

I. SETON HALL UNIVERSITY'S COMPLIANCE PLAN

A. PURPOSES OF THE NCAA

1. To initiate, stimulate and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit;
2. To uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with the constitution and bylaws of this Association;
3. To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism;
4. To formulate, copyright and publish rules of play governing intercollegiate athletics;
5. To preserve intercollegiate athletics records;
6. To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of this Association;
7. To cooperate with other amateur athletics organizations in promoting and conducting national and international athletics events;
8. To legislate, through bylaws or by resolutions of a Convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics; and
9. To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.

B. NCAA PRINCIPLES OF INSTITUTIONAL CONTROL

Institutional control of athletics is a fundamental requirement of NCAA legislation. Specifically, the NCAA Constitution provides that each institution shall be responsible for the following:

1. Controlling its intercollegiate athletics program in compliance with the rules and regulations of the NCAA.
2. Monitoring its program to ensure compliance, identifying and reporting to the NCAA instances in which compliance has not been achieved and taking appropriate corrective actions.
3. Ensuring that members of the institution's staff, student-athletes and other individuals and groups representing the institution's athletics interests comply with all applicable NCAA rules.

C. SETON HALL UNIVERSITY'S SHARED RESPONSIBILITIES COMPLIANCE PLAN

Operating the athletics program within Seton Hall's, The BIG EAST Conference, and the NCAA's rules is a **shared responsibility** among all of the University's constituencies (e.g., administration, faculty and staff, staff of the Department of Athletics, alumni supporters, and student-athletes).

- i. The University Athletics Council's (UAC) purpose shall be to advise and recommend policy to the President, the Provost, Executive Vice President for Administration, and the Director of Athletics and Recreational Services regarding matters pertaining to intercollegiate athletics and recreational services at Seton Hall University.
- ii. The ultimate responsibility and final authority for the conduct of the athletics program at Seton Hall University rests with the President. This final authority encompasses all aspects of the program including the budget and the actions of any boards that preside over the program.
- iii. The Faculty Athletics Representative (FAR) is the conduit for communication between the faculty, Director of Athletics and President. The FAR also performs the following compliance oversight functions:
 - a. monitoring eligibility
 - b. assisting with Seton Hall's self-study efforts, and
 - c. spot checking athletics records.
- iv. The Director of Athletics is responsible for establishing a strong, positive compliance program. The Director of Athletics is the manager with authority and responsibility for the daily operation of the Department of Athletics. The Director demonstrates the department's commitment to institutional control by:
 - a. consistently emphasizing rules compliance to coaches, athletics administrators, student-athletes and alumni supporters,
 - b. regularly and unambiguously communicating Seton Hall's position on compliance issues,
 - c. committing departmental resources toward compliance efforts,
 - d. implementing a centrally coordinated compliance program,
 - e. ensuring that compliance policies are applied in equal measure among all sports programs,
 - f. utilizing rules-compliance criteria in evaluating job performance and considering candidates, and
 - g. taking appropriate action in the face of violations.
- v. The Senior Associate Athletics Director has an oversight responsibility for those aspects of the athletics program that are regulated by NCAA rules, federal regulations and The BIG EAST Conference rules.

- a. evaluate the compliance systems that are in place to determine whether proper checks and balances are in place, as well as proper administrative oversight; and
 - b. if a rules violation is uncovered, further investigate the initial findings reported by the Associate Athletics Director for Compliance.
- vi. The Associate Athletics Director for Compliance has direct responsibility for those aspects of the athletics program that are regulated by NCAA rules, federal regulations and the BIG EAST Conference rules. This includes:
- a. certification of initial and continuing eligibility, administration of financial aid to student-athletes and recruitment;
 - b. establishing and continuing a rules education program to ensure that individuals directly involved in the completion of specific compliance tasks are knowledgeable and updated on federal, NCAA and the BIG EAST Conference regulations;
 - d. conduct a preliminary inquiry if a rules violation is suspected or uncovered and report the initial findings to the Sr. Associate Athletics Director or the Director of Athletics for further investigation.
- vii. Each head coach is responsible for ensuring rules compliance through:
- a. identifiable supervision and monitoring procedures over the activities and personnel in the head coach's charge,
 - b. a well maintained system of records which can be used to reconstruct actions and events, and
 - c. attendance at monthly rules education programs.

Rules education is the cornerstone of institutional control. The Associate Athletics Director for Compliance administers the rules education program. Once coaches, staff and student-athletes are informed and kept abreast of federal, NCAA, the BIG EAST Conference and Seton Hall regulations, they are held accountable for their actions.

II. COACHES RULES EDUCATION

An important component of the Seton Hall University's compliance program is rules education. The Director of Athletics (AD) and Compliance Office (Compliance) share the responsibility of overseeing compliance for the University. An attempt is made to educate a wide variety of groups on NCAA rules and regulations. These groups include, but are not limited to, coaches and staff, student-athletes, athletics boosters and other friends of the University. Rules education is an ongoing process throughout the year.

Listed below are methods used to educate coaches and staff:

1. The NCAA requires an annual coaches' certification examination to all head and assistant coaches in order to recruit off-campus. Volunteer and graduate assistant coaches are also encouraged to take the certification examination.

2. At the beginning of each academic year, the AD, the Faculty Athletics Representative and the Associate Athletics Director for Compliance will address the coaches and staff on the importance of rules compliance.

→ During this meeting, coaches and staff are asked to sign the NCAA Certification of Compliance Form¹.
3. Once a month the Associate Athletics Director for Compliance conducts a rules education seminar for all SHU coaches.
4. NCAA rules interpretations are circulated to all coaches and staff through periodic correspondence.
5. New coaches are required to meet with the compliance staff to review pertinent procedures related to compliance with NCAA rules.
6. Coaches attend annual meetings with the AD and senior staff during which rules and/or compliance issues are discussed along with such topics as sports agents and gambling.
7. The Associate Athletics Director for Compliance meets on a regular basis with the Faculty Athletics Representative.
8. The Compliance Office has regular correspondence with the University Registrar's and Financial Aid offices, and Admissions.

III. STUDENT-ATHLETES RULES EDUCATION

An important component of SHU's compliance program is rules education. The AD and Compliance Office share the responsibility of overseeing compliance for the University. An attempt is made to educate a wide variety of groups on NCAA rules and regulations. These groups include, but are not limited to, coaches and staff, student athletes, athletic boosters and other friends of the University. Rules education is an ongoing process throughout the year.

Listed below are methods used to educate student-athletes:

1. At the beginning of the academic year, both the Associate Athletics Director and the Compliance Coordinator meet with each team to review compliance issues and complete required compliance forms. During this meeting, student-athletes receive:
 - a. A summary page of NCAA rules
 - b. A copy of the Summary of NCAA Regulations that was developed by the NCAA
 - c. A copy of the NCAA substance abuse policy
 - d. Information related to financial aid
 - e. Information related to sports agents
 - f. Information related to gambling

- g. Information related to student-athlete handbook.
2. At the end of the academic year, a member of Compliance meets with each team to complete forms related to summer activities.

Compliance Review – Summer Regulations (Team Sports)²
Compliance Review – Summer Regulations (Individual Sports)³
Compliance Review – Summer Regulations (Basketball)⁴

3. Compliance meets with student athletes who may be interested in employment both during the academic year (when employment is sports related) and during the summer.
4. Compliance meets with every student-athlete host prior to the arrival of the prospective student-athlete they will be hosting.

IV. SUPPORT STAFF RULES EDUCATION

An important component of SHU's compliance program is rules education. The AD and Compliance Office share the responsibility of overseeing compliance for the University. An attempt is made to educate a wide variety of groups on NCAA rules and regulations. These groups include, but are not limited to, coaches and staff, student athletes, athletic boosters and other friends of the University. Rules education is an ongoing process throughout the year.

Listed below are methods used to educate student-athletes

1. One time every semester the OAC will conduct a rules education seminar with the athletics support staff.
2. The OAC has constant communication with members of the support staff throughout each semester regarding issues that rise involving student-athletes.

V. COACHES REPORTING FORMS

Coaches are required to complete monthly and yearly compliance reporting forms. These forms include playing and practice seasons and squad monitoring hour limitations. Coaches who wish to earn outside income are required to request and receive written permission to do so.

The primary purpose of recruitment monitoring/recordkeeping is to be able to accurately reconstruct the activity from the documentation on file. Good recordkeeping is as simple as legible handwriting and providing sufficient detail, such as listing the city and state of a visit as well as the name of the institution visited. In addition, it is important to revise travel records when plans change en route so that receipts and records match. In addition, when completing recruiting paperwork, please include only those expenses related to recruiting to avoid confusion when trying to recreate the event.

A. MONITORING

1. Every coach on every team will keep monthly telephone logs⁵ as well as monthly contact and evaluation logs⁶. These logs are to be turned in at the end of each month.

