

ATHLETICS COMPLIANCE



POLICIES AND PROCEDURE MANUAL

DEPARTMENT OF
INTERCOLLEGIATE ATHLETICS

Table of Contents

Core Values	iii
Overview	1
Department of Intercollegiate Athletics Mission Statement.....	1
VCU Athletics Compliance Office Mission Statement.....	2
VCU Athletics Compliance Office Personnel.....	2
Compliance Office Responsibilities.....	3
Violations.....	3
Representatives of Athletics Interest/Boosters.....	5
VCU Athletics Compliance Office Website.....	6
Educational Efforts.....	6
Personnel	8
Coaching/Staff Limitations.....	8
Head Coach Responsibility.....	8
NCAA Annual Certification Requirement.....	9
Report of NCAA Violations Involving Institution.....	9
Amateurism	10
Amateur Status.....	10
Agents.....	11
Student-Athlete Employment.....	11
Fee-for-Lesson Instruction.....	12
Promotional Activities.....	12
Basketball Review.....	14
Name, Image, and Likeness.....	14
Playing Seasons	18
Playing Season Declarations.....	18
Countable Athletically Related Activity [CARA].....	18
Summer Athletics Activities.....	19
Travel Rosters and Travel Itineraries.....	19
Travel Release and Waiver of Liability.....	20
Foreign Tours.....	20
Civic Engagement Policy.....	21
Recruiting	23
NCAA Recruiting Certification Test.....	23
Off-Campus Recruiting Contacts and Evaluations.....	24
Recruiting Travel Requests and Expense Reports.....	24
Telephone Calls.....	24
Recruiting Materials.....	25
Social Media.....	26
Official Visits.....	26
Unofficial Visits.....	28
On-Campus Evaluation (Basketball Only)	29
Notification of Transfer/Permission to Contact.....	30
Walk-Ons.....	30
Student-Athlete Outgoing Transfer Process.....	30

Local Sports Clubs.....	32
Institutional Camps/Clinics.....	32
Non-Institutional Camps/Clinics.....	34
Recruiting and Scouting Services.....	35
Eligibility.....	36
Initial Eligibility.....	36
Eligibility for Practice.....	38
Continuing Eligibility/Eligibility for Competition Process.....	39
Transfers.....	42
End of Academic Year/Postseason Eligibility.....	47
Try-Outs.....	47
Male Practice Player(s).....	48
Roster Updates.....	48
Medical Hardship Waiver.....	49
Outside Competition.....	50
Serious Misconduct Disclosure Procedure.....	51
Student-Athlete Awards and Benefits.....	53
Team Entertainment.....	53
Occasional Meal/Snacks/Meal Incidental to Participation.....	53
Complimentary Admissions.....	54
Participation/Special Achievement/Championship Awards.....	54
Educational Benefits.....	54
Transportation.....	54
Financial Aid/Scholarships.....	55
Scholarship Policy.....	55
Athletics Grant-in-Aid Administration Policy.....	55
Undergraduate Four-Year Transfer Athletics Aid Award Policies.....	56
Institutional, Non-Athletically Related Financial Aid.....	57
Renewals and Non-Renewals Administration Policy.....	58
Appeal Procedure.....	60
Financial Aid from Outside Sources.....	62
Squad List.....	62
Summer/Winter Intersession Financial Aid.....	63
Student Assistance Fund.....	66
Degree Completion Additional Aid.....	



OVERVIEW

VCU Athletics Compliance Office Overview

Department of Intercollegiate Athletics Mutual Compliance Responsibilities

The VCU Athletics Compliance Policies and Procedures are designed to provide information and offer guidelines in various subjects concerning NCAA rules and regulations. The NCAA Constitution states, “[i]t is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association.” Every person associated with the Virginia Commonwealth University (VCU) Department of Intercollegiate Athletics, including administrative and clerical staff, coaches, student-athletes, faculty, parents, friends and alumni, has the responsibility to comply with NCAA, A-10, and VCU rules and regulations. Further, per bylaw 11.1.1.1, it is the responsibility of the head coach to promote an atmosphere of compliance among the entire team. Failure by any member of the VCU Department of Intercollegiate Athletics to comply with all applicable rules may result in a violation and potential sanctions for the individual, the team, and the institution. As a Division I member institution, VCU coaches and student-athletes have the responsibility to fill out required paperwork in a timely manner.

Compliance issues are the responsibility of all VCU Athletics staff members. The purpose of these policies and procedures is to facilitate the compliance process and to ensure VCU maintains institutional control of the intercollegiate athletic program. The NCAA holds coaches and administrative staff to a high standard of compliance with all applicable rules and regulations. VCU expects everyone associated with athletics to meet this standard. The VCU Athletics Compliance Office will serve as the primary resource in assisting the department to maintain the integrity and reputation of the university as a whole. The VCU Athletics Compliance Office thanks every member of the Ram family for your hard work and continued efforts in helping maintain the integrity and success of VCU Athletics.

I. Department of Intercollegiate Athletics Mission Statement

VCU Athletics’ mission is to win conference and national championships, provide a first-class student-athlete experience, serve as a source of pride for the University and community and cultivate graduates who excel as leaders. This mission will be accomplished through a commitment to:

- Maintaining rules integrity and financial stability
- Working as an integrated campus partner
- Hiring and retaining elite coaches and staff
- Acting as a center for civic engagement and service
- Enhancing athletic facilities

II. VCU Athletics Compliance Office Mission Statement

It is the intent of VCU Athletics to maintain its position as one of the nation’s premier collegiate athletics programs. Although on field success is an important component of this

goal, VCU's status as a premier collegiate athletics program depends on its ability to find continued competitive success while maintaining an environment that promotes the highest level of integrity. For this reason, the VCU Athletics Compliance Office is charged with the duty of maintaining institutional control over its athletics program in order to ensure its athletics programs are operating in a manner that is consistent with NCAA, Atlantic 10, and Virginia Commonwealth University rules and regulations.

Primary Functions of VCU Athletics Compliance Office

- Provide instruction regarding NCAA and Atlantic 10 Conference rules and regulations to VCU coaches, administrators, student-athletes, and representatives of athletics interest (booster) and to ensure these groups are aware of VCU's expectations in terms of remaining compliant with these various rules and regulations.
- Provide guidance to VCU coaches, administrators, student-athletes, prospective student-athletes, and boosters by providing accurate interpretations of NCAA and Atlantic 10 Conference rules and assisting these groups in remaining compliant.
- Monitor activities such as recruiting, eligibility certification, financial aid, amateurism, benefits, playing and practice season limitations, etc. to ensure compliance with all relevant rules and regulations.
- Investigate and report any major or secondary NCAA or Atlantic 10 Conference rules violations in a timely manner.

III. VCU Athletics Compliance Office Personnel

Noah Strebler – Senior Associate Athletic Director for Student Services and NIL

nstrebler@vcu.edu Office Phone: 804- 827-1003 Cell Phone:248-505-6593

- Sport Liaison: Men's Basketball

Ashley Chiera-Davis – Assistant AD for Compliance

chieraaf@vcu.edu Office Phone: 804-828-7205 Cell Phone: 757-692-3003

- Sport Liaison: Women's Basketball, Men's Soccer, Volleyball, and Baseball

Ernest Washington – Director of Compliance

elwashington@vcu.edu Office Phone: 804-828-7618 Cell Phone: 847-276-7298

- Sport Liaison: Women's Soccer, Track and Field, Men's Golf, and Men's Tennis

Emily Bolyard – Compliance Coordinator

bolyarde@vcu.edu Office Phone: 804- 828-7618 Cell Phone: 317-677-3423

- Sport Liaison: Field Hockey, Women's Lacrosse, and Women's Tennis

IV. Compliance Office Responsibilities

The VCU Athletics Compliance Office expects staff members to make an effort to be informed of all applicable NCAA, A-10, and VCU rules and regulations. Accordingly, staff members will be provided with a copy of the NCAA Manual, VCU Athletic Department Policies and Procedures Manual, VCU Athletics Compliance Office Policies and Procedure Manual, and may look to the VCU Athletics Compliance Office website. If a staff member is unable to find a specific NCAA, A-10 or VCU rule or if a rule is unclear, it is the responsibility of the staff member to contact the VCU Athletics Compliance Office for assistance or if a rules interpretation is required. Additionally, those that are not considered athletics department staff members are permitted to request rule interpretations and should contact the VCU Athletics Compliance Office for assistance. Requests can be submitted by email (refer to the athletics staff directory), phone call (refer to athletics staff directory) or in person. All requests for assistance and rules interpretations should be handled through the VCU Athletics Compliance Office and will be answered in a timely manner.

The following individuals are authorized by VCU to request rules interpretations from the NCAA National Office and A-10 Office:

- Director of Athletics
- Faculty Athletics Representative
- Senior Associate Athletic Director for Student Services and NIL
- Assistant Athletic Director for Compliance
- Director of Compliance
- Compliance Coordinator

V. Violations

VCU is committed to operating its intercollegiate athletics program in a manner which is consistent with the letter and the spirit of the NCAA, A-10, and University rules and regulations. All suspected or alleged violations of NCAA rules are to be investigated. If the institution determines that an NCAA violation has occurred through the VCU Athletics Compliance Office, the Associate Athletic Director for Compliance and Student Services or the designee will report the violation to the NCAA and/or A-10.

It is the VCU philosophy that all violations, including those which appear to be minor or secondary in nature, will be investigated and reported to the appropriate authority. In responding to rules violations, we will look at such factors as whether the violation was intentional, whether any advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether a student-athlete's eligibility is impacted and whether the violations are regarded as reoccurring. Our goal in responding to any potential violation is to encourage communication, to seek consistency and accountability, and above all to send a strong message that VCU is serious about rules compliance.

Types of Violations (Examples Related to Head Coach Control)

There are four categories of NCAA rules violations. Each of these categories will carry its own set of consequences for the violator, the head coach and the sports program as a whole. The NCAA Committee on Infractions in conjunction with the NCAA Enforcement Staff will determine which violations fall under which categories on a case-by-case basis. The four categories are listed below in descending order of severity:

Major

- Level I – Severe Breach of Conduct
 - Head Coach may be suspended for entire year or multiple years
Example: Assistant coach, who previously worked for an agent, aids agent in recruitment of a student-athlete (SA) by arranging telephone calls between agent and the SA and helping organize off-season training for SA and agent’s preferred trainer. During this time, head coach fails to ask any questions of the assistant coach regarding his relationship with the agent.
- Level II – Significant Breach of Conduct
 - Head Coach may be suspended for a portion of the season
Example: Booster provides four student-athletes from the same team with payment for work not performed at booster’s business. After violations were discovered by compliance, it was determined that the head coach learned of the violation, but failed to take any action other than telling the student-athletes to “keep their nose clean.”

Level I and II violations are further classified into the following subcategories:

- Aggravated/Serious – Intentional total disregard for the rules;
- Standard – Serious, not intentional; or
- Mitigated – lessened because of certain circumstances.

Secondary

- Level III – Breach of Conduct
 - Head Coach can be suspended for a contest or multiple contests
Example: In-person, off-campus contact during dead period (particularly during the NLI signing dead period)
- Level IV – Incidental Issues
 - No suspension
Example: Sending impermissible recruiting material

Reporting a Violation

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules, regardless of what level, shall be investigated. At no time shall any rules violations go unreported to the VCU Athletics Compliance Office. Please note that if an athletics department staff member fails to report information concerning a potential NCAA violation involving the institution, such failure could be subject to disciplinary action.

If the Athletics Compliance Office determines that a violation has occurred, the violation (or possible violation) will be reported to the NCAA national office and/or appropriate conference officials.

1. How to Report a Violation

- a. An individual (e.g., athletics department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) must report an alleged, rumored, or suspected violation.
- b. The individual must report the alleged, rumored, or suspected violation verbally or in writing. An alleged violation may be reported anonymously.

2. To Whom Shall an Alleged Violation be Reported?

- a. If an alleged or rumored violation is communicated to any athletic department staff member or individual other than an athletics department staff member, the individual has an obligation to report the alleged violation to any or all of the following persons in a timely manner:
 - i. Associate AD for Compliance and Student Services;
 - ii. Director of Athletics; or
 - iii. Faculty Athletics Representative.
- b. Assistant Coaches have not met their burden by simply reporting a possible violation to their supervising coach; they must be able to verify that the report is made to one of the three department staff members listed above.
- c. If there are any concerns with reporting the alleged or rumored violation to the department staff members listed above in this section, the individual has an obligation to report the alleged violation to any or all of the following persons in a timely manner:
 - i. President's Office;
 - ii. Chief Ethics & Compliance Officer; or
 - iii. Executive Director of Audit and Compliance Services.

VI. Representative of Athletic Interest/Booster

Representatives of Athletics Interest (more commonly referred to as a "booster" or "donor") can be an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization that has participated in or been a member of an agency or organization promoting VCU Athletics, has made donations to or for VCU Athletics, has attempted to assist VCU Athletics in the recruitment of any prospective student-athlete, has assisted in providing benefits to student-athletes, or has been involved otherwise in promoting VCU Athletics.

Once an individual independent agency, corporate entity, or other organization is identified as a representative of athletics interest, the person, independent agency, corporate entity, or other organization retains that identity indefinitely.

The VCU Athletics Compliance Office sends annual reminders to all known boosters of NCAA rules applicable to their connection to VCU Athletics and about boosters in general. The VCU Athletics Compliance Office frequently meets with boosters at various events during the year in an attempt to further educate and answer any questions they may have regarding NCAA Compliance.

VII. VCU Athletics Compliance Office Website

The VCU Athletics Compliance Office website should be utilized as a resource for all VCU Athletics personnel, student-athletes, and other VCU staff members. The website provides access to our forms, educational materials, and contact information. The VCU Athletics Compliance Office will make every effort to provide the most up to date educational materials regarding NCAA, A-10, and VCU rules and regulations. If an individual still has questions or concerns after reviewing the content on the website, the individual is encouraged to contact the VCU Athletics Compliance Office for assistance.

VIII. Educational Efforts

In order to promote an atmosphere of compliance, the VCU Athletics Compliance Office distributes compliance educational material and conducts regular educational sessions with all departments in athletics, which includes coaches, support staff, and student-athletes. The educational sessions focus on NCAA, A-10, and VCU rules relevant to those participating in the sessions. During the sessions, staff is encouraged to ask questions and voice perspective regarding how particular rules may affect their sport. The VCU Athletics Compliance Office welcomes feedback on these educational sessions in order to improve our educational efforts and general communication.

Educational meetings are mandatory and attendance will be monitored. If you are unable to attend an educational session, it is the staff member's responsibility to schedule a time with the VCU Athletics Compliance Office at a different time that month. Additionally, all educational sessions will be documented in the VCU Athletics Compliance Office. If any staff member or student-athlete wishes to participate in additional educational sessions they are encouraged to contact the VCU Athletics Compliance Office at their convenience.

The following is a list of educational sessions scheduled on a regular basis:

- Department specific [occurs twice annually per department]:
 - Athletics Administration
 - Athletic Training
 - Athletics Business Office
 - Development
 - Equipment
 - Facilities and Event Operation
 - Financial Aid Office (outside of athletics department)
 - Marketing and Sales
 - Media Relations
 - Registrar's Office (outside of athletics department)

- Strength and Conditioning
- Student-Athlete Academic Support Services
- Ticket Office
- Tutors

- Sport Specific Coaches
 - *Occurs every other month during the academic year and all coaching staff members are required to attend.*
- New Staff Members
 - *Occurs immediately following the hire – subsequent meetings will fall in line with respective category of the staff member*
- Representative of athletics interest
 - *Emails are sent annually and as needed reminding them of NCAA rules applicable to their connection with VCU Athletics. Members of the VCU Athletic Compliance Office also present materials at various donor events.*
- Student-Athletes
 - *Occurs twice annually for all student-athletes – at the beginning and end of the academic year. All student-athletes and at least one coaching staff member are required to attend these meetings.*
- Compliance Question of the Week
 - *As time permits, the VCU Athletics Compliance Office sends an educational question of the week email to the entire athletics department and constituents across campus with athletics responsibilities.*
- VCU Athletics Compliance Newsletter
 - *Each semester the VCU Athletics Compliance Office sends a compliance newsletter to the entire athletics department and constituents across campus with athletics responsibilities.*

Personnel

I. Coaching/Staff Limitations

Each sport has a limitation on the number of coaches who may be employed by VCU and who may contact prospective student-athletes off-campus. Accordingly, it is the responsibility of the head coach to notify the VCU Athletics Compliance Office of any changes to their coaching or support staff to ensure compliance with NCAA, A-10, and VCU regulations. These changes must be reported on the Coaching Staff Designation Form available on ARMS in a timely manner. Each sport shall make the VCU Athletics Compliance Office aware of the following staff members.

- Head Coach
- Assistant Coach
- Volunteer Coach
- Director of Operations
- Graduate Assistant Coach
- Undergraduate Assistant Coach
- Manager

Countable coaches (head and assistant coaches) and non-coaching staff members with sports specific responsibility must be present for the mandatory rules education meeting on recruiting. This rules education is acting like the recruiting exam, and only head coaches and assistant coaches are permitted to recruit off-campus. Rules education must be provided prior to August 1.

In the sports of men's and women's basketball the Athletics Compliance Office will identify the personal agents used by the head and assistant basketball coaches. This information will be kept through an Excel document.

