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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 Responsibilities

Noah Strebler – Assistant Athletic Director for Compliance and Student Services
nstrebler@vcu.edu  Office Phone: 804-827-1003  Cell Phone: 248-505-6593

- Oversee day-to-day operations of the VCU Athletics Compliance Office
- Enforcement
- Interpretations
- NCAA/A-10 Waivers
- Continuing Eligibility
- Initial Eligibility
- APR
- High-Profile Athlete Issues
- Chrome River Request Approval
- Promotional Activities and Donation Request
- Agent Activities
- Recruiting and Scouting Service Review
- Transfers
- Camps/Clinics
- International Student-Athlete Issues
• NCAA Sport Sponsorship and Demographics Form

Ernest Washington - Director of Compliance  
elwashington@vcu.edu  Office Phone: 804-828-7618  Cell Phone: 847-276-7298
• NCAA/A-10 Waivers  
• Financial Aid 
• Interpretations 
• APR 
• Transfers 
• Participation Report 
• Recruiting and Scouting Service Review 
• Compliance Rules Education 
• Administration of Coaches Recruiting Exam 
• Playing and Practice Seasons 
• Outside Competition 
• Athletics Personnel 

Sean McCarthy – Compliance Coordinator  
spmccarthy@vcu.edu  Office Phone: 804-828-4819  Cell Phone: 402-631-3012
• NCAA/A-10 Waivers 
• Interpretations  
• Recruiting Monitoring (Contact and Evaluation logs and telephone logs) 
• Official Visits Processing 
• Unofficial Visit Processing 
• Occasional Meals 
• Housing 
• CARA Collection 
• ARMS Software Collection and Issues 
• Question of the Week and Newsletter 
• Roster Management – Add/Drop to rosters, Try-out 
• Student-Athlete Documentation Collection – Employment, Eligibility Forms, etc. 
• Practice Monitoring 
• Complimentary Admissions 
• Awards & Benefits 

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
- Assistant Athletic Director for Compliance and Student Services
- 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 Assistant 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 assistant coach regarding his relationship with agent.

• Level II – Significant Breach of Conduct
  o 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 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:
  o Aggravated/Serious – Intentional total disregard for the rules;
  o Standard – Serious, not intentional; or
  o Mitigated – lessened because of certain circumstances.

Secondary
• Level III – Breach of Conduct
  o 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
  o 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.

If the Assistant Athletic Director for Compliance and Student Services 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., athletic department staff member, student-athlete, university employee, representative of the University’s athletics interest, member of the community) may report an alleged, rumored, or suspected violation.
   b. The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may report an alleged violation 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 athletic 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. Assistant 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.

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 session’s 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
  o 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
  o Each week 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
  o 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

Only head coaches and assistant coaches who have passed the current year’s NCAA Recruiting Certification Test are permitted to recruit off-campus. If a coach does not pass the NCAA Recruiting Certification Test they will have to wait 30-days until retaking the exam. Recruiting includes contacting, evaluating, or any type of solicitation of a prospective student-athlete or a prospective student-athlete’s relatives. All other staff members are only permitted to have on-campus contact with prospective student-athletes.

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).

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. The recruiting certification is accomplished by successfully passing the NCAA Coaches Certification (Recruiting) Test on an annual basis. The test is administered and supervised by the VCU Athletics Compliance Office. All successfully completed tests are then submitted to the Conference Office for final confirmation. Unsuccessful results will result in a 30-day waiting period before the coach may attempt to retake the test.

At the beginning of each academic year, the VCU Athletics Compliance Office will designate available times for each sport’s coaching staff to take the Certification Test. Those who are unable to take the test on the days the test is offered are responsible for working with the VCU Athletics Compliance Office to schedule an individual testing time. For staff hired during the academic year, individual test times shall be set as soon as possible; however, if the new staff member has already successfully passed the Certification Test during the current academic year, the VCU Athletics Compliance Office shall obtain the validated score from the coach’s previous institution.

