

**Coastal Carolina University
Department of Athletics**



**Academic Support Services
Policy and Procedure
Manual**

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**Coastal Carolina University
Department of Intercollegiate Athletics**

Operating Policies and Procedures for Academic Support Services

Preface

The information on policies and procedures is intended for the use of Coastal Carolina University Department of Intercollegiate Athletics for Academic Support Services. The manual supplements the Coastal Carolina University Operating Policies and is intended provide information that will assist the athletic department coaches, staff, and student-athletes to have a clear understanding of our policies and procedures. All coaches, staff, and student-athletes should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics.

Academic Services

The office of Athletic Academic Support Services serves Coastal Carolina University student-athletes by focusing on three major areas:

- Fostering the total development of student-athletes within academic, personal, career, and service areas
- Insuring compliance with NCAA, Big South Conference, and Coastal Carolina University rules and regulations
- Provide academic support programs to all Coastal Carolina University student-athletes

The basic goal of the academic support services is to assist, guide, and counsel student-athletes in cooperation with their coach and faculty advisor to ensure that all student-athletes receive the skills needed to graduate and be competitive in the job market. The academic program for student-athletes encourages effective study habits, evaluates academic progress, and assists with any special problems. The Athletic Academic Staff will communicate regularly with the student-athlete's coach and the student-athlete to assist in meeting special needs. Normal academic assistance services are provided at no charge to the student-athletes. All Academic Support Services are provided for all student-athletes that are enrolled. (See Tutor/Mentor Policy)

Each varsity sport is designated a staff member from Academic Services that includes (but is not limited to) the following responsibilities:

- Monitoring the academic progress and eligibility status of the assigned student-athletes and communicating this information to the coaches
- Ensuring each student-athlete has the opportunity to meet continuing eligibility requirements
- Assisting the student-athletes with registration and course selection
- Advising the student-athletes in strategies and practices on how to be successful in college
- Adhere to all NCAA, Big South Conference, University and Department policies and procedures published in the NCAA Division I Manual, Big

South Handbook, University Catalog, Code of Student Conduct and Student-Athlete Handbook

- Assist all student-athletes with degree selection and changes in degree
- Refer Student-athletes to Career Services for assistance with degree selection
- Learning assessments are provided for math and foreign language through the University Testing Center

Registration Holds

In order for student-athletes to take advantage of priority pre-registration opportunities, their record must be free from all registration blocks. A student-athlete that wishes to resolve a problem that resulted in a block or wishes to appeal the placing of the block should go to the first year advisor or the academic department of the student's major on how to proceed in getting the hold removed. A student-athlete may be blocked from registering for future semesters for a variety of reasons. Some examples are:

- Scholastic deficiency or disciplinary reasons related to scholastic dishonesty
- An accumulating of overdue, unpaid parking violation citations
- Incomplete registration or admission requirements
- Being late with payments in tuition payment

Grade Checks

The Office of Academic Support Services has several ways of monitoring grades for student-athletes. Multiple times each semester, a grade check report is sent electronically to each student-athletes professor to mark progress. Also, at mid-term, grade reports are sent via the Grades First System to all professors for them to fill out to gauge student-athlete grade progress. In addition, the Office of Academic Support Services receives mid-term report grades for all freshman student-athletes. Coaches are provided a copy of all grades that are reported to Academic Support Services and asked to address any academic difficulty and follow their team policies regarding academic neglect issues. In addition, the assigned academic sport counselor meets with the student-athlete to discuss his/her status and recommends the appropriate support services. The Associate Athletic Director for Academic Support Services is in charge of this program. The frequency of these reports can be increased based depending on the academic background of specific student-athletes. Completion of these reports is at the discretion of each instructor.

Student-Athlete Class Attendance Policy

The Coastal Carolina University Department of Athletics is committed to providing each student-athlete with a positive academic experience. Academic achievement is always the result of hard work and effort. Academic achievement is a challenge that must be met by each student-athlete.

While student-athletes will be required to miss classes as a result of travel and scheduled competitions, these absences are generally anticipated and excused. However, unexcused absences cannot be permitted as they are in conflict with the concept of the "student-athlete".

The Department of Athletics expects student-athletes to attend all classes on time and in full, to complete all assignments and exhibit appropriate behavior both in and out of class when interacting with University faculty and staff. As one way of assisting our student-athletes in achieving academic success, The Coastal Carolina Department of Athletics is proposing the following attendance policy with the understanding that each sport may endorse a more restrictive policy.

Student-athletes bear the responsibility for informing their professors of impending class absences due to competition. However, student-athletes should refer to their course syllabus for the final word on assignment completion for any given class. Therefore, students are responsible for reading the syllabus closely to be certain they understand and are prepared to meet the instructor's expectations. Student-athletes maintain the responsibility for communication with faculty prior to missing scheduled assignments and for making arrangements with faculty to complete all missed assignments. Problems in completing missed assignments due to athletic competition are to be reported to Academic Support Services. **Student-athletes are not permitted, under any circumstances to miss class to attend practice or other athletic department events unrelated to official competition.**

The Department of Athletics will use in-person class checks, telephone/e-mail correspondence with professors and progress reports to monitor class attendance. Coaches should notify Student-Athlete Academic Support Services if they would like the staff to follow-up on a specific student-athlete's class attendance. This policy applies to all student-athletes, except those exempt from the Class Attendance policy based on the following parameters:

- Juniors/Seniors with a cumulative GPA of 3.0 or higher will not be subject to the class attendance policy nor be subject to the associated penalties. A junior will be defined as a student-athlete having earned (or transferred) at least sixty (60) hours of graded credit.

Sanctions for missed classes due to unexcused absences (per course):

***Note: The following sanctions apply for all academic terms – Fall, Spring and Summer.**

1. **First Unexcused Absence** – Reported to Head Coach.
2. **Second Unexcused Absence** – Reported to Sport Administrator and Head Coach.
3. **Third Unexcused Absence** – Letter to Student-Athlete and Head Coach. Student-Athlete will be suspended from 1 practice beginning with the next scheduled practice.
4. **Fourth Unexcused Absence** – **Suspension from 10% of the team's regular season scheduled competitions beginning with the next scheduled competition.**
5. **Each Subsequent Unexcused Absence** – Suspension from 1 competition beginning with the next scheduled competition.