2. Every sport will keep a monthly unofficial visit log (see page 14). This is to be turned in at the end of each month even if no unofficial visits were made.

*Coaches are asked to maintain a file in which copies of the recruiting forms sent to the Compliance Office are kept.

3. All compliance forms must be filled out and submitted to Compliance in a timely manner. It is important that all paperwork be accurate, complete and legible. It is also important that all proper signatures are obtained.
4. Men and women's basketball, softball and volleyball coaches must designate their recruiting opportunities to Compliance (see pages 13 & 14).

*It is important that the designated travel days be updated when changes occur so that the records match the travel documents.

5. Within a week of returning from a recruiting trip, coaches are required to submit expense reports to the Business Office and any contact or evaluation forms to Compliance.
 - a. Please be especially accurate when recording travel including both recruiting and team or personal travel. Be very specific on the expense report as to which days and time were recruiting and which days and times were from other travel.
 - b. In the rare situations where recruiting travel occurs on days prior or subsequent to contact/evaluation periods, it is important that a notation be made on the expense report that those days are travel days only to make it clear that no impermissible recruiting occurred.
 - c. Copies of airline itineraries should be included with the expense report so that dates of travel and cities can be verified.
 - d. A coach cannot receive a second travel advance until the first advance has been completed and submitted with an expense report to the Business Office.
6. Periodically, telephone logs will be compared to actual telephone records on a random basis to insure accuracy of reporting.

NO TEXT MESSAGING

(UNLESS THE PROSPECT HAS SIGNED AN NLI WITH SETON HALL UNIVERSITY)

NCAA Bylaw 13.4.1.2.1 – After the calendar day on which a prospective student-athlete signs a National Letter of Intent, there shall be no limit on the forms of electronically transmitted correspondence sent to the prospective student-athlete by the institution with which the prospective student-athlete has signed.

B. OUTSIDE INCOME

NCAA Bylaw 11.2.2. states that contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically

related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such income shall include, but are not limited to, the following:

- a) Income from annuities;
- (b) Sports camps;
- (c) Housing benefits (including preferential housing arrangements);
- (d) Country club memberships;
- (e) Complimentary ticket sales;
- (f) Television and radio programs; and
- (g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

An outside income form⁷ will be handed out annually. These forms are to be completed by each coach and promptly returned to the Senior Associate Athletics Director.

C. PARKING PASSES

1. When teams travel, if a student-athlete has a commuter pass he/she may park their car on campus overnight but must have a parking pass to do so. The student-athlete needs to provide their coach with name, car make/model and license plate number and state.
2. The coach then provides the compliance office with the dates and times of travel by completing the Parking Passes form⁸ and a list of the athletes needing overnight parking passes by completing the Parking Services for Varsity Athletics form⁹.
3. The compliance office will provide the lists to parking services and distribute the parking passes to each student-athletes coach.

D. PROMOTIONAL ACTIVITIES

NCAA Bylaw: 12.5.1.1 Institutional, Charitable, Educational or Nonprofit Promotions

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided all applicable conditions are met.

1. The student-athlete must receive approval from the Compliance Office (Promotional Activities Request form¹⁰)
2. The activity must not involve co-sponsorship, advertisement or promotion by a commercial agency (other than the company's regular trademark or logo)
3. The name or picture of the student-athlete may not appear on the promotional item.

4. The student-athlete does not miss class
5. The student-athlete may accept actual & necessary expenses

All requests MUST be forwarded to the Compliance Office.

VI. STUDENT-ATHLETE REPORTING FORMS

A major responsibility of Compliance is to monitor various types of information and activities. Monitoring allows Compliance to gather and review information in a proactive manner.

Student-athletes are required to complete both NCAA and SHU compliance forms. These forms are filled out at the beginning and end of each academic year and, in some cases, at mid-year. Each student-athlete's forms are kept in their sports file folder in the Compliance Office.

The forms at the beginning of the year must be completed before student-athletes are eligible to participate in any type of practice. Compliance will meet with each sport either before the first day of classes or during the first week of classes in the fall.

A. STUDENT-ATHLETE INFORMATION

1. On the student-athlete data sheet¹¹, athletes indicate their local address and telephone number as well as their parents' home address and telephone number.
2. Student-athletes also indicate if they have ever attended another institution, and if so, did they participate in intercollegiate athletics.
3. This form also requires student-athletes to indicate whether or not they signed an NLI at the previous four-year institution.
4. This form is kept in the team folders in the compliance office.

B. HOUSING INFORMATION

1. On this form, student-athletes are required to provide housing information (if the student-athlete lives on- or off-campus and receives athletic aid).
2. If the student-athlete wants to live off-campus, each spring they must complete the off-campus housing request form¹² and have it signed by their coach and sport administrator. In order to qualify the following criteria must be met:
 - a. This form must be turned in no later than March 3rd.
 - b. Student-athlete must have reached his/her 3rd year academically
 - c. Student-athletes in their 3rd year must have a minimum GPA average of 3.0

- d. Student-athletes entering their 4th or 5th year must have a 2.8 GPA or higher
3. If the student-athlete is approved, they must sign the off-campus housing agreement¹³.
4. Housing stipends will be distributed twice a semester. Students must budget appropriately to cover their room and board expense.
5. All student-athletes on receiving a full scholarship **MUST** at least sign up for the commuter meal plan. Athletes are responsible for selecting their own meal plan.

C. FINANCIAL AID INFORMATION

1. On the student-athlete data form, student-athletes are required to report their intentions to receive a Pell Grant and/or any outside scholarships or loans.
2. In addition, this form requests general information regarding vehicle registration, summer employment, and “organized” summer competition.
3. Student-athletes also are required to report whether or not they or a member of their family has received any benefits from a SHU booster.
4. If the student-athlete is receiving an outside scholarship or loan, the OAC will follow-up with the individual student-athlete and get the Outside Grant/Scholarship form¹⁴ completed.

D. NCAA DRUG TESTING CONSENT

1. Student-athletes are required to sign the NCAA drug testing consent forms¹⁵. These forms explain the drug testing programs, as well as request the consent of the athlete to be tested.
2. If a student-athlete has not reached his or her eighteenth birthday, the drug testing consent form is sent to the parents or legal guardian(s) for their signature and approval.

E. NCAA STUDENT-ATHLETE STATEMENT

1. Student-athletes are required to read and complete the Student-Athlete Statement¹⁶ that affirms that the student-athlete meets NCAA regulations regarding eligibility, recruiting, financial aid, amateur status and involvement in organized gambling.
2. Student-athletes also read and complete the second part of the Student-Athlete Statement that includes the Buckley Amendment. By signing this form, student-athletes consent to disclose pertinent information only to the authorized university representatives. Disclosing records is used only when determining eligibility for intercollegiate athletics.
3. Student-athletes also read and complete the third part of the Student-Athlete Statement that affirms that they have received a validated SAT and/or ACT score.

4. Student-athletes also read and complete the fourth part of the Student-Athlete Statement that affirms that they have not tested positive for banned substance by a non-NCAA athletics organization.

F. AMATEURISM AND EXTRA BENEFITS

On the student-athlete statement form, student-athletes are required to affirm their status as an amateur athlete and verify that they have not provided any false or misleading information to the NCAA Eligibility Center that may affect their standing as an amateur athlete. Examples of things that can affect your amateur status are sports agents, professional contracts, complimentary admissions, gambling and autographs.

G. INTERNATIONAL STUDENT-ATHLETES

International student-athletes are required to sign the International General Amateurism and Eligibility Form¹⁷ for International student-athletes that affirm that these students meet all NCAA regulations regarding eligibility, recruiting, financial aid and amateur status. This above form is a sample form. The student-athlete must complete application online with the NCAA Eligibility Center.

i. Important Reminders:

1. All international students who have entered the US in non-immigrant status are subject to federal regulations that do not affect US citizens and permanent residents. **Immigration regulations change frequently with little or no advanced warning.**
2. All new students need to check-in with Seton Hall's Office of International Programs within 2 weeks of their arrival to the US. They must bring their passport, I-94 (white card received at point of entry) and the I-20 (for F-1 students).
3. Transfer students need to check-in with Seton Hall's Office of International Programs within 2 weeks of their arrival and complete their transfer by obtaining signatures on I-20 in order to continue their status. They need a Transfer Recommendation Form filled out by their former institution. Bring passport, I-94, I-20, US home (some have government subsidy)

ii. Requirements for International Students

1. F-1 Visa
2. I-20
3. Be enrolled as a full-time student during the academic year (not required to be registered during summer)
4. Valid passport
5. I-94 (white card received at port of entry)
6. Maintain reasonable academic progress

7. A student wishing to take a leave of absence (medical or for work) must consult International Office because a "change of status" could ultimately lead to "out-of-status". ("Out-of-status" students must apply for re-admission, show proof of finances, and re-enter the US with a new Visa (I-20 or IAP-66)).

iii. Travel Requirements for International Student-Athletes

1. To enter the US you must have:
 - a. Valid passport;
 - b. F-1 Visa stamp;
 - c. I-20 signed by Seton Hall Administrator from the Office of International Programs. (Once I-20 is signed it is valid for 1 year. INS will take the first 2 pages and return pages 3 and 4 to you);
 - d. You will be issued an I-94 (white card). It will indicate your entry for D/S (Duration of Status).

