

University of Texas at San Antonio

Athletics Compliance Manual



Athletics Compliance Office

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FOREWORD

NCAA Principle of Institutional Control

It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The institution's president is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

NCAA Principle of Institutional Responsibility

The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

NCAA Principle of Rules Compliance

Each institution shall comply with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the NCAA instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the NCAA and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institutions athletics interests shall comply with the applicable NCAA rules, and the member institution shall be responsible for such compliance.

University of Texas at San Antonio Commitment to Rules Compliance

This compliance manual is designed to educate coaches, staff members and administrators on the NCAA rules, regulations and interpretations. This manual is not to replace the NCAA Manual. This manual should be used in conjunction with the NCAA Manual and other educational rules materials. University of Texas at San Antonio has made the commitment to operate and support a Division I athletic program. Along with this commitment is the pledge that the program is administered and operated with the highest level of integrity, respect and regard for all rules and regulations that govern its operation. It is every coach and staff member's responsibility to operate his/her program in full compliance with all NCAA, Western Athletic Conference and Institutional rules and regulations. Ignorance of these regulations cannot be used as an excuse for failure to comply.

Coaches and staff members have an affirmative duty to the following:

- Knowledge of all NCAA and Western Athletic Conference (if applicable) regulations and policies including but not limited to, recruiting, eligibility, amateur status and sporting behavior, as well as all rules interpretations, observance of all NCAA and Conference (if applicable) regulations and UTSA policies. It is of great importance that coaches and staff educate themselves on newly added legislation on a yearly basis, these reviews should include all Legislative Assistance columns, Legislative and Interpretations Committee Minutes and revised case notices.
- Self-reporting of all known or potential violations to the Assistant Athletics Director-Compliance or the Athletic Director and full cooperation with NCAA, Conference (if applicable) and UTSA in all investigations and provision of any of these entities with truthful and complete information concerning involvement in or knowledge of any violation of NCAA, Conference (if applicable) and regulations. Compliance Manuals are available from the Assistant Athletics Director-Compliance.

If staff members are uncertain regarding the proper interpretation or application of the governing legislation after they have conducted their own thorough review of the available materials (NCAA Manual), they should contact the Athletic Director and/or the Compliance Coordinator regarding the question.

MISSION STATEMENT

UTSA, a comprehensive public metropolitan university, is committed to providing comprehensive educational, cultural and athletic programs for San Antonio and the South Texas region. Through its participation in NCAA Division I athletics, UTSA, offers all student-athletes an opportunity to compete in the Western Athletic Conference and in national sporting events. Roadrunner athletics brings positive recognition to the University, develops pride in the community, bonds alumni and friends to UTSA and compliments the University's mission. UTSA is committed to recruiting student-athletes who compete successfully in the classroom and on the athletic fields, and who achieve successful careers after college. UTSA subscribes to the rules and regulations of the NCAA and supports the NCAA Division I philosophy statement. In addition, UTSA is committed to providing equitable opportunities for participation to all student-athletes through the existence of programs, policies and structures that confirm the value of gender and racial ethnic diversity in intercollegiate athletics.

A goal of intercollegiate athletics at UTSA is to have a good, high quality program involving a broad range of sports with a large number of students involved directly or indirectly. UTSA provides male and female student-athletes, coaches and administrators with opportunities and programs that are both equitable and broad based to enhance the quantity and quality of opportunities for men and women in intercollegiate athletics.

Compliance with Rules

The University of Texas at San Antonio holds membership in Division I of The National Collegiate Athletic Association and the Athletic Department is committed to conducting its athletic program within the rules and regulations set forth in the constitution and bylaws of Western Athletic Conference and the NCAA. Each head coach is provided a copy of the NCAA Manual and is expected to become knowledgeable with the rules that affect his or her sport. The Athletic Director is expected to be knowledgeable about the rules of both the conference and the NCAA and is to interpret those rules to the coaching staff as requested or needed. Each head coach's contract will contain a stipulation that failure to abide by the rules of the NCAA and the conference, where applicable, renders his/her contract null and void. The Assistant Athletics Director-Compliance shall determine from the NCAA if any candidate for a coaching position has been officially sanctioned by the NCAA or a NCAA conference for rules violations. No applicant under sanction shall be considered for employment by the Athletic Department.

Regents' Rules and Regulations, the Handbook of Operating Procedures, and institutional policies and procedures must be followed. The University of Texas at San Antonio is committed to compliance with the provisions of Title IX.

Statement of Ethical Conduct of Athletic Staff

Statement of Ethical Conduct and Responsibility:

- I will conduct myself in a manner benefiting my position as a leader on this campus and of the young people in my charge
- I will not act in a way that could negatively impact this University or the Athletic Department
- I understand that it is my responsibility to contact my supervisor within 24 hours of being arrested or charged with any offense (excluding parking or moving traffic violations)
- I understand that as a supervisor, it is my responsibility to forward any information to the Athletic Director regarding behavior by a subordinate that may have a negative impact on the University or the Athletic Department. Discipline issues will be handled on a case-by-case basis.

PURPOSE

The compliance program exists to facilitate and ensure UTSA Athletic Department compliance with institutional, conference and NCAA regulations.

Educational Programs

Educational services to assist in avoiding violations of governing legislation are provided to the following groups: prospective or enrolled student athletes and their family members, athletic department personnel, representatives of UTSA's athletics interests and high school coaches or administrators. These programs are preventative in nature and of primary importance to the compliance program.

Ultimately, it is the responsibility of all Athletic Department staff members to ensure that their own actions are in compliance with all governing legislation (i.e. - institutional, NCAA and conference regulations). In that regard, the following policies and procedures have been adopted.

1. Staff members are personally responsible for being knowledgeable of all governing legislation including a thorough understanding of the NCAA Manual and the annual changes as they appear in it. Special attention should be given to the areas of playing and practice seasons, recruiting and student athlete's eligibility.
2. If staff members are uncertain regarding the proper interpretation or application of the governing legislation after they have conducted their own thorough review of the available materials (NCAA Manual), they should contact the Assistant Athletic Director and/or the Compliance Coordinator regarding the question.

ENTITIES WITH COMPLIANCE OVERSIGHT

University of Texas at San Antonio President

The Board of regents of the University of Texas at San Antonio System, as the highest governing body of University of Texas at San Antonio, has ultimate control and responsibility of the Department of Athletics. This authority is delegated through the Chancellor to the President of the University under whose jurisdiction the Department of Athletics directly falls. The President is charged with official responsibility for certifying that all Department of Athletics policies, programs and activities are in compliance with the NCAA, affiliated conference rules and regulations (if applicable), applicable laws of the State of Texas, the University of Texas at San Antonio System's policies and regulations, and the rules of University of Texas at San Antonio.

Intercollegiate Athletics Council (IAC)

Introduction

University of Texas at San Antonio System policy mandates that each component university that participates in intercollegiate athletics have an athletics council (IAC) appointed by the President. The following guidelines summarize and highlight the major duties and responsibilities of the IAC.

Purpose and Responsibilities

The IAC serves in an advisory capacity to the President of the University and the Director of Athletics relative to rules, regulations and administration of intercollegiate athletics. The purpose of the IAC is to help the University develop and maintain a quality intercollegiate athletics program consistent with the academic mission and fiscal integrity of the institution.

In fulfilling this purpose, the IAC:

The Intercollegiate Athletics Council for UTSA shall advise the President, through the Vice-President for Student Affairs, on all matters of policy and procedures for the operation of the Intercollegiate Athletics program. The President is ultimately responsible for the conduct of Intercollegiate Athletics at the University of Texas at San Antonio, and all recommendations of the Athletic Council are advisory to the President. The Athletic Council will review Athletic Department policies and procedures to ensure compliance with NCAA rules and regulations. Also, the Council will review proposed NCAA legislation and provide input to the University's President, the faculty representative and other involved parties.

Intercollegiate Athletics Council Chair: Gregg Michel

Intercollegiate Athletics Council Members:

- Josh Daume (Assistant AD/Compliance)
- Diana S. Martinez (Financial Aid)
- Ross Cobb (Senior Associate AD/Business and Facilities)
- James Weaver (Office of Consulting Services/University Compliance)
- David Bojanic (Faculty)
- David Silvera (Faculty)
- Damon Smith (Roadrunner Club)
- Colin Howlett (Associate AD/Academic Services)
- George Norton (Admissions)
- Fred Hample (Office of Registrar)
- Donovan Fogt (Faculty)

- Gary Cole (Faculty)
- Paul Duke (Office of VP for Business Affairs)
- Barbara Smith (Office of VP for Academic Support and Undergraduate Studies)
- Liz Dalton (Deputy AD/Internal Affairs and SWA)
- Sam Gonzales (Office of VP for Student Services)
- David Gabler (Office of VP for University Advancement)
- Lenny Flaum (Office of Equal Employment Opportunity Services)
- Lionel Maten (Office of Housing and Residential Life)
- Patricia Sanchez (Faculty)
- Lynn Hickey (Assistant VP of Intercollegiate Athletics)
- Jim Sarra (Deputy AD/Administration)
- Shayna Butler (Student)
- Patrick Farrell (Student)
- Justin Martinez (Student-Athlete)
- Kristen Kappler (Student-Athlete)

Faculty Athletic Representative

The person appointed as FAR by the president must be a member of the faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the Athletics Department. The FAR shall serve in this position until replaced by the president.

The FAR's role is to provide advice and oversight in the administration of the university's athletics program. The perspective that the FAR brings to this position should reflect the traditional values of the faculty, values that are rooted in the academic ethos of the institution. Additionally, the FAR plays an important role in ensuring the university's compliance with all NCAA policies in the regular conduct of intercollegiate athletics.

The FAR will work closely with the senior administration of the Athletics Department and will report directly to the university president or his representative in the administration. The FAR serves as the representative of the university and its faculty in the relationship between the university and the NCAA.

The duties and responsibilities of the FAR are:

I. Ensure academic integrity of Athletics program

- a. Monitor eligibility documentation to ensure that certification of student-athletes as eligible for practice, financial aid, or competition is performed in accordance with all relevant NCAA legislation and interpretations.
- b. Monitor academic performance of student-athletes, giving particular attention to academic attainment of continuing student-athletes and graduation rates of student-athletes.
- c. FAR should receive and review reports from Associate Athletic Director for Academic Services regarding academic performance of student-athletes.
- d. Ensure availability of academic services (e.g. tutors, advisors) for student-athletes.
- e. Participate in the preparation of requests for waivers or appeals from NCAA rules or regulations.

II. Ensure personal well-being of student athletes.

- a. Serve as an independent source of support for student-athletes.
- b. Promote a balance between academics, athletics, and the social lives of student-athletes.
- c. Meet with Student Athlete Advisory Council.
- d. Be sensitive to situations that adversely affect the well-being of student-athletes, and be prepared to mobilize appropriate university resources to aid student-athletes.

- e. Participate in new student-athlete orientation activities to make him or herself known to student-athletes and to emphasize the primacy of the academic mission of the institution.
- f. Participate in the nomination process for NCAA postgraduate scholarships
- g. Review travel and competition schedules to minimize missed class time. For student-athletes.
- h. Review or participate in exit interviews with student-athletes in order to gauge student perceptions of the health of the athletics program.

III. Monitor and assess rules compliance

- a. Develop familiarity with NCAA rules and policies, especially NCAA Bylaws 13, 14 and 15 (in that order of priority).
- b. Work with Assistant Athletics Director for Compliance to ensure that a comprehensive and effective rules education and compliance program is in place.
- c. Assist in coordination of compliance-related activities undertaken by campus units located outside the athletics department.
- d. Administer coaches' certification exam.
- e. Develop, with Athletic Director, President, and Vice President for Student Affairs, plan for ensuring institutional control of athletics program.
- f. Participate in all institutional investigations into suspected or alleged major rules violations, including the preparation and/or review of written reports of infractions submitted to the conference or the NCAA.
- g. Be kept informed about all institutional investigations into suspected or alleged minor rules violations, including the preparation and/or review of written reports of infractions submitted to the conference or the NCAA.
- h. Attend NCAA rules seminars.
- i. Participate in all audits and certifications of the athletics department.

IV. Other

- a. Meet regularly with the President or Vice President for Student Affairs to discuss current issues related to the athletics program.
- b. Keep in regular contact with the Athletics Director regarding all aspects of the athletics program.
- c. Participate on search committees for senior athletics department administrators and head coaches.
- d. Contribute to the continuing education of faculty and other members of the university community by providing information about NCAA or conference processes, pending legislation, or related issues.
- e. Serve as conduit of information to and from the faculty and the athletics program.
- f. Serve on the university's Athletics Council.
- g. Represent the university at NCAA annual meeting, FAR Fall Forum, and conference meetings
- h. The FAR will accept any additional responsibilities or perform any other duties that relate to the athletics program that are assigned by the president.

V. Institutional Resources and Compensation

- a. Given the many responsibilities associated with this position, the institution should offer the FAR one course release per year (with compensation to the affected academic unit, as appropriate). The release time will enable the FAR to devote the time necessary to perform the assigned duties with the utmost professionalism and attention to detail.

Director of Athletics

Under authority delegated by the President, the Director of Intercollegiate Athletics (referred to herein as Director of Athletics) has the basic administrative responsibility for the direct supervision, approval, conduct and control of the athletic programs.

The Director of Athletics reports to the President and provides the President with the documentation and recommendations necessary for decisions about athletics policy, administration, budget, personnel, programs and related matters. The Director of Athletics is responsible for the maintenance and implementation of policies approved by the Trustees and for those policies that are subject to the rules of the NCAA. The Director of Athletics is an ex officio member of the Intercollegiate Athletics Council.

The Director of Athletics is the appointed voting representative at all NCAA meetings. The Director of Athletics has overall responsibility for setting policies and standards of conduct for all representatives of the institution's athletics programs or interests. This includes the conduct of the coaches and the conduct of each program within the Department of Athletics, including adherence to budget and policy procedures.

Sports Supervisors

Provide administrative oversight to ensure that assigned coaches conduct their programs in compliance with NCAA, Western Athletic Conference and university rules.

Specific supervisory responsibilities to ensure that Western Athletic Conference and NCAA Championship events, camps & clinics and the National Letter of Intent Programs are administered consistent with policy.

The Assistant Athletics Director-Compliance

The Assistant Athletics Director-Compliance monitors the university's programs and events in an effort to assure compliance with all NCAA and affiliated Conference rules and regulations. The Assistant Athletics Director-Compliance reports directly to the Deputy Athletics Director-Administration with additional reporting lines to the Director of Athletics and the Vice President for Student Affairs and works on a daily basis with the other department administrators and the Faculty Athletics Representative. The Compliance Office is responsible for assuring the successful day-to-day operation of all aspects of the athletics program within the rules and regulations of the NCAA, the State of Texas, federal guidelines and other regulatory agencies to which the Department of Athletics and the institution are responsible.

The Assistant Athletics Director-Compliance Shall:

- Evaluate current athletics programs to determine and assure the highest levels of compliance and record keeping.
- Provide administration of NCAA compliance programs, including but not limited to, initial and continuing eligibility, financial aid and recruiting Monitor and record student-athlete eligibility, recruiting and financial aid information to assure compliance with all NCAA, conference and institutional rules and regulations.
- Provide a program of continuing rules education and an interpretation center for student-athletes, athletics staff, coaches, boosters, alumni and institutional staff.
- Plan and implement a program of in-service training and staff development for coaches and administrative staff. Identify, investigate and report, as necessary, any and all NCAA and conference rules violations.
- Provide reports detailing varying areas and levels of compliance to the Director of Athletics, the Faculty Athletic Representative, institutional officials, the President and others as necessary.
- Serve as a liaison between the Department of Athletics and the offices of Admissions, Registrar, Bursar, School Relations, Scholarships and Financial Aid for all compliance related services for athletics.
- Perform other duties as may be assigned by the university President, the Director of Athletics or the Intercollegiate Athletics Council (IAC).

Athletics Compliance Coordinator(s):

The purpose of the Athletics Compliance Coordinator position is to participate in the planning and delivery of athletics compliance and athletics academic services in order to help promote student athlete welfare. The Athletics Compliance Coordinator(s) are responsible for understanding and interpreting NCAA rules and regulations as well as initial and continuing eligibility guidelines in order to help facilitate the best possible experience for student athletes. The Compliance Coordinator(s) report to the Assistant Athletics Director-Compliance.

The Athletics Compliance Coordinator(s) shall:

- Monitor the recruiting process, including but not limited to eligibility information via the NCAA clearinghouse, official and unofficial visits, CARA and recruiting logs.
- Maintain athletics compliance office recruiting files.
- Monitor number of official visits for each sport.
- Monitor and update coaches on status of prospective student athletes through the NCAA clearinghouse.
- Monitor sports recruiting calendars.
- Draft Western Athletic Conference and NCAA waivers.
- Update Athletic Department and compliance policy and procedure manual.
- Give presentations to various groups on NCAA rules and regulations.
- Produce monthly informational newsletter and materials.
- Coordinate monthly athletic council meetings.
- Perform additional duties as assigned.

Head Coaches

The head coach of each sport is directly responsible to the Athletic Director. The Athletic Director is responsible for checking with the NCAA on the applicant's past compliance record. The head coach is responsible for conducting his/her specific sport in accordance with departmental and University policy. The duties of the head coach include the following:

- Become knowledgeable of and adhere to NCAA and conference rules.
- Monitor the compliance to NCAA and conference rules and policies by assistant coaches.
- Recruit quality student-athletes.
- Monitor satisfactory academic progress of student-athlete and arrange for necessary academic counseling through Athletics Academic Counselor.
- Establish eligibility of freshmen and transferring student-athletes and assure continued eligibility of returning student-athletes.
- Conduct all practice sessions.
- Recommend grants of financial aid with the approval of the Athletic Director and the University Scholarships, Loans, Awards Committee, and Director of Financial Aid.
- Set training rules for student-athletes and inform them about acceptable standards of conduct.
- Supervise assistant coaches.
- Supervision of sport budget and limit expenditures to the amounts officially approved by the University.
- Recommend game schedules and equipment purchases that will allow each sport to stay within its approved budget.
- Recommend letter awards to the Athletic Director in accordance with approved lettering standards.
- Work with the Athletic Director in matters of public relations and promotions.
- Conduct assigned teaching responsibilities in a manner acceptable to the administrator responsible for the teaching department.
- Be active in fund raising for the Athletic Department.
- Interview and recommend to the Athletic Director regarding the hiring of assistant coaches.
- Completion and timely submission of NCAA Squad List, Conference Eligibility List and Conference Participation List.

- Has the responsibility for execution of an effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies and procedures are followed.