While not required by the NCAA, VCU invites any volunteer coach, director of operations, and other select staff members to take the NCAA Annual Certification test. 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

All returning athletics department staff members must sign the Certification of Compliance Form prior to September 15 of each year. By signing this form, athletics department staff members certify that they have reported any known violations that occurred during the previous academic year.
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 an agreement with an agent.
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. 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:

- The student-athlete cannot be paid on the basis of athletic ability or reputation;
- The student-athlete must be paid for work actually performed;
- The student-athlete must be paid at a rate commensurate with the going rate in the job’s locality for similar services;
• The student-athlete can only accept benefits available to all employees;
• The student-athlete cannot endorse a company, employer, or commercial product or service;
• The employer may not publicize the student-athlete’s employment or use his or her name or picture to advertise or promote the business; and
• 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:

- The student-athlete receives written approval to participate from the Director of Athletics or the VCU Athletics Compliance Office;
- 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 names, messages and slogans (other than an officially registered trademark) are prohibited;
- 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;
- The student-athlete may not miss class in order to participate in a promotional activity;
- All money derived from the activity or project must go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- 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;
- The student-athlete’s name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency;
- 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
- 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.
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 “ARMS”). 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 8 hours per week and are mandated to provide two days per week where no required activity occurs. Furthermore, the 8 hours are comprised of two sections: skill instruction & conditioning. Skill instruction can take place for no more than two 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. The VCU
Athletics Compliance Office will periodically attend CARA activities for each sport in order to monitor and ensure compliance with NCAA rules.

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.

Coaching staff members will provide VCU Athletics Compliance Office with a calendar detailing the CARA activities and dates for the 8 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.

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 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 17.29.

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 the academic year has started, the student-athlete must be regularly enrolled at VCU and eligible for intercollegiate competition.
It is permissible for an eligible incoming student-athlete to represent VCU on a foreign tour that begins after the permissible starting practice date in the sport involved or after the first day of classes of his or her regular term at VCU. An incoming student-athlete (freshman or transfer) may participate in practice sessions conducted in preparation for a foreign tour only if such practice occurs either:

a) On or after the first permissible practice date in the involved sport; or
b) On or after the first day of classes of the student-athlete’s first academic term at the institution.

In basketball, it is permissible for an incoming student-athlete (freshman or transfer) to represent VCU on a foreign tour that occurs during the summer prior to his or her initial full-time enrollment at VCU and participate in practice prior to departure for the foreign tour pursuant to Bylaw 17.20.1.5, provided the following conditions are met:

a) He or she has earned at least three hours of acceptable degree credits (toward any VCU degree program) during the summer term at VCU; and
b) He or she is eligible to represent VCU in intercollegiate competition during the academic year immediately following the tour.

VCU may provide a student-athlete $20 cash per day to cover un-itemized 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.
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. As a reminder, no contact can be made with a student-athlete currently at another four-year institution without a permission to contact from the student-athlete’s current institution.

I. 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 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 coach’s recruiting activity 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.
All staff members who will be participating in off-campus recruiting activities must pass the annual NCAA Recruiting Certification Test prior to engaging in any such activities.

II. 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.

III. 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 relatives or legal guardians. All telephone calls placed to prospects or a prospect’s relatives or legal guardians are encouraged to be documented in ARMS. All coaching staffs are required to submit a monthly Telephone Call and Electronic Correspondence Verification Form 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.

Coaches in all sports but track and field can place unlimited telephone calls and send unlimited text messages to prospective student-athletes after the first permissible date to place calls and send text messages. 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.

IV. Recruiting Materials

In sports other than men’s basketball, recruiting materials may be sent to a prospective student-athlete beginning September 1 of the prospective student-athlete’s junior year in high school. In men’s basketball, recruiting materials may be sent to a prospective student-athlete beginning June 15 following the completion of their sophomore 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.

V. 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. Further, an institutional athletics department staff member may not take an action of approval on posts in reference to recruiting or scouting services.

VI. Official Visits

An official visit by a prospective student-athlete (prospect) to VCU is a visit financed in whole or in part by VCU. Prospects are permitted to take a maximum of five (5) expense-paid visits to Division I universities, with not more than one of those visits being to VCU. In all sports other than basketball, prospects may not take an official visit to any university prior to the first day of their senior year of high school. Men’s basketball prospects are permitted to take official visits beginning January 1 of their junior year of high school. Additionally, in men’s basketball, an institution may provide official visits to up to 24 prospective student-athletes in a rolling two-year period.