II. Head Coach Responsibility

All head coaches are presumed to be responsible for the actions of his or her staff that result in a violation. The head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program, directly or indirectly. Additionally, violations can be made public by the enforcement staff and head coaches could face suspensions from contest(s) depending on the severity of the violations committed.

The VCU Athletics Compliance Office has implemented the following safeguards to ensure compliance with the NCAA's head coach responsibility standards.

- As recommended by the NCAA, the university president will attend a coaches meeting at least once annually to discuss his or her expectations that coaches will adhere to NCAA, A-10, and VCU rules and regulations.
- Each head coach will sign a Letter of Expectations from the director of athletics and the university president.

- All head coaches will be required to complete the Head Coach Responsibility Checklist form. This form assigns compliance related responsibilities to each staff member. Head coaches will have the opportunity to utilize the Head Coach Responsibility Form at any time and have the option to personally document their compliance efforts (method left to the discretion of each head coach).

Specific evaluation criteria on NCAA compliance will be used in head coach performance evaluations. The head coaches are evaluated not only on the performance of their staff, but also the activities that the head coach and his or her staff are undertaking to ensure NCAA compliance.

III. NCAA Annual Certification Requirement

In accordance with bylaw 11.5.1, only coaches who have been certified may contact or evaluate prospective student-athletes off-campus. A coach shall not engage in off-campus recruiting activities until the coach has received, from the coach's institution, rules education covering NCAA legislation, including Bylaw 13 and other bylaws [e.g., Bylaw 15.3 (institutional financial aid award) and 14.3 (freshman academic requirements)] that relates to the recruitment of prospective student-athletes. Continuing rules education must occur, at a minimum, on an annual basis.

At the beginning of each academic year, the VCU Athletics Compliance Office will designate available times for each sport's coaching staff to attend the rules education. While not required by the NCAA, VCU invites any volunteer coach, director of operations, and other select staff members to attend the rules education. Regardless of the result, these staff members will not be permitted to recruit off-campus. However, the test will assist staff members in gaining a better understanding of the rules that protect the integrity of collegiate athletics.

IV. Report of NCAA Violations Involving Institution

Each academic year the University President and the Director of Athletics must complete an attestation of compliance. The attestation certifies that all athletics department employees will report any known violations that occur during the academic year and will act with integrity.

Amateurism

I. Amateur Status

All incoming prospective student-athletes (prospects), including two-year and four-year transfers, must have their amateurism certified by the NCAA Eligibility Center prior to participation in intercollegiate athletics. The NCAA's amateurism certification process is limited to activities that occur prior to his or her enrollment at VCU. VCU is responsible for ensuring all information provided to the NCAA Eligibility Center is accurate and is expected to promptly correct any discrepancies in information provided to the NCAA.

The process of acquiring certification as an amateur requires prospects to answer questions regarding past participation in athletics. The prospect will then need to access their Eligibility Center account to request final amateurism. The Eligibility Center does not allow prospects to request final amateurism until April 1st, prior to their initial full-time enrollment.

If a prospect reports for athletics participation before the student's amateur status has been final certified, the student may practice but not compete for a maximum period of 45 calendar days. After this grace period, the student must cease all athletics activity until their amateurism has been final certified. If the student is deemed final non-certified for amateurism the prospect is prohibited from athletics participation once all appeals have been exhausted. It is important to note that individuals must maintain their status as an amateur once they become student-athletes.

The following actions may result in an individual losing their amateur status, thus making them ineligible for intercollegiate competition:

- Using his or her skill (directly or indirectly) for pay in any form in any sport;
- Accepting a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, except as permitted in Bylaw 12.2.5.1;
- Receiving, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team per Bylaw 12.02.11, even if no pay or remuneration for expenses was received, except as permitted in Bylaw 12.2.3.2.1;
- After initial full-time collegiate enrollment, enters into a professional draft (see Bylaw 12.2.4); or enters into the NBA Draft and does not request his name to be removed from the draft list (email to AD and draftmailbox@nba.com) no later than 10 days after the conclusion of the NBA draft combine; or
- Enters into an agreement with an agent and/or a non-NCAA-Certified Agent in the event it is a men's basketball student-athlete.

II. Agents

Adherence with NCAA legislation is of utmost importance to VCU and its Athletic Department. NCAA rules regarding agents prohibit student-athletes from having any agreement, verbal or written for representation either now or in the future. NCAA rules also prohibit student-athletes, their relatives or friends from receiving any benefits from an agent or any person who represents any individual in the marketing of his or athletics ability. It is our expectation that our student-athletes and any agent interested in potentially representing a VCU student-athlete will adhere to these rules. We want our student-athletes to have the opportunity to make a well-informed and educated decision about their future. In doing so, it is critical that we protect our institution and the eligibility of our student-athletes.

VCU Policy Regarding Agents

Without express written consent from the VCU Athletics Compliance Office, Sport Agents, Financial Advisors and any associated third parties (e.g., runners) are prohibited from having any form of contact, either verbal, written (e.g., social media, email) or in-person, with any VCU student-athlete, their family, or friends until the student-athlete has exhausted his or her eligibility. Having any contact with a student-athlete at an athletic event, either by intention or coincidence, is strictly prohibited regardless of whether the event is held on or off of VCU's campus. The VCU Athletics Compliance Office requires agents desiring to contact student-athletes and their families, to fill out and submit the VCU Agent Registration Form to the VCU Athletics Compliance Office. The VCU Agent Registration Form is available on the VCU Athletics Compliance website. This form must be pre-approved by the VCU Athletics Compliance Office before any contact, either in-person or remote, may take place. Furthermore, the VCU Athletics Compliance Office requires any material sent to the student-athletes be sent to either the VCU Athletics Compliance Office or to the coaching staff of the respective student-athlete prior to the materials being given to the student-athlete.

III. Student-Athlete Employment

Student-athletes are permitted to be employed but must notify the VCU Athletics Compliance Office prior to starting any job on-or-off campus. This includes jobs held during the academic year or vacation periods and it is the responsibility of the head coach to ensure each student-athlete is notifying the VCU Athletics Compliance Office about their employment. Student-athletes need to complete the Student-Athlete Employment Form, have the employer sign off on the form, and receive approval from the VCU Athletics Compliance Office before beginning any job. Student-athletes can locate the form by utilizing their ARMS account, specifically in the Workflow Launchpad section. Once a student-athlete's employment has been approved, he or she will receive an email from the VCU Athletics Compliance Office detailing that the student is permitted to begin employment responsibilities. Further, student-athletes need to keep in mind the following rules when acquiring and maintaining a job:

1. The student-athlete cannot be paid on the basis of athletic ability or reputation;
2. The student-athlete must be paid for work actually performed;

3. The student-athlete must be paid at a rate commensurate with the going rate in the job's locality for similar services;
4. The student-athlete can only accept benefits available to all employees; and
5. The student-athlete and employer will make available upon request, copies of all records of employment.

The student-athlete must notify the VCU Athletics Compliance Office of any employment information changes after the job has been approved (pay, title, etc.)

IV. Fee-for-Lesson Instruction

The NCAA permits student-athletes to provide skill instruction in his or her sport on a fee-for-lesson basis; provided the VCU Athletics Compliance Office approves the lesson in advance. Those wishing to conduct fee-for-lesson skill instruction must complete and submit the Fee-for-Lesson Approval Form to the VCU Athletics Compliance Office. Student-athletes can locate the Fee-for-Lesson form utilizing their ARMS account, specifically in the Workflow Launchpad.

Any student-athlete is permitted to provide fee-for-lesson based instruction as long as the following criteria have been met:

- a) Institutional facilities are not utilized;
- b) Playing lessons are not permitted;
- c) VCU keeps on file documentation and the receipt of the lesson(s) and the fee for the lessons;
- d) Compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity;
- e) Instruction provided to each individual is comparable to the instruction that would be provided during a private lesson when instruction involved more than one individual or entity; and
- f) Student-athlete does not use his or her name, picture, or appearance to promote or advertise the availability of fee-for-lesson sessions.

V. Promotional Activities

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided certain conditions are met. Additionally, any request for student-athlete participation in promotional activities must receive approval from the Director of Athletics (or designee) per NCAA legislation. This includes Requests for Student-Athlete Community Service, Promotional Activities Requests, and Donation Requests. Those who wish to involve current student-athletes in their promotional activities must complete the applicable form and receive approval from the VCU Athletics Compliance Office.

A student-athlete is permitted to take part in said activity so long as the following requirements are met:

1. The student-athlete receives written approval to participate from the Director of Athletics or the VCU Athletics Compliance Office;
2. The specific activity or project in which the student-athlete participates may not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo. Personal name, messages and slogans (other than an officially registered trademark) are prohibited;
3. The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
4. The student-athlete may not miss class in order to participate in a promotional activity;
5. All money derived from the activity or project must go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
6. The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;
7. The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency;
8. Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per By 12.5.1.7) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and
9. The student-athlete and an authorized representative of the charitable educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

VI. Basketball Review

At the start of each academic year the Associate Athletics Director for Compliance will meet with each student-athlete on the men's basketball roster. During the interview several questions related to extra benefits will be discussed. At the end of the interview each student-athlete will be asked to sign an Affirmation of Compliance with Bylaw 10.1 (Unethical Conduct). The purpose of the interviews is to ensure all student-athletes on the roster did not receive any extra benefits during their recruitment and have not received any extra benefits since becoming a student-athlete. The scope of the questions is intended to cover: institutional coaches; AAU coaches; "runners"; agents/financial advisors; and professional coaches.

The Athletics Compliance Office will review the backgrounds of all enrolling men's basketball student-athletes for potential recruiting and amateurism issues and develop a "database" of information about the recruitment of these prospects. This is undertaken by interviews by the compliance staff with the incoming men's basketball student-athletes during the summer or early fall of their initial enrollment. The types of information included in the database is: (1) hometown; (2) high school/coach; (3) non-scholastic teams/apparel company; (4) AAU coach; (5) dates of unofficial visits and persons who accompanied; and (6) institutional recruiting coach.

VII. Name, Image, and Likeness

General

With the NCAA providing guidance to allow student-athletes to be compensated for their name, image, and likeness ("NIL"), VCU Athletics is committed to providing elite educational opportunities in this area to its student-athletes to empower and prepare them to maximize their opportunity with respect to NIL, while also protecting their NCAA eligibility.

NCAA Rules and Virginia Law

The NCAA has adopted guidance governing student-athletes' NIL activities (the "NCAA Rules"). The NCAA Rules provide that a student-athlete is prohibited from: (1) receiving pay-for-play; and (2) receiving an improper recruiting inducement. Virginia law has been passed, governing student-athletes' NIL activities.

VCU Athletics and our student-athletes must follow the NCAA Rules, Virginia law, and this VCU Athletics policy; student-athletes, VCU Athletics staff, or other third parties should consult with the VCU Athletics Compliance Office regarding the NCAA Rules and this policy prior to engaging in NIL activities that involve VCU student-athletes.

Name, Image, and Likeness Activities

Subject to the NCAA Rules, Virginia law, and this VCU Athletics policy, VCU student-athletes may use their NIL in a variety of ways that may include, but is not limited to: promoting their own business; promoting or endorsing a corporate entity (e.g., a brand ambassador or social media influencer); conducting camps, lessons or clinics; making appearances; crowdfunding for business ventures or non-profit/charitable organizations; or signing autographs. VCU student-athletes may receive compensation, either in-kind or monetarily, for engaging in NIL activities, subject to the NCAA Rules, Virginia law, and this VCU Athletics policy. VCU student-athletes may engage in NIL activities and receive corresponding compensation from University donors or sponsors so long as the compensation is for the NIL activity and is not an improper recruiting inducement, an inducement to remain enrolled at VCU or pay-for-play compensation.

Use of Agents or Professional Services

VCU student-athletes are encouraged to obtain professional advice to assist them with NIL activities. Student-athletes may use professional service providers (e.g., marketing agent, brand manager, tax advisor, attorney) to assist with the management and procurement of NIL activities and to review NIL agreements. Such providers' engagement must be limited to NIL activities and may not be used to secure opportunities as professional athletes.

A student-athlete is required to pay the going-rate for assistance provided by a professional service provider pursuant to a standard financial arrangement (e.g., flat fee, profit share, pro bono, upfront guarantee) with the service provider. Further, a student-athlete is permitted to receive the same benefits (e.g., meals, copies, mailing) from a professional service provider that a general client could receive.

Institutional involvement in identifying, selecting, arranging or providing payment for professional service providers related to NIL activities is not permitted.

Use of University Intellectual Property

Student-athletes are not permitted to use VCU's intellectual property, including its athletics uniforms, trademarks, logos, or symbols, to either implicitly or expressly endorse a third party or product without the prior written approval of VCU's Office of Trademarks and Licensing. Student-athletes may autograph and sell officially licensed memorabilia that includes University marks. Per NCAA Rules, student-athletes may not sell products provided by VCU Athletics or awards received for intercollegiate athletic participation while they are a student-athlete.

A student-athlete may post or re-post content created by VCU or one of its vendors, provided VCU retains the rights to the content and the student-athlete does not use the content in any activities for which the student-athlete is compensated.

Institutional Involvement

VCU, including its faculty, staff, and other representatives, may not arrange third-party compensation for a VCU student-athlete related to the use of their NIL.

To avoid conflicts of interest, VCU faculty, staff, and other representatives cannot receive compensation from any current VCU student-athletes in exchange for any services performed related to NIL activities.

Team Activities and Academic Obligations

Student-athletes cannot engage in NIL activities during the course of team activities, which include competitions, practices, team gatherings and meetings, promotional activities and community service. Student-athletes also must not allow NIL activities to interfere with their academic obligations.

Facility Use

Student-athletes may not use VCU Athletics' facilities to conduct camps, clinics, or lessons. Student-athletes may not engage in NIL activities while in VCU Athletics' facilities.

Restricted Categories

Student-athletes are prohibited from engaging in NIL activities involving a commercial product or service that conflicts with existing NCAA Rules (e.g., sports wagering, banned substances) or Virginia law. Student-athletes must not use their NIL to promote casinos or gambling, including sports betting; alcohol products; tobacco and electronic smoking products and devices; cannabis, cannabinoids, cannabidiol, or other derivatives; drug paraphernalia; adult entertainment; weapons, including firearms and ammunition; substances banned by the NCAA; or products or services that are illegal.

Student-athletes are prohibited from using their name, image or likeness to earn compensation if the proposed use conflicts with an existing agreement between VCU and a third party.

Disclosure of NIL Activities

A student-athlete shall disclose all NIL activities, including information related to transactions, compensation arrangements and details of relationships with an involved individual, commercial entity and third parties (e.g., contact information, identification of role) through the VCU Athletics disclosure process. This process can be found on a student-athlete's INFLCR account. The disclosure must be submitted prior to the activity occurring. The disclosure must be reviewed by VCU Athletics within two business days of the disclosure being submitted. If arrangements and details of an NIL activity are amended, the student-athlete shall provide updates within seven days of the change. Absent disclosure, VCU is unable to assist a student-athlete with eligibility implications that may result from violation of current or future NCAA rules, state or federal law.

Financial Aid

Student-athletes should be aware that receiving compensation for NIL activities could have an impact on their financial aid, especially for those receiving Pell Grants and institutional need-based aid. Student-athletes are encouraged to consult with a financial counselor in the Student Financial Management Center (SFMC) to fully understand these potential impacts before engaging in any NIL activity.

Withholding, Tax & Other Obligations

Student-athletes are responsible for all tax, withholding, reporting, licenses, permissions, permits, expenses, fees and any other obligations, liabilities or costs associated with NIL activities. For tax services and advice please consult a tax advisor. VCU Athletics does not provide tax services or advice.

International Student-Athletes

International student-athletes should discuss how receiving compensation may impact their VISA status with the Global Education Office (GEO) prior to engaging in any NIL activities.

Consequences

Violations of this policy may result in a variety of penalties depending on the nature and type of policy deviation. The most egregious deviations (i.e., proof that an NIL activity was used to compensate a student-athlete for performance or to induce a prospect to attend) may lead to termination of employment for staff members, booster dissociation, and student-athlete scholarship modification and/or roster management ramifications. Violations of NCAA legislation will be reported to the NCAA and could result in additional NCAA-mandated penalties.

Disclaimer

VCU is not liable or otherwise responsible to any student-athlete, noninstitutional entity that partners with a student-athlete, professional service provider or other entity involved with NIL activities or NIL related agreements with any student-athlete.

Playing Seasons

I. Playing Season Declarations

Coaches are required to submit their Playing Season Declaration Form prior to the beginning of their playing season. A 'Playing Season' is defined by the NCAA as a segment of time during the academic year, limited by a certain number of consecutive days, which each sport has designated as the time in which they will compete and participate in practice sessions. Each sport must declare on the form the start and end dates of their championship, and if applicable non-championship, segment. If the start and/or end dates change as the academic year progresses an updated Playing Season Declaration Form is required to be submitted to the VCU Athletics Compliance Office. The VCU Athletics Compliance Office reviews all Playing Season Declaration forms at the conclusion of each semester to determine playing season days used and days still remaining. On this form, each team must designate their declared practice week by indicating the first and last days that define their week (e.g., Sunday-Saturday). Coaches are required to submit a schedule at the same time the Playing Season Declaration Form is submitted.

The VCU Athletics Compliance Office sends out reminders in July prior to the academic year to notify coaches to complete the form. Once the form is submitted, the VCU Athletics Compliance Office will review it to ensure compliance with all Bylaw 17 rules and regulations.