Suspension Criteria:

1. A suspension is defined as the inability to participate during an entire game and/or competition. Suspension(s) will be served at the first available opportunity and must be served consecutively as applicable.
2. Absences are calculated per course. Students who miss 4 classes in one course will be subject to a 10% suspension. Each subsequent absence in that course will result in being suspended for 1 additional competition.
3. If the calculation of a suspension results in a percentage of a contest, the following formula shall be used:
 - a. .4 and below – round down to the nearest contest.
 - b. .5 and above – round up to the nearest contest.
4. The calculation of absences and penalties will be “reset” at the beginning of each academic term (Fall, Spring and Winter and Summer Terms).
5. Scrimmages and Exhibition games shall not be used in determining the total number of a team’s regular season scheduled contests.
6. Scrimmages and Exhibition games shall not be used to satisfy suspensions.
7. Suspension from practice will be for the next scheduled practice. Suspension from competition will be for the next scheduled contest, including post-season. If a sport splits their competition season between “championship” and “non-championship” segments, suspensions shall be served during the segment of the season concluding with the NCAA Championships (also known as the “championship” segment). If the next scheduled contest will not be until the following academic year, the suspension will carry over to that year.
8. The student-athlete and the head coach must be issued written notification by the Department of Athletics after the third absence.
9. If the Department of Athletics receives a progress report with four or more absences from a professor without any prior notice of class absences; the student-athlete absences will be recorded as three and associated penalties will be administered.

Appeals Process:

If a student-athlete believes the information related to class absences is inaccurate, he/she has 48 hours from the time of notification to submit a written request disputing the absences to the Associate Athletic Director for Academic Services. The appeal will be reviewed by the Associate Athletic Director for Academic Services or designee and forwarded to the Director of Athletics office for review and ruling. The decision of the Director of Athletics is final. This policy can be amended at the discretion of the Director of Athletics.

Team Travel Policy

Students are obligated to attend class regularly. Absences, excused or not, do not absolve students from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes, or other course work obligations due to excused absences will be allowed to make up the work in a manner deemed appropriate by the instructor. It will be the responsibility of the student to contact the instructor and make

arrangements at the convenience of the instructor. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence.

Absences will be excused for documented cases of:

- Incapacitating illness,
- Official representation of the University (excuses for official representation),
- Death of a close relative, and
- Religious holidays.

The instructor will determine whether other absences from class should be excused or unexcused. In the event of an impasse between the student and the instructor, the department chair and /or the dean of the college shall make the final decision as to whether an absence is to be considered excused.

An instructor is permitted to impose a penalty, including assigning the grade of F, for unexcused absences in excess of 25% of the regular scheduled class meetings. An instructor may require a more stringent class attendance policy. In such cases, the instructor will make this additional attendance requirement known to his/her dean. All instructors should state their class attendance and grading policy in the course syllabus.

If a student-athlete misses more than 25% of his/her classes due to team travel, then the travel must be approved prior to the start of the season by the Director of Athletics and the Faculty Athletic Representative.

All team travel should not begin for any team until after 12:00pm prior to the day of the scheduled competition, unless otherwise approved by the Director of Athletics.

At the beginning of each semester, the Office of Student Support Services will distribute a Missed Class Excuse letter to all coaches. The letter will have all dates of competition that will require missed class time. The coaches are to give the letter to the student-athletes and the student-athletes are instructed to give each of their professors a copy of the letter. When the student-athlete gives the letter to each professor, the student-athlete should also have the professor sign the Notification of Absence Sheet to be turned into the coaches. This signature is a check to ensure the student-athlete turned in the paperwork to the professor. One week before a student-athlete misses class, he/she should remind the professor that he/she will be missing class(es) during the next week. They should discuss with the professor, at that time, when they can make up the work that will be missed due to the away competition. It is the responsibility of the student-athlete to coordinate all missed assignments with the professor.

Advance Registration

First year student-athletes should make an appointment with their first year advisors two weeks before the regular registration period. Student-athletes/honor students have the opportunity to register for classes one week before the general student-body. If a student-athlete misses this advanced registration period he/she will be forced to register with the general student body on the dates set by the university.

Advisement

All student-athletes are required to make an appointment with their first year advisor or your major advisor. They must complete a registration form with their advisor and prepare a class schedule based on approved courses for their major. All student-athletes must have their advisor sign their registration form and also, obtain any special forms needed for class registration.

Registration

During the week of advanced registration for student-athletes, they are asked to log on to WebAdvisor and enter their class schedule as instructed by your advisor. Be sure to print a copy of your completed schedule. Also, student-athletes are notified to be aware of any special permission needed, or holds against their registration. Resolving problems which may block or delay registration is the student-athletes responsibility.

Dropping Classes

All student-athletes are required to meet with their Academic Advisor, Head Coach, and Student-Athlete Advisor before dropping any classes. Student-athletes are informed that their eligibility and team performance depend on their responsibility of knowing the progress-toward-degree requirements. They are instructed to never under any circumstance drop below twelve credit hours.

Grading System

Enrollment in a course obligates the student-athlete for prompt completion of work, as well as for punctual, regular attendance and active class participation. Student-athletes have the responsibility to stay informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student-athlete from their responsibility.

The grading system outlined below has been in effect for all students at the University since the fall semester 1978. Under this system, undergraduate course credit will be granted only for earned grades of A, B+, B, C+, C, D+, D, or S. Each of the following symbols will become a permanent part of the student's academic record when assigned: A, B+, B, C+, C, D+, D, and F carry the traditional academic connotations of excellent, good, average, poor, and failing performance respectively.

S and U indicate, respectively, satisfactory and unsatisfactory performance in courses carried under Pass-Fail or noncredit options. No course carried under the Pass-Fail option will affect a student's Grade Point Average.

I, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student-athlete is unable to complete some portion of the assigned work in a course, because of an unanticipated illness, accident, work-related responsibility, or family hardship. The grade of I is not designed to provide students from completing the required course assignments on time. By arrangement with the instructor, the student-athlete may have up to one major semester or an agreed upon time limit in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will

not make up an Incomplete. The grade of I will no longer be computer into the grade point average until the course is completed and an appropriate grade is assigned. After one major semester (or the agreed upon time), a grade of I that has not been completed is permanently changed to a grade of F. Work to be completed must be submitted in sufficient time for the grade to be assigned and processed prior to the conversion of an I to an F. The responsibility for completing the requirements and assuring removal of the I rests directly with the student. Suspension does not extend the time allowed to make up an I.

W is assigned for withdrawal from a course after the official late registration period and prior to the final day for the withdrawal without failure. In summer terms, and other abbreviated terms, this period is equal to one third the total number of class days. Courses dropped during this period will not be recorded on the student's permanent record. In exceptional circumstances, the grade W may be assigned after the final day for withdrawal, and requires the concurrence of the course instructor and the Dean of the student-athlete's major. A grade of W will not enter into the GPA computation, but will be recorded on the student-athlete's permanent record.

WF is assigned for withdrawal from a course after the university drop date and is treated as an F in the evaluation of suspension/probation conditions and GAP computation.

Grade Point Average

The grade point average (GPA) is computed on the basis of all hours attempted for credit except for hours carried under the Pass-Fail option. The GPA is not affected by courses taken on a non-credit or audit basis. No course in which a grade of S,U, Audit, or W was earned is considered in computing the GPA.