Women’s basketball prospects are permitted to take official visits beginning on the Thursday following the NCAA Division I Women’s Basketball Championship game of the prospect’s junior year in high school. Official visits are not permitted in the sport of women’s basketball during the July evaluation periods. For those prospects who have completed their senior year of high school, their official visit allotment of five (5) begins again on October 15th in the year following the prospect’s senior year.
Prior to all official visits, prospects must register with the NCAA Eligibility Center and be activated on VCU’s Institutional Request List (IRL). Additionally, all prospects must submit a high school transcript and are encouraged to submit an ACT or SAT standardized test score to VCU.

The duration of an official visit is limited to 48 hours. Generally, the visit begins when the prospect arrives to campus and ends when they depart campus. However, if a coach accompanies a prospect from his or her own home the 48-hour period begins when the coach picks up the prospect and ends when the coach has dropped the prospect off at their home. The 48-hour period 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, provided he or she returns 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 sports other than basketball, only a prospect’s travel expenses may be paid. A prospect’s friends or relatives may receive cost-free transportation to visit the campus only when traveling by automobile with either the prospect or a member of the VCU coaching staff. In addition, an institution may only pay a prospect’s actual costs for reasonable expenses (e.g., meals, lodging) incurred while traveling to and from campus for an official visit and may not pay any expenses for any of prospect’s friends or relatives. In basketball, an institution may pay travel expenses for both a prospect and the prospect’s parents or legal guardians (up to two people). In addition, an institution may pay a prospect’s and his/her parent’s or legal guardian’s actual cost for meals and lodging that are incurred while traveling to and from campus for prospect’s official visit.

During the 48-hour 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 48-hour period is delayed until the next morning. In this case, the prospect 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 48-hour 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 six (6) 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. VCU may provide up to two additional complimentary admissions for the prospect’s parents, if a non-traditional family structure (e.g., divorce, separation) exists.
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 five (5) days in advance of the first day of the visit (extenuating circumstance will be considered within the five (5) days).
- Coaches are required to submit the prospective student-athlete’s transcripts and test scores with the Official Visit Request Form to the VCU Athletics Compliance Office. The Official Visit Request Form can be found on ARMS.
- 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 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.
VII. 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 regardless of their age. 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-athlete’s dorm. However, the prospect will still be required to pay VCU’s going rate for such lodging (i.e., as of 2016-17 VCU does not charge guests for lodging in on-campus housing facilities).

Any transportation provided to the prospect and those accompanying the prospect is limited 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 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.

Procedure:

- Coaches must fill out and sign the Unofficial Visit Form before the prospect leaves campus. The Unofficial Visit Form can be found on ARMS. The form requires an attachment for the prospective student-athlete’s signature. To obtain the signature sheet the coaching staff member can print off a copy of the Unofficial Visit Prospective Student-Athlete Signature Sheet or grab a copy from the compliance office. This form must be signed and attached to the Unofficial Visit Form at the submission period.
- 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.
- Coaches must have each prospect read and sign the Unofficial Visit Form at the completion of their visit.
• Prospects who have absolutely no contact with any member of the coaching staff while they are on campus do not need have an Unofficial Visit Form filled out – even if the prospect receives complimentary admissions to a home event.

VIII. 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).

IX. Permission to Contact

VCU Athletics staff members shall not make contact with a student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, 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 request the VCU Athletics Compliance Office to seek permission from the student-athlete’s current institution. 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.

