



ULM COMPLIANCE MANUAL



University of Louisiana at Monroe

Department of Athletics

Revised 09/2009

UNIVERSITY OF LOUISIANA AT MONROE
DEPARTMENT of ATHLETICS

Vision Statement

The Department of Athletics at The University of Louisiana at Monroe aspires to be the model student-centered Division IA athletic program that balances the goals of academic success and excellence in competition while setting the standards for ethical behavior and fiscal responsibility.

Mission Statement

ULM athletics is inextricably tied to the educational aspirations and academic progress of The University of Louisiana at Monroe, to the aspirations of its faculty and staff, and to the needs and general welfare of its student body, including its student athletes, as we share a common vision with a focus on the complete student-centered educational experience along with a common set of values. In all of its activities, the Department will conduct itself in compliance with the NCAA, Sun Belt Conference and University rules and insist on integrity, ethical conduct and accountability, and we believe that institutional control of athletics is both necessary and appropriate to assure compliance with rules and regulations.

The purpose of ULM Athletics is to further the University's mission by broadening the variety of educational experiences available to students; enlivening, and enriching the life of our academic community; fostering enthusiasm, pride, ownership and loyalty among students, alumni and community; and, serving as a constant public presence for the university's image. We will do this by offering nationally competitive Division I intercollegiate athletic programs, including Division IA football, that reflect the interest of our students and faculty, the Sun Belt Conference, our alumni and our community of supporters. Athletics is a proper part of the educational mission of the University and, inherently, provides student-athletes with the opportunity to obtain a quality well-rounded education while pursuing their dreams of competing in their chosen sport.

We will provide a caring environment for living and learning characterized by close relationships, a family atmosphere, physical and emotional well-being, appreciation of diversity, affirmation of equal opportunity and academic freedom, and respect for the dignity and worth of each individual. We are dedicated to maximizing the educational and competitive impact of our available resources including human, community, facility and financial. ULM's intercollegiate athletics program is fully committed to complying with the principle of gender equity as articulated in Title IX.

We will promote excellence in academics, competition, ethical behavior, sportsmanship and integrity. We will provide opportunities and support for our student-athletes to achieve this excellence. We recognize that the University's obligation to the State of Louisiana and to the parents everywhere who send us their sons and daughters is to provide a quality and complete educational experience that leads to the graduation of our students prepared for recognized achievement, success in their chosen fields and meaningful lives and careers. We are committed to the proposition that academic achievement is not and should not be a gift. Rather, it is a challenge that must be met by the individual students, as well as the University.

Accordingly, all of our efforts are guided by certain values we believe essential to the fulfillment of this mission.

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CHAPTER 1: MISSION

THE UNIVERSITY OF LOUISIANA AT MONROE OFFICE OF ACADEMICS & COMPLIANCE

MISSION STATEMENT

The University of Louisiana at Monroe (ULM) recognizes the importance of rules governing intercollegiate athletics and places great emphasis on complying with the regulations of the National Collegiate Athletic Association (NCAA). In order to establish and maintain a comprehensive compliance program, it is necessary to educate and monitor in an effective manner all persons and programs associated with the University of Louisiana at Monroe Department of Athletics. It is the responsibility of ULM to maintain institutional control in all aspects of its athletics program.

There shall be a commitment to compliance by the University, the President, the Department of Athletics, and all internal and external influences of ULM. The University will uphold the principles of sportsmanship by all personnel, student-athletes, alumni, fans, and boosters.

The ULM compliance program is structured around the following guidelines:

1. A system of education, monitoring, and enforcement shall be established to provide an understanding of NCAA, Sun Belt Conference, and university rules and regulations.
2. There shall be a commitment to character development in student-athletes at ULM, including the qualities of teamwork, leadership, and integrity by utilizing the resources of the NCAA CHAMPS/Life Skills program
3. The compliance program shall be coordinated through the Office of Academics and Compliance. The Assistant Director of Athletics for Academics and Compliance shall act as a liaison between the Department of Athletics, the Sun Belt Conference office and the NCAA, and shall report directly to the President.
4. The conduct of all coaches, administrators, and institutional personnel shall be in strict compliance with all NCAA, Sun Belt Conference, and university rules and regulations.
5. Any coach, administrator, student-athlete, or institutional representative shall be required to report any violation of NCAA rules. Failure to report violations shall be deemed serious and dealt with accordingly.
6. Each Department of Athletics staff member shall sign a document affirming his or her adherence to NCAA rules and regulations at the end of each academic year, as administered by the Director of Compliance

All policies and procedures established in the compliance manual will adhere to the aforementioned general guidelines. The University of Louisiana at Monroe Department of Athletics will utilize this manual to maintain a high standard for institutional control.

CHAPTER 2: ADMINISTERING COMPLIANCE

ADMINISTERING THE COMPLIANCE PROGRAM

OBJECTIVE

The University of Louisiana at Monroe (ULM) has established an extensive education and monitoring systems to adhere to all National Collegiate Athletics Association (NCAA), Sun Belt Conference, and University rules and regulations. The education and monitoring systems will encompass coaches, Department of Athletics staff, student-athletes, prospective student-athletes, boosters, and alumni.

PERSONS RESPONSIBLE

Assistant Director of Athletics for Academics & Compliance

Director of Compliance

Coaches

Student-Athletes

Representatives of Athletics Interests – Boosters/Alumni

RELATED FORMS/DOCUMENTS

POLICIES AND PROCEDURES

The University of Louisiana at Monroe will educate and monitor University personnel and representatives in the rules and regulations of the National Collegiate Athletic Association through the following procedures:

- Provide interpretations to its staff and others promptly and in writing.
- Ensure that all countable coaches are certified prior to conducting any recruiting activities off campus.
- Establish written procedures for all areas of compliance, including NCAA rules, eligibility and certification.
- Establish procedures for effectively and efficiently handling eligibility and certification of student-athletes.

Coaches and Department of Athletics Staff

Coaches and Department of Athletics staff will receive rules education through monthly meetings, newsletters, and weekly e-mails. The educational material will be both sport-specific and department-wide.

Monthly meetings

Once a month all coaches and Department of Athletics staff will be required to attend a meeting conducted by the Office of Academics and Compliance. These meeting will include information, applicable to all coaches, to include the following:

1. Updates on rules and regulations.
2. Questions regarding NCAA and Sun Belt Conference rules and University policies.
3. Review of recruiting calendar.
4. Discussion of areas of concern or interest by the coaches or staff.
5. Reminders about critical dates on the compliance calendar.

Sun Belt Conference Meetings

The Sun Belt Conference will provide rules education for all coaches at their yearly sport-specific meetings, and at the Annual Spring Meeting for the head coaches of football, men's and women's basketball. Meeting agendas typically include a session with the Associate Commissioner for Compliance, which includes updates on new legislation, recent interpretations and affords coaches the opportunity to ask for clarification on a variety of subjects.

Student-Athletes

All student-athletes will receive rules education through meetings conducted at least twice a semester, including a comprehensive meeting at the beginning of each academic year. In addition, each student-athlete at ULM will be provided a Student-Athlete Handbook, which will contain information on ULM policies as well as information on NCAA rules and regulations pertinent to student-athlete eligibility.

At the beginning of each academic year there will be a rules education forum for all student athletes, broken down by sport, to review the rules and regulations of the NCAA in reference to their participation and eligibility. At this forum the student athletes will sign the "NCAA Student-Athlete Statement" and "NCAA Drug Consent Form". Rules education is further addressed at periodic meetings with the Office of Academics and Compliance throughout the academic year, through interactions with the Student Athlete Advisory Council and through one-on-one meetings with coaches and Academics & Compliance staff.

Prospective Student-Athletes

Prior to an official visit or the issuance of the National Letter of Intent/Grant-in-aid Agreement, the Director of Compliance will distribute the most recent copy of the Federal Graduation Rate, the Graduation Success Rate, the Academic Performance Rate, the NCAA Banned Drug List and information related to the NCAA Eligibility Center to the prospective student-athlete and his/her parents or guardians. All coaching staff members are also responsible for educating prospective student-athletes of NCAA rules and regulations during the recruiting process.

Boosters and Alumni

ULM will educate its boosters and alumni through an annual educational mailing. In addition, the ULM athletic website contains a compliance information webpage for boosters and alumni. When major issues arise, direct mail will be used to inform and educate boosters and alumni. Any questions or concerns are referred to the Assistant Director of Athletics for Academics and Compliance and/or Director of Athletics.

CHAPTER 3: RECRUITING

RECRUITING

OBJECTIVE

It is the intent of the University of Louisiana at Monroe (ULM), through the policies and procedures contained herein, to establish and enforce specific guidelines related to the conduct of our coaches and administrators in all aspects of recruiting

PERSONS RESPONSIBLE

Director of Compliance

Coaches

Business Manager

Student-Athletes

Representatives of Athletics Interests – Boosters/Alumni

RELATED FORMS/DOCUMENTS

Weekly Recruited Summary

Official Visit Request Form

Student Host Form

Exit Interview Form

Official Visit Report Form

POLICIES AND PROCEDURES

General Guidelines

1. The conduct of all coaches, administrators, and institutional personnel shall be in strict compliance with all National Collegiate Athletic Association (NCAA) rules.
2. All recruiting activities shall be coordinated through a designated recruiting coach in each sport, with that recruiting coach reporting directly to the Director of Compliance.
3. Coaches will identify and maintain complete recruiting records on each prospective student-athlete.
4. All contacts with recruits, whether via telephone or in-person will be recorded by the recruiting coach and provided to the Director of Compliance.
5. All coaches who recruit will be responsible for maintenance and knowledge of calendars reflecting the appropriate evaluation, contact, quiet, dead, and signing periods.
6. All official and unofficial visits to ULM by a prospective student-athlete will be documented by the recruiting coach. Such documentation is to be provided to the Director of Compliance following each visit.
7. The Director of Compliance will review and give approval of any recruiting materials.