The grade points earned in any course carried with a passing grade are computed by multiplying the number of credits assigned to the course by a factor determined by the grade. For courses in which the grade of A was earned, the factor is 4; for B+=3.5; for B=3; for C+=2.5; for C=2; for D+=1.5; and for D=1. The grade point average is determined by dividing the total grade points earned by the total number of grade hours attempted. No grade points are assigned to the symbols, F, S, U, WF, W, I, Audit, or NR.

Grade Forgiveness Policy

Student-athletes may apply the Grade Forgiveness Policy for up to 13 credits. Coastal Carolina University will exclude the grade and credit hours earned when calculating the student's cumulative GPA and earned hours. A course that has been repeated will count only once towards meeting graduation requirements and all grades will be on the transcript and will be used in the calculation of graduating with honors. Only courses with original grades of C, D+, D, F or WF are eligible. Undergraduate students must submit a completed Course Repeat Request for approval to the Registrar's Office by the last day to drop with a grade of "W" for the semester in which the course is being repeated. This date varies by semester. Check the Academic Calendar to determine the appropriate date. For financial aid and scholarship purposes, duplicate credits do not count as credits completed for satisfactory academic progress, except in certain cases.

Withdrawals

Before withdrawing from any course, be sure to consult with the Student-Athlete Advisor. Check the University's Academic Calendar for the prescribed deadline date in each semester. A grade of W will be recorded on the permanent record after the last official late registration period and up to the last date to withdraw without penalty. A grade of WF will normally be recorded for any course dropped after the last date to withdraw without penalty. A student-athlete may withdraw without penalty after the final drop day without failure only with the permission of the instructor concerned and the Dean of the school. Permission will be granted only when continuing would be detrimental to the student's health or has been made impossible by circumstances beyond the student's control. Application to withdraw with extenuating circumstances may be obtained from the Office of the Registrar or the student's Department Chair. The student will need to contact the Department Chair or Dean for Guidance.

A student desiring to withdraw officially from the University should apply to the Office of the Registrar for a Withdrawal Application Form. An exit interview will be conducted to assist the student in completing the withdrawal form and to resolve any outstanding obligations. A student-athlete who leaves the University without following this procedure may prejudice any further attempt to re-enter the University and will receive a grade of F in all courses.

Grade Changes

Grades may be changed only by the instructor of record. In the case of a deceased faculty member, or in extreme cases and for cogent, the Provost may act in place of the faculty member of record in consultation with the major dean and the registrar.

Petitions which involve changing a grade must be approved by the faculty member who assigned the grade. A petition that requests waiver of a University policy or regulation is not a grade change requests.

NR, no record, is assigned by the registrar's office only in the event an instructor fails to submit a student-athletes grade by the proper time. It is a temporary mark on the transcript and must be replaced by a grade of A, B+, B, C+, C, D+, D, F, WF, W, S, U, or I. If a replacement does not occur before the first week of the spring or fall semester following the term for which the grade was recorded, a grade of F will be assigned. The NR is ignored in computing the GPA. If you receive an NR on your grade report, take immediate steps to correct the problem so it will not come back as a failure.

Pass-Fail Grading

The Pass-Fail option is designed to encourage students to investigate fields outside their major curriculum in which they have a specific personal interest without affecting their grade point average. The only grades assigned on courses taken on the Pass-Fail option are S and U. A grade of S indicates a satisfactory performance and a grade of U indicates an unsatisfactory performance. Students will be given credit for courses in which the grade of S is earned, but these courses will not affect the computation of the GPA. Specific provisions of the Pass-Fail program as follows:

- The Pass-Fail grading system is in effect for an indefinite period of time, subject to periodic review.
- The Pass-Fail option is available to all undergraduate students except those whose semester GPA is less than 2.0.
- Students are permitted to exercise the Pass-Fail option only on elective courses.
- Students are permitted to take no more than eight courses on a Pass-Fail basis during their undergraduate career.
- The option is offered on all courses at the undergraduate level.
- A student wishing to exercise the option must have the permission of the dean of the school and the academic advisor
- The option may be elected or revoked by the student no later than the 1st date for withdrawing from the course without penalty.
- Normal pre-requisites may be waived for students taking a course on a Pass-Fail basis.
- No course carried on a Pass-Fail basis will be counted toward the hours required for either the President's or the Dean's Honor List

Transfer Credit

A student-athlete transferring to the University from another college or university must, before enrolling in class at the University, have transcripts evaluated by the Director of Admissions and the Dean of the school enrolled. It is only through such evaluation that a student will know definitely which transferred courses are applicable toward Coastal Carolina University degree requirements in his/her major. A student-athlete transferring from an institution not accredited by the appropriate regional accrediting association may validate credits earned at the unaccredited institution by examination. Any course questioned by the Director of Admission or Dean must be validated by departmental examination. Credit from foreign colleges/universities must be validated with each individual department in consultation with the major school. The results must be submitted to the Registrar by the major school. Full information concerning validation procedures may be obtained from the Director of Admissions or the Registrar.

Credit work completed at other institutions on a transient basis by Coastal Carolina University students will not be accepted for transfer if the student has previously failed an equivalent course at the university. Credit for other courses will be accepted only under the conditions that:

- Each course has been approved in advance by the appropriate Dean or the Provost and such approval is filed in writing with the office of the Registrar
- Each course has been passed with a grade acceptable for transfer purposes

GPA is calculated on the basis of all work in the student's career at Coastal Carolina University. Credits earned at other institutions and transferred to Coastal Carolina University may be used to satisfy program requirements, but will not be calculated as part of the GPA.

Credits earned while a student-athlete is on academic suspension from the College are not transferable and cannot be applied toward a degree or used in improving the grade point average.

A maximum of thirty credits earned in correspondence, service schools, other non-traditional sources, or while classified as a special student will be accepted as partial fulfillment of the requirements for baccalaureate degrees. A student-athlete planning to pursue work at other institutions through correspondence, or other non-traditional sources, must complete this work before attaining senior classification (90 credits), since the last thirty credits must be earned in residence at the University. The student-athlete should check with the Department Chair of his/her major before pursuing any non-resident credits that are needed for a Coastal Carolina University Degree.

A transcript of a student-athlete's record carries the following information:

- Admission data
- Current status
- Detailed statement of the scholastic record showing courses pursued with credits carried, credits earned, grades, grade points, grade point average, and system of grading

All failures and incomplete grades, and penalties such as suspension or other restrictions are also indicated. All requests for transcripts must be in written form. Any student who needs a transcript copy or a certified copy of the end of semester grade report may complete a Special Enrollment Form at the Office of the Registrar. With the exception of copies made for internal use, no copy of a student-athlete's permanent record will be released to anyone without the student-athlete's written consent. In addition to the written content, each transcript request should include full name or names used, social security number, dates of attendance, location of attendance, and date of birth to assure proper identification of the record requested. No transcript will be issued to a student-athlete who is indebted to the University. A partial transcript may be issued.