X. Two-Year Transfer Process

1. Once a VCU coaching staff member identifies a two-year prospective student-athlete which he or she plans to actively recruit, the coaching staff member must submit the prospect’s two-year college transcript to their sport specific Academic Advisor in the athletics department.
2. The Academic Advisor will then send the transcript to the VCU Transfer Center representative.
3. The Transfer Center representative will evaluate the transcript and inform the Academic Advisor in writing how many transferable credits the two-year prospective student-athlete has completed. He/she will also inform in writing to the Academic Advisor which courses will transfer to VCU.
4. The Academic Advisor will then forward this information to the NCAA Eligibility Coordinator, while also copying the compliance office and Associate Registrar.
5. The NCAA Eligibility Coordinator will complete the appropriate Two-Year Transfer Checklist using the transfer information within 24 hours. The Two-Year Transfer Checklist will ensure that the two-year college prospective student-athlete is on track to complete all applicable NCAA Two-Year College Transfer requirements (NCAA Bylaw 14.5.4).

6. After completion of the Two-Year Transfer Checklist, the NCAA Eligibility Coordinator will email the checklist to the Academic Advisor and copy the VCU Athletics Compliance Office. The Academic Advisor will then communicate (and provide the Two-Year Transfer Checklist) to the coaching staff the current academic standing of the two-year college prospective student-athlete.

*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 the final certification.

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 Process

If a student-athlete desires to transfer to another institution, he or she should speak with his or her head coach before moving forward with the transfer process. If after meeting with the head coach, the student-athlete still wishes to transfer, the head coach shall inform the VCU Athletics Compliance Office about the transfer and any restrictions to specific institutions.

If the VCU Athletics Compliance Office receives a written request from another institution to contact a student-athlete about transferring, the VCU Athletics Compliance Office shall grant or deny the request within seven (7) business days of receipt of the request. Failing to respond to the written request within seven (7) business days will result in permission being granted by default.

If a student-athlete’s request to permit any other institution to contact the student-athlete about transferring is denied, the VCU Athletics Compliance Office shall inform the student-athlete in writing that he or she upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department. The hearing must conclude within fifteen (15) business days of receipt of the student-athlete’s written request for a hearing.
VCU Permission to Contact and One-Time Transfer Hearing Process

Per NCAA Bylaw 13.1.1.3.1 (Hearing Opportunity for Permission to Contact) and NCAA Bylaw 14.5.5.2.10.1 (Hearing Opportunity for One-Time Transfer Exception):

- The hearing will be conducted by an institutional committee outside the Department of Athletics and the Faculty Athletics Representative (FAR) who does not have a vote, will chair the committee. The FAR may name another University employee outside of the athletics department to chair the committee in his/her absence.
- The institutional committee outside the Department of Athletics will be comprised of the Faculty Athletics Representative, and three non-athletics faculty/staff members.
- VCU shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete’s written request for a hearing.
- The student-athlete shall be provided the opportunity to actively participate in the hearing.
  1. At least 48 hours ahead of the hearing, the student-athlete must submit a written appeal to the committee. The written appeal should include the student-athlete’s rationale for appealing VCU’s permission to contact or one-time transfer exception restriction.
  2. The FAR will provide the student-athlete’s written appeal to the Director of Athletics (or his/her designee).
  3. The Director of Athletics (or designee) will have an opportunity to provide a written response to the student-athlete’s written appeal. The written response must be provided to the committee prior to the hearing.
  4. During the hearing, the committee will have an opportunity to ask questions regarding the student-athlete’s written appeal and the department of athletics’ responses. Throughout questioning, the burden of proof must be on the student-athlete due to the fact that per NCAA rules and regulations, VCU may restrict the institutions that are permitted to contact the student-athlete regarding transferring or receiving the one-time transfer exception.
  5. After the committee has concluded asking questions, they will go into a closed session to discuss the hearing and make a decision. The FAR will notify the compliance office in writing by the end of that same business day regarding the committee’s decision.

*A note taker or recorded will be present at the hearing.

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 Permission Form and submit it to the VCU Athletics Compliance Office. 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 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 VCU Athletics Compliance Camp/Clinic packet and submit it to the VCU Athletics Compliance Office for approval prior to advertising the camp or clinic. Additionally, any forms of advertisement or promotion for the camp or clinic must be approved in advance by the VCU Athletics Compliance Office. Last, upon conclusion of the institutional camp/clinic a complete list of campers with proof of payment must be submitted to the VCU Athletics Compliance Office.