II. Countable Athletically Related Activity [CARA]

Coaches are required to complete the team's schedule through the applicable compliance software (currently "Teamworks"). Included in the team schedule shall be all required athletically related activities (e.g., practice, skill instruction, conditioning, team meetings, film review). For each of these activities, coaches need to specifically identify which student-athlete(s) participated in each activity. This is vital, as all playing season limitations are evaluated on an individual student-athlete basis.

During the academic year, at any given time, each sport will either be considered to be in or out of their playing season. When a sport is in their playing season, all required athletically related activities are limited to 20-hours per week and are mandated to provide one day per week where no required activity occurs. When a sport is out of their playing season, all required activities are limited to eight hours per week and are mandated to provide two days per week where no required activity occurs. Furthermore, the eight hours consist of two sections: skill instruction & conditioning. Skill instruction can take place for no more than four of these eight hours and is any activity in which equipment related to the sport is used or in which offensive/defensive alignments are simulated.

On a weekly basis, CARA logs will be randomly sent to one participating student-athlete for verification and approval. Subsequent to student-athlete approval, the VCU Athletics Compliance Office will review and provide final approval for each CARA log. If the student-athlete does not approve the CARA log with 14 days of assignment, the compliance staff will

approve for them. The VCU Athletics Compliance Office will periodically attend CARA activities for each sport in order to monitor and ensure compliance with NCAA rules and document dates of attendance. These CARA activity spot checks will be performed by the Compliance Graduate Assistant and full-time compliance staff. All spot checks will be maintained in a spreadsheet which details sport/date/time.

III. Summer Athletics Activities

Per NCAA rules and regulations, sports other than basketball are prohibited from having CARA during the summer. The NCAA permits student-athletes in the sport of basketball to participate in countable athletically related activities during the summer vacation period under certain conditions. In general, student-athletes (both continuing and incoming) must be enrolled in summer courses and are only able to participate in the activities while attending summer courses. Continuing student-athletes that meet the exception to summer school enrollment are able to participate in summer countable athletically related activities outside of summer school sessions or without being enrolled in summer school courses.

Basketball student-athletes are permitted to participate in eight (8) weeks (does not need to be consecutive) of summer athletics activities, starting as early as the day after spring commencement and concluding no later than the first day of classes for the ensuing fall semester. During those eight (8) weeks, student-athletes are able to participate in up to eight (8) hours of countable athletically related activities per week, with a maximum of two (2) hours spent on skill instruction (there are no limitations on the number of student-athletes who can be involved with skill instruction at any one time). Furthermore, the NCAA does not require an off-day during summer athletics activities.

Prior to summer athletics activities taking place the Academic Advisor for men's and women's basketball will notify the VCU Athletics Compliance Office via email which basketball student-athletes are eligible for summer athletics activities and which student-athletes meet the exception to summer school enrollment. The VCU Athletics Compliance Office will then communicate this information to the coaching staff, Athletic Trainer, Strength and Conditioning Coach and Sport Administrator. This is completed via an NCAA Eligibility Certification Sheet. The signatories are: (1) Registrar Certification Officer; (2) Compliance designee; (3) Head Coach; (4) Academic Advisor; and (5) Athletics Director or designee.

Coaching staff members will provide VCU Athletics Compliance Office with a calendar detailing the CARA activities and dates for the eight weeks.

IV. Travel Rosters and Travel Itineraries

Coaches are required to submit the team travel roster prior to the beginning of the Championship and Non-Championship Segments and a travel itinerary will be provided to Sports Supervisors and the VCU Athletics Compliance Office at least 24 hours in advance of leaving for an away-from-home competition. Athletic Team Travel requests must be submitted through Chrome River. Pre-approvals must be submitted to the VCU Athletics

Compliance Office with an attached travel party list. This attached list shall include all individuals traveling on university provided transportation. The list must identify all students on the team travel roster as well as a detailed itinerary of all travel information. Incomplete rosters will be returned to the coaching staff for corrections. Only student-athletes eligible for intercollegiate competition shall be eligible to travel with the team. The travel roster must be included in the Chrome River pre-approval 24-hours in advance. The travel itinerary should be emailed to the VCU Athletics Compliance Office.

In the event per diem is provided in lieu of a postgame meal, a Chrome River must be submitted with an attached signature sheet. This is to confirm all student-athletes received a permissible per diem amount consistent with NCAA Bylaws 16.5.2.4.2/16.5.2.4.3.

In the event men's and/or women's basketball appears in the conference and NCAA postseason, a member of the compliance staff will be in attendance. The purpose of the travel is to monitor various areas such as complimentary admissions, locker room, hotel lobby, etc.

V. Travel Release and Waiver of Liability

Per departmental policy, the VCU Athletics Department will provide transportation when available for student-athletes and student managers attending off-campus competition, practices, community services, and fundraising events. However, each academic year student-athletes are required to sign the Travel Release and Waiver of Liability Form available on ARMS as part of the beginning of year eligibility forms in the event they choose not to use university-provided transportation (or when university-provided transportation is unavailable) to attend off-campus competition, practices, community services, and fundraising events.

VI. Foreign Tours

Each sport is limited to one (1) foreign tour every four (4) years. Coaches who would like to take part in a foreign tour shall complete the Foreign Tour Certification Form and submit it to the VCU Athletics Compliance Office for pre-approval. Once submitted, the VCU Athletics Compliance Office will verify whether all student-athletes on the team are eligible for the foreign tour and that the tour meets the requirements of Bylaw 17.31.

Foreign tours may only be scheduled during the summer-vacation period between VCU's spring and fall terms or during an academic year vacation period (other than the Labor Day vacation period) published in VCU's official catalog. However, if the team crosses the International Date Line during the tour, the change of date will be disregarded and the equivalent time in the United States will be used to determine VCU's vacation period. Additionally, only ten (10) days of practice are permitted prior to departing for the foreign tour and the following maximum contest or dates of competition shall apply: ten (10) contests in basketball and ten (10) contests or dates of competition in any other sport.

The NCAA sets forth the following requirements for a student-athletes participation in a foreign tour;

The eligibility of student-athletes on the tour will be governed by the following:

- a) If the tour takes place during the summer, the student athletes must have been eligible for intercollegiate competition during the previous academic year and the student-athlete must be enrolled at the institution as a full-time student during the previous academic year and have established by the beginning of the tour that he or she is eligible for competition during the academic year immediately following the tour; or
- b) If the tour takes place after preseason practice or the academic year has started, the student-athletes shall be regularly enrolled in the institution (see Bylaw 14.2.1.1) and eligible for intercollegiate competition. A student-athlete who is subject to a transfer residence requirement is eligible to participate on a foreign tour, provided he or she is otherwise eligible for competition and was academically eligible for competition at his or her previous institution upon leaving the institution.

It is permissible for an incoming student-athlete (freshman or transfer) to represent the institution on a foreign tour that occurs during the summer prior to his or her initial full-time enrollment at the certifying institution and participate in practice conducted in preparation for the foreign tour, provided he or she is eligible to represent the institution in intercollegiate competition during the academic year immediately following the tour.

- a) If an incoming freshman student-athlete's initial academic eligibility qualification status has not been certified, he or she may participate in practice pursuant to Bylaw 14.3.5.1.
- b) If an incoming transfer student-athlete's academic record has not been certified, he or she may participate in practice pursuant to Bylaw 14.5.4.6.7.
- c) A student-athlete who is subject to a transfer residence requirement is eligible to participate on a foreign tour, provided he or she is otherwise eligible for competition and was academically eligible for competition at his or her previous institution upon leaving the institution

VCU may provide a student-athlete \$30 cash per day to cover unitemized incidental expenses incurred in connection with the foreign tour. This expense allowance may be provided each day of the tour, up to a maximum of 21 days.

VCU may purchase passports for student-athletes that are required for travel in connection with a foreign tour, and student-athletes may retain ownership of the passports. In addition, VCU may provide student-athletes with reasonable local transportation to obtain such passports.

The VCU Athletics Compliance Office must certify in writing the conditions set forth in Bylaw 17.29 are met and must maintain the certification on file in the VCU Athletics Department.

VII. Civic Engagement Policy

All countable athletically related activities (per Bylaw 17.02.1) shall be prohibited on the first Tuesday after the first Monday in November. An institution is required to develop civic

engagement policies, which must address opportunities available to student-athletes for civic engagement, through a collaborative process involving student-athletes, coaches and senior athletics department staff members to ensure student-athletes are provided adequate opportunities, resources and programming to participate in civic engagement activities.

A team that is participating in the segment of the playing season that concludes with the NCAA championship may engage in countable athletically related activities on the first Tuesday after the first Monday in November, provided student-athletes are given a day off from countable athletically related activities to participate in civic engagement activities and programming within 15 days before or after the first Tuesday after the first Monday in November.

On an annual basis, VCU Athletics will offer information and training on how to vote, where to vote and voting rules. VCU Athletics will allow teams to choose initiatives based on passion/values. If necessary, third parties will be utilized to help guide specific initiatives. VCU Athletics will also (as available) bring in local lawmakers to speak with teams, discuss diversity, equity and inclusion initiatives within the community and promote civic engagement education with students and faculty. VCU Athletics will utilize social media to engage students and foster conversations for students to discuss fears, concerns and questions.

Recruiting

The NCAA considers recruiting to be any solicitation of a prospective student-athlete (prospect) or a prospect's relatives (or legal guardians) by a VCU staff member or by a representative of the institution's athletics interest (e.g., booster, donor) for the purpose of securing the prospect's enrollment and ultimately participation in the institution's intercollegiate athletics program. Prospects can become a recruited prospect when the following actions take place with that prospect:

- a) Providing the prospect with an official visit;
- b) Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent, relatives, or legal guardian;
- c) Initiating or arranging a telephone contact with the prospect or the prospect's relatives or legal guardians on more than one occasion for the purpose of recruitment; or
- d) Issuing a NLI or the institution's written offer of athletically related financial aid to the prospect (issuing a written offer of athletically related financial aid to a prospective student-athlete to attend a summer session prior to full-time enrollment does not cause the prospect to become recruited).

Coaches are encouraged to submit their prospects' high school transcripts to the VCU Athletics Compliance Office early on in the recruitment process to ensure that the prospect will be eligible upon enrollment at VCU. The VCU Athletics Compliance Office will evaluate high school transcripts and provide an academic profile of the prospect to the coaches.

Coaches are required to submit incoming transfer transcripts to the VCU Athletics Compliance Office early on in the recruiting process to ensure that the transfer will be eligible upon enrollment at VCU. Coaches will need to submit their incoming transfer transcripts for a transfer evaluation on ARMS. The transfer evaluation can be found in the workflow tab under workflow launchpad. The transfer evaluation will go through multiple steps to be evaluated by compliance, eligibility coordinator, academic advisor, and transfer center point of contact. As a reminder, no contact can be made with a student-athlete currently at another four-year institution until the student-athlete has been entered into the NCAA Transfer Portal for NCAA institutions or until receiving a permission to contact from the student-athlete's current NAIA institution.

I. NCAA Recruiting Certification Education

The NCAA requires all countable coaches who will be participating in off-campus recruiting activities are required to attend the mandatory rules education. The NCAA Recruiting Certification Education is good from August 1 through July 31. VCU encourages all sport-specific personnel (countable coaches, non-coaching staff members with sports specific, volunteer coaches, and graduate managers) to partake in the recruiting education to better understand the recruiting legislation.

II. Off-Campus Recruiting Contacts and Evaluations

All recruiting contacts and evaluations that occur off-campus should be documented for each prospect being recruited. Coaches must document recruiting contacts and evaluations through the ARMS software. The documentation of all off-campus recruiting contacts and evaluations shall be made available to the VCU Athletics Compliance Office upon request. Each sport must submit a monthly Recruiting Activity Log specifying each coaching staff's recruiting activities over that month. This log requires a digital signature and is submitted on ARMS to the VCU Athletics Compliance Office. Each sport shall make a diligent effort to submit this form within the first week of the following month or inform the VCU Athletics Compliance Office of the need for additional time.

It is important to note that each sport is limited in the number of contacts and evaluations they can have with each prospect. Furthermore, contacts and evaluations are restricted to the specific time periods as reflected in the sport's recruiting calendar. These recruiting calendars will be provided to each sport at the beginning of the academic year. In addition, some sports are different in the way they must count contacts and evaluations and what athletics activities they can attend for evaluation legislation applicable to their sport prior to engaging in off-campus recruiting.

Only those indicated on the Designation of Coaching Staff Form as countable coaches are permitted to recruit off-campus. Please note they also must have passed the NCAA Recruiting Certification Test on an annual basis.

III. Recruiting Travel Requests and Expense Reports

Prior to conducting recruiting trips, coaches are required to submit a travel request to the Athletics Business Office through Chrome River. The travel request requires coaches to document the purposes and details of the trip. The VCU Athletics Compliance Office and the Athletics Business Office must approve all travel requests for recruiting purposes prior to a coach's departure. Subsequent to the recruiting trip, coaches shall complete the Travel Expenses Report and submit it with applicable receipts to the Athletics Business Office for review and reimbursement. The VCU Athletics Compliance Office will also review the Travel Expenses Report.

IV. Telephone Calls

Only coaches who are within their sport's respective countable coaches limits are permitted to place recruiting telephone calls to prospects or the prospect's family members. All telephone calls placed to prospects or a prospect's relatives or legal guardians are encouraged to be documented in ARMS. All coaching staff are required to submit a Recruiting Activity Log through ARMS which confirms that no impermissible telephone calls were made during the previous month. The VCU Athletics Compliance Office will monitor all recruiting telephone calls through ARMS.

In sports other than basketball and baseball, coaches can receive unlimited incoming telephone calls, make unlimited outgoing telephone calls, and send unlimited text messages to prospective student-athletes after the first permissible date to make/receive telephone calls and send text messages. Women's Lacrosse's first permissible date is September 1 of their junior year in high school. For all other sports except basketball and baseball, it is June 15 after a prospective student-athlete's sophomore year in high school.

In basketball and baseball, coaches can place unlimited telephone calls and send unlimited text messages to the prospective student-athlete after the first permissible date to place calls and send text messages. In baseball, the first permissible date to make outgoing telephone calls is September 1 of their junior year in high school. In women's basketball, the first permissible date to make outgoing telephone calls is June 1 after sophomore year. In men's basketball, the first permissible date to make outgoing telephone calls is June 15 after their sophomore year in high school. Coaches can receive incoming telephone calls at any time.

Further, all forms of communication are unlimited once the prospective student-athlete has signed a National Letter of Intent, signed the institution's offer of athletically related financial aid, accepted the institution's written offer of admissions, or the institution receives a financial deposit in response to the institution's offer of admissions.

V. Recruiting Materials

In sports other than women's basketball and baseball, recruiting materials and electronic correspondence may be sent to a prospective student-athlete beginning June 15 following the completion of their sophomore year in high school. In women's basketball, recruiting material and electronic correspondence may be sent to a prospective student-athlete on June 1 after the prospective student-athlete's sophomore year in high school. In baseball, recruiting material and electronic correspondence may be sent to a prospective student-athlete beginning September 1 of the prospective student-athlete's junior year in high school. The only recruiting materials that can be sent to prospective student-athletes prior to the first permissible dates are questionnaires, camp brochures, non-athletics institutional publications, and NCAA educational information.

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.

All recruiting materials must meet specific NCAA guidelines in order for them to be considered permissible and staff members are encouraged to have all new recruiting materials approved by the VCU Athletics Compliance Office prior to sending out.

VI. Social Media

An institutional athletics department staff member may connect with (e.g., “friend” or “follow”) a prospective student-athlete’s social media profile prior to the first permissible date to provide recruiting materials. The only communication to the prospective student-athlete must be an electronic notification automatically generated by the social media platform (e.g., the platform notifies a prospective student-athlete that he or she has received a friend request) and the institutional athletics department staff member does not include any additional language in either the request or the reply. Once connected, all limitations governing recruiting correspondence, electronic communication and publicity remain in effect until the prospective student-athlete has committed to the institution.

Further, an institutional athletics department staff member is permitted to take an action of approval (e.g., “like”, “favorite” or republish) on posts originated by a prospective student-athlete’s social media profile prior to the first permissible date to provide recruiting materials. This is permissible provided the action does not include any additional language (e.g., comment on a republished post) as the additional language would constitute impermissible electronic correspondence.

VII. Official Visits

An official visit by a prospective student-athlete (prospect) to VCU is a visit financed in whole or in part by VCU. In all sports prospects are permitted to take unlimited expense-paid visits to Division I universities. One visit to VCU may be provided starting with the first permissible date to visit until October 15 after the prospect graduates from high school. An additional visit to VCU may be provided after October 15 following the prospect’s graduation; this is to include a visit related to a possible transfer. An additional official visit may be provided to the prospect if there is a head coach change in a sport. In most sports prospects may take an official visit beginning August 1 of their junior year in high school. The exceptions to this rule are baseball (September 1 of junior year), women’s basketball (January 1 of junior year), and women’s lacrosse (September 1 of junior year).

Prior to all official visits, prospects must register with the NCAA Eligibility Center, be activated on VCU's Institutional Request List (IRL), and must submit a high school transcript.

The duration of an official visit is limited to two (2) consecutive nights. Generally, the visit begins when the prospect arrives on campus and ends when they depart campus. However, if a coach accompanies a prospect from his or her own home the visit begins when the coach picks up the prospect and ends when the coach has dropped the prospect off at their home. The visit may also begin if the prospect is accompanied by VCU’s staff and their transportation to campus is delayed for entertainment or personal reasons.