Academic Classification

Classification is based on the total number of semester credits earned. A student must have earned 30 credits to be classified a sophomore, 60 to be classified a junior, 90 hours to be classified a senior. Students are classified at the beginning of each semester.

Scholastic Deficiency

Any student-athlete whose semester, yearly, or cumulative GPA is below a 2.0 is considered to be scholastically deficient. A notice of this deficiency will appear on the student's grade report at the end of each term. The Dean of each school, or designated Departmental Chair will review all deficiency situation short of suspension and determine the appropriate action to be taken. Scholastically deficient students who have failed to make satisfactory progress toward completion of their degree may be placed on scholastic probation of such terms as appropriate officials may designate, or may be advised to withdraw from the major or from the University. Students who fail to meet the conditions of probation may be required to leave that degree program.

Probation and Suspension

Probation: Students are placed on probation when the level of their academic performance is endangering their opportunity to earn a degree from the University. Students must earn a minimum cumulative grade point average on graded hours at Coastal Carolina University to avoid being placed on probation.

When a student's academic level of achievement falls below a 2.0 cumulative grade point average, probation/suspension chart, the student is placed on probation. Probation appears on a student's academic record at the end of the fall, spring, and summer terms. A student is removed from probationary status at the end of the fall, spring, or summer terms in which the cumulative GPA is at least 2.0

The following rules apply to students who are on probation:

- May not enroll in more than 13 credits per semester
- Required to have their course schedules and credits reviewed and approved by their academic advisers at the beginning of each semester
- Required to meet at least two times per semester with their academic advisers
- Required to attend a one day Dean's Academic Counseling Seminar at the beginning of each semester

A student who enrolls while on probation must demonstrate progress toward the attainment of a degree by earning at least a 2.0 semester grade point average in each term to be allowed continued enrollment and to avoid suspension. Once the student has earned at least a 2.0 semester grade point average, the student is considered to be making satisfactory academic progress and is no longer subject to the rules of probation

Suspension: Students are suspended from Coastal Carolina University at the end of the fall, spring, or summer term if:

- The student's cumulative grade point average falls below the suspension level as indicated in the probation/suspension chart
- While on probation, the student fails to earn a minimum 2.0 semester grade point average in any term

The first academic suspension means a required separation from Coastal Carolina University for the semester immediately following the semester in which the suspension occurs. A second or indefinite suspension means a required separation from Coastal Carolina University for a minimum of one calendar year. Notice of suspension is placed on the student's permanent academic record.

After the first suspension is served, a student must be re-admitted to the University through the Admissions Office. Suspension, including reinstatement by petition or administrative action, will remain on the academic record and will be considered as a suspension for subsequent decisions.

Probation and Suspension Chart

Cumulative CCU <u>Hours</u>	Cumulative GPA <u>Probation</u>	Cumulative CCU GPA <u>Suspension</u>
0 - 15	1.30 – 1.99	Below 1.30
16 – 29	1.40 – 1.99	Below 1.40
30 – 44	1.50 – 1.99	Below 1.50
45 - 59	1.50 – 1.99	Below 1.50
60 – 74	1.60 – 1.99	Below 1.60
75 – 89	1.70 – 1.99	Below 1.70
90 – 104	1.80 – 1.99	Below 1.80
105 +	1.90 – 1.99	Below 1.90

Repeated Course Work

If a student wants to repeat a course, the repetition must occur before he or she completes a more advanced course in the same subject. What constitutes a more advanced course is determined by the head of the department offering the course. Credit for a course that was failed may be obtained only by registering and repeating the course at Coastal Carolina University.

Credit for each repeated course may only be used once towards degree requirements. If a student repeats a course in which a grade of B or better has been earned, he or she cannot receive grade points for the repeated course, unless their assigned catalogue states the course may be repeated for credit.

Faculty Reporting Student-Athlete Grades Throughout the Semester

Academic Support Services works closely with the Coastal Carolina Faculty and Staff throughout the Academic Year. There are several ways that grades and progress are reported. Academic Support Services uses all of the following techniques when communicating with the Faculty concerning Student-Athletes Progress:

- Electronic Mid-Term Reports
- Paper Progress Reports
- Emails
- Phone Calls
- One on one meetings
- Grades First System

At Risk Student-Athletes

Any continuing student-athlete who does not meet the criteria listed below will be considered an at-risk student-athlete:

- Semester or Cumulative GPA less than 2.5
- Learning and/or physical disability
- Poor performance on progress reports
- Low SAT/ACT scores entering as a freshman
- 2 year transfer student-athletes

All of these student-athletes will be evaluated weekly and provided tutors and mentors to ensure they are making successful academic progress. The main focus of the sessions will be to assist student-athletes in areas of special need and help maintain proper focus on academic goals. Generally, sessions may include time management issues, study skills improvement, note taking skills, writing skills and test preparation.

Also, we have implemented a full time Disabilities Coordinator that is designated to work with Student-Athletes with disabilities and are considered at-risk.

At-Risk Student-Athletes with Documented Disabilities

Below are the procedures in working with at-risk student-athletes with documented disabilities:

- Student-athletes notify Academic Support Services of a disability
- Student-athletes are referred to Office of Disability/Counseling Services
- A plan of academic accommodation is developed with Office of Disability Services
- The plan is distributed to the faculty so they can make the accommodations for the student-athlete
- Any issues or problems are reported to the Office of Disability Services
- Other student-athletes that are suspected of having a disability by the faculty or by Academic Support Services are also referred to the Office of Disability Services for screening and evaluation

Athletic-Academic Participation Policy

Coastal Carolina University's highest priority is that student's entering the university obtains their undergraduate degrees. To this end, the University generally monitors the progress of all of its students toward satisfying the requirement for graduation. The minimum requirements for graduation from the University are a 2.0 cumulative GPA. Each student-athlete is expected to maintain this average while participating as an athlete. Student-athletes who drop below a 2.0 GPA or fail to make satisfactory progress will be contacted by a member of the Athletic Department Support Staff. They will be required to:

- Receive frequent counseling by an Athletic Academic Advisor and Coach
- Attend mandatory and supervised study hall
- Complete sessions for improving study skills
- Monitoring of class attendance

Overall Objective for Academic Services Tutoring and Mentoring Program

The mentoring and tutoring programs at Coastal Carolina University are designed to promote and provide the best services available for all student-athletes, to ensure academic success.

Mentoring Program

The mentoring program provides student-athletes an opportunity for one-on-one academic assistance. These sessions are designed to help students deal with organization and time management issues as well as, study skills, note taking skills, test taking skills

and writing skills. Mentors meet with their students on a weekly basis to assist student-athletes in meeting academic goals. Basic responsibilities for mentors include: dissecting the syllabi and making daily and weekly schedules for the student-athletes, that include homework assignments and scheduled exams. All mentors will communicate with student-athletes and academic coordinators on a regular basis.