Definitions

1. Prospective student-athlete

A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally.

2. Recruited

Any solicitation of the prospective student-athlete or the prospective student-athlete's relatives [or legal guardian(s)] by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are as follows:

- (a) Providing the prospective student-athlete with an official visit;
- (b) Having an arranged, in-person, off-campus encounter with the prospective student-athlete or the prospective student-athlete's parent(s), relatives or legal guardian(s); or
- (c) Initiating or arranging a telephone contact with the prospective student-athlete, the prospective student-athlete's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment.
- (d) Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospective student-athlete. 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 prospective student-athlete to become recruited.

PROSPECTIVE STUDENT-ATHLETE RECORDS

Each coaching staff must maintain a file on each prospective student-athlete that has triggered the definition of "recruited." The Director of Compliance will have access to that file at all times. Each file should contain contact and evaluation information, official and unofficial visit records, and a record of all correspondence.

Weekly Recruiting Summary

Each coach will keep up-to-date records documenting any recruiting activity with a prospective student-athlete, his or her family, high school administrator, or anyone else pertaining to the recruitment of the prospective student-athlete.

It is required that each coach record all telephone calls (placed and received), off-campus visits, official/unofficial visits, and any other contact of a prospect. This record shall be turned in by all coaches to the Director of Compliance on a weekly basis.

OFFICIAL VISIT PROCEDURES

Prior to a prospective student-athlete making an official visit to ULM, the Official Visit Request Form must be submitted to the compliance office. **A prospective student-athlete cannot make an official visit without this form being completed and approved.**

Upon approval of the official visit, information will be sent to the prospective student-athlete by the Director of Compliance, informing the prospect of his or her obligations, duties, and restrictions in regard to their visit. It will also contain information pertaining to the NCAA Eligibility Center, federal graduation rates, academic performance program rates, and the NCAA banned-drug list.

Prior to hosting a prospective student-athlete, a student host must sign the Student Host Form. After each visit the form will be completed and returned to the compliance office with the expense report. The prospective student-athlete, student host, and the head or assistant coach will sign the Student Host Form.

Pursuant to NCAA requirements, the head coach or designee for each sport will keep and maintain an official visit roster. This way, the head coach and the Director of Compliance can maintain a complete record of all recruiting visits in chronological order and be able to monitor the number of visits, in order to stay within NCAA limits.

1. High School Prospective Student-Athletes

The Director of Compliance must receive an official high school transcript, score from a PSAT, SAT, PLAN or an ACT test. The prospective student-athlete must also be registered with the NCAA Eligibility Center and placed on the Institutional Request List (IRL) on the NCAA Eligibility Center website.

2. Transfer Prospective Student-Athletes

The Director of Compliance must receive an unofficial copy of an official academic transcript. The prospective student-athlete must also be registered with the NCAA Eligibility Center and placed on the Institutional Request List (IRL) on the NCAA Eligibility Center website.

3. Notification of Approval

Once the visit has been approved, the recruiting coach will be notified verbally and/or by email from the Director of Compliance.

UNOFFICIAL VISITS

A prospective student-athlete can make unlimited unofficial visits. Each coach is responsible for maintaining accurate records of all unofficial visits, which must be made available to the Director of Compliance.

OFF CAMPUS RECRUITING PROCEDURES

1. Recruiting coaches must fill out the "Travel Authorization Form" completely before traveling. This form must be sent to the Director of Compliance for approval before signatures can be acquired. The Director of Compliance will ensure that the coach can recruit off campus based on the NCAA recruiting calendar for that particular sport. Upon approval from the Director of Compliance, the following signatures must be obtained: Budget Unit Head, Dean, Appropriate V.P or President, and V.P for Business Affairs. All signatures must be complete before travel will be authorized.
2. Once the coach returns to campus, the "Travel Expense Account Form" must be completed. This form must first be sent to the Director of Compliance for approval. For the Director of Compliance to approve, coaches must attach the "Weekly Recruiting Summary" for that trip.
3. Upon approval from the Director of Compliance, the "Travel Expense Account Form" will be sent to the Department of Athletics Business Manager. The Business Manager will then approve the expenses from the off campus recruiting trip.

CHAPTER 4: INITIAL ELIGIBILITY

INITIAL ELIGIBILITY

OBJECTIVE

The University of Louisiana at Monroe (ULM) strives to provide an effective, efficient, and consistent method of certifying initial eligibility.

PERSONS RESPONSIBLE

Coach

Director of Compliance

Assistant Director of Athletics for Academics & Compliance/SWA

Associate University Registrar/Certification Officer

RELATED DOCUMENTS/FORMS

NCAA Eligibility Center Website & Institution Request List

NCAA List of Approved Courses (48-H)

POLICIES & PROCEDURES

All matters related to initial freshman eligibility should be coordinated by the Director of Compliance. All contacts with the liaison within the Office of Recruitment and Admissions shall be made by this individual or by another staff member within the Office of Academics and Compliance.

The NCAA Eligibility Center, Director of Compliance, Assistant Director of Athletics for Academics & Compliance, Associate University Registrar/Certification Officer, and the Office of Recruitment & Admissions share the responsibility of determining the eligibility status of freshman student-athletes. The Director of Compliance serves as the primary contact for the NCAA Eligibility Center. The Assistant Director of Athletics for Academics & Compliance and the Associate University Registrar/Certification Officer also serve as a contact to NCAA Eligibility Center.

All coaches, Department of Athletics staff, and University personnel shall follow the guidelines established for the determination of freshman eligibility

1. Head coach (or designee) of each sport provides the compliance office with information about each prospective student-athlete. This information must be presented in writing and include, but may not be limited to, the following:
 - a. full legal name
 - b. social security number
 - c. home address
 - d. date of birth
 - e. name of high school
 - f. location (city & state) of high school
 - g. high school graduation date
2. The coach will provide the prospect with information pertaining to the NCAA Eligibility Center and encourage the prospect to register at the earliest possible time.
3. The prospect is instructed to submit the following documents to the NCAA Eligibility Center:
 - a. Student Release Form

- b. Payment of fees (\$60 Domestic, \$85 International)
 - c. Official high school transcript;
 - d. Test Scores sent directly by the testing agency (NCAA Eligibility Center code – 9999).
4. The Director of Compliance places the prospect on the IRL via the NCAA Eligibility Center website using the social security number or clearinghouse identification number.
5. The Director of Compliance, Assistant Director of Athletics for Academics & Compliance and Associate University Registrar/Certification Officer access the prospect's files via the NCAA Eligibility Center website.
6. The Director of Compliance provides written feedback about the eligibility status of the prospect to each sport. This feedback may also include information about the admission status to ULM of the prospect.
7. The prospect is instructed to submit the following documents to the Office of Recruitment & Admissions:
 - a. Admissions application and fee (i.e., \$20.00 for US residents and \$45.00 for international students);
 - b. Official high school transcript;
 - i. International Students - Must send official copy of each transcript (native language and certified English translation) describing all academic studies completed and attempted. All information must be submitted whether or not credit was earned.
 - c. Test scores
 - d. Housing application and reservation fee;
 - e. Immunization form;
 - f. International Students – TOEFL score (minimum 550)
 - g. International Students - Statement of Financial Backing
8. The Office of Recruitment & Admissions will make the final determination of admission into ULM.
9. The NCAA Eligibility Center issues a certification decision for all freshmen based on the eligibility status indicated on Form 48-C.
 - a. CERTIFIED/Qualifier must meet the following requirements as determined by the NCAA Eligibility Center on Form 48-C:
 - Graduate;
 - Complete 16 core courses
 - English --- 4 years
 - Mathematics --- 3 years
 - Natural or physical science ---2 years
 - Additional courses in English, mathematics, or natural or physical science --- 1 year
 - Social science --- 2 years
 - Additional academic courses --- 4 years

- Meet the core course grade-point average-test score index.
 - Upon full-time enrollment at ULM, a qualifier may receive athletics related financial aid, practice and compete immediately. The student may practice and receive athletic aid for a maximum of five-years or ten-semester, and compete for four-years within a five-year period.
- b. **Non-qualifier** is one who graduates and does not meet the minimum 16 core courses and/or the grade-point average - test score index for qualifier.
- A non-qualifier must serve an academic year of residence prior to being declared eligible for athletically related aid, practice, and competition.
10. **International Student** - No student-athlete will be admitted or an I-20 issued until all of the above information is received and it is determined that the student-athlete meets the admissions requirements for international students at ULM.
11. The Associate University Registrar, with input from the Assistant Director of Athletics for Academics & Compliance, makes the final eligibility decision for each student. The Assistant Director of Athletics for Academics & Compliance or the Director of Compliance informs the Head Coach of the decisions. Eligibility is certified based on the following.
- a. final eligibility decision of Y (yes) issued by NCAA Eligibility Center or NCAA approval of initial-eligibility waiver
 - b. amateurism decision of Final Certified issued by NCAA Eligibility Center
 - c. unconditional admission to ULM as determined by the Office of Recruitment and Admissions
 - d. full-time enrollment
 - e. designation of program of studies leading to baccalaureate degree or designation of undeclared (within first four semesters of enrollment)
 - f. good academic standing (University policy dictates that first-time freshmen are admitted in good standing)
 - g. inclusion on NCAA squad list in Compliance Assistant-Internet, or CAi

NOTE: The remaining steps apply to all eligibility types (i.e., initial, transfer, and continuing) and take place at the time of eligibility is officially certified (i.e., at the conclusion of the evaluation process described above).