Assistant Coaches

Each assistant coach is responsible to the head coach of his/her respective sport. Assistant coaches are appointed by the Athletic Director. The Athletic Director will check with the NCAA on each assistant coach's past compliance record. The responsibilities include:

- Perform those duties assigned by the head coach.
- Perform assigned teaching responsibilities in a manner acceptable to the administrator responsible for the teaching department.
- Has the responsibility for execution of an effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies and procedures are followed.

SECTION 1.0 - RULES EDUCATION

1.1 Rules Education Administration

The Office of the Assistant Athletics Director-Compliance (Compliance Office) shall provide the necessary rules education programs and materials to the athletics staff, student-athletes and other university staff members, who have direct athletics responsibilities.

In addition, special attention will be paid to alumni, season ticket holders and other “Representatives of Athletics Interests” or boosters. To assure that all areas are kept up-to-date, the Compliance Office on a regular basis will provide the most recent NCAA, state and federal legislation and interpretations that may apply to them or their areas.

1.2 Materials Provided Each Year to Coaching and Administrative Staff

- NCAA Manual
- NCAA Guides to Recruiting
- UTSA Athletics Compliance Manual
- UTSA Student-Athlete Handbook
- UTSA Department of Athletics Policy and Procedures Manual
- Compliance Newsletters, Tips of the Week
- Reference to NCAA Web Site
- Monthly Compliance Meetings
- Software Training

1.2.1 Educational Seminars

- Administrative Staff Meetings (bi-annually)
- Monthly Compliance Meetings (during the Academic Year)
- Eligibility and Financial Aid Meeting (annual)
- NCAA Recruiting Test Preparation (annual)
- When an interpretation of NCAA rules is necessary, the Assistant Athletics Director-Compliance will prepare and distribute such interpretations to coaches’ administrators, and others as appropriate.

1.2.2 New Athletics Staff Orientation

New staff members should all meet with a member of the Compliance staff within the first month of employment at UTSA. A member of the Compliance staff will cover general NCAA rules with the new staff member. Depending on the new staff members classification (i.e., administrative assistant, Director of Operations), the educational session will also cover sport specific regulations.

1.2.3 Managers/Student Workers

At the beginning of each academic year (and as needed throughout the year), the Compliance Office will conduct an educational session with managers and student workers. The managers and student workers will sign a form affirming in writing that they have an understanding of situations involving the application of NCAA rules.

1.3 Materials Available to Prospective Student-Athletes

1.3.1 Mandatory

- Provided by NCAA Eligibility Center
 - NCAA Graduation Rates Summary
 - NCAA Initial Eligibility Information
 - NCAA Banned Drug List
 - NCAA Information Regarding Nutritional Supplements
- Reference to NCAA Web Site

1.3.2 At Coaches Discretion or upon Request

- NCAA Guide to College Bound Student-Athletes
- Student-Athlete Planner (post NLI signing)

1.4 Materials Provided to Enrolled Student-Athletes

1.4.1 NCAA Eligibility and Rules Meeting

At the mandatory annual NCAA Eligibility and Rules meeting, the following areas are covered by Department of Athletics Personnel:

- Eligibility Standards
- Complete all Eligibility Forms
- Student-Athlete Statement
- Drug, Alcohol and Tobacco Policy (NCAA and UTSA)
- Recruitment
- Student-Host Regulations
- Amateurism
- Academics
- Complimentary Admissions
- Employment
- Support Services Available
- Open Door Policy with Athletics Administration
- Reference to NCAA Web Site

1.5 Materials Provided to Other University Personnel

1.5.1 Distribution of Materials/Correspondence Appropriate to Their Area

The following campus departments/units will be provided compliance information as necessary:

- President's Office/Provost
- Financial Aid
- Admissions
- Registrar
- Academic Units
- Faculty Athletics Representative
- Intercollegiate Athletics Council

The following materials are examples of the information provided:

- NCAA Manual
- NCAA News
- NCAA Guide to Eligibility

- NCAA Guide to Financial Aid
- NCAA Guide to College Bound Student-Athletes
- NCAA Guide to International Academic Standards for Athletics Eligibility
- Reference to NCAA Web Site
- Compliance Newsletters, Tips of the Week

1.5.2 Educational Seminars

- Regular Monthly Compliance Meetings
- Internal Monthly Newsletter, Tip of the Week
- Eligibility and Financial Aid Meeting for Coaching Staff (annual)
- NCAA Regional Seminar
- Financial Aid and Admissions annual meeting
- Athletics Department units educational meetings (bi-annually)

1.6 Materials Provided to Boosters

- Newsletters, Tips of the Week posted on Athletics website
- Pamphlet for Boosters Regarding NCAA Rules
- Rules Information in University Publications and Programs
- Rules Information on the Athletics Web Site
- Reference to NCAA Web Site

1.7 Available Links Available in our Online Compliance Library

- NCAA Division I Manual
- NCAA Coaches Recruiting Guidelines
- NCAA Guide to Eligibility
- NCAA Guide to Financial Aid
- NCAA Guide to Recruiting
- NCAA Guide to College Bound Student-Athletes
- NCAA Guide to International Academic Standards for Athletics Eligibility
- NCAA Faculty Athletics Representatives Handbook
- NCAA Directory
- NCAA Convention Official Notice
- Memoranda Regarding Rules Interpretations

1.8 Rules Interpretations

1.8.1 Procedures for Rules Interpretations

The Office of the Assistant Athletics Director-Compliance will serve as the NCAA/Conference rules interpretation center. Any questions concerning compliance, the NCAA manual or rules interpretations shall be directed to the Assistant Athletics Director-Compliance. If the Assistant Athletics Director-Compliance is unavailable, questions shall be directed to the Director of Athletics. A request for an interpretation should always be put in writing, even if the request was originally submitted via telephone or in person. This procedure will ensure a timely and accurate response. In some cases the Assistant Athletics Director-Compliance may not be able to provide an immediate response to a request for an interpretation or for supportive materials. In these cases NCAA Membership Services may provide assistance.

Only the following individuals are authorized to contact NCAA Membership Services regarding NCAA rules interpretations:

President — Dr. Ricardo Romo

Director of Athletics — Lynn Hickey

Assistant Athletics Director-Compliance—Josh Daume

Athletics Compliance Coordinators – Cody Neftin

Senior Woman Administrator – Kellie Elliott

Faculty Athletics Representative — Gregg Michel

SECTION 2.0 - REPORTING RULES VIOLATIONS

2.1 Self Reporting of Rules Violations

A principal aspect of NCAA compliance is the self-reporting of NCAA rules violations. It is virtually impossible at some point to not inadvertently violate a NCAA policy. Self-reporting these violations reflects a solid program of institutional control. Secondary violations result in minor, if any, penalties, especially if they are infrequent and correctable. Therefore coaches and athletics staff should take a proactive stance in reporting such violations. Major violations result in more serious penalties but must be reported immediately as well.

Immediate awareness of possible alleged violations (PAV) provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy and/or continuing education programs. Unidentified problems, on the other hand, cannot be corrected.

- Failure to report secondary violations or repeated secondary violations can add up to a major violation.
- Failure to report knowledge of or suspicion of an NCAA violation may result in reprimand, suspension or termination of employment.
- Failure to comply with NCAA rules will result in reprimand, suspension or termination of employment.

All individuals involved with athletics are expected to know the rules, follow the rules and immediately report any known or suspected violation of the rules by themselves or another individual or individuals to the Director of Athletics, Faculty Athletics Representative or the Assistant Athletics Director-Compliance. A coach or staff member's failure to report known violations will result in much harsher penalties than if an inadvertent violation occurs and is reported immediately.

Depending on the nature of the PAV, a speedy, objective and thorough investigation will be completed by the Assistant Athletics Director-Compliance, the Director of Athletics or the Faculty Athletic Representative.

Should a PAV be initiated by the NCAA Enforcement staff, the Department of Athletics, University staff, student-athletes and any representatives of athletics interest who may be involved or called on are expected to cooperate fully with investigators. When appropriate, the University will conduct its own investigation simultaneously and will turn in all pertinent findings to NCAA or conference (if applicable) investigators.

2.2 Student-Athlete Eligibility as a Result of an NCAA Violation

Ineligibility is often the result of violations that involve student-athletes. In such situations where a violation is discovered or reported it is the responsibility for to declare the student-athlete ineligible and if applicable, to hold them out of any competition until eligibility is regained. Eligibility can only be reinstated by the NCAA through the Student-Athlete Reinstatement process. In cases where there is precedent the NCAA Reinstatement Staff may be able to grant reinstatement. In other cases reinstatement cases will have to go through the committee process.

SECTION 3.0 - RECRUITING GUIDELINES

3.1 General Rule

All in-person, on-and off-campus recruiting contacts with a prospect or the prospect's relatives or legal guardian(s) shall be made only by authorized institutional staff members. Such contact, as well as correspondence and telephone calls, by representatives of an institution's athletics interests are prohibited except as otherwise permitted in this section.

- ♦ UTSA Coaches are required to enter all prospects in the ACS InControl system (ACS) for recruiting and tracking purposes.

3.2 Off-Campus Recruiters

An institutional staff member is not permitted to recruit off-campus until he or she has been certified on an annual basis by successfully passing the NCAA recruiting exam.

3.3 Declaration of Staff/Recruiters

At the first staff meeting of each academic year (August staff meeting), the head coach will submit a list of names of all sport specific staff to include head, assistant, volunteer and student coaches, managers and secretarial assistants. This declaration will indicate which coaching staff members will be involved in recruiting and shall be submitted to the Compliance Office where it will be held on file according to NCAA and conference regulations.

The head coach must assure that this list is current and submit any new names or changes in status to the Compliance Office before the effective date of the addition or change in status. Designated recruiters must have successfully passed the annual NCAA recruiting exam. It is strongly suggested that all coaching staff (including undergraduate student coaches, volunteer coaches) and any administrative staff involved in any way in the recruiting process, take the exam on an annual basis. The Office of Compliance will provide a special education session along with study materials to all individuals that will take the recruiting exam.

The Faculty Athletics Representative will administer the exams at a date and time announced annually. Make-up exams will be permitted and must be scheduled individually with the Faculty Athletics Representative.

3.4 Roles in Recruiting

3.4.1 Coaching Staff Members

- Serve as the primary recruiters.
- Must be a designated recruiter within the sports numerical limitations and be certified annually to recruit off-campus.

3.4.2 Department of Athletics Staff Members

- May write to prospects after September 1 at the beginning of the prospect's junior year in high school.
- May not recruit off-campus. May meet with prospects on campus

3.4.3 Faculty Members

- May not recruit off-campus. May meet with prospects on campus

3.4.4 Enrolled Student-Athletes

- May serve as host on a prospect's official visit (unless they are a non-qualifier in their first year).

- May write prospects after July 1 following the completion of the prospect's junior year in high school.
- May receive phone calls from prospects if the call is at the prospect's expense. May not otherwise call prospects
- May not recruit off-campus.

3.4.5 Boosters/Alumni/Community Members/Representatives of Athletics Interests

May attend or view contests and may tip the coaching staff regarding the talents of particular individuals. They may never discuss the program with a prospect and may not be reimbursed for their assistance in providing information regarding such talents.

May not be involved in the recruiting process of prospects in any way. If a booster is contacted by a prospect he/she should refer the prospect to the Department of Athletics

- ◆ See UTSA Guide to NCAA Rules for Alumni, Boosters, Friends and Fans

3.4.6 Exceptions:

- The Admissions Office may make presentations to all prospective students.
- Coaches who are parents or legal guardians of prospects may recruit them.
- Long time friends of prospects and neighbors may talk to prospects as long as they have not been directed to do so by members of the coaching staff and they do not do anything that would constitute recruiting.

3.5 Definitions, Legislation and Policies Regarding Recruitment

3.5.1 Contact

A contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting.

3.5.1.1 When contacts can begin with prospects: (3.5.1.1.A NCAA Recruiting Guide)

A high school student-athlete may be contacted on or **after July 1** following the completion of the prospect's junior year, except that one in-person contact with a prospect (which must occur on the high school campus) may be made during April of the prospect's junior year, subject to recruiting calendar restrictions. A junior college student-athlete may be contacted any time after enrollment, if the prospect was a high school qualifier (see section 6 initial eligibility). If the prospect was not a high school qualifier, contact must not be made until the prospect completes the first year of enrollment at the junior college level.

If a coach is contacted by a four-year college prospect, the coach must not speak to the prospect except to explain the restrictions of NCAA BYLAW 13.1.1.3 (permission to contact). If the coach wishes to recruit (telephone, write or in-person contact) the prospect, the coach should submit the Request for Permission to Contact to Student-Athlete Enrolled at Another 4-year School form to the Compliance Office. The Assistant Athletics Director-Compliance will request permission to contact from the prospect's institution in writing. If permission to contact is granted by the institution's Director of Athletics or designee, the coach will be provided with a copy of the written permission.

At that time the coach may initiate recruitment of the prospect. If the prospect is enrolled at a foreign institution and it can be verified that the foreign institution does not offer an intercollegiate athletics program then permission is not required. UTSA University of Texas at San Antonio requires permission to speak from all NAIA or NCAA institutions even if the institution does not sponsor the sport in question.

3.5.1.2 The contact concept:

A coach may visit a prospect's school only once per week during a contact period. This limit applies even if there are multiple prospects at one school. Written approval from the principal (or executive officer, in the case of a two-year college) must be obtained prior to visiting any campus.

Multiple contacts with a prospect on the same day count as one contact. If a prospect is a multi-sport athlete being recruited for more than one sport, all coaches are permitted only one visit per week per prospect at the prospect's educational institution.

Any face-to-face encounter between a coach and a prospect at the site of a prospect's practice or competition is considered a contact.

You may not contact a prospect before or during any athletic competition in which he/she is participating. Once the prospect has been released by their coach or other appropriate authority and has left the competition, locker room or meeting facility, as applicable, you may contact the prospect.

3.5.2 Evaluations

3.5.2.1 Evaluation

Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect's educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

3.5.2.2 Recruiting Calendars

Coaches should refer to NCAA Bylaw 13 and the NCAA Recruiting Handbooks for recruiting calendars specific to their sport. The Compliance office provides color coded recruiting calendars for each sport to the Head Coach each season.

3.5.2.3 Points on Evaluations:

A visit to a prospect's school (without contact) counts as an evaluation for all prospects in that sport at that school.

For multiple sport athletes, evaluations made during the same day count as one evaluation. In team sports, all prospects participating at any time on a given day in a contest you observe are considered evaluated. A coach attending a competition in an individual sport on a specific day uses an evaluation for all prospects observed participating on that day.

The number of coaching staff members who may contact or evaluate prospects off campus at any one time is restricted under NCAA Bylaw 11. Observing a contest or practice during the academic year counts as one of the permissible number of evaluations for each prospect in the contest or practice, even if a contact is made on the same day.

- ♦ Refer to number of permissible recruiters per sport chart in the NCAA Manual

3.5.3 Recruiting Materials

3.5.3.1 General Rule

In sports other than men’s basketball, recruiting materials may not be provided to a prospect until September 1 of the prospect’s junior year in high school. In men’s basketball, recruiting materials may not be provided to a prospect until the conclusion of the prospect’s sophomore year in high school.

- ♦ Refer to NCAA Division I Off Campus Recruiting Guide-Provided to Head Coach at the beginning of the year

You may not use an express mail service to send recruiting correspondence, other than a National Letter of Intent (“NLI”) or other written admission/financial aid commitment, to domestic prospects or their parents, guardians or coaches.

All recruiting materials including but not limited to letterhead, postcards, note cards, and envelopes used by UTSA coaches and staff must first be approved by the Compliance Office prior to printing.

3.5.3.2 Permissible Materials

The following items may be provided to prospects:

1. General Correspondence (including electronic transmissions and facsimiles).
2. Business Cards. Cannot be magnetic.
3. Camp Brochures**
4. Electronic Transmissions (e.g., e-mail, Instant Messenger, fax, pages, text messaging).
 - a. Attachments may not be animated or include audio (no game clips) and there may not be a cost associated with this service (e.g., subscription fee).
5. NCAA Educational Information**.
 - a. For example the NCAA Guide for the College Bound Student-Athlete.
6. Pre-enrollment information.
 - a. May be sent after the NLI is signed or the prospect has been officially admitted to UTSA.
7. Game Programs.
 - a. May only be handed to prospects on unofficial or official visits. They may not be mailed.
8. Athletics Publications.
 1. Non-Athletics Publications Available to all Students.
 - a. Official academic and admissions brochures/materials.
 2. Questionnaires**
 3. Schedule Cards.
 4. Student-Athlete Handbook.
 - a. May be sent after the NLI is signed or the prospect has been officially admitted to.
 - b. The handbook may contain only one color of printing throughout the publication, including the cover.

**Note that items 3, 5 and 10 may be provided to a prospect prior the beginning of the prospects junior year in high school.

3.5.4 Telephone Calls

3.5.4.1 General Rule

You may telephone a prospect once per week after July 1 following completion of his/her junior year. Please refer to the NCAA Manual for sport specific exceptions.

3.5.4.2 Exceptions for All Sports

- In the following circumstances the number limits do not apply:
- The five (5) days immediately preceding a prospect's official visit;
- On the initial date for signing of the NLI and during the two (2) days immediately following the initial signing date;
- Once a prospect who is not eligible to sign a NLI (e.g., four-year college transfer) signs' written offer of admission and/or financial aid; and On the day a permissible, in-person, off-campus occurs

3.5.4.3 Additional Items Regarding Telephone Calls

Student-athletes may not telephone a prospect at their own or the institution's expense. However, a prospect may telephone a student-athlete or institutional staff member at the prospect's own expense. All electronically transmitted direct human interaction voice exchanges are considered telephone calls and all other electronically transmitted correspondence (including instant messaging and chat room communications) is considered general correspondence.

Coaches must log all telephone calls in ACS. The Compliance Office will perform "random monthly audits" of cell phone and office telephone bills to assure that the telephone logs are accurate.

3.5.5 Offers and Inducements

3.5.5.1 Permissible Benefits

Job arrangements for summer employment: The prospect may not begin the job until completion of his/her senior year of high school. The Department of Athletics may employ prospects who are not athletics award winners, in limited situations. Departments outside the Department of Athletics may employ a prospect who is an athletic award winner provided the Department of Athletics is not involved in arranging employment.

- ◆ Student-athletes must fill out an Employment form (Available in the Compliance Office or online in our Compliance Forms Library)

3.5.5.2 Prohibited Financial Offers

Cash, employment arrangements for a prospect's relatives, co-signing of loans, loans to a prospect's friends or relatives, clothing, equipment, computers, free or discounted services such as rent, meals, lodging or travel except in the case of those items permitted on the official visit.