Goals of the Mentoring Program

- To support the academic development of the student-athletes,
- To promote understanding and communication between the student-athlete and the academic coordinator,
- To be a helpful resource to the student-athlete,
- To increase the understanding of what it takes to be a successful student, and
- To assist student-athletes in improving time management skills

Mentor Assignments

If a student-athlete and the academic coordinator feel that a mentor would improve academic success, then a mentor will be assigned. Student-athletes will directly contact the mentor while meeting with the academic coordinator. The student-athlete will be given a two day grace period to set up the first meeting with the mentor. The mentor will then meet with the academic coordinator on a weekly basis to discuss the student-athlete's progress.

The mentor and student-athletes will meet on a regular weekly basis throughout the semester. The mentor will carry over into the next semester on a basis of need and availability.

Tutoring Program

The tutoring program is a free service to all Coastal Carolina University student-athletes. The tutors are available to assist student-athletes in achieving the most possible academic success. Tutors are available to assist students in subjects such as, Math, Science, Writing, Humanities, Business, Foreign Language, and any other subject that may be requested.

Tutors are highly-qualified conscientious students that are recommended by our prestigious faculty. They are selected on their basis of knowledge of the subject and their ability to effectively communicate with student-athletes.

Tutors are available throughout the semester to work with student-athletes on a regular basis or on an as needed basis through appointments that can be either weekly or bi-monthly. Some tutors will also be readily available at nightly student study hall sessions and also in the math and writing laboratories. Academic Staff or tutors travel with athletic teams for away competition when necessary.

Goals of the Tutoring Program

- Provide the best academic support possible to our student-athletes,
- Provide the most qualified tutors to our student-athletes,

- Promote understanding and communication between the student-athlete and the academic coordinator, and
- Assist students in a better understanding of the content information.

Tutoring Assignments

Student-athletes should come to the academic coordinator's office and discuss the academic need for a tutor. It will then be decided which tutor will best fit the needs of the student-athlete. After it is clear which tutor should be assigned to the student-athlete, the tutor information will be given to him/her. Then, the student-athlete will be instructed to contact the tutor within two days of receiving the tutor information to schedule the first tutoring session. The student-athlete will then set up a regular schedule of tutoring sessions with the tutor. It is the responsibility of the student-athlete to come on time and be prepared for all tutoring sessions.

Expectations for all Student-Athletes that have a Mentor/Tutor

- Be on time! Tardiness or failure to show up for a tutoring/mentoring session could result in the loss of a tutor or a mentor. If the student-athlete needs to cancel a session, they should give the tutor/mentor a 24 hour notice.
- Always have a list of current assignments and syllabi for your tutor/mentor.
- Come to the session prepared. Bring all materials needed.
- Actively participate in the session. Arrive with questions and objectives that you would like to have discussed. Do not rely on the tutor/mentor to do all the work.
- Meet with the tutor/mentor on a regular basis. Meeting the night before the exam is not enough. Do not expect them to work miracles. Establish a routine and continue that routine throughout the semester.
- Utilize the tutor as a resource, not as the teacher of the class. Tutors are supplemental instruction and they are not going to re-teach the class.
- Be respectful and establish a good relationship with the tutor/mentor.

Student-Athletes Missing a Tutor/Mentor Session

- 1st Missed Session: A warning will be issued to the student-athlete. The coach and sport supervisor will be notified of the missed meeting.
- 2nd Missed Session: A fee of \$10.00 will be charged to the student-athlete. The coach and sport supervisor will be notified.

Mentor and Tutor Hiring Process

- All Tutors and Mentors are required to fill out appropriate application with the academic office. Their applications will be evaluated by the Academic Support Staff.

Qualifications for All Mentors and Tutors

- All candidates must have a cumulative GPA of 3.0 or higher
- They must be a Junior status or above
- They must be able to effectively communicate

- They must understand the confidentiality associated with academics (Buckley Amendment)
- They must have flexible hours
- They must have a working knowledge of their subject area

Personal Conduct of All Mentors and Tutors

All Mentors and Tutors will follow the University Code of Conduct Handbook.

Mentor and Tutor Training

All Mentors/Tutors will be required to attend a training sessions with the First Year Advising Center. This training will greatly enhance their understanding of how to work with students. The training sessions will be scheduled throughout the year to ensure they are continuing their education on how to effectively mentor/tutor students. The academic center will also tape the sessions to show to any mentor/tutor that does not attend the training.

Compliance Training for Mentors and Tutors

Mentors/Tutors are trained to help prevent any form of academic fraud.

They are given several examples of academic fraud, such as:

- Cheating – Assisting with online tests/quizzes
- Fabrication – Not telling the truth or being honest to anyone at any time
- Facilitating Academic Dishonesty – Telling them that it is ok to let you do their work or create papers
- Plagiarism – Doing any form of writing or creating for them
- Denying others access to information or material – Not reporting any troubling information you may have concerning academics to academic support services

Also, mentors and tutors are given several scenarios in their training session in which they must make decisions on how to handle the situation properly.

- For example, a student-athlete comes into the study center for a mentor/tutor meeting and is having problems completing their English paper. What should you do as a mentor/tutor to assist the student-athlete, without breaking any academic rules?

Discuss with the Mentors/Tutors why Academic Fraud is becoming more prominent:

- Climate has changed in college athletics in ways that may make such behavior more likely. Stakes are higher for coaches and university because of APR requirement.
- Institutions strained, tutors strained
- Lower standards to get into school and get eligible by NCAA. Just because you are eligible to compete does not mean you are ready to compete in the classroom.
- For many programs, the recruiting pitch is “We have a great academic support system and everyone graduates.” Some athletes are hearing, “You are going to do the work for me. It may not be fraud, but I will not have to do as much.”

Penalties enforced by the NCAA for academic fraud that are discussed with Mentors/Tutors:

- Vacate wins,
- Scholarship reductions,
- Post season ban,
- Probation,
- Show-cause order, and
- Dismissal from University.

Conclusion Discussed with Mentors/Tutors about Academic Fraud:

- No student-athlete is worth crossing that line for,
- We have to rely on the integrity of the people involved, and
- If you have a question discuss it with the appropriate personnel

Payroll Procedures for Mentors/Tutors:

All Mentors/Tutors that are not enrolled at Coastal Carolina University must pass a state background check and complete all necessary state and federal paperwork. All on-campus Mentors/Tutors must complete all necessary state and federal paperwork. All Mentors/Tutors are to turn in time sheets weekly to the tutorial coordinator. Mentors/Tutors are paid on a bi-monthly basis.

Pay Scale:

- All Mentors/Tutors pay will begin at \$10.00 per hour. If a Mentor/Tutor works with the academic department on consecutive years, the pay will increase on a yearly basis.
- All Study Hall Monitors will begin at \$8.00 per hour. If a Study Hall Monitor works with the academic department on consecutive years, the pay will increase on a yearly basis.