12. The Associate University Registrar verifies each student's full-time enrollment (via E-Print report), academic standing (see Step 6 above), and eligibility status (via "Form 48-C").
13. The Associate University Registrar electronically marks the CAi files of eligible freshmen to indicate they are eligible for competition and marks ineligible students' files to indicate they are ineligible to compete.
14. The Associate University Registrar places the names of freshmen deemed eligible for competition (Step 6 above) on the official Declaration of Eligibility form prepared for each sport, integrating them with the names of eligible transfer and continuing students.

15. The Associate University Registrar and the Director of Compliance review the contents of the declaration and the squad list, comparing them for accuracy and completeness.
16. The Associate University Registrar presents the final eligibility declaration to the University Registrar for review and signature before forwarding it to the Director of Compliance.
17. The Director of Compliance signs the declaration and reviews it with the Head Coach. The Head Coach signs the declaration as does the Director of Athletics, if possible. The Director of Compliance and Head Coach retain copies of the declaration, while the original is housed in the Director of Athletics' office.
18. The Director of Compliance faxes the declaration to the Sun Belt Conference before the respective sport's first contest against outside competition.

CHAPTER 5: TRANSFER ELIGIBILITY

TRANSFER ELIGIBILITY

OBJECTIVE

The University of Louisiana at Monroe (ULM) shall establish an efficient and comprehensive system to evaluate and certify the eligibility of all transfer prospective student-athletes in adherence with the rules and regulations of the National Collegiate Athletic Association (NCAA) and the Sun Belt Conference.

PERSONS RESPONSIBLE

Assistant Director of Athletics for Academics & Compliance

Director of Compliance

Coaches

University Associate Registrar/Certification Officer

RELATED FORMS/DOCUMENTS

Request for Transfer Eligibility Evaluation

GENERAL GUIDELINES

1. The Associate University Registrar/Certification Officer will make the final decision in regards to the eligibility of each transfer prospective student-athlete.
2. **All questions and paperwork concerning transfer eligibility must be processed through the Office of Academics & Compliance.**
3. The Assistant Director of Athletics for Academics and Compliance shall serve as liaison between the coaching staff and the University Associate Registrar regarding all potential transfer student-athletes.
4. All coaches must adhere to NCAA protocol when contacted by a student-athlete regarding transferring to ULM.
5. Complete records shall be kept in the Office of Academics and Compliance of all transfer student-athletes at ULM. Those records shall include correspondence, release materials, academic records and other documentation evidencing the evaluation of transfer eligibility.

PERMISSION TO CONTACT

Two-Year Transfers – NCAA Bylaw 13.1.1.2

No in-person, on- or off-campus contact with nonqualifiers during the first year at the two-year college.

Four-Year Transfers – Bylaw 13.1.1.3

No contact by athletics staff members without written permission:

Permission not needed if transferring from a non-NCAA or non-NAIA school (e.g., foreign institution).

If no permission is given, the second institution cannot encourage the transfer and athletically related financial aid cannot be awarded during first academic year at certifying institution.

Hearing Opportunity – Bylaw 13.1.1.3.1

If permission is not granted, institution must provide written notice of hearing opportunity.

- Panel must be outside the athletics department.
- Institution must have timely, reasonable procedures.

TRIGGERING TRANSFER STATUS – Bylaw 14.5.2

- Report for regular squad practice;
- Full-time enrollment and present on the opening day of classes; or
- Receives institutional financial aid while in summer school prior to initial full-time enrollment.

Residence Requirement – Bylaw 14.5.1

General rule for any transfer (two-year, four-year, foreign, domestic):

- Spend one academic year in residence at the certifying institution before being eligible to compete for the second institution.
- For a term to count, student-athlete must enroll not later than the 12th class day.

Determination of Year in Residence – Bylaw 14.5.1.1

- Complete minimum full-time program of studies for two full semesters or three full quarters; or
- Enroll in minimum full-time program of studies for two semesters or three quarters and pass enough hours to equal the sum of the minimum load for the required terms.

NOTE:

- The year in residence is often referred to as "sitting out"
- Student-athletes may believe that a year spent out of school or as a part-time student will satisfy the "sitting out" requirement.
- Make sure student-athletes understand that "sitting out" is a year in residence at the certifying institution.

TWO-YEAR TRANSFERS – QUALIFIERS – Bylaw 14.5.4.1

- Minimum one full-time semester/quarter at the two-year college (excluding summer).
- Average 12 hours of transferable degree credit per full-time semester/quarter attended at the two-year college.
- Minimum 2.000 transferable grade-point average (GPA).
- Satisfy Requirements?
 - Yes – Eligible for athletics aid, practice and competition.
 - No – Eligible for athletics aid and practice only. No competition.

EXCEPTIONS

Only qualifiers can use the two-year transfer exceptions (Bylaw 14.5.4.6).

- Discontinued/nonsponsored sport (Bylaw 14.5.4.6.1).
- Two-year nonparticipation/minimal participation (Bylaw 14.5.4.6.2).

TWO-YEAR COLLEGE TRANSFERS – NONQUALIFIERS – Bylaw 14.5.4.2

- A minimum of three full-time semesters or four quarters.
- 48 semester hours of transferable degree credit.
- Graduate from two-year college.
- Minimum 2.000 transferable GPA.
- Satisfy Requirements?
 - Yes – Eligible for aid, practice and competition.
 - No – Not eligible for aid, practice or competition.

Proposal 2007-66 and 2007-66-1 (Effective August 1, 2009)

- 48 semester hour rule
 - Six semester or eight quarter hours of transferrable English credit.
 - Three semester or four quarter hours of transferrable math credit.

MIDYEAR ENROLLEE EXCEPTION, BASEBALL AND BASKETBALL – Bylaws 14.5.4.1.1 and 14.5.4.2.3

- Midyear "2-4" transfer:
 - Not eligible for competition in spring if enrolled subsequent to fall term.
 - Must wait until beginning of following academic year.

COMPETITION IN YEAR OF TRANSFER, ALL OTHER SPORTS – Bylaw 14.5.4.5.7

- A "2-4" transfer is not eligible for competition in a sport during the segment that concludes with the NCAA championship if the student-athlete has competed at the two-year college in that sport during that segment of the same academic year.
- Applies to "2-4" and "4-4" transfers.

FOUR-YEAR COLLEGE TRANSFERS – Bylaw 14.5.5.1

General rule – Must spend one academic year in residence. (Academic year = two full semesters)

- For a semester or quarter to count, must enroll not later than the 12th class day.

EXCEPTIONS – Bylaw 14.5.5.2

Nonqualifiers must have completed one academic year to be eligible for exceptions.

- Discontinued/nonsponsored sport (Bylaw 14.5.5.2.6)
- Two year nonparticipation/minimal participation (Bylaw 14.5.5.2.7).
- Return to original institution without participation or minimal participation (Bylaw 14.5.5.2.8).
- Nonrecruited student (Bylaw 14.5.5.2.9).
- Graduate Student Transfer exception (14.1.9.1): must meet the conditions of one-time transfer exception.

ONE-TIME TRANSFER EXCEPTION – Bylaw 14.5.5.2.10

- Transfer student-athlete is in a sport other than basketball, football, or baseball.
 - Transfer from a FBS to FCS may only use this exception if he has two or more seasons of competition remaining.
- Student-athlete has not previously transferred, unless the discontinued/nonsponsored sport exception was used in the previous transfer.
- Good academic standing and would have been academically eligible had he or she remained.
- Previous institution certifies in writing it has no objection to an exception of the transfer residence requirement.
- If previous institution objects, it must provide the student-athlete an opportunity for a hearing.
 - Nonrecruited student – Bylaw 14.5.5.2.10.1.

RECEIPT OF ATHLETICS AID –Bylaw 14.5.5.4

- Must have been academically eligible had the student-athlete remained at the previous institution to receive athletics aid during the first academic year at the certifying institution.

COMPETITION IN YEAR OF TRANSFER – Bylaw 14.5.5.3

- Student-athlete competes at Institution A during the championship segment.
- Student-athlete transfers to Institution B and meets one of the transfer exceptions.
 - May not compete in the same championship segment at Institution B even though transfer exception was satisfied.

4-2-4 COLLEGE TRANSFERS – Bylaw 14.5.6

- Averaged 12-semester transferable degree hours for each term of full-time attendance at the two-year institution.
- 2.000 cumulative minimum GPA.
- Must graduate with an AA degree from the two-year college.
- One calendar year must elapse from the time the student-athlete left the previous four-year college.

Baseball and Basketball Only

- Not eligible for competition during winter or spring terms if enrolled subsequent to certifying institution's first term.
- Must wait until beginning of following academic year.

EXCEPTIONS:

- Return to original institution [Bylaw 14.5.6.1-(a)].
- Discontinued/nonsponsored sport [Bylaw 14.5.6.1-(b)].

ATHLETIC AID – Bylaw 14.5.6.5

- To be eligible for athletically related aid on transferring to the second four-year institution:
 - Student-athlete must have attended the two-year institution for one regular academic term.

ACADEMIC REQUIREMENTS

After exception is met, there are also academic progress-toward-degree requirements that must be met.

- Equivalent of one semester:
 - 6-semester hours of academic credit;
- Equivalent of one academic year:
 - 6-semester hours of academic credit during the previous term of full-time enrollment **AND**
 - 24-semester hours of academic credit;
- Equivalent of three semesters:
 - 6-semester hours of academic credit during the previous term of full-time enrollment **AND**
 - 30-semester hours of academic credit;
- Equivalent of four semesters and thereafter:
 - 6-semester hours of academic credit during the previous term of full-time enrollment **AND**
 - 40% of degree requirements completed prior to start of 3rd year of enrollment.
 - 60% of degree requirements completed prior to start of 4th year of enrollment.
 - 80% of degree requirements completed prior to start of 5th year of enrollment.

