This Process applies to Roster additions that occur during the academic year after a sport Roster has been created and distributed to ensure compliance with NCAA Bylaw 14.01.1.

1. Submit Change of Status Form to the Associate Athletics Director for Compliance (ADC) in accordance with the Change of Status Policy (requires Sport Supervisor signature prior to submission to ADC).

2. The Compliance Office will forward the Change of Status Form to Sports Medicine to confirm medical clearance. New additions must be cleared by a team physician, which includes sickle cell testing, proof of a recent test or a waiver of the test. [NCAA Bylaw 17.1.5]

3. Once a new student-athlete is cleared medically, the Sports Medicine staff will sign the Change of Status Form and return it to the Compliance Office.

4. A coaching staff member must make an appointment with the Compliance Office for new additions to complete required NCAA paperwork. [NCAA Bylaws 3.2.4.6, 3.2.4.7, 3.2.4.8]

5. ADC meets with Academic Certification Coordinator (ACC) to confirm the academic and competitive eligibility of the new addition. [NCAA Bylaws 14.01.2 & 14.2]

6. ACC confirms enrollment and codes new addition as a student-athlete to prevent individual from falling below units necessary for eligibility. [NCAA Bylaw 14.2.2]

   - FRESHMAN/SJSU STUDENT ADDITIONS
     ✓ ADC checks initial-eligibility and amateur status with the NCAA Eligibility Center (EC). If a new addition is not registered with the EC, he/she must do so to begin the initial-eligibility and/or amateur certification process. [NCAA Bylaw 14.3]
     ✓ ACC verifies good academic standing and progress toward degree requirements, if applicable. [NCAA Bylaw 14.4.3]

   - TRANSFER ADDITIONS
     ✓ ACC sends Tracer(s) to the institution(s) previously attended by new addition. New addition cannot compete until completed Tracer(s) are received from all previous institution(s). [NCAA Bylaws 14.5 & 14.2]
     ✓ ACC needs transcripts from all institution(s) previously attended to verify good academic standing and progress toward degree requirements. [NCAA Bylaws 14.4 & 14.5]
     ✓ ADC checks initial-eligibility and amateur status with the NCAA Eligibility Center. If a new addition is not registered with the EC, he/she must do so before being added to a sport Roster. [NCAA Bylaw 14.3]

7. Compliance Office enters new addition into Compliance Assistant Internet (CAI), which adds the new addition to the official squad list. [NCAA Bylaw 14.5.4.6.2, 14.5.6.7]

8. Director of Compliance verifies financial aid status to ensure compliance with individual and team limitations. [NCAA Bylaws 15.1 & 15.5]

9. ADC adds new addition to Eligibility Certification Roster. New student-athlete additions are NOT permitted to practice, compete, receive athletics aid, or be provided workout apparel or any other benefit related to athletics participation until they appear on the sport’s Eligibility Certification Roster as eligible for practice and/or competition. [NCAA Bylaw 14.01.1]