2. Leaving the US with plans to return
 - a. I-20 MUST be signed by the Seton Hall's Office of International Programs before student leaves the country.
 - b. Make sure all documents are current and valid.

More information and frequently asked questions regarding international student athletes can be found in the Student-Athlete Handbook that each athlete receives during the beginning of the year meetings.

H. VERIFICATION OF OUTSIDE COMPETITION

Prior to participating in outside competition during the summer vacation period, student-athletes are required to complete the Summer League Permission Form that provides information on the events that they wish to become involved in. This information is required to verify that student-athletes do not violate regulations set forth in NCAA Bylaw 14.7 and will retain their amateurism status.

Basketball Summer League Request Form¹⁸
Soccer Summer League Request Form¹⁹
Summer League Request – All Other Sports Form²⁰

VII. RECRUITING PRINCIPLES AND PRACTICES AT SETON HALL UNIVERSITY

Recruiting is any solicitation of the prospective student-athlete or the prospect's family (or guardian) by an institutional staff member or a representative of the institution's athletics interest for the purpose of

securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

A. NCAA Coaches Recruiting Exam

According to NCAA Bylaw 11.5.1, only those coaches who have been certified may contact or evaluate any prospective student-athletes off-campus. Certification must occur on an annual basis. A copy of the current NCAA Manual will be given to each head and assistant coach for acquiring knowledge of NCAA rules and regulations for successful certification. Each head and assistant coach must pass the exam to be certified to recruit off-campus.

The online practice test is intended to be of assistance in the rules education process and can be found at <http://web1.ncaa.org/coachesTest/exec/practiceexam?division=1> .

The use of the current NCAA Manual during testing is permitted.

B. Recruitment Guidelines

Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are as follows:

- a. Providing the prospect with an official visit.
- b. Having an arranged, in-person, off-campus encounter with the prospect or the prospect's parent(s) or legal guardians.
- c. Initiating or arranging a telephone contact with the prospect, family member or guardian on more than one occasion for the purpose of recruitment.

→ **RECRUITING CALENDARS MUST BE FOLLOWED TO ENSURE COMPLIANCE WITH CONTACT AND EVALUATION TIME LIMIT RESTRICTIONS**

→ **IT IS THE COACHES RESPONSIBILITY TO MAKE SURE ALL OFFICIAL & UNOFFICIAL VISITS FALL WITHIN APPROPRIATE RECRUITING PERIODS**

- i. **Contacts** are any face-to-face meeting between any prospect (or parent/legal guardian) and a representative of Seton Hall University that is prearranged. The dialogue between the two parties has to be more than a simple "Hello" to constitute a contact. ONLY Coaches who have passed the Certification Exam may make contact off-campus (faculty and staff of Seton Hall University may only make contact on-campus).

In-person off-campus contacts shall not occur prior to July 1 following the completion of a prospects Junior year with the exception for all sports that may have one in-person off-campus contact with a prospective student-athlete during the April of the prospects Junior year which must occur on a high school campus.

- ii. **Evaluations** are any off-campus activity to assess the academic and/or athletic ability of a prospect. This includes a visit to the prospect's high school or an observation of the prospect's practice or competition. It is necessary to receive approval from the high school executive officer before making an academic evaluation not athletic evaluation. Watching a practice or game does not necessitate approval from the high school.

Counting Evaluations

- a. If at a **tournament**, all contests observed will count as one evaluation for every prospect evaluated. The day will count as one no matter how often a prospect is observed.
- b. If at a **multiple-day tournament**, it will count as one evaluation unless it is spread over several weekends. The days must be consecutive.
- c. If watching a game, **all prospects** on the field or court are being evaluated (team sports).
- d. In **basketball**, consecutive days of a tournament shall count as one evaluation; however, the days would be included in the evaluation days.
- e. Evaluations are unlimited after a prospect has signed a National Letter of Intent.
- f. In **Individual sports**, evaluations count against only those participants that the coach observes engaging in practice or competition.
- g. Observing a contest or practice during the academic year shall count as one of the permissible number of evaluations for each prospect in the contest or practice, even if a contact is made during the same day.
- h. If a coach makes an in-person recruiting contact at a prospect's educational institution, all evaluations (other than observations of practice or competition) made on that calendar day at the prospect's educational institution shall not count among the permissible number of evaluations for any prospect at that institution in the applicable sport.
- i. It is NOT permissible to contact a prospective student-athlete **prior** to a competition.

Maximum Number of Contacts/Evaluations:

Men's Basketball: During the academic year, seven recruiting opportunities (contacts and evaluations combined) per prospective student-athlete but may not include more than three in-person, off-campus contacts during the prospective student-athlete's senior year. Men's basketball staff members shall not exceed **130 person days** during the academic year.

** Men's Basketball will be required to turn in a recruiting-person days log²¹ at the end of each academic year.*

Women's Basketball: During the academic year, five recruiting opportunities (contacts & evaluations combined) per prospective student-athlete but may not include more than three in-person, off-campus contacts during the prospective student-athlete's senior year and shall include contacts with the prospective student-athlete's relatives or legal guardian(s), but shall not include contacts made during an official visit. Women's basketball staff members shall not exceed **100 recruiting-person days**.

** Women's Basketball will be required to turn in a recruiting-person days log²² at the end of each academic year.*

Softball: Each institution is limited to **50 evaluation days** (August 1 - July 31) per Bylaw 13.02.6.2, which do not include employment of coaches in instructional camps/clinics or the observation of prospects participating in high school softball competition.

** Softball will be required to turn in a recruiting-person days log²³ at the end of each academic year.*

Volleyball: Each institution is limited to **80 evaluation days** (August 1 - July 31) per Bylaw 13.02.6.2, which do not include employment of coaches in instructional camps/clinics or the observation of prospects participating in high school softball competition.

** Volleyball will be required to turn in a recruiting-person days log²⁴ at the end of each academic year.*

All Other Sports: Seven recruiting opportunities for contact and evaluations per prospect at any site are allowed. No more than three of these may be contacts. This does not include an on-campus official visit. During April of the prospects junior year, one of the seven recruiting opportunities may include a contact with the prospect on the high school campus.

- iii. NCAA Bylaw 13.4 states a Division I institution may NOT provide **Recruiting Materials** to a prospect (including general correspondence related to athletics) **until September 1 at the beginning of the prospect's junior year in high school (unless otherwise noted).**

Member institutions are permitted to provide only the printed materials listed below to prospects, coaches of prospects or any other individual responsible for teaching or directing an activity in which a prospect is involved.

Correspondence

- Electronic transmissions
- Pre-enrollment information (only after officially accepted for enrollment.)
- Programs (Game programs may be provided only during an official or unofficial visit; may not be mailed)
- NCAA Educational Information
- Athletic Publications (recruiting brochure or media guide)
- Non-athletic Publications (available to all students)
- Questionnaires (may be provided prior to September 1 of junior year in high school)
- Student-Athlete Handbook (may be provided during an official or unofficial visit or may be mailed once a prospect has signed a National Letter of Intent)
- Summer Camp Brochures (may be provided **prior** to September 1 of junior year in high school)

*An institution is prohibited from using express mail for any recruiting correspondence UNLESS the prospective student-athlete has signed an NLI or Financial Agreement with Seton Hall University.)

C. UNOFFICIAL VISITS

Coaches are required to keep an unofficial visit log²⁵ and turn them into the compliance office at the end of each month.

1. An unofficial visit is made at the prospective student-athlete’s own expense.
2. There is no limitation on the number of unofficial visits a prospective student-athlete can make or the number of unofficial visits an institution may host.
3. Permissible Activities:
 - a. Up to three complimentary admissions to a home athletic event.
 - a. Transportation within 30 mile radius of campus to view off-campus practice sites or facilities with a staff member.
 - b. On-campus tour.
 - d. Lodging in dormitory room of enrolled student-athlete only if prospect pays the regular institutional rate for such lodging.