Mentor/Tutor “No Show” Policy:

- When a Mentor/Tutor misses three sessions that are unexcused with a student-athlete, the Mentor/Tutor will be terminated.
- If a Mentor/Tutor notifies the tutorial coordinator within a 24 hour period, the absence will then be excused and will not count against his/her record.

Termination of Employment for Mentors/Tutors:

- Missing three or more sessions that are unexcused,
- Inappropriate behavior or conduct,
- Violation of university academic policy or NCAA Regulations, and
- Violation of Coastal Carolina University Code of Conduct Handbook

Study Hall Requirements for all Student-Athletes:

The purpose of study hall is to have all student-athletes work in a structured environment while working on class assignments. Tutorial services are provided for student-athletes if an academic problem should arise while in study hall.

Study Hall is available for all student-athletes. Student-athletes enrolled will be required to attend team study hall for a minimum of 4-8 hours per week, depending on their cumulative/semester grade point average. At risk student-athletes will be required to attend two extra hours of study time that will be assigned by the coach and team academic advisor.

At the end of each semester the head coach will evaluate each student-athlete's academic performance in his/her program. Additional study hall may be required for those student-athletes with poor academic performance or that are considered to be at risk.

Study hall is located in Will Garland Academic Enhancement Center. Student-athletes using the study hall facility will have the opportunity to use the Learning Assistance Center as part of their study hall experience.

Tutor/Mentor/Study Hall Accommodations are listed below:

Will Garland Academic Enhancement Center (Study Center)

- 1800 Square Feet
- 20 Desktop Computers
- 25 Laptop Computers
- 6 Tables that seat 4 student-athletes per table
- Seating for: 48 student-athletes
- Printer Capability for all computers and laptops
- Wireless Capability throughout the center
- Hours of Operation: Sunday: 5:00pm – 9:00pm; Monday – Thursday: 8:30am to 7:00pm; Friday: 8:30am – 4:30pm

Locations of Evening Study Hall

- Evening study hall is open Sunday – Thursday from 7:30pm to 9:30pm throughout the semester.
- Student-athletes have access to tutors/mentors during these hours as well
- All study buildings have wireless capability
- Will Garland Academic Center – see above for description
- Prince Computer Lab – 39 Desktop Computers
- Prince Building – Classrooms equipped for 40 – 50 student-athletes each
- Edwards Building – Classrooms equipped for 40 – 50 student-athletes each
- Wall Building – Classrooms equipped for 40 – 50 student-athletes each

Coastal Carolina University
Department of Athletics
Contract for: Mentors, Tutors, Monitors

Personal Conduct of All Mentors and Tutors

Will follow the University Code of Conduct Handbook, as well as Student-Athlete Handbook

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Termination of Employment for Mentors/Tutors:

- Missing three or more sessions that are unexcused
- Sharing of any type of academic information with anyone outside of Academic Support Services
- Inappropriate behavior or conduct
- Violation of university academic policy or NCAA Regulations
- Violation of Coastal Carolina University Code of Conduct Handbook

I, _____, understand the policies and procedures as listed above. I promise to adhere to all Coastal Carolina University, Big South Conference, and NCAA Rules concerning academics. Any violation of these rules will lead to immediate dismissal.

Print Name

Date

Signature

Date

Athletic Department Policy on Competition During Final Examinations

No athletic competitions shall be scheduled during the final exam periods unless otherwise approved by the Director of Athletics.

Practice and Competition Schedules as they Conflict with Classes

The Associate and/or Assistant Athletic Director for each sport will review the schedules and discuss any problems or strategies needed to afford the program best possible schedule, while taking into consideration items such as missed class time, the issues related to the welfare of the student-athletes, strategies for creating a good competitive schedule, travel, budgets, etc.

Practices may not be scheduled in conflict with academic classes or exams. All NCAA rules and regulations must be followed when designing practice and game schedules.

Coaches are required to schedule regular season contests so that missed classes for the student-athletes will be minimized. Coaches should construct schedules to ensure that athletes do not miss an excess of nine Monday, Wednesday, Friday classes and six Tuesday, Thursday classes. Any schedules not in compliance with this policy must be approved by the Athletic Director.

Orientation Sessions

Coastal Carolina University's Orientation Program is designed to assist new students in making a successful transition into University life. All new freshmen are required to attend Orientation, and Orientation is highly recommended for all transfer students. At each Orientation session, new students receive their class schedule as well as information on campus activities and services as they learn their way around campus and make connections with Coastal Carolina University's faculty, staff, and students. Two-day Orientation sessions for freshmen and one-day sessions for transfers occur throughout the summer, and there is also a one-day session in January for students planning to begin their studies in the spring. Freshmen are required to take math and foreign language placement tests on the Internet prior to attending an Orientation session.

Student-Athlete Handbook

See attached link to Student-Athlete Handbook

Summer School Policy

Effective for the Summer 2010 term, athletically related financial aid to attend the institution's summer session shall be offered in the following manner:

- 1) All student-athletes, regardless of sport or gender, who need summer school in order to maintain academic eligibility for the upcoming academic year will be eligible to receive full athletically related financial aid in proportion to the amount received during the previous academic year.
- 2) All incoming freshmen and transfer student-athletes in the sports of football, men's and women's basketball, baseball, softball and volleyball who have signed an NLI or

written offer of athletics aid, shall be offered a full grant-in-aid for 6 credit hours of attendance during the institution's summer term prior to their initial, full-time enrollment at the institution in the fall. This offer is only available to football, men's and women's basketball and volleyball for attendance during Summer II.

- 3) All football, men's and women's basketball, and volleyball student-athletes who received athletically related financial aid during the academic year shall be eligible to receive full athletically related financial aid in proportion to the amount received during the previous academic year for up to 3/4 credit hours to attend Maymester or Summer I. (Summer II will only be per special exception approval)

Student-athletes receiving athletically-related financial aid during summer to attend 6 or more credit hours and who are also eligible for receipt of Pell Grant shall be governed by the following policy:

- Full grant-in-aid recipients – For those student-athletes who receive a full grant-in-aid for summer school, the total grant will be reduced by the value of Pell Grant received.
- Partial grant-in-aid recipients – For those student-athletes who receive a partial grant-in-aid for summer school, the value of Pell Grant received will be applied against the maximum permissible amount of summer aid permitted based on equivalency less any applicable out-of-state waiver OR the total cost of the tuition less any applicable out-of-state waiver, whichever is less. In cases where the combination of athletics aid and Pell Grant does not cover the total cost of tuition, the maximum permissible amount of both awards shall be applied to the student-athlete's account.

Please note that this policy regarding Pell Grant recipients will also apply to all exhausted eligibility student-athletes who are receiving athletically-related financial aid during the summer.