Most transportation is considered a covered expense during an official visit. Airfare or mileage for the prospect and two family members, provided they return to the original point of departure, their home, educational institution or competition site may be covered by VCU. Expenses may not exceed round trip transportation to/from the original point of departure.

In addition, an institution may only pay the actual costs for reasonable expenses (e.g., meals, lodging) incurred while traveling to and from campus for an official visit for the prospect and two family members.

During the visit period, lodging may be provided to the prospect and up to four family members accompanying the prospect on his or her official visit. However, if the prospect arrives in the locale of the institution too late in the evening to begin the visit, the visit period is delayed until the next morning. In this case, the prospect and two family members can receive lodging and meal expenses from VCU. VCU may not pay for any charges for additional persons (e.g., prospect's brother, friend) who may stay in the same room.

The prospect and up to four family members accompanying the prospect on his or her official visit will be provided with three meals per day and an additional snack during the visit period. However, the prospect and their family must pay the cost of meals for additional persons (e.g. brother, friend) beyond the four family members receiving meal expenses.

A prospect may be provided up to five (5) complimentary admissions for family members accompanying the prospect on his or her official visit to a home athletics event on an official visit. Admissions must be administered through a pass list.

A prospect and up to four family members accompanying the prospect on his or her official visit may be provided entertainment within a 30-mile radius of the institution during the official visit. Prospects should be introduced to typical campus life and should not include any type of entertainment excessive in nature (e.g., helicopter, limo).

During a campus visit, the following are examples of impermissible activities: personalized recruiting aids such as audio or video scoreboard presentations or game day simulations; any arranged activity revealing, demonstrating, or displaying a prospect's athletics ability in any sport (tryout or practice session); receipt of free or reduced price apparel; and, access to an automobile for use by a prospect.

During both official and unofficial visits, it is permissible for VCU, through its regular team or other designated physician, to conduct a medical examination to determine a prospect's medical qualifications to participate in intercollegiate athletics. During the examination no athletics department staff member other than the athletics trainer may be present and the examination cannot include any test or procedure designed to measure the athletics ability or skill of the prospect.

Procedure:

- Coaches must complete the Official Visit Request Form at least two (2) days in advance of the first day of the visit (extenuating circumstances will be considered within the two (2) days).
- Coaches are required to submit the prospective student-athlete's transcripts, an official visit itinerary and are highly encouraged to submit test scores to the VCU Athletics Compliance Office through the Official Visit. The Official Visit workflow can

be found on ARMS in the Workflow tab under Workflow Launchpad in the Coaches Form section.

- The VCU Athletics Compliance Office will ensure the prospective student-athlete is registered with the Eligibility Center and activated to the Institutional Request List (IRL) [mandated by the NCAA].
- Once the VCU Athletics Compliance Office has approved the visit the requesting coach must review the student host form with the assigned student host *prior to the visit*.
- After the student host signs the form, the coach should submit the student host form to the Athletics Business Office for reimbursement of the student host entertainment money.
- If a prospective student-athlete would like to be reimbursed for his or her own automobile transportation expenses from an official visit, the coach should complete the request reimbursement by submitting a Chrome River request to be reviewed by the VCU Athletics Compliance and Business Offices.
- If an official visit is cancelled or extended beyond the 48-hour period for extenuating circumstances, coaches are required to send an email to the VCU Athletics Compliance Office.
- The VCU Athletics Compliance Office shall detail, in writing, all of the events surrounding the visit's cancellation or extension to the Conference Office and shall make note of these events on Compliance Assistant.

VIII. Unofficial Visits

An unofficial visit by a prospective student-athlete to VCU is a visit in which the prospect pays for all of his or her own expenses. The NCAA allows prospects to take an unlimited number of unofficial visits to VCU. In all sports other than baseball, basketball, and lacrosse, prospects may not take an unofficial visit to any institution prior to August 1 of their junior year in high school. In baseball and lacrosse, prospects may not take an unofficial visit to any institution prior to September 1 of their junior year in high school. Men's basketball prospects may not take an unofficial visit to any institution prior to August 1 of his sophomore year in high school. Women's Basketball may take unofficial visits to any institution at any time. However, no unofficial visits are permitted during dead periods or, in the sport of basketball, during the month of July unless the prospect has already signed a National Letter of Intent or the institution's written offer of admission or financial aid, or the institution has received a financial deposit from the prospect in response to an offer of admission (women's basketball July restriction is limited to their evaluation periods that month, which vary year-to-year).

Despite the requirement of the prospect paying for his or her own expenses, the prospect may stay in a current student-athletes dorm. However, the prospect will still be required to pay VCU's going rate for such lodging (i.e., as of 2019-20 VCU does not charge guests for lodging in on-campus housing facilities). The Unofficial Visit Form requires the location of any local lodging to be indicated.

Off-campus contact between a coaching staff member and a prospect and those accompanying the prospect may occur within a one mile of campus boundaries. Coaching

staff members may provide transportation within the one mile of campus boundaries, and to travel to and from practice and competition facility sites in the prospective student-athlete's sport (within a 30-mile radius) and to attend a home athletics event in the locale of the institution.

Prospects are otherwise permitted to dine with current student-athletes on campus as long as the prospective student-athlete (and those accompanying the prospective student-athlete) pay for the cost of their meals.

A prospect may receive up to three (3) complimentary admissions for a home athletics event at any facility within a 30-mile radius of VCU's main campus. Such complimentary admissions are for the exclusive use of the prospect and those accompanying the prospect on the visit. Such admissions may provide seating only in the general seating area of the facility. The number of complimentary admissions being requested must be indicated in the Unofficial Visit Form.

Procedure:

- Coaches must submit an Unofficial Visit Form on ARMS in the "Workflow" under Workflow Launchpad in Coaches Form section. The Unofficial Visit Form needs to be completed prior to the unofficial visit occurring and the prospect steps foot on-campus.
- Once the Unofficial Visit Form is submitted, compliance will review the Unofficial Visit Form.
- Once the unofficial visit is completed, the coaching staff member needs to complete a post visit summary of the Unofficial Visit Form.
- Prior to the prospect's visit, coaches must contact the VCU Ticket Office to add any prospects to the appropriate pass list for those requesting complimentary admissions during their visit.
- Prospects who have absolutely no contact with any member of the coaching staff while they are on campus do not need to have an Unofficial Visit Form filled out – even if the prospect receives complimentary admissions to a home event.

IX. On-Campus Evaluation (Basketball Only)

The NCAA allows prospects in the sport of basketball to participate in on-campus evaluations for those prospects who have exhausted their high school eligibility in the sport of basketball. An on-campus evaluation allows the coaching staff to have a prospect participate in athletically related activities with the coaching staff present for up to two (2) hours during an unofficial or official visit to campus. In order for an on-campus evaluation to take place, the coaching staff is required to complete and submit the On-Campus Evaluation Form at least five (5) days prior to the on-campus evaluation taking place (the On-Campus Evaluation Approval Process Form should also be accompanied by either an Unofficial Visit Form or Official Visit Request Form).

X. Notification of Transfer/ Permission to Contact

VCU Athletics staff members shall not contact a student-athlete of another NCAA collegiate institution, directly or indirectly, until the student-athlete is entered into the NCAA Transfer Portal. For NAIA student-athletes VCU athletic staff members shall not make contact without first obtaining the written permission to contact from the student-athlete's current institution. Any coaching staff member who wishes to contact a student-athlete at another four-year institution should either check the NCAA Transfer Portal for NCAA collegiate institutions or request the VCU Athletics Compliance Office to seek permission to contact the student-athlete's current institution for NAIA collegiate institutions. Once the VCU Athletics Compliance Office receives a response from the student-athlete's first institution, an email will be sent to the coaching staff informing them whether or not they have been approved to contact the student-athlete.

The VCU Athletics Compliance Office will also accept permission to contact forms from a student-athlete at another four-year institution. The VCU Athletics Compliance Office will only accept such documentation on institutional letterhead or via an email provided to the student-athlete by the student-athlete's current Compliance Office.

XI. Walk-Ons

Prospects who do not sign a National Letter of Intent or institutional offer of athletically related financial aid must comply with the same initial eligibility, amateurism, and continuing eligibility standards that all other prospects must fulfill. Coaches are required to inform the VCU Athletics Compliance Office of any incoming walk-ons as soon as they have received confirmation from the prospect, they will be attending VCU. Once the VCU Athletics Compliance Office has been notified by the coaching staff of a walk-on, the walk-on will be added to the list of incoming prospects and will be flagged as a prospect.

XII. Student-Athlete Outgoing Transfer Processes

Notification of Transfer Procedures:

1. A student-athlete may initiate the notification of transfer process by providing VCU with a written notification of transfer during or immediately prior to the notification of transfer window for their sport.
2. The written notification of transfer must be sent to VCU's Athletic Compliance Office through the ARMS Compliance Software.
3. VCU shall enter the student-athlete's information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete.
4. Once the student-athlete's notification of transfer is entered into the national transfer database the student-athlete will receive a confirmation email from VCU's Athletic Compliance Office.
5. At that time other institutions will be able to determine whether recruiting conversations are permissible by searching the national transfer database.

Notification of Transfer - Impact on Athletics Financial Aid and/or Services and Benefits:

1. Upon receipt of notification of transfer, VCU will reduce or cancel a student-athlete's athletics financial aid for subsequent terms or years based on the receipt of a notification of transfer from the student-athlete. The award may not be reduced or canceled until the end of the regular academic term that the notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately. This is permitted per NCAA Bylaw 15.3.5.1.(f).
2. Upon receipt of notification of transfer, VCU will have the discretion to make decisions related to roster management and access to services and benefits (e.g., academic support services, access to athletics facilities) that will or will not be provided to a student-athlete upon receipt of notification of transfer.

Per NCAA Bylaw 14.5.5.2.10, in the event of a transfer, to be eligible for competition at their next four-year institution the following must be met: (a) The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception per Bylaw 14.5.5.2.6 (discontinued/nonsponsored sport exception); (b) At the time of transfer to the certifying institution (see Bylaw 14.5.2), the student would have been academically eligible had the student remained at the institution from which the student transferred, except that the student is not required to have fulfilled the necessary percentage-of-degree requirements at the previous institution; (c) The head coach of the certifying institution and the student shall certify that no athletics staff member or other representative of the institution's athletics interest communicated or made contact with the student-athlete, or any individual associated with the student (e.g., family member, scholastic or nonscholastic coach, advisor), directly or indirectly, without first obtaining authorization through the notification of transfer process (see Bylaw 13.1.1.3); and (d) An undergraduate student must have provided written notification of transfer to the institution during a period specified for the applicable sport in Bylaw 13.1.1.3.1; and (e) A student-athlete who will participate as postgraduate student at another institution must provide written notification of transfer to the institution by the following dates:

- (1) Fall and winter sports: May 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later.
- (2) Spring sports: July 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later.

Undergraduate Transfer Windows (NCAA Figure 13-1)

- Fall Sports
 - Window No. 1: 30 days (beginning seven days after the championship selections in the sport).
 - Window No. 2: 15 days (May 1 to May 15).
- Winter Sports Other than Basketball

- Window: 45 days (beginning seven days after the championship selections are made in the sport).
- Basketball
 - Window: 45 days (beginning the day after championship selections are made in the sport)
- Spring Sports
 - Window No. 1: 30 days (beginning seven days after the championship selections in the sport).
 - Window No. 2: 15 days (December 1 to December 15) for potential midyear transfers.

Exceptions to Notification of Transfer Dates – Postgraduate Student-Athletes

Fall and Winter Sports. A student-athlete who participates in a fall or winter sport may provide written notification of transfer after May 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later, if either of the following occur on or before July 1 of the same academic year:

- (a) The student-athlete's athletics aid is reduced, canceled or not renewed (except as permitted per Bylaws 15.3.4.2 or 15.3.5.1); or
- (b) The head coach of the student-athlete's team departs or announces departure from the institution.

Midyear Enrollees. A student-athlete who will enroll as a postgraduate student at another Division I institution at midyear is not required to have provided notification of transfer to the institution by the notification deadline in the previous academic year.

XIII. Local Sports Clubs

Coaches in sports other than basketball may be involved in any capacity with a local sports club or organization in the home community (within 30 miles of VCU). Any prospective student-athletes involved in the local sports club or organization must be considered legal residents of the area (within 50 miles of VCU). Coaches may be involved with any local sports club organizations that do not have prospective student-athlete aged individuals.

Before acting in any capacity with a local sports club or organization, a coaching staff member must complete the Local Sports Club workflow in ARMS, which is located in the Workflow tab under the Workflow Launchpad for VCU Athletics Compliance. A list of all prospective student-athletes involved in the local sports club and their permanent addresses will be required as part of the Local Sports Club Permission Form submission. The participants' permanent addresses are required to determine that all are within the 50-mile permissible locality. Once the "Local Sport Club" workflow is reviewed, the VCU Athletics Compliance Office will notify the coach of whether or not their participation in the local sports club or organization has been approved.

XIV. Institutional Camps/Clinics

Per Bylaw 13.12.1.1, an institutional camp or clinic shall be any camp or clinic that is owned or operated by a member institution's athletics department or athletics department staff member and in which prospective student-athletes participate. The camp or clinic can be held on or off-campus. For camp and clinic purposes, the definition of a prospective student-athlete is anyone who has started classes for the ninth grade in all sports other than men's basketball. In men's basketball, a prospective student-athlete is anyone who has started classes for the seventh grade. A member institution's sports camp/clinic shall be open to any and all entrants (limited only by number, age, grade level and/or gender). VCU Athletics has a policy permitting the children of institutional staff members (including graduate assistants) or athletics department staff members to be employed or receive free or reduced admission to the institution's camps or clinics regardless of whether the staff member's child is a high-school, preparatory-school or two-year college athletics award winner.

Coaches and other athletics department staff members wishing to conduct or operate an institutional camp or clinic must complete the Camp/Clinic Form in ARMS. This form is located in the Workflow tab under Workflow Launchpad in the camp/clinic section. The Camp/Clinic Form must be completed five days prior to the camp/clinic start date. This form allows multiple camp/clinic sessions to be submitted at the same time without doing multiple workflows in ARMS. In the Camp/Clinic Form, coaching staff must include advertisement, website IRL, and any additional information that is pertinent to the camp/clinic. This form is a four-step process. The initial step is submitted by the camp/clinic director to VCU Athletics Compliance. Once VCU Athletics Compliance approves the Camp/Clinic form in ARMS, there will be an email sent to the camp/clinic director to allow advertisement of the camp/clinic to the public.

All camps/clinics must be advertised on social media and on the team and/or camp website at least 14 calendar days before the first date of the camp or clinic. Any additional advertising must be consistent with the advertisement of all team camps/clinics. Upon conclusion of the camp/clinic, the camp/clinic director must submit the post summary of the Camp/Clinic Form, which includes a list of camp participants with proof of payment to VCU Athletic Compliance Office.

Teams with bigger roster numbers (baseball, basketball, field hockey, lacrosse, soccer, track & field, volleyball) are required to have a three (3) campers to one (1) coach ratio or a minimum of 10 campers. Teams with smaller roster numbers (cross-country, golf, tennis) are required to have a two (2) campers to one (1) coach ratio or a minimum of five (5) campers. In the event the camper to coach ratio is being used instead of the minimum camper's amount, the coach or coaches working the camp can be substituted at any time, however the ratio must be maintained at all times. In the event a team is conducting a position specific camp (i.e., goalie, outside hitters) the ratio shall be a two (2) campers to one (1) coach ratio.

If there are any adjustments to the Camp/Clinic Form (such as advertisement, website changes, timing of camps, etc.), the camp/clinic director must submit a Camp/Clinic

Adjustment Form in ARMS, which is located in the Workflow tab under the Workflow Launchpad in the camp/clinic section.

For employment at camps/clinics, the camp/clinic director must submit a Camp/Clinic Employee List for each session of camp/clinic. The Camp/Clinic Employee List is located in ARMS in the Workflow tab under the Workflow Launchpad in the camp/clinic section. The initial step of the Camp/Clinic Employee List, the camp/clinic director must attach a list of employees working the camp/clinic. Each employee of the camp/clinic must fill out either the IAWP/IAWRP Form for a basketball camp/clinic or the camp employment form for non-basketball camps/clinics. This allows VCU Athletics Compliance Office to check to make sure camp/clinic employees are compliant with NCAA regulations. The IAWP/IAWRP Form for Basketball and Camp Employment Form is located in the Compliance Forms in Google Shared Drive. This form must be completed and approved by VCU Athletics Compliance Office prior to the employee working any camp/clinic. Upon conclusion of the camp/clinic, the camp/clinic director must submit the post summary of the Camp/Clinic Employee List with the exact amount of compensation and title at the camp/clinic.

Current student-athletes may be employed at institutional camps or clinics, but are not permitted to conduct such a camp. Further, an institutional camp may only use a student-athlete's name, picture and institutional affiliation in the camp counselor section of its camp brochure. A student-athlete's name or picture may not be used in any other way to directly advertise or promote the camp. Athletics department staff members wishing to employ current student-athletes must include the names of the student-athletes and the amount of compensation they will receive on the camp/clinic form. The amount the student-athlete receives for working at the camp/clinic must be only for work actually performed and at a rate commensurate with the going rate in the locality for similar services. Current student-athletes are not allowed to operate concessions at the institutional camp or clinic at their own expense.