BASIC PROCEDURES FOR UNOFFICIAL VISIT (please read each column down)

Before visit...	During visit...	After departure...
General		
Remind PSA that he/she must pay for all expenses connected with the unofficial visit	PSAs may make unofficial visits prior to the start of his/her senior year in high school. A PSA may visit an institution’s campus at his/her own expense an unlimited number of times. Any expenses, other than 3 complimentary admissions to a home athletics event, provided to a PSA would turn the visit into an official visit.	Cannot pay for any of the PSA’s expenses after his/her departure or else it becomes an official visit.
	Unofficial visits are NOT permissible for men’s and women’s basketball PSAs during the month of July	
	May NOT attend events in which professional tryout or workout activities occur	
	An athletics department staff member may arrange academic interviews for a PSA on an unofficial visit.	
Transportation		
May NOT provide transportation to your campus.	May provide transportation to view practice and competition sites the PSA’s sport and other institutional facilities and to attend a home athletics contest at any local facility. An institutional staff member must accompany the PSA during a trip.	May NOT provide transportation for the PSA to return home.
	Special on-campus parking arrangements may NOT be made for a PSA during an unofficial visit	
Meals		
May NOT provide meals before the PSA’s visit to your campus.	A PSA on an unofficial visit may pay the actual cost of meals (or the regular cost of	May NOT provide meals after the PSA’s visit.

	training-table meals) and eat with other PSAs who are on their official visits or with enrolled student-athletes.	
Lodging		
May NOT provide lodging before the PSA's visit to your campus.	A PSA may stay in an enrolled student-athlete's dormitory room only if the PSA pays the regular institutional rate for such lodging. If the institution allows for visiting students to stay on campus overnight and the institution does NOT charge visiting students for the stay, the PSA would NOT have to pay either.	May NOT provide lodging after the PSA's visit.
Entertainment		
May NOT provide entertainment before the PSA's visit to your campus.	May NOT pay any expenses or provide any entertainment except a maximum of 3 complimentary admissions to a home athletics event.	May NOT provide entertainment after the PSA's visit.
Complimentary Admissions		
	May provide 3 complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of campus in which the institution's intercollegiate team practices or competes. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or the prospective student-athlete's parents [or legal guardian(s)] or spouse in the facility's press box, seating box(es) or bench area is specifically prohibited.	
Before visit...	During visit...	After departure...
	An institution may NOT reserve game tickets (in addition to the permissible complimentary admissions) to be purchased by a PSA (or individual accompanying the PSA) on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public.	
	Complimentary admissions for conference tournaments, NCAA Championships (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) may NOT be provided.	
Student Hosts		
	Must be a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students general	

D. OFFICIAL VISIT POLICIES AND PROCEDURES

NCAA Division I institutions are required to have written policies related to official recruiting visits that apply to prospects, student-hosts, coaches and other athletic administrators. Institutions are responsible for the development of appropriate policies related to all aspects of such visits and will be held accountable through the NCAA enforcement program for compliance with these policies.

Recruiting practices should reinforce that student-athletes are expected to contribute to the academic mission of the institution and in turn, benefit by gaining knowledge and tools through education in order to contribute to society. The principles established for campus visits should serve

as a foundation that withstands public scrutiny and that serves to maintain public confidence in the integrity of those involved in intercollegiate athletics.

The following principles were adopted:

1. The campus visit of a prospect is an opportunity for PSAs and their families to assess their opportunities for academic success and integration into the collegiate experience and should be a shared responsibility by all participants with minimal emphasis on preferences or inducements.
2. The campus visit of a prospect is an opportunity for Seton Hall to evaluate a PSA for admission and participation in the intercollegiate program.
3. Practices and guidelines for the conduct of the recruiting process with full regard to reasonable and acceptable forms of behavior will be established.
4. Principles of institutional and personal accountability will be maintained with a set of internal controls sufficient to monitor compliance and ensure public confidence.

In order to achieve the above stated goals and abide by the principles outlined, all parties must comply with the following:

i. Transportation

1. If air transportation is provided to prospects to and from an official campus visit, commercial transportation at coach-class airfare without upgrades must be used. Use of private planes is not permitted.
2. The use of special vehicles (e.g., modified with televisions or special décor or appointments) to transport prospects around during the official visit is prohibited.

ii. Lodging and meals

1. During an official visit, prospects (and prospects' parents or legal guardians) can only be housed in a dorm or in a standard hotel room; such lodging will not include special accessories (Jacuzzi, suites) that are not generally available to all guests. It is not permissible for prospects to be housed in a student-athlete's off-campus apartment.
2. During an official visit, prospects (and prospects' parents or legal guardians) will be offered standard meals and reasonable snacks (e.g., pizza, hamburger) that are comparable to those provided to student-athletes during the academic year.
3. Meals can only be provided for the prospect and their spouse or parents. No other family members or coaches may receive meals.
4. When taking a prospect off-campus for a meal, the restaurant must be of a similar level of dining accommodations as those provided on-campus. Hence, a restaurant whose main course average is over \$25 a person will not be acceptable.

5. Prospects are given a “student for the day” ID card. This will allow them access to the residence halls. This card will also have \$10 a day on it for meals in the dining hall. If a prospect will be eating more than one meal a day in the dining hall, the coach needs to inform the compliance office prior to the visit to make accommodations for such.

Note → When the prospect uses this card in the dining hall, they must use the term **“Holiday Meals”**

iii. Game Day Activities

Institutions are prohibited from arranging miscellaneous, personalized promotional activities and from engaging in any game day simulations during a prospect’s official visit. This would include personalized jerseys or posters, personalized audio or video scoreboard presentations and running onto the field/court with the team during pre-game introductions.

iv. Entertainment

1. Hosts for prospects must be a current student-athlete who is a member of the team in the sport in which the prospect is being recruited.
2. During an official visit, prospects and student hosts are required to adhere to a zero tolerance policy for drug and alcohol consumption.
3. During an official visit, prospects and student hosts are prohibited from entering adult entertainment establishments (i.e., strip clubs and topless restaurants) as well as arranging for adult entertainment.

v. Coaches Responsibilities

1. Coaches are expected to thoroughly research the background and character of each prospect. Any issues regarding prospect’s character, academic credentials, or criminal/legal history should be discussed with the AD.
2. Coaches are required to meet with prospects and student hosts during the first day of an official visit to review applicable NCAA and Seton Hall rules as it pertains to acceptable behavior. Student hosts and prospects are to be told they must adhere to all federal, state and local laws.
3. Coaches are required to monitor to the zero tolerance policy for drug and alcohol consumption for prospects, parents of prospects, and their student hosts.
4. During an official visit, prospects are prohibited from engaging in any gambling activities.

vi. Prospects Responsibilities

1. PROSPECTS have a responsibility to understand and abide by all NCAA, BIG EAST and University regulations.
2. Prospects are to conduct themselves in a manner that is courteous and respectful.

3. It is against the law to consume or purchase alcoholic beverages if you are under the age of 21. Student-hosts and prospects may not consume alcohol at anytime during an official visit.
4. No cash or apparel (e.g., t-shirts, hats, shoes, etc.) may be given to you or anyone accompanying you on your official visit.
5. You may not use vehicles provided or arranged by any coach, institutional staff member or booster of the athletics program. Prospects are not permitted to use or drive the vehicle of a current student-athlete.
6. You may not be entertained more than 30 miles from campus.
7. You should not allow recruiting conversations to occur on or off campus between yourself and a booster of the athletics program.
8. You may engage in recreational or workout activities as long as the activities are not organized or observed by members of the athletics department's coaching staff and are not designed to test your athletic abilities.
9. You may receive up to three complimentary admissions (no hard tickets) to a campus athletic event.
10. You must act responsibly at all times.
11. You are prohibited from entering adult entertainment establishments (i.e., strip clubs and topless restaurants).
12. During an official visit, prospects are prohibited from engaging in any gambling activities.

Failure to abide by these guidelines could jeopardize the prospect's eligibility to represent Seton Hall University and receive athletics aid.

vi. Student Hosts Responsibilities

1. STUDENT HOSTS have a responsibility to understand and abide by all NCAA, BIG EAST and University regulations.
2. Student hosts are to conduct themselves in a courteous and respectful manner.
3. A maximum of \$30 for each day of the visit may be provided to cover all actual costs of entertaining yourself, the prospect (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admissions to campus athletics events.
4. Student host money may not be used for the purchase of souvenirs such as t-shirts, hats or other mementos for either the host or the prospect. Student host money may not be used to purchase drugs or alcohol. Hosts are not permitted to consume alcohol at any time while serving in this capacity.

5. No cash or apparel (e.g., t-shirts, hats or shoes, etc.) may be given to the prospector anyone accompanying the prospect.
6. Hosts may not use vehicles provided or arranged by any coach, institutional staff member or booster of the athletics program. Prospects are not permitted to use or drive your vehicle.
7. The prospect or anyone accompanying the prospect may not be transported more than 30 miles from campus (New York City is within the 30 miles).
8. Recruiting conversations on or off campus between the prospect and a booster of the athletics program are not allowed.
9. A prospect may engage in recreational or workout activities as long as the activities are not organized or observed by members of the athletics departments coaching staff and are not designed to test the athletic abilities of the prospect.
10. The host may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletic event.
11. The prospect is prohibited from entering adult entertainment establishments (i.e., strip clubs and topless restaurants) and the host cannot arrange for adult entertainment.
12. During an official visit, prospects are prohibited from engaging in any gambling activities.