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 Employment Form with the advertisement if there is one, and receive approval from the VCU Athletics Compliance Office prior to participation. Please keep in mind that non-institutional camps and clinics must operate in accordance with restrictions applicable to institutional camps and clinics. Copies of promotional and advertising materials for the non-institutional camp or clinic will be required in order for the athletics department staff member to be approved for participation.

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 are that considered actual and necessary.

**Initial Eligibility Standards**

Initial full-time collegiate enrollment on or after August 1, 2016. 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. The forms include:

- NCAA Drug Testing Consent Form
- NCAA HIPPA Form
- NCAA Student-Athlete Statement
- VCU Student-Athlete Motor Vehicle Information Form
- VCU Student-Athlete General Information Form
- VCU Student-Athlete Image Form
- VCU Travel and Liability of Release Form
- A-10 Promotional Activities Form

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 add/drop period for that semester. Three (3) days after the end of 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, Assistant Athletic Director for Compliance, Sr. Associate Athletics Director for Academic Support 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 he or she plans 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 to their sport specific Academic Adviser in the athletics department.

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. 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.

5. 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.

6. Once a prospective student-athlete has been activated on the institution’s sports specific IRL, the VCU Athletics Compliance Office will notify the sports specific Academic Advisor and NCAA Eligibility Coordinator in writing whether the prospective student-athlete has been deemed a Qualifier or Non-Qualifier by the NCAA.

7. The Academic Adviser will then send the transcript to the VCU Transfer Center
representative.

8. The Transfer Center representative will evaluate the transcript and inform the Academic Adviser in writing how many transferable credits the two-year prospective student-athlete has completed. He/she will also inform in writing to the Academic Adviser which courses will transfer to VCU.

9. The Academic Adviser will then forward this information to the NCAA Eligibility Coordinator, while also copying the VCU Athletics Compliance Office and Associate Registrar.

10. The NCAA Eligibility Coordinator will complete the appropriate Two-Year Transfer Checklist using the transfer information within 24 hours. The Two-Year Transfer Checklist will ensure that the two-year college prospective student-athlete is on track to complete all applicable NCAA Two-Year College Transfer requirements (NCAA Bylaw 14.5.4).

11. NCAA Eligibility Coordinator will complete all fields within the two-year transfer checklist once a final transcript reflecting a graduation date has been received. After completion of the Two-Year Transfer Checklist, the NCAA Eligibility Coordinator will email the checklist to the Academic Adviser and copy the VCU Athletics Compliance Office. The Academic Adviser will then communicate (and provide the Two-Year Transfer Checklist) to the coaching staff notifying the coaching staff of the current academic standing of the two-year college prospective student-athlete.

*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. A transfer release request is sent by the VCU Athletics Compliance Office to the four-year college from which the student-athlete is transferring. If permission to contact is not granted by the institution from which the student is transferring, a coach may not have contact or pursue the recruitment of the transfer.

2. Upon the return of the release request, the VCU Athletics Compliance Office determines from the signed release:
   a. When the start of the student-athlete’s 5-year clock began;
   b. Whether they are transferring in good academic standing; and
   c. How many seasons of competition the student-athlete has utilized.
3. The coaching staff is required to collect all applicable four-year transcripts.
4. The coaching staff must submit the transcripts to their sport's academic advisor and the VCU Athletics Compliance Office.
5. The VCU Athletics Compliance office will provide the sport’s specific Academic Advisor with a copy of the Full Transfer Tracer that has been completed by the University from which the student has transferred.
6. The academic advisor will send the transcript(s) to the Director of the VCU Transfer Center in order to do an evaluation of transferrable credits.
7. The Academic Advisor will send the transcript(s) to the NCAA Eligibility Coordinator.
8. The NCAA Eligibility Coordinator will complete the appropriate four-year transfer checklist using the transfer information within 24 hours of receiving the transcript.
9. The four-year transfer checklist will ensure that the four-year college prospective student-athlete is on track to complete all applicable NCAA four-year college transfer requirements (NCAA Bylaw 14.5.5).
10. After completion of the four-year transfer checklist, the NCAA Eligibility Coordinator will email the checklist to the academic advisor and copy the VCU Athletics Compliance Office.
11. The academic advisor will provide the four-year transfer checklist to the coaching staff and notify the coaching staff of the current academic standing of the four-year college prospective student-athlete.