Any coaches conducting camps or clinics at VCU are required to know and adhere to the VCU Safety and Protection of Minors Policy. Information on the policy can be found at:

<http://mfyc.vcu.edu/youth-on-campus/>.

XV. Non-Institutional Camps/Clinics

A non-institutional camp or clinic is any camp or clinic not owned or operated by VCU. Similar to institutional camps or clinics, a prospective student-athlete for the purpose of camps and clinics is anyone who has started classes for the ninth grade in sports other than men's basketball. In men's basketball, a prospective student-athlete is anyone who has started classes for the seventh grade.

Any athletics department staff member wishing to work/participate in a non-institutional camp or clinic must complete and submit the Non-Institutional Camp/Clinic Form in ARMS, which is located in the Workflow tab under Workflow Launchpad in the camp/clinic section. The athletics department staff member must submit a Non-Institutional Camp/Clinic Form

within three days prior to the non-institutional camp/clinic start date. Within the Non-Institutional Camp/Clinic Form, the athletics department staff member must include the camp/clinic operator's name, phone number, email, website, and signed copy of the non-institutional camp/clinic operator form, which is attached in the workflow. Once VCU Athletics Compliance Office reviews and approves the Non-Institutional Camp/Clinic Form, VCU Athletics Compliance Office will send an email to the athletics department staff member giving approval to work the non-institutional camp/clinic. Please keep in mind that non-institutional camps and clinics must operate in accordance with restrictions applicable to institutional camps and clinics.

XVI. Recruiting and Scouting Services

Coaches are required to report the use of all recruiting and scouting services involving prospects by their respective staff. In general, any recruiting and scouting services utilized by our institution must be made available to all institutions desiring to subscribe and at the same fee rate for all subscribers. Coaches who would like to utilize a recruiting or scouting service must complete the Recruiting and Scouting Service Form and submit it to the VCU Athletics Compliance Office for approval. In the sport of basketball, the recruiting or scouting services must be approved by the NCAA, by appearing on the NCAA List of Approved Scouting Services.

Eligibility

I. Initial Eligibility

Initial Eligibility Evaluation/Certification Process

Initial eligibility of prospective student-athletes is certified through the NCAA Eligibility Center and applies to all incoming prospective student-athletes (e.g., high school, prep school, and junior college transfers) who are intending to participate in intercollegiate athletics during their initial year of enrollment at VCU.

The initial eligibility certification process for prospective student-athletes is outlined as follows:

1. Head Coaches (or their designee) will provide the VCU Athletics Compliance Office with the names of all incoming recruited and non-recruited prospective student-athletes. This task will be completed on an on-going basis throughout the recruiting process.
2. The VCU Athletics Compliance Office will search the NCAA Eligibility Center database to determine if the prospective student-athlete has created an Eligibility Center account.
3. If an NCAA Eligibility Center account is found the VCU Athletics Compliance Office will add the prospective student-athlete to the sport specific Institutional Request List (IRL).
4. If the prospective student-athlete does not have an NCAA Eligibility Center account the VCU Athletics Compliance Office will notify the Head Coach (or their designee). The Head Coach (or their designee) must then advise the prospective student-athlete to create an account.
5. Once the prospective student-athlete has created an NCAA Eligibility Center account the VCU Compliance Office will then add the prospective student-athlete to the sport specific IRL.
6. The prospective student-athlete must then fill out all required demographic information within his/her NCAA Eligibility Center account. The VCU Athletics Compliance Office will notify the Head Coach if a prospective student-athlete has not completed this task.
7. The prospective student-athlete must read all required information regarding initial eligibility and banned drugs. The VCU Athletics Compliance Office will notify the Head Coach if a prospective student-athlete has not completed this task.
8. The prospective student-athlete must read all required information regarding NCAA data and reports. The VCU Athletics Compliance Office will notify the Head Coach if a prospective student-athlete has not completed this task.
9. The prospective student-athlete must submit all official high school transcripts from every high school in which he/she attended to the NCAA Eligibility Center.
10. Upon graduating from high school, a prospective student-athlete will have his/her official final high school transcript sent to the Eligibility Center. A prospective student-athlete's ACT or SAT test score must be sent to the Eligibility Center directly from the testing agency (e.g., The College Board, Princeton Review, and ACT Testing).

Test scores on an official high school transcript are not usable for NCAA Initial-Eligibility purposes. Prospective student-athletes can have their ACT or SAT scores sent automatically to the Eligibility Center via code “9999” at the time they register for the test.

11. For international prospective student-athletes his/her high school and/or testing agency must submit the following materials before the NCAA can complete the academic and amateurism process:
 - a. Official SAT/ACT score. This can be done automatically if the testing prospective student-athlete puts “9999” into the reporting number portion of the exam;
 - b. A school stamped certification of graduation in both the prospective student-athlete’s native language and English translated; and
 - c. An official school stamped final high school transcript on both the native language and English translated, in addition to official school stamped copies of all other high school transcripts.
12. The prospective student-athlete must request his/her final amateurism certification. The NCAA Eligibility Center may follow up with a request of additional information. If this occurs, the prospective student-athlete must complete and return the additional information in a timely manner.
13. The VCU Athletics Compliance Office will monitor the prospective student-athlete’s NCAA Eligibility Center account to ensure academic and amateurism final certification is achieved.
14. The VCU Athletics Compliance Office will maintain a monitoring of the prospect’s NCAA Eligibility Center account until all of the above information has been completed.
15. The VCU Athletics Compliance Office will input all information regarding initial eligibility into the sport specific Incomers Checklist. Beginning in April, the Incomers Checklist will be updated each week and a copy will be provided to the sports specific coach. The VCU Athletics Compliance Office will maintain a monitoring of the prospect’s NCAA Eligibility Center account until all tasks have been completed and the prospective student-athlete has been deemed a final qualifier/academic redshirt/non-qualifier.

Amateurism

As part of the amateurism certification process and upon registering with the Eligibility Center, each prospective student-athlete will be asked to answer several questions regarding his or her sport participation history by the NCAA Eligibility Center. These questions focus primarily on whether the prospective student-athlete has previously entered into a contract (oral or written) with a team, signed with an agent, accepted prize money, received a stipend, or expenses other than those that are considered actual and necessary.

Initial Eligibility Standards

Sixteen (16) core courses are required. Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science. These courses/grades are “locked in” at the start of the seventh semester (cannot be repeated for

grade-point average (GPA) improvement to meet initial-eligibility requirements for competition). A prospective student-athlete must meet the corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300). Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice but not compete in the initial year of enrollment by meeting academic redshirt requirements. Under these requirements, a prospect may have 16 core courses that have no grades/credits “locked in” (repeated courses after the beginning of the seventh semester may be used for initial eligibility). Additionally, the 16 core courses must still meet the corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on the NCAA’S initial eligibility index. Last, the prospect is required to graduate from high school.

Initial Eligibility Certification for Student-Athletes

An incoming recruited student-athlete who is receiving athletically related financial aid must receive their initial-eligibility certification (both academic and amateurism) prior to their arrival on campus for the fall semester. Recruited student-athletes who have not received their completed initial eligibility certification may practice, but not compete, for a maximum of 45 calendar days, provided the student is enrolled full-time or has been accepted for full-time enrollment as a regular full-time student. After a 45-day period, they must have been certified as a Final Qualifier in order to continue practicing and begin participating in competition.

***Head Coaches (or their designee) will continually update the VCU Athletics Compliance Office of incoming recruited and non-recruited prospective student-athletes.**

II. Eligibility for Practice

Student-athletes are not eligible for practice each academic year until they have completed the NCAA/A-10/VCU Eligibility Forms. These forms will be completed prior to preseason practice for fall sports and prior to the first day of school for all other teams through the ARMS system. As necessary, VCU may require additional forms to be completed. The forms include:

- A-10 Permission to User Name and Picture
- NCAA Drug Testing Consent Form
- NCAA Student-Athlete Statement
- NCAA Summary of Regulations
- VCU Promotions Agreement
- VCU Student-Athlete Motor Vehicle Information Form
- VCU Student-Athlete General Information Form
- VCU Travel and Liability of Release Form
- VCU Athletics Code of Conduct
- VCU Consent to Release Student Information Form
- VCU Name, Image, Likeness (NIL) Policy Signature

Once a student-athlete completes all forms, the VCU Athletics Compliance Office will send an email to the coaching staff, Athletic Training, and Sport Administrator letting them know that the student-athlete is cleared for practice.

(Student-athletes will submit forms through ARMS Software)

III. Continuing Eligibility/Eligibility for Competition Process

In order to be eligible to represent VCU in intercollegiate athletics competition, a student-athlete must maintain progress toward a baccalaureate or equivalent degree at VCU.

Policy:

1. **Duties of the Office of Records and Registration.** The Office of Records and Registration has final certification authority for NCAA continuing eligibility for all VCU student-athletes. The NCAA Eligibility Coordinator in the Office of Records and Registration acts as a primary certification authority and reports directly to the Office of Records and Registration. The NCAA Eligibility Coordinator serves as the primary certifier and Associate Registrar serves as the secondary certifier.
2. **Eligibility Standards.** The required continuing eligibility standards are as follows:
 - a. **6 Credits per Term**
 - i. Applicable for all student-athletes after each full-time semester of enrollment.
 - b. **18 Credits per Fall and Spring Term**
 - i. Applicable to student-athletes who have enrolled at VCU for two (2) consecutive full-time semesters.
 - ii. May not include Summer semester credit hours.
 - c. **24 Credits after Initial Year of Collegiate Enrollment**
 - d. **Declaration of Major**
 - i. By the beginning of the third year of enrollment (fifth semester), a student-athlete is required to designate a program of studies leading toward a specific baccalaureate degree. From that point, the credits used to meet the progress-toward-degree requirements must be degree credit toward the student's degree program.
 - ii. If a student-athlete changes his or her designated degree program, the change in program must be documented appropriately by the Office of Records and Registration within 24 hours of receipt of the form both on Banner and on the NCAA Eligibility Certification Form. The form will be scanned and emailed by the office of Student-Athlete Support Services no later than two (2) days after the end of the add/drop period for that semester. Three (3) days after the end of the add/drop period, a major report from Banner will be compared with the NCAA Eligibility Certification Form to verify each student-athlete is correctly classified. This will be verified by the Student-Athlete Support Services and the NCAA Eligibility Coordinator.

- iii. The Eligibility Sheet and the NCAA Eligibility Certification Form should clearly indicate degree applicable hours versus total hours earned each term. Furthermore, the application of elective courses in a designated program of studies leading toward a specific baccalaureate degree should be in accordance with institutional guidelines.

e. **Percentage of Degree Requirements**

- i. 40% degree certification: Applicable to all student-athletes entering their fifth full-time semester of enrollment.
- ii. 60% degree certification: Applicable to all student-athletes entering their seventh full-time semester of enrollment.
- iii. 80% degree certification: Applicable to all student-athletes entering their ninth full-time semester of enrollment.

f. **Grade-Point Average (GPA) Minimum Requirements**

- i. 1.8 GPA prior to entering second year of collegiate enrollment.
- ii. 1.9 GPA prior to entering third year of collegiate enrollment.
- iii. 2.0 GPA prior to entering fourth year of collegiate enrollment and beyond.

Procedure:

1. **Communication Between Offices.** Consistent communication must occur between the Office of Records and Registration, Student-Athlete Support Services, and the VCU Athletics Compliance Office regarding the impact of course scheduling decisions on student-athlete's continuing eligibility certification. This will provide an opportunity to review changes, make updates and ensure accuracy of the NCAA Eligibility Certification Forms.
2. **The NCAA Eligibility Certification Form.** The NCAA Eligibility Coordinator maintains the NCAA Eligibility Certification Form containing all pertinent information regarding continuing eligibility standards (e.g., progress-toward-degree requirements, eligibility status, academic major, credit-hours enrolled and earned, and GPA). Prior to intercollegiate athletics competition, the NCAA Eligibility Coordinator, Director of Athletics or Designee, Associate Athletic Director for Compliance, Academic Advising Designee and Head Coach review and sign the NCAA Eligibility Certification Forms.
3. **Duties of the NCAA Eligibility Coordinator.** The NCAA Eligibility Coordinator is responsible for the official certification of all VCU student-athletes. As the primary eligibility certification officer, he or she must maintain accurate eligibility records (e.g., the NCAA Eligibility Certification Form, the Eligibility Sheet, and Degree Works).
4. **Duties of Student-Athlete Support Services.** Student-Athlete Support Services is responsible for advising and registering student-athletes in courses that meet the curriculum requirements for their particular curriculum. Each semester, the NCAA Eligibility Coordinator submits the completed Eligibility Sheet for each student-athlete to Student-Athlete Support Services. Student-Athlete Support Services ensures the accuracy of the sheet and each student-athlete's continuing eligibility by

reviewing Degree Works, transcript and the Eligibility Sheet completed by the advisors in Student-Athlete Support Services.

5. **Duties of the VCU Athletics Compliance Office.** The VCU Athletics Compliance Office serves an interpretative role in the process, oversees the certification of continuing eligibility process and ensures that all student-athletes are certified prior to the first date of competition of each term or prior to a student-athlete engaging in competition. In addition, the VCU Athletics Compliance Office generates and maintains the accuracy of Squad Lists.
6. **Roster Declarations.** After each semester grades are posted, the VCU Athletics Compliance Office sends all Head Coaches a current Squad List. In turn, all Head Coaches complete and submit Roster Declaration Forms for the upcoming semester to the VCU Athletics Compliance Office as soon as possible and no later than two (2) weeks prior to the Spring semester or July 1 prior to the Fall semester. All Head Coaches must make note of any roster additions (e.g., incoming freshmen and transfers) or deletions (e.g., non-returning student-athletes and the reason for departure). The timely submission of the Roster Declaration Form provides the Office of Records and Registration, the VCU Athletics Compliance Office and Student-Athlete Support Services ample time to complete the athletic certification process prior to the start of each semester.
7. **Squad Lists.** The VCU Athletics Compliance Office is responsible for generating and maintaining Squad Lists. Each Squad List accurately reflects current rosters, seasons of competition used, initial full-time enrollment at any institution, initial full-time enrollment at VCU and financial aid information. The VCU Athletics Compliance Office provides the Office of Records and Registration and Student-Athlete Support Services with Squad Lists one (1) week prior to each certification meeting.
8. **Waiver Documentation.** The VCU Athletics Compliance Office provides the Office of Records and Registration with all pertinent waiver information prior to Fall and Spring Certification meetings. Waivers approved after that time are provided to the Office of Records and Registration as soon as possible.
9. **Continuing Eligibility Evaluation.** No later than one (1) week prior to the certification meeting, the NCAA Eligibility Coordinator completes an Eligibility Sheet for each returning and non-returning student-athlete and submits the sheet to Student-Athlete Support Services and the VCU Athletics Compliance Office. The VCU Athletics Compliance Office and Student-Athlete Support Services check submitted sheets for accuracy. If there are discrepancies, the student-athlete's eligibility is re-evaluated before the certification meeting.
10. **Certification Meetings.** The VCU Athletics Compliance Office initiates all certification meetings between the Office of Records and Registration and Student-Athlete Support Services. At each certification meeting, the NCAA Eligibility Coordinator produces all NCAA Eligibility Certification Forms, and the VCU Athletics Compliance Office produces all current Squad Lists. The NCAA Eligibility Certification Forms are reviewed for accuracy. If there are any errors found, the student-athlete's eligibility is re-evaluated.
 - a. **Initial Fall Certification Meeting** will take place the first week of August. Thereafter, subsequent certification meetings will take place no later than one (1) week prior to the first date of competition for each sport.

- b. **Spring Certification Meeting** will take place one (1) week prior to the beginning of the Spring semester.
 - c. **End of the Academic Year Certification Meeting** will take place one (1) week after Spring semester grades are posted.
- 11. Summer School and Winter Intersession Enrollment.** Prior to the beginning of Summer school and Winter Intersession, Student-Athlete Support Services provides the NCAA Eligibility Coordinator and the VCU Athletics Compliance Office with a list of student-athletes enrolled in Summer School and Winter Intersession. Student-athletes enrolled in Summer school and Winter intersession are certified during Fall and Spring Certification Meetings.
- 12. Full-Time Enrollment Monitoring.** During each semester, full-time enrollment is monitored by the NCAA Eligibility Coordinator. In addition, the VCU Athletics Compliance Office and Student-Athlete Support Services receive a copy of full-time enrollment reports on a daily basis. If a student-athlete drops below full-time enrollment status, the NCAA Eligibility Coordinator will provide immediate notification to the VCU Athletics Compliance Office and Student-Athlete Support Services. The NCAA Eligibility Certification Form will be updated accordingly.
- 13. Updating Continuing Eligibility Information.** Student-Athlete Support Services and the VCU Athletics Compliance Office input updated continuing eligibility information into Compliance Assistant (CAi) for all returning and non-returning student-athletes at the conclusion of the Fall semester and prior to the beginning of the following Fall semester.