Failure to abide by these guidelines could jeopardize the student-hosts eligibility to represent Seton Hall University and receive athletics aid.

viii. Requesting an Official Visit

1. A coach must submit an Official Visit Request Form²⁶ that has a rough itinerary of the planned visit to the Compliance Office for approval at least one week prior to the visit.

A copy of the PSA's transcript and test scores must be attached to the official visit request form.

The prospect is required to register with the NCAA Eligibility Center before being approved for an official visit. In order for the OAC to check the Eligibility Center we need either the PSA's social security number or their eligibility center ID. Once the visit is approved, a copy of the signed request will be placed in the coaches' mailbox.

2. Before an official visit, the compliance office will send the PSA the coded PSA letter²⁷. This letter contains information regarding the University's graduation rates, academic progress rates, graduation success rates and the NCAA banned substance list.

3. Once approved, the head coach must send the student host to the compliance office to go over hosting guidelines, sign paperwork and obtain host money and a meal card.

The Guidelines for Student Hosts Form²⁸ must be signed and dated by the host prior to the visit for which they are serving as the host.

4. Once the visit is complete, the head coach is required to complete the appropriate compliance paperwork. Copies of the required forms and business expense reports are provided to the Compliance Office.
 - a. Include receipts for airline transportation (itineraries) and hotel accommodations with expense reports or forward them to Compliance if they come subsequent to the expense report being submitted.
 - b. Include the Official Visit Coaches Summary²⁹ of each prospect's visit and the signed Prospect's Declaration Form³⁰ with the paperwork for Compliance's files.
 - c. If the PSA's travel expenses were not covered by Seton Hall prior to his/her trip to and from campus, complete the Official Visit Travel Reimbursement form³¹ and turn into the OAC to be processed.
5. After the visit is complete, the student-host MUST RETURN the expense report³² with receipts and any remaining cash to the compliance office.

BASIC PROCEDURES FOR OFFICIAL VISITS (please read each column down)

Before visit...	During visit...	After departure...
General		
Confirm that PSA has NOT previously received a financed visit to your campus.	Limit official visits to high school seniors and HS graduates (WBB- no July official visits).	Maintain a written record of visits for basketball and baseball PSAs.
Confirm receipt of PSA's transcript (HS or college).	Limit official visits to a maximum of 48 hours. The 48-hour period begins once the PSA arrives on campus (unless the coach accompanies the PSA by automobile...then time begins at the start of transporting the PSA to campus)	
Confirm receipt of standardized test score, registration with NCAA Eligibility Center, placement on institution's IRL for HS/prep school PSA.	2-4 transfers that are non-qualifiers are NOT permitted to receive official visits during their first year in residence at the 2-year school.	
	4-4 transfers are permitted to receive official visits as long as the PSA has received permission to be contacted by your schools.	
	An institution may NOT arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and may NOT permit a PSA to engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during an official visit. Personalized recruiting aids include any decorative items and special additions to any location the PSA will visit (e.g., hotel room, locker room, coach's office, conference room, arena) regardless of whether or not the items include the PSA's name or picture.	

	May NOT attend events in which professional tryout or workout activities occur	
Transportation		
Direct route to campus from any location. Transportation cannot be excessive in nature (e.g., limousine, helicopter).	Anywhere within a 30-mile radius for PSA and anyone accompanying the PSA.	Return to original point of departure or to PSA's home, school or site of competition [cost can't exceed roundtrip cost from PSA's original point of departure].
If PSA drives to campus, mileage may be provided to PSA. Parents, legal guardians, other family members, spouse and friends may accompany PSA in car.	View a practice or competition site and other institutional facilities located outside a 30-mile radius.	
Pick up PSA (parents/legal guardians, relatives) from the nearest major airport, bus or train station to campus. If the PSA is picked up at an airport, bus or train station that is NOT the nearest major one, the 48-hour period begins when the PSA is transported to campus.	Institution or boosters are NOT permitted to provide an automobile for use by the PSA, those persons accompanying the PSA or the student host.	
	Special on-campus parking arrangements may be made for a PSA during an official visit	
Meals		
Meals may be provided to PSA while traveling to campus.	3 meals a day for PSA, parents/legal guardians, spouse or children. Meals must be comparable to those provided to student-athletes during the academic year.	Meals may be provided to PSA during return trip.
	Reasonable snack in addition to the 3 meals.	
Lodging		
Lodging may be provided to a PSA while traveling to campus.	Limited to PSA, parents/legal guardians and spouse. Additional persons may stay in the same room as long as they pay any additional costs associated with their stay (e.g., cot). Accommodations must be within a 30-mile radius and may NOT include special accessories (e.g., Jacuzzis, suites) that are NOT available generally to all guests.	Lodging may be provided to a PSA during return trip.
Before visit...	During visit...	After departure...
Entertainment		
No entertainment can be provided before the PSA's official visit.	Limited to PSA, parents/legal guardians, and spouse. Cannot be excessive and must occur within a 30-mile radius of campus.	No entertainment can be provided after the PSA's official visit.
	May occur at the home of an institutional staff member (e.g., athletic director, faculty member). Entertainment must be on a scale comparable to that of normal student life, NOT excessive in nature and occurs on only one occasion.	
	Cash may NOT be provided to a PSA for entertainment.	
Complimentary Admissions		
Complimentary admissions may be provided prior to the start of an official visit if the PSA is attending the contest as part of an unofficial visit.	Maximum of 3 complimentary admissions to a home athletics event at any facility within a 30-mile radius of the institution's main campus. May be provided to a PSA and those persons accompanying the PSA on the visit. The admissions must be issued only through a pass list on an individual-game basis. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or the	Complimentary admissions may be provided after the conclusion of an official visit if the PSA is attending the contest as part of an unofficial visit.

	prospective student-athlete's parents [or legal guardian(s)] or spouse in the facility's press box, seating boxes) or bench area is specifically prohibited.	
	Complimentary admissions for conference tournaments, NCAA Championships (all rounds) or other postseason contests (e.g., bowl game, NAIA or NIT championship) may NOT be provided.	
	An institution may reserve tickets, only for the use of immediate family members accompanying a PSA during an official visit and for seat locations adjacent to the complimentary seats being provided to the PSA. These tickets must be purchased at face value.	
Student Hosts		
	Must be a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students general	
	Maximum of \$30/day to cover all actual costs of entertaining the student host(s) and the PSA and PSA's parents, legal guardians or spouse. This does NOT include the cost of meals or admission to campus athletics events. CANNOT be used to purchase souvenirs such as t-shirts or other institutional mementos.	
	Student hosts may receive an additional \$15/day for each additional PSA the host entertains.	
	Complimentary admission may be provided to the student host that is accompanying the PSA.	
	Student host may NOT be provided the use of an automobile during an official visit.	

E. BOOSTERS INVOLVEMENT IN RECRUITING

NCAA Bylaw 13.01.4 strictly prohibits any involvement by a “booster” or a Representative of Athletics Interest in the recruitment of a prospective student-athlete.

1. A booster is PROHIBITED from making in-person on- or off-campus recruiting contact with a prospective student-athlete and his/her parents or legal guardians.
2. It is NOT permissible for a booster to write or phone a prospect and/or his/her parents or legal guardians.
3. Boosters CANNOT contact a prospect's coach or principal in an attempt to recruit or evaluate a prospective student-athlete.
4. A booster may have contact with a PSA in regard to summer employment arrangements PROVIDED:
 - a. The prospect has graduated;
 - b. The prospect has already signed a National Letter of Intent with the institution; and
 - c. The institution is aware of these contacts.

5. A booster may speak with a prospect ONLY if the prospect initiates the call. The phone call CANNOT be pre-arranged by the institution and there can be no recruiting conversation.
6. A booster may attend a prospect's athletic competition; however, CANNOT have any contact with the prospect or his/her parents, guardians and/or family members.

Open practices and game day activities need to be monitored closely regarding booster involvement.

VIII. COMPLIMENTARY ADMISSIONS

A. PROSPECTS

The procedures for providing complimentary admissions to high school or junior college prospects must be coordinated with Compliance to insure compliance with all governing authorities.

i. Pass List Procedures

The Compliance and Ticket Offices have developed procedures for each sport to insure that complimentary admissions are issued in accordance with NCAA and BIG EAST rules and regulations. Within these directives, hard tickets are never issued to prospects or their guests. Instead, all complimentary admissions are granted via a pass list upon presentation of approved photo identification.