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

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:**

- It shall be the responsibility of the head coach to submit a request to the VCU Athletics Compliance Office for a Medical Hardship for one of his or her sport’s student-athletes.
  - It is permissible for a coach to request a Medical Hardship for a transfer relating to a season used prior to his or her time at VCU.
- Upon receiving the request the VCU Athletics Compliance Office will obtain all corresponding medical documentation from the sport’s athletic trainer.
- This information will be used by the VCU Athletics Compliance Office to complete and support the Conference Office Hardship Waiver Request Form.
- Upon completion, the VCU Athletics Compliance Office will submit the Hardship Waiver Request Form and all supporting documentation to the Conference Office.
- If the Conference Office approves the Waiver Request an approval letter will be sent and placed in the individual student-athlete’s file.

**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 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:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Maximum Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>4</td>
</tr>
<tr>
<td>Basketball</td>
<td>2</td>
</tr>
<tr>
<td>Cross Country</td>
<td>2</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>5</td>
</tr>
<tr>
<td>Golf</td>
<td>2</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>5</td>
</tr>
<tr>
<td>Soccer</td>
<td>5</td>
</tr>
<tr>
<td>Tennis</td>
<td>2</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>7</td>
</tr>
<tr>
<td>Volleyball</td>
<td>2</td>
</tr>
</tbody>
</table>
**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 in conjunction with practice or competition. 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 on infrequent and special occasions from an institutional staff member. VCU Athletics has defined an infrequent basis to be 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 occasions provided it is either at the individual’s home, on campus, or at a facility regularly used for home competition and may be catered, and reasonable local transportation may be provided by the individual as long as the occasional meal takes place at the individual’s home.

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. The meal must accompany practice or competition as it is a benefit incidental to participation in intercollegiate athletics.

III. Complimentary Admissions

Any student-athlete seeking complimentary tickets must submit his or her request to the team's director of operations or other designated individual. Upon receipt the director of operations or other designated individual will provide the list(s) to the Ticket Office staff. Up to four (4) complimentary admissions for each home or away contest may be provided. NCAA bylaw 16.2.1.2 states, complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete and “Hard Tickets” shall not be issued. The individual using the complimentary admission must present identification to the person supervising the pass lists at the admission gate. 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.
Financial Aid/Scholarships

I. Scholarship Policy

The Assistant 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 Assistant 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, and in some cases this will include the cost of attendance. Athletics grant-in-aids both full and partial are for the period of one academic year, and are renewed at the end of each year for the following academic year.

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

1. Head Coaches (or their designee) initiate the scholarship process by submitting the Coaches Athletic Transmittal Worksheet to the VCU Athletics Compliance Office.
2. The VCU Athletics Compliance Office completes the VCU Athletics Compliance Office section and obtains appropriate signatures on the Coaches Athletic Transmittal Worksheet (i.e., Head Coach, Sport Supervisor, Executive Associate AD, Asst. AD for Compliance).
3. Once all signatures have been obtained, the VCU Athletics Compliance Office submits the transmittal worksheet to the appropriate scholarship administrator in the business office.
4. The scholarship administrator generates the VCU Grant-in-Aid (GIA) agreement through FileMaker Pro and if permissible pursuant to the National Letter of Intent (NLI) policy, an NLI agreement through the NCAA Eligibility Center website.
5. The VCU Athletics Compliance Office obtains appropriate signatures from the Office of Financial Aid and the Director of Athletics for each agreement.
6. Once the agreement is signed by the required parties, the VCU Athletics Compliance Office sends the GIA and NLI via e-mail or UPS to a prospective student-athlete and tracks the status of the GIA and NLI until they are signed and returned by the prospective student-athlete.
7. Upon receipt of signed GIA and NLI from the prospective student-athlete, the VCU Athletics Compliance Office validates agreements and submits them to the Atlantic 10 Conference Office within 14 days after the date of final signature.

