



Best Practice for Certification of Student-Athletes

PRIOR TO THE CERTIFICATION PROCESS

- Ensure that each student-athlete has a transcript for each semester and major curriculum sheet in their file.
- Ensure that each student-athlete has a Progress Towards Degree Tracking form in their file. If a spreadsheet is used for the team, you **must** ensure that there is a **separate** tracking form for each individual student-athlete.
- At the end of each semester once grades have been posted, the Athletic Academic Support Personnel must perform a Progress Towards Degree evaluation to determine the status of each student-athlete. This information should then be entered onto the student-athlete Progress Towards Degree Tracking Form. Remember that courses must be degree applicable if a student-athlete has declared a major.
- Once the Progress Towards Degree evaluations have been completed by the Athletic Academic Support Personnel, it should be determined which student-athletes will need summer school, additional classes, tutoring, study hall, etc.
- The Athletic Academic Support Personnel should provide the Compliance Coordinator with copies of the Progress Towards Degree Tracking Forms or Spreadsheet. They should meet along with the coach and Faculty Athletics Representative to discuss the status of each team. This will ensure that all constituents are under the same understanding regarding the satisfactory progress of each team.
- The Athletic Academic Support Personnel should use the information gathered to advise student-athletes to ensure that they are on track for progress towards degree. This in no means suggests that student-athletes should not meet with their major advisors. Student-athletes should meet with their major advisor first and then meet with the athletic academic support advisor to ensure all hours are going towards the degree.

THE CERTIFICATION PROCESS

- The Compliance Coordinator (and/or Athletic Academic Support Personnel) should input the Progress Towards Degree information into CAi to begin the official eligibility certification process. In addition, the Compliance Coordinator will provide the seasons of competition, initial date of enrollment at any institution and the certifying institution. The Compliance Coordinator must ensure there is written documentation verifying this information in the student-athlete's file.

- The Compliance Coordinator should compare last year's report with the current report to review seasons of competition, initial date of enrollment at any institution and the certifying institution.
- After completion of the report, the Compliance Coordinator will then submit the information to the Registrar for verification and certification of student-athletes.
- Once the Registrar receives the report, he/she **must verify** the following information:
 - Full Time Enrollment
 - Grade Point Average
 - 40/60/80 Percentage of Degree (Hours applicable towards major degree)
 - 18/24 credit hour requirement (Hours applicable towards major degree)
 - 6 credit hour requirement (Hours applicable towards major degree)
 - 9 credit hour requirement for football (Hours applicable towards major degree)
 - Check for repeat courses and remedial course that are not applicable towards degree
- It is recommended that the Registrar and Athletics Academic Support Personnel work together in sharing the Progress Towards Degree Tracking Forms and Curriculum sheets to make the process more efficient when the Registrar is reviewing the certification form.
- Once the Registrar has certified that all student-athletes listed on the eligibility form are academically eligible, the Registrar will then provide his/her signature to the form. Please remember that the Registrar is the final authority regarding student-athlete's academic eligibility. At that time, the student-athlete is deemed eligible or ineligible.
- Once the Registrar has signed the certification form, it is then reviewed and spot checked by the Faculty Athletics Representative.
- The Faculty Athletics Representative should review the report to ensure that the student-athletes are meeting the six hour requirement, grade point average requirement and full time status. He/she should pull random student-athletes (high-profile, at risk, etc.) within the report and examine their transcripts to verify that the information is accurate for percentage of degree. Once that review is complete, the Faculty Athletics Representative will then provide his/her signature to the report.
- Once the Faculty Athletics Representative signs the form, it is then reviewed by the Director of Athletics.
- The Director of Athletics will review the form and should ask the following questions (but not limited to) to the Compliance Coordinator (and Athletic Academic Support):
 - Did you review last year's certification form with this year's form? (Has the seasons of competition progressed appropriately?)
 - Has there been a conversation with the Registrar regarding the certification of student-athletes?

- Is the written documentation regarding transfer student-athletes meeting transfer requirement (Have they completed the residency requirement, two-year degree, transferable hours, etc.)?
- Has the first time freshman been cleared by the Eligibility Center for academics and amateurism (written documentation on file)?
- Has the international student-athletes met all requirements?
- Once the Director of Athletics is satisfied that all certification requirements of have been met, he/she will provide their signature to the eligibility form.
- The Compliance Coordinator will rectify any discrepancies, update the form if necessary and if everything is accurate, they would then provide their signature to the eligibility form.
- Once all signatures have been provided, the eligibility form is submitted to the Conference Office prior to the first date of competition for the applicable sport.
- If there are any additions to the eligibility form, the process must be repeated for the involved individual(s).

AFTER THE CERTIFICATION PROCESS HAS BEEN COMPLETED

- Copies of the fully executed eligibility form should be provided to the coach, Registrar and athletic academic support to keep on file.