Head Coaches (or their designated representative) are responsible for providing the Compliance Office with the Complimentary Admission Request form³³. The Prospect List must be delivered to the Compliance Office 72 hours prior to the scheduled event. The Compliance Office will then forward all approved requests to the ticket office no later than 48 hours before the contest.

ii. Men's and Women's Basketball Games:

Prospects from any sport

1. Each coach who has invited prospects to a home basketball game **must provide the Compliance Office with a list of their names at least 72 hours prior to the event.** The Compliance Office will then forward approved requests to the ticket office and place a copy in the coaches' mailbox.
2. The Ticket Office will prepare a Prospect List that will be used by those administering and issuing passes. Prospects and guests will be required to sign in on the Prospect List. A ticket stub will be issued to show seat assignment. Stubs and lists are subject to audit.

iii. Other Sports' Events

The complimentary admission locations for other sports will vary. Complimentary admissions for sports that require tickets for entry will be located in the area where tickets are normally sold. The "Will Call" window/gate is the normal entry point for administering and issuing passes.

Each coach who invites prospects to a ticketed event (other than men's and women's basketball) that requires tickets must provide the Compliance Office with the names at least 48 hours prior to the event.

Procedures for signing, admission, etc., will be the same as basketball.

****THERE ARE NO COMPLIMENTARY ADMISSIONS FOR ANY POST SEASON EVENT****

B. STUDENT-ATHLETES

Complimentary admission procedures for student-athletes are coordinated by both Compliance and Ticket Office to insure compliance with NCAA, BIG EAST and SHU rules.

Pass List Procedures

The Compliance and Ticket Offices have developed procedures for each sport to insure that complimentary admissions are issued in accordance with NCAA and BIG EAST rules and regulations. Within these directives, hard tickets are never issued to student-athletes or their guests. Instead, all complimentary admissions are granted via a pass list upon presentation of approved photo identification. The following steps must be taken to insure compliance requirements are met:

1. Prior to each sport's season, the Compliance Office will forward a typed list of players eligible to receive complimentary admissions to the ticket office. The list will include the current status of each student-athlete.
2. Student-athletes should notify the ticket office that they plan on attending a specific game. This notification must be made no earlier than one week prior to the contest and no later than one day before the game (example: To attend a game on Wednesday, student-athletes must notify the ticket office no earlier than the previous Wednesday and no later than the Tuesday before the game).
3. The ticket office will have one ticket waiting for the student-athlete at the designated will call window 90 minutes before the start of the game. Student-athletes must present a photo ID before receiving the complimentary admission.
4. Any student-athlete who does not notify the ticket office that they are attending a game can still receive a complimentary admission on the day of the contest provided the game is not sold out. Student-athletes should go to the designated will call window no more than 90 minutes before the start of the game. A photo ID must be presented before receiving the ticket.

C. HIGH SCHOOL & JUNIOR COLLEGE COACHES

The procedures for providing complimentary admissions to high school, preparatory school and junior college coaches must be coordinated with Compliance to insure compliance with all governing authorities.

i. Pass List Procedures

The Compliance and Ticket Offices have developed procedures for each sport to insure that complimentary admissions are issued according to NCAA and BIG EAST rules and regulations. Within these directives, hard tickets are never issued to coaches or their guests. Instead, all complimentary admissions are granted via a pass list upon the presentation of approved photo identification.

Head Coaches (or their designated representative) are responsible for providing the Ticket Office a list of the coaches, by name and school represented, who will attend the event. The Coaches List must be delivered to the ticket office 24 hours prior to the scheduled event for which admission is to be granted.

ii. Men's & Women's Basketball:

1. High school coaches must contact the Men's or Women's Basketball Office to request complimentary admissions.
2. The Basketball Office will prepare a list of coaches who have requested admission for each game. The list must be delivered to the Ticket Office by noon on the day of the game, or by Friday for weekend games.
3. Each high school, preparatory school and junior college coach is authorized two (2) complimentary admissions per game until the limit of available admissions has been reached for that game. Names must be entered on the admission list prepared by the Basketball Office.
4. Admission will begin at the time gates open for public admittance.
5. To gain admission, each coach must present picture identification (preferably Coaches ID card). They must sign the pass list and then be issued a ticket stub to indicate their seat location.

***** Coaches must remain in their assigned seat and cannot receive an upgrade in seat location*****

iii. Other Sports:

1. Each coach who has been notified that a high school, preparatory school or junior college coach will attend their event, must provide the Ticket Office with their names at least 24 hours prior to the event.
2. To gain admission, each coach must present picture identification (preferably Coaches ID card). They must sign the pass list and then be issued a ticket stub to indicate their seat location.

D. EXPECTATIONS OF TICKET POLICY

The Athletics Department expects full compliance with NCAA and BIG EAST regulations governing complimentary admissions. It is each coach's responsibility to insure that their players are aware that complimentary admissions are a privilege, not a right, and that they are expected to comply with all required procedures.

IX. NATIONAL LETTER OF INTENT

1. The process is initiated by the head coach who fills out a National Letter of Intent Request form³⁴ processing from with the pertinent information regarding the signee and the amount of aid they wish to award.
2. The Sr. Associate Athletics Director the form indicating approval or issuing funds.

**The OAC checks the respective team's percentage total to insure that the award is within the team's limits.*

3. At this time, both the Athletics Grant in Aid and the National Letter of Intent (NLI) are prepared by the Compliance Office
4. The approved forms will be given to the Associate Director of Financial Aid, the Sr. Associate Athletics Director and the head coach for their signature.
5. Once the forms are returned to Compliance, they will determine the validity of the NLI and forward it to the Conference Office. If the NLI is deemed null and void, the PSA must be notified in writing and another NLI must be issued.
6. Copies of the signed NLI must be sent to the BIG EAST Conference within 14 days in order for the NLI to remain valid.

POST NLI ACTIVITY

Telephone Calls-	
	Limit on number?
✓	There is no limit on the number of phone calls after the calendar day on which the PSA signs an NLI.
	Who can call?
✓	Countable coaches—initiate/return calls, no restriction on content of the conversation
✓	Non-Coaching institutional staff members—initiate/return calls, no restriction on content of the conversation
✓	Enrolled student-athletes—receive calls made at the expense of a PSA prior to July 1 following PSA's junior year in HS
	[NCAA Bylaws 13.02.5.1, 13.1.3.3.3, 13.1.3.4.1.1, 13.1.3.4.1.2]
Off-Campus Contacts- Sports Other Than Women's Basketball	
	Limit on number?
✓	There is no limit on the number of contacts by the institution with which the PSA signs an NLI.
	When can they occur?
✓	A countable coach can have contact at any time other than a "dead period"*
	Where can they occur?
	They can occur at any off-campus site (with restrictions).
✓	* PSA's school- still limited to one visit a week in the sports of basketball
✓	* Competition/Practice site- still restricted to the provisions in Bylaw 13.1.7.2.
X	* Summer certified event (men's basketball)
	Who can have contact?
✓	Countable coaches
X	Representatives of athletics interest- "Boosters" can have contact ONLY to discuss permissible pre-enrollment activities (e.g., discussion of summer employment arrangements).
	* Please be reminded that if a coach has off-campus contact with an NLI signee during a quiet period, it is not permissible to have such contact at the PSA's school or at the site of the PSA's competition.
	[NCAA Bylaw 13.1.6.8, Official Interpretations 3/28/07 and 9/18/07]

