The Director of Athletics has full authorization in matters relating to adding or deleting a student-athlete from a team. **Head Coaches must consult with and receive signatory approval from their Sport Supervisor for a student-athlete’s status change PRIOR to submission of the Change of Status Form to the Compliance Office.**

**Step 1:** When a student-athlete is added to or deleted from a team, a Change of Status Form must be filled out COMPLETELY by the Head Coach within 24 hours of the change. The Head Coach must indicate the appropriate squad list change (add or delete) and financial aid status. **If the Change of Status Form is not completed in its entirety, the form will be returned to the Head Coach.**

**Change of Status ADDITIONS**

- A coaching staff member must **make an appointment** with the Compliance Office for new additions to complete NCAA paperwork.
- The Compliance Office will forward the Change of Status Form to Sports Medicine to confirm medical clearance; physicals will NOT be given to new additions before receipt of this Form.
- Once a new student-athlete is cleared medically, the Sports Medicine staff will sign the Form and return it to the Compliance Office.
- New student-athletes 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.

**Change of Status DELETIONS**

- As a result of the deletion, the student-athlete is no longer eligible to practice or compete with the team. An Eligibility Certification Roster will be sent via email by the Associate Athletics Director (AD) for Compliance reflecting the change.
- A Change of Status Form must be submitted to the Compliance Office for those deleted student-athletes who will no longer be active participants on a team but will continue to receive athletics aid.

**Change of Status ATHLETICS AID**

- **Awarding Athletics Aid:** In addition to submitting a Change of Status Form to the Compliance Office, an NLI/GIA Request Form must be submitted to the Director of Compliance if a student-athlete addition to a team will be placed on athletics aid.
- **Cancelling/Not Renewing Athletics Aid:** In addition to submitting a Change of Status Form to the Compliance Office, an NLI/GIA Request Form must be submitted to the Director of Compliance if the athletics aid of a student-athlete deletion from a team will be cancelled or not renewed. The Financial Aid Office will then send the student-athlete a letter notifying them of their right to appeal the cancellation or nonrenewal.
- **Voluntary Withdrawal:** In addition to submitting a Change of Status Form to the Compliance Office, a Relinquishment of Aid Form must be submitted to the Director of Compliance if a student-athlete voluntarily withdraws from a team for personal reasons at ANY time.
**Step 2:** The Head Coach must consult with his/her Sport Supervisor regarding the circumstances of the status change. If the student-athlete being deleted is on athletics aid, the Head Coach must discuss APR implications and receive academic approval from the Associate AD for Student Services/SWA. The Head Coach is also responsible for obtaining their Sport Supervisor’s signature of approval PRIOR to submission to the Compliance Office.

**Step 3:** Processing of the Change of Status Form may take a few days as it is passed along the signature route and eligibility is verified. Once the Form is processed (i.e., signatures obtained, physical verified, full-time enrollment confirmed, eligibility determined), the sport’s Eligibility Certification Roster will be updated and distributed to the coaching staff and administration.

**Eligibility Certification Roster**

- An Eligibility Certification Roster will be distributed via e-mail attachment by the Associate AD/Compliance to the entire coaching staff of each sport prior to the sport’s first practice, and every time a change occurs.
- The body of the e-mail includes specifics pertaining to the eligibility issues of those student-athletes eligible for practice only or limited practice time and those student-athletes not eligible for practice or competition.
- The sport Eligibility Certification Roster is updated as eligibility status changes occur (i.e., Change of Status Forms processed or eligibility changes).
- Sport Supervisors, Compliance Office, Athletic Performance, Sports Medicine, Equipment Room, Ticket Office, Academics and Media Relations staffs are copied on all Eligibility Certification Roster updates.