TRANSFER ELIGIBILITY CERTIFICATION PROCESS

The Assistant Athletics Director for Academics & Compliance, Associate University Registrar, and the academic deans/department heads share the responsibility of determining the eligibility status of transfer students who have transferred from two-year institutions (2-4), four-year institutions (4-4), and two-year institutions after having attended another four-year institution initially (4-2-4). When necessary, the Assistant Athletics Director for Academics & Compliance and the Associate University Registrar seek assistance from the Admissions Office. Step-by-step procedures for certifying transfer eligibility are as follows:

1. Head coaches (or designees) of each sport provides the Assistant Athletics Director for Academics & Compliance with information about each prospective transfer student. This information must be presented in writing and must include, but may not be limited to, the following:
 - student's full legal name
 - student's SSN
 - student's home address
 - student's date of birth
 - name(s) of student's previous institution(s)
 - student's degree and graduation date from two-year institution, if applicable
2. The Assistant Athletics Director for Academics & Compliance requests transfer students' degree check sheets from the office of academic deans/department heads (determination of acceptable credit toward degree made by academic deans/department heads), giving the original to the Associate University Registrar and a copy to the Athletic Academic Counselor (2-4, 4-2-4, and 4-4 transfers).
3. The Assistant Athletics Director for Academics & Compliance submits copies of transfer tracer reports received from students' previous institutions to the Associate University Registrar (2-4, 4-4, 4-2-4).
4. Using the student's transcript(s) from the previous institution(s); transfer tracer form(s), including the permission-to-contact form if separate; the ULM degree check sheet; ULM ePrint reports, data reports provided electronically; and the Compliance Assistant-Internet (CAI) program, the Associate University Registrar:
 - determines student's five-year eligibility clock (2-4, 4-4, and 4-2-4 transfers);
 - determines student's percentage clock, if it differs from five-year clock (2-4, 4-4, and 4-2-4 transfers);
 - determines the number of transferable hours (2-4, 4-2-4 transfers);
 - verifies that a student transferring from a domestic institution earned a minimum of 6 semester hours in the preceding full-time term (2-4, 4-4, 4-2-4 transfers);
 - determines average number of transferable hours earned (2-4 transfers);
 - determines the transferable GPA (2-4, 4-2-4 transfers);
 - determines the cumulative GPA for fulfillment of the percentage of GPA requirements, if applicable (2-4, 4-4, and 4-2-4 transfers);
 - determines percentage of degree requirements met, if applicable (2-4, 4-2-4 transfers);
 - verifies student's two-year degree and graduation date, if applicable (2-4, 4-2-4 transfers);
 - verifies student's initial-eligibility status as determined by the NCAA Eligibility Center (2-4, 4-4, and 4-2-4 transfers);
 - determines whether student met residence requirement at previous institution, if applicable (2-4, 4-4, and 4-2-4 transfers);
 - determines the bylaw under which the student's eligibility for immediate competition will be established (2-4, 4-4, and 4-2-4 transfers);
 - determines whether residence requirement is necessary (2-4, 4-2-4 transfers);
 - verifies full-time enrollment for each student (2-4, 4-2-4 transfers);
 - verifies good academic standing for each student (2-4, 4-2-4 transfers); and
 - verifies seasons of competition utilized for each student as entered in CAI by the Assistant Athletics Director for Academics & Compliance (2-4, 4-2-4 transfers).
5. The Associate University Registrar, with input from the Assistant Athletics Director for Academics & Compliance, makes the final eligibility decision based on all information gathered, as described above (2-4,

4-4, 4-2-4). The Assistant Athletics Director for Academics & Compliance informs Head Coach of the decisions.

NOTE: The remaining steps apply to all certification processes (i.e., initial, transfer, and continuing) and take place after final eligibility decisions have been made for all student-athletes.

6. The Associate University Registrar electronically marks the Compliance Assistant-Internet (CAI) files of eligible continuing students to indicate they are eligible for competition and marks ineligible students' files to indicate they are ineligible to compete.
7. The Associate University Registrar places the names of continuing students deemed to be eligible for competition on the official "Declaration of Eligibility" form prepared for each sport, integrating them with the names of eligible transfer and continuing students.
8. The Associate University Registrar, Assistant Director of Athletics for Academics & Compliance, and the Director of Compliance review the contents of the declaration and the squad list, comparing them for accuracy and completeness.
9. The Associate University Registrar presents the final eligibility declaration to the University Registrar for review and signature before forwarding it to the Assistant Director of Athletics for Academics & Compliance.
10. The Director of Compliance completes and approves the official squad list and forwards it to the Assistant Director of Athletics for Academics & Compliance.
11. The Assistant Director of Athletics for Academics & Compliance signs the declaration list and squad list and reviews it with the Head Coach. The Head Coach and the Director of Athletics signs the declaration list and squad list.
12. The Head Coach retains copies of the declaration list and the squad list, while the originals are housed in the Office of Academics & Compliance.
13. The Director of Compliance faxes the declaration list and squad list to the Sun Belt Conference before the respective sport's first contest against outside competition.

CHAPTER 6: CONTINUING ELIGIBILITY

CONTINUING ELIGIBILITY

OBJECTIVE

The University of Louisiana at Monroe (ULM) shall establish an efficient and comprehensive system to govern the continuing eligibility of all student-athletes in adherence with the rules and regulations of the National Collegiate Athletic Association (NCAA) and the Sun Belt Conference

PERSONS RESPONSIBLE

Associate University Registrar
 Assistant Director of Athletics for Academics and Compliance
 Athletic Academic Counselors
 Head Coach or Designee
 Director of Compliance
 Student-Athlete

RELATED FORMS/DOCUMENTS

Progress-Toward-Degree sheets

POLICIES AND PROCEDURES

In order for a student-athlete to continue to be eligible for competition in intercollegiate athletics he or she must be eligible under all NCAA, Sun Belt Conference, and ULM rules and regulations related to his or her academic progress.

The Assistant Director of Athletics for Academics and Compliance, Director of Compliance, Associate University Registrar, and the academic deans/department heads share the responsibility of determining the eligibility status of continuing students. The Registrar's Office will have the final say in all cases of continuing eligibility for all student-athletes.

All coaches, Department of Athletics staff, and University personnel shall know and follow the NCAA rules and ULM guidelines established for evaluating continuing eligibility.

1. Head coaches (or designees) of each sport provide the Director of Compliance with full legal name and CWID of each continuing student-athlete, including walk-ons, at the earliest possible time; additional information may be required. Director of Compliance (or designee) marks each student-athlete according to sport on Screen ATH in the University student information system, CICSPLUS, to allow for data collection and generation of reports.
2. Prior to the end of every enrollment period (i.e., fall, spring, both summer terms), the Academic Counselors for Athletics ensure that the Associate University Registrar has current degree sheets for all student-athletes. They collect completed degree sheets, as necessary, from the Academic Deans or Department Heads and submit copies to the Associate University Registrar.
3. Using each student's grade report from the enrollment period at hand (obtained via E-Print report), the Associate University Registrar

- a. places the grades of the degree-applicable courses on the student's degree sheet;
 - b. includes remedial courses pursuant to NCAA Bylaw 14;
 - c. includes credit earned through advanced placement tests and or credit by examination pursuant to NCAA Bylaw 14;
 - d. includes credit earned during the summer at another institution during the summer, as allowed by the student's Academic Dean and/or Department Head pursuant to NCAA Bylaw 14;
 - e. includes credit earned via distance learning [e.g., Internet courses] as allowed by the student's Academic Dean and/or Department Head pursuant to NCAA Bylaw 14;
 - f. excludes correspondence and extension courses taken from another institution, pursuant to NCAA Bylaw 14 and this institution's policies;
 - g. excludes incomplete grades pursuant to NCAA Bylaw 14;
 - h. excludes any repeated course [e.g., course in which the student originally earned a satisfactory grade and was given degree credit] pursuant to NCAA Bylaw 14;
 - i. excludes all excess credits earned by the student; and
 - j. verifies the student's cumulative GPA. This process yields the number of hours the student earned toward his/her baccalaureate degree (or credit acceptable toward any degree if student is undeclared or in first two years of enrollment) during the respective term, the cumulative number of hours the student has earned toward his/her degree plan and the resulting percentage of degree requirements met, and the percentage of GPA requirements met.
4. The Associate University Registrar, with input from the Assistant Director of Athletics for Academics & Compliance and/or Academic Counselors for Athletics as necessary, makes the final eligibility decision for each student based on all information gathered, as described in Step 3.
 5. The Associate University Registrar reports the eligibility decision (i.e., eligible or ineligible), as well as the information detailed in Item 3, to the Assistant Director of Athletics for Academics & Compliance, Director of Compliance and the Academic Counselors for Athletics via the "Eligibility Status Report."
 6. The Assistant Director of Athletics for Academics & Compliance, Director of Compliance and/or the Academic Counselors for Athletics review each student's status report for accuracy and notify the Associate University Registrar of any questions or concerns.
 7. The Assistant Director of Athletics for Academics & Compliance or the Academic Counselors for Athletics informs Head Coach of the decisions.
 8. The Assistant Director of Athletics for Academics & Compliance or the Academic Counselors review the status of each student with the Head Coach or the coach's designee.
 9. The Head Coach (or coach's designee) or the Academic Counselors for Athletics review the status reports with student-athletes. The Head Coach (or designee) or the student contacts the

Assistant Director of Athletics for Academics & Compliance or the appropriate Academic Counselor for Athletics if there are any questions or concerns about the status reports.

10. The Assistant Director of Athletics for Academics & Compliance or the appropriate Academic Counselor for Athletics reviews the questions or concerns which have arisen and consults the Associate University Registrar. Together, they seek the counsel of appropriate personnel (e.g., Academic Dean, Department Head, NCAA, Sun Belt Conference) to achieve resolution.

NOTE: The remaining steps apply to all eligibility types (i.e., initial, transfer, and continuing) and take place at the time of eligibility is officially certified (i.e., at the conclusion of the evaluation process described above).

