institution's decision to delay enrollment: NLI is null and void.

2-4 Transfer  
4-2-4 Transfer



NLI signee must graduate from the two-year college to satisfy a previously signed NLI that was  
signed **prior** to the two-year college enrollment.

NLI signee must graduate from the two-year college if necessary to meet NCAA transfer  
requirements.

4-4 Transfer





# WHO AND WHEN CAN SIGN?

FOR SPORTS WITH NLI SINGLE SIGNING PERIOD	Before NLI Signing Dates	NLI Signing Period	After Completion of NLI Signing Period
High School - Traditional Academic Calendar			
High School - Midyear Graduate Early Enrollee or JC Midyear Transfer	 Division I - Starting August 1	 Prior to Midyear Matriculation	 Will Be Enrolled Student-Athlete
High School - Nontraditional Academic Calendar (Attending HS in fall - Not in position to enroll fall term)			
 (During Next NLI Signing Year)		 <b>If enrolling spring term:</b> Spring athletics aid can be awarded with academic year of aid accompanying NLI, (Division I)  Spring term athletics aid cannot be awarded if NLI signed. (Division II)	
High School - Delayed Enrollment   DELAY			
2-4 Transfer 4-2-4 Transfer  			
	NLI signee must graduate from the two-year college to satisfy a previously signed NLI that was signed prior to the two-year college enrollment.  NLI signee must graduate from the two-year college if necessary to meet NCAA transfer requirements.		
4-4 Transfer			





“The Hawk Will Never Die”