

University of Texas at El Paso



Compliance Office Policy & Procedures Manual

Table of Contents

Intercollegiate Athletics Mission Statement

UTEP Compliance Mission Statement

NCAA Principle of Institutional Control and Responsibility

Bylaw 11: Personnel

Coaching Limitations

Bylaw 12: Amateurism

Agent Policy

Promotional Activities

Bylaw 13: Recruiting

Telephone Logs

Contact/Evaluation Logs

Official Visits

Unofficial Visits

Complimentary Admissions (Prospects & High School/Two-Year College Coaches)

Camps & Clinics

Bylaw 14: Eligibility

NCAA Initial Eligibility (Eligibility Center)

Transcript Evaluation

Transferring to the University of Texas at El Paso

Transferring from the University of Texas at El Paso

Transfer Appeals

Annual Team Eligibility Meetings

Continuing Eligibility

International Student-Athlete Certification

Squad List Additions and Deletions

Tryout Policy

Travel Manifests

Annual Record of Participation

Bylaw 15: Financial Aid

National Letter of Intent (NLI)

Athletic Scholarships during the Academic Year

On-Campus Housing

Cash-in-Lieu Checks

Textbook Distribution & Collection

Textbook Reimbursement

Posting Financial Aid

Outside and Institutional Scholarships

Renewal, Non-Renewal, & Reduction of Athletic Scholarships

Bylaw 16: Awards, Benefits & Expenses

Complimentary Admissions (Enrolled Student-Athletes)

*Occasional Meal Requests
Participation and Team Awards
Apparel and Equipment Retention*

Bylaw 17: Playing and Practice Seasons

*Declaration of Playing Season
Countable Athletically Related Activities
Summer League Basketball Participation
Football Spring Conditioning Declaration
Outside Competition*

Education

*Staff Education
Student-Athlete Education
Booster Education*

General Compliance Items

*Certification of Compliance
Certification to Recruit Off-Campus
NCAA/C-USA Rule Interpretations
Medical Hardship Petitions
NCAA/C-USA Waivers & Petitions
NCAA/C-USA Violation Reports
Student-Athlete Files
Team Rules*

INTERCOLLEGIATE ATHLETICS CORE PURPOSE

The core purpose of UTEP Athletics is to enhance the mission of the University of Texas at El Paso through academic and athletic achievement.

INTERCOLLEGIATE ATHLETICS VISION STATEMENT

UTEP athletics strives to be known as a nationally recognized collegiate sports program that is characterized by academic excellence, premier athletic teams, and a commitment to integrity. Athletics will add exceptional value and benefit to the University mission through the cultivation of relationships with its constituents.

UTEP COMPLIANCE MISSION STATEMENT

The purpose of the UTEP Athletics Compliance Program is to ensure that institutional staff members, student-athletes and external constituents are aware of and abide by the rules and regulations set forth by the National Collegiate Athletic Association (NCAA), Conference USA (C-USA), and the University of Texas at El Paso (UTEP).

The principle of institutional control is at the forefront of the UTEP Athletics Compliance Office operation in a manner that is consistent with the letter and the spirit of NCAA, C-USA and University rules and regulations.

The Compliance Office coordinates, monitors and verifies compliance with all NCAA requirements and educates the various internal and external UTEP constituents regarding NCAA, C-USA and University rules. The Compliance Office is dedicated to providing educational and interpretive support to ensure that all individuals involved with the Athletic Department understand and adhere to compliance expectations.

Each individual within the Athletic Department is expected to maintain reasonable knowledge of and act in full compliance with NCAA, C-USA and University rules and to report any violations of such rules.

The goal of the UTEP Athletics Compliance Program is to take a proactive approach in its compliance effort by educating, overseeing and monitoring the Athletic Department and maintaining a positive compliance environment.



NCAA PRINCIPAL OF INSTITUTIONAL CONTROL AND RESPONSIBILITY

NCAA Bylaw 6.01.1 - Institutional Control The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

NCAA Bylaw 2.1.1 - Responsibility for Control It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

NCAA Bylaw 2.1.2 - Scope of 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.

Bylaw 11: Personnel



Coaching Limitations

Coaching Limitations

Purpose

This system is in place to ensure compliance with NCAA regulations governing the coaching staff limitations of each sport.

NCAA Legislation

NCAA Bylaw 11

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches

Volunteer Coaches

Time Line

Beginning of August:

- The Director of Compliance will distribute the Coaching Staff Limitations Form to all Head Coaches, upon which each Head Coach will designate his/her coaching staff and non-coaching staff members for that academic year.
- Upon receipt of the completed Form, the Director of Compliance will ensure that the number of coaches indicated does not exceed the limitations imposed by the NCAA as indicated below.

Sport	Head or Assistant Coach	Limit on Off Campus Recruiters
Men's & Women's Basketball	4	4
Football	10	10
Men's & Women's Golf	2	2
Rifle	2	2
Soccer	3	3
Softball	3	3
Tennis	2	2
Women's Cross Country/Track & Field	3	3
Men's Cross Country/Track & Field	3	3
Volleyball	3	3

- An athletics department staff member must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games or organized activities directly related to that sport, including any organized staff activity directly related to the sport.

- The Director of Compliance will then file the Coaching Limitations Form in the appropriate sport binder in the office of the Assistant Director of Compliance.
- If the Head Coach indicated a volunteer as a member of his/her staff, the Director of Compliance will meet with the Volunteer Coach to review the Volunteer Coach Agreement. The Volunteer Coach must sign this document at the end of the meeting. Director of Compliance will obtain the signature of the Head Coach as well as the sport administrator.
- The Director of Compliance will ensure that the sport is permitted to have a volunteer coach per NCAA legislation prior to signing the Agreement. NCAA regulations permit sports other than football and basketball to utilize the services of one volunteer coach. Indoor track and field, outdoor track and field and cross country are separate sports for the purpose of this provision. Since the NCAA sponsors separate men's and women's championships in these sports, a maximum of six volunteer coaches are permissible to be utilized among all six sports.
- Once the Director of Compliance signs the Volunteer Coach Agreement, a copy is provided to each individual who signed the document. The Agreement and job description are stapled to the Coaching Staff Limitations Form and placed in the appropriate sport binder in the office of the Assistant Director of Compliance.
- At the request of the Head Coach, the Director of Compliance will administer the NCAA Coaches Certification Exam to the Volunteer Coach. Volunteer Coaches are not required to pass the exam.
- If the Head Coach indicated a Graduate Assistant Coach as a member of his/her staff, the Director of Compliance will meet with the Graduate Assistant Coach to review the Graduate Assistant Coach Agreement. The Graduate Assistant Coach must sign this document at the end of the meeting. The Director of Compliance will obtain the signature of the Head Coach. The signed agreement will then be sent to M.A.A.C. to verify at least half time enrollment. The form will be returned to the Compliance Office and filed in the appropriate sport binder. In the sport of football, NCAA rules permit 2 Graduate Assistant Coaches.
- At the request of the Head Coach, the Director of Compliance will administer the NCAA Coaches Certification Exam to the Graduate Assistant Coach. The Graduate Assistant Coach must pass this exam in order to make permissible telephone calls to prospective student-athletes.
- If the Head Coach indicated an Undergraduate Assistant Coach as a member of his/her staff, the Director of Compliance will distribute an Undergraduate Assistant Coach Agreement to the Head Coach to review with the Undergraduate Assistant Coach. Both coaches must sign this document and the Head Coach must submit it to the Compliance Office. The signed agreement will then be sent to M.A.A.C. to verify full time enrollment. The form will be returned to the compliance office and filed in the appropriate sport binder.

Bylaw 12: Amateurism



*Agent Policy
Student-Athlete Employment
Promotional Activities*

Agent Policy

Purpose

To educate student-athletes and their parents/legal guardians to the University of Texas at El Paso Athletic Department guidelines regarding agents as well as NCAA rules and the State of Texas agent laws.

NCAA Legislation

NCAA Bylaw 12.3

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Registered Agents/Financial Advisors
Selected Student-Athletes
Head Coaches

Time Line

Fall Semester:

- At the annual eligibility meetings the Director of Compliance will review NCAA and institutional policies regarding agents. The UTEP Student-Athlete Agent Policy will be updated as necessary.

January:

- The Director of Compliance will send a letter to all agents/financial advisors registered with the State of Texas indicating the period in which student-athletes will be made available to meet with agents/financial advisors. The Compliance Office will be liaison between the agent and the student-athlete in the coordination of these meetings. These meetings will occur in the athletic department conference room and UTEP student-athletes with eligibility remaining shall not enter into any agreement (written or oral) regarding current or future representation nor shall they accept anything of monetary value from an agent or an agent's representative.
- When a UTEP student-athlete agrees to be represented by a particular agent or firm, that agent or firm shall send to the UTEP Compliance Office a copy of the signed standard representation agreement.

Student-Athlete Employment

Purpose

This system is in place to ensure compliance with NCAA regulations governing student-athlete employment.

NCAA Legislation

NCAA Bylaw 12.4 & 15.2.7

Primary Responsibility

Athletics Aid Coordinator

Back-Up Responsibility

Director of Compliance

Contacts

Student-Athletes
Head Coaches
Student-Athlete's Employer

Time Line

- Prior to obtaining employment, student-athletes must first complete the Student-Athlete Employment Form. The student-athlete's Head Coach as well as his/her employer must also complete sections of this form.
- Once the form is complete, it should be submitted to the Athletics Aid Coordinator for approval.
- Once approved, the Compliance Office will continue to monitor the employment of the student-athlete, particularly if an athletics department staff member arranged the student-athlete's employment.

Promotional Activities

Purpose

This system is in place to ensure student-athletes are participating in legitimate charitable, nonprofit or educational fund-raising and promotional activities in compliance with NCAA regulations governing such activities.

NCAA Legislation

NCAA Bylaw 12.5

Primary Responsibility

Director of Compliance

Life Skills Coordinator (educational institutions & charitable/nonprofit organizations)

Director of Marketing (sponsors & UTEP Athletics promotions)

Back-Up Responsibility

Senior Associate AD/SWA

Contacts

Student-Athletes

Head Coaches

Agency Representatives

Time Line

Upon an agency's request for a student-athlete(s) appearance:

- Requests for a student-athlete(s) appearance in connection with charitable, nonprofit or educational fund-raising and promotional activities should be made at least two weeks prior to the event.
- The individual who receives the request will provide the agency representative with a Student-Athlete Promotional Activities Request Form.
- Upon completion, the Student-Athlete Promotional Activities Request Form must be submitted to the Director of Compliance for approval. No arrangements or commitments for a student-athlete(s) appearance shall be made until the Compliance Office has approved the event.
- Upon approval, the Director of Compliance will provide a signed Request Form to the organizing party, typically the Life Skills Coordinator or Director of Marketing.
- The Life Skills Coordinator is responsible for ensuring that the involved student-athletes will not miss class to take part in the event.

- The organizing party is responsible for obtaining the signature of the student-athlete(s) participating in the event on the “Permission to Participate” portion of the Request Form. This portion of the Request Form is for internal use, it is not provided to the requesting agency since requests for the appearance of specific student-athletes cannot be guaranteed. The student-athlete(s) signature may be obtained on the day of the event. The completed “Permission to Participate” portion of the Request Form must be submitted to the Compliance Office.

Bylaw 13: Recruiting



Telephone Logs

Contact/Evaluation Logs

Official Visits

Unofficial Visits

***Complimentary Admissions (Prospects & High School/Two-Year
College Coaches)***

Camps & Clinics

Prospective Student-Athletes Living in El Paso Prior to Enrollment

Telephone Logs

Purpose

This system is in place to ensure compliance with NCAA regulations governing coaches' telephone calls to prospective student-athletes.