IV. Transfers

Two-Year Transfer Evaluation/Certification Process

A student-athlete who transfers from a two-year junior college to VCU is known as a “2-4” transfer. The recruiting and eligibility process regarding a two-year transfer student-athlete is as follows:

1. Once a VCU Head Coach (or designee) identifies a two-year prospective student-athlete which they plan to actively recruit, the coaching staff member must provide the name to the VCU Athletics Compliance Office and submit the prospective student-athlete’s two-year college transcript in ARMS through the Transfer Evaluation Workflow.
 - a. The Head Coach (or designee) will be required to indicate: (1) the PSA’s name; (2) whether the PSA is transferring from an international/domestic institution; (3) the PSA’s high school graduation date; (4) type of transfer (i.e., 2-4, 4-4); (5) upload PSA’s transcript; (6) indicate the PSA’s desired major; (7) indicate the anticipated term of enrollment at VCU; and (8) electronically sign and date the form.
2. The VCU Athletics Compliance Office will then receive the initially submitted form. A member of the office will search the NCAA Eligibility Center database to

- determine if the prospective student-athlete has created an Eligibility Center account.
- a. If an NCAA Eligibility Center account is found the VCU Athletics Compliance Office will add the prospective student-athlete to the sport specific Institutional Request List (IRL).
 - b. Determine whether the two-year prospective student-athlete is a Final Qualifier and is enrolled in their first or second year at the two-year college.
 - c. If the prospective student-athlete does not have an NCAA Eligibility Center account the VCU Athletics Compliance Office will notify the Head Coach (or their designee). The Head Coach (or their designee) must then advise the prospective student-athlete to create an account. In the meantime, the PSA will be treated as a 2-4 non-qualifier.
3. Once the VCU Athletics Compliance Office makes all NCAA Eligibility Center determinations, the form goes to the Transfer Center. The Transfer Center designee evaluates the transcript to determine how many credits from the previous institution(s) transfer into VCU. The transcript will be re-attached to the form with a transferable credit determination.
 4. Once completed the form is automatically forwarded to the NCAA Eligibility Coordinator.
 5. The NCAA Eligibility Coordinator will complete the appropriate two-year transfer determinations within 24 hours. The two-year transfer determinations will ensure that the two-year college PSA is on track to complete all applicable NCAA Two-Year College Transfer requirements (NCAA Bylaw 14.5.4).
 - a. The NCAA Eligibility Coordinator will be required to indicate: (1) the PSA's amateurism status; (2) whether the PSA graduated from the two-year institution; (3) whether the PSA completed 48-semester hours of transferable-degree credit acceptable toward any degree at VCU for each full-time term at the two-year institution; (4) (if a non-qualifier) whether they completed 6-semester hours of transferable English; (5) (if a non-qualifier) whether they completed 3-semester hours of transferable Math; (6) (if a non-qualifier) whether they completed 3-semester hours of transferable Natural/Physical Science; (7) (if a non-qualifier) whether the PSA attended the two-year institution as a full-time student for a minimum of three semesters; (8) presented a minimum cumulative transferable GPA of 2.500; (9) anticipated date of enrollment at VCU; (10) initial date of full-time enrollment; (11) name of two-year institution; (12) dates of attendance; (13) number of full-time terms; (13) NCAA percentage of degree required; (14) NCAA percentage of degree met; (15) whether the PSA completed 6-hours of academic credit during the previous full-time semester; and (16) electronically sign and date.

6. The form will then be directed to the sport-specific academic advisor. They will determine: (1) whether a sufficient number of the transferable credits satisfy the PSA's progress-towards-degree requirements; (2) the amount of credits earned in their declared major; and (3) electronically sign and date.
7. A final determination will be made by the VCU Athletics Compliance Office to determine whether the PSA is eligible for: (1) athletically-related financial aid; (2) practice; and (3) competition.

***This process will be completed for the two-year college prospective student-athlete throughout the recruiting process, at the conclusion of every semester, and prior to final certification.**

*** All two-year college transfers who have never previously attended a Division I institution full-time must register with the NCAA Eligibility Center and have their amateurism certified by completing the amateurism questionnaire.**

Four-Year College Transfer Process

A student-athlete who transfers from a four-year institution to VCU is known as a "4-4" transfer. The recruiting and eligibility process regarding a four-year transfer student-athlete is as follows:

1. Once a VCU Head Coach (or designee) identifies a four-year prospective student-athlete which they plan to actively recruit, the coaching staff member must provide the name to the VCU Athletics Compliance Office and submit the prospective student-athlete's four-year college transcript in ARMS through the Transfer Evaluation Workflow.
 - a. The Head Coach (or designee) will be required to indicate: (1) the PSA's name; (2) whether the PSA is transferring from an international/domestic institution; (3) the PSA's high school graduation date; (4) type of transfer (i.e., 2-4, 4-4); (5) upload PSA's transcript; (6) indicate the PSA's desired major; (7) indicate the anticipated term of enrollment at VCU; and (8) electronically sign and date the form.
2. The VCU Athletics Compliance Office will ensure that the four-year PSA is entered into the NCAA Transfer Portal. If possible, the VCU Athletics Compliance Office will determine: (1) when the PSA initiated their five-year clock; (2) whether they are transferring in good academic standing; and (3) how many seasons of competition the PSA has utilized.
3. The VCU Athletics Compliance Office will then receive the initially submitted form. A member of the office will search the NCAA Eligibility Center database to determine if the prospective student-athlete has created an Eligibility Center account.

- a. If an NCAA Eligibility Center account is found the VCU Athletics Compliance Office will add the prospective student-athlete to the sport specific Institutional Request List (IRL).
 - b. Determine whether the four-year prospective student-athlete is a Final Qualifier and whether they have received a final amateurism certification.
 - c. If the prospective student-athlete does not have an NCAA Eligibility Center account the VCU Athletics Compliance Office will notify the Head Coach (or their designee). The Head Coach (or their designee) must then advise the prospective student-athlete to create an account.
4. Once the VCU Athletics Compliance Office makes all NCAA Eligibility Center determinations, the form goes to the Transfer Center. The Transfer Center designee evaluates the transcript to determine how many credits from the previous institution(s) transfer into VCU. The transcript will be re-attached to the form with a transferable credit determination.
5. Once completed the form is automatically forwarded to the NCAA Eligibility Coordinator.
6. The NCAA Eligibility Coordinator will complete the appropriate four-year transfer determinations within 24 hours. The four-year transfer determinations will ensure that the two-year college PSA is on track to complete all applicable NCAA Two-Year College Transfer requirements (NCAA Bylaw 14.5.5).
 - a. The NCAA Eligibility Coordinator will be required to indicate: (1) the PSA's amateurism status; (2) whether the PSA is a final academic qualifier; (3) anticipated date of enrollment at VCU; (4) initial date of full-time enrollment; (5) name of four-year institution(s); (6) dates of attendance; (7) whether the PSA is entered into the NCAA Transfer Portal; (8) whether the PSA has a signed NLI agreement (if so, are all requirements satisfied); (9) whether there is an applicable resident requirement exception (i.e., one-time transfer exception); (10) NCAA percentage of degree required; (11) NCAA percentage of degree met; (12) whether the PSA completed 6-hours of academic credit during the previous full-time semester; (13) whether the PSA would have been academically eligible for competition had they remained at their previous institution; and (14) electronically sign and date.
8. The form will then be directed to the sport-specific academic advisor. They will determine: (1) whether a sufficient number of the transferable credits satisfy the PSA's progress-towards-degree requirements; (2) the amount of credits earned in their declared major; and (3) electronically sign and date.
9. A final determination will be made by the VCU Athletics Compliance Office to determine whether the PSA is eligible for: (1) athletically-related financial aid; (2) practice; and (3) competition.

***This process will be completed for the four-year college prospective student-athlete throughout the recruiting process, at the conclusion of every semester, and prior to final certification.**

***If a four-year prospective student-athlete transfers to Virginia Commonwealth University while not in good academic standing at their previous institution, he/she cannot receive athletically-related financial aid or compete during their first year in attendance at the University, per NCAA rules.**

Per NCAA Bylaw 14.5.5.2.10, in the event of a four-year transfer into VCU, to be eligible for competition at VCU the following must be met: (a) The student has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception per Bylaw 14.5.5.2.6 (discontinued/nonsponsored sport exception); (b) At the time of transfer to the certifying institution (see Bylaw 14.5.2), the student would have been academically eligible had the student remained at the institution from which the student transferred, except that the student is not required to have fulfilled the necessary percentage-of-degree requirements at the previous institution; (c) The head coach of the certifying institution and the student shall certify that no athletics staff member or other representative of the institution's athletics interest communicated or made contact with the student-athlete, or any individual associated with the student (e.g., family member, scholastic or nonscholastic coach, advisor), directly or indirectly, without first obtaining authorization through the notification of transfer process (see Bylaw 13.1.1.3); and (d) An undergraduate student must have provided written notification of transfer to the institution during a period specified for the applicable sport in Bylaw 13.1.1.3.1; and (e) A student-athlete who will participate as postgraduate student at another institution must provide written notification of transfer to the institution by the following dates:

(1) Fall and winter sports: May 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later.

(2) Spring sports: July 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later.

Undergraduate Transfer Windows (NCAA Figure 13-1)

- Fall Sports
 - Window No. 1: 45 days (beginning the day following championship selection).
 - Window No. 2: 15 days (May 1 to May 15).
- Winter Sports
 - Window: 60 days (beginning the day following championship selection).
- Spring Sports
 - Window No. 1: 45 days (beginning the day following championship selection).

- Window No. 2: 15 days (December 1 to December 15) for potential midyear transfers.

Exceptions to Notification of Transfer Dates – Postgraduate Student-Athletes

Fall and Winter Sports. A student-athlete who participates in a fall or winter sport may provide written notification of transfer after May 1, or by the end of the final period specified for the applicable sport in Bylaw 13.1.1.3.1, whichever occurs later, if either of the following occur on or before July 1 of the same academic year:

- (a) The student-athlete's athletics aid is reduced, canceled or not renewed (except as permitted per Bylaws 15.3.4.2 or 15.3.5.1); or
- (b) The head coach of the student-athlete's team departs or announces departure from the institution.

Midyear Enrollees. A student-athlete who will enroll as a postgraduate student at another Division I institution at midyear is not required to have provided notification of transfer to the institution by the notification deadline in the previous academic year.

V. End of Academic Year/Postseason Eligibility

After final examination week at the end of the spring semester, the certification team will meet to discuss any student-athlete eligibility issues (e.g., student-athletes who need to complete a summer course in order to be eligible for the following academic year) and to determine postseason academic eligibility for postseason competition that occurs during the summer break. To be eligible to compete in a postseason event that occurs between regular terms (including summer) a student-athlete shall have satisfactorily completed six semester hours of academic credit during the preceding regular academic term of full-time enrollment.

VI. Try-Outs

Coaches may allow students that are enrolled full-time at VCU to try-out for their respective team. Students who would like to try-out must complete the VCU Athletics Try-Out Form, available on ARMS, and receive approval from the VCU Athletics Compliance Office prior to participating in any try-out activities. The form ensures that the individual is enrolled full-time (approval from Academic Advising), is medically cleared to participate (approval from Athletic Training) and understands the inherent risks involved in the try-out. The VCU Athletics Compliance Office will then notify the coaching staff, Athletic Training, and the Sport Administrator once an individual has been cleared for try-outs by the VCU Athletics Compliance Office. To avoid any confusion for coaches, only the VCU Athletics Compliance Office and not Athletic Training, will notify coaches that an individual has been cleared for try-outs.

Once approved for try-outs, the individual will have a 14-day period (must be consecutive) to participate in a try-out. Once the 14-day period has expired, the coaching staff must notify the VCU Athletics Compliance Office and the individual trying out whether or not the student will be added to the roster. If the individual will be added to the roster, the VCU Athletics Compliance Office will ensure that he/she completes all necessary paperwork, receives the proper NCAA certifications and attends the appropriate beginning of the year meetings to be eligible for practice and competition.

VII. Male Practice Player(s)

Per bylaw 12.7.5, women's teams are permitted to utilize male practice players on a regular basis provided the male students meet all the conditions of the bylaw. The conditions include the following:

- Must be certified as eligible for practice in accordance with all applicable NCAA eligibility regulations (freshman will need to register with the Eligibility Center);
- Must have eligibility remaining under the five-year rule;
- Cannot be provided financial assistance in return for practicing with the team;
- Cannot receive compensation for serving in any position within athletics;
- Cannot be a counter from a male sport;
- Cannot receive room and board to remain on-campus during vacation periods to practice with the team;
- Cannot be a non-qualifier in their first year of residency;
- Can be provided practice apparel for the purpose of practicing with the team; and
- Male practice players are also required to have completed a physical within the last six months, provide proof of a Sickle Cell Solubility Test, and provide proof of medical insurance.

Prior to a male practice player practicing with a women's team, the VCU Athletic Compliance Office will ensure that the individual is enrolled full-time at the VCU, has completed the NCAA Drug Testing Consent form, has complete a physical within the last six months, has provided proof of a Sickle Cell Solubility Test and has provided proof of medical insurance. Additionally, the male practice player must be included on the institution's squad list.

VIII. Roster Updates

Prior to the occurrence of a roster update, it is the responsibility of the head coach to notify the VCU Athletics Compliance Office of any roster changes.

For those student-athletes who will no longer remain on the roster, coaches need to submit a Student-Athlete Roster Deletion Form on the applicable compliance software (currently "ARMS"). On the Deletion Form, it is necessary to denote the reason for the student-athlete leaving the roster (e.g., cut/dismissed, quit, transferred).

If the student-athlete being removed was on financial aid (except those who have exhausted their eligibility) the head coach will need to attach the Cancellation of Aid form that is signed by the sport's head coach and the VCU Athletics Compliance Office. It is VCU policy that all student-athletes on financial aid who quit the program must sign a Voluntary Quit Form, which will be attached to the Student-Athlete Roster Deletion Form submitted through ARMS.

For those student-athletes being added to the roster, coaches need to submit a Student-Athlete Roster Addition Form on the applicable compliance software (currently "ARMS"). Head Coaches will also need to go through this process for mid-year enrollee freshmen and transfers. However, all student-athletes added are not eligible for practice or competition until the coaching staff has received an email from the VCU Athletics Compliance Office clearing them for participation.

For all student-athlete additions and deletions, a series of approvals will take place. Following the VCU Athletics Compliance Office's approval of the head coach's submitted form, the following individuals shall be responsible for approving the roster change: Financial Aid Office, an Academic Advisor (sport specific), Communications Office, Ticket Office, Equipment, Strength & Conditioning, Athletic Trainer's Office, the Sport Supervisor, the Athletic Director, and the NCAA Eligibility Certifier. The VCU Athletics Compliance Office is responsible for seeing the process carried out and providing the final approval.

IX. Medical Hardship Waiver

A student-athlete may be granted an additional year of competition by the A-10 Conference Office for reasons of a medical hardship. Medical hardships occur when:

- a) The injury occurs at any two-year or four-year collegiate institution or occurs after the first day of classes in the student-athlete's senior year in high school;
- b) The injury occurs in the first half of the playing season during the Championship Segment & results in the student-athlete missing the remainder of the season;
- c) In team sports, the student-athlete has not participated in more than three contests or dates of competition (sport specific terminology) or 30% (whichever number is greater) of the institution's scheduled or completed contests or dates of competition in that sport. Certain events are exempt from this count;
- d) In individual sports, the student-athlete has not participated in more than three contests or dates of competition (sport specific terminology) or 30% (whichever number is greater) of the maximum permissible number of dates of competition plus the conference championship.

Procedure:

- a) Coaching Staff member will submit a "Medical Hardship" form in ARMS with the specific student-athlete's name.
- b) The student-athlete will sign the consent portion of the "Medical Hardship" form.

- c) Sport Specific Athletic Trainer will receive the form in ARMS, and the individual will write a brief summary.
- d) Compliance will receive the form, and perform the necessary calculations.
- e) Sport Specific Athletic Trainer will add the specific medical documentation to the form in ARMS
- f) Compliance will submit it the Atlantic 10 Conference for review. Once there is a decision, the compliance officer will include the decision in the ARMS form.

X. Outside Competition

The VCU Athletics Compliance Office will inform student-athletes of the Outside Competition Approval Form during the beginning and end of year compliance meetings to ensure student-athletes are aware of the requirement to receive approval before participating on outside teams. The Outside Competition Approval Form can be found and submitted through the ARMS system.

Any student-athlete that wishes to either practice or compete on any outside team must consult with the VCU Athletics Compliance Office before doing so, whether it is during the academic year or during the summer vacation period. Student-athletes must also complete the Outside Competition Approval Form on ARMS and receive approval from their coaching staff and the VCU Athletics Compliance Office prior to participating in any outside competition. The VCU Athletics Compliance Office will notify the student-athlete and coaching staff by email whether or not the outside competition request by the student-athlete has been approved.

Student-athletes in all sports are permitted to participate in outside competition. However, participation in outside competition is prohibited during the academic year in most sports and participating in outside competition during the academic year will result in the student-athlete becoming ineligible for any future intercollegiate competition (unless the student-athlete's eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement). Further, rules and regulations surrounding outside competition are applied differently for every sport making it vital that student-athletes and coaches are communicating to the VCU Athletics Compliance Office all participation on outside teams at any time.

Below is the maximum number of student-athletes from VCU that can participate on the same outside team:

Baseball – 4
Basketball – 2
Cross Country – 2
Field Hockey – 5
Golf – 2
Lacrosse – 5
Soccer – 5
Tennis – 2

Track & Field – 7
Volleyball – 2

XI. Student-Athlete Serious Misconduct Disclosure Procedure

All VCU incoming, continuing, and transfer student-athletes must annually disclose discipline through a Title IX or other conduct proceeding or criminal conviction for any of the following Serious Misconduct:

- **Sexual Violence:** A term used to include both forcible and nonforcible sex offenses, ranging from sexual battery, sexual assault to rape.
- **Interpersonal Violence:** Violence that is predominantly caused due to the relationship between the victim and the perpetrator, including dating and domestic violence.
- **Other Acts of Violence:** Crimes including murder, manslaughter, aggravated assault or any assault that employs the use of a deadly weapon or causes serious bodily injury.