Off-Campus Contacts- Women's Basketball	
	Limit on number?
✓	There is no limit on the number of contacts by the institution with which the PSA signs an NLI.
	When can they occur?
✓	A countable coach can have contact at any time other than a "dead period"*
	Where can they occur?
	They can occur at any off-campus site (with restrictions).
✓	*Competition/Practice site- still restricted to the provisions in Bylaw 13.1.7.2.
	Who can have contact?
✓	Countable coaches
X	Representatives of athletics interest- "Boosters" can have contact ONLY to discuss permissible pre-enrollment activities (e.g., discussion of summer employment arrangements).
	* Please be reminded that if a coach has off-campus contact with an NLI signee during a quiet period, it is not permissible to have such contact at the PSA's school or at the site of the PSA's competition.
	[NCAA Bylaw 13.1.6.8.1]
Evaluations-	
	Limit on number?
✓	There is no limit on the number of evaluations by the institution with which the PSA signs an NLI.
	[NCAA Bylaw 13.1.8.17]
Summer Housing-	
✓	An institution may arrange off-campus summer housing for a PSA who has signed an NLI AND is enrolled in the institution's summer term prior to initial, full-time enrollment OR is receiving athletically related financial aid to attend the institution's summer term prior to initial full-time enrollment.
	[NCAA Bylaw 13.2.6, Official Interpretation 6/30/93]
Academic Support Services and Training Room Facilities-	
✓	A PSA that is enrolled in summer school may be provided academic support services and may use the training room facilities.
	[NCAA Bylaw 13.2.7]
Medical Expenses- Basketball-	
✓	In basketball, an institution may pay medical expenses (including rehabilitation and physical therapy expenses) for a PSA that has either signed an NLI or has been accepted for enrollment in a regular full-time program of studies AND is receiving financial aid to attend summer school AND the PSA is injured while participating in voluntary summer workouts conducted by an institution's strength and conditioning coach (department-wide duties).
	[NCAA Bylaw 13.2.9]
Miscellaneous Benefits-	
✓	Specified benefits may be provided to a PSA/ PSA's family who has signed an NLI in situations when a life-threatening injury illness occurs with the PSA or a member of his/her immediate family.
✓	Institution may provide expenses to a high school to send transcripts to the NCAA Eligibility Center
✓	Institution may pay the fee necessary to send a PSA's ACT or SAT test scores to the NCAA Eligibility Center
X	Institution may not incur any expenses (e.g., legal expenses, mailing costs) to assist a PSA in challenging an invalidation of his/her test score by the testing agency, even if the PSA signed a National Letter of Intent or has been officially accepted for enrollment at that institution.
	[NCAA Bylaws 13.2.10, 13.15.2.1, Staff Interpretation 8/24/94, Educational Column 10/28/96]
Recruiting Materials-	
	Non-coaching institutional staff members may prepare general recruiting correspondence to a PSA.
✓	An institution may send necessary pre-enrollment information regarding orientation, conditioning, academics and practice activities, including a video playbook or a video of broken-down game film to a PSA that has signed an NLI, or has been accepted for enrollment by the institution. An institution may not provide (send or leave) a video playbook to a PSA's coach.
	[NCAA Bylaws 13.4.1.1, 13.4.2.5, Official Interpretation 3/30/06, Staff Interpretation 7/18/07]
Publicity-	
✓	An institution may use a PSA's photograph in printed institutional items (e.g., season ticket brochure) that promote a sport's season in which the PSA will participate after he/she has signed an NLI.
✓	An institution may release information on PSA's concerning their commitment to attend your institution after they have signed an NLI. There is no limit on the number or content of such communications.
	[NCAA Bylaws 13.10.8, 13.10.9]
Medical Exams-	

✓	An institution can administer medical examinations at any time to a PSA that has signed an NLI, provided the examinations occur during an official visit, attendance at summer school or a visit to the institution at the PSA's expenses. The examination may also take place before or after, but NOT during a signee's attendance at a summer orientation session.
[NCAA Bylaw 13.11.2.5]	
Voluntary Summer Conditioning-	
✓	Basketball- a PSA who has either signed an NLI and is receiving financial aid to attend summer school may engage in voluntary summer workouts conducted by an institution's certified strength and conditioning coach with department-wide duties. An institution may loan clean apparel (e.g., t-shirts, shorts, laundry services, socks and undergarments) to all basketball PSAs who qualify for involvement in such activities.
[NCAA Bylaw 13.11.3.9, Official Interpretation 5/18/05]	

X. PLAYING AND PRACTICE SEASON

All Division I institutions are required to monitor many aspects of their playing and practice seasons. Each head coach is responsible for complying with the NCAA regulations set forth in Bylaw 17.1 in recording and monitoring: the length of their playing season, the first date of competition and practice, and the countable athletically related activities in and out of season.

- A. Length of playing season** is the period of time between the dates of the first officially recognized practice session and the last practice session or competition, whichever occurs later.
- The playing season (practice and competitions) for a particular sport is the only time within which a member institution is permitted to conduct countable athletically-related activities.
 - The playing season may be divided into two segments. The first or “in season” (20 hour) segment is the portion of the playing season that concludes with the NCAA Championship in that sport. The remaining portion of the playing season shall be known as the “out of season” (8 hour) segment.
 - Team sports (except basketball) have a maximum 132 day season which may consist of two segments (each consisting of consecutive days) and exclude on NCAA required days off and official vacation, holiday and final examination periods during which no practice or competition shall occur
 - Individual sports have a maximum 144 day season which may consist of two segments (each consisting of consecutive days) and exclude only NCAA required days off and official vacation, holiday and final examination periods during which no practice or competition shall occur.
 - Track and field may have a maximum 156 day season under the same parameters as above.

B. Declaration of Playing and Practice Seasons

Bylaw 17.1.3 says that each sport must have their declared playing season on file in writing in the department of athletics prior to the beginning of the institution's playing season for that sport. Changes in the declaration for a particular sport are permissible and also shall be filed in writing.

1. Compliance asks head coaches to provide the following:
 - a. The Playing and Practice Season Declaration form³⁵
 - b. The Number of Contests/Dates of Competition form³⁶

2. The Compliance staff reviews the forms and if approved, keeps the original on file and puts a copy of the approved form in the coach's mailbox.
3. Coaches are required to inform the OAC if there are any changes in their schedules so that Compliance can approve the changes and notify the appropriate parties.

C. **Countable Athletically Related Activities**

A week is defined as any consecutive seven-day period, regardless of the day on which the period begins. Practice or competition during any part of a week shall be counted as a full week.

i. **In Season (20 hour) Segment**

1. A student-athlete's participation in countable athletically related activities **WITHIN** the declared playing season shall be limited to a maximum of four hours per day and 20 hours per week during the playing season. A team must be given one day off per week. (Daily and weekly hour limitations do not apply during Seton Hall's official vacation periods, as listed in the institution's calendar).

2. List of Countable Athletically Related Activities:

Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member of Seton Hall's coaching staff. Practice is considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:

- field, floor or on-court activity,
- setting up offensive or defensive alignment,
- chalk talk,
- lecture on or discussion of strategy related to the sport,
- activities using equipment related to the sport,
- **discussions or review of games films, motion pictures or videotapes related to the sport, except for the observation of an officiating clinic related to playing rules that is conducted by videoconference and does not require student-athletes to miss any class time to observe the clinic**
- activities conducted under the guise of physical education class work (e.g., any class composed of or including primarily member of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport).
- Competition.

- Required weight-training and conditioning held at the direction of or supervised by an institutional staff member.
- Participation in a physical-fitness class conducted by a member of the athletics staff, unless such a class is a regular physical education class listed in the institution's catalog and open to all students. Such a class may not include practice activities conducted under the guise of physical education class work.
- Participation outside the team's declared playing season in individual skill-related instructional activities with a member of the coaching staff.
- In individual sports, participation outside the declared playing season in individual skill-related instructional activities with a member of the coaching staff, except for individual workout sessions during the summer that occur at the request of the student-athlete.
- Required participation in camps, clinics, or workshops.
- Individual workouts required or supervised by a member of the coaching staff, except for those sports subject to the safety exception. A coach may design a voluntary general individual workout program for a student-athlete (as opposed to a specific workout program for specific days) but cannot conduct the individual's workout.
- On-court or on-field activities called by any member or members of the team and confined primarily to members of that team that are considered as requisite for participation in that sport (e.g., captain's practices).
- Visiting the competition site in the sports of cross country and golf.
- Use of Seton Hall's facilities when such activities are supervised by or held at the direction of any member of the coaching staff.
- Involvement of SHU's strength and conditioning staff with enrolled student-athletes in required conditioning programs. Strength and conditioning personnel may monitor voluntary individual workouts for safety purposes.

ii. Out of Season (8 hour) Segment

1. A student-athlete's participation in countable athletically related activities OUTSIDE of the declared playing season shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual workouts.
2. From Seton Hall's first day of classes of the academic year or September 15, whichever comes earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and skill-related instruction shall be permitted.

3. **Skill Instruction**

a. **Sports Other than Baseball** (Bylaw 17.1.6.2.2)

→ More than four student-athletes may be involved in skill-related instruction with their coaches from

- September 15 to April 15

→ No more than four student-athletes may be involved in skill-related instruction with their coaches at any one time

- Prior to September 15
- After April 15

b. **Baseball** (Bylaw 17.1.6.2.3)

→ More than four student-athletes may be involved in skill-related instruction with their coaches from:

- September 15 to one week prior to the fall final examination period
- January 15th through April 15th

→ No more than four student-athletes may be involved in skill-related instruction with their coaches at any one time:

- Prior to September 15
- From the opening day of classes of Seton Hall's second academic term (Spring Semester) to January 15th
- After April 15

iii. **Monitoring Countable Athletically Related Activities**

1. Coaches are required to monitor the number of hours that student-athletes practice and compete on both a daily and a weekly basis.
2. On a monthly basis, each sport must turn in their completed monthly Countable Athletically Related Activities form³⁷ to the OAC indicating the number of hours spent in the following activities:

Competition,
Practice,
Weight Training and Conditioning,

Individual Instruction,
Reviewing Game Film,
Meetings, etc.

3. Compliance verifies that student-athletes have not exceeded the NCAA maximum hour limitations on a daily and weekly basis.
4. It is the responsibility of the coach to review the squad database on a regular basis to ensure that everyone listed on the squad database is, in fact, a current and active member of the team.
5. Compliance will spot check practice times and duration to make sure you are following all NCAA rules in this area.