NCAA Legislation

NCAA Bylaw 13.1.3

Primary Responsibility

Assistant Director of Compliance

Back-Up Responsibility

Director of Compliance

Contacts

All Coaches

Time Line

Middle of July:

- Jumpforward Recruiting Software has been implemented for all Men's and Women's Sports. Coaches are expected to utilize this program in maintaining their phone logs.
- All Head and Assistant Coaches must log appropriate recruiting calls through Jumpforward. The software allows coaches to log calls through their cellular phones and make notes in regard to the recruiting calls.
- Jumpforward automatically flags any potential violation of Bylaw 13.1.3. If a call is flagged, the Assistant Director of Compliance will follow-up with the coach who made the call to determine if a violation occurred.

Contact/Evaluation Logs

Purpose

This system is in place to ensure compliance with NCAA regulations governing coaches' contacts with and evaluations of prospective student-athletes.

NCAA Legislation

NCAA Bylaws 13.1

Primary Responsibility

Assistant Director of Compliance

Back-Up Responsibility

Director of Compliance
Athletic Business Office

Contacts

All Coaches

Time Line

Middle of July:

- Contact/evaluation logs must be logged in to Jumpforward for each recruiting trip. The Compliance Office will not approve the travel reimbursement if the coaches have not logged their contacts/evaluations in Jumpforward.
- All Head and Assistant Coaches must maintain an accurate record of all contacts and evaluations of prospective student-athletes.
- In sports with limited recruiting person days (M/W Basketball) or evaluation days (football, softball, volleyball), Jumpforward keeps track of the total number of Recruiting Person Days that are used during the academic year.
- Upon receipt of the logs through Jumpforward, the Assistant Director of Compliance reviews the logs to ensure compliance with NCAA legislation governing contacts with and evaluations of prospective student-athletes as set forth in Bylaws 13.1 and 30.11.

Official Visits

Purpose

This system is in place to ensure compliance with NCAA regulations governing official visits of prospective student-athletes.

NCAA Legislation

NCAA Bylaws 13.6

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Assistant Director for Eligibility

Head/Recruiting Coaches

Student-Athlete Hosts

Business Office

Front Desk

Time Line

- Official visits (expense-paid) may take place any time of year other than during a dead period as set forth in Bylaw 13.17.
- An official visit may be provided only to high school seniors, qualifiers in their first year of junior college, non-qualifiers in their second year of junior college, and four-year college transfer student-athletes; accordingly, the Director of Compliance will not approve an official visit for any individual who does not fall into one of the aforementioned categories.
- NCAA regulations prohibit institutions from providing an official visit to a high school prospect who has not presented the institution with a PSAT, an SAT, a PLAN or an ACT test score; high school or college academic transcript; who is not registered with the NCAA Eligibility Center and who is not added to the institutions IRL. The Director of Compliance will not approve an official visit without the aforementioned items.
- At least 48 hours prior to the start of the visit, the Head/Recruiting Coach must submit a completed Official Visit Approval Form, along with a copy of the prospect's transcript and test score, to the Compliance Office for approval. Test scores are not required for two or four-year college transfers to visit; only college transcripts are required.
- Coaches are required to submit the Official Visit Form along with High School/Prep School/Junior College/4-Yr College transcript and PSAT, an SAT, a PLAN or an ACT test

scores (if applicable) to the Assistant Director for Eligibility in the MAAC. The Assistant Director for Eligibility will copy the academic credentials and perform an academic evaluation. The Assistant Director for Eligibility will forward all Official Visit paperwork to the Compliance Office for final approval.

- Once the visit has been approved, the Director of Compliance will provide both the Business Office and the front desk with a copy of the Official Visit Approval Form. The Business Office will not confirm travel arrangements and the front desk will not make lodging accommodations until the official visit has been approved by the Compliance Office. The Head/Recruiting Coach will also be given a copy of the signed Official Visit Approval Form.
- The Assistant Director for Eligibility will place visiting high school prospects on the Institutional Request List for initial-eligibility tracking. Because first-year junior college transfer prospects must be final qualifiers in the Eligibility Center to take an official visit, the Assistant Director for Eligibility will verify their qualifying status by placing them on the Status Report as well. The Assistant Director for Eligibility will print the prospect's Eligibility Center Status Report (48-C) to be kept on file with the prospect's other official visit paperwork.
- The Director of Compliance will mail the prospect the Official Visit Letter which contains information about UTEP's most recent Graduation Rates Report, APR, GSR, the NCAA Banned Drug List, and the UTEP Prospect Informational Form.
- Prior to the start of the visit, a member of the coaching staff must review the Student-Athlete Host Form with the host. Once this form is signed by both the host and the coach, it must be forwarded to the Compliance Office.
- Prior to the prospect's departure from campus, a member of the coaching staff must review the Prospect Declaration Form with the prospect. Once this form is signed by both the prospect and coach, it must be forwarded to the Compliance Office.
- The Director of Compliance maintains an Excel record of all official visits provided by each sport. This record serves two purposes: (1) to keep track of the all of the forms that are required to be submitted to the Compliance Office for an official visit and (2) the NCAA requires member institutions to keep record of the visits of its football and basketball prospects. Football may provide only 56 official visits on an annual basis (August 1 through July 31) and men's and women's basketball may provide only 12 official visits annually. NCAA regulations do not place such limitations on any other sports.
- The hard copies of the Official Visit Approval Forms and corresponding transcripts and test scores, Student-Athlete Host Forms, and Prospect Declaration Forms are kept in a binder in the office of the Assistant Director of Compliance.

Unofficial Visits

Purpose

This system is in place to ensure compliance with NCAA regulations governing unofficial visits of prospective student-athletes.

NCAA Legislation

NCAA Bylaw 13.7

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head/Recruiting Coaches

Time Line

Middle of July:

- The Director of Compliance will distribute the Unofficial Visit Form, along with a memo to all Head Coaches with the Unofficial Visit Form attached. The Unofficial Visit Form should be turned in at the conclusion of each unofficial visit.
- Unofficial visits (unpaid) may take place any time of year other than during a dead period as set forth in Bylaw 13.17, and during the month of July in the sport of men's basketball. If a prospect has signed an NLI or financial aid agreement, he or she may take an unofficial visit during a dead period.
- The coaching staff of each sport must maintain a record of all unofficial visits. While NCAA regulations place no limit on the number of unofficial visits a prospect may make to an institution, or how many unofficial visits a sport may have, the Compliance Office requires all sports to keep track of who visits using the Unofficial Visit Form. This Form must be signed by the Head Coach and turned in to the Compliance Office at the conclusion of each unofficial visit.
- Upon receipt of a completed Unofficial Visit Form, the Director of Compliance will verify that no unofficial visits took place during a prohibited time period. The completed Forms will be placed in the appropriate sport file in the office of the Director of Compliance.

Complimentary Admissions
(Prospects & High School/Two-Year College Coaches)

Purpose

This system is in place to ensure compliance with NCAA regulations governing the provision of complimentary admissions to prospects and high school/two-year college coaches.

NCAA Legislation

NCAA Bylaws 13.6.7.2 & 13.8.1

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches
Sport Administrative Assistants
Sport Graduate Assistants
Sport Student Managers
Director for Ticket Operations

Time Line

- In all sports in which admission is charged (Men's & Women's Basketball, Football, Women's Soccer, Softball, Track & Field, & Volleyball), coaches may request complimentary admissions for prospects and high school/two-year college coaches. Prospects may receive no more than three complimentary admissions to each contest, while high school/two-year college coaches may receive no more than two complimentary admissions to each contest. Such admissions may be provided only through the Complimentary Admissions Request Form. Individuals receiving complimentary admissions must present photo identification at the admission gate in order to receive their complimentary admission.
- Requests for complimentary admissions for prospects and high school/two-year college coaches must be submitted to the Director of Compliance for approval on the Complimentary Admissions Request Form at least 48 hours prior to the start of the contest.
- Upon approval, the Director of Compliance will provide the Complimentary Admissions Request Form to the Director of Ticket Operations, who will oversee issuance on game day.

Camps & Clinics

Purpose

This system is in place to ensure compliance with NCAA rules and regulations governing institutional camps and clinics.

NCAA Legislation

NCAA Bylaws 13.12

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Assigned summer Camp Director for each sport
Head Coaches
P³ (Professional & Public Programs)

Time Line

Beginning of April:

- A summer sports camp meeting is held with the Director of Compliance, the assigned Camp Director for each sport, the P³ staff, and any other individual/entity with a role in the operation of UTEP sports camps.
- The Director of Compliance reviews the NCAA rules governing institutional camps/clinics and the monitoring process for UTEP summer camps, both of which are set forth in the Camps & Clinics Manual and the Camp/Clinic Forms & Instructions packet.
- All UTEP sports camps are run through P³, including the production of camp brochures/flyers, the ordering of equipment, awards, and t-shirts, and the payment of camp employees. Accordingly, the P³ staff presents to the Camp Directors the proper procedure for ensuring that the aforementioned duties are carried out efficiently and successfully.

Before the start of each camp:

- After Camp Directors have met with the Director of Compliance and P³, they begin to submit the Camp/Clinic Compliance Checklist and/or the Off-Campus Camp/Clinic Description Form, along with a copy of all proposed camp brochures/flyers to the Director of Compliance for approval.
- If the checklists/descriptions and brochures/flyers are not satisfactory, the Director of Compliance will discuss the changes needed in order to gain approval. If the checklists/descriptions and brochures/flyers are satisfactory, the Director of Compliance will sign the Camp/Clinic Compliance Checklist and/or the Off-Campus Camp/Clinic Description Form and notify both P³ and the Camp Director that they may proceed with preparations for the camp/clinic.
- If the camp will employ any student-athletes, the Camp Director must submit the Student-Athlete Camp/Clinic Employment Agreement to the Director of Compliance prior to the student-athlete working the camp.
- Basketball Camps/Clinics Only: To satisfy the NCAA requirement that all basketball camps/clinics must include an educational session highlighting NCAA initial-eligibility standards and regulations related to gambling, agents and drug use, the Director of Compliance will provide the men's and women's basketball staff with an informational packet that covers the abovementioned topics. It is the Head Coach's responsibility to ensure that the required educational session takes place. Upon request, the Compliance Office will conduct such sessions.

At the conclusion of the camp:

- All individuals employed at a UTEP sports camp must be listed on the Camp/Clinic Employment List. This List is submitted to the Director of Compliance for approval at the conclusion of each camp and before payment.
- Upon approval, the Director of Compliance will sign the Camp/Clinic Employment List and forward it to P³ for payment processing. P³ will not issue payment to any camp employee unless the individual's name appears on a Camp/Clinic Employment List signed by the Director of Compliance.

Ongoing:

- The Camp Director must submit a Free or Reduced Admission Roster to the Director of Compliance for approval prior to the start of the camp in which the free or reduced admission will be provided.
- Upon approval, the Director of Compliance will sign the Free or Reduced Admission Roster and fax it to P³. P³ must have a record of free and reduced admissions provided to each camp for audit purposes.
- The Director of Compliance maintains a record of the forms that are required to be submitted for each camp on an excel document entitled Camp Forms.

Clinics:

- UTEP Athletics does not operate sports clinics during the summer months. Coaches use the forms that are used for summer sports camps for sports clinics that are held throughout the course of the academic year. The Director of Compliance is responsible for the oversight of sports clinics. P³ does not play a role in the operation of UTEP sports clinics.
- All information and completed Forms pertaining to clinics are kept in the appropriate sport's file in the office of the Director of Compliance.

Prospective Student-Athletes (PSA's) Living in El Paso Prior to Enrollment

Purpose

This system is in place to ensure compliance with NCAA rules and regulations governing providing inducements to PSA's.

NCAA Legislation

NCAA Bylaws 13.12

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches
MAAC Staff

Time Line

Month of May:

- The Director of Compliance will send an email to all head coaches requesting a list of all PSA's that will be living in El Paso while still recognized as a PSA. NCAA legislation states that an individual remains a PSA until they have:
 - a. Officially enrolled in a full-time program of studies and has attended classes in any term (excluding summer) of the academic year;
 - b. Participated in a regular squad practice or competition that occurs prior to the beginning of any term;
 - c. Officially enrolled and has attended classes during the summer term prior to their initial full-time enrollment;
 - d. Reported to an institutional orientation session that is open to all incoming students within 14 calendar days of the opening day of classes of a regular term.