Such disclosures are made in the VCU Student-Athlete Serious Misconduct Attestation, issued and completed through the ARMS software. The attestation must be completed prior to a student-athlete participating as a member of a VCU Athletics sports program for the academic year.

Transfer student-athletes also must disclose whether a Title IX or other conduct proceeding was incomplete or otherwise pending at the time of transfer. Failure by a student-athlete to make a full and accurate disclosure could result in penalties, including loss of eligibility to participate in athletics as determined by VCU.

VCU will take reasonable steps to confirm whether incoming, continuing and transfer student-athletes have been disciplined through a Title IX or other conduct proceeding or criminally convicted of sexual, interpersonal or other acts of violence. The following steps will be taken by VCU Athletics:

1. Review the completed Serious Misconduct Attestation, including a follow up with the previous school or institution if the student-athlete responds to any questions in the attestation in the affirmative;
2. Review the disciplinary action section in the NCAA Transfer Portal;
3. Review the disciplinary action question in the VCU Transfer Tracer (for non-NCAA transfers);
4. Provide VCU's Equity and Access Services with a list of all student-athletes on at least an annual basis for an internal review and comparison to conduct records and files;
5. Provide VCU's Student Conduct and Academic Integrity with a list of all student-athletes on at least an annual basis for an internal review and comparison to conduct records and files;
6. Provide the VCU Police Department with a list of all student-athletes on at least an annual basis for criminal and court records search;
7. Review transcripts from the previous institution (as available); and

8. Search of internet, social media, and other publicly available resources.

VCU Athletics will cooperate with investigations into reports and matters related to sexual and interpersonal violence involving student-athletes and staff, in compliance with VCU policies. In a manner consistent with federal and state law, VCU will share information about discipline and incomplete Title IX or other conduct proceedings with other member institutions when a student-athlete attempts to enroll in another college or university.

Student-Athlete Awards and Benefits

I. Team Entertainment

Per bylaw 16.7, an institution, conference, or the NCAA may provide reasonable entertainment (but may not provide cash for such entertainment) to student-athletes at any time during the year. Staff members who would like to provide student-athletes with entertainment must complete the Team Entertainment Request Form and submit it to the VCU Athletics Compliance Office at least five (5) days in advance of the entertainment activity set to take place. Once submitted, the VCU Athletics Compliance Office will review and notify the parties involved of the approval or denial of the entertainment request.

II. Occasional Meal/Reasonable Refreshments/Meal Incidental to Participation

Any individual who would like to host or provide an occasional meal must submit a completed Occasional Meal Approval Form to the VCU Athletics Compliance Office prior to the meal taking place. The Occasional Meal Approval Form can be found on ARMS. Once the Occasional Meal Approval Form has been reviewed, the VCU Athletics Compliance Office will notify the host whether or not it has been approved. The VCU Athletics Compliance Office will document all occasional meals to ensure they are kept to an infrequent and special occasion.

A student-athlete or an entire team in a sport may receive an occasional meal in the locale of the institution from an institutional staff member. VCU Athletics allows for three (3) occasional meals per month. The team may provide a student-athlete with not more than two (2) occasional meals per month, while a representative of athletics interest or an institutional staff member may provide one (1) additional occasional meal per month. An institutional staff member may also provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or an entire team in a sport may receive an occasional meal from a representative of athletics interest on infrequent and special and reasonable local transportation may be provided by the individual.

Prospective student-athletes and the prospective student-athlete's parents or legal guardians are permitted to attend occasional meals provided they are on an official visit and there is no contact that takes place with a representative of athletics interest.

The NCAA also permits an institution to provide reasonable refreshments (soft drinks, snacks, pizza, burgers, etc.) to student-athletes and their families for educational and business meetings, and on an occasional basis, for celebratory events. Coaching staff members who would like to provide reasonable refreshments to their student-athletes should submit the Occasional Meal Approval Form to the VCU Athletics Compliance Office prior to the refreshments taking place. Once approved, the VCU Athletics Compliance Office will send an approval email to the coaching staff.

A coaching staff may provide a meal incidental to practice or competition to all student-athletes on the team, however VCU shall not provide student-athletes with a meal and

cash for the same meal. An institution may provide meals and snacks to a student-athlete at any time. An institution may provide meals and lodging expenses to student-athlete (during official institutional vacation periods) for a reasonable period when student-athletes are required to remain in the locale of the institution for organized practice sessions or competition. If an institution does not provide a meal to its student-athletes under such circumstances, a cash allowance may be provided, not to exceed the amount provided by the institution to institutional staff members on away-from-home campus trips.

III. Complimentary Admissions

Any student-athlete seeking complimentary admissions must submit his or her request in ARMS to reserve their four (4) complimentary admissions for each home or away contest per NCAA Bylaw 16.2.1.1 (Institutional Events in the Student-Athlete's Sport). Such complimentary admissions are for the exclusive use of the individuals designated by the student-athlete through the pass list and may be issued through digital ticketing or a pass list on an individual-game basis. It is not permissible for student-athletes to sell or exchange their complimentary admission for an item of value.

IV. Participation/Special Achievement/Championship Awards

Each coaching staff must complete an awards chart at the conclusion of their season detailing all awards that they intend to provide to their student-athletes. The VCU Athletic Compliances Office will review the chart to ensure that all awards are within NCAA award limits. After review, the VCU Athletics Compliance Office will either approve or deny the chart and communicate the decision with the coaching staff. Please refer to Figure 16-1, 16-2, and 16-3 in the NCAA manual prior to verifying the maximum value for each award.

V. Educational Benefits

VCU Athletics may finance academic support and provide benefits and expenses that support or are incidental to the academic success of student-athletes.

VI. Transportation

VCU, may provide actual and necessary expenses to a student-athlete to represent VCU in events and activities incidental to participation in intercollegiate athletics. Further, VCU may provide reasonable transportation to student-athletes.

Financial Aid/Scholarships

I. Scholarship Policy

The Associate Athletics Director for Compliance, Scholarship Coordinator and Athletics and Veterans Certification Coordinator or designated liaison in the Office of Financial Aid share responsibility for monitoring compliance with NCAA financial aid regulations. All athletics aid will be awarded in accordance with NCAA, Atlantic 10 and Virginia Commonwealth University (VCU) rules and regulations. Aid may not be awarded, paid, canceled or altered without prior approval from the Associate Athletic Director for Compliance and Student-Services and Executive Associate Athletic Director.

II. Athletics Grant-in-Aid Administration Policy

An athletics grant-in-aid is an institutional aid awarded to a student-athlete based on any degree of his or her athletics ability, and at the discretion of the head coach. A student-athlete can receive a full or partial athletics scholarship. A full athletics grant-in-aid covers all actual and necessary costs that a student will incur over the course of one academic year at VCU. This consists of: tuition & fees, books, room, board, books, and in some cases, this will include the cost of attendance. The period of an athletics grant-in-aid for incoming freshman and/or junior college transfers (2-4 and 4-2-4 transfers) regardless of the amount of athletics is at the discretion of the coaching staff (one academic year vs. multiple academic years), and are renewed at the end of the period of the award. Additional information regarding athletics grant-in-aid awards for 4-4 transfers is provided in the subsequent section.

The procedures for the administration of athletics scholarships are outlined as follows:

1. Before submitting transmittal worksheets to Athletics Compliance Office (ACO), coaching staff needs to ensure that Prospective Student-Athlete (PSA) has an up-to-date transcript evaluation completed, regardless of PSA and/or domestic/international status.
 - a. For High School PSA's, the up-to-date evaluation can be completed either via the ACO or through the NCAA Eligibility Center,
 - b. For 2-4, 4-2-4 or 4-4 transfers, up-to-date transcripts need to be uploaded into the Transcript Evaluation workflow onto ARMS.
 - i. Fall semester grades must be included on Transcript Evaluations submitted after January 1.
 - ii. Spring semester grades must be included on Transcript Evaluations submitted after June 1.
 - iii. Summer school/term grades (if applicable) must be included on Transcript Evaluations submitted after September 1.
2. Coaching staff member submits completely filled out transmittal worksheet to Athletics Compliance Office representative.
 - a. The head coach must be the coaching staff member that signs the transmittal worksheet. Proxy signatures WILL NOT be accepted.

- b. The academic year of the transmittal worksheet needs to correspond to the academic year that the Prospective Student-Athlete (PSA) will first receive athletics aid.
 - c. Once the ACO receives a transmittal worksheet, that signifies that the coaching staff is 100% set on the PSA receiving athletics aid. DO NOT provide a transmittal worksheet to the ACO with instructions to hold off of sending athletics aid.
- 3. ACO staff member ensures accuracy of completion/head coach's signature, and completes the Compliance section of the transmittal worksheet and signs where appropriate.
- 4. ACO staff member sends the transmittal worksheet via DocuSign to the Sport Supervisor and Business Office representative for review and signatures.
- 5. ACO staff member creates pertinent National Letter of Intent (NLI) (If Applicable), Athletics Grant-in-Aid Agreement (GIA), and any other pertinent documents for signature by the Institutional Office of Financial Aid and Athletics Director Office's representatives.
- 6. ACO staff member compiles documents and sends them to PSA and Parent/Legal Guardian (if PSA is under the age of 21) via DocuSign.
 - a. For NLI's related to the first day of National Signing Day in November and April (for Men's and Women's Basketball) the NLI's will be sent to the PSA's the late afternoon/evening before for review purposes.
 - b. The head coach will be notified when documents have been sent to the PSA and parent/legal guardian.
 - c. PSA and Parent/Legal Guardian (if applicable) will receive documents at the same. Once documents are completed, ACO representative along with all signees receive completed copies.
- 7. ACO staff member upon receipt of signed documents confirms accuracy of information completed.
 - a. If any part of the documents were inaccurately completed, ACO representative will immediately notify the signee of inaccurate completion and resend documents for corrections.
 - b. For PSA's only signing GIA's: The coaching staff members, sport supervisor, and communications office representative will receive a notification that publicity of signing is permitted upon receipt of GIA.
 - c. For PSA's signing NLI's: The coaching staff members, sport supervisor, and communications office representative will receive a notification that publicity of signing is permitted once the Conference Office validates the NLI.

III. Undergraduate Four-Year Transfer Unique Athletics Aid Award Policies

Pursuant to new NCAA legislation, the athletics aid for undergraduate 4-4 transfers (whether from domestic or international schools, NCAA or NAIA affiliated schools) must cover the period from completion of the student-athlete's five-year period of eligibility or until undergraduate graduation, whichever comes first. Athletics aid for a student-athlete who transferred from a four-year institution may only be reduced

or canceled for an exception listed in Bylaws 15.3.4.2.1 or 15.3.5.1.2. In addition, athletics aid of an undergraduate four-year transfer student-athlete is permitted to be cancelled upon graduation if the student-athlete has eligibility remaining only if the athletics aid agreement includes a non-athletically related term or condition specifying that the agreement will be cancelled or reduced upon graduation.

The following are not in and of itself sufficient grounds to reduce or cancel and undergraduate four-year transfer's athletics aid:

1. Entry into the NCAA Transfer Portal.
2. Failure to enroll for a regular academic term(s) during the five-year period of eligibility (while athletics aid is not to be awarded during those semesters, the athletics aid agreement as written is not null and void).
3. Not completing graduation requirements upon completion of the four seasons of competition prior to the five-year period of eligibility expiring.

Athletics aid issued to an undergraduate four-year transfer must be awarded during every regular academic term during the period of award (a period no less than the five-year period of eligibility or until graduation, whichever occurs earlier) and may not include one or more academic years of a lesser amount of financial aid or no athletically related financial aid after the first academic year in which athletically related aid is provided, including the anticipated final year of the award (e.g., fifth year of the five-year period of eligibility). It is permissible for the athletics aid agreement to stipulate an average amount of aid to be provided as long as some amount of athletics aid is awarded during every semester/academic year.

IV. Institutional, Non-Athletically Related Financial Aid

An institutional, non-athletically related financial aid award is financial aid given to a student-athlete based upon his or her need, academic ability, or other criteria not related to their athletics ability. This aid is awarded through the Office of Financial Aid. A student-athlete is eligible to receive institutional, non-athletically related financial aid provided it does not exceed the student-athlete's total cost of attendance at VCU. In the event that a student-athlete's financial aid, which includes institutional financial aid, will exceed the cost of attendance for the balance of the academic year, the institution shall reduce institutional financial aid so as not to exceed the cost of attendance. In many cases, this aid is renewable at the end of each academic year for the following academic year unless the student-athlete demonstrates a change in their need, academics and/or any other status that will directly affect the criteria that has been set forth through their financial aid.

The procedures for the administration of institutional, non-athletically related financial aid are outlined as follows:

1. The Athletics Compliance Office notifies the Athletics and Veterans Certification Coordinator of incoming and current student-athletes who will need their institutional, non-athletically related financial aid screened and monitored.

2. At the beginning of each academic term the Athletics and Veterans Certification Coordinator will review each student-athlete's account on the BANNER system.
3. The Athletics and Veterans Certification Coordinator will verify that each student-athlete is within their cost of attendance limit based on Federal Student Aid Guidelines and need allowance. If the Athletics and Veterans Certification Coordinator notices that said aid will put the student-athlete over his/her cost of attendance, the Athletics and Veterans Certification Coordinator will notify the Associate Athletics Director for Compliance and Student Services so a reduction of aid may be made to the account. In the event this occurs, it is understood that institutional athletics aid cannot be reduced to conform with the student-athlete's cost-of-attendance limit.
4. The Athletics and Veterans Certification Coordinator will then put all institutional and non-athletically related financial aid into the NCAA Compliance Assistance Database (CAi).
5. Once each student-athlete's financial aid award is placed into CAi, the Athletics and Veterans Certification Coordinator generates a daily report through the VCU Reporting Center to accurately monitor any changes made to a student-athletes account.
6. An Over Award (over need allowance) and Over Budget (over cost of attendance) report is generated on a weekly basis (Monday) in the Office of Financial Aid. Financial Aid counselors review the reports and will notify the Athletics and Veterans Certification Coordinator if any student-athlete appears on the report. At that time the Athletics and Veterans Certification Coordinator will go into the specific student-athlete's BANNER account to make any necessary adjustments to bring the student-athlete's financial aid award within their budget.
7. If a change to a student-athlete's account is identified, the Athletics and Veterans Coordinator will then go into CAi to make changes to appropriately reflect the student-athlete's most up-to-date financial aid package.
8. The change to a student-athlete's account, if necessary, will be relayed to the Athletics Compliance Office and the sport-specific coaching staff through an updated squad list. The updated squad list is administered to both parties for signature via DocuSign.

V. Renewals and Non-Renewals Administration Policy

For incoming high school, 2-4, and 4-2-4 transfer student-athletes, the renewal of institutional financial aid based in any degree on athletics ability must be made on or before July 1 prior to the academic year in which it is to be effective. VCU must promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the following academic year. Official notification of financial aid renewals and non-renewals must come from VCU's Office of Financial Aid and not from VCU's Athletics Department.

The procedures for the administration of VCU's obligation during the renewal non-renewal process are outlined as follows:

1. The VCU Athletics Compliance Office uses the squad list from the NCAA Compliance Assistant software from the previous academic year to generate a renewal/non-renewal worksheet, and distributes the renewal worksheet to head coaches for completion. The worksheet is sent to head coaches for review through ARMS in early May of each year.
2. The renewal worksheet must be returned to the Athletics Compliance Office by early June of each year. The form requires head coaches to indicate one of the following options for each student-athlete from the previous academic year:
 - a. Returning with same scholarship as previous academic year;
 - b. Returning with increased scholarship (indicate new dollar amount, percentage, and/or elements);
 - c. Returning with reduced scholarship (indicate new dollar amount or percentage, and/or elements);
 - d. Cancellation of scholarship;
 - e. Removal of team (due to transfer out of VCU, remaining at VCU but no longer on the team, or different status for removal from the team);
 - f. Graduated – Out of Eligibility;
 - g. Graduated – Eligibility Remaining; or
 - h. Other (Provide explanation).
3. The head coach also indicates whether the student-athlete will receive books as part of his/her scholarship. If the athletics aid agreement is a flat dollar amount the coaching staff will be required to indicate whether they would like books to be included in the dollar amount/percentage or calculated as an additional element on top of the dollar amount/percentage.
4. The head coach completes the worksheet, signs and submits to the VCU Athletics Compliance Office.
5. The VCU Athletics Compliance Office sends the worksheet(s) to the sport supervisor for review and signature.
6. The VCU Athletics Compliance Office sends the worksheet(s) to the representative of the business office for review and signature.
7. The VCU Athletics Compliance Office sends the worksheet(s) to the scholarship administrator.
8. The scholarship administrator generates letters and Grant-in-Aid (GIA) agreements indicating renewal, increase, reduction, or cancellation of aid to all returning scholarship student-athletes.
9. The VCU Athletics Compliance Office obtains appropriate signatures from the office of financial aid and the Director of Athletics.
10. Once letters and agreements are signed by the required parties, the VCU Athletics Compliance Office sends all letters and GIA agreements to returning student-athletes via e-mail or UPS for arrival no later than July 1.
11. The VCU Athletics Compliance Office tracks the return of signed GIA agreements and notifies coaches of any agreements not received by July 30.