XI. ACADEMIC & SUPPORT SERVICES

NCAA Bylaw 16.3 specifies that Division I institutions shall make available general academic counseling services to all recruited student-athletes. The following academic and other support services may be financed by the institution:

- a. Tutor expenses
- b. Counseling expenses related to the treatment of eating disorders
- c. Career counseling
- d. Future professional athletics career counseling
- e. Use of institutionally owned computers and typewriters on a check-out and retrieval basis; however, typing/word processing/editing services or costs may not be provided, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled.
- f. Use of copy machines, fax machines and the Internet, including related long-distance charge, provided the use is for purposes related to the completion of required academic course work
- g. Course supplies (e.g., calculators, art supplies, computer disks, subscriptions), provided such course supplies are required of all students in the course and specified in the institution's catalog or course syllabus
- h. Cost of a field trip, provided the field trip is required of all students in the course and the fee for such trips is specified in the institution's catalog and
- i. Non-electronic day planners

A. PHILOSOPHY

Seton Hall University sponsors the academic program for student-athletes because you are as much a student as you are an athlete; we believe that you have intelligence, drive, commitment and motivation. We also believe that you are intent upon graduating. Support services are available to help you create a working balance between your sport and your school work.

B. STUDENT-ATHLETE CODE OF CONDUCT

Student-athletes are expected to make satisfactory progress toward a degree and graduate from Seton Hall.

As an academic institution, Seton Hall exists to create and disseminate knowledge for the betterment of humanity. Student-athletes are expected to use their talents to obtain an education and earn a degree. While time commitments are demanding during each student-athlete's athletic season, he/she should never lose sight of the goal of completing degree requirements.

C. ACADEMIC INTEGRITY

It is cheating to misrepresent a student's work in any way. For example, if a student claims work as his/her own, then it must be a product of the student's own efforts, and no one else's. Ideas taken from someone else must be credited to their source. If a student claims to have done work from memory, as on tests, then it is cheating to make use of notes or crib sheets. If a student claims to have done a piece of work for a course, when in fact, he/she is recycling a paper prepared for someone else or using a single paper for more than one assignment, that is cheating, too. All misrepresentations of this kind are serious offenses against academic integrity and will be treated as such.

(Please also refer to the Seton Hall University Student Handbook and Undergraduate Catalogue for official institutional policy regarding academic integrity and cheating.)

D. RESPONSIBILITY FOR ACADEMIC SUPPORT STAFF

1. Faculty Athletics Representative:

The Faculty Athletics Representative represents the Provost and the University faculty in all matters pertaining to the academic performance of the student-athletes. The faculty athletics representative monitors and authorizes the eligibility of all intercollegiate student-athletes at Seton Hall.

2. Academic Advisor/Staff:

Academic Advisors and their staff assist and advise student-athletes in creating and maintaining a productive balance between academics and athletics. The academic advisor monitors compliance with University and NCAA eligibility rules and also develops, organizes and schedules Life Skills events.

E. TERM PRE-REGISTRATION

Student-athletes have the privilege of registering the first day of the pre-registration period (with senior students) so they can create a schedule of classes that accommodates their practice, competition and travel schedules. (This is accomplished very easily in that student-athletes are coded as such by Enrollment Services.) In order to be able to take advantage of this benefit, a student must meet with his/her department advisor to review the degree audit and to discuss appropriate courses for the upcoming semester. Typically during this meeting, the advisor provides the student with a PIN which permits the student to register for classes. The student needs to

determine open sections for each class (from the registration handbook or online). Assuming a student does not have a hold on his/her account (for academic, disciplinary, health or financial reasons), he/she will be able to register for all classes. Student-athletes receive no special consideration to be signed into closed courses.

It is important to note that Academic Support Services for Student-athletes (ASSfSA) staff are only the official advisors to first-year students, and as such, are able to provide PINs only to freshmen. All upper-class students must be advised by and receive their PINs from the designated advisor in their major departments. Practically speaking, many of those students are encouraged to meet with their advisor in ASSfSA to ensure appropriate progress toward degree, as well as compliance with NCAA eligibility requirements. As a result, it is very important for the office staff to be aware of all such rules and regulations, in addition to the degree requirements for all majors as outlined by the undergraduate catalogue.

The academic advisors from Academic Support Services outline all of these procedures with their teams each semester by scheduling a meeting with each team at least three weeks prior to the start of the pre-registration period. Prior to this meeting, the academic advisors must consult with each coaching staff to be made aware of any special scheduling issues for the upcoming semester (e.g., travel arrangements, etc.). Additionally, several email reminders are sent to each team, as well. All academic advisors should be prepared to spend those two to three weeks meeting with students for pre-registration.

F. MONITORING ACADEMIC PROGRESS

The staff of Academic Support Services, in consultation with coaches, the Faculty Athletics Representative, and sport administrators, identify those students considered to be at-risk. This classification is based on high school academic history and standardized test scores for first-year students, and previous academic performance for continuing students.

After identifying the appropriate priority students, it is very important to monitor how they are performing in their classes. Certain priority students are assigned to graduate assistants. This determination is made at the discretion of each academic advisor. Careful attention is made to balancing the responsibilities of the graduate assistants.

One of the main sources of information regarding student-athletes' academic performance is their professors. This involves reviewing priority student class schedules to determine who their professors are. After the three full-time advisors and GAs have done so, the five meet to decide who will be meeting with which professors for that semester. This typically takes place toward the end of the second week of the semester, when the add/drop period is coming to a close. This helps to ensure that no professor for a priority student is left off of the list entirely.

Shortly after the professor selection process has concluded, each person needs to generate a list of all courses taught by each professor as well as identifying what other student-athletes are in any of those classes. The rationale is that while meeting with professors, it is essential to ask about any student-athlete in his/her classes. This helps to recognize any concern that may arise with any "non-priority" student-athlete.

Upon completion of this process, we then begin to visit professors in their offices to introduce ourselves and to solicit any feedback that may be available at that point. The initial contact with a professor should be made within the first four weeks of the semester. Meeting with professors in the classroom should be avoided. It is understood that all information received about students'

performance must be held in complete confidence. As such, speaking with professors when other students are present should never occur. At this initial meeting with a faculty member, it should be determined the frequency with which contact should be made throughout the semester, as well as the manner in which such communication should be made. It is recognized that visits with faculty can be time consuming, so contact via phone and/or email is acceptable to the extent that it is so for the professor.

Of course, the number of meetings with faculty varies from professor to professor (and from student to student, for that matter); however, generally four to five meetings with each faculty member will provide an accurate gauge of student performance. However, higher priority students require more contact. Additional follow-up with professors is necessary when their feedback indicates such.

The main focus of discussions with faculty members should include (but not be limited to) attendance, punctuality, assignment grades, test scores, etc. Faculty have been so helpful in the past because they recognize that we will follow up with students to ensure they make the necessary adjustments or receive the necessary assistance. In addition, they recognize the level of discretion with which the office uses such information.

In addition to discussions with faculty, academic advisors are also required to meet regularly with their students. For the highest priority students, these meetings should take place once a week, at minimum. This provides the opportunity to gauge students' perception of how they are doing, as well as to give another opportunity to seek out assistance. This also gives the advisor the chance to share feedback from the students' professors (to the extent to which faculty feels comfortable).

Federal law forbids discussion of academic performance with parents or any other family member without the written consent of the student.

G. COMMUNICATION WITH COACHES AND ADMINISTRATORS

Coaching staffs and athletics administrators place a high priority on the academic performance of all student-athletes, so the office maintains regular contact with them. Each advisor is expected to speak with a team's head coach (or designee) regularly to discuss the progress of their student-athletes, particularly regarding those students with academic concerns. The frequency with which those discussions take place varies depending on the level of concern for the student-athletes on that team. Sport administrators are often consulted when such situations arise.

In addition to the verbal communication, written correspondence with head coaches must take place at least twice during the semester: around or just after "midterm" time, and once again prior to final exams. This provides an accurate gauge as to the expected outcomes/results for the students. These memoranda include all concerns regarding performance in the classroom, and how that may affect a student's eligibility in future semesters or his/her graduation status.

Each advisor meets with her/his teams at least twice throughout the semester. The first should take place in the first week and a half of the semester to review many of the above-mentioned ideas, as well as to review the previous semester's results, important dates and deadlines, etc. Also, approximately halfway through the semester, another meeting takes place. The primary reasons for this meeting are to address any team-wide academic concerns and to provide an explanation of the pre-registration process.

H. COMMUNICATION WITH STUDENTS

All continuing academic eligibility regulations that govern a student-athlete's participation in practice and competition are reviewed at the meeting with freshmen and transfers prior to the start of the fall semester, as well as at each beginning of the semester meeting with all teