

**INTERCOLLEGIATE ATHELETICS HIGH-RISK COMPLIANCE GROUP  
STUDENT ELIGIBILITY MONITORING PLAN**

**Category / High-risk Area:** Student-athlete Management / Student Eligibility  
**Responsible Party:** Director of Athletics  
**Source:** NCAA Bylaw 14  
**Risk:** Failure to monitor student-athlete eligibility status could result in an Athletic Department playing ineligible student-athlete in practice or competitive events resulting in violations of Bylaw 14.

Specific Risk	Operating Control	Evidence of Control	Supervisory Control	Evidence of Control	Oversight Controls	Evidence of Control
<b>GENERAL</b>						
Walk-ons not having proper admission status.	Develop a written walk-on procedure in the policies and procedures manual that includes a walk-on form to be completed by Coach and student-athlete.  Director of Compliance will run a report through Student Information System to determine admission status of walk-on.  Walk-on meeting to obtain Physical and Insurance information.	Policies and procedures manual that includes policy statement on walk-ons. Signed walk-on form from coach and student-athlete.  Admission report.  NCAA physical and insurance forms.	Academic Advisor verifies enrollment status.	Positive confirmation from Academic Advisor.	Someone selects a sample from the squad list walk-ons and verifies admission status.	Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.
Not adhering to 5 year / 10-semester rules.	Review competition lists of previous years to determine number of years competed and enter into Compliance Assistance Software.	Compliance Assistance Software produces squad lists.  Eligibility Grid.	The eligibility grid and squad lists are signed and approved by the Director of Athletics.	Signed and dated squad lists and eligibility grid.	Someone selects a sample of student-athletes from the squad list or eligibility grid to verify remaining eligibility.	Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.

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Inadequate monitoring of enrollment (full-time 12 hrs)	Pull a report before every competition from Student Information System to verify full-time enrollment. If exception occurs, notification will be sent to student-athlete's coach.	Student Information System Report.  Notification of ineligibility.	Director of Compliance generates enrollment exceptions report (i.e. less than 12 hours) and verifies non-participation.	Signed and dated exception report.	Someone selects a sample of student-athletes and verifies each student-athlete is eligible.	Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.
Inadequate documentation (yearly Student-Athlete Statement and Drug Consent Form)	Initial team meeting to complete all required NCAA forms.	Signed and dated NCAA forms.	Director of Compliance reviews 100% of the signed NCAA forms and matches to team roster to ensure completion by all student-athletes.	Eligibility Grid and Squad List.	Select sample of student-athletes from squad list and verify NCAA forms are completed.	Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.

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<b>FRESHMAN</b>						
<p>Ineligible student-athlete participating in sport practice and/or competition.</p> <p>Inadequate documentation.</p> <p>Incorrect classification(i.e. partial or non-qualifier)</p>	<p>Athletic department submits student-athlete to NCAA clearinghouse and tracks progress for both recruited and non-recruited student-athletes.</p> <p>NCAA clearinghouse determines whether student-athlete is certified or not certified.</p> <p>Admissions Office (or certifying officer) determines student-athletes' status as qualifier, partial qualifier, or non-qualifier.</p> <p>Coaches receive report from Compliance Office and are asked to follow-up with student-athletes.</p> <p>Identify incoming freshman over 21 and verify participation in organized sports and if so, related reduction in eligibility.</p>	<p>Web status report.</p> <p>Institution receives the final 48C (Clearinghouse) report and keeps it in student's file.</p> <p>Certifying officer completes eligibility portion in the Compliance Assistant (CA) Software to indicate certification status.</p>	<p>Athletic Compliance Director reviews every n<sup>th</sup> certifying officer's determination on student-athlete status for appropriateness.</p> <p>Compliance Coordinator reviews the 48C report and signs off on the report.</p>	<p>Compliance Director initials and date next to student-athlete's name.</p> <p>The 48C report.</p>	<p>Someone selects a sample of freshman student-athletes from the squad lists and the Declaration of Eligibility to:</p> <ol style="list-style-type: none"> <li>1. Verify NCAA Initial Eligibility Report received;</li> <li>2. Match clearinghouse status with institution's status; and</li> <li>3. Check eligibility certification was timely.</li> </ol>	<p>Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.</p>