11. The Assistant Director of Athletics for Academics & Compliance or the appropriate Academic Counselor notifies the coach and the student-athlete of the resolution of the case.
12. The Associate University Registrar verifies each student's full-time enrollment (via E-Print report), academic standing (via E-Print report), and eligibility status (via "Eligibility Status Report").
13. The Associate University Registrar electronically marks the Compliance Assistant-Internet (CAi) files of eligible continuing students to indicate they are eligible for competition and marks ineligible students' files to indicate they are ineligible to compete.
14. The Associate University Registrar places the names of continuing students deemed to be eligible for competition on the official "Declaration of Eligibility" form prepared for each sport, integrating them with the names of eligible transfer and continuing students.
15. The Associate University Registrar, Assistant Director of Athletics for Academics & Compliance, and the Director of Compliance review the contents of the declaration and the squad list, comparing them for accuracy and completeness.
16. The Associate University Registrar presents the final eligibility declaration to the University Registrar for review and signature before forwarding it to the Assistant Director of Athletics for Academics & Compliance.
17. The Director of Compliance completes and approves the official squad list and forwards it to the Assistant Director of Athletics for Academics & Compliance.
18. The Assistant Director of Athletics for Academics & Compliance signs the declaration list and squad list and reviews it with the Head Coach. The Head Coach and the Director of Athletics signs the declaration list and squad list.

19. The Head Coach retains copies of the declaration list and the squad list, while the originals are housed in the Office of Academics & Compliance.
20. The Director of Compliance faxes the declaration list and squad list to the Sun Belt Conference before the respective sport's first contest against outside competition.

CHAPTER 7: AWARDS, BENEFITS AND EXPENSES FOR ENROLLED STUDENT- ATHLETES

AWARDS, BENEFITS AND EXPENSES FOR ENROLLED STUDENT-ATHLETES

OBJECTIVE

It is the intent of University of Louisiana at Monroe (ULM) to adhere strictly to the limitations placed upon the benefits awarded to the student-athlete, while at the same time providing the student-athlete with the maximum benefits allowed.

PERSONS RESPONSIBLE

Coaches
Director of Compliance
Student-Athlete
Department of Athletics Staff
Faculty
Boosters and Alumni

RELATED FORMS/DOCUMENTS

Occasional Meal Form

POLICIES AND PROCEDURES

General Guidelines

1. All student-athletes, coaches, department of athletics staff, and all other University personnel will be required to adhere strictly to NCAA and Sun Belt Conference rules concerning awards, benefits, and expenses.
2. Coaches, department of athletics staff, faculty, boosters, and alumni should direct any questions concerning "extra benefits" to the Director of Compliance.
3. The Director of Compliance will educate and monitor all student-athletes, coaches, department of athletics staff, faculty, boosters, and alumni regarding "extra benefits" rules.
4. Records will be kept in the Compliance Office on all student-athletes containing the following: financial aid packages, loans or other financial arrangements, awards, academic support, housing and meals, complimentary admissions, benefits, gifts, and services.
5. The Director of Compliance will update all student-athletes, coaches, department of athletics staff, faculty, boosters, and alumni regarding new NCAA legislation and interpretations related to "extra benefits".
6. Information given to coaches pertaining to "extra benefits" from the Director of Compliance, Sun Belt Conference, and the NCAA, will in turn be communicated to the student-athlete.
7. Any organizations wishing to provide an award for a student-athlete must submit a written proposal describing the purpose, criteria and cost of the award, the location and setting in which the award will be presented, the mode of transportation and travel expenses for the recipient and/or the recipients spouse, parents or other relatives.

Definitions

1. Extra benefit
"Any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or a student-athlete's relative or friend a benefit not

expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends, or a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability."

Generally, "extra benefits" can be any of the following:

- A unique payment schedules, flexible down payments, or balloon payments on a loan if those are not regularly made to ULM students or their relatives and friends.
- A free car, plane, or train ride provided by a coach, donor, booster, or alumni that is not related to either practice or competition, unless the trip is available to all ULM students.
- Discounts, payment arrangements or credit on a purchase or a service from ULM employees or representatives of ULM athletics interest.

Effects on eligibility of a violation of "extra benefits" rules (Bylaw 16.01.1):

"If a student-athlete receives an award, benefit, or expense allowance not authorized by NCAA legislation, the student-athlete becomes ineligible for athletics competition in the sport for which the improper award, benefit, or expense allowance was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation or an improper award or expense allowance in conjunction with competition that involves the use of overall athletic skills (e.g., superstar competition) the individual is ineligible in all sports."

GENERAL BENEFITS ALLOWED

1. Complimentary Admissions

Complimentary Admissions to Student-Athlete's Contests:

- Four complimentary admissions for home or away contests in the sport in which that student-athlete participates (either practices or competes) regardless of whether the student-athlete will compete, but only via a printed student-athlete pass list. Complimentary admissions can only be provided through a pass list for individuals designated by the student-athlete. Hard tickets are not to be provided.
- A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. A student-athlete may not resell a purchased ticket above its face value.
- The individual using complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat or seating area or treated as a general-admission ticket holder. Designated recipients may not receive any type of payment or exchange or assign their complimentary admissions. To do so, would be to render the student-athlete ineligible.

Complimentary Admissions for Partial Qualifiers and Non-Qualifiers

- Partial and non-qualifiers may receive one complimentary admission to all regular season home athletic contests in the first academic year of residence.

Post-Season Conference Tournaments or Bowls

- Each student-athlete is permitted six complimentary admissions to all contests at the site at which the student-athlete or team participates.

2. Awards

A student-athlete may not receive a cash award for athletics participation, nor may he or she receive an item that is negotiable for cash or trade or other services, benefits, or merchandise for athletics participation. Cash or any other award that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency (e.g., a collegiate institution). (Bylaw 16.1.3)

Awards presented by a member institution, conference or other approved agency must be uniform for all team members receiving the award. (16.1.2)

Awards received by a student-athlete...

- Prior to enrollment - Awards received by an individual prior to enrollment shall conform to the rules of the amateur sports organization that governs the competition, but may not include cash that exceeds actual and necessary expenses. (16.1.1.1)
- Who is not regularly enrolled - Awards received by a student-athlete participating in an event while not enrolled as a regular student during the academic year, or received during the summer while not representing his or her institution, shall conform to the regulations of the recognized amateur organization that governs the competition. Such awards may include gift certificates, but may not include cash. (16.1.1.3)
- Who is representing the institution - The awards limitations of Bylaw 16.1 apply to awards received by a student-athlete while enrolled during the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) as a regular student in a minimum full-time academic load, or awards received by a student-athlete while representing the student-athlete's institution at any other time. Such awards may not include cash, gift certificates, a cash-equivalent award (i.e., an item that is negotiable for cash or trade or other services, benefits or merchandise) for athletics participation, or a country club or sports club membership. (16.1.1.2)
- After completion of athletics eligibility - Awards limitations apply to enrolled student-athletes who have exhausted their collegiate athletics eligibility. An institution shall be held responsible through the Association's enforcement procedures for the provision of improper awards to graduating seniors by the institution or its booster organizations. Awards to graduating seniors may not include cash, gift certificates, a cash-equivalent award (i.e., an item that is negotiable for cash or trade or other services, benefits or merchandise) for athletics participation, or country club or sports club membership. (16.1.1.4)

RULES REGARDING AWARDS

When awards are presented to student-athletes, the following general guidelines must be forwarded:

- All awards must include an appropriate letter, a specification of the event, or a similar identification.

- Any awards presented by ULM, Sun Belt Conference, or any other approved agency must be the same for all team members receiving the award.

The awards listed below and in Bylaw 16.1.4 are independent of others so it is permissible for one individual to receive more than one of the described awards.

1. **Participation Awards (Letter)**

- The total value of a single participation award to a non-senior may not exceed \$175.00 in each sport. If the student-athlete receives more than one participation award in an academic year, the total value of all awards may not exceed \$175.00 (Bylaw 16.1.4.1)
- The total value of awards received by a senior cannot exceed \$325.00. If the senior receives more than one participation award in an academic year, the total value of all awards may not exceed \$325.00 (16.1.4.1)

2. **MVP, Scholar-Athlete, Etc.**

- The limit on each of these awards is \$175.00

3. **Bowl Games or All-Star Game Awards**

- The sponsoring agency may present an award not to exceed \$350.00 to each qualified participating student-athlete. The institution may present an additional award subject to a separate \$350.00 limitation.

4. **Conference and National Championships**

- There is a \$325.00 separate award limitation for regular season and post-season Conference Championships.
- There is a \$415.00 award limitation for National Championships.

5. **Hometown Award (16.1.4.6)**

- A hometown group, other than an institutions athletics booster club, is permitted to provide an award (e.g. certificate, medal or plaque) to a student-athlete for outstanding accomplishments in intercollegiate athletics, provided the value of the award does not exceed \$80.00.

These are just a few of the awards that are available to student-athletes, barring various restrictions. Reference to this summary should be made when confronted with a question concerning awards and directed to the Director of Compliance.

3. **Academic, Medical and Other Support Services**

Below are listed the permissible and non-permissible academic, medical and other support services for student-athletes.

Permissible - The following services may be provided by ULM:

- Tutoring;
- Drug rehabilitation;
- Treatment for eating disorders;
- Career counseling;
- On-campus student development;
- Career counseling for future professional athletics career;
- All expenses to attend proceedings on eligibility issues, including the cost of legal representation;
- Use of computers and typewriters;

- Use of copy machines, fax machines and the Internet, including related long-distance charge, provided the use is for purposes related to the completion of required academic course work
- Cost of a field trip as long as it is required for all students;
- Athletics medical insurance;
- Travel insurance related to competition and practice and permanent disability insurance for disability that includes future athletics participation;
- Glasses, contact lenses, or protective eyewear for those who require visual correction in order to participate in intercollegiate athletics;
- Medical examinations and medical expenses incurred as a result of ANY injury;
- Surgical expenses as a result of preparing for competition even if injury occurs during voluntary physical activities; and
- Medications and physical therapy.