Summer Bridge Policy

Each summer entering freshmen student-athletes in the sports of Football, Baseball, Men's Basketball, Women's Basketball, Softball and Volleyball are offered an opportunity to enroll in six hours of summer school classes at Coastal Carolina University. During this summer program, student-athletes will enroll in two classes (6 hours) that meet core requirements of their degree. They will also be exposed to the Academic Support Services Tutor/Mentor Program, as well as all other programs that are provided for all student-athletes during a regular school semester. All summer bridge student-athletes are required to do study hall sessions daily.

Attendance of Summer School at another Institution (Transient Study)

Credit for work completed at other institutions by Coastal Carolina University students will not be accepted for transfer if the student has previously failed to earn the required grade in an equivalent course at Coastal Carolina University. Credit for other courses will be accepted only under the conditions that:

- Each course has been approved in advance by the dean or the Provost and such approval filed in writing with the Office of the Registrar

- Each course has been passed with a grade adequate for transfer purposes (normally a C or above)
- Each course was taken for “academic credit”

Admissions of Coastal Carolina University Student-Athletes

The Office of Admissions is responsible for marketing the University to its many students’ constituent groups and processing their applications to enroll new and returning students who seek to attend a comprehensive liberal arts institution.

Freshman Admission: A freshman applicant is a person who has not attended a regionally accredited college or university after high school graduation. Any applicant who has attended classes from a post-secondary institution while still in high school is still classified as a freshman and must submit official college transcripts of course work whether credit is expected or not.

Requirements – Freshmen Applicants must submit:

- Completed Undergraduate Application
- Official high school transcript complete up to the time of the application
- Official entrance examination scores (SAT or ACT)
- Specified non-refundable application fee

Both quantitative and qualitative measures guide the Office of Admissions in reaching a final admissions decision. Admission as a freshman to Coastal Carolina University is based on overall performance in high school courses, achievement in the college preparatory core pre requisite, the SAT or the ACT scores, and other documentation provided by the student. Applicants who have earned a cumulative average of B on the required college preparatory courses and who score 1000 on the SAT or 21 on the ACT are generally competitive for admission. Higher grades may slightly offset the lower SAT/ACT scores.

Coastal Carolina University requires that all students complete the following high school courses and units to be considered for admission to the University.

- English: 4 units
- Mathematics: 3 units
- Laboratory Science: 3 units
- Foreign Language: 2 units
- Social Studies: 3 units
- Academic Electives: 4 units
- Physical Education: 1 unit

Note: The Department of Compliance evaluates all prospective student-athletes transcripts and test scores. They also complete all initial eligibility and transfer eligibility on all prospective student-athletes.

Probationary Admission

The Faculty Admissions Committee may grant applicants consideration for probationary admission if the academic credentials provided do not meet admission criteria but

demonstrate the applicant’s potential for success. The probationary student may enroll for a maximum of 13 credit hours for one semester. In order to continue after the initial semester, the probationary student must earn a grade of C or higher in each course attempted to be considered for regular admissions.

Appealing the Admission Decision

Any freshman or transfer applicant who is denied admission may submit a written appeal for reconsideration provided the student presents new or updated academic information, additional test scores, a statement describing extenuating circumstances, and/or other evidence which supports the readiness for collegiate level study. All appeals are reviewed by the Office of Admissions. In some cases, the appeals are reviewed by the Faculty Admissions Committee.

Admission of Coastal Carolina University International Student-Athletes

Applicants who are not citizens or permanent residents of the United States must meet the University’s general requirements for undergraduate or graduate admission. International applicants must complete either the undergraduate or graduate Application for International Admission, include all necessary official transcripts and leaving certificates, submit required standardized test scores, and submit the Confidential Financial Statement which provides evidence of sufficient financial resources to study in the U.S. Applicants whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). The minimum score required is 550 on the paper-based exam, 213 on the computer-based exam and 79 on the internet-based exam. Applicants whose first language is English must submit the results of either the SAT or ACT.

It is also the University’s policy that all international students must provide evidence of satisfactory insurance coverage. Students who are unable to provide insurance from their home countries may purchase the University’s plan or select another of their choosing, provided the coverage provided is adequate.

At Risk Student-Athlete Admissions

The athletic department is in the process of developing a policy to review at-risk student-athlete entry to the university. The committee members include: Director of Compliance, Sport Supervisor, and Academic Coordinator. It is recommended that the committee use the NCAA Graduation Risk Overview Guide. The following table is being used to predict at-risk student-athletes:

<u>Category</u>	<u>Weight</u>	<u>Risk Factors/Criteria</u>
Academics	+2	(HS student) HS core <2.6 or ACT/SAT < 820 or Core Units < 16 or Academic Non-Qualifier or Number of HS > 2 or Educational disability diagnosed or Other locally identified criteria (Transfer) Transfer GPA < 2.6

Role of Academics	+1	Identifies strong as an athlete, not as a student
	+2	Academic effort lacking
Transfer	+1	Transferred into current institution
Personal History	+1	First generation college student or student has low financial resources or student is homesick or other locally identified criteria
	+1	Personal, health, injury, family, mental health or substance abuse issues
Sport	+1	Student-athlete in high profile sport at the institution or High profile (Olympic Caliber) student-athlete
	+1	Team environment does not prioritize academics or coach in first year
Total		0-1 = low risk; 2-3 = moderate risk; 4+ = high risk

If the entering student-athlete is determined to be at a high risk of not graduating, then the following will be applied:

- Notify coaches,
- Committee meets with coaches,
- Coach presents his case for admitting the student-athlete,
- Academic and Social Early Intervention Plan is developed with Academic Staff.
- Committee determines if we can meet the academic needs of the student-athlete, and
- A recommendation to admit or deny is presented to the Athletic Director.

Academic Fraud/Dishonesty

In any cases in which academic fraud/dishonesty occurs a grade of Fx will be assigned. The Fx grade is treated as an F in the grade point average computation. With regard to Repetition of Course Work, courses that receive an Fx grade are not eligible to be repeated under the university's Repeat Forgiveness Option, and instead may only be repeated via the Standard Repeat Option. When assigned, the Fx grade will become a part of the student's internal academic record and will appear on unofficial transcripts

and within the student information system. The Fx grade will not appear on the student's official transcript.

Fifth Year Aid

When receiving fifth year aid, the student-athlete will receive athletic scholarship funds based on the amount of athletic scholarship received the previous academic year and not to exceed full out-of-state tuition. Room, meals, and books are not included in fifth year athletic scholarships.

To be eligible for fifth year aid, student-athletes must:

- Be within 30 hours of graduation
- Exhausted all athletic eligibility
- Be in good standing with the respective sports programs, athletic department, and university
- Meet the application deadline for the fifth year application
- Each candidate is subject to the approval of the Student-Athlete Fifth Year Committee
- Student-athlete must be in good academic standing

To Participate and Remain in the Program Student-Athletes must:

- Maintain 12 credit hours unless the student-athlete is in the final semester prior to graduation and degree completion
- Maintain NCAA academic eligibility at all times
- Must attend all fifth year meetings
- Must maintain a 2.0 cumulative GPA and follow his/her academic plan

Eligibility

Certification of student-athlete eligibility is a collaborative effort between multitudes of campus departments. It is arguably the most important aspect of the athletics compliance framework. Coaches are urged to facilitate in the eligibility process, to remain diligent in managing their rosters, and to exercise caution if questions regarding a student-athlete's eligibility surface, as the penalties for use of an ineligible student-athlete are severe and costly.