3.5.5.3 Try-Outs

For sports other than Men's Basketball, there are no circumstances in which a prospect tryout may occur. It is not permissible for a coach to request that a prospect display his or her athletics skill at any time. This does not preclude a coach from observing a scheduled contest or practice session or for requesting a video tape of a contest.

Basketball tryouts

3.5.5.4 Camps and Clinics

Prior to scheduling a camp or clinic, coaches will fill out a Camp/Clinic Pre-Approval Form and submit it to the Compliance Office. Upon approval by the Compliance Office, the coach will be permitted to schedule and organize the approved camps or clinics. No more than 10 business days after the conclusion of the camp or clinic, the coach will complete the Camp Handbook and turn it into the Compliance Office.

3.6 Recruiting Compliance Procedures

3.6.1 Procedures/Monitoring

Recruiting is one of the most volatile and variable of compliance areas; therefore, recruiting procedures should be clearly defined and documented. Recognizing that no two sports or two coaches will necessarily recruit in the same manner, each head coach should be responsible for developing recruiting procedures for his/her own program. These procedures should be developed in coordination with the Assistant Athletics Director-Compliance to assure the Department of Athletics is not violating NCAA regulations. The Assistant Athletics Director-Compliance (or designee) will perform regular “spot checks” of recruiting records to assure that these records are kept and are consistent with records submitted to the Compliance Office. One of the most important aspects of recruiting procedures is documentation. “If a question arises about the recruitment of a prospect or the recruiting practices of certain coach, it is the responsibility of the Department of Athletics to have up-to-date records with complete information about the recruitment of a particular prospect.” - NCAA Rules Compliance Seminar

3.6.2 ACS InControl

The UTSA Athletics Department has implemented ACS InControl as its recruiting software. Coaches are required to enter all prospects into ACS. Additionally, coaches must record all phone calls, contacts and evaluations in ACS. The activity log will be monitored by the Compliance Office to ensure compliance with NCAA bylaws. All recruiting activities are to be entered monthly into ACS and the compliance office will audit these activities on the first of every month.

3.7 Official Visits

3.7.1 Definition of an Official Visit

An official visit to a member institution by a prospect is one that is financed in whole or in part by the member institution. Only high school seniors, high school graduates, junior college or four-year students may make an official visit. The visit may not take place prior to the first day of classes of the senior year for high school prospects, except that the visit of a men’s basketball prospect may occur after January 1 of the prospects junior year in high school or the summer following the junior year.

- ◆ Refer to Official Visit Guide for Prospective Student-Athletes

3.7.2 Official Visit Paperwork

- Submission of Request for Official Visit forms, at least one week in advance of the visit.
 - High School Prospect – an official transcript or copy of NCAA Eligibility Center approval along with proof of SAT or ACT test either on the transcript or a copy of test report.
 - Two-Year or Four-Year College transfers – an official or unofficial transcript.
 - If the prospect is in their first year then verification of qualifier status is also required.
- The coach (who is a certified recruiter) must review the student host responsibilities and have the host sign the Student Host Form and return it to the Compliance Office prior to the visit.

Compliance Office Procedure for Official Visits

Before a prospective student-athlete can come on an official visit, the following items must be completed and on file in the Compliance Office.

- Coaches must enter their PSA into ACS prior to requesting an Official Visit.
- Seven days prior to visit coaches must fill out Official Visit Request form and submit it to the Compliance Office.

- The Compliance Office verifies PSA is added to our NCAA Eligibility Center Institutional Request List (IRL), verifies the PSA has been added to ACS and updates any additional information.
- The Compliance Office designee signs off and approves visit.
- Official Visit Request Form is scanned into PSA's profile on ACS and the hard copy is placed in coach's mailbox.
- Once the visit has been completed coaches are required to resubmit (within 7-10 days after completion of visit) to the Compliance Office the Official Visit Request form along with additional forms such as the Official Visit Record, Official Visit Meals (copies of receipts), Official Visit Exit Interview (PSA), and Compliance Guidelines for Student Hosts.
- All forms are to be filled out in their entirety and all signatures are required. Any incomplete paperwork will be returned to coach until they are correctly completed.
- The Compliance Office then enters all information into ACS under the PSA'S name and scans in any additional paperwork. The hard copy is placed in the "Prospects" folder according to sport.
- A copy of the Official Visit Record and receipts must be submitted to the Business Office.
- No Reimbursement of expenses will occur unless all of the above items have been completed.
- Compliance Office will conduct monthly audits to ensure all paperwork has been received.

3.7.3 Academic Profile – Minimum Standards for Official Visits

The Associate Athletic Director of Academics will provide an academic profile to the coach. If the prospect does not present a minimum of nine core courses or meet the NCAA Initial Eligibility sliding scale for core courses, grade point or test score, the request will be denied. The Associate Athletic Director of Academics or the Compliance Office will forward a copy of the academic profile to the coach. The coach may appeal to the Director of Athletics for official visit approval.

3.7.4 Conducting Official Visits – General Rules

3.7.4.1 Boosters

Boosters may not contact with or interact with prospects at any time during an official or unofficial visit.

3.7.4.2 Time Limits

The visit may not exceed 48 hours. The 48-hour clock starts when the prospect arrives on campus or is provided entertainment. (If they arrive in the evening, eat and go to bed the clock starts the next morning).

3.7.4.3 Transportation

A prospect may travel by air, bus or car and may be reimbursed for mileage if they drive themselves.

Transportation for the parents or spouse may not be paid for unless they ride in the automobile with the prospect. A direct route from the prospect's home to UTSA and back must be taken and the prospect must not come early or stay late unless they pay for their own transportation.

High school, two-year college and/or club coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit.

3.7.4.4 Lodging

Prospects and their parents or spouse may be provided with lodging within 30 miles of the campus. The lodging must be at an equivalent level to what students or student-athletes would use. Dorms are permissible if available and any hotel that teams would stay in would meet this criteria.

3.7.4.5 Meals

During an official visit, the prospect, his/her parents or legal guardians and his/her spouse are the only individuals permitted to have their meals provided. It is permissible for coaches to allow the prospect's other family members, such as a brother or sister to attend the meal off-campus with a prospect, but their meal cannot be paid for by UTSA. Other individuals may attend the meal (volunteer coaches, student-athletes that are not serving as host), and they must pay for their own meal as well. In these cases it is advised that these individuals request separate checks.

3.7.4.6 Student-Host

A student-host may accompany the prospect. The host must be a student-athlete and may not be a non-qualifier in their first year. Hosts may also be students designated in a manner consistent with UTSA policy for providing campus visits or tours to prospective students. The head coach must review the host form and recruiting policies with the host even if the host will not be issued entertainment money.

3.7.4.7 Entertainment

The host may receive up to \$30 per day for entertainment purposes. The prospect and host combined may receive no more than the equivalent of \$30 worth of entertainment per day. Complimentary admissions to UTSA athletics events do not count in these limits. This does include any entertainment that is free or on a trade-out basis.

During the official visit, entertainment of the prospect and parents or spouse must occur within a 30-mile radius of the campus and it may not be excessive in nature.

3.7.4.7.1 Student Host Money Procedures

The student host will sign the Student Host Receipt Instructions form in the Business Office prior to receiving the student host money. This must take place in front of a Business Office associate. The host must return any unused funds and must account for all expenditures.

3.7.4.8 Normal Retail Cost

If a boat or similar recreational equipment (including those provided by an institutional staff member or a representative of the institution's athletics interests) is used to entertain a prospect or the prospect's parents, legal guardian(s) and spouse, the normal retail cost of the use of such equipment shall be assessed against the \$30-per-

day entertainment figure; further, if such normal retail cost exceeds the \$30-per-day entertainment allowance, such entertainment may not be provided.

3.7.4.9 Alcohol/Ethical/Legal Standards

Coaches, student hosts, other student-athletes accompanying the prospect or prospects, regardless of the age of the individual are not permitted to consume alcoholic beverages at any time during the course of an official visit while in the presence of the prospect or prospects. It is recommended that prospects are not taken to parties, clubs or bars where alcoholic beverages are served. Prospects and their student-hosts are never to be in the presence of any persons using illegal substances and the student-host should make every effort to avoid such situations altogether.

A prospect is prohibited from any establishment or organized activity that promotes nudity, any form of sexual entertainment or gambling. No activities may violate federal, state, local or UTSA University laws and regulations.

3.7.4.10 Curfew

Per the head coach established time for curfew, the prospect must be returned to his/her room at the conclusion of each day's activities.

3.7.4.11 Complimentary Tickets

Complimentary tickets to Roadrunners games may only be provided on an official paid visit under the following stipulations:

- Complimentary admissions are made available only to the prospect and his or her parents/legal guardian/spouse.
- Admissions must be requested in writing upon approval of the visit.
- Hard Tickets are not permitted. Admission is through the pass gate and identification must be shown.
- Additional seats adjacent to the complimentary seats for friends and/or relatives may be reserved by Roadrunners Athletics but must be purchased at face value by the friends/relatives.
- All seats are for the general seating area (no special seating allowed e.g. bench, sideline or press box).
- The coach is responsible for requesting the complimentary admissions through ACS.

3.7.4.12 Other Recruiting Benefits

- Cash or souvenirs of any sort must never be given to a prospect.
- Any decorations should not be excessive or personalized and should not alert the public about the prospect.
- UTSA may not arrange for miscellaneous personalized recruiting aids (e.g. personalized jerseys, scoreboard presentations, banners, signs) or simulations of any game day activities.
- While on an official visit, a prospect may have his/her picture taken by Department of Athletics personnel (or by photographers directed by Department of Athletics personnel) for the Department of Athletics use after the prospect has signed the NLI. The prospect may bring their own camera but we may not provide them with any pictures that we take even if they pay for the cost of development or if the pictures are digital and sent electronically at no cost.
- If the prospect drives, parking may be arranged for them.
- It is permissible for a prospect to work out during a visit however they should not be accompanied or observed by coaches, managers student-athletes or other individuals that may report back to the coach regarding the abilities that the prospect displayed. This would constitute a tryout as prohibited by the NCAA.

3.7.4.13 Coaches of Prospect

High school, two-year College and/or club coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit except that they may be provided with two complimentary admissions to a home contest. It is always a good idea to explain the rules or provide reference to the NCAA website to coaches.

3.8 Unofficial (Non-Paid) Visits

- ♦ All unofficial visits should be documented by the coaches in ACS.

3.8.1 Number of Permissible Visits

Unofficial Visit (Nonpaid) Visit

A prospective student-athlete may visit a member institution's campus at his or her own expense an unlimited number of times. A prospective student-athlete may make unofficial visits before his or her senior year in high school.

Official Visit

Coaches should advise the prospect of these limits before an official visit occurs. These limits apply separately during high school and after high school.

- One official visit per school
- Five total official visits per prospect.

3.8.2 Exceptions

In men's basketball, a prospect may not make unofficial visits during the month of July.

In women's basketball, a prospect may not make unofficial visits during the July evaluation periods.

3.8.3 Points on Unofficial Visits

- Document all unofficial visits in ACS within 48 hours of completion of the visit.
- If the visit required an overnight stay, identify where the prospect stayed and how it was arranged.
- If anything beyond complimentary admissions or a ride to an off-site athletics facility is provided to the prospect (food or drink, transportation) the visit becomes an Official Visit and is subject to all Official Visit Regulations.
- If the prospect desires to attend a home contest, you must complete a Complimentary Admissions request in ACS.

3.9 Recruiting Funds

3.9.1 Monitoring of Recruiting Funds

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletic Business Office in accordance with standard Department of Athletics policy. No outside sources may be used for recruiting expenditures. However, trade out arrangements made through the Marketing and Promotions office may be utilized if available. The use of all trade outs will be monitored through the Athletic Business Office and will be accounted for in the post-visit process.

3.9.2 Recruiting Travel Expenses

Recruiting travel expenses will be handled separately from all other travel in each sport. No funds other than those initially budgeted for that purpose could be used for recruiting travel. Coaches traveling for recruiting purposes must fully complete University of Texas at San Antonio Travel Authorization form to include all recruiting information.

3.9.3 Official Visit Entertainment Funds

It is not permissible for student-hosts or members of the coaching staff to use their own money to supplement the \$30 per day provided for entertainment.

3.9.4 Travel Advances

Travel advances for recruiting travel may be available upon request. All recruiting travel requests must be approved by the Assistant Athletics Director-Compliance and the Business Office prior to the trip to assure that coaches are certified to recruit, travel is within an allowable recruiting period and that funds are available.

3.10 Recruiting Rules for Transfers

3.10.1 Transfers

The General rule for transfers from Two-Year Colleges and Four Year Colleges is that a transfer shall not be eligible for competition at a member institution until they have fulfilled a residence requirement of one full academic year at the certifying institution.

3.10.2 Two-Year College Prospects

Non-Qualifiers may not receive an Official Visit in their first year at a two-year college.

- All official final transcripts must be received by the Admissions Office to be evaluated so that transferable units can be determined for eligibility.
- If an A.A. degree is necessary for eligibility, this information must be posted on the final transcript.
- If an A.A. degree is not necessary for eligibility, the student-athlete must demonstrate that they are a Qualifier through the NCAA Eligibility Center.

3.10.3 Four-Year College Prospects

An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director (or designee), regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete all applicable NCAA recruiting rules apply.

If any member of the coaching staff is contacted by a student at an NCAA or NAIA member institution they should refer the individual back to the Compliance Office at their institution for an explanation of NCAA rules and that institution's policies regarding transfers. They may get the name, the sport, the Social Security Number and the name of the institution.

- ◆ Coaches should send the compliance office an email stating the PSA'S Name and Institution and request that a Permission to Contact Letter be sent to the PSA'S current institution
- ◆ Upon permission be granted the coach will receive a copy of said release in their mailbox
- ◆ No contact is to occur until they receive a copy of the release

All final transcripts must be received by the Admissions Office to be evaluated for eligible transferable units.

- If the student-athlete has been in residence at the Four-Year school for less than one academic year then it may be necessary to confirm qualifier status through the NCAA Eligibility Center or through the previous institution if applicable.

3.10.4 Permission to Contact/Recruit

The Department of Athletics will generally grant student-athletes a release (**NCAA BYLAW 13.1.1.3**) and/or one-time transfer to a non-conference (if applicable) school only. If a student-athlete wishes to transfer they must obtain the Request for Release/One-Time Transfer Waiver form from the Compliance Office. The student-athlete must meet with and obtain the signatures of their head coach, the Director of Athletics or sport supervisor and the Assistant Athletics Director-Compliance.

Requests for a release/one-time transfer to a conference school or traditional rival will generally be denied. Releases will always be denied if an institution has “tampered with” or contacted the UTSA student-athlete prior to receiving permission to contact. These requests will be considered on a case-by-case basis as to whether there are any extenuating circumstances to justify the granting of a release.

Non-scholarship student-athletes will generally be granted a release to any institution that has not “tampered” or illegally recruited prior to permission being granted. If UTSA denies the student-athlete’s request for the release, UTSA must inform the student-athlete in writing that he or she, upon request, will be provided a hearing conducted by an institutional entity or committee outside of the Department of Athletics.

In these instances, the letter will provide the student-athlete with directions for requesting a hearing if desired. Hearings will be conducted in a timely manner. If a hearing is requested, a subcommittee of the Intercollegiate Athletics Council, chaired by the Faculty Athletics Representative will hear written and oral testimony from the Department of Athletics and the student-athlete requesting the hearing. Their decision shall be final. In cases where the committee rules in favor of the student-athlete the Department of Athletics will provide any requested releases (within NCAA rules) to the institutions requested by the student-athlete in a timely manner.

3.11 National Letter of Intent

3.11.1 National Letter of Intent Processes

University of Texas at San Antonio is a participant in the National Letter of Intent Program. National Letters of Intent for University of Texas at San Antonio are processed through the Western Athletic Conference Office. Coaches are encouraged to sign all eligible prospects to a National Letter of Intent (NLI) at the same time they sign a grant-in-aid. National Letter signing dates are listed on each National Letter form and will be distributed to coaches by the Compliance Office.

All National Letter of Intent forms must be completely filled out and signed before being submitted to the Western Athletic Conference Office. All signed valid National Letter of Intent forms, along with signed grant-in-aid forms shall be returned to the Assistant Athletics Director-Compliance for submission. Improperly completed forms will be returned to the coach for correction if still within the signing period. Failure to have a fully signed and completed National Letter delivered to the Western Athletic Offices within 21 days of the final signature will render the NLI null and void.

Coaches shall be familiar with all National Letter of Intent regulations and procedures, including:

- Coaches must fill out an National Letter of Intent/Grant In Aid Request form
- PSA must be entered into ACS and all information needs to be current
- The NLI form must be signed by the Associate AD- Academic Services, Sports Supervisor and Assistant AD- Compliance in order to be processed
- The NLI must be signed by the Director of Athletics with the date of issue BEFORE it is submitted to the prospective student-athlete.
- It must be signed and dated by the student’s parents or legal guardians if the prospect has not yet reached his/her 21st birthday.
- The prospect and his parents or legal guardian must sign the NLI within 14 days of its date of issue to the prospect.

- The letter must include the student's full name (including middle name or initial) and address before it can be sent to the Director of Athletics for his or her signature or mailed to the prospect.
- A National Letter of Intent must include an offer of Athletics Aid.
- The NLI must include the PSA Eligibility Center ID in order to be considered a valid NLI.
- The National Letter of Intent may be sent to the prospect via Priority Mail, Federal Express, UPS etc. and a postage paid return envelope may be included for the prospect to send the signed original back to UTSA.
- It is permissible for the Sports Information Office to announce that a prospect has signed an NLI with UTSA upon receipt of a faxed copy of the NLI. However, if the original is not received or otherwise becomes invalid an NCAA violation will have occurred.
- If possible, coaches should request that the prospect send a facsimile copy prior to mailing the original so that the letter can be confirmed to be properly signed and dated.
- All original copies also must be received by the office of compliance.
- The Compliance Office reviews the signed faxed/original NLI and inform the coach of the received documents.
- The Compliance Office will grant permission to Sports Information to release the prospects information to the public.

3.12 Prospects Residing in San Antonio before Initial Enrollment

3.12.1 Prospect Pre-Enrollment Form

All coaches are required to report to the Compliance Office any prospects residing in the San Antonio area the summer prior to fall enrollment who are not enrolled in summer school. The same policy would apply if prospects enroll part-time in the fall and do not trigger full-time status. Coaches should submit the UTSA PSA Pre-Enrollment Form to the Compliance Office prior to the end of the academic year. Once notified, the Compliance Office can review with coaches NCAA legislation concerning prospects in the area (e.g., extra benefits such as transportation and lodging provided by existing team members).