- Individuals that are still recognized as PSA's may not receive any benefits (e.g. housing, transportation, etc.) from a UTEP Staff Member, student-athlete, or booster.

Bylaw 14: Eligibility



NCAA Initial Eligibility (Eligibility Center)
Transcript Evaluation
Transferring to the University of Texas at El Paso
Transferring from the University of Texas at El Paso
Transfer Appeals
Annual Team Eligibility Meetings
Continuing Eligibility
International Student-Athlete Certification
Squad List Additions and Deletions
Travel Manifests
Annual Record of Participation
Try-Out Policy

NCAA Initial-Eligibility (Eligibility Center)

Purpose

This system is in place to ensure compliance with NCAA regulations governing the initial-eligibility certification of entering freshman.

NCAA Legislation

NCAA Bylaw 14.3

Primary Responsibility

Assistant Director for Eligibility in Miner Athlete Academic Center

Back-Up Responsibility

Director of Miner Athlete Academic Center

Contacts

Compliance Office
All Coaches
Prospective Student-Athletes

Time Line

Beginning in April:

- The Assistant Director for Eligibility will provide all Head and Recruiting Coaches with a document that lists the UTEP Admissions and NCAA Eligibility Center status of all NLI signees and non-recruited walk-ons on a weekly basis through the month of September.
- Coaches provide the Assistant Director for Eligibility with the names and birthdates of those individuals whose initial-eligibility status they wish to track and the Assistant Director for Eligibility places those individuals on their Status Report. Coaches may also request that the Director of Compliance remove those prospects listed on their Institutional Request List who they are no longer tracking.
- If all incoming freshmen student-athletes are not certified final qualifiers by the Eligibility Center by the sport's first practice date, the Assistant Director for Eligibility will notify the Head and Recruiting Coaches.
- Only qualifiers are eligible for financial aid, practice and competition during their first academic year in residence. If a recruited student-athlete reports for athletics participation before their high school core-curriculum GPA and test score have been certified by the Eligibility Center (deemed a final qualifier), the student-athlete may practice, but not compete for a maximum of 45 days provided the student-athlete is enrolled full-time or has been accepted for enrollment as a full-time student.

- The Assistant Director for Eligibility keeps a record of the student-athletes who have begun to practice prior to final certification by the Eligibility Center. The Assistant Director for Eligibility distributes a memo to all coaches in the sport when a student-athlete's temporary certification period has expired. The student-athlete may then not practice with the team until he/she becomes a qualifier.

Transcript Evaluations

Purpose

This system is in place to provide coaches and prospective student-athletes a preliminary assessment of their initial-eligibility status. (NCAA Eligibility Center Status).

NCAA Legislation

NCAA Bylaw 14.3

Primary Responsibility

Assistant Director of Eligibility in Miner Athlete Academic Center
NCAA Programs Coordinator in Miner Athlete Academic Center

Back-Up Responsibility

Director of Miner Athlete Academic Center

Contacts

Compliance Office
Head and Assistant Coaches
Prospective Student-Athletes
High Schools/Universities

Time Line

Anytime Throughout the Year:

- The Assistant Director for Eligibility will evaluate the high school transcripts of prospective student-athletes at the request of a coach. This evaluation serves as a preliminary assessment of the prospect's initial-eligibility status. Initial-eligibility refers to the core-course GPA and SAT or ACT test score combination that incoming freshman with no previous full-time collegiate attendance must meet to be deemed a qualifier by the NCAA Eligibility Center. An incoming freshman student-athlete must be a final qualifier in order to receive an athletics scholarship, to practice, and compete during their first-year of collegiate enrollment.
- The NCAA Programs Coordinator will evaluate all previous attended collegiate transcripts at the request of a coach. This evaluation serves as a preliminary assessment of the prospect's transfer eligibility status. The NCAA Programs Coordinator will determine which courses will transfer to UTEP and the appropriate number of transfer hours the prospect will be credited for upon transfer. The NCAA Programs Coordinator will then send the Transfer Credit Evaluation Form to the coach.
- Coaches must provide the Assistant Director for Eligibility with a high school transcript that includes coursework through the eleventh grade. The Assistant Director for Eligibility prints the high school's List of Approved Core Courses (48-H Report), which is found under general information on the Eligibility Center website (www.eligibilitycenter.org), determines which

courses on the prospect's transcript are accepted as core courses and lists them on the Initial-Eligibility Preliminary Evaluation Form.

- Once the prospect's high school transcript is reviewed in its entirety, the Assistant Director for Eligibility ensures that the prospect is at least close to meeting the required number of core-courses in each subject, as the prospect may be taking the last of the required core-courses during his/her senior year. If a prospect's combined SAT or ACT sum score matches their core-course GPA on the initial-eligibility sliding scale set forth in Bylaw 14.3, there is a good possibility that they will meet the initial-eligibility requirements for a qualifier.
- Once the evaluation is complete, the Assistant Director for Eligibility provides the coach with the Initial-Eligibility Preliminary Evaluation Form and a description of the evaluation made. A copy of these items is kept in the appropriate sport folder in the office of the Assistant Director for Eligibility. If the prospect enrolls at UTEP, the items are placed in the student-athlete file.

Transferring To UTEP
(From two-year institution)

Purpose

This system is in place to verify the academic and eligibility status of two-year college prospects.

NCAA Legislation

NCAA Bylaw 14.5.4

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches

MAAC

Student-Athletes

All Athletic Department Staff Members

Two-year college institutions

Time Line

- Upon initial enrollment at UTEP of a two-year college transfer, the Compliance Office will send the Two Year College Transfer Request Form to the transfer student-athlete's former institution.

- Upon receipt of the completed Two Year College Transfer Request Form, the Director of Compliance will fax a copy of the Form to the MAAC and will enter the student-athlete's eligibility information into JumpForward as well as the corresponding sport's participation report. The form will then be placed in the student-athlete's file.

Transferring To UTEP (From four-year institution)

Purpose

This system is in place to ensure compliance with NCAA regulations governing four-year college prospects (student-athletes who wish to transfer from their current four-year institution to another NCAA or NAIA four-year institution).

NCAA Legislation

NCAA Bylaw 13.1.1.3 and 14.5.5.2.10

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches
MAAC
Student-Athletes
All Athletic Department Staff Members
Other NCAA or NAIA Four-Year Institutions

Time Line

- NCAA regulations prohibit an Athletic Department staff member from making contact with a student-athlete enrolled at another NCAA or NAIA four-year institution without first obtaining the permission of the student-athlete's current institution to do so, regardless of who makes the initial contact.
- If a student-athlete enrolled at another institution contacts a UTEP Athletic Department staff member, or if a UTEP Athletic Department staff member wishes to contact a student-athlete at another four-year institution, the staff member must provide the Compliance Office with the student-athlete's name and his/her institution's name to the Compliance Office. The Compliance Office will then contact the compliance officer at the student-athlete's current institution via e-mail requesting such permission.
- Once permission to contact a student-athlete enrolled at another institution is granted, the Compliance Office will notify the Athletic Department staff member that such permission has been granted. The permission to contact correspondence is then placed in the appropriate transfer binder located in the office of the Director of Compliance.

- If the four-year transfer student-athlete eventually enrolls at UTEP, the Compliance Office will distribute the Four Year Transfer Request Form to the transfer student-athlete's former institution.
- Upon receipt of the completed Four Year Transfer Request Form, the Director of Compliance will fax a copy of the Form to the MAAC and enter the student-athlete's eligibility information into JumpForward. The form will then be placed in the student-athlete's file.

Transferring From UTEP

Purpose

This system is in place to ensure compliance with NCAA regulations governing four-year college prospects (student-athletes who wish to transfer from their current four-year institution to another NCAA or NAIA four-year institution).

NCAA Legislation

NCAA Bylaw 13.1.1.3 and 14.5

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches
Student-Athletes
All Athletic Department Staff Members
Other NCAA or NAIA Four-Year Institutions
Director of the Miner Athlete Academic Center (MAAC)

Time Line

- If a student-athlete asks any Athletic Department staff member for a release to transfer to another NCAA or NAIA four-year institution, the individual must send the student-athlete to the Compliance Office.
- When a student-athlete asks the Compliance Office for a release to transfer to another institution, or if another institution requests permission to contact a UTEP student-athlete or sends a transfer request for a UTEP student-athlete, the Compliance Office will ask the Head Coach to complete a Student-Athlete Release Form. The Compliance Office will never send a release without first gaining the approval of the Head Coach.
- Upon receipt of the Head Coach's approval, if the student-athlete is on scholarship then the Compliance Office will send the Form to the Director of the MAAC for his/her signature verifying the coaching staff has been notified of any APR issues involved in the transfer.
- Then the Compliance Office will send a letter to the institution(s) that the student-athlete has designated, or to the institution that requested permission to contact. The completed and signed Student-Athlete Release Form is placed in the student-athlete's file.
- If another institution sends a transfer request for a UTEP student-athlete, the Compliance Office will complete the form and return it to the institution. The information requested by other

institutions on their transfer request forms varies from one institution to another. The information necessary for completing the transfer request forms of other institutions can generally be found in the student-athlete's file, in the JumpForward software, and/or on the Certification of Participation forms in the appropriate binder in the office of the Director of Compliance. If a transfer request form from another institution asks for the academic eligibility status of a UTEP student-athlete, the Compliance Office will request such information from the Director of the MAAC.

- After the completed transfer request form has been sent to the other institution, a fax confirmation must be printed and stapled to the form. This documentation is placed in the student-athlete's file.
- If the Head Coach does not grant the student-athlete a release to transfer to another institution, the Compliance Office must notify the student-athlete in writing that he/she, upon request, shall be provided a hearing conducted by an institutional entity outside of the athletic department within 15 business days as is required per Bylaw 13.1.1.3.1. See Transfer Appeals Process in this Manual.

Conference USA Intraconference Transfer Rule – A student-athlete must satisfy a two-year residence requirement without aid and a two year loss of eligibility upon transfer to another Conference USA institution. This can be waived in sports other than football and basketball with the consent of each institution's Athletic Director. In football and basketball, intraconference transfers are only permitted under special circumstances as determined by the Athletic Directors of the institutions involved and the Conference Commissioner.

- If a UTEP student-athlete wishes to transfer to another Conference USA institution and their Head Coach has released them, the Compliance Office will pursue a waiver of the intraconference transfer policy on behalf of that student-athlete. [See Conference USA Intraconference Transfer Policy Waiver]

Transfer Appeals

Purpose

To provide student-athletes who are denied permission to contact a particular institution or institution(s), the opportunity to appeal that decision.

NCAA Legislation

NCAA Bylaw 13.1.1.3.1 and Bylaw 14.5

Primary Responsibility

Director of Compliance
Faculty Athletic Representative

Back-Up Responsibility

Assistant Director of Compliance
Vice-President for Student Affairs

Contacts

Student-Athlete
Sport Administrator
Transfer Appeals Committee

Time Line

- If a student-athlete is denied permission to contact a particular institution or institution(s), the Compliance Office will notify the student-athlete in writing of his/her right to appeal this decision. In the notification, it will be noted that the appeals committee is made up of individuals outside of the athletic department (e.g. Athletics Council).
- As noted in Attachment A, the student-athlete's appeal request must be received by the Athletic Department, no later than 14 days following the date on the letter.
- After receiving the student-athlete's appeal request, the Director of Compliance will notify the Faculty Athletic Representative, the head coach, and the sport administrator of the request.
- In accordance with NCAA Bylaw 13.1.1.3.1, the Faculty Athletic Representative will then conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete's written request for a hearing.
- The decision of the committee will be final.
- If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact shall be granted by default and the institution shall provide written permission to all institutions wishing to contact the student-athlete.

