



Student-Athlete Eligibility Certification

Policy Title: Student-Athlete Eligibility Certification

Policy Type: Administrative

Policy Number: 60-15 (2016)

Approved: 11/10/2016

Responsible Office: Office of the Registrar, Department of Athletics

Responsible Executive: Provost, Director of Athletics

Applies To: Student-Athletes/Coaches/Office of Registrar/Athletics Academic Support/Athletics Compliance

POLICY STATEMENT:

Norfolk State University (NSU) has instituted an eligibility certification process to ensure that each student-athlete is accurately certified per NCAA Division I regulations prior to competition. The purpose of this policy is to set forth a standardized procedure for the certification of NCAA initial and continuing eligibility for all Norfolk State University (NSU) student-athletes. Eligibility certification of student-athletes at NSU is a collaborative effort between the Department of Athletics and the Office of the Registrar.

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DEFINITIONS

None

CONTACTS: The Athletics Department's compliance office is responsible for interpreting and enforcing this policy. Questions regarding this policy should be directed to the compliance office.

STAKEHOLDERS:

- **Office of the Registrar (NCAA Eligibility Specialist)** –The individual in this area is primarily responsible for analyzing degree audits, transcripts and other identified documents to determine eligibility status of student-athletes. Other duties of this office which affect certification of student-athletes include:
 - Assists with monitoring NCAA Eligibility Center
 - Assists with updating NCAA Compliance Assistant database
 - Coordinates timely processing of transfer students' Certificate of Advanced Standing
 - Assists with monitoring full-time enrollment status of student-athletes
 - Enters end of semester grade information, attempted/earned/degree applicable hours & GPA, in NCAA Assistant Database
 - Monitor change of majors

- **Athletics Academic Support (athletics academic advisors)** – The individuals in this area are responsible for ensuring student-athletes are registered for courses that will count towards their designated major and meet NCAA progress towards degree rules and regulations. Other duties of this office which affect certification of student-athletes include:
 - Monitoring major changes
 - Assisting with monitoring full-time enrollment status of student-athletes
 - Assisting with identifying transfer student-athletes in an effort to ensure timely processing of the Certificate of advanced standing

- **Athletics Compliance (compliance administrators)** – The administrators in this area are responsible for ensuring adherence to NCAA rules and regulations found in NCAA Bylaw 14 related to eligibility certification for student-athletes. Other duties of this office which affect certification of student-athletes include:
 - Manage rosters/update student-athlete information in NCAA Compliance Assistant database
 - Enter incoming freshmen and 2year college transfers into NSU's section of the NCAA Eligibility Center
 - Ensure team certifications are completed ahead of competition schedules and deadlines as indicated by the MEAC

General Procedures for Student-Athlete Eligibility Certification:

The eligibility certification process begins once the head coach submits his/her roster declaration for the academic year (summer prior to start of fall semester) or as student-athletes are added to a roster throughout the academic year. Dates for eligibility certification are based on the Mid-Eastern Athletic Conference (MEAC) compliance calendar as well as the team's competition schedule. Student-athletes may be individually added and certified at any time during the academic year; however, all teams are certified twice per year – at the beginning of the academic year and at the end of the fall prior to the start of the spring semester. The following are steps necessary to complete eligibility certification.

- The head coach for each sport submits his/her roster declaration to the compliance office by July;
- An administrator in the compliance office updates the NCAA Compliance Assistant (CA) database by “rolling over” continuing students and adding incoming freshmen and transfers;
- The Eligibility Specialist updates end of semester and/or summer grades for returning student-athletes or incoming athletes who attended summer classes in NCAA Compliance Assistant;
- The Eligibility Specialist begins degree audit review for returning student-athletes to determine whether the student-athlete has met his/her NCAA academic benchmarks: hours earned/GPA/progress towards degree percentage (if applicable)
- The designated compliance officer and/or Eligibility Specialist monitors the NCAA Eligibility Center regarding their determined qualifier status to be added to eligibility certification report. *The NCAA eligibility center makes the final determination on eligibility of incoming freshmen student-athletes and amateur status of 2-year college transfer student-athletes.
- The Eligibility Specialist meets with the Assistant Athletics Director/Academics to compare degree progress information for student-athletes during the certification process
 - If all parties agree on eligibility evaluation – the student-athlete is marked eligible in the compliance assistant portal and the final certification report is generated;
 - If there is a discrepancy, the student-athlete’s record is re-evaluated. The review may also involve the Registrar or the Department Chair (or designee) for the student-athlete’s major. Once the discrepancy is resolved, the student-athlete’s eligibility is certified and the final certification report is generated.
- Once eligibility certification for a team has been completed, the Eligibility Specialist will produce a final certification report via NCAA Compliance Assistant. The final report is re-reviewed for accuracy and then distributed to the Faculty Athletics Representative (F.A.R), Registrar and Athletics Director to sign.
- Once signed, the form is submitted to the MEAC office and kept on file in the Registrar’s office.

Specific Certification Details: The following outlines additional certification procedures for specific groups of student-athletes.

Freshmen student-athletes

- Must register with NCAA Eligibility Center – submit final high school transcript(s), submit ACT and/or SAT scores and complete amateurism survey;
- Must complete any tasks assigned by the NCAA in order to finalize record to prepare for qualifier decision;
- Final initial eligibility decision is completed by the NCAA
 - Qualifiers are immediately eligible for practice, competition and to receive athletically related aid
 - Academic redshirt – eligible to receive athletics aid during their first year of attendance – cannot practice or compete
 - Non-qualifier – not eligible to practice, compete or receive athletically related aid during the student-athlete’s first year in residence at the institution.



Transfer Student-Athletes

- All official transcripts from previous institutions must be received and equated by the University;
- Transfer credits must then be equated by the student's desired major (listed on Certificate of Advanced Standing) prior to beginning the certification process for the student-athlete;
- If the student-athlete is a two-year college transfer, or a 4-2-4 transfer he/she must ensure a transcript is on file which indicates the awarding of the Associates Degree. This is a mandatory step if the student-athlete was a NCAA nonqualifier out of high school OR if there was no final qualifier decision made by the NCAA upon graduation from high school;
- NCAA permission to contact "release" must be on file in the compliance office if the student-athlete is transferring from a 4-year institution.

Graduate Students

- Must be fully admitted to a graduate program at NSU
- Final transcript showing proof of undergraduate graduation must be received by NSU
- Graduate students must be enrolled in courses equivalent to full-time grad status and degree seeking – non-matriculated students or grad students auditing courses cannot be certified for competition
- NCAA permission to contact "release" indicating non-renewal of athletics aid for the 5th year must be on file in the compliance office.

PUBLICATION: This policy shall be widely published or distributed to the Athletics community. To ensure timely publication and distribution thereof, the Department of Athletics will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Post the policy on the Department of Athletics website (www.nsuspartans.com); and
3. Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE:

Next Scheduled Review: 04/14/2021

Approval by, date: President: 11/10/2016

Revision History: 11/10/2016

Supersedes: *New Policy*



RELATED DOCUMENTS: The following documents are used to complete eligibility certification for student-athletes or as reference documents to assist in final eligibility decision:

EVAL – The EVAL is the degree audit for students at NSU. Based on the curriculum for the major, the EVAL outlines courses required in the major, whether the course requirements have been met, which courses taken are not degree applicable, total hours required for completion of the degree, hours earned and GPA

NSU Transcript – The transcript is a quick reference of all courses taken including accepted transfer courses. This document indicates repeated courses, term-by-term GPA and the student-athlete’s initial date of full-time enrollment

Transcripts from previous institutions- This document is necessary to determine start of full-time enrollment for transfer students as well as determining number of full-time semesters and whether or not the student-athlete is meeting applicable transfer rules and regulations.

Certificate of Advanced Standing (CAS) – This document confirms transfer credits that have been accepted by the student-athlete’s designated major

Change of Major – This form may be referenced to confirm when a student-athlete changed majors in order to determine proper major in which the student-athlete should be certified

NCAA eligibility worksheet – This internal document is used by the Eligibility Specialist and athletics academic advisors to “map out” student-athletes’ degree progress

NCAA Compliance Assistant certification form- This document is the final form produced upon completion of eligibility certification. It is the document signed by the F.A.R, Athletics Director and Registrar and is submitted to the conference office. Copies remain on file in the Registrar’s office and Compliance office.

FORMS

There are no forms associated with this policy.