III. 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. At the beginning of each academic term the Athletics and Veterans Certification Coordinator will review each student-athlete’s account on the BANNER system.

2. 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 Assistant Athletic Director for Compliance and Student Services so a reduction of aid may be made to the account.

3. The Athletics and Veterans Certification Coordinator will then put all institutional and non-athletically related financial aid into the NCAA Compliance Assistance Database (CAi).

4. Once each student-athlete’s financial aid award is placed into CAi, the Athletics and Veterans Certification Coordinator generates a daily report through VCU Reporting Center to accurately monitor any changes made to a student-athletes account.

5. 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.

6. 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.

IV. Renewals and Non-Renewals Administration Policy

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. 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 worksheet, and distributes the renewal worksheet to head coaches for completion.

2. The renewal worksheet 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 or percentage);
   c. Returning with reduced scholarship (indicate new dollar amount or percentage);
   d. Cancellation of scholarship;
   e. Graduated – Out of Eligibility;
   f. Graduated – Eligibility Remaining; or
   g. 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 or calculated as an additional element on top of the dollar amount.

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 scholarship administrator.
7. 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.
8. The VCU Athletics Compliance Office obtains appropriate signatures from the office of financial aid and the Director of Athletics.
9. 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.
10. The VCU Athletics Compliance Office tracks the return of signed GIA agreements and notifies coaches of any agreements not received by July 30.

V. 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 with 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 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.
      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.
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: Associate Director of Financial Aid for Compliance and Reporting 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.

VI. 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. Once a determination has been made, the Student Accounting Office will be notified via email of the approval or denial.
VII. 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 Assistant Athletic Director for Compliance and Student-Services for review and distribution to appropriate signatory parties.

XIII. 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 not receive athletically related financial aid to attend VCU’s summer term or summer school unless the student-athlete received such athletically related aid from VCU during the student-athlete’s previous 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.

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 Associate AD/Academic Support prior to the published deadline for continued processing.

- The 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 Associate AD/Academic Support.

- The Associate AD/Academic Support will convene a meeting with an established committee of Department of Athletics administrators consisting of the following key members:
  - Deputy Athletic Director
  - Executive Associate Athletic Director
  - Associate Athletic Director/Academic Support/SWA
  - Director of Personnel/Scholarship Administration

The 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 Faculty Athletics Representative (FAR).

IX. 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 15.2.8.1.3, 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. Grants-in-aid (other than summer school) for student-athletes with remaining eligibility;
3. Capital improvements;
4. Stipends;
5. Athletic development opportunities;
6. Fees or other expenses associated with a student-athlete’s participation in a sports camp or clinic;
7. Fees and other expenses associated with private sports-related instruction provided to a student-athlete;
8. Fees for other athletic development experiences (e.g., greens fees, batting cage rental); or
9. 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 Student-Assistance Fund must submit a written request (e-mail is sufficient) to the Assistant Athletics Director for Compliance. This request must list the purpose of the request and the approximate cost. If the request is permissible, the Assistant Athletics Director 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 requestor of approval or denial of the request.

X. Fifth-Year Additional Aid

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 fifth-year funding by completing and submitting a Fifth-Year Grant-in-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 requires 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 counselor by the published deadline for further processing. The athletic academic counselor will review the application for completeness and accuracy and submit it to the Associate Athletics Director for Academic Support by the published deadline.

The Associate Athletics Director for Academic Support will review all of the fifth-year 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 fifth-year 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 fifth-year applications, for his/her required approval and signature. Once reviewed and signed, all fifth-year applications will be returned to the Associate Athletics Director for Academic Support.

The Associate Athletics Director for Academic Support will convene a meeting with the designated committee, providing all members with the informational spreadsheet, in order to review all fifth-year applications for further processing. The committee will determine those student-athletes who have demonstrated need for additional fifth-year 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 fifth-year aid will receive written notification from the Director of Personnel/Scholarship Administration office as to the status of their application, whether approve 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 Faculty Athletics Representative (FAR). Appeals must be submitted within ten (10) calendar days of written notification that the request has been denied.