Annual Team Eligibility Meetings

Purpose

To ensure that all student-athletes are aware of and comply with all NCAA rules. The forms completed by student-athletes during these meetings are used in certifying eligibility.

NCAA Legislation

NCAA Bylaws 12.7.2, 12.7.3, 12.7.4

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches
Student-Athletes
Athletics Aid Coordinator

Time Line

Summer:

- The Director of Compliance will schedule a meeting to take place in August or September with each team. At this meeting, information regarding eligibility, financial aid, amateurism, extra benefits, playing and practice seasons, permissible outside competition, agents, and gambling is presented.
- In preparation for this meeting, the Director of Compliance will obtain original copies from the NCAA website and his/her files of the following:
 1. Summary of NCAA Regulations – Division I
 2. NCAA Student-Athlete Statement – Division I
 3. NCAA Drug Testing Consent – Division I
 4. NCAA Drug Testing Consent – Division I
 5. HIPPA Authorization/Buckley Amendment Consent Form
 6. UTEP Statement of Eligibility
 7. UTEP General Information/Vehicle Information
 8. UTEP Outside Aid Reporting Form
 9. UTEP Student-Athlete Employment Form
 10. UTEP Recruited Student-Athlete Checklist
- The Director of Compliance will then have these forms entered into the JumpForward Forms Database.

- These forms will be digitally signed by each student-athlete prior to their team's eligibility meeting.
- Prior to each eligibility meeting, the Director of Compliance will review each form to ensure that all signatures have been placed correctly. He/she will also make changes or add new information to the JumpForward program software as noted on the forms.
- If a student-athlete indicates that they are receiving any outside scholarship, the Director of Compliance will notify the Athletics Aid Coordinator. The Athletics Aid Coordinator will then determine whether or not the aid is countable toward team and/or individual limits.

Continuing Eligibility

Purpose

This system is in place to ensure compliance with NCAA legislation governing the continuing academic eligibility of UTEP student-athletes.

NCAA Legislation

NCAA Bylaws 14.4 – 14.12

Primary Responsibility

Director of the Miner Athlete Academic Center (MAAC)

Back-Up Responsibility

Assistant Director of Eligibility/MAAC
NCAA Programs Coordinator/MAAC

Contacts

Compliance Office
Head and Assistant Coaches
Faculty Athletics Representative (FAR)

Time Line

During the week prior to the first day of classes for fall and spring semesters:

- The Director of the MAAC meets with the FAR to review the continuing academic eligibility status of all UTEP student-athletes. While both institutional Eligibility Grids and Rosters and the Conference Eligibility Grids are prepared by the NCAA Programs Coordinator, the FAR reviews the documents for compliance with NCAA rules governing continuing eligibility as follows:

Credit Hour Requirements – In order to remain eligible for competition, every student-athlete must meet each of the following credit hour requirements:

1. The student-athlete must satisfactorily complete at least 24 semester hours of academic credit prior to the start of his/her second year of enrollment.
2. The student-athlete must satisfactorily complete at least 18 semester hours of academic credit since the beginning of the previous fall term (hours earned during the summer may not be used to fulfill this requirement).
3. The student-athlete must satisfactorily complete at least 6 semester hours of academic credit the preceding regular academic term in which he/she has been enrolled full-time.
4. Football student-athletes must satisfactorily complete 9 credits during the fall semester in order to be eligible for the first four games of the following fall.

Designation of Degree Program – Student-athletes must declare a major at the certifying institution by the beginning of his/her third year of enrollment and thereafter make progress toward that specific degree.

Percentage of Degree Requirements – A student-athlete who is entering his/her third year of collegiate enrollment must have successfully completed at least 40% of the requirements in his/her specific degree program. A student-athlete who is entering his/her fourth year of collegiate enrollment must have successfully completed at least 60% of the requirements in his/her specific degree program. A student-athlete who is entering his/her fifth year of collegiate enrollment must have successfully completed at least 80% of the requirements in his/her specific degree program.

Grade-Point Average Requirements – A student-athlete who is entering his/her second year of collegiate enrollment must have earned a minimum cumulative grade point average of 1.80. A student-athlete who is entering his/her third year of collegiate enrollment must have earned a minimum cumulative grade point average of 1.90. A student-athlete who is entering his/her fourth or subsequent year of collegiate enrollment must have earned a minimum cumulative grade point average of 2.00.

- Once the continuing eligibility documents are verified and signed by the Assistant Director of Eligibility, the Director of the MAAC, and the FAR, the Assistant Director of Eligibility distributes the MAAC Eligibility Rosters to the Head Coach of each sport, and to the sport academic liaison, if one has been designated, with a memo explaining any academic eligibility issues that may impact the particular student-athlete's ability to compete during the upcoming semester. The Director of the MAAC, Director of Compliance and the sport administrator are copied on this memo.
- The memo and Eligibility Rosters are then placed in the appropriate binder in the office of the Assistant Director of Eligibility. MAAC and Conference USA Eligibility Grids are also placed in the appropriate binder in the Office of the Director of MAAC.

International Student-Athlete Certification

Purpose

This system is in place to ensure compliance with NCAA regulations governing amateurism and eligibility of incoming international student-athletes.

NCAA Legislation

NCAA Bylaws 12, 3.2.4.9

Primary Responsibility

Assistant Director of Eligibility

Back-Up Responsibility

Director of Miner Athlete Academic Center (MAAC)

Contacts

Head Coaches
International Student-Athletes

Time Line

Prior to the start of the sport's first practice date:

- Coaches will be responsible for issuing the Amateurism Questionnaire developed by the Compliance Office and MAAC at the beginning of the recruiting process for all international prospective student-athletes.
- The MAAC will conduct a meeting with each team for the purpose of reviewing the NCAA rules that directly impact their eligibility to compete in intercollegiate athletics.
- International student-athletes will be asked to complete the NCAA General Amateurism and Eligibility Form for International and Select Student-Athletes prior to being certified for competition. This Form need only be completed once, during the student-athlete's first year of enrollment at UTEP.
- Once this Form is completed, the Assistant Director of Eligibility will review it to ensure that the student-athlete has not indicated anything that could potentially affect his/her eligibility to compete in intercollegiate competition. Should anything appear out of the ordinary, the Assistant Director of Eligibility will conduct a further investigation before signing off on the form.
- Once the Assistant Director of Eligibility has thoroughly reviewed the NCAA General Amateurism and Eligibility Form for International and Select Student-Athletes, it will be signed and forwarded to the Head Coach of the sport in which the student-athlete participates. The Head Coach must review the Form for accuracy and completeness. Upon approval, the Head

Coach will sign and return the form to the Assistant Director of Eligibility. This form will then be placed in the student-athlete's file, along with any other investigatory documentation.

- If the student-athlete indicates on the NCAA General Amateurism and Eligibility Form for International and Select Student-Athletes that he/she competed on an international team, the Assistant Director of Eligibility will ask the student-athlete for the name and contact information for the coach of the team. The Assistant Director of Eligibility will then send the questions and an International Team Form to the coach to complete. The Assistant Director of Eligibility will review the completed form to ensure that the student-athlete did not compete on a professional team and that he/she received no impermissible benefits or expenses while a member of the team. Upon approval, the Assistant Director of Eligibility will place the completed form in the student-athlete's file.

Squad List Additions & Deletions

Purpose

This system is in place to ensure the Compliance Office maintains accurate squad lists in accordance with NCAA legislation.

NCAA Legislation

NCAA Bylaws 12.11, 15.5.10

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches
Student-Athletes

Time Line

Mid-May:

- The Director of Compliance will provide to each coaching staff a list of every individual that appeared on their sport squad list at any point during the previous academic year. A designated member of the coaching staff will cross off any student-athletes who are not returning and add any individuals who may or are known to be joining the team for the following academic year.
- Once the appropriate roster changes are indicated, the list must be submitted to the Director of Compliance, who will utilize it in creating the sport squad list in JumpForward for the upcoming academic year.
- Any roster changes that are made following the submission of this list to the Compliance Office must be made via the Squad List Addition/Deletion Form. This form should be completed and submitted to the Compliance Office within one week of the student-athlete having one of the status changes listed.
- Copies of the Squad List Addition/Deletion Form will be distributed to the individuals/offices indicated on the bottom of the form. Director of Compliance will update the JumpForward software to indicate the requested change. The original copy of the form is placed in the student-athlete's file.
- If an individual is being added to a team's roster for the first time, the coach must send that individual to the Director of Compliance, who will assist the individual in completing the

required NCAA Certification Paperwork. The individual may not practice with the team until this paperwork is completed. The coach must also send the individual to the training room for a physical and to the Miner Athlete Academic Center (MAAC) for a review of the individual's academic eligibility status.

Travel Manifests

Purpose

This system is in place to ensure compliance with Conference USA regulations pertaining to travel party size, NCAA legislation governing a student-athlete's academic eligibility to compete, and NCAA legislation governing departure and return times.

NCAA Legislation

NCAA Bylaws 14 and 16.8

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches
Business Office

Time Line

- At least 24 hours prior to a team's departure for an away-from-home competition, the coaching staff must submit a completed Travel Manifest signed by the Head Coach to the Compliance Office for review.
- A student-athlete must be academically eligible for competition and have eligibility remaining in order to travel with a team as per NCAA legislation. The academic eligibility status of UTEP student-athletes is found on the Eligibility Rosters created by the Miner Athlete Academic Center at the beginning of each semester. These rosters are located in the appropriate binder in the office of the Director of Compliance.
- A team's travel party for conference competitions may not exceed the limitations set forth by Conference USA. These limitations are as follows:

Basketball – 15

Golf – 5

Softball – 20

Outdoor Track – 32

Cross Country – 9

Rifle – N/A

Tennis – 10

Volleyball – 15

Football – 70

Soccer – 20

Indoor Track – 28

- The Director of Compliance will review the team Travel Manifest for compliance with the aforementioned regulations. Upon approval, the Director of Compliance will sign the manifest and submit it the Business Office.

Annual Record of Participation

Purpose

To document each student-athlete's athletic participation throughout their collegiate career.

NCAA Legislation

NCAA Bylaw 12.8

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Coach Contacts
Media Relations Contact
Miner Athlete Academic Center
Sport Administrator

Time Line

- At the conclusion of each sport's traditional season, the Director of Compliance will electronically update the previous year's Record of Participation to reflect the current year's roster.
- The Director of Compliance will then meet with a designated member of each coaching staff to review the participation level of each student-athlete listed on the roster for that year.
- Following this meeting, the Director of Compliance will update the current year's Record of Participation to reflect the information provided by the coach.
- The Director of Compliance will then secure the signature of the head coach on the Record of Participation indicating that he/she is in agreement with the information provided. The Director of Compliance will then sign the form as well.
- Once signed, the original Record of Participation is filed in the office of the Director of Compliance while copies are distributed to the head coach, the appropriate Media Relations contact, the appropriate advisor in the Miner Athlete Academic Center, and the Sport Administrator.

Try-Out Policy

Purpose

This system is in place to ensure NCAA and Institutional compliance concerning sport try-outs.

NCAA Legislation

NCAA Bylaw 14.2, 17.1.5

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head and Assistant Coaches

Time Line

- Any sport that will be holding a tryout must contact the Compliance Office before the tryout takes place.
- The individual trying out must be enrolled full-time as a degree seeking student at UTEP. He/She must be enrolled in a minimum of 12 credit hours at the time of the tryout.
- Prior to participation in any weight training or conditioning workouts, a prospective student-athlete who will be a first-time participant shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician (as permitted by the Athletic Training Staff)). The examination or evaluation shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution. The examination or evaluation must have been administered within a year prior to participation in any weight training or conditioning activity. The student must also obtain medical insurance. Coaches will issue the Athlete Physical Form to each student wishing to tryout.
- The Coach will send the student to the Compliance Office. At that time, the Tryout Approval Form must be completed by all students interested in trying out for a UTEP athletics team prior to engaging in any practice-related activities. This includes the Waiver of Medical Liability. The Compliance Office is responsible for ensuring that all students trying out for a team complete this Form. The Compliance Office will verify the student's academic profile with the MAAC Staff. Once complete, the Compliance Office will forward a copy of the Tryout Approval Form to the Athletic Training Staff and the Miner Athlete Academic Center (MAAC).
- Prior to the tryout, the student must present both medical insurance, proof of a completed physical examination, and SST results to the Athletic Training Staff.