SECTION 4.0 - FINANCIAL AID

SECTION 4.0 - FINANCIAL AID

4.1 Definition of Financial Aid

Financial Aid is any funding provided to a student-athlete to pay, or help to pay, the cost of his/her education and living expenses while attending The University of Texas at San Antonio.

4.2 Administered By

Financial aid is administered by an institution if the institution, through its regular committee or other agency for the awarding of financial aid to students generally makes the final determination of the student-athlete who is to receive the award and its value.

4.3 Selection of Financial Aid Recipients

Head Coaches make recommendations to the Director of Academics regarding the granting of athletics aid to a prospect or student-athlete. Once approved, the recommendation is sent to the Compliance Coordinator, and then to the Director of Athletics. The Assistant Athletics Director-Compliance (or designee) makes the final determination of the student-athlete who is to receive the award and its value. This information is submitted to the NCAA Financial Assistance Advisor in the Office of Student Financial Aid for final review and application of the awards.

4.4 NCAA Financial Assistance Advisor I (NCAA)

The Financial Assistance Advisor (NCAA) assists in coordinating all financial assistance for student athletes in conjunction with the Department of Athletics to maintain compliance with National Collegiate Athletic Association (NCAA) and University rules and regulations. This Advisor will be responsible for assuring that student athletes receive financial aid for which they are eligible, and monitor the maximization of financial aid available to University of Texas at San Antonio student athletes. This Advisor will report directly to the Director of Student Financial Aid. All financial aid from any source outside of the University must be reported to the Compliance Office or the Office of Student Financial Aid. Any changes regarding a student athletes awards are submitted in writing from the Assistant Athletics Director-Compliance to the NCAA Financial Assistance Advisor.

The Athletics Compliance Office works closely with the Office of Student Financial Aid to assure adherence to all applicable NCAA, state and federal regulations. Both Offices utilize the NCAA Compliance Assistant (CAi) Software to accurately prepare the NCAA Squad Lists and ensure that all funds that are awarded are in conjunction with NCAA regulations.

4.5 Financial Aid Policy

It is the policy of the Department of Athletics to make athletic financial aid available in all sports governed by the department. The determination as to which athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach. In addition to student-athlete financial aid, a limited number of undergraduate and/or graduate student coaching assistantships also may be available. Financial aid for student managers and trainers should be considered at the time of setting athletic budgets and may be awarded within approved budget limits.

All athletic financial aid will be awarded in accordance with NCAA, and University rules and regulations. Athletic financial aid can only be awarded, gradated or canceled by the Office of Student Financial Aid upon the recommendation of the Department of Athletics. Any merit, private or federal scholarships or grants received by a stu-

dent-athlete must conform to NCAA restrictions. All student-athletes are encouraged to apply for need-based assistance (e.g. Pell Grants, Stafford Loans).

4.6 Cost of Attendance

The “cost of attendance” is an amount calculated by the Office of Student Financial Aid that includes the total cost of tuition and fees, room and board, books and supplies, transportation and other expenses related to attendance at The University of Texas at San Antonio. The amount differs between student-athletes depending on their state of residence, number of hours enrolled in and whether they live on-campus or commute from off-campus. A student-athlete may receive financial aid unrelated to athletics ability up to the cost of attendance or the value of a full grant in-aid plus a Pell Grant, whichever is greater; however, the total amount of institutional financial aid that is based on athletics ability, outside financial aid for which athletics participation is a major criterion, and educational expenses awarded by the USOC or a U.S. NGB (or international equivalent) cannot exceed a full grant-in-aid.

4.6.1 Grant-in-Aid

A full grant-in-aid for a student-athlete shall consist of on-campus room and board, tuition, fees, and books. Grant-in-aid may be requested to cover all, any one of the above or a combination of the above. This may be done each semester or once for the entire academic year. The actual dollar amounts for the above will be established by the University administration annually. These amounts will be the same for all University of Texas at San Antonio students.

4.7 Individual Limits

The maximum amount of institutional financial aid that a student-athlete can receive includes tuition and fees, room and board and required books. Supplies such as calculators, notebooks and art supplies are not considered required fees and therefore may not be reimbursed.

4.8 Sports Limits (Team)

4.8.1 Head Count Sports:

Each student-athlete who receives aid is tallied as “1” regardless of the amount of aid. The limits indicate the number of persons that may receive aid. Below is the total number of counters in each of the following head count sports:

Football 85

Men’s Basketball 13

Women’s Basketball 15

Women’s Tennis 8

Women’s Volleyball 12

4.8.2 Equivalency Sports:

A sport is permitted “x” number of full scholarships, and those scholarships may be broken in varying percentages to a selected number of student-athletes. Below is the total number of counters in each of the following equivalency sports:

Men’s Baseball 11.7

Men’s Cross Country/Track & Field 12.6

Men's Tennis 4.5

Men's Golf 4.5

Women's Golf 6

Women's Softball 12

Women's Cross Country/Track & Field 18

Soccer 14

Softball 12

4.9 Institutional Financial Aid

The following sources of financial aid are considered to be institutional financial aid and count against team limits:

- All funds administered by the institution including scholarships, grants, tuition waivers, employee dependent tuition benefits (unless the parents employed for a minimum of 5 years), loans
- Aid from government or private sources for which the institution is responsible for selecting the recipient, for determining the amount of aid or for providing matching or supplementary funds for a previously determined recipient

4.10 Permissible Financial Aid

The following sources of financial aid are considered permissible financial aid and count against individual cost of attendance limits:

- Financial aid awarded solely on the basis having no relationship to athletics ability
- Financial aid awarded through an established and continuing outside program (e.g., National Merit Scholarship) in which athletics participation is not the major criterion.

4.11 Other Permissible Financial Aid

The following sources of financial aid are also considered permissible financial aid but do not count against individual or team limits:

- Financial aid received from anyone upon whom the student-athlete is naturally or legally dependent;
- Legitimate loans with a regular repayment schedule (Stafford and Perkins);
- An honorary award for outstanding academic achievement or established institutional research grant (counts towards cost of attendance);
- Pell Grant;
- Veterans Educational Assistance program;
- Military Reserve Training programs;
- Special U.S. Government entitlement programs;
- Disabled Veterans awards; and

- Welfare benefits

4.12 Employment Monitoring

As of August 1, 2004 the NCAA no longer requires that institutions count student-athlete's summer or academic year employment earnings in the financial aid limits. NCAA Bylaws state that the student-athlete's compensation may not be related to their reputation or fame as a student-athlete that they are compensated only for work performed and that the rate of pay is commensurate with the going rate for similar services.

4.13 Grant-In-Aid Renewals & Non-Renewals

4.13.1 Renewal or Increase in Athletics Aid

At the end of the season the Athletic Compliance Office will forward a list of all student-athletes receiving athletics scholarships for the current year. The head coach will check the list for accuracy and indicate their recommendations for renewal, increase, non-renewal or reduction in aid. They will also indicate if eligibility for aid has been exhausted. In the case of renewal or increase in aid the student-athlete will be asked to come to the Compliance Office to sign their award letter. This should be completed no later than the last day of classes but may not occur later than July 1. If the student-athlete is not on campus, the award letter will be mailed.

4.13.2 Non-Renewal or Reduction of Athletics Aid

4.13.2.1 Non-Renewal or Reduction Procedures:

Non-renewal or reduction of athletics aid must follow the procedures listed below:

- In addition to submission of the athletic scholarship list the coach must provide a written recommendation to the Assistant Athletics Director-Compliance stating reasons why any student-athlete's scholarship should be reduced or should not be renewed if the student-athlete has eligibility remaining. The deadline for submission of the request for non-renewal/reduction is two weeks after the last scheduled contest or no later than May 1. In the case of sports that have not completed their seasons prior to May 1st this deadline may be extended to two days following the last scheduled contest upon written request submitted prior to May 1st.
- The Director of Athletics, Assistant Athletics Director-Compliance and the sport administrator (if other than the Director of Athletics) will review the recommendation and either approve or deny.
- If the coach's recommendation for non-renewal or reduction is denied the coach will be promptly informed, allowed to provide additional information and if the administration's decision is upheld, the renewal procedure will commence.
- If non-renewal or reduction has been approved, notification will be prepared and forwarded to the NCAA Financial Assistance Advisor (Office of Student Financial Aid) for review and preparation of correspondence to the student-athlete.
- The non-renewal/reduction letter signed by the Office of Student Financial Aid will then be e-mailed to the student's UTSA e-mail account and also mailed to the student-athletes address on record. The e-mailed letter works as a back up in the event a mailed letter does not reach its destination as well as provides a "date stamp" to verify that the notification occurred no later than July 1st. The letter will include contact information, the UTSA Athletic Appeal Petition Form, and deadlines for appeal submission (14 days after the date the letter was sent). If possible this letter will be received by the student-athlete prior to the last day of classes for the spring semester; however, NCAA rules dictate that it must be received by the student-athlete no later than July 1.

- Coaches will not be required to reinstate student-athletes to the team if they have been previously dismissed. However, individuals receiving athletics aid may be required to perform other tasks within the department or on campus in exchange for such aid.

4.13.2.2 Appeal Process

Any student-athlete with a non-renewal or reduction of award has the opportunity to appeal the decision. The following steps detail the appeal process:

- Included with the non-renewal/reduction letter is the UTSA Athletic Appeal Petition Form. This form needs to be submitted to the NCAA Financial Assistance Advisor no later than 5:00 of the 14th day after the non-renewal/reduction letter was submitted. Appeals submitted after this date will not be considered, even if the appeal is postmarked with the 14 day timeframe. This form requires a letter of explanation as well as any applicable documentation to support the reason for appealing.
- Within 2 weeks of receipt of the UTSA Athletic Appeal Petition Form, the Athletic Scholarship Appeal Committee will review all documentation submitted and make a determination on the status of the student's appeal. The Committee may determine that an in-person hearing is necessary and will coordinate with the student a date and time to meet with the Committee in person.
- If the appeal is denied, the student will be notified in writing on the decision. In the case of an appeal decided in favor of the student-athlete, the Office of Student Financial Aid will inform the student-athlete in writing and send a revised award letter. The Department of Athletics will honor the decision of the Financial Appeals Committee and honor the award for the upcoming period. The decision of the Athletic Scholarship Appeal Committee is final.
- If the NCAA Financial Assistance Advisor has not received the UTSA Athletics Aid Appeal Petition Form within 14 days from the date the Non-Renewal Letter was sent, the assumption will be made that the student did not wish to appeal and the decision not to renew or extend will be final.

4.13.3 Reduction/Cancellation/Increase during the Period of the Award

Reduction or cancellations of an athletic scholarship during the period of an award (i.e., once the student has signed a National Letter of Intent or accepted the Financial Aid Agreement through the end of the term or terms in which the award was granted) may only occur if the student-athlete:

- Renders him/herself ineligible for intercollegiate competition;
- Fraudulently misrepresents any information on an application, National Letter of Intent or financial aid agreement (this would include not reporting for practice or making only token appearances ;)
- Engages in serious misconduct warranting substantial disciplinary penalty;
- Voluntarily withdraws from a sport for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the same term

A student-athlete's scholarship may only be increased during the period of the award if the institution can demonstrate that such an increase is unrelated in any manner to an athletic reason. In such cases the period of award commences on the first day of classes.

4.13.4 Monitoring Procedures for All Types of Financial Awards to Student-Athletes

Throughout the academic year, the Financial Assistance Advisor for Athletics and the Assistant Athletics Director-Compliance (or designee) will monitor all allocated financial aid available to student-athletes to determine which awards are permissible and how the award should be counted. The Certification of Financial Aid and Recruitment Status Form will be administered during the annual compliance meeting with each team.

4.13.4.1 Financial Award List

The award list is provided to the Financial Assistance Advisor for Athletics from the Assistant Athletics Director-Compliance. Since confirmation of the student's hours are not available prior to the award list being sent, the amounts provided on the list for tuition and fees will be based on the estimate of 15 hours. The NCAA Financial Assistance Advisor will make adjustments to the student's actual tuition and fees on the census date of each semester and update the award list with the actual amounts. Any scholarship or grant money received by student-athletes which has been approved by the Athletics department will also be updated on this list as well as NCAA Compliance Assistant Software (CAI). CAI will also include any institutional aid, outside aid, honorary academic awards, Pell Grants and other countable or non-countable awards that the student athlete may be receiving. The financial award lists are copied to the Assistant Athletics Director-Compliance after census date for to insure that all financial aid received by student-athletes is accurate and in accordance with NCAA Bylaw 15.

Monitoring sheets for student-athletes who receive non-countable institutional financial aid must be kept on file. The reverse side of the Certification of Financial Aid and Recruitment Status Form will be used to determine a non-counter for a specific sport. This form must include signatures from the Director of Student Financial Assistance and the Faculty Athletic Representative, confirming that the institutional financial aid awarded was unrelated to athletic ability. If the institutional aid is received along with an athletic grant-in-aid, the institutional aid is documented as such and the forms are kept on file in the Athletic Compliance Office. The Assistant Athletics Director-Compliance and the Financial Assistance Advisor for Athletics review the non-counter certification forms

4.13.5 Review of Outside Financial Aid

In addition to monitoring outside financial aid, the University is required to have a letter on file documenting the source of all outside aid which provides a detailed explanation of each criterion of the award, and the relative importance of each criterion. The Financial Aid Office may send an inquiry to the outside awarding agency requesting the criterion or the student-athlete may bring a copy of the letter to the Assistant Athletics Director-Compliance. The information provided from the outside source is copied to the Financial Aid Office and the Compliance Office for review. All outside awards will be reviewed to determine if they are permissible by NCAA rules and if so how or if they will be counted in the individual and/or team limits.

4.13.6 Preparation of Squad Lists

The Financial Assistance Advisor for Athletics works with the Assistant Athletics Director-Compliance to prepare the NCAA Squad List using the NCAA Compliance Assistant Software. NCAA regulations require that student-athletes must be listed on the NCAA Squad List along with all relevant data regarding their financial aid and eligibility to compete. This list must be completed prior to the first date of competition and will be updated and audited throughout the season to assure accuracy.

4.13.7 Disbursement Procedures for Athletics Grant-in-Aid

The Financial Assistance Advisor is responsible for crediting the awarded amounts to the student-athletes accounts into Banner. The Financial Assistance Advisor will receive a copy of the Athletic Financial Aid Award list and disburse the funds according to the amounts on the award list.

4.13.7.1 Disbursement Procedures Vary Depending on the Student-Athlete's Status, as Follows:

When the student-athlete is enrolled in a full-time program of studies in the fall, spring, and summer terms, the athletic grant-in-aid amount will be credited to his/her account. The student-athlete's account will receive payment towards tuition and fees, and room and board in the amount of the athletic grant-in-aid designated on the first class day of each semester. If the student-athlete is receiving a full athletic grant-in-aid, his/her account balance will be paid automatically. If a full athletic grant-in-aid student-athlete is residing off campus, a Cash Grant for room and board will disburse twice per semester (beginning and mid-semester) and it is the responsibility of the student to pay their room and board charges with these funds. If the student-athlete is residing on campus, room

and board payments will be deposited directly in to the student-athlete's account at the beginning of each semester.

If the student-athlete receives a partial scholarship, the designated-awarded amount will be credited for tuition, fees, and room and board. The remaining balance on the student-athletes account will be available for the student-athlete immediately after the 1st day of classes.

4.13.7.2 Course-Related Books Included in the Athletics Grant in Aid

Books are included in the figuration of a full athletic grant, but the NCAA has predetermined the allowable value for books that count as institutional athletic grant-in-aid. The Compliance Office purchases the books online for all student-athletes on book scholarship. The UTSA Bookstore delivers the books to the Compliance Office, and the orders are sorted by sport. Book pick up begins with the first day of class and continues until all books are picked up. Student-athletes must initial on the receipt by each book they pick up and sign a book voucher acknowledging that books have been picked up.

Books must be returned to the Compliance Office by the last day of finals for each semester. Student-athletes, coaches and academic advisors are sent reminder emails about book return. Books are marked off on original purchase receipt for each student-athlete as they are returned. Books must be returned by the SA only. If a student-athlete fails to return a book, a hold will be placed on their account until they pay 50% of the original purchase price of the book or the fine assessed for an unreturned rental.

4.13.8 Summer School Financial Aid

To be eligible for Department of Athletics summer school financial assistance a student-athlete must attend summer school at the University of Texas at San Antonio and must:

- Have received athletics related aid during the academic year; AND
- Be in academic difficulty with his or her cumulative GPA; OR
- Be able to graduate with a degree with completion of summer classes; OR
- Be deficient in hours and not making satisfactory academic progress; OR
- Have to complete graduation course requirements which could not be met during the regular academic sessions.

If a student-athlete meets the criteria for receiving financial assistance, he or she must petition the Sports Supervisor for permission to attend summer school with Department of Athletics financial support. To make this petition the student-athlete must complete a Summer School Application Form and give the justification for requesting summer school. The student-athlete will list the courses requested for all summer sessions, not just the May session. Also, the Summer School Application Form must be accompanied by an advising copy of the student-athlete's most recent transcript and a copy of his or her course schedule for the current semester.

The completed Summer School Application Form is submitted to Sports Supervisor through the Compliance Office. The request may be made any time after February 15, but not later than April 15. The Student-Athlete will be notified by mail as soon as possible, but not later than April 25, of the approval or denial of the request.

Any summer school courses the student-athlete enrolls in without the Director of Athletics' permission will be billed to THE STUDENT-ATHLETE -- not the Department of Athletics.

14.13.8.1 Charges not covered by athletic scholarships:

- Drop Fees

- Add Fees
- Parking Fees
- Orientation Fees
- General Property Deposits

SECTION 5.0 - ADMISSIONS

5.1 Admission and Enrollment

5.1.1 Admission

A student-athlete shall not represent an institution in intercollegiate athletics competition unless the student has been admitted as a regularly enrolled, degree-seeking student in accordance with the regular, published entrance requirements of that institution.

5.1.2 Special Admission

A student-athlete may be admitted under a special exception to the institution’s normal entrance requirements if the discretionary authority of the chief executive officer (or designated admissions officer or committee) to grant such exceptions is set forth in an official document published by the university (e.g., official catalog) that describes the institution’s admissions requirements.

5.1.3 Freshman Admission Deadlines

To ensure full consideration, the Texas Common Application for Admission, application fee, official high school transcripts, official test scores (must sent directly from testing company) and any supporting documentation must be in the Office of Undergraduate Admissions by 5:00 pm on the following deadlines:

Fall Semester - July 1

Spring Semester - November 15

Summer Session - May 1

HS Rank in class	Minimum SAT Score	Minimum ACT Score
Top 25 %	No Minimum Score	No Minimum Score
Second 25 %	920	19
Third 25%	970	20

**UTSA utilizes
HS Rank and
for admissions**

Fourth 25%	1020	21
No Rank (GED, Home Schooled)	1020	21

**the Following
SAT/ACT scale
decisions**

NOTE: Top 25% Applicants must still submit official SAT or ACT scores.