4. Housing and Meals

Permissible - housing and meals incidental to a student-athlete's participation in athletics that may be provided by ULM are as follows:

- Pre-season practice. As long as a student-athlete has been accepted for admission to ULM at the time the benefits are received;
- Training-table meals. Only one training-table meal per day may be provided to a student-athlete during the academic year on those days when regular institutional dining facilities are open;
- Meals Incidental to Participation. Student-athletes who are not receiving athletics-related financial aid may receive one training-table meal per day during the permissible playing and practice season in those instances when the student-athlete's schedule is affected by involvement in practice activities, provided the student-athlete previously has paid for the same meal (e.g., dinner) at an institutional dining facility; further all student-athletes are permitted to receive a pre-game and post-game meal or snack as a benefit incidental to participation; and
- Vacation period expenses. Only when the student-athletes are **required** to remain on campus for organized practice sessions or competition. If the student-athlete lives at home during the vacation period (i.e., student is from Monroe or the surrounding area) the cost of room and board may not be provided; though, team meals incidental to practice sessions are permitted.

Not permissible - housing and meal expenses that cannot be provided by ULM are as follows:

- Any housing benefit not provided on the same basis to the general student body (e.g., TV sets, stereo equipment, modem access, computers, room furnishings, etc.). Those material benefits must be provided to at least one half of all other students utilizing on-campus housing facilities. Dormitories with exclusive material housing benefits may not be provided to student-athletes.
- Athletics housing. During the academic year, student-athletes may not be housed in athletics dormitories or athletics blocks within institutional or privately owned dormitories or apartment buildings on those days when institutional dormitories are open to the general student body.

5. Expenses to Friends and Relatives

The following guidelines apply toward expenses provided to friends and relatives:

Permissible

- Expenses for Spouse/Children to Postseason Football Game. ULM may provide transportation, lodging and meals for the spouse and children of a student-athlete to accompany him to a certified post-season football game.
- Life-Threatening Injury or Illness. Transportation, housing and meal expenses may be provide to the parents (legal guardian) and the spouse of a student-athlete and for the student-athlete's teammates to be present in situations in which a student-athlete suffers a life-threatening injury or illness, or, in the event of the student-athlete's death, to provide these expenses in conjunction with funeral arrangements.
- Immediate Family Member of Student-Athlete. Transportation, housing and meal expenses may be provide to a student-athlete and the student-athletes' teammates to be present, within a 100-mile radius of ULM campus, in situations in which an immediate family member of the student-athlete (i.e., spouse, parent and legal guardian, sister, brother) suffers a life-threatening injury or illness, or, in the event of the immediate family member's death, to provide these expenses in conjunction with funeral arrangements. A preexisting relationship must exist between the student-athlete's teammates and the deceased or injured individual.
- Family Travel to Olympic Games. A commercial company (other than a professional sports organization) or members of the local community may provide actual and necessary expenses for a student-athlete's spouse, parents, legal guardians or other relatives to attend the Olympic Games in which the student-athlete will participate.

Not Permissible

- Expenses for Visits by Friends and Relatives. Neither ULM nor representatives of its athletics interest may provide payment of any expenses for friends or relatives to visit a student-athlete at ULM.
- Expenses for Friends and Relatives to Attend Recognition Events. Neither ULM nor representatives of its athletics interest may provide the friends or relatives of a student-athlete free admissions or meals in conjunction with the institution's or booster club's banquet.
- Expenses for Spouse to Attend All-Star Game. Neither ULM nor representatives of its athletics interest may provide payment of expenses for the student-athlete's spouse to accompany his or her to a postseason all-star football or basketball game.

This list is not all inclusive of the benefits that may or may not be provided to student-athletes or their parents, legal guardians, spouses or children. Please verify with the Office of Academics & Compliance prior to providing student-athletes with any expenses.

6. Occasional Meals

A student-athlete or an entire team may receive an occasional meal on an infrequent and occasional basis. The meal may be provided by an institutional staff member, parent and/or booster. However, depending on the host of the occasional meal certain guidelines are required. Prior to providing the occasional meal, the host must complete an "Occasional Meal Form" and submit it to the Director of Compliance. If approved, the Director of Compliance will notify the host.

CHAPTER 8: FINANCIAL AID

FINANCIAL AID

OBJECTIVE

It is the intent of University of Louisiana at Monroe (ULM) to adhere strictly to the maximum amount of aid allowed per student-athlete under National Collegiate Athletic Association (NCAA) guidelines for individual and team limitations.

PERSONS RESPONSIBLE

Head Coach
 Director of Compliance
 Assistant Director of Athletics for Academics and Compliance
 Director of Athletics
 Director of Financial Aid
 Assistant Director of Recruitment & Admissions
 Coordinator of Scholarships
 Faculty Athletics Representative

RELATED FORMS/DOCUMENTS

Request for Grant-in-Aid Offer
 Request for Summer School Aid
 Nonrenewal of Scholarship Form
 Grant-in-Aid Agreement
 Offer/Renewal/Nonrenewal/Reduction/Cancellation Letters

POLICIES AND PROCEDURES

General Guidelines

1. All prospective and returning student-athletes will be evaluated and decisions will be made regarding athletic grant-in-aid offers each year.
2. Individual and team totals will be within NCAA, Sun Belt Conference and the University limitations.

Renewals, Reductions and Cancellations

1. In the late spring, the Director of Compliance will send all head coaches a list of the student-athletes currently receiving athletic aid. The coach will review each student-athlete and make determinations (renewal, reduction or cancelation) for the next year.
2. The coach will fill out the appropriate form for each student-athlete and return to the Director of Compliance no later than June 1st.
3. The Director of Compliance will review the forms to assure compliance with applicable legislation. The renewal, reduction and cancellation letters and grant-in-aid agreements will be generated and forwarded to the Director of Financial Aid.
4. After signed for approval by the Director of Financial Aid, the grant-in-aid agreements are forwarded to the Director of Athletics for review.
5. Upon approval, the Director of Athletics will sign and return the paperwork to the Director of Compliance.

6. The award letters are sent to the student-athletes by first class mail or, in cases of reduction or cancellation, by certified mail no later than July 1st.
7. The student-athlete has fourteen (14) days to review and request an appeal of the reduction or cancellation of his or her grant-in-aid. The appeal process is included with the award letter received by the student-athlete.
8. If appealed, the student-athlete will be granted a hearing before the University Scholarship Committee. The committee's decision is final.
9. The Director of Compliance will compile a spreadsheet of athletically related aid and present to the Assistant Director of Recruitment and Admissions to be posted to the account of the student-athlete.
10. If an overaward is identified, the Coordinator of Scholarships will notify the Director of Compliance and the Office of Financial Aid. As needed, aid will be reduced to comply with the cost of attendance.
11. The Assistant Director of Recruitment & Admissions will provide the Director of Compliance with a detailed summary of all student-athletes' aid package twice during the term.

Initial Awards

1. The Head Coach submits a Request for Grant-in-Aid Offer for each prospective student-athlete to send a National Letter of Intent (NLI) and/or a Grant-in-Aid Agreement (GIAA).
2. The Director of Compliance will review the award to ensure compliance with NCAA rules and regulations. If required, the coach will be notified to make adjustments.
3. The NLI and/or GIAA will be processed and forwarded to the Director of Financial Aid for approval.
4. Upon approval, the NLI and/or GIAA are submitted to the Director of Athletics for approval.
5. When completed, the NLI and/or GIAA is returned to the sport to disburse to the prospective student-athlete or enrolled student-athlete.
6. Once the prospective student-athlete and his or her parents receive the award, it is their responsibility to review the agreement for accuracy. Both the prospective student-athlete and his/her parents must sign the agreement (if the prospect is under the age of 21).
7. A GIAA must accompany the NLI, or the NLI will be considered null and void.
8. Upon receipt of the NLI and/or GIAA, the Director of Compliance will review for accuracy and to ensure all signatures are complete.
9. If NLI is determined valid, the Director of Compliance will submit the NLI and GIAA to the Sun Belt Conference within 21 days of the final signature.

Individual Maximum Limits

Types of Aid that must be Included in the Individual Maximum Limits

- **Government Grants:** Government grants for educational purposes, except for Pell Grants, AmeriCorps Program, Montgomery G.I. Bill, Military Reserve Training Programs, special U.S. government entitlement programs (social security, DEAP, etc.), vocational rehabilitation for service-disabled veterans program, veterans educational assistance program, or disabled veterans;

- Other Scholarships and Grants: Other institutional or outside scholarships or grants-in-aid, except an honorary academic award or research grant that is exempted and outside educational grants that may be awarded up to the cost of attendance;
- Gifts: The value of gifts given to a student-athlete following completion of eligibility in appreciation for or recognition of the student-athlete's athletics accomplishments;
- Professional Sports Stipend: Any bonus or salary (no matter when received or contracted for) from a professional sports organization;
- Athletics Participation Compensation: Any other income (no matter when received or contracted for) from participation in an athletics event unless eligibility has been exhausted in that sport; and
- Loans: Loans, except for legitimate loans that are based upon a regular repayment schedule, available to all students and administered on the same basis for all students (i.e., exempted—PLUS, Stafford, FSL)

Outside Financial Aid that student-athletes may receive includes:

These types of outside financial aid are not included in the individual or team limit, although disbursement must be through the Office of Financial Aid, excluding assistance from parents or someone on whom the student-athlete is naturally depend, the student-athlete's choice of institutions cannot be restricted:

- Assistance given by parents, legal guardians, or someone they naturally depend on ;
- Aid awarded without regard in any degree to athletics ability;
- Aid awarded through an established and continuing program and based on past performance and overall record; has established criteria; athletics participation is not the major criterion;
- Aid awarded through an established and continuing program that recognizes outstanding high school graduates and has established criteria; athletics participation may be a major criterion;
- Educational expenses awarded by the U.S. Olympic Committee.