- Should a student make the team, a squad List Add/Delete Form must be submitted to the Compliance Office and the student must complete the NCAA certification paperwork within 14 days of the first date he/she engages in countable athletically related activities.
- The student may not engage in competition until their academic eligibility is determined and their name appears on a certified list approved and signed by the Director of the Miner Athlete Academic Center (MAAC) and the Director of Compliance.

Bylaw 15: Financial Aid



National Letter of Intent (NLI)
Athletic Scholarships during the Academic Year
On-Campus Housing
Cash-in-Lieu Checks
Textbook Distribution & Collection
Textbook Reimbursement
Posting Financial Aid
Outside and Institutional Scholarships
Renewal, Non-Renewal, & Reduction of Athletic Scholarships

National Letter of Intent (NLI)

Purpose

This system is in place to ensure compliance with NCAA regulations and the National Letter of Intent Program.

NCAA Legislation

NCAA Bylaw 13.9

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Head Coaches

Athletics Director or designee

Director-Office of Student Financial Aid

Associate Director – Office of Student Financial Aid

Accounting Clerk – Athletics Business Office

Time Line

November, December, February and April:

- As soon as the NCAA provides the National Letter of Intent signing dates, the Athletics Aid Coordinator will prepare a memo to all head coaches to inform them of these dates as well as the procedure.
- All prospective student-athletes who the coaches plan on issuing NLIs or FAAs to must be registered with the NCAA Eligibility Center, added to UTEP's IRL, and have answered the amateurism questions.
- Coaches will need to complete the National Letter of Intent/Athletic Scholarship Request Form in order for the Athletics Aid Coordinator to initiate the corresponding paperwork. The form must be filled out in its entirety so that the Athletics Aid Coordinator prepares the NLI and Financial Aid Agreement properly.
- The Athletics Aid Coordinator must download the NLI document from its website www.national-letter.org and read the document in its entirety to understand the provisions of the NLI. The last page of the document along with the Financial Aid Agreement (FAA) must be filled out in its entirety and signed by the Athletics Director or designee (NLI) and the Director/Associate Director for Student Financial Aid (FAA). Two original copies must be prepared and signed.

- Once the NLI and FAA are signed, the Athletics Aid Coordinator must attach a welcome letter to these documents, which gives instructions to the prospects on how to sign and return an original copy of the NLI and FAA to the Compliance Office.
- The entire package will consist of the following: welcome letter, NLI provisions, two original copies of the NLI and two original copies of the FAA. If the coach indicates for these documents to be sent via UPS delivery, the Athletics Aid Coordinator must fill out the proper shipping document and make a copy of it for the Accounting Clerk in the Athletics Business Office so that the corresponding charge is posted into their account. If the coach indicates to send the documents via regular mail, the envelope must be stamped with the abbreviation "COM", so that the Compliance Office's postage account is charged. A postage paid return envelope will be included in the package so that they can return an original copy of the NLI and FAA via regular mail.
- Prospects have a 7-day deadline from the date of issuance to sign the NLI and FAA. They must send a copy of both documents to the Compliance Office for validation and if considered valid, a copy of the documents will be faxed or mailed to the conference office within 14 days of the prospect's signature. The corresponding coach and the Sports Information Department must also be informed as soon as an NLI becomes valid.
- After the Conference Office validates the NLI and FAA, an original copy signed by the student-athlete and/or legal guardian will be filed in the student-athlete's file.

Athletic Scholarships during the Academic Year

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy in regards to awarding athletics financial aid to student-athletes during the academic year.

NCAA Legislation

NCAA Bylaws 15.3.1 -15.3.3 and 15.5

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Head Coaches

Director-Office of Student Financial Aid

Associate Director – Office of Student Financial Aid

Time Line

Any time school is in session:

- If a coach wants to offer athletics aid to an initial counter during the academic year, he/she may do so as long as the team is under its limits (See Bylaw 15.5). If a coach wants to increase an existing counter's aid during the academic year and the team is under its limits, he/she may do so at any time.
- A National Letter of Intent/Athletic Scholarship Request Form needs to be submitted by the head coach indicating the amount, type, and period of the award. Once it is received by the Athletics Aid Coordinator, he/she will have to check for individual and team limitations and if permissible, will prepare an initial (initial counter) or amended (existing counter) Financial Aid Agreement to be signed by the Director/Associate Director for the Office of Student Financial Aid. Once it is signed by all parties, the Athletics Aid Coordinator will add the student-athlete to the Excel worksheet and CA so that the proper posting is made. After posting of the award the FAA will be filed in the student-athlete's file.

On-Campus Housing

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy in regards to student-athletes' room and board scholarships.

NCAA Legislation

NCAA Bylaw 15.2.2

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Business Manager – Miner Village

Financial Aid Analyst – Office of Student Financial Aid

Accountant II – Office of Student Financial Aid

Associate Director – Office of Student Financial Aid

Time Line

August and January:

- The Business Manager from Miner Village will contact the Athletics Aid Coordinator with a listing of student-athletes living in Miner Village along with the corresponding room charge for the period beginning the first day of classes and ending the last day of school. Based on the information provided by all Financial Aid Agreements, the Athletics Aid Coordinator will determine who is on a housing scholarship and forwards that information to the Business Manager.
- The Business Manager will notify the Athletics Aid Coordinator when the corresponding housing charges are posted to the student-Athlete's account in Banner (TSAAREV).
- Once the housing charges are posted on all student-athletes' accounts, the Athletics Aid Coordinator will send an updated worksheet with the corresponding payments to the Financial Aid Analyst and the Accountant II for the Office of Student Financial Aid. This worksheet must have the student-athlete's name, ID number, payment fee code, and housing payment for each semester (fall/spring).
- The total amount of rent paid on behalf of the student-athlete for the academic year must be deducted from their total room and board allowance if the student-athlete is on a full scholarship. The remaining board allowance must be divided into ten payments so that the student-athlete receives the same amount of board allowance each month.

- An important point to remember is that only housing rent may be paid on behalf of the student-athlete. Housing deposits, breach of contract fees, annual telephone fees, housing lock out fees and lost-key fees cannot be paid by an athletic scholarship. The student-athlete would be responsible for these types of fees.

Cash-in-Lieu Checks

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy in regards to board/cash-in-lieu (CIL) check distribution to student-athletes.

NCAA Legislation

NCAA Bylaw 15.2.2

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Financial Aid Analyst – Office of Student Financial Aid
Accountant II – Office of Student Financial Aid
Director – Student Business Services
Accountant II- Athletics Business Office
Administrative Assistant- SWA

Time Line

Each month school is in session:

- When award information is sent to the Financial Aid Analyst and the Accountant II for the Office of Student Financial Aid (see Posting of Financial Aid), the Athletics Aid Coordinator must determine the dates of board/CIL distribution for each month, August through May (usually the first working day of the month, except for the months of August and January).
- The disbursement date for each month's board/CIL stipend has to be at least five business days before the date of distribution. The disbursement and distribution dates must be sent to the Financial Aid Analyst and the Accountant II for the Office of Student Financial Aid and also to the Director for Student Business Services.
- The Athletics Aid Coordinator will prepare a listing classified by sport of each student on board/CIL scholarship. This listing will include sport, student's name, ID number, monthly board/CIL amount, and whether the student is a US citizen or an international student. After being adjusted for training table (typically in the sports of Football and Men's Basketball), monthly board/CIL amounts are determined by dividing the net board/CIL award for the academic year into ten payments. The Athletics Aid Coordinator will provide the Director for Student Business Services with this listing every month seven business days before the date of distribution.

- Based on this listing, the Director for Student Business Services will prepare a listing of all students with balances due to the University or holds so that board/CIL checks are not issued until each student-athlete has cleared these holds with the Office of Student Business Services.
- The Office of Student Business Services will be responsible for issuing refund checks (or direct deposit) for all students on a board/CIL scholarship every month by the date of distribution, if the student is free from any holds.
- For post-eligibility student-athletes, the Administrative Assistant to the Senior Woman Administrator will contact the Athletics Aid Coordinator if a hold needs to be placed on a post-eligible student-athlete's check for not submitting his/her time sheet by the cut-off date. In this case, the Athletics Aid Coordinator will ask the Financial Aid Analyst of the Office of Student Financial Aid to hold and not disburse the CIL award until the hold is cleared by the Administrative Assistant to the Senior Woman Administrator.
- Any member of the coaching staff or an administrator can ask the Athletics Aid Coordinator to place a hold on a student-athlete's check. The same procedure as above would be followed.

Textbook Distribution and Collection

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy regarding textbook distribution to student-athletes.

NCAA Legislation

NCAA Bylaw 15.2.3

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Director- University Bookstore
Compliance Student Assistant
Assistant Director- Student Business Services

Time Line

Beginning of August/January:

- About four weeks before the beginning of each semester, the Athletics Aid Coordinator will have the graduate/student assistant prepare a current class schedule and list of corresponding course required textbooks for each student-athlete receiving an athletic book scholarship. All book loan packets will be taken to the University Bookstore by the Athletics Aid Coordinator and another staff member of the Compliance Office. Both staff members will check all books loaned by student-athletes on a book scholarship before check-out during the first week of school.
- After the first week of school, the Director of the University Bookstore will contact the Athletics Aid Coordinator if a student-athlete on a book scholarship attempts to obtain a book that is not authorized and documented in the book loan packet.
- At the end of each month, the University Bookstore will send its invoices to the Athletics Aid Coordinator for review. After ensuring there are no discrepancies, all invoices are forwarded to the Athletics Business Office for review. All payments are automatically processed between the University's Bookstore and Accounts Payable.
- Student-athletes will have to return all books loaned through a book scholarship to the University Bookstore during the buyback period which usually happens during finals week. Once the Athletics Aid Coordinator receives a memo from the University Bookstore stating where and when books will be accepted during buy back, notification will be prepared by the

Athletics Aid Coordinator and issued (via email, memo, and bulletin) for the entire Athletics Department indicating the time and place of the buyback period and the penalties for not returning books during this period to the University Bookstore. Bulletins will be posted at all athletic facilities including locker rooms, doorways.

- After the buyback period ends, the Athletics Aid Coordinator will receive reports from the University Bookstore listing who returned all, partial or none of their books. The Compliance Student Assistant will prepare a database from these reports and will forward this information and the corresponding penalties to the Athletics Aid Coordinator. The Athletics Aid Coordinator will then ask the Assistant Director of Student Business Services to post an athletics debt charge in the amount of the penalty on the corresponding student's account.

Textbook Reimbursement

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy regarding textbook reimbursement to student-athletes.

NCAA Legislation

NCAA Bylaw 15.2.3

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Business Manager- Athletic Business Office

Time Line

Any time classes are in session:

- There are instances where the student-athlete cannot obtain the course required materials from the University Bookstore, and therefore, has to buy that particular material somewhere else. In order to receive reimbursement for a specific course required material, the student-athlete must bring to the Athletics Aid Coordinator the original receipt of purchase along with the corresponding course syllabus. In case that the course syllabus does not state course requirements, a note from their professor is required. The Athletics Aid Coordinator must check if the student is on a book scholarship and whether he/she is enrolled in that course in Banner (SFAREGQ).
- Once the information is verified, the student-athlete must sign a vendor/payee certification form and the Athletics Aid Coordinator will verify the mailing address where the reimbursement check needs to be sent.
- The course syllabi along with the receipt and the vendor/payee certification form need to be forwarded to the Business Manager, so that he/she reviews the corresponding voucher in BIS (accounting system) and the reimbursement check is issued.