5.1.4 Admissions Appeal Process

Those students who do not meet regular admission requirements may appeal an admissions decision using the Admissions Appeal Process. The following documentation submitted to the Appeals Committee:

1. Letter of Appeal, with BANNER ID provided
 - Must specify the reasons for the appeal
2. Personal essay on one of the following topics:
 - Why a UTSA education is important to me.
 - What I can contribute to UTSA as a student.
3. At least one additional Letter of Recommendation

NOTE: Any updated academic work that would be relevant could be helpful but not necessary Failure to submit all documents must at the time of appeal will result in the appeal not being considered.

- The deadline is 20 days prior to the beginning of a semester (fall, spring, summer).
- Appeals will be considered in the order in which they were received.
- Documentation can be submitted to the Office of Undergraduate Admissions.

The admissions appeals will be considered on a case-by-case basis.

5.1.5 Transfer Admissions

All transfer applicants with fewer than 30 college credit hours from accredited colleges or universities must:

- Meet the same rank-in-class (GED) and SAT/ACT test score requirements as first time freshman
- Have at least a cumulative C average (2.0 GPA on a 4.0 scale) in all attempted college hours
- Be eligible to return to all previous institutions attended.

The following documentation is required:

- Application-apply online at
- Official transcripts from ALL colleges or universities ever attended (a transfer work posted on other college transcripts will not be accepted, faxed or copied documents will not be accepted)
- Official high school transcript
- Official SAT or ACT scores (test scores must sent directly from testing company)
- Application Fee of \$40

All transfer applicants with MORE than 30 college credit hours from accredited colleges or universities must:

- Have at least a cumulative C average (2.0 GPA on a 4.0 scale) in all attempted college hours

- Be eligible to return to all previous institutions attended

The following documentation is required:

- Application-apply online at
- Official transcripts from ALL colleges or universities ever attended (a transfer work posted on other college transcripts will not be accepted, faxed or copied documents will not be accepted)
- Application Fee of \$40

Applicants who are not U.S. citizens are considered through International Admission. For more information see the application fee for international applicants is \$40 and must be paid in U.S. currency

5.1.6 Application Fees

NCAA rules prohibit the University of Texas at San Antonio from covering application fees for prospects.

Applicants applying or reapplying to University of Texas at San Antonio University-University of Texas at San Antonio are required to pay an application fee of \$40.

The only application fee waivers accepted by UTSA are ones that are available to freshmen through their guidance offices. Therefore, if an application is submitted with a fee waiver request, there is no waiver that can be accepted. The \$40.00 application fee will need to be paid.

SECTION 6.0 - ELIGIBILITY

6.1 Student-Athlete Eligibility to Practice, Receive Athletics Aid and Compete

6.1.1 Initial Eligibility

- A student-athlete who enrolls as an entering freshman with no previous full-time attendance must meet Freshman Academic Requirements outlined. Certification of initial eligibility is done through the NCAA Eligibility Center. Student-athletes that have not been certified by the NCAA Eligibility Center are not eligible to practice, compete or receive an athletic scholarship in their initial year of enrollment. Individuals that require certification through the NCAA Eligibility Center includes the following:
 - Freshmen with no previous full-time collegiate attendance
 - Two-year College transfer students who have not graduated or transferred 48 semester units to the University with a minimum GPA of 2.0
 - Four-Year College transfer students who have not completed an academic year meeting NCAA Satisfactory Progress
 - In the case of students that transfer after one year at another institution may not be able to certify eligibility for more than three years without NCAA Eligibility Center certification.

6.1.1.1 NCAA Eligibility Center Procedures

All student-athletes are required, prior to any participation in practice or game competition, to have successfully completed all forms as required by institutional, conference and NCAA guidelines. These forms normally will be completed by the Compliance Office/Coaches. For all prospects that require initial eligibility certification through the NCAA Eligibility Center, the procedures are as follows.

6.1.1.1.1 Coach's Responsibility

It is the head coach's responsibility to allow only those student-athletes listed as eligible on the list to participate in practice. Only those student-athletes identified on this list should be allowed to participate in any intercollegiate contest. Walk-ons who report late are the head coach's responsibility. He/she must complete the required forms before the student-athlete participates in any practice or game competition. Forms to be completed or on file include the following items:

- Student-Athlete Status/Update Form
- UTSA Athletics Walk-on Clearance Form

6.1.1.1.2 Prospective Student-Athlete's Responsibility

1. Prospect initiates the NCAA Eligibility Center on-line registration process by filing an online Domestic or Foreign Student Release Form and paying the fee.

- http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp
- The prospect may call the Eligibility Center at: **877/262-1492** (11 a.m. to 5 p.m. Eastern time Monday through Friday).
- Prospects may review all of the NCAA rules and regulations by visiting <http://www.ncaa.org>

2. Prospect requests that the high school transcripts and test scores are sent directly to the Eligibility Center. The final transcript that includes the graduation date must be on-file prior to certification. Student Score Reports and scores taken directly from a Student Score Report are not usable.

6.1.1.1.3 Practice Prior to NCAA Certification

Student-athletes that have not received final certification of initial eligibility may not compete but may be cleared to practice on a temporary basis if they have completed all of the following items:

- Registered in the NCAA Eligibility Center
- Requested that high-school transcripts and test scores be sent to the Eligibility Center
- Attended the annual eligibility meeting and completed all athletics forms
- Been cleared by Sports Medicine (physical, insurance etc.)

Recruited Student-Athletes

- May be temporarily cleared to practice for a maximum of 14 days

Non-recruited Student-Athletes

- May be temporarily cleared to practice for a maximum of 45 Days

6.1.1.1.4 Summary of NCAA Initial & Continuing Eligibility

YEAR OF INITIAL COLLEGIATE ENROLLMENT INITIAL ELIGIBILITY STANDARD

Eligibility for Financial Aid, Practice and Competition

A qualifier is defined as one who is a high school graduate and who presented the following academic qualifications:

(a) A minimum cumulative grade-point average as specified in **BYLAW 14.3.1.1.2** (based on a maximum 4.000) in a successfully completed core curriculum of at least 16 academic courses per **BYLAW 14.3.1.2**, including the following:

English	4 years
Mathematics (Three years of mathematics courses at the level of Algebra I or higher). (Computer science courses containing significant programming elements that meet graduation requirements in the area of mathematics also may be accepted.)	3 years
Natural or physical science (including at least one laboratory course if offered by the high school). (Computer science courses containing significant programming elements that meet graduation requirements in the area of natural or physical science also may be accepted.)	2 years
Additional courses in English, mathematics, or natural or physical science	1 year
Social science	2

	years
Additional academic courses [in any of the above areas or foreign language, philosophy or non-doctrinal religion (e.g., comparative religion) courses]	4 years

The record of the above courses and course grades must be certified by the NCAA Eligibility Center using either an official high school transcript forwarded directly from the high school or a high school transcript forwarded by an institution's admissions office; and

(b) A minimum combined score on the SAT critical reading and math sections or a minimum sum score on the ACT as specified in **BYLAW 14.3.1.1.2**. The required SAT or ACT score must be achieved under national testing conditions on a national testing date [no residual (campus) testing or regional testing dates] except that a state administered ACT may be used to meet the test-score requirement.

Exception-Early Academic Certification

A student-athlete shall be certified as a qualifier, provided he or she has achieved the following academic criteria:

(a) A minimum combined score on the SAT critical reading and math sections of 1000 or a minimum sum score on the ACT of 85, per the requirements of **BYLAW 14.3.1.3**; and

(b) A core-course grade-point average of 3.000 or higher (based on a maximum of 4.000) in a minimum of 13 core courses on completion of six semesters (or the equivalent). The 13 core courses shall include three core courses in English, two in mathematics, two in natural or physical science (including at least one laboratory course if offered) and six additional core courses in any NCAA core area. The record of the courses and course grades must be certified by the NCAA Eligibility Center using either an official high school transcript forwarded directly from the high school or a high school transcript forwarded by an institution's admissions office.

Eligibility for Financial Aid and Practice

Eligibility for institutional financial aid and practice during each academic year after a student-athlete's initial year in residence or after the student-athlete has used one season of eligibility in a sport shall be based upon the rules of the institution and the conference(s), if any, of which the institution is a member.

Qualifier Status

Prospective student-athletes may achieve qualifier status under either the 16 core-course or 14 core-course system of initial eligibility; however, the systems may not be combined or mixed in order for a prospect to reach qualifier status. For all prospective student-athletes first entering a collegiate institution on a full-time basis on or after August 1, 2005, may achieve qualifier status only through the 14 core-course system.

In addition, a “non-qualifier” forfeits one of the maximum of four years of eligibility at the Division I however if they meet NCAA **BYLAW 14.3.3.1** Fourth Season of Competition- Partial Qualifier and Non-qualifier or **NCAA BYLAW 14.3.3.2** Fourth Season of Competition – Students with Learning Disabilities, they may earn the fourth year back. Continuing Eligibility for Student-Athletes that Initially Enroll on a Full-Time Basis on or After August 1, 2003

Transfers

For transfer students-athletes that initially enrolled on or after August 1, 2003, a midyear transfer is subject to the new continuing eligibility requirements found above and is able to use “all hours earned at the previous institution as opposed to those hours accepted as transferable degree credit by” to satisfy the requirements (Official 4/23/2003). A transfer student-athlete (foreign or domestic) who initially enrolls as a full-time student in any collegiate institution’s regular academic semester on or after August 1, 2003, is subject to the new continuing eligibility requirements.

Part-Time Enrollment

A student-athlete must earn 18 semester hours in any academic year in which the student-athlete was fulltime during one or more semesters. Part-time hours may be used to fulfill this requirement. *Exception: A student-athlete who enrolls in his or her first full-time semester of collegiate enrollment following the fall semester will not be responsible for earning 18 semester hours until he/she has spent a full academic year at the institution.*

Averaging Method

For those student-athletes first entering a collegiate institution on a full-time basis after August 1, 2003, they may no longer use the averaging method for determining eligibility.

Summer Credit Hours

Summer credit hours may be used to satisfy the 24-credit-hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80 percentage of degree requirements.

Remedial, Tutorial or Noncredit Courses

A student-athlete may use remedial, tutorial or noncredit courses earned during his or her first year of collegiate enrollment and when certifying a student-athlete entering his/her second year of collegiate enrollment. Those courses may be used to meet the 24-semester hour requirement, but may not exceed six semester hours. Six Credit Hours All student-athletes, including those currently enrolled and student-athletes that have graduated must successfully complete at least six (6) semester hours in the previous semester of full-time enrollment to be eligible to participate in the next semester.

Walk-Ons

Generally a student-athlete is considered to be a walk-on if they are not receiving a scholarship. The true walk-on is not recruited and does not receive a scholarship. The University of Texas at San Antonio encourages students to walk-on or try out for most teams but holds them to the same standards as any other student-athlete. The only difference is that the Department of Athletics will not expend funding for student-athletes who choose to walk-on or try out until they “make the team” and are certified to practice and compete. Walk-ons must demonstrate to the Sports Medicine Staff that they have had a physical and have been cleared to participate in intercollegiate athletics by their physician. They must also demonstrate that they have health insurance that will cover them if injured while participating in intercollegiate sports.

Foreign Student-Athletes

Foreign student-athletes are generally subject to the same eligibility requirements as American students. If a prospective foreign student-athlete has not taken the SAT/ACT, that student will be considered a non-qualifier unless he or she is a transfer student. Another area of concern regarding foreign student-athletes is that the student-athlete completes his or her four years of eligibility within five years of the time he or she first enrolls in a post-high school institution. For example, if a foreign student-athlete is also a transfer student, he or she may have attended another school for a number of years prior to enrolling at University of Texas at San Antonio. Therefore, it is important to know the date that a foreign student-athlete initially enrolled in any other post-high school institution. Because it can often be more time consuming to obtain the information needed to determine the eligibility

(or admission) of the foreign student-athlete, coaches are encouraged to work closely with the Admissions Office and the Compliance Office when dealing with a foreign prospect. Therefore, these offices should be notified with any necessary documentation or status changes as soon as possible.

6.2 Additional NCAA Eligibility Rules

6.2.1 Academic Status

To be eligible to represent an institution in intercollegiate athletics competition a student-athlete shall be in good academic standing and maintain progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

6.2.2 Requirement for Practice and Competition

In order to be eligible for practice or competition a student-athlete must be registered in a full-time program of studies leading towards a baccalaureate (or equivalent degree), masters or professional program.

Full time status is 12 units.

A student-athlete that drops below 12 units is no longer eligible to practice or compete until they achieve full-time status. If a student-athlete competes while in less than 12 units he/she is immediately ineligible and may only be reinstated through NCAA Enforcement. The University will be subject to fines and contest forfeitures. The Academic Advisors check student-athlete enrollment status on-line on a regular basis, however, it is the responsibility of the student-athlete to inform the coach and the Assistant Athletics Director-Compliance immediately if at any time their enrollment drops below full-time.

6.2.3 Four-Seasons Rule

A student-athlete shall not engage in more than four (4) seasons of intercollegiate competition in any one sport. The term "redshirt" is commonly used for a student-athlete that does not compete at any time during one of the seasons during his/her "five year clock". A season is used if the student-athlete participates regardless of the length of time that they participate (1 at-bat, 1 race, 1 second of 1 game). There are some waivers (e.g., hardship) to this rule that may be applied for through the NCAA. Questions should be referred to the Assistant Athletics Director-Compliance.

6.2.4 Five-Year Rule

A student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full-time program of studies. Breaks in time may be allowed in the following circumstances:

- Time spent in the Armed Services or a Foreign Aid Service
- Time spent while on an official church mission
- A one year exception may be permitted for reasons of pregnancy

6.2.5 21 Year Old Rule/Definition of Organized Competition

Some foreign prospects may be older and their years of eligibility could be affected by participation after their 21st birthday. The NCAA Manual states, "Any participation as an individual or a team representative in organized sports competition by a student during each 12-month period after the student's 21st birthday and prior to initial full-time enrollment in a collegiate institution shall count as one year of varsity competition in that sport." Organized competition is further defined by the following:

- Competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- Official timer or game officials are used;
- Admission is charged;
- Teams are regularly formed;
- Team rosters are predetermined;
- Team uniforms are utilized;
- A team is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

6.3 Team Roster Additions or Deletions

6.3.1 Team Rosters

Coaches submit a tentative team roster to the Compliance Office prior to each season. Any additions or deletions to this initial list must be made by submitting the Team Roster Student Athlete Status/Update Form.

6.3.2 Voluntary Withdrawal/Disassociation

In the event a student-athlete on scholarship voluntarily withdraws from the intercollegiate athletics program, the athlete will be required to complete a Disassociation Form. This form will assist in canceling grant-in-aid if warranted. This form should be completed in the Compliance Office.

6.3.3 Switching Sports/Multiple Sports

No scholarship athlete, or student-athlete who has given up a scholarship, will be permitted to leave one sport and participate in another sport without the written consent of the coach previously responsible for the student-athlete's scholarship. This written consent must be on file in the compliance office before the student-athlete is allowed to participate. This applies to student-athletes who are switching from one sport to another or who are adding a second sport. All student-athletes who have exhausted their eligibility or who are disassociating from a sport for any reason will be directed by the head coach to arrange and undergo an exit interview at the time of separation.

6.4 Annual Paperwork Required for All Student-Athletes Prior to the First Practice

6.4.1 Annual Rules Meeting

At the beginning of the academic year meetings will be scheduled for all new and returning student-athletes that intend to try out, practice or compete on a University of Texas at San Antonio team during the year. Attendance at this meeting and completion of all forms is **mandatory** and must be completed prior to the student-athlete being permitted to try-out, practice or compete with the team. The Assistant Athletics Director-Compliance (or designee) will conduct the meetings and other Department of Athletics and University staff will make presentations as appropriate.

6.4.2 Mandatory Paperwork

- Student-Athletes must complete the following forms used to gather information and determine eligibility Returning Student-Athletes:
 - Returning Student-Athlete Information Form
 - Student-Athlete Historical Report
 - Housing Information
 - Parent/Guardian Information
 - Insurance

- Financial Aid
- Amateurism
- Employment Information
- Car Registration
- Participation History
- New Student Athletes:
 - New Student-Athlete Information Form
 - Student-Athlete Historical Report
 - Parent/Guardian Information
 - High School/Prep School Information
 - Recruitment Status
 - Previous College Information
 - Participation
 - National Letter of Intent
 - Financial Aid
 - Eligibility Information
 - Amateurism
 - Insurance
 - Employment Information
 - Car Registration
 - Financial Aid

6.4.3 Review the Summary of NCAA Regulations

All student-athletes are also required to sign the following:

- NCAA Student-Athlete Statement
- NCAA Student-Athlete Affirmation of Eligibility
- HIPAA Authorization/Buckley Amendment Consent Form
- NCAA Drug Testing Consent Form
- Student-Athlete Information Sheet

6.4.4 Review the UTSA University - University of Texas at San Antonio Student-Athlete Planner

After reviewing the UTSA Student-Athlete planner, the student-athlete must sign the Student-Athlete Code of Conduct.

Student-Athletes that intend to participate in more than one sport shall complete separate eligibility paperwork for each sport.

6.4.5 Student-Athlete Affirmation of Eligibility

Following the completion of the squad list and prior to the first date of competition, the Assistant Athletics Director-Compliance will prepare the NCAA Student-Athlete Affirmation of Eligibility form and have it signed by the head coach and the Director of Athletics. The Director of Athletics should keep a copy of this form and the original should remain on file with the squad lists in the Compliance Office.

6.4.6 Minors/Parents Signature Required Forms

Occasionally a student-athlete will have not reached his or her 18th birthday prior to enrolling at UTSA.

This poses a potential problem with the filing of drug testing authorizations and the NCAA Student-Athlete Statement. To alleviate this potential problem, the Training Room sends and the NCAA Drug Testing Consent forms to all known incoming freshmen during the summer. Underage student-athletes are advised that their parents also must

sign the forms before they are returned to the Department of Athletics. Other documents such as medical and insurance records also require parent or guardian signatures.