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<b>TRANSFER (ALL TRANSFER STUDENTS ARE SUBJECTED TO THE FRESHMAN CONTROLS ABOVE)</b>						
<b>Specific Risk</b>	<b>Operating Control</b>	<b>Evidence of Control</b>	<b>Supervisory Control</b>	<b>Evidence of Control</b>	<b>Oversight Controls</b>	<b>Evidence of Control</b>
Failure to determine eligibility remaining	Review all transcripts and / or NCAA Clearinghouse reports.	Web Status Report  Transcripts.	Academic Advisor reviews 100% of all web status reports and transcripts for appropriateness.	Academic Eligibility Grid and Squad lists.	Someone selects a sample of all transfer student-athletes and: 1. Determine if residency status met or waiver obtained; 2. Verify transfer students' eligibility status; 3. Verify waiver granted if student-athlete was not eligible; 4. Verify student-athletes' seasons of competition; and 5. Verify third-year student-athletes have declared a major.	Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.

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<b>CONTINUING</b>						
<b>Specific Risk</b>	<b>Operating Control</b>	<b>Evidence of Control</b>	<b>Supervisory Control</b>	<b>Evidence of Control</b>	<b>Oversight Controls</b>	<b>Evidence of Control</b>
<p>Failure to meet requirement of passing 24 credit hours each year.</p> <p>Inappropriate number of hours earned during the summer (&gt;25%) ?</p> <p>Inadequate GPA.</p> <p>Inappropriate courses taken (not toward a degree plan)</p> <p>Failure to achieve degree plan % goals.</p> <p>Failure to choose degree program or declare a major.</p>	<p>Ensure student-athletes see an academic advisor.</p> <p>Prior to 3<sup>rd</sup> year of 5<sup>th</sup> semester student-athlete needs an approved degree plan.</p> <p>Verification of eligibility grid for all student-athletes by Academic Department and then returned to Athletic Department.</p>	<p>Signed, dated, and approved degree plan.</p> <p>Signed and dated eligibility grid.</p>	<p>Athletic Academic Advisor will verify that 100% of student-athletes are:</p> <ol style="list-style-type: none"> <li>1. Enrolled as full-time, degree-seeking and met academic requirements;</li> <li>2. If competed, was enrolled full-time and completed minimum hours during previous academic year;</li> <li>3. 75% of hours earned during regular academic year;</li> <li>4. Non-declared took general core courses;</li> <li>5. If declared, courses were degree related;</li> <li>6. Degree program chosen by beginning of third year;</li> <li>7. Completion percentage of degree program based on years of enrollment;</li> <li>8. Cumulative GPA acceptable; and</li> <li>9. Criteria above not met, waiver or exception was obtained.</li> </ol>	<p>Signed and dated academic eligibility grid that was reviewed by the Academic Advisor.</p>	<p>Select a sample of returning student-athletes and verify:</p> <ol style="list-style-type: none"> <li>1. Enrolled as full-time, degree-seeking and met academic requirements;</li> <li>2. If competed, was enrolled full-time and completed minimum hours during previous academic year;</li> <li>3. 75% of hours earned during regular academic year;</li> <li>4. Non-declared took general core courses;</li> <li>5. If declared, courses were degree related;</li> <li>6. Degree program chosen by beginning of third year;</li> <li>7. Completion percentage of degree program based on years of enrollment;</li> <li>8. Cumulative GPA acceptable; and</li> <li>9. Criteria above not met, waiver or exception was obtained.</li> </ol>	<p>Memorandum is sent to the Athletic Director, Athletic Compliance Office, and the Institutional Compliance Office detailing results of the oversight controls on a quarterly basis.</p>