Posting Financial Aid

Purpose

This system is in place to ensure the proper posting of athletics awards into Banner and CA.

NCAA Legislation

NCAA Bylaw 15

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Director – Miner Athlete Academic Center (MAAC)
Residency Specialist-Office of Admissions and Recruitment
Financial Aid Analyst – Office of Student Financial Aid
Accountant II – Office of Student Financial Aid
Associate Director – Office of Student Financial Aid

Time Line

Beginning of August/January:

- The Athletics Aid Coordinator, after receiving a signed Athletics Financial Aid Agreement, will enter the following information into an Excel worksheet with the following columns:
 - Sport
 - Residency
 - First Name
 - Last Name
 - ID Number
 - Fee code to pay tuition and fees
 - Fall/Spring Credit hours
 - Fall/Spring Tuition and Fees
 - Books
 - Fee code to pay Housing
 - Housing
 - Training table (if applicable)
 - Fee code to pay CIL
 - Cash-in-lieu (CIL)
 - Total Award

- The Athletics Aid Coordinator enters the above information for each counter and calculates total permissible tuition and fees for the term found in the individual's Account Detail Review Form (TSAAREV) in Banner. Once the amount of total permissible tuition and fees is determined, it is entered in the worksheet.
- The Athletics Aid Coordinator enters the appropriate estimated book award if the student is also on a book scholarship.
- The Athletics Aid Coordinator will enter the appropriate fee code and housing award if the student is on a housing scholarship and living in Miner Village.
- The Athletics Aid Coordinator will enter the appropriate fee code and cash-in-lieu amount if the student is on a room (off-campus) and board scholarship. For International students, the code INTL will be provided.
- The Athletics Aid Coordinator will compute the total scholarship award for each student (tuition and fees + books + housing + cash-in-lieu).
- This worksheet will be e-mailed to the Financial Aid Analyst and the Accountant II for the Office of Student Financial Aid so that it is entered in Banner (RPAAWRD) and proper payment is posted into the student's account (TSAAREV).
- The names of those student-athletes, whose residency is "out-of-state", will be e-mailed to the Residency Specialist at the Office of Admissions and Recruitment along with their ID numbers so that the corresponding tuition waiver is applied properly for that academic year.
- The Athletics Aid Coordinator will enter all information sent to the Office of Student Financial Aid and the Office of Admissions into CA to ensure compliance with individual and team's financial aid limitations.

Outside and Institutional Scholarships

Purpose

This process is in place to ensure compliance with NCAA regulations in regards to outside and institutional scholarships that may have an effect on individual and team's financial aid limits.

NCAA Legislation

NCAA Bylaws 15.02, 15.1, 15.2 and 15.5

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Student-Athletes
Outside Awarding Agencies
Scholarship Advisor-Office of Scholarships
Director-Office of Scholarships

Time Line

August/January:

- The Athletics Aid Coordinator will review the Financial Aid Questionnaire found in the certification packet of every student-athlete to determine what type of financial aid they are receiving.
- If a scholarship awarded by an outside agency is found, an Outside Scholarship Form will be distributed to and returned by the respective awarding agency to determine the permissibility of the award. If permissible, the funds will be directed to the Office of Scholarships. If non-permissible, the awarding agency and the student-athlete will be notified that he/she may not receive the scholarship in question. If the funds were received by the student-athlete before the beginning of the academic year and found permissible, the scholarship will be recorded in JumpForward. If found non-permissible, the funds will be returned by the student-athlete to the awarding agency or institutional aid will be reduced.
- If an institutional scholarship is found in the Financial Aid Questionnaire, the Athletics Aid Coordinator will determine if the scholarship meets the criteria set forth in Bylaws 15.02 and 15.5. If all criteria are met, the respective scholarship will be recorded into JumpForward. If found non-permissible, the Director of the Office of Scholarships and the student-athlete will be notified of its status.

- If no prior approval was received, the Scholarship Advisor or the Director of the Office of Scholarships will contact the Athletics Aid Coordinator for proper authorization before posting any institutional or outside scholarship to a student-athlete's account.

Renewal, Non-Renewal, Reduction & Cancellation of Athletic Scholarships

Purpose

This system is in place to ensure compliance with NCAA regulations and institutional policy in regards to renewal, non-renewal, reduction and cancellation of athletic scholarships.

NCAA Legislation

NCAA Bylaws 15.3.2, 15.3.4-15.3.5

Primary Responsibility

Athletics Aid Coordinator

Back-up Responsibility

Director of Compliance

Contacts

Head Coaches

Director-Office of Student Financial Aid

Time Line

Reduction/Cancellations: Ongoing
Renewals/Non-Renewals: April

- If a head coach informs the Athletics Aid Coordinator of a reduction or cancellation of an athletics scholarship under the provisions of Bylaw 15.3.4, the Athletics Aid Coordinator will prepare a cancellation/reduction of aid letter and obtain the necessary signatures from the Director for Student Financial Aid. This letter will be mailed to the student-athlete immediately so that they can respond in a timely manner if necessary.
- Early in April, the Athletics Aid Coordinator will send to all head coaches a listing of existing counters and will ask them to indicate who will be renewed or non-renewed for the upcoming academic year. All renewal Financial Aid Agreements and non-renewal letters must be sent by July 1st.
- On each type of letter, cancellation, non-renewal, and reduction, the Athletics Aid Coordinator must disclose our institutional policy in regards to requesting an appeal, which includes the following:
 - Student-athletes have the right to appeal before the Financial Aid Internal Review (FAIR) Committee. In order to appeal, an appeal application available from the Office of Student Financial Aid, along with a degree plan for students who have completed sixty hours or more, and a typed explanation of the circumstances which brought about the

cancellation must be submitted to the Office of Student Financial Aid within 14 days of the date of the letter.

- The Athletics Department must also submit to the Financial Aid Internal Review (FAIR) Committee any documentation supporting the termination of aid. The Committee meets monthly and makes its recommendation to the Director for Student Financial Aid. The Committee's decision is final. Results are available and distributed within a week of the committee's review.
- Any student anticipating the necessity of making an appeal should be prepared to pay his or her own registration fees in the event the appeal is not approved or is approved after the deadline for paying registration fees.

Bylaw 16: Awards, Benefits & Expenses



Complimentary Admissions (Enrolled Student-Athletes)
Occasional Meal Requests
Participation and Team Awards
Apparel and Equipment Retention

Complimentary Admissions (Enrolled Student-Athletes)

Purpose

This system is in place to ensure compliance with NCAA regulations governing the provision of complimentary admissions to enrolled student-athletes.

NCAA Legislation

NCAA Bylaw 16.2

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Coaches
Sport Administrative Assistants
Sport Graduate Assistants
Sport Student Managers
Director for Ticket Operations

Time Line

- In all sports in which admission is charged (Men's & Women's Basketball, Football, Women's Soccer, Volleyball, and Softball), participating student-athletes may designate up to four individuals to receive complimentary admission to the event. Such admissions may be provided only through the Complimentary Admissions List. Individuals receiving complimentary admissions must present photo identification at the admission gate in order to receive their complimentary admission.
- Requests for complimentary admissions to athletics events in which student-athletes participate must be submitted to the Director of Compliance for approval on the Complimentary Admissions List at least 24 hours prior to the start of the contest.
- The Complimentary Admission Lists are reviewed by the Compliance Office prior to submission to the Ticket Office.
- Upon approval, the Director of Compliance will provide the Complimentary Admissions List to the Director of Ticket Operations and/or the University Ticket Center, who will oversee issuance on game day.
- Complimentary admissions lists for home competitions will be filed in the office of the Director of Tickets.

- Staff members from the Compliance Office will monitor the Complimentary Admission process on game day for football.
- Complimentary Admissions Lists for away-from-home competitions must be forwarded to the Compliance Office upon the team's return to campus.

Occasional Meals

Purpose

This system is in place to ensure compliance with NCAA regulations governing occasional meals.

NCAA Legislation

NCAA Bylaw 16.11.1.5

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head and Assistant Coaches
Boosters

Time Line

- Student-athletes or an entire team may receive an occasional meal on infrequent and special occasions in one of two ways:
 - An institutional staff member may provide a student-athlete or an entire team an occasional meal under the following conditions:
 - The meal must be provided either in a restaurant in the locale of the institution or at the staff member's home;
 - Reasonable local transportation may be provided to attend such meals; and
 - An Occasional Meal Request Form must be submitted and approved prior to the meal taking place.
 - A booster may provide a student-athlete or an entire team an occasional meal under the following conditions:
 - The meal must be provided in an individual's home or at a campus institutional facility (as opposed to a restaurant) and may be catered;
 - A representative of the institution's athletics interest 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; and
 - An Occasional Meal Request Form must be submitted and approved prior to the meal taking place.

Participation and Team Awards

Purpose

This system is in place to ensure compliance with NCAA regulations governing participation and team awards.

NCAA Legislation

NCAA Bylaw 16.1

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

All Head and Assistant Coaches

Time Line

- The Compliance Office will distribute the Participation and Team Awards Form to all head coaches at the end of each academic year.
- Upon completion of the Participation and Team Awards Form, coaches should submit the Form to the Compliance Office where it will be reviewed for compliance with NCAA institutional awards limitations.

Bylaw 17: Playing and Practice Seasons



***Declaration of Playing Season
Countable Athletically Related Activities
Summer League Basketball Participation
Football Spring Conditioning Declaration
Outside Competition***

Declaration of Playing Season

Purpose

This system is in place to ensure compliance with NCAA regulations governing the playing season of each sport.

NCAA Legislation

NCAA Bylaw 17

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches

Time Line

During the summer:

- The Director of Compliance will distribute the Playing Season Declaration and Playing Season Calendar to all Head Coaches, upon which each Head Coach or a designated member of his/her coaching staff will indicate his/her playing season for that academic year. The completed documents, as well as the team's competition schedule for the upcoming season, must be submitted to the Director of Compliance.
- Coaches will receive their playing season documents according to the following schedule:
 - Fall sports** (cross country, football, soccer, volleyball) will receive the documents on May 1 of each year and are expected to submit all information to the Compliance Office no later than June 1.
 - Winter sports** (basketball, rifle) will receive the documents on June 1 of each year and are expected to submit all information to the Compliance Office no later than July 1.
 - Spring sports** (golf, softball, tennis, track) will receive their documents on July 1 of each year and are expected to submit all information to the Compliance Office no later than August 1.
- Upon receipt of the completed documents, the Director of Compliance will ensure that the sport's declared playing season does not exceed the limitations set forth for that sport in Bylaw 17. The Director of Compliance will send a confirmation memo to the Head Coach once it has been verified that all maximums and minimums regarding NCAA playing and practice season

legislation are met for that sport. This memo is attached to the completed Playing Season Declaration and Playing Season Calendar and placed in the appropriate sport file in the office of the Director of Compliance.

Countable Athletically Related Activities

Purpose

This system is in place to ensure compliance with NCAA regulations governing countable athletically related activities of UTEP student-athletes.

NCAA Legislation

NCAA Bylaw 17

Primary Responsibility

Assistant Director of Compliance

Back-Up Responsibility

Director of Compliance

Contacts

Head Coaches
Student-Athletes

Time Line

Beginning of August:

- Coaches are expected to utilize the JumpForward software in maintaining their CARA logs.
- A designated member of each coaching staff must electronically submit the CARA Form for his/her sport to the Compliance Office, through Jumpforward, every week during the academic year, regardless of whether or not any countable athletically related activities took place. The form is submitted through the Jumpforward website and student-athletes can electronically sign and verify the hours online.
- Upon receipt of the completed Form, the Assistant Director of Compliance will verify that the sport was in compliance with NCAA legislation governing countable athletically related activities as set forth below:

During a sport's declared playing season, a student-athlete's participation in countable athletically related activities is limited to a maximum of four hours per day and 20 hours per week, and each student-athlete must be given at least one day off in every seven-day period.