6.5 Summary of Eligibility Forms

- NCAA Institutional Request List
- NCAA Domestic Student Release Form
- NCAA Foreign Student Release Form
- Team Roster Update Form
- Disassociation Form
- University of Texas at San Antonio Returning Student-Athlete Information Form
- University of Texas at San Antonio New Student-Athlete Information Form
- NCAA Student-Athlete Statement
- NCAA Student-Athlete Affirmation of Eligibility
- HIPAA Authorization/Buckley Amendment Consent Form
- NCAA Drug Testing Consent Form
- Student-Athlete Information Sheet

6.6 Certification

6.6.1 Eligibility/APR Certification

The certification process for NCAA initial eligibility is as follows:

1. Prospective student-athlete initiates the NCAA Eligibility Center on-line registration process by filing an online Domestic or Foreign Student Release Form and paying the fee.
2. Prospective student-athlete requests that the high school transcripts and test scores are sent directly to the Eligibility Center. The final transcript that includes the graduation date must be on-file prior to certification. Student Score Reports and scores taken directly from a Student Score Report are not usable.
3. Upon a prospective student-athlete completing the required tasks in the NCAA Eligibility Center, the Athletics Compliance Office will verify the final eligibility certification of the prospective student-athlete.
 - a. If a prospective student-athlete is not certified by the NCAA Eligibility Center at the time the prospective student-athlete reports for countable athletically related activities, the temporary certification period (per NCAA rules) will begin.

The certification process for NCAA transfer eligibility is as follows:

1. As soon as it is known that a transfer student-athlete will be attending UTSA, the Compliance Office will request an updated transfer course evaluation from the Registrar's Office.
2. Provided all transcripts have been received, the Registrar's Office will perform a transfer course evaluation, which will determine transferable credit hours and transferable GPA.
3. If graduation from a two-college is required, the Registrar's Office in conjunction with the Academic/Compliance Services office will verify documentation of graduation.
4. Prior to participation in countable athletically activities, the Compliance Office in conjunction with the Registrar's Office will verify completion of NCAA transfer requirements.
 - a. If a prospective student-athlete is not certified at the time the prospective student-athlete reports for countable athletically related activities, the temporary certification period (per NCAA rules) will begin.

The certification process for NCAA continuing eligibility is as follows:

1. Prior to each academic year, all student-athletes will be enrolled in correct majors for NCAA certification of eligibility for the upcoming year.
 - a. Declaration of Major forms will be filled out as necessary. These are used in order to document student-athlete's intended major, if different from major initially enrolled in.
2. Any student-athletes that will need a midyear certification will be identified prior to the fall semester.

3. At the beginning of the academic year, Student-Athlete Academic Center Advisors will enroll student-athletes in an appropriate class schedule in order to best maintain NCAA eligibility.
4. Student-Athlete Academic Center Advisors will then create a list of all athletes in their 5th semester or later, and that list will be sent to the Registrar's office.
5. The Registrar will create progress-toward-degree (PTD) forms for each student-athlete on the list.
6. The PTD forms will be sent to each advising center to be filled out. The advising centers designate which courses on the student-athletes' schedules are degree applicable and what each grade requirement is for the particular courses. The completed forms are to be returned to the Student-Athlete Academic Center Advisors a month after disbursement.
7. Each Student-Athlete Academic Center Advisor evaluates the PTD forms for any issues (i.e., degree applicability) and makes adjustments as needed.
8. If any changes to the PTD forms are needed, the form is corrected and resent to the advising centers. Correct forms must be done by the end of the semester.
9. Around the grade release date, Student-Athlete Academic Center Advisors review fall semester grades and evaluates them against the PTD forms to determine countable hours for each student-athlete.
10. A meeting is then held with the Student-Athlete Academic Center Advisors and the Registrar's Office to go through each student-athlete's grades to confirm the number of countable hours determined by the Student-Athlete Academic Center Advisors.
11. The continuing eligibility certification of student-athletes is based on this meeting. A master spreadsheet for each team is created by the Associate AD/Academic Services to record student-athlete eligibility. The Registrar documents the eligibility certifications as well.
12. <Conference requirements, if applicable>
13. At the beginning of the spring semester, the Student-Athlete Academic Center Advisors will create a list of all athletes in their 5th semester or later, and that list will be sent to the Registrar's office.
14. The Registrar will create progress-toward-degree (PTD) forms for each student-athlete on the list.
15. The PTD forms will be sent to each advising center to be filled out. The advising centers designate which courses on the student-athletes' schedules are degree applicable and what each grade requirement is for the particular courses. The completed forms are to be returned to the Student-Athlete Academic Center Advisors a month after disbursement.
16. Each Student-Athlete Academic Center Advisor evaluates the PTD forms for any issues (i.e., degree applicability) and makes adjustments as needed.
17. If any changes to the PTD forms are needed, the form is corrected and resent to the advising centers. Correct forms must be done by the end of the semester.
18. Around the grade release date, Student-Athlete Academic Center Advisors review spring semester grades and evaluates them against the PTD forms to determine countable hours for each student-athlete.
19. Percentage of Degree Requirement (PDR) forms are sent to the advising centers.
20. A meeting is then held with the Student-Athlete Academic Center Advisors and the Registrar's Office to go through each student-athlete's grades to confirm the number of countable hours determined by the Student-Athlete Academic Center Advisors.
21. PDR forms are returned to the Registrar's office by the advising centers. These should be returned prior to the beginning of the 1st 5-week summer session.
22. The Student-Athlete Academic Center Advisors make any adjustments and re-issue PDR forms, if necessary.
23. By the end of August, NCAA certifications will be completed for the upcoming academic year.

SECTION 7.0 - AMATEURISM

7.1 The Principal of Amateurism

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

7.1.1 Summary of Amateurism Rules

The NCAA has strict rules regarding amateurism. This is a very short summary of the main areas to be aware of problems often arise with foreign prospects and determining their amateur status. A student-athlete or prospect will lose their eligibility if they:

- Use their athletics skill (directly or indirectly) for pay in any form in their sport.
- Accept a promise of pay (even if the pay will be after graduation or completion of eligibility)
- Sign a contract or commitment to play professional sports
- Receive (directly or indirectly) a salary, reimbursement of expenses or any other form of financial
- Assistance from a professional sports organization.
- Compete on any professional athletics team even if no pay or remuneration for expenses is received (except for tennis, golf, beach volleyball, or synchronized diving teams)
- Enter in to a professional draft or an agreement (written, oral, handshake) with an agent.

If a student-athlete is offered expenses (beyond actual competition expenses), a stipend, or prize money from a club team, national team or any outside organization, the coach and the student-athlete should check with the Assistant Athletics Director-Compliance before any agreement is made or any benefit is received.

7.2 Agents

7.2.1 Summary of Rules Regarding Sports Agents/Contracts

NCAA regulations specifically prohibit eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletic contests in which the involved student-athletes performed.

While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout or someone who attempts to arrange a meeting with the same.

This could be a certified sports agent, a local business, family friend, lawyer, or a loyal supporter. There have been reports of opposing coaches trying to arrange agent contacts for players on rival teams. Communication in this area is of the utmost importance. If a student-athlete wishes to explore his/her options in a sports-related career, he/she should set up a meeting with the Director of Athletics to discuss the matter. Such meetings may also be arranged for groups or whole teams. Contacts with agents must be monitored closely for the sake of the student-athlete and the program. No student-athlete should enter into extended conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to the Assistant Athletics Director of Compliance (not the coach) and receiving clearance to converse with that person.

The extent of the initial contact with an agent should be to request a business card and a list of other athletes that the agent represents. The student-athlete should ask the agent if he/she has been in contact with the Assistant Athletics Director-Compliance (NOT THE COACH). Regardless of the answer, the student-athlete should tell the

individual, “I have to report this contact to my AD. I appreciate your interest and will get back in touch with you.” Under no circumstances should the student-athlete sign anything or accept anything else from the agent (even a meal, a soda, etc.). The contact should be immediately reported to the Assistant Athletics Director-Compliance.

7.3 Endorsing a Commercial Product or Service

7.3.1 Modeling

If an individual accepts remuneration for or permits the use of his or her name or picture to advertise or promote the sale or use of a commercial product or service prior to enrollment in a member institution, continued remuneration for the use of the individual’s name or picture after enrollment is permitted without jeopardizing his or her eligibility to participate in intercollegiate athletics only if all of the following conditions apply:

- The individual’s involvement in this type of activity was initiated prior to his or her enrollment in a member institution.
- The individual became involved in such activities for reasons independent of athletics ability;
- No reference is made in these activities to the individual’s name or involvement in intercollegiate athletics;
- The individual does not endorse the commercial product; and
- The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skills and experience as a model or performer and is not based in any way upon the individual’s athletics ability or reputation.

7.3.2 Charitable, Educational and Other Community Service Projects Release Forms

NCAA regulations permit under certain circumstances an athlete’s involvement in campus and community charitable projects (e.g., sports skills) and/or appearance in educational projects (books, videos, articles, etc.). Any such participation requires prior approval of the Director of Athletics and the signed release statement of the athlete and project promoter(s) that the project or event is within the guidelines of NCAA regulations.

The Charitable and Educational Projects Form for these compliance statements is available in the Marketing and Promotions Office. Any athlete or coach approached on behalf of a student-athlete should immediately contact the Marketing and Promotions Office. While most types of events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The intent of NCAA regulations is to avoid using the student-athlete to promote a commercial enterprise.

Failure to comply with these regulations can result in the loss of eligibility and financial aid for the student-athlete. It should be noted that student-athletes who have completed their eligibility (e.g., senior volleyball players or cross-country runners in their final spring semester) but are still receiving financial aid continue to be subject to this regulation.

7.3.3 Charity, Promotional or Sports Skills Instruction - Releases

While NCAA amateurism statutes prohibit the use of student-athlete’s name, picture or appearance for commercial purposes, under specific circumstances it is possible for student-athletes to take part in charitable work, non-commercial promotional events or sports skill instruction demonstrations, films or tapes.

Participation in these activities requires certain statements of compliance from both the promoters and the student-athletes involved, as well as permission from the Director of Athletics. Never should a student-athlete participate in any such activity, without first contacting the Compliance Office. Future eligibility could be at stake if the student-athlete knowingly violates this requirement.

If a student-athlete is asked about participating in such an event he or she should get as much information as possible, including a contact person, address and phone number. The student-athlete must then contact the Assistant Athletics Director-Compliance.

If the activity is permissible under NCAA rules and it has been confirmed that the student-athlete will not miss any classes due to participation in this project, the Assistant Athletics Director-Compliance may then authorize the completed release document to certify the event.

7.4 Summary of Amateurism Forms

- Charitable and Educational Projects Form
- Release Document

SECTION 8.0 - ACADEMICS

8.1 Academic Integrity & Dishonesty

8.1.1 Summary of Academic Integrity Rules Applying to All Students

It is expected that University students will demonstrate a high level of maturity, self direction and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity and the capacity for self direction in personal behavior.

However, in the interest of other students and the University in maintaining these standards, the University reserves the rights, through due process, to place on probation, suspend or dismiss any student who violates academic integrity and regulations by providing false or misleading or incomplete information to the University, by falsification of University records, by plagiarism, by classroom misdemeanor, or by academic dishonesty. Students are expected to obey federal, state, and local laws as well as the regulations of the University. Should it become necessary to initiate disciplinary proceedings against a student attending this University, established guidelines for procedural due process will be followed. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanction to any student involved.

Penalties that may be applied by the faculty member to individual cases of academic dishonesty include one or more

Of the following:

1. Written reprimand;
2. Requirement to re-do work in question;
3. Requirement to submit additional work;
4. Lowering of grade on work in question;
5. Assigning grade of "F" to work in question;
6. Assigning grade of "F" for course;
7. Recommendation for more severe punishment, such as dismissal from the program or from the University. If the faculty member determines that assigning a grade of "F" to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping courses, the student forfeits his/her right to drop the course in question.

If the faculty member recommends more severe punishment, such as dismissal from the program or from the University, the faculty member will notify the appropriate chair/college dean, who in turn will notify the Office of Student Affairs. If dismissal from the University is recommended, the Office of Student Affairs will follow its usual procedure for such cases. (As indicated in the UTSA Student Athlete Handbook), any nonacademic issues are referred to the Office of Student Affairs.)

The faculty member must file a record for each case of academic dishonesty, including a description of the disciplinary action taken and any materials involved, with his or her college dean who will forward a copy to the Office of Student Affairs. The office of the academic dean of the college in which the offense took place will maintain records of all cases of academic dishonesty reported for a period of five years. The Office of Student Affairs will maintain records of such cases for a period of five years. The Office of Student Affairs will inform the Graduate Dean as appropriate. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The Appeals Procedure will be the same as that specified for grade appeals. The grade appeals procedure may be found in the University Rules manual.

8.1.1.1 Academic Integrity Rules Applying to Student-Athletes

Involvement in any form of Academic Dishonesty by student-athletes, coaches, Department of Athletics staff members or others involved with the intercollegiate athletics program is considered to be a violation of NCAA regulations.

Unethical Conduct and will result in NCAA violations that can result in major sanctions for the university and those involved in the action.

8.2 Academic Advising

8.2.1 Academic Advising Policy– Department of Athletics

It is Department of Athletics policy that Athlete Academic Services is directly responsible for overseeing the academic progress of each student-athlete involved in his/her program. The assigned Academic Advisor should perform the actual academic advisement. Coaches may supplement this advisement but not supplant it. Semester grades indicate academic progress and are available through a printout of all athletes enrolled. Coaches should establish a progress report each semester for all his/her student-athletes.

The Compliance Office will continually work with campus academic departments via the Registrar to keep the advisors current on NCAA regulations and requirements. Coaches and athletes should contact the Compliance Office or the specific academic advisor any time they feel there may be some question about the advice a student-athlete has received. A student-athlete's opportunity to participate should not be compromised due to ignorance of NCAA academic eligibility standards.

8.2.2 Academic Advising For Student-Athletes – Mandatory

All student-athletes are required to meet with their Athletics Academic Advisor. At 45 and 90 credit hours the student-athlete must also meet with a campus academic advisor within their major. Student-athletes that fail to meet this requirement prior to their opportunity to register (priority registration) will be unable to register for classes until they have done so and will forfeit their priority status. Fulltime academic advisors are available to assist students with their educational plans, course selections, degree requirements and other academic transactions.

8.3 Registration

8.3.1 Registering for Classes

All student-athletes are eligible for priority registration and may register on-line on the first day of registration for each term if they have completed required academic advising and have no other holds placed on their records. Student-athletes register for classes through the normal processes. Student-athletes will have a hold placed on their records that will not permit them to register for classes without advising and will not permit them to drop or add courses with the express permission of their academic advisor.

8.3.2 Withdrawing from classes

No student-athlete should have his/her academic future endangered by having to remain in a potential high-risk academic situation. Therefore, student-athletes may drop classes at anytime, even if such action jeopardizes his/her immediate or future athletic eligibility to compete and/or receive financial aid. However, no student-athlete should take such action without being fully aware of the consequences. Therefore, student-athletes wanting to drop a class should follow the following procedures:

- A hold is placed on all student-athletes registration so that they may not drop courses without written permission from the Athletics Departments.
- The student-athlete who wishes to drop a course first meets with their academic advisor.
- The Academic Advisor explains the potential consequences of dropping the class.
- If the student-athlete still wishes to drop the class he/she must have written permission from their coach and academic advisor.
- If the student-athlete drops below full-time status (12 units) all applicable NCAA rules will be enforced and student-athlete will be held out of practice and competition. Cancellation of financial aid will also occur.

8.4 Progress Reports

8.4.1 Progress Reports

The Department of Athletics requests mid-semester and periodically throughout the semester grade or progress reports on all student-athletes. This information is shared with the head coaches and the student-athletes. Student-athletes are encouraged to take advantage of academic resources early in the semester so that little problems do not become big problems.

8.5 Study Hall Procedures

8.5.1 Study Hall – Department of Athletics

Study Hall procedures are covered in other documents as produced by the Athletic Academic Services who are in charge of team study halls or team study policies. Academic counseling and tutoring services are also available through the Athletic Academic Services. In addition, tutors may be secured through campus tutorial services.

- Each Coach will responsible their individual policy that reflect the Academic Mission of UTSA Athletics.

8.6 Department of Athletics Missed Class Policy

8.6.1 Class Attendance and Competitive Schedules

Sport plays a unique role at the university; promoting a sense of vitality and school spirit that contributes to the quality of life on campus and in the local community. Intercollegiate Athletics serves as a conduit that allows alumni and members of the community to connect with the university. While student-athletes serve as ambassadors for the university, they have very little control over when and where they compete. The NCAA and member conferences in some sports dictate the timing of some competitions; However, the Department of Athletics makes every effort to schedule non-championship competitions and travel to these competitions so that student-athletes' time away from campus during classes or exams is held to an absolute minimum.

The university policy for excused absences as stated in the university catalog:

Class Attendance Policies

C. Student Absences for Official University Functions

1. Students shall be excused without penalty from class to participate in an official University sanctioned student activity, such as intercollegiate athletic competition, forensics, music tours and other similar approved events. Students are responsible for the course work for the time they are absent from class.
2. Faculty or the University employee in charge of such activities shall file a list of students and the dates they request the students be excused from class with the Office of the Provost and Vice President for Academic Affairs. Deans, Division Directors, and faculty may check any names against the list by contacting the Office of the Provost.

Student-athletes are expected to attend all classes and labs in which they are enrolled, turn in all assignments on-time and take all examinations. Student-athletes should meet with their instructors early in the semester to discuss any competitions or travel to competition that may conflict with classes or exams. Academic Services provides each student-athlete with a travel letter which includes the team's competition travel schedule and a copy of the university's excused absence policy. A confirmation email is also, sent to the student-athlete's instructors prior to each competition.

It is the student-athlete's responsibility to make arrangements with their instructors for make-up exams, quizzes or submission of assigned homework or other assignments. Coaches should provide a travel itinerary along with a list of students that will travel to the Assistant Athletic Director for Compliance and Academics so that a confirmation e-mail may be sent to student-athletes' instructors prior to a competition.

Student-athletes may not be excused from regularly scheduled classes for practices (except while on trips), media interviews, public service, medical treatment or film review. Generally university staff members may not require or request that student-athletes miss class for any reason except for competition. Exceptions to this rule may be made by the Director of Athletics in unusual circumstances (e.g., attendance at a National Awards ceremony).

8.6.2 Sports Scheduling Guidelines

Head Coaches are responsible for scheduling contests in their respective sports. Schedules are to be submitted no later than August 1(Fall Sports) and November 15 (Spring Sports). Proposed schedules will be reviewed for NCAA minimum/maximum requirements, missed class time, cost and mode of transportation.

All competition schedules are subject to approval by the Director of Athletics. Coaches shall schedule in such a way that the impact on student-athletes' coursework is kept to a minimum. Nonconference or non-championship contests that require travel during the first or last week of classes or during final exams may only be scheduled with the advance approval of the Director of Athletics. Such exceptions will be reported to the Intercollegiate Athletics Council.