Summer School Expenses

- Enrolled Student-Athletes may not receive athletically related aid to attend summer school unless he or she received such athletics aid during the previous academic year, and even then, the award of summer school aid can only be in proportion to the athletics aid received during the previous academic year. In other words, if a student-athlete received 50% of a full grant-in-aid during the regular academic year, that student can receive a maximum of 50% of the costs of summer school. If the student-athlete receives tuition and fees during the regular academic year, they may only receive summer aid on the same basis.
- Incoming student-athletes attending summer school prior to the student's initial, full-time enrollment at ULM may receive athletically related aid for the summer term provided:
 - The student-athlete must be admitted to ULM in accordance with regular, published entrance requirements;
 - The student-athlete is enrolled in a minimum of six hours of academic coursework;
 - The student-athlete will be considered a transfer and subject to the one-year residence requirement for transfer students;
 - The student may not engage in any countable athletically related activities; and

- Summer coursework is not used for the purpose of completing initial-eligibility of continuing eligibility requirements.

ELEMENTS OF FINANCIAL AID

Tuition and Fees

Permissible

ULM may pay the actual cost of tuition and required institutional fees for student-athletes receiving athletically related aid.

Not Permissible

ULM may not waive, pay in advance, or guarantee payment of the following expenses for a prospective or enrolled student-athlete, unless such payment is afforded to all prospective students:

- Admissions application fee;
- Orientation-counseling fee required of incoming freshman and transfers;
- Pre-admission academic testing fee;
- Advance tuition payment or room deposit;
- Damage deposit for dormitory rooms; or
- Any other pre-enrollment fees required of students or prospective students.

Room and Board

On-campus Living Expenses

ULM may provide the student-athlete the cost of room and board based on the official allowance for room and board for that particular facility as it is published.

Off-campus Living Expenses

Off-campus living expenses will be determined as an amount equal to the “weighted-average” of all on-campus room and board.

Books

ULM may provide a student-athlete financial aid covering the actual cost of required course-related books. There is no dollar limit for books a student-athlete may receive, provided that each book is required for the course in which the student-athlete is enrolled. ULM may reimburse a student-athlete for the actual cost of a required text, if the student-athlete provides the course syllabus and receipt.

We are required to use a figure of \$400 per year for books in our equivalency calculations, pursuant to NCAA legislation.

COUNTERS

The following student-athletes are “counters” and included in the maximum team limits under the following conditions:

1. A student-athlete who is receiving financial aid based in any degree on athletics ability;
2. Recruited student-athlete in football or basketball;

NOTE: A student-athlete who was recruited and who receives institutional financial aid without regard in any degree to athletic ability must count in the maximum team limits upon participation in a varsity competition. Documentation is required to be on file with certification from the Faculty Athletics Representative, Head Coach, and Director of Financial Aid, stating that the student-athlete's institutional financial aid was granted without regard to athletics ability. The student-athlete must count against the team limitations the moment he or she participates in varsity competition.

3. Recruited student-athletes in sports other than football and basketball:

NOTE: A student-athlete who was recruited and is receiving institutional financial aid will not count against team limits provided documentation is on file with certification from the Faculty Athletics Representative, Head Coach, and Director of Financial Aid, stating the student's financial aid was granted without regard in any degree to athletics ability. The student-athlete must meet the provisions of Bylaws 15.5.3.2.1, exceptions, academic honor award, and 15.5.3.2.1.1.1, additional requirements.

4. Non-recruited student-athletes who are receiving institutional financial aid will not count against team limits provided documentation is on file with certification from the Faculty Athletics Representative, Head Coach, and Director of Financial Aid that the student's admission and financial aid were granted without regard in any degree to athletics ability.

MAXIMUM TEAM LIMITS

Head Count Sports

ULM is limited in any academic year to the total number of counters (head count) in each of the following sports:

Men's Basketball – 13

Women's Basketball -- 15

Women's Tennis – 08

Women's Volleyball – 12

Each person who receives financial aid will be a counter regardless of the amount of such aid.

Division I-FBS football is limited to 25 initial counters in each academic year and a total annual limit of 85 counters. A football student-athlete who receives athletically financial aid for the first time at ULM subsequent to their initial semester but prior to the completion of their second academic year of full-time enrollment will be considered an initial counter for the sport of football.

Equivalency Sports

The following sports are considered "equivalency sports". Grants-in-aid in these sports may be divided and counted as partials, using fractions. The total limitations are as follows:

Baseball – 11.7

Women's Cross Country/Track – 18

Men's Cross Country/Track – 12.6

Women's Golf – 6

Men's Golf – 4.5

Women's Soccer- 14

Women's Softball-12

SQUAD LISTS

The Director of Compliance is responsible for preparing and updating the squad list for each sport. The squad lists are to be completed before the first competition in each sport. The lists are retained for a period of six years and are to be available for examination by the Sun Belt Conference and NCAA. The lists are to be revised to reflect additions and deletions to the squad, and whenever there is a change in financial aid status.

Definition of a Squad List

A squad list names all the student-athletes who represents ULM in a particular sport and provides information about them. The form must be completed and on file in the athletic director's office by the first day of competition in each sport. Anyone not listed is not eligible to represent ULM in intercollegiate competition in his or her sport.

A squad list includes two types of information about each student-athlete listed:

1. Identification and status information

- name of each student-athlete who participates;
- term first enrolled at any institution;
- term of initial enrollment at ULM;
- number of years received countable financial aid;
- number of seasons of eligibility used; and
- recruited/non-recruited status (Bylaw 13.02.12.1)

2. Financial Aid Information

- period of award (full year or one semester);
- amount of athletics aid;
- amount of other countable aid;
- total amount of countable aid;
- full grant-in-aid amount for that particular student-athlete;
- indication of initial counters and/or overall counters;
- the equivalent of the award;
- change in status and date of change;
- revenue distribution status; and
- total for each sport the amounts of athletic aid, all countable aid, number of initial counters (football) and overall counters, total of equivalencies for team limits and revenue distribution.

EQUIVALENCIES CALCULATIONS

The following step-by-step procedure should be followed in determining each student-athlete's financial aid package and total number of grants-in-aid given in each equivalency sport (i.e., baseball, golf, track, softball, soccer).

Calculating equivalencies

Initially, look at each student-athlete who meets the definition of counter and follow the steps below:

- a) Start with the cost of attendance for the particular student-athlete. This number is for reference only;
- b) Fill in the cost of a full grant-in-aid for the student-athlete based on the average cost of a full grant-in-aid for all students or the actual cost of a full grant-in-aid for that particular student-athlete;
- c) Fill in the amount of athletics aid the student-athlete has been awarded;
- d) Fill in the amount of other countable institutional aid (e.g., Foundation scholarship);
- e) Fill in the amount of other countable outside aid (e.g., SEOG);
- f) Add c - e to get the total of all countable aid.

- g) Divide f by b. Round off the result to the nearest hundredth for the equivalency value. The number should be less than or equal to 1.00. If it is more than 1.00, either an error was made in calculating the equivalency or the student-athlete has received an over award and is in violation of NCAA legislation.

To calculate the team equivalency value

Add the equivalency values for all student-athletes in a particular sport. The sum of the equivalency values cannot exceed the maximum allowable limit for that particular sport for the academic year (i.e., fall and spring).

CHAPTER 9: PLAYING AND PRACTICE SEASONS

PLAYING AND PRACTICE SEASONS

OBJECTIVE

It is the intent of University of Louisiana at Monroe (ULM) through the policies and procedures contained herein, to establish and enforce specific guidelines related to the conduct of our coaches and administrators in all aspects of playing and practice seasons.

PERSONS RESPONSIBLE

Coaches
Director of Compliance
Department of Athletics Staff
University Personnel

RELATED FORMS/DOCUMENTS

Countable Athletically Related Activities
Playing & Practice Season Declaration

POLICIES AND PRCEDURES

General Guidelines

1. All representatives of the University of Louisiana at Monroe (ULM) will follow the strict guidelines established by the National Collegiate Athletic Association (NCAA) for length of practice and playing seasons, dates of initial practices and contests, and all other rules regarding playing and practice seasons.
2. The Director of Compliance will educate all coaches, department of athletics staff, and other personnel regarding the restrictions of playing and practice seasons.
3. The Director of Compliance will monitor the playing and practice seasons and countable athletically related activities conducted by each sport and their adherence to the limits.
4. A member institution shall limit its organized practice activities, the length of its playing seasons, and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.

Countable Athletically Related Activities

1. Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff. Practice is considered to have occurred if one or more coaches an done or more student-athletes engage in any of the following activities:
 - Field, floor or on-court activity;
 - Setting up offensive or defensive alignment;
 - Chalk talk;
 - Lecture on or discussion of strategy related to the sport;

- Activities using equipment related to the sport;
 - Discussions or review of game films, motion pictures or videotapes related to the sport, except for the observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss any class time to observe the clinic; or
 - Activities conducted under the guise of physical education class work (e.g., any class composed of or including primarily members of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport);
2. Competition;
 3. Required weight-training and conditioning activities;
 4. Participation in a physical fitness class conducted by a member of the athletics staff;
 5. Skill related instructional activities;
 6. Skill related instructional activities, except for individual workout sessions during the summer
 7. Required participation in camps, clinics or workshops;
 8. Individual workouts required or supervised, except for those sports with the safety exception;
 9. Captain's Practices;
 10. Visiting the competition site in the sports of cross country, golf and skiing;
 11. Use of an institution's athletics facilities when such activities are supervised by or held at the direction of any member of an institution's coaching staff.
 12. Involvement of an institution's strength and conditioning staff with enrolled student-athletes in required conditioning programs.