Outside of the playing season during the academic year, a student-athlete's participation in countable athletically related activities is limited to a maximum of eight hours per week, and each student-athlete must be given at least two days off in every seven-day period. Additional limitations are placed on certain sports outside of the playing season as set forth in Bylaw 17.

A competition is counted as three hours regardless of its actual length.

There are no daily or hour limitations placed on countable athletically related activities during institutional vacation periods that take place during a sport's declared playing season.

No CARA may take place between the hours of 12:00 AM and 5:00 AM except as set forth in NCAA bylaw 17.1.6.6.3.1.

- Completed CARA Forms are housed in the Jumpforward database.
- Should questions arise concerning a sport's reported CARA, the Compliance Office will select student-athletes, managers, and/or trainers to verify that a coach's reported hours are accurate.
- The Compliance Office will also conduct spot-checks to ensure compliance with the CARA legislation.

Summer League Basketball Participation

Purpose

This system is in place to ensure compliance with NCAA regulations regarding summer league participation of basketball student-athletes.

NCAA Legislation

NCAA Bylaws 17.31.4, 13.18, 13.19

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director for Compliance

Contacts

Head Coaches

Student-Athletes

Director of Athletics (or designee)

Time Line

- In mid-April, the Director of Compliance will distribute to the head coaches in the sports of Men's Basketball and Women's Basketball a Permission Request Form to ensure compliance with summer league rules as noted in Bylaws 13.18 and 13.19.
- After obtaining the signatures of the student-athlete and head coach, the form is to be submitted to the Director of Compliance prior to the first summer league competition for each student-athlete. He/she will then secure the signature of the director of athletics (or designee). A new form should be submitted as additional student-athletes decide to participate on summer league teams.
- After the team sheet has been submitted, the Director of Compliance will ensure that the number of summer league team members from UTEP does not exceed the limitations imposed by the NCAA. In M/W Basketball, this limit is 2.
- The Director of Compliance will then file the Permission Request Form in the appropriate student-athlete file.

Football Spring Conditioning Declaration

Purpose

This system is in place to ensure compliance with NCAA regulations governing football spring conditioning.

NCAA Legislation

NCAA Bylaw 17.10.6 and 17.02.14

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Football Coaches

Time Line

Fall:

- The Director of Compliance will distribute the Football Spring Conditioning Declaration Form to the Head Football Coach at the conclusion of the football playing season.
- The Head Coach will list the designated eight weeks to be used as discretionary time between January 1 and the start of summer conditioning using the Football Spring Conditioning Declaration Form.
- This form must be completed and submitted to the Compliance Office, along with a copy of the Football spring conditioning schedule, prior to January 1st of each year.
- Upon receipt of the completed documents, the Director of Compliance will ensure that the spring conditioning period does not exceed the limitations set forth for that sport in Bylaw 17.9.6.1.1 and 17.02.14. The Director of Compliance will send a confirmation memo to the Head Coach once it has been verified that all NCAA regulations are met. The completed Football Spring Conditioning Declaration Form is placed in the appropriate sport file in the office of the Director of Compliance.

Outside Competition

Purpose

This system is in place to ensure compliance with NCAA regulations regarding outside competition participation.

NCAA Legislation

NCAA Bylaws 12, 14, 16, & 17

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director for Compliance

Contacts

Head Coaches
Student-Athletes

Time Line

- At the beginning of each semester, the Director of Compliance will distribute to the head coaches in the sports of Volleyball, Softball, Soccer, Tennis, Track, Cross Country, Golf, and Rifle an Outside Competition Form for each sport to ensure compliance with outside competition rules as noted in Bylaws 12, 14, 16 and 17.
- After obtaining the signatures of the student-athlete and head coach, the form is to be submitted to the Director of Compliance e prior to the competition for each student-athlete.
- After the Form has been submitted, the Director of Compliance will ensure that the outside competition meets NCAA regulations for the specific sport.
- The Director of Compliance will then file the Outside Competition Form in the appropriate student-athlete file.

Education



Staff Education
Student-Athlete Education
Booster Education

Staff Education

Purpose

To ensure that all staff are aware and comply with all NCAA rules, especially those regarding playing and practice seasons, recruiting and extra benefits.

NCAA Legislation

NCAA Bylaws 12, 13, 14, 15, 16, 17

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Time Line

September:

- All new coaches are required to attend a compliance orientation session.

May/June:

- The Director of Compliance, Assistant Director of Compliance and the Athletic Aid Coordinator attend a NCAA Regional Compliance Seminar.

Monthly:

- The Assistant Director of Compliance prepares and distributes to all staff members the Compliance Office's monthly newsletter, "Paydirt Press".
- The Director of Compliance and the Assistant Director of Compliance meets with each coaching staff to discuss rules pertinent to the specific month.

Annually:

- The Director of Compliance meets with all non-sport specific areas of the athletic department (Marketing, Development, Business Office, Miner Athlete Academic Center, Sports Information) to review all relevant NCAA legislation and present any changes that may have occurred from the previous meeting.
- The Director of Compliance meets with all coaching staffs prior to the NCAA Coaches Recruiting Exam to review any items that may appear on the exam and to present in detail any new legislation that was adopted during the most recent legislative cycle.

Ongoing:

- The Director of Compliance and Assistant Director of Compliance will distribute pertinent information as it is received from the NCAA and C-USA.

- The Director of Compliance and the Assistant Director of Compliance identify key individual interpretation requests for distribution to all coaches.
- The Director of Compliance and the Assistant Director of Compliance will provide interpretations on request by specific coaches.
- All pertinent compliance information for staff members can be accessed on the Compliance website at <http://utepathletics.cstv.com/compliance/utep-compliance.html>. This site is updated as necessary to keep the information current.

Student-Athlete Education

Purpose

To ensure that all student-athletes are aware and will comply with all NCAA rules.

NCAA Legislation

NCAA Bylaws 12, 13, 14, 15, 16, 17

Primary Responsibility

Director of Compliance
Assistant Director of Compliance

Back-Up Responsibility

Faculty Athletics Representative

Time Line

August/September:

- Each student-athlete annually attends a pre-season eligibility meeting conducted by the Compliance Office. At that meeting, information regarding eligibility, financial aid, amateurism, extra benefits, countable hours, permissible outside competition, agents, and gambling is presented.

Spring:

- Student-athletes who have exhausted their eligibility or are graduating are required to participate in an exit interview detailing their experiences within the UTEP athletics department.
- Each student-athlete with eligibility remaining annually attends an end of the year meeting conducted by the Compliance Office. At that meeting, information regarding eligibility, outside competition, voluntary workouts, extra benefits, agents, and gambling is presented.

Ongoing:

- All pertinent compliance information for student-athletes can be accessed on the Compliance website at <http://utepathletics.cstv.com/compliance/utep-compliance.html>. This site is updated as necessary to keep the information current.

Booster Education

Purpose

To ensure that all representatives of athletics interests are aware of the NCAA rules specifically those related to recruiting and extra benefits.

NCAA Legislation

NCAA Bylaws 12, 13, 15, 16

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Time Line

Ongoing:

- The Director of Compliance will meet with the boards (at a minimum) of all official booster groups as recognized by the Athletic Development Office. These meetings will cover all relevant NCAA regulations as well as any legislation that may have changed since the previous meeting. The athletic department personnel who are liaisons to these booster groups have a working knowledge of NCAA legislation and forward interpretive questions to the Director of Compliance.
- The Compliance Office, in conjunction with the Athletic Development Office, publishes a “booster guide” annually to provide to representatives of athletics interests as determined by the Athletic Development Office.
- The Compliance Office distributes a Letter to Local Businesses annually in order to educate them on relevant NCAA regulations.
- All pertinent compliance information for boosters can be accessed on the Compliance website at <http://utepathletics.cstv.com/compliance/utep-compliance.html>. This site is updated as necessary to keep the information current.

General Compliance Items



***Certification of Compliance
Certification to Recruit Off-Campus
NCAA/C-USA Rule Interpretations
Medical Hardship Petitions
NCAA/C-USA Waivers & Petitions
NCAA/C-USA Violation Reports
Student-Athlete Files***

Certification of Compliance

Purpose

This system is in place to certify that institutions and athletic department staff members are in compliance with NCAA legislation and have reported any knowledge of violations of NCAA legislation that occurred during the previous academic year.

NCAA Legislation

NCAA Bylaw 18.4.2

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

University President
Athletic Director
Athletic Department Staff Members

Time Line

August:

- The Compliance Office will hold mandatory NCAA rules education meetings for all athletic department staff members prior to the beginning of the academic year. In addition to rules education, the purpose of the NCAA Certification of Compliance for Staff Members of Athletics Departments Form will be explained to attendees at these meetings.
- At the conclusion of each meeting, employees must sign and date the NCAA form certifying that they will act in compliance with NCAA rules and that they have reported any knowledge of violations of NCAA legislation that occurred during the previous academic year involving UTEP.
- Once all athletic department staff members have signed the NCAA form (no later than September 15 as required by NCAA regulations), it will be filed in the Compliance Office.

Beginning of September:

- The Director of Compliance will request the University President to sign the NCAA Certification of Compliance for Institutions Form certifying that UTEP has met the requirements of NCAA Bylaw 18.4.2.

- Once the signature of the University President is acquired (no later than September 15 as required by NCAA regulations), the form will be filed in the Compliance Office.

Certification to Recruit Off-Campus

Purpose

This system is in place to ensure compliance with NCAA legislation governing the certification of coaches to recruit prospective student-athletes off-campus.

NCAA Legislation

NCAA Bylaws 11.5

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head and Assistant Coaches
Faculty Athletics Representative (FAR)

Time Line

Beginning of April:

- The Director of Compliance will distribute the NCAA Coaches Certification practice exam to all head and assistant coaches as soon as it becomes available on the NCAA website. The Compliance Office will conduct review sessions to address any questions that arise out of the practice exam if the coaches so desire. At the very least, the Compliance Office will provide the coaches with the newly adopted legislation that will be tested on the exam.
- The Director of Compliance administers the actual exam to coaching staff members when it becomes available, typically in mid-May. The Director of Compliance will complete the Certifying Administrator form and submit it to Conference USA after each test is taken.
- Coaches must pass the exam with a score of 80 percent or better in order to be certified to recruit off-camps. If a coach does not pass the exam, he/she must wait at least 30 days before taking another version of the exam.
- The Director of Compliance keeps the list of coaches certified to recruit off-campus in the appropriate sport's recruiting files for use in spot-checking contact and evaluation logs.

NCAA/C-USA Rule Interpretations

Purpose

To provide rule interpretations for athletics department staff regarding NCAA and C-USA rules and regulations.

NCAA Legislation

All rules and regulations published by the NCAA & C-USA.

Primary Responsibility

Director of Compliance

Back-Up responsibility

Assistant Director of Compliance

Contacts

C-USA Director of Compliance
NCAA Membership Services Group
NCAA Division I Manual
C-USA Membership Handbook
NCAA Legislative Services Database

Time Line

- As athletic department staff members request rule interpretations, they will submit these requests verbally or via e-mail to the Director of Compliance.
- The Director of Compliance will research the interpretation request using the appropriate source (NCAA Division I Manual, C-USA Membership Handbook, NCAA Legislative Services Database).
- If an interpretation cannot be found in any of the aforementioned sources, the Director of Compliance will call or e-mail the C-USA Director of Compliance with the interpretation request.
- If the interpretation is needed immediately and no one at the C-USA office is available to provide the interpretation, the Director of Compliance may contact the NCAA via the Requests/Self-Reports Online (RSRO) system.
- If it is necessary to contact the NCAA, the Director of Compliance will, after receiving the interpretation, report to the C-USA Director of Compliance the interpretation request along with the interpretation that was provided.