NCAA Eligibility Center

All incoming freshmen must be registered with the NCAA Eligibility Center and achieve both an academic and amateurism decision prior to competition. All prospects must have an amateurism decision for all sports for which they intend to participate in. Therefore, dual-sport athletes must request an amateurism decision from the Eligibility Center for each sport they intend to participate in when completing the registration process (e.g. student-athletes participating in cross country and track need an amateurism decision in both sports). Registration can be completed by visiting www.ncaaclearinghouse.net. Please note that for all prospects enrolling in Fall 2010 and beyond, the NCAA Eligibility Center web site will change, and prospects will need to register by visiting www.eligibilitycenter.org.

Coaches should encourage prospects to register with the Eligibility Center following their junior year of high school. Furthermore, coaches should remind all recruits to include the NCAA Eligibility Center code (9999) on all SAT and ACT exams so that test scores can be sent to the Eligibility Center. Lastly, be sure to review all Eligibility Center updates provided by the Athletics Compliance Office during the summer months. Missing items and information identified on these updates from the Athletics Compliance Office should be addressed by the coach with the prospect immediately. Remember that Bylaw 13.1.3.4.1.2 permits any non-coaching staff member to call prospects beginning the day after they sign the National Letter of Intent (NLI). Therefore, you may use these staff members (e.g. administrative assistants, director of operations) to make calls to signees who have missing items and information. Non-coaching staff members may not make calls to walk-ons or any other prospects that have committed to the institution but did not sign the NLI.

Transfer Student-Athletes

In accordance with Bylaw 13.1.1.3, Coastal Carolina University coaches may not have contact with a prospect from another four-year school without first receiving written permission from that student's institution. Permission to contact may be sent directly to Coastal Carolina University, or a coach may request the Athletics Compliance Office to seek permission from another institution. Coaches are reminded that even in cases where a prospect initiates contact; coaches maintain an obligation to direct that prospect to ascertain permission for our institution to contact them before engaging in any further type of communication.

Permission to contact differs from a release, although the two terms are mistakenly used interchangeably quite often. Permission to contact allows a coach and prospect to engage in permissible recruiting activities. A release is separate written permission from the prospect's institution that indicates that the previous institution has no objection to the student's transfer to Coastal Carolina University, and additionally, no objection to the use of the one-time transfer rule in applicable instances. The Athletics Compliance Office will request the release by sending the Transfer Student Release and Information Request Form to the prospect's previous institution. This form includes additional questions necessary to confirm eligibility for competition and receipt of athletically-related financial aid.

Incoming transfer student-athletes should submit official transcripts from all previously attended colleges and universities as quickly as possible. This will expedite the certification process and provide the Athletic Academic Advising staff with more reliable information necessary to perform an assessment of the prospect's ability to meet progress-towards-degree requirements. Unofficial transcripts tend to be limited in the amount of information presented on them, which may result in unexpected circumstances that may hinder eligibility later in the process.

Coaches are reminded that any student-athlete who enrolled for the first time in Fall 2007 and beyond must receive an amateurism decision with the NCAA Eligibility Center in order to be deemed eligible to compete. This applies to transfers and walk-ons. Furthermore, beginning in Fall 2010, all 2-4 and 4-2-4 transfers will be required to

receive a final academic decision from the Eligibility Center, even though they may graduate from the two-year school. This new rule is being implemented by the NCAA strictly as a data collection tool.

Certification of Eligibility

Prior to the start of any practice activities, each team must attend a preseason rules education meeting with the Athletics Compliance staff where student-athletes will also complete all necessary paperwork required by the NCAA, Big South Conference, and the institution required to practice and compete. At a minimum, this paperwork must include the Student-Athlete Statement and the Drug-Testing Consent Form for all student-athletes, in addition to the Certification of Recruited Status Form for any new participant. After all paperwork has been collected and reviewed by the Athletics Compliance staff for completeness, this paperwork will be logged into Compliance Assistant and compared against the squad lists in Compliance Assistant prepared from the preliminary roster declarations before being filed in the each respective student-athlete's athletics compliance folder. Any discrepancies will be addressed with the respective coach and the appropriate roster management forms will be submitted to resolve these inconsistencies between the paperwork and the roster should they exist. Because these meetings precede any practice activities, this should permit all team rosters to be relatively confirmed in time for certification of eligibility by the Registrar's Office.

Certification of Continuing Eligibility

The Registrar's Office will be responsible for certifying initial and continuing eligibility for each team. For incoming freshmen, the Athletics Compliance Office will provide the Registrar's Office with copies of each team's Web Status Report printed from the NCAA Eligibility Center web site. The Registrar's Office will use this information to certify that incoming freshmen are eligible for practice and competition.

Certification of continuing eligibility and progress-towards-degree (PTD) is a collaborative effort between the Registrar's Office and the Athletic Academic Advising Staff; however, the Registrar's Office will render the final decision on eligibility in all instances. The Registrar's Office will generate a report at the conclusion of each term that includes each individual student-athlete's grades, degree-applicable coursework, and all other courses completed during the previous academic term. The academic advisors within the Athletics Department will review this information and input the pertinent data into Compliance Assistant (CA). The Registrar's Office will review the information that has been input into CA to confirm its accuracy. At a minimum, the information will be reviewed by at least 2 academic staff members from the Athletics Department and 2 staff members from the Registrar's Office. Once this information has been confirmed, the Registrar's Office will use this information during the certification process to ensure that the student-athlete is meeting all PTD requirements.

Certification of Transfer Eligibility

This same process applies to incoming transfer student-athletes except that before coursework can be initially entered into CA, the student-athlete must first receive a transfer credit equivalency review from the Admissions Office to determine the amount of coursework that will transfer into the University.

The Registrar's Office will utilize the Eligibility Checklist in CA to assist in determining eligibility for competition. Once complete, the Registrar's Office will sign the Eligibility Checklist and deliver the report to the Athletics Compliance Office. The Athletics Compliance Office will then be responsible for ensuring that the Head Coach and the Faculty Athletics Representative also review and sign the checklist. A squad list will be printed and attached to the signed Eligibility Checklist and filed in the Athletics Compliance Office. Amendments to the Eligibility Checklist for each team are expected throughout the year, and require the same procedures and signatures as the initial Eligibility Checklist for the year. Eligibility certification must be completed three days prior to the team's first contest. Coaches should ensure that no competition or team travel commences until this Eligibility Checklist has been signed.