Guidelines for Countable Athletically Related Activities

1. A student-athlete's participation in countable athletically related activities during the playing season shall be limited to a maximum of **four hours per day and 20 hours per week**.
 - A multisport participant may only count 20 hours a week;
 - A practice round of golf may exceed the four hours per day limitation, but the weekly limit of 20 hours shall remain in effect.
2. There will be a maximum of eight hours per week for countable athletically related activities permitted outside of the playing season, of which not more than two hours per week may be spent on individual skill workouts. The sport of football may not engage in skill-related activities.
 - Skill-related instructional activities with a member of the coaching staff can only occur at the request of the student-athlete.
 - The skill-related instruction activities may not have more than four student-athletes from the same team involved in any one facility at any one time.
 - Conditioning drills that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.
3. All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities.
 - Practice may not be conducted at anytime (including vacation periods) following competition, except between contests, rounds or events during a multiday or multievent competition (e.g., double headers in baseball, rounds of golf in a multiday tournament).

4. A "week" shall be defined as any seven consecutive days to be determined at the institution's discretion. Once the institution determines the seven-day period that shall constitute a week, the institution cannot change that designation for the remainder of the segment.
5. During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in Conference and postseason championships, any postseason certified bowl game, a National Invitational Tournament, and during participation in NCAA championships.
6. A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during that day.
7. When an institution's competition is canceled prior to the start of competition or canceled prior to the competition being considered a completed event in accordance with the playing rules of that sport, and institution may utilize that day as its required day off provided the institution does not engage in any further countable athletically related activities during that day.
8. An institution is not required to provide student-athletes with one day off per week during preseason practice that occurs prior to the first day of classes, or the first scheduled contest, whichever is earlier.

Computing and Recording of Hour Limitations

1. A day is defined as 12:01 a.m. to midnight.
2. All competition days are counted as three hours.
3. Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport.
4. Daily and weekly hour limitations do not apply during the preseason prior to classes beginning or the first contest, whichever is earlier.
5. Daily and weekly hour limitations do not apply during an institution's official vacation period and during the academic year between terms when classes are not in session. If such vacation periods occur during any part of a week in which classes are in session, the institution is subject to the daily and weekly hour limitations during the portion of the week when classes are in session and must provide student-athletes with a day off, which may be a vacation day.
6. Daily and weekly hourly limitations apply during final-examination periods.
7. A day off is required during the playing season, except during participation in once conference and post-season championship and any post-season certified bowl games or National Invitation Tournaments and during participation in NCAA championships.
 - A travel day can be considered as a day off, provided no countable athletically related activities occur during that day.
 - A canceled competition can be considered a day off provided the institution does not engage in any further countable athletically related activities during that day.
 - No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
 - Preseason off-campus intra-squad games and publicized off-campus practice activities conducted at a site not normally used by the institution for practice shall be prohibited in all sports.
8. The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

CHAPTER 10: SPORTS CAMPS AND CLINICS

SPORTS CAMPS AND CLINICS

OBJECTIVE

It is the intent of University of Louisiana at Monroe (ULM), through the policies and procedures contained herein, to adhere to the specific rules and regulations established and enforced by the National Collegiate Athletic Association (NCAA) regarding sports camps and clinics.

PERSONS RESPONSIBLE

Coaches
 Department of Athletics Staff
 University Personnel
 Director of Compliance
 Director of Athletics
 Student-Athletes

RELATED FORMS/DOCUMENTS

Camp Declaration Form
 Camp Employee Compensation Form
 Camp Financial Report
 List of Camp Participants
 Camp Awards Disclosure
 Camp Brochures

POLICIES AND PROCEDURES

General Guidelines

1. The conduct of all coaches, department of athletics staff, and University personnel shall be in strict compliance with all NCAA rules and regulations.
2. Each camp and clinic director must submit a camp and clinic outline to the Director of Compliance prior to each camp.
3. All camp and clinic brochures must be reviewed and approved by the Director of Compliance prior to printing.
4. For those camps employing student-athletes, the Camp Director is required to submit the names of the student-athletes in writing to the Director of Athletics for approval prior to camp. All student-athletes must be compensated for actual work performed and for level of experience and not for popularity.
5. The Director of Compliance must approve a list of free or reduced campers.
6. All camp promotions must adhere to the rules and regulations set forth by the NCAA.
7. All employees of the camp and clinics are required to fill out a compensation agreement form.
8. All camps and clinics will be audited by the University's outside accounting firm.
9. If camps are not conducted and coordinated within the guidelines of the NCAA or ULM the sport in question will have camp privileges suspended for a period of time. It is the responsibility of the head coach or designee to ensure that each camp is handled with the utmost respect for ULM reputation for conducting quality camps and clinics. The ultimate responsibility of the camp or clinic rests with the head coach of the respective sport.

CHAPTER 11: AMATEURISM

AMATEURSIM

OBJECTIVE

It is the intent of University of Louisiana at Monroe (ULM), through the policies and procedures contained herein, to adhere to the specific rules and regulations established and enforced by the National Collegiate Athletic Association (NCAA) regarding amateurism.

PERSONS RESPONSIBLE

Coaches

Director of Compliance

Student-Athletes

RELATED FORMS/DOCUMENTS

International PSA Questionnaire

ULM Student-Athlete Statement of Amateurism

POLICIES AND PROCEDURES

1. Coaches submit a Prospective Student-Athlete Information card to the Director of Compliance for any prospective student-athlete (PSA) being recruited.
2. The Director of Compliance adds the PSA to the NCAA Eligibility Center IRL.
3. The Director of Compliance adds the PSA to CAi and emails, the appropriate Academic Counselor, and the Athletic Certification Officer in the Registrar's Office to make them aware of the addition.
4. The Director of Compliance monitors the status of the PSA on the NCAA Eligibility Center website, and will notify the appropriate sport via email if any information is missing, including amateurism responses.
5. The Director of Compliance will conduct a preliminary analysis of the PSA based on information received, including the responses from the amateurism section of the NCAA Eligibility Center.
6. After preliminary analysis, additional documentation may be requested to determine the eligibility of the PSA.
7. The Director of Compliance will communicate frequently with the appropriate sport until all required information is obtained.
8. The Director of Compliance reviews the NCAA amateurism answers and flags any questionable answers.
9. Once on campus, all student-athletes must complete and sign the "ULM Student-Athlete Statement of Amateurism". The Director of Compliance reviews this form for any discrepancies.
10. As needed, the Director of Compliance will follow-up with PSA, coach, and/or the NCAA, regarding any discrepancies found.
11. The Director of Compliance will send the NCAA the additional questions and answers if discrepancies are found between the information provided to ULM and to the NCAA.

INTERNATIONAL PROSPECTIVE STUDENT-ATHLETES

The procedures for an international PSA are the same as domestic PSA with a few additions.

1. Once notified of an international PSA, the Director of Compliance will add the PSA to the NCAA Eligibility Center IRL, and email the PSA the "International PSA Questionnaire".
2. The Director of Compliance will conduct a preliminary analysis of the international PSA based on information received from the questionnaire and responses from the amateurism section of the NCAA Eligibility Center.
3. The Director of Compliance reviews the NCAA amateurism answers and flags any questionable answers and/or discrepancies between the questionnaire and the NCAA amateurism answers.
4. As needed, the Director of Compliance will follow-up with the PSA, coach, and/or the NCAA, regarding any discrepancies found between the questionnaire and NCAA amateurism answers.
5. The Director of Compliance will send the NCAA the questionnaire and all additional questions and answers if discrepancies are found between the information provided to ULM and to the NCAA.

AMATEUR STATUS

An individual loses amateur status and this shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Receives, 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;
5. Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
6. After initial full-time collegiate enrollment, enters into a professional draft and/or;
7. Enters into an agreement with an agent.

CHAPTER 12: STUDENT-ATHLETE EMPLOYMENT

STUDENT-ATHLETE EMPLOYMENT

OBJECTIVE

To effectively monitor student-athlete employment thus maintaining compliance with NCAA rules while protecting the University's integrity.

PERSONS RESPONSIBLE

Head Coach
Student-Athlete
Director of Compliance
Employer

RELATED FORMS/DOCUMENTS

Student-Athlete Employment Form
Student-Athlete and Employee Written Statement
Student-Athlete Employment Earnings Report

POLICIES AND PROCEDURES

1. Prior to employment, student-athletes must receive written approval from their Head Coach and the Compliance Office.
2. The ULM Department of Athletics must administer employment during the academic year.
3. Before a student-athlete can start employment, they must complete the "Student-Athlete and Employee Written Statement". This form must be signed by the student-athlete and their employer. Once this form is complete, the student-athlete must turn it into the Director of Compliance.
4. At the termination of employment, the student-athlete must have the "Student-Athlete Employment Earnings Report" completed by their employer. Once this form is complete, the student-athlete must turn it into the Director of Compliance.
5. Failure to follow all policies and procedures regarding employment may prevent the student-athlete from participating in practice or competition.

Rules for Employment:

1. Earnings from employment must be at a rate of pay which is commensurate with the going rate for that type of work;
2. The student-athlete employer cannot provide transportation for the student-athlete to and/or from work unless such transportation is provided to all employees;
3. The student-athlete employer cannot provide the student-athlete with any benefit or privilege that is not provided to all employees (e.g., meals, cars, entertainment at home);
4. The employer and student-athlete will make available for review and inspection, by an authorized representative at the NCAA, Sun Belt Conference, and/or ULM, copies of all documents, earnings statements and other records related to the employment.

APPENDIX: COMPLIANCE FORMS