Medical Hardship Waivers

Purpose

This system is in place to ensure compliance with NCAA legislation governing hardship waivers for student-athletes.

NCAA Legislation

NCAA Bylaw 12.8.4

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Head Coaches
Student-Athletes
Director of Compliance/Conference USA
Head Trainer
Sports Information

Time Line

- Conference USA accepts requests for hardship waivers (per Bylaw 14.2.4) on an ongoing basis.
- A student-athlete may be granted an additional year of competition by the conference office for reasons of “hardship.” The NCAA defines hardship as an incapacity resulting from an injury or illness that occurred under all of the following conditions:
 1. The incapacitating injury or illness occurred during one of the four seasons of intercollegiate competition;
 2. The injury or illness occurs prior to the completion of the playing season that concludes with the NCAA Championship in that sport and results in incapacity to compete for the remainder of that playing season; and
 3. The injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition or 30 percent (whichever number is greater) of the institution’s scheduled events in his/her sport.
- The Head Coach notifies if he/she wishes to pursue a hardship waiver for a member of his/her team. The Director of Compliance will complete the Conference USA Hardship Waiver form and request the required signature of the Faculty Athletic Representative. The Director of Compliance contacts the Head Trainer to secure the required written statement from the treating physician and Sports Information for the student-athlete’s final participation statistics.

- Once all of the required supporting documentation is obtained, the Director of Compliance will submit it and the form to the Director of Compliance at Conference USA. When the Conference Office provides a decision, the Director of Compliance will notify the Head Coach.
- The petition, supporting documentation, and the Conference decision are stapled together and placed in the student-athlete's file. The Director of Compliance will make the necessary adjustments to the student-athlete's record in JumpForward as well as the certification of participation record.

NCAA/C-USA Waivers & Petitions

Purpose

This system aids the athletic department staff in the submission of NCAA/C-USA waivers & petitions.

NCAA Legislation

NCAA Bylaws 14.2, 14.3

Primary Responsibility

See Below

Back-Up Responsibility

See Below

Contacts

Team Doctor
Head Trainer
Training Room Staff
Student-Athlete
Miner Athlete Academic Center

Waiver/Petition Types

Initial Eligibility Waivers

- These waivers are the primary responsibility of the Assistant Director for Eligibility (MAAC).
- The following steps must be taken in order for the waiver to be considered:
 - The waiver application must be complete
 - All information included on the application must be accurate.
 - The appropriate signatures (CEO, FAR, AD, SWA) must be included
 - The student-athlete must complete the Federal Beckley Amendment Release portion of the application.
- The following additional documentation must also be submitted along with the waiver application:
 - A letter of explanation detailing the reason for the waiver submission.
 - The final certification report.
 - The high school list(s) of approved core courses for all high schools attended.
 - The final high school transcript(s).
 - Any statements from the student-athlete, high school personnel, parents, etc.
 - Any other information pertinent to the waiver request.

- Once the waiver is received by the NCAA, the Assistant Director for Eligibility will receive an e-mail indicating the status of the waiver: complete and in process, approved, or incomplete.
- If enough precedent exists, the case is decided by the staff, based on previous subcommittee decisions.
- If a staff decision may not be made, the case is forwarded to the appropriate subcommittee.

Medical Hardship Petitions

- These petitions are the primary responsibility of the Director of Compliance.
- Please see the separate document for the complete system regarding Medical Hardship Petitions.

Extension of the Five-Year Clock

- These petitions are the primary responsibility of the Director of Compliance.
- These petitions may only be filed after the student-athlete's eligibility has been exhausted.
- The following information must be submitted in order for the NCAA Student-Athlete Reinstatement Committee to consider a request:
 - A cover letter requesting the extension.
 - The student-athletes academic transcript.
 - A completed chart for analysis of extension requests.
 - A written statement from the student-athlete describing the circumstances surrounding the extension request.
 - Any other information pertinent to the waiver request.

Satisfactory Progress Waivers

- These waivers are the primary responsibility of the Director of the MAAC.
- The following steps must be taken in order for the waiver to be considered:
 - The waiver application must be complete
 - All information included on the application must be accurate.
 - The appropriate signatures (CEO, FAR, AD, SWA) must be included
 - The student-athlete must complete the Federal Beckley Amendment Release portion of the application.
- The following additional documentation must also be submitted along with the waiver application:
 - Reasons for the deficiency
 - Summer School Courses
 - Educational and participation history/transcripts
 - Current course-enrollment list
 - Degree-program description and length (photocopy from the institution's catalog)
 - Degree audit form

- Supporting documentation for any compelling circumstances
- Any other information pertinent to the waiver request.

- Once the waiver is received by the NCAA, the Director of the MAAC will receive an e-mail indicating the status of the waiver: complete and in process, approved, or incomplete.

- If enough precedent exists, the case is decided by the staff, based on previous subcommittee decisions.

- If a staff decision may not be made, the case is forwarded to the appropriate subcommittee.

Incidental Expense Waivers

- These waivers are the primary responsibility of the Director of Compliance.
 - The NCAA Management Council has designated specific incidental expenses that have been approved on a routine basis that may be processed by UTEP without approval from the NCAA. These specific incidental expense waivers may be found via LSDBi or through Conference USA.
 - If UTEP feels that a student-athlete has a unique situation not mentioned in Attachment G, but does not create an unfair competitive advantage for UTEP, the Director of Compliance will request an incidental expense waiver be granted for the student-athlete.

Subcommittee on Legislative Relief (SLR) Waivers

- These waivers are the primary responsibility of the Director of Compliance.
 - If UTEP feels that a student-athlete is involved in a unique situation that is not addressed by NCAA legislation or any other existing waiver process, the institution may submit a SLR Waiver Application on his/her behalf. Please see for the waiver application.

NCAA/C-USA Violation Reports

Purpose

To self-report all known violations of Conference USA or NCAA Legislation. Indications of potential violations are investigated for determination of fact. Penalties are assessed when necessary and institutional changes are implemented to prevent future occurrences.

NCAA Legislation

NCAA Bylaw 1.3.2

Primary Responsibility

Director of Compliance

Back-Up responsibility

Assistant Director of Compliance

Contacts

Conference USA Director of Compliance
NCAA Enforcement Representative
NCAA Student-Athlete Statement Representative
NCAA Legislative Services Representative

Time Line

Potential Violation:

- It is the responsibility of each athletics department staff member to report any potential NCAA or Conference USA violation to the compliance office.
- The Director of Compliance reviews information to determine if a violation of Conference USA or NCAA rules has occurred.
- Sources of Information:
 1. Staff Self Report (in writing)
 2. Department's written documents
 3. UTEP Staff Members
 4. Student-Athletes
 5. UTEP Internal Auditors
 6. UT System Auditors
 7. Newspaper articles
 8. Conference Office
 9. Other institution's personnel
 10. Internet/Social Media

➤ Review of Information:

1. Review fact pattern submitted by the involved principal (5 W's).
2. Interview principals in case
 - Include additional Compliance personnel, Athletic Director, or Sports Administrator (if necessary)
 - Tape record interview (if necessary)
3. Verify documentation for accuracy
 - Draft notes from interview and have principals review information
4. Review applicable legislation
 - If necessary, contact Conference USA for interpretation
5. Notify Athletic Director and Sport Administrator
6. Consult Conference USA Director of Compliance
7. NCAA Legislative Services Representative (if needed)

Violation Confirmed:

➤ Notification:

1. Director of Athletics
2. Vice-President for Institutional Advancement
3. Sport Administrator
4. Head Coach
5. Principals in Case

- If a student-athlete is involved, he/she is declared ineligible for competition (non-diminimus violations). If a prospect is involved, he/she is declared ineligible for participation and athletics financial aid (non-diminimus violations).

Violation Report:

- The Director of Compliance, Student Aid Coordinator, and/or Assistant Director of Compliance drafts the following:

1. Legislation violated
2. Facts of the case
3. Attached written summary from involved student-athlete or staff
4. Institutional Response (including declaration of ineligibility, if needed)
5. Request for Restoration of Eligibility (if needed)

Penalties:

- The institutional response includes any penalties for the program or the coach. Penalties vary depending on sport, severity, intent, and frequency of violation.
- Level III/IV violations usually warrant “like” penalties (i.e. contact/limit contacts) and inclusion of the violation and letter of admonishment or letter of reprimand. Case precedent will be utilized while determining the appropriate penalties. Case precedent can be found at www.ncaa.org. Additionally, a second intentional secondary may warrant institutional action in written or monetary form.
- Major intentional violations are grounds for dismissal.

- The penalty structure is suggested by the Director of Compliance, Student Aid Coordinator and Assistant Director of Compliance.

Reporting:

- If the violation is a Level III violation, where the self-report of that violation should be sent depends on whether or not the violation affects the eligibility of any prospective or enrolled student-athletes and, if so, whether UTEP is seeking reinstatement of eligibility.

If the violation does affect eligibility and UTEP is requesting reinstatement, in order to process the violation in the most efficient manner, the report should be forwarded to the Student-Athlete Reinstatement (SAR) staff at the NCAA. Once the SAR staff completes the processing of the eligibility issue, the report will be sent to the enforcement staff.

If the violation is considered "de minimis," eligibility is not affected and the involved prospective or enrolled student-athlete is not declared ineligible, reinstatement is not requested and the case is not sent to the SAR staff. However, the violation does need to be reported to the enforcement staff. If the violation is considered a "restitution" violation, eligibility can be immediately reinstated upon the value of the benefit received being donated to a charity, if that value is \$100 or less. In that case reinstatement does not need to be requested through the SAR staff. However, the prospective or enrolled student-athlete is not eligible to compete until restitution is made. Further, the violation is still reported to the enforcement staff, and the report should include documentation of repayment.

If the violation does not affect eligibility, or if it does but UTEP is not seeking reinstatement, the report should be sent to the Enforcement staff at the NCAA.

If the violation is a Level III/IV violation, UTEP should impose the prescribed penalty for the particular violation, if any. If there is no prescribed penalty for the particular violation, UTEP should take whatever action it believes is appropriate in response to the violation. Level I, II, and III violation reports should be sent to the NCAA enforcement staff, while level IV violations should be sent to the Director of Compliance at Conference USA.

- The report is also copied to all appropriate individuals (see notification).

Resolution:

- The NCAA responds to eligibility restoration cases by telephone and email as quickly as possible. A letter confirming the action follows at a later date. The Committee confirms the violation as a secondary and either accepts the self-imposed penalties or suggest further action.

Student-Athlete Files

Purpose

To ensure that each student-athlete has a folder in which to house all documentation regarding his/her time at the University of Texas at El Paso.

NCAA Legislation

None

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Athletics Aid Coordinator

Time Line

Following each National Letter of Intent Signing Period

- The Athletics Aid Coordinator will provide the Director of Compliance with a list of all prospective student-athletes that have signed a National Letter of Intent, Financial Aid Agreement, and/or Acceptance of Admission during that period. He/she will proceed to make a folder with an appropriate color label and place the National Letter of Intent along with the UTEP Athletics Financial Aid Agreement in the folder. The folder is then placed in the appropriate file with the active student-athlete files.
- Other documents relating to his/her recruitment, financial aid, and eligibility will also be placed in this folder throughout his/her time spent at UTEP as noted by other systems in this manual.
- Following the completion of his/her time as a student-athlete at the University of Texas at El Paso, the folder will be archived.

Team Rules

Purpose

To ensure that each Head Coach's team rules are appropriate and meets NCAA legislation.

NCAA Legislation

None

Primary Responsibility

Director of Compliance

Back-Up Responsibility

Assistant Director of Compliance

Contacts

Athletics Aid Coordinator

Time Line

Coaching change or any change in a coach's team rules

- The Head Coach shall provide the Director of Compliance with his/her team rules. The Director of Compliance will review each rule to verify that it falls within NCAA legislation.