Missed Classes

Coaches should make every effort to avoid scheduling contests or travel that conflict with class dates.

Final Exam Considerations

Road trips should be avoided during the first and last week of classes and during final exams. Home contests should be avoided during final exam week and during the two days prior to final exam week.

Every effort shall be made to minimize conflicts or time spent on athletics during the mid-term exam period.

Academic Services and the Head Coach should monitor student-athletes keep their instructors informed regarding their competition and travel schedules as well as any arrangements that must be made for additional tutoring, proctoring of exams or alternate testing.

At mid semester (or more often if deemed necessary) Academic Services requests that instructors report the academic progress of student-athletes and their attendance in regularly scheduled classes. Information regarding athletics-related excused absences as well as non-excused absences are used by the coaches and administrative staff and reported in summary form to the Compliance Office. Annually, the Associate Athletic Director of Academics will present data regarding missed class time per sport per semester in conjunction with the grades accrued by the student-athletes of the respective sports.

8.6.3 Enforcement

Head coaches are responsible for determining appropriate disciplinary action if student-athletes have unexcused absences, do not meet mandated study hall hours, or miss an academic meeting or tutoring session without notice. These disciplinary measures should be included in the team rules distributed to all team members and actions taken in response to violations of these rules should be reported to the Assistant Athletics Director-Compliance and the Associate Athletic Director of Academic Services.

The Director of Athletics is responsible for determining appropriate disciplinary action if coaches do not adhere to the sports scheduling guidelines.

SECTION 9.0 - SPORTS EQUIPMENT AND APPAREL

9.1.1 Use of Logos on Equipment, Uniforms and Apparel

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and post-game activities (e.g., celebrations on the court, pre- or post-game press conferences), provided the following criteria are met.

- A. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- B. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.
- C. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

9.1.2 Laundry Label

If an institution's uniform or any item of apparel worn by a student-athlete in competition contains washing instructions on the outside of the apparel on a patch that also includes the manufacturer's or distributor's logo or trademark, the entire patch must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) that does not exceed 2 1/4 square inches.

9.1.3 Pre- or Post-game Activities

The restriction on the size of a manufacturer's or distributor's logo is applicable to all apparel worn by student-athletes during the conduct of the institution's competition, which includes any pre- or post-game activities (e.g., post-game celebrations on the court, pre- or post-game press conferences) involving student-athletes.

9.1.4 Title-Sponsor Recognition

Racing bibs and similar competition identification materials (e.g., bowl-game patches) worn by participants may include the name of the corporate sponsor of the competition, provided the involved commercial company is the sole title sponsor of the competition.

9.1.5 Logo Restrictions - Bench Personnel

The logo restrictions on student-athletes' apparel shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in NCAA news conferences.

9.1.6 Logo Restrictions – Non-competing Participants

The logo restriction on student-athletes' apparel shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

9.1.7 Athletics Equipment

A member institution may not provide athletics equipment to a high school. However, a member institution is permitted to provide athletics equipment to bona fide youth organizations (e.g., the YMCA, a Boy Scout troop, a summer recreation league) that may consist of some prospects, provided the issuance of equipment is in accordance with the institution's regular policy regarding the discarding of equipment. Further, only those organizations within a 30-mile radius of the campus may be provided such equipment by the institution.

9.1.8 Non-Athletics Equipment

A member institution may provide non-athletics equipment (e.g., a computer) to a high school, provided there is no Department of Athletics involvement and the equipment is not utilized to benefit only the high school's athletics program.

9.1.9 Travel Apparel

An institution may not provide to student-athletes team travel outfits, blazers or other items of clothing that are not sports-related practice or competition apparel.

9.1.10 Retention of Athletics Apparel and Equipment

A student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation. Additionally, apparel that is unusable in subsequent seasons may be retained after the institution's playing season. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.

9.1.11 Summer Use of Athletics Equipment

A student-athlete may retain and use institutional athletics equipment (per the institution's normal equipment policy) during a summer vacation period.

9.1.12 Athletics Equipment

A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be utilized by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

9.1.13 UTSA Policy

Issuance and Retrieval

Each Coach (or designee) is responsible for managing their own sports athletic apparel and equipment inventory. Coaches are to document the issuance and retrieval of athletic apparel and equipment. Upon request, the following information should be available:

- Student-Athlete Name
- Sport
- Item
- Date Apparel/Equipment Checked Out
- Date Apparel/Equipment Checked In

The student-athlete will be held financially responsible for all apparel and equipment assigned to them. In the event of lost, stolen or damaged equipment, it will be the responsibility of the student-athlete to replace the item, or to reimburse the athletic department as deemed appropriate by the Athletic Director or Sport Supervisor.

If a police report exists, the SAOF can be utilized to replace stolen items. If the student-athlete violates UTSA/NCAA rules for apparel and equipment issuance and retrieval, said student-athlete could be subject to punishment by UTSA and/or NCAA, including termination of athletic eligibility.

The Head Coach is responsible for the proper application of the apparel and equipment issuance and retrieval process. All apparel and equipment must be accounted for. If the Head Coach violates the UTSA/NCAA rules for apparel and equipment issuance and retrieval, said Head Coach may be subject to punishment by UTSA and/or NCAA, including program probation/sanction and/or employment termination.

Disposal

The University may not donate or sell equipment or apparel to a high school or prospective student-athlete aged individuals. All donations must be approved by the Athletics Compliance Office through use of the UTSA Athletics Merchandise Request Form.

Unusable apparel that was used by student-athletes for practice or competition can be permanently released to those particular student-athletes. Unusable equipment may be purchased by student-athletes at the same cost basis as by any other individual interested in purchasing such equipment.

Used equipment and apparel may be made available to the general public via an advertised sale. Prior to any such public sale of equipment or apparel, the Head Coach or Equipment Manager is responsible for obtaining approval from the Athletics Compliance Office.

In the event equipment or apparel cannot be disposed of by these methods, the Head Coach or Equipment Manager shall coordinate with the Athletics Compliance Office to determine other permissible options, if any, for disposal.

Apparel vs. Equipment

The University can only purchase equipment and apparel that is applicable to that sport (e.g., cannot purchase swimsuits for the softball team; cannot purchase stocking caps for the basketball team).

The NCAA does not set a specific list of what is apparel or equipment. The following list is a general guideline as to what is apparel and what is equipment:

Apparel: Pieces of clothing worn by the student-athlete. Items that after being issued and utilized for practice of competition cannot be utilized by other team members in subsequent seasons.

- Hats and visors
- T-shirts
- Shorts
- Socks
- Bras
- Compression shirts and shorts
- Mouth guards
- Uniforms*
- Sweatpants*
- Sweatshirts*
- Jackets*
- Rain gear*

*These items are apparel, but they are not necessarily unusable for subsequent seasons. Therefore, they are more heavily scrutinized when determining the qualification for permanent release.

Equipment: Items utilized by the student-athlete that can be utilized by other team members in subsequent seasons.

- Bags – Travel, equipment, etc.
- Balls
- Baseball/Softball bats
- Catchers equipment
- Baseball/softball gloves
- Helmets, shoulder pads
- Golf clubs
- Tennis rackets
- String
- Grips
- Shoes/Cleats*

*The NCAA defines shoes as equipment, but they can be treated as apparel if they are no longer usable at the end of the institution's playing season.

SECTION 10.0 - OTHER BENEFITS AVAILABLE TO STUDENT-ATHLETES

10.1 Rules Regarding Benefits to Student-Athletes

One of the key NCAA “concepts” that every coach and student-athlete must understand is that regarding Extra Benefits. This concept is at the center of all the rules in the more than 480 pages in the NCAA Manual. Student-athletes are expected to be students first and athletes second and the University may only provide benefits that allow them to get an education and compete in their sport. If something is not specifically permitted in the legislation it should be assumed that it is not permissible to provide or receive.

10.1.1 Extra Benefits

An extra benefit is any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide a student-athlete or the student’s 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 to a particular segment of the student body (e.g., foreign student, minority student) determined on a basis unrelated to athletics ability.

10.1.2 Occasional Meals

A student-athlete or the entire team may receive an occasional meal in the locale of the institution (e.g., in a local restaurant or the staff members home) on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions.

- The meal must be provided in an individual’s home (as opposed to a restaurant) and may be catered; and
- A representative of the institution’s athletics interests may provide reasonable local transportation to Student-athletes to attend the meal function only if the meal function is at the home of that representative.
- All such meals must be approved in advance by the Assistant Athletics Director-Compliance.
- All expenses must be approved in advance by the Business Office. Staff members will not be reimbursed for meals that do not include the entire team (e.g., a few individuals come to the house for Thanksgiving dinner).
- The Department of Athletics will not reimburse boosters for meal or transportation expenditures.

10.1.3 Benefits Incidental to Participation

The following benefits are considered incidental to athletics participation and therefore permissible for all eligible student-athletes to receive from the Department of Athletics:

- Meals and housing when dorms are closed (only when on-campus for practice or competition)
- Expenses for off campus practice and competition
- Travel insurance when on sports related trips
- Complimentary admissions (four, with restrictions)
- Expenses for participating in special even
- Tutoring and counseling
- Medical benefits for athletically related injuries
- Expenses for eligibility investigation and related legal proceedings
- Expenses related to a permanent disability

- Other incidental expense waivers (on appeal)

10.1.4 Miscellaneous Benefits

An institution may provide or arrange for the following benefits for a student-athlete:

- The use of a return ticket at any time after conclusion of a foreign tour;
- Receipt of frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and/or competition; Participation in receptions and festivities associated with championships, conference tournaments or all-star events hosted by and conducted on the institution's campus;
- Occasional meals to team members provided by the parent of a student-athlete at any location;
- Telephone calls in emergency situations as approved by the director of athletics (or his or her designee);
- Reasonable tokens of support and transportation in the event of serious injury, serious illness, or death of a family member and transportation to attend the funeral of any family member;
- Fund raisers for student-athletes (or their immediate family members) under the following extreme conditions:
 - Extreme circumstances due to events beyond the student-athlete's control (e.g., life-threatening illness, natural disaster);
 - The proceeds must be designated for a specific purpose (e.g., payment of medical bills, purchase of medical equipment, replacement of items lost in a fire, etc.)
 - The proceeds may not be given directly to the beneficiaries, but must be disbursed through or paid directly to another entity, with receipt kept on file by the institution; and
 - The excess proceeds must be given to a not-for-profit organization with the receipt kept on file by the institution.
- The payment of admission costs or a meal for any student-athlete being honored at non-athletics awards ceremony.

SECTION 11.0 - PLAYING AND PRACTICE SEASONS

11.1 Declaration of Season

Each head coach is responsible for declaring the practice and playing seasons (traditional and/or non-traditional segments) for the academic year. These declarations will be submitted no later than the first day of fall classes each year to the Compliance Office where they will be kept on file. These dates must be within the parameters of playing and practice seasons as indicated in NCAA Bylaw 17. NCAA Playing Season regulations are sports specific. A summary of these rules is listed here; however, coaches are advised to review NCAA Bylaw 17 and the rules specific to their sport.

11.1.1 Preparation of Competitive Schedule

Coaches and administrators work together to develop competitive schedules that meet the NCAA maximum and minimum contest limits, are within the NCAA dictated playing dates and fit within the institutionally established playing and practice season. Institutional budgets and impact on student-athlete's time are also critical factors in developing competitive schedules. Tentative schedules shall be submitted to the Business Office and the Assistant Athletics Director-Compliance before these schedules may be distributed or before any contracts with other institutions may be signed.

11.1.2 Countable Athletically Related Activities

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities. Shall not be considered as countable athletically related activities(CARA). Head coaches have the responsibility of monitoring the amount of countable athletically related activity (CARA) of the team and of each of their student-athletes during the academic year. This system consists of the following steps:

- The head coach reviews the summary of countable and non-countable activities and the rules specific to seasonal limitations.
- Time spent in countable activities is recorded on weekly calendars on a daily and weekly basis. These activities must be recorded in ACS.
- The head coach submits the CARA report in ACS each week.
- One student-athlete must also confirm CARA reports in ACS each week. Students are sent CARA reports through ACS, along with an email reminder to review them. Coaches and sports supervisors are also sent a weekly email with the names of student-athletes who have CARA reports waiting to be reviewed in ACS.

11.1.3 Season Participation Form

- The head coach is responsible for completing and submitting a Season Participation form to the Compliance Office. The form will list the names of all student-athletes who participated in practice sessions or competition during the season and will indicate which contests (if applicable) the student-athlete competed in.

11.2 Summary of Playing and Practice Season Forms

- CARA Report (on ACS)
- Season Participation/Letter Winners Form

SECTION 12.0 - STAFF/PERSONNEL ITEMS

12.1 Limitations on the Number and Duties of Coaches

12.1.1 Coaching Definitions

12.1.1.1 Head Coach and Assistant Coach

A head coach or assistant coach is any coach who is designated by the Department of Athletics to perform coaching duties and who serves in this capacity as a volunteer or on a paid basis with no limitations on income however all athletically related income must be reported annually to the President through the Compliance Office.

12.1.1.2 Volunteer Coach

May not receive compensation from the Department of Athletics, or any organization that provides funding to the Department of Athletics or involved primarily in the promotion of the institution's athletics program. These coaches may not be paid by anyone to provide coaching services for the Department of Athletics but may receive income for performing services unrelated to their position at UTSA University of Texas at San Antonio from outside of the Department of Athletics.

- May travel on away games
- May not contact or evaluate prospects
- May not scout opponents
- May receive two (2) tickets to home athletics contests in his/her sport.
- May not receive meals in conjunction with any recruiting activity but may meet with prospects on official or unofficial visits.

12.1.1.3 Undergraduate Assistant Coach

- Must be an undergraduate or graduate student who is within his/her five-year clock and has exhausted his/her eligibility or become injured to the point that he/she is unable to practice or compete again.
- Must be enrolled as a full-time degree seeking student.
- Must not receive compensation other than financial aid that could be received as a student-athlete and expenses incurred on road trips that are received by individual team members
- May not contact or evaluate prospects
- May not scout opponents

** The NCAA does not permit "Graduate Assistant Coaches" in any sport except for football. All persons performing coaching duties must fit in to one of the above categories. This does not preclude the institution from compensating a head or assistant coach through means of a scholarship or payment of tuition and fees.

** NCAA regulations disallow high school, prep school or two-year college coaches from coaching the same sport at UTSA. It is permissible for a high school coach to serve as a college coach in another sport (e.g., the local high school swimming coach may serve as a coach for the cross-country team)

12.2 NCAA Required Financial Reporting

12.2.1 Athletically Related Income

All full-time and part-time non-clerical Department of Athletics staff members are required to provide a written detailed account annually to the President for all athletically related income and benefits from sources outside the institution. The approval of such income must be in line with all policies that apply to all institutional employees.

Sources include:

- Income from annuities (related to athletics)
- Sports Camps
- Housing Benefits (including preferential housing arrangements)
- Country Club Memberships
- Complimentary ticket sales
- Television and radio programs; and
- Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers

In order to receive prior approval for such income, the Athletically Related Income Form is to be completed and submitted to the Compliance Office prior to August 31 for the subsequent year by each staff member and any changes in income over the course of the year must be indicated on updates to the form.

12.3 Communication with Offices Outside of Athletics

12.3.1 Compliance as Main Contact

Coaches should not contact class instructors or other offices outside of Athletics (i.e., Admissions, Financial Aid, etc.). Preferably, coaches should direct student-athletes to the appropriate contacts in those offices. However, if a coach has a specific question related to a current or prospective student-athlete he or she should direct the question to the Compliance Office first. If the Compliance Office is not able to supply a sufficient answer, the Compliance Office will forward the question to the appropriate office outside of Athletics.

SECTION 13.0 - OTHER ITEMS

13.1 Department of Intercollegiate Athletics Student-Athlete Exit Interview

13.1.1 Purpose of Student-Athlete Exit Interviews

Each year, Division 1 institutions are required by NCAA regulations to interview student-athletes in all sports who will no longer be participants in the Roadrunners athletics program. The purpose of the interview is to find out how student-athletes perceive their experience at the institution. The information obtained from the exit interviews will be used to help determine the strengths and weaknesses of the Roadrunners programs and to help decide where changes and/or improvements should be made.

13.1.2 Identification of Student-Athletes for Exit Interviews

- Student-Athletes Who Have Exhausted Their Eligibility
 - The names of those student-athletes who will exhaust their eligibility during the current academic year will be compiled by the Assistant Athletics Director-Compliance. The Assistant Athletics Director-Compliance will arrange an exit interview at the end of each sport season for all of the student-athletes in each sport who have exhausted their eligibility.
- Student-Athletes Departing a Sport Prior to Exhausting Eligibility
 - Upon being notified that a student-athlete has left a team via the head coach, Assistant Director of Athletics of Compliance will arrange for that individual to complete an exit interview.
 - If a student-athlete wishes to explore the possibility of transferring to another institution they will be asked to complete an exit interview before a release to speak with another institution or a transfer waiver is granted.

13.1.3 Student-Athlete Exit Interview Procedure

All student-athletes completing their eligibility, transferring or leaving the team for other reasons will be requested to complete the written exit interview questionnaire. All student-athletes completing this form may also request an in-person exit interview. A random sample of one half of the student-athletes selected to complete the written exit interview will be requested to complete an in-person interview. These individuals will be selected by the Intercollegiate Athletics Council (IAC) or a designee selected by the Chair from a list provided by the Assistant Director of Athletics of Compliance. In-person exit interviews will be conducted by Assistant Athletics Director-Compliance and/or the Senior Woman Administrator or by another member of the Department of Athletics Senior Staff. Student-athletes will be strongly encouraged to participate in this process, however, exit interviews are considered voluntary. The responses to the exit interviews will be compiled and analyzed by the senior Department of Athletics staff members, including the SWA, FAR, Director of Athletics, Assistant Athletics Director-Compliance and the Assistant Director of Athletics/External and these same results will be presented to the IAC. All information gathered in this process will be validated prior to dissemination. Based on validated information and recommendations made by the interviewees senior staff and the IAC will then recommend any changes that they feel should be implemented to the Director of Athletics.

13.2 Tobacco Policy

13.2.1 Use of Tobacco Products – Game Personnel

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rulemaking committees and sports committees with rules-making responsibilities) shall be established for such use.

13.2.2 Use of Tobacco Products – Student-Athletes

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.

13.2.3 Tobacco Ban

No player, coach or game official may use any form of tobacco during practices or games in NCAA-approved summer baseball leagues.