VI. Appeal Procedure

The Office of Financial Aid must notify a student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year or multiple academic years within the student-athlete's five-year period of eligibility. The written notification of the opportunity for a hearing must include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.

The procedures for an appeal are outlined as follows:

1. The Athletics and Veterans Certification Coordinator receives notification from Athletics with intent to cancel, reduce, or the non-renewal of aid offers to student athletes.
 - a. Copy of letter addressed to the student-athlete indicating recommendation to Office of Financial Aid to non-renew, reduce, or cancel aid offer for upcoming academic year signed by Executive Associate Athletic Director and carbon copied to Financial Aid and Coach is sent electronically to the Athletics and Veterans Certification Coordinator.
2. The Athletics and Veterans Certification Coordinator notifies the student of their right to appeal the non-renewals, reduction, or cancellation of aid.
 - a. The Athletics and Veterans Certification Coordinator drafts a letter to the student-athlete notifying them of the intent to reduce or cancel athletics aid.
 - i. The Athletics and Veterans Certification Coordinator mails the letters via certified mail (U.S. only) and tracks receipt of the letter by the student-athlete. A copy of the letter is also sent to the student-athlete's university email address.
 - ii. The address the letter is sent is the address that Athletics has on the original letter of notification.
 - iii. The letter informs the student of their right to appeal the change in athletics aid and details that the request must be made in writing within ten (10) calendar days. If the student-athlete is nonresponsive for ten (10) calendar days, it will be treated as accepting the cancellation/reduction of aid/non-renewal.
 - b. All appeals must be in writing and sent to the Athletics and Veterans Certification Coordinator.
 - c. If student athlete does not respond within ten (10) calendar days, the Athletics and Veterans Certification Coordinator will submit the notification from Athletics, letter from Financial Aid, and proof of certified mailing to the Financial Aid Imaging area and the documents will be imaged as part of the student-athlete's permanent financial aid record.
3. Appeal Process
 - a. When the student-athlete informs the Athletics and Veterans Certification Coordinator of their intent to appeal the non-renewal, as a representative

of the Financial Aid Office, the Athletics and Veterans Certification Coordinator will:

- i. Send an email notification to the Athletics Department letting them know of the student athlete's intent to appeal.
 - ii. Notify the Financial Aid–Student Athlete Appeals Committee of the student athlete's intent to appeal.
 1. The Financial Aid–Student Athlete Appeals Committee is comprised of the following:
 - a. Member of Senior Management from Financial Aid Office;
 - b. Professional Faculty Representative from Strategic Enrollment Management;
 - c. Professional Faculty Representative from Student Affairs;
 - d. Faculty Athletic Representative; and
 - e. Ex Officio: Senior Assistant Director for Quality Assurance and Compliance or designee.
 - iii. Determine a date for the Financial Aid – Student-Athlete Appeals Committee hearing.
 - iv. Notification is sent to the student athlete, Athletics, and the Financial Aid- Student-Athlete Appeals Committee giving the date, time, and location of the hearing.
4. Student Athlete Hearing
- a. The Associate Director of Financial Aid for Compliance and Reporting or designee chairs the hearing and takes notes on the hearing process for documentation purposes.
 - b. The Chair asks everyone to introduce themselves and state what their role is at the hearing.
 - c. The Chair will ask the student to explain why they are appealing the decision.
 - d. The Chair will ask the Financial Aid- Student-Athlete Appeals Committee if they have any questions for the student-athlete.
 - e. If the student athlete has a witness or witnesses, the Chair will ask them to explain why they are present and what information they can add to the hearing proceedings.
 - f. The Chair will ask the Financial Aid Student-Athlete Appeals Committee if they have any questions for the witness(es).
 - g. The Chair will ask representatives from Athletics to explain their reasoning for the decision to not renew, reduce, or cancel the athletic aid award.
 - h. The Chair will ask the Financial Aid Student-Athlete Appeals Committee if they have any questions for the representatives from Athletics.
 - i. The Chair will ask the student-athlete to make a final closing statement. The student athlete will be asked what they are requesting as a result of the hearing.
 - j. The Financial Aid Student-Athlete Appeals Committee will go into closed session to discuss the hearing and make a decision on the appeal for aid.

- k. The Chair will notify all parties of the decision of the Committee.

VII. Financial Aid from Outside Sources

Student-athletes are permitted to receive scholarships, grants, or other monies from entities outside of VCU. A student-athlete is permitted to receive financial aid from parents and legal guardians, sources that have no relationship to athletics ability, and financial aid from an established and continuing program. Each student-athlete that is the recipient of an outside scholarship is required to notify the VCU Athletics Compliance Office and disclose the funds at the beginning of each academic year.

The procedures for the administration of financial aid from outside sources is outlined as follows:

1. The VCU Athletics Compliance Office will be made aware of an outside scholarship through the student-athlete themselves or through the Student-Athlete Beginning of the Year Form(s).
2. The VCU Athletics Compliance Office must contact the awarding agency and issue a copy of the Outside Scholarship Questionnaire.
3. Once a completed Outside Scholarship Questionnaire has been received, the VCU Athletics Compliance Office must determine whether the student-athletes may receive said scholarship.
4. If the outside scholarship is determined to have any impact on the sport's equivalency limits of the student-athlete, the head coach must determine whether it is permissible for the student-athlete to receive that outside scholarship.
5. Once a determination has been made, the Student Accounting Office will be notified via email of the approval or denial.

VIII. Squad List

In order for a student-athlete to be eligible to represent VCU in intercollegiate athletics competition, he or she must be included on the specific sports program's squad list form. The institution must compile a list of the squad members in each sport on the first day of competition and must indicate thereon the status of each student-athlete.

The procedures for the administration of a squad list is outlined as follows:

1. At the beginning of each academic term the Athletics and Veterans Certification Coordinator will go through each student-athletes account in the BANNER system.
2. The Athletics and Veterans Certification Coordinator will input all athletics, institutional and outside scholarships into each student-athlete's Financial Aid page on Compliance Assistant.
3. Once each student-athlete's account has been updated to reflect the most up-to-date financial aid award, the Athletics and Veterans Certification Coordinator will print the squad list, sign it and have a copy sent over to the Associate Athletic Director for Compliance and Student-Services for review and distribution to appropriate signatory parties.

IX. Summer/Winter Intersession Financial Aid

Summer financial aid may be awarded only to attend VCU's summer term, summer school or summer-orientation program.

A student-athlete who is eligible for institutional financial aid during the summer is not required to be enrolled in a minimum full-time program of studies. However, the student-athlete may not receive financial aid that exceeds the cost of attendance in that summer term. A student-athlete may receive institutional financial aid based on athletics ability and any other financial aid up to the value of his or her cost of attendance.

After initial full-time enrollment during a regular academic year, a student-athlete may receive athletically related financial aid to attend the certifying institution's summer term or summer school if the student-athlete received athletically related aid from the certifying institution during any previous academic year at that institution or the student-athlete has been awarded athletically related financial aid for the following academic year. Further, such aid may be awarded only in proportion to the amount of athletically related financial aid received by the student-athlete during the student-athlete's previous academic year at VCU.

There are three exceptions to the general rule. A student-athlete who was not previously on institutional athletics aid may receive athletics aid during the summer if:

- (1) A student-athlete who attended the institution on a full-time basis for only one regular term during the previous academic year may receive financial aid during the following summer term;
- (2) A student-athlete who has not received athletically related aid from the certifying institution during a previous academic year may receive athletically related financial aid to attend the institution's summer term or summer school, provided he or she has been awarded athletically related financial aid for the following academic year; or
- (3) A nonqualifier may receive athletically related financial aid to attend an institution's summer term or summer school after the first academic year of residence under the following conditions: (a) The student-athlete has satisfied progress-toward-degree requirements and, thus, would be eligible for competition for the succeeding year (the student-athlete must have successfully satisfied the applicable requirements of Bylaw 14.4.3 and be in good academic standing at the institution); and (b) The student-athlete has been awarded athletically related financial aid for the succeeding academic year.

An institution that conducts multiple summer sessions may not award athletically related financial aid to attend any session that exceeds the proportion of the amount of athletically related financial aid received by the student-athlete during the previous year.

The procedures for the administration of summer financial aid is outlined as follows:

- Summer and/or intersession athletically-related financial aid is intended to be used to provide student-athletes who need to enroll in additional classes in order to maintain NCAA eligibility for competition, to graduate on time and within the four-year plan established for each student-athlete, or to remain on campus as a result of not being able to return home for university breaks (i.e., international student-athletes who do not have the means to return home for holidays and/or university breaks).

The policies and procedures for the awarding of summer/intersession aid are as follows:

- Student-athletes, head coaches, and sport supervisors will be notified when summer and intersession applications are available (in conjunction with fall and spring priority registration). Student-athletes will be required to complete/submit applications to request athletically-related financial aid for summer and/or intersession classes. The submission of applications will ensure that:
 - a. All applications are received by the published deadline;
 - b. A complete and comprehensive academic review will be completed indicating academic “need” for additional funding;
 - c. The head coach will sign and endorse all applications; and
 - d. Sport supervisors will be required to sign all applications providing additional monitoring of fiscal responsibility.
- Student-athletes will initiate the process by requesting an application from their athletic academic counselor and completing the required information before returning it to their athletic academic counselor. The athletic academic counselor will complete the academic review portion of the application, signing the application. He/she will rank the student-athlete’s application based on need and will indicate that final ranking on the application as outlined below:
 - **Category One (1)** – Student-athletes who need to enroll in summer or intersession classes to earn/maintain NCAA eligibility in order to compete. Student-athletes who are ineligible to compete are more likely to leave the university and fail to graduate than those who remain eligible.
 - **Category Two (2)** – Student-athletes who need to enroll in summer or intersession classes to maintain timely graduation. For example, a student-athlete may be awarded three hours of intersession aid in order to graduate the following spring semester and thus avoiding further need for funding the following summer session.
 - **Category Three (3)** – International student athletes who do not have the means to travel home for university holidays or breaks.
 - **Category Four (4)** – Student-athletes who do not require summer or intersession classes for eligibility or graduation purposes.

- Once the applicants have been ranked and the athletic academic counselor ensures that all of the necessary information has been completed on the summer or intersession application, he /she will meet with the head coach to review academic “need” while securing the head coach’s signature and endorsement. The athletic academic counselor will then turn in all completed/signed intersession and/or summer applications to the Senior Executive Associate AD/Academic Support prior to the published deadline for continued processing.
- The Senior Executive Associate AD/Academic Support will review all of the summer or intersession applications for completeness and accuracy and will create an excel spreadsheet listing all applicants by team and providing information specific to V#, academic session(s), duration of session(s) requested, and total credit hours requested while designating whether requested classes are lecture or on-line format.
- The summer and/or intersession spreadsheet will then be submitted to the Director of Personnel/Scholarship Administration. That individual will add information to the spreadsheet specific to athletically-related financial aid and equivalency, residency status, associated tuition and fees costs, associated room and board costs and book costs all to be calculated into a “bottom line” breakdown by sport and as an entire athletic department. This information will be provided to all assigned sport supervisors, along with all summer or intersession applications, for his/her required approval and signature. Once reviewed and signed, all summer or intersession applications will be returned to the Senior Executive Associate AD/Academic Support.
- The Senior Executive Associate AD/Academic Support will convene a meeting with an established committee of Department of Athletics administrators consisting of the following key members:
 - Deputy Director of Athletics
 - Business Office Designee
 - Senior Executive Associate AD/Academic Support/SWA
 - Director of Personnel/Scholarship Administration
 - Associate Athletics Director of Compliance

The Senior Executive Associate AD/Academic Support will provide all committee members with the informational spreadsheet, in order to review all summer or intersession applications for further processing. The committee will review all applications to determine those student-athletes who have demonstrated “need” for additional summer and/or intersession athletically-related financial aid, ensuring strict adherence to departmental budget parameters and Gender Equity/Title IX mandates. These awards will be funded from a central administrative budget established for summer/intersession aid.

Once the committee has rendered decisions, all student-athletes who requested additional summer and/or intersession aid will receive written notification from the Director of Personnel/Scholarship Administration as to the status of their application – approved or denied. Those student-athletes who were denied additional summer and/or intersession funding will be permitted to appeal and all appeals are to be made in writing to the summer/intersession athletics aid committee. Appeals must be submitted within ten (10) calendar days of written notification that the request has been denied. All appeals must include additional mitigating circumstances indicating why the decision should be overturned. An appeal decision will be made in a timely manner. Written notification will be provided by the committee to the student-athlete.

X. Student Assistance Fund

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 may 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 SAF monies may not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete.

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.

Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA bylaw 16.11.1.8, no prospective student-athlete shall be eligible to receive SAF funds. The fund may not be used for the following:

1. Salaries and benefits;
2. Tuition and fees, room and board, and course-related books during a regular term (other than summer school) for student-athletes with remaining eligibility;
3. Capital improvements;
4. Stipends;
5. Competition-related travel expenses for student-athletes who are ineligible for competition (e.g., nonqualifier, transfer student-athlete);
6. Outside athletics development opportunities (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses) for current student-athletes with remaining eligibility; or
7. Expenses associated with a student-athlete's participation in a foreign tour.

Allocation of the Student Assistance Fund is the responsibility of the Director of Athletics or designee. It is the policy of VCU Athletics to allocate the largest portion of SAF funds to assist student-athletes whose athletic eligibility has expired with the cost of completing their undergraduate education at VCU. Students may apply for SAF degree completion

grant assistance each spring. Applications are available in the Athletics Business Office. SAF grants are awarded on or about May 1 each year.

The procedures for the administration of Student Assistance Fund are outlined as follows:

The coach or staff member requesting to access the Student-Assistance Fund must submit a written request (e-mail is sufficient) to the Associate Athletics Director for Compliance. This request must list the purpose of the request and the approximate cost. If the request is permissible, the Associate Athletics Director for Compliance will submit the request to the Executive Associate Athletics Director and/or the Deputy Director of Athletics for budget approval. Upon final review, the Executive Associate Athletics Director and/or the Deputy Director of Athletics will notify the requester of approval or denial of the request.

XI. Degree Completion Additional Aid

Incoming high school, 2-4 transfer, and 4-2-4 transfer student-athletes who have exhausted their athletics eligibility but have yet to graduate from Virginia Commonwealth University (VCU) with their first undergraduate degree may request degree completion funding by completing and submitting a Degree Completion Additional Aid application. For best consideration, applications should be submitted no later than 30 days prior to the academic semester for which aid is being requested.

The student-athlete can request an application from his/her athletic academic advisor. The student-athlete will be responsible for completing his/her designated section(s) while ensuring that the VCU Athletics Compliance Office completes the required eligibility review; ensuring that the university designated major advisor/college advisor provides the required academic review (confirming graduation); and ensuring that the head coach signs and endorses. The student-athlete should return the completed application to his/her sport specific athletic academic advisor by the published deadline for further processing. The athletic academic advisor will review the application for completeness and accuracy and submit it to the Senior Executive Associate AD/Academic Support by the published deadline.

The Senior Executive Associate AD/Academic Support will review all of the degree completion applications for completeness and accuracy, sign and create an excel spreadsheet listing all applicants by team and providing information specific to VID#, academic session(s) and duration of session(s) requested, total credit hours requested, while designating whether requested classes are lecture or on-line format.

The additional aid spreadsheet will then be submitted to the Director of Personnel/Scholarship Administration. That individual will add information to the spreadsheet specific to athletically-related financial aid and equivalency, residency status, associated tuition and fees costs, associated room and board costs, and book costs all to be calculated into a "bottom line" breakdown by sport and as an entire athletic

department. This information will be provided to all assigned sport supervisors, along with all degree completion applications, for his/her required approval and signature. Once reviewed and signed, all degree completion applications will be returned to the Senior Executive Associate AD/Academic Support.

The Senior Executive Associate AD/Academic Support will convene a meeting with the designated committee, providing all members with the informational spreadsheet, in order to review all degree completion applications for further processing. The committee consists of the following members:

- Deputy Director of Athletics
- Business Office Designee
- Senior Executive Associate AD/Academic Support/SWA
- Director of Personnel/Scholarship Administration
- Associate Athletics Director of Compliance

The committee will determine those student-athletes who have demonstrated need for degree completion athletically-related financial aid. Student-athlete degree completion is a fundamental value of VCU Athletics. Every effort will be made to facilitate the graduation of student-athletes with remaining course requirements at the conclusion of their eligibility while adhering to departmental budget parameters and Gender Equity/Title IX mandates.

Once the committee has rendered decisions, all student-athletes who requested degree completion aid will receive written notification from the Director of Personnel/Scholarship Administration office as to the status of their application, whether approved or denied. Those student-athletes who were denied additional fifth-year funding will be permitted to appeal and all appeals are to be made in writing to the degree completion additional aid committee. Appeals must be submitted within ten (10) calendar days of written notification that the request has been denied. All appeals must include additional mitigating circumstances indicating why the decision should be overturned. An appeal decision will be made in a timely manner. Written notification will be provided by the committee to the student-athlete.

4-4 undergraduate transfers must still receive the amount provided in the athletics aid agreement if the student-athlete is still within the five-year period of eligibility, enrolled in a minimum full-time number of credits (or meets an exception to the full-time enrollment requirements), and has not graduated.