13.2.4 Department of Athletics Policy on Tobacco

The University of Texas at San Antonio Department of Athletics strongly discourages the use of all tobacco products. Use of tobacco products while representing the University in any capacity is prohibited. As more and more tobacco related research is conducted, the results uniformly support the fact that all forms of tobacco use is bad for your health and sets a bad example for young people in the community that look up to you.

13.3 Drug and Alcohol Policy

13.3.1 Department of Athletics Drug and Alcohol Policy

Introduction

The following policy statement has been adopted and shall be administered by The University of Texas at San Antonio (UTSA) Athletics Department. UTSA reserves the right to make changes to this policy as needed, and this Policy should not be construed to create a contract between student-athlete and UTSA. Please note this policy represents UTSA's Alcohol and Drug Education & Testing Program, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at www.ncaa.org and from the Compliance Office.

The administrative, professional, and coaching personnel of the Department of Intercollegiate Athletics believe and concur in the following propositions and conclusions concerning alcohol and drug use and abuse by any student-athlete participating in the University's athletics program.

- A. Student-athletes need full knowledge of the harm that alcohol and drugs may cause and an awareness of the benefits of avoidance and the nature of rehabilitation. The extraordinary public scrutiny and performance pressures to which they are subjected present unusual temptations and possibilities for exploitation and exposure to alcohol and drugs with which even the more sophisticated may find difficulties in coping.
- B. Those attempting to combine athletic activities with alcohol and drug use may create additional risks both to themselves and to teammates. The reduction in mental alertness, the behavior modifications – whether as excessive aggression or increased indifference – expose athletes to physical injury and team dissension. These risks are both immediate (e.g. practice injuries) and long-term (physiological degradation).
- C. Given the substantial time and energy required for participation in sports, a student-athlete who permits alcohol or drug use to affect and alter his/her athletic performance is likely to see corresponding declines in his/her ability and motivation to honor his/her primary obligations in the classroom.
- D. All student-athletes are subject to year-round random testing by the NCAA and UTSA, which may include testing during summer and vacation periods.

In the face of these conclusions, the UTSA Department of Intercollegiate Athletics will promote an enhanced educational program for all student-athletes, will implement a testing program designed to deter drug and alcohol

abuse and will identify and counsel those student-athletes who need and can benefit from assistance with this problem.

INSTITUTIONAL DRUG AND ALCOHOL TESTING

Purpose

The Athletics Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using alcohol or drugs, and to assist them before they harm themselves or others. Furthermore, the Athletics Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

The intent of these policies is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

- Education – providing student-athletes and athletics staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and associated sanctions resulting from use detailed in this policy; and
- Professional Referral – facilitating appropriate treatment and rehabilitation of student-athletes.

Notification and Reporting for Collections

Prior to the start of competition each year, every student-athlete will receive a written copy of the University's "Alcohol and Drug Education and Testing Program." Included in the Program is a form on which the student-athlete, through his/her signature, acknowledges receipt and indicates understanding of the Program, provides voluntary consent to drug and alcohol testing and to the release of the testing results to a limited and predefined number of individuals. If the student-athlete is a minor (under age 18), the signature of his/her parent or legal guardian will be required. Signing of the consent form is a condition for participation in athletics. Testing can take place at anytime during the calendar year, to include the regular academic year, summer and vacation periods. Drug and alcohol testing may consist of urinalysis, blood, hair, and/or saliva testing or any other acceptable method that indicates the presence of a drug, drugs or alcohol in the system. An electronic version of the Program will be placed on the UTSA Athletics website so that parents and prospective student-athletes may view the policy in its entirety.

The student-athlete will be notified of and scheduled for testing by the institution. Notifications of testing shall consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or an electronic mail notification that has been confirmed by the student-athlete. The Head Athletics Trainer or his/her designee will notify the student-athlete of the date and time to report to the testing station and will have the student-athlete read and sign the Student-Athlete Notification Form (See Appendix ___). Failure to show up for a drug test after receiving notification will be considered a positive test and sanctions will be applied accordingly. A student-athlete who has not responded to multiple attempts to notify can be escorted following a class, practice or strength and conditioning session to be tested immediately. It is inappropriate for a student-athlete to miss class for drug testing purposes.

The Head Athletics Trainer or his/her designee will be in the testing station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification and surrender all electronic devices when entering the drug-testing station, until the collection process has been completed. The Head Athletics Trainer or his/her designee must remain in the collection station until all student-athletes complete the collection process.

All collections and/or testing under this policy shall be observed collections. As such the student-athlete may be asked to remove any or all clothing during collection, if a reasonable suspicion of outside elements or an attempt to manipulate the testing exists.

Method of Testing

All student-athletes will participate in a periodic random testing program. The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Appendix ____). For an ongoing updated listing of the banned-drug list view the NCAA's web site at www.ncaa.org. UTSA may test for alcohol and for any or all of the substances that appear on the NCAA's list of banned substances. UTSA reserves the right to test for substances not contained on the NCAA banned-drug list and may test at cut off levels that differ from the NCAA program. UTSA requires that all student-athletes keep the athletics training staff and/or team physician aware of any prescribed drugs and dietary supplements that he or she may be taking, prior to being tested, and throughout the year.

All required NCAA documentation for diagnosed ADD/ADHD conditions and medications must be on file in the Athletics Training Room prior to the first athletic activity or immediately following diagnosis while a student-athlete at UTSA. Documented results using the DSM-IV criteria must be on file for ADD/ADHD medications to be permissible. Failure to have these results on file will result in a 365 day suspension for NCAA administered drug testing.

It is illegal to consume medications prescribed to another individual or to provide another individual with medications prescribed to you. If it is determined that a student-athlete has taken medication prescribed to and provided by another, both parties will face sanctions.

Medical Exceptions

The NCAA and UTSA recognize that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA and UTSA allow exceptions to be made for those participants with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones. Information regarding exceptions procedures can be found at .

Selected Types of Drug Testing

- **Unannounced Random Testing**

All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad lists are subject to unannounced random testing. The National Center for Drug Free Sport will select student-athletes from the official institutional squad lists by using a computerized random number program.

- Pre-season Screening

Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

- Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug or alcohol. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by a Deputy/Associate/Assistant Athletics Director, Head Coach, Assistant Coach, Head Athletics Trainer or an Associate/Assistant Athletics Trainer deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances, 4) providing 5 or more samples in an effort to reach acceptable dilution levels, or 5) possession of an outside agent/object deemed to be an effort to manipulate the testing procedure. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletics practice attendance, increased injury rate or illness, physical appearance changes, academic/athletics motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff or the sports medicine staff until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis.

- Postseason/Championship Screening

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time prior to post-season competition. If a student-athlete tests positive, he or she will be subject to the sanctions herein.

- Follow-up Testing

A student-athlete who has a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency, not more than once per week and determined by the Athletics Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

All student-athletes (scholarship and walk-on) are subject to testing, whether they are redshirting, have not been medically cleared to participate, are on medical hardship or have exhausted eligibility and are still receiving athletically-related aid. Student-athletes who fail a drug and/or alcohol test and are no longer competing due to a medical hardship or exhausted eligibility, will be sanctioned scholarship money as opposed to competition (25% for a first offense, 50% for a second offense).

Collection Protocol

The collection of samples from the student-athletes shall be monitored by a member of the athletics training staff or by an agency contracted to conduct the testing protocol. After collection has occurred, the specimens will be individually numbered. By signing a master list of numbered names, the student-athlete will certify that his/her numerical designation corresponds to that on the specimen bottle he/she has submitted. The numbered samples (no names on

the sample) will then be sent at the first opportunity to an independent laboratory commissioned to perform the tests. Once the results are returned from the independent laboratory a designated lead physician consultant or their designated UTSA representative will be the only person capable of matching the test results to see if any are positive (i.e. a positive test result indicating the presence of alcohol or one or more banned substances). Any unexcused absences from the testing procedure will be treated as the equivalent of a positive test. In the event that a student-athlete refuses to submit to a drug or alcohol test, this will be considered a positive result with appropriate sanctions applied.

Alcohol and Drug Education

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. UTSA will conduct a drug and alcohol education program for student-athletes at least once a year. The educational program(s) will be designed to review athletics department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this Policy and a list of banned substances. All student-athletes are required to attend. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted annually. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

Dietary Supplements

Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletics Trainer or the assigned team athletics trainer. Student-athletes are solely responsible for any substance that they ingest. All student-athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are confidential. The Resource Exchange Center may be accessed toll free at 1-877-202-0769, or at www.drugfreesport.com/REC/. The Web site requires the password ncaa1.

By signing UTSA’s Alcohol and Drug Education & Testing Program Consent Form, the student-athlete:

- a. Acknowledges that he/she understands that they are to disclose all dietary supplements used to the Head Athletics Trainer or assigned team athletics trainer;
- b. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
- c. Fully accepts that they have been made aware of the UTSA and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;
- d. Accepts any and all liability if they have in the past used, continue to use, and/or use at anytime in the future, dietary supplements in any form; and releases the UTSA, its agents, and all personnel of any and all responsibility and liability related to such use.

SANCTIONS FOR POSITIVE TESTS

First Positive

Following confirmation of a first positive test for alcohol and/or any of the substances listed on the NCAA banned-drug list at _____, the lead consulting physician or UTSA representative will inform the student-athlete of the test results and discuss the medical implications with him/her. In addition the physician or a university representative will also inform the athletics director, the administrator for that sport, the head coach of that particular sport, and the parents/guardian of a minor student-athlete. If the student-athlete is not a minor and has signed an authorization, the information will be released to his or her parent/guardian. The student-athlete will be required to undergo drug and/or alcohol education and/or counseling and will be suspended a total 15% of the scheduled contests for that year. If the positive result occurred during the student-athlete's off-season then he/she will be subject to community service, and the suspension will apply at the beginning of the next season. Suspensions will be applied to regular and post-season contests, not exhibition or non-championship seasons. If the suspension lasts longer than the remaining season, the balance of the suspension will be applied to the next season. A student-athlete who tests positive for a drug, drugs or alcohol may be subject to subsequent and regular follow-up testing up to a maximum of 1 time per week. All positive results are cumulative (example: if a student-athlete tests positive their freshmen year then has a negative follow-up test, but has a positive test at anytime during their tenure at UTSA, this will be considered the second positive result).

Second Positive

After a second positive test for alcohol and/or any of the substances listed on the NCAA banned-drug list at _____, the physician or a university representative will inform the student-athlete, the athletics director, the administrator for that sport, the head coach of that particular sport, and the parents/guardian of a minor student-athlete. If the student-athlete is not a minor and has signed an authorization, the information will be released to his or her parent/guardian. The student-athlete will be required to undergo further drug and alcohol education and/or counseling and will be suspended for an additional 50% of the scheduled contests for that year. If the positive result occurred during the student-athlete's off-season then he/she will be subject to community service, and the suspension will apply at the beginning of the next season. The student-athlete will be required to undergo subsequent regular testing.

Third Positive

After a third positive test for alcohol and/or any of the substances listed on the NCAA banned-drug list at _____, the student-athlete will be removed from his/her team immediately and will have a non-renewal of athletics scholarship. The physician or a university representative will inform the student-athlete, the athletics director, the administrator for that sport, the head coach of that particular sport, and the parent/guardian of a minor student-athlete. If the student-athlete is not a minor and has signed an authorization, the information will be released to his or her parent/guardian.

All suspensions will be for complete contests and will be rounded up to the next whole number.

In addition to the above penalties and sanctions for first and second positive tests the Director of Intercollegiate Athletics, the administrator for that sport and/or the head coach may impose additional sanctions, including permanent removal from the team. If the head coach wishes to dismiss a student-athlete following a first or second positive test, he/she must first consult with their sport administrator and have the approval of the Director of Intercollegiate Athletics.

Failure to Adhere to Outlined Education or Counseling Program

If a student-athlete who tests positive for alcohol and/or any of the substances listed on the NCAA banned-drug list at _____ fails to adhere to the sanctions, education and/or counseling program as set forth by the Head Athletics Trainer or a counselor assigned by the Athletics Department, or does not attend required meeting(s) with either athletics department personnel, consulting physicians or counselors, this may be considered a positive result with appropriate sanctions applied. Additionally the student-athlete's academic record may be placed on hold until all requirements are met.

Appeal Process

Student-athletes who test positive under the terms of the UTSA Alcohol and Drug Education & Testing Program will be entitled to an appeals hearing with the Appeals Committee prior to the imposition of any sanction. Requests for such a hearing must be made within seventy-two (72) hours of notification of a positive test result. If the seventy-two hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics. The student-athlete will remain eligible during the appeals process.

If the student-athlete contests the validity of the test he/she may request additional testing of the sample, at which time the Head Athletics Trainer will formally request the laboratory to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

During the appeals hearing the student-athlete may have an advisor present, or any representative other than an attorney, if the student so desires. However, the student-athlete must present his or her own case. If reasonable under the circumstances, the meeting should take place no more than seventy-two (72) hours after the written request is received. The Appeals Committee will consist of the two (2) members assigned by the Director of Athletics or his/her designee and the Associate Dean of Students or his/her designee. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Appeals Committee regarding the sanction to be imposed shall be final.

Voluntary Disclosure/Safe Harbor

- A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletics Department by voluntarily disclosing his or her use prior to an announced drug test.
- If the student-athlete seeks assistance *prior* to being identified as having violated this policy or before the notification of testing has begun, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy. The student-athlete entering the Safe Harbor Program will be required to immediately take a drug test to establish a baseline for follow-up testing and will be tested on a weekly basis while in Safe Harbor.
- Student-athletes will be deemed ineligible for competition upon entering the Safe Harbor Program.
- The student-athlete will be required to undergo an evaluation by a counselor assigned by the Athletics Department. The counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Head Athletics Trainer.
- A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time as determined by the treatment plan, not to exceed forty five (45) days. A student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete and has determined that re-entry into intercollegiate sports is appropriate.

ate. A student-athlete can regain eligibility with four consecutive tests indicating no additional drug or alcohol use or at the conclusion of the recommended treatment plan. If the counselor deems it necessary, the student-athlete will be required to undergo drug and/or alcohol testing as part of the re-entry evaluation.

- Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.
- If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletics Director in consultation with the counselor.
- A student-athlete may only enter the Safe Harbor Program once.

If a student-athlete is receiving counseling and/or treatment from an outside physician/counselor, he/she will be required to be evaluated by an Athletics Department physician/counselor before being cleared to return to practice/competition. This applies whether a student-athlete has invoked Safe Harbor or not.

13.4 Gambling

GAMBLING ACTIVITIES

- Athletics staff members may not gamble on intercollegiate sports or professional sports in which the NCAA sponsors a national championship. Failure to adhere to NCAA Bylaw 10.3 will result in serious consequences for staff members, which may include dismissal.
- To strengthen UTSA's and the NCAA's zero-tolerance for gambling, athletic staff members, including coaches and athletic department staff members, should:
 - Advise student-athletes and prospective student-athletes that it is a violation of NCAA rules to participate in any gambling activities that involve intercollegiate, amateur or professional athletics.
 - Counsel student-athletes about the seriousness of gambling
 - This can be accomplished in individual or team meetings by reviewing applicable NCAA, federal, state, and local laws and by disseminating informative literature.
 - Inform student-athletes of their responsibilities to report an incident involving any form of solicitation to become a party to sports bribery or gambling activities. Student-athletes also should be made aware that failure to report knowledge of gambling activities could result in expulsion from the university.
 - Educate squad members about the pervasive nature of gambling and bribery in intercollegiate athletics. An excellent method for describing this problem is to relate real-life situations of student-athletes who have been involved in gambling and bribery activities.
 - Implement security measures, whenever possible, to prevent those connected with gambling and bribery from contacting student-athletes on campus, especially prior to significant competitions.

Sports Bribery

- Sports bribery is a federal offense which, when proven, carries severe fines and penalties. Therefore, it is extremely important that staff members are not involved themselves, in any manner, with gambling activities, which may include, but are not limited to, the following:
 - Accepting money or gifts from a “fan” for a well-coached game
 - Discussing the mental or physical condition of student-athletes with anyone other than athletics department staff members
 - Discussing point spreads for intercollegiate athletics contests with anyone.

SECTION 14.0 - DIRECTORIES

14.1 Roadrunners Athletics Directory

UTSA Athletic Department

- Staff Directory
 - http://www.goutsa.com/ViewArticle.dbml?DB_OEM_ID=13100&ATCLID=657518

14.2 Website Reference List for Coaches and Student-Athletes

FRESHMAN AND TRANSFER ELIGIBILITY INFORMATION

- NCAA Eligibility Center
 - http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp
- Eligibility Standards
 - <http://www.ncaapublications.com/p-4098-2012-ncaa-initial-eligibility-brochure-road-map-to-initial-eligibility.aspx>
- NCAA Guide for the College-Bound Student-Athlete
 - <http://www.ncaapublications.com/productdownloads/CBSA.pdf>
- NCAA Guide - International Academic Standards for Athletics Eligibility for Students
 - <http://www.ncaapublications.com/p-4178-international-standards-2010-guide-to-international-academic-standards-for-athletics-eligibility-updated-december-2011.aspx>
- NCAA Transfer Guide
 - <http://www.ncaapublications.com/p-4239-ncaa-transfer-guide-2011-12.aspx>

GENERAL RECRUITING INFORMATION

- Recruiting Calendars
 - [NCAA Recruiting Calendars](#)

NATIONAL LETTER OF INTENT INFORMATION

- National Letter of Intent website
 - www.national-letter.org

NCAA RULES, INTERPRETATIONS, SECONDARY VIOLATIONS

- Legislative Services Data Base
 - <https://web1.ncaa.org/LSDBi/exec/homepage>

AMATEURISM INFORMATION

- Information on Sports Agents
 - http://www.ncaa.org/wps/portal/ncaahome?WCM_GLOBAL_CONTEXT=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting/agents+and+amateurism
- Sports Agent Laws/All States
 - http://www.ncaa.org/wps/myportal/ncaahome?WCM_GLOBAL_CONTEXT=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting/agents+and+amateurism/uaaa/history.html
- Amateurism Certification Flow Chart
 - http://www.ncaa.org/wps/wcm/myconnect/42c4d880424fbeb2accacd98a0d4c43/ACP_Flow_Chart.pdf?MOD=AJPERES&CACHEID=42c4d880424fbeb2accacd98a0d4c43

DRUG INFORMATION

- National Center for Drug Free Sport Web site
 - <http://www.drugfreesport.com/>
- NCAA Drug Testing Program
 - [2011-12 NCAA Drug Testing Program](#)

GAMBLING/SPORTS WAGERING INFORMATION

- Don't Bet On It website
 - www.dontbetonit.org

NCAA

- NCAA Homepage
 - <http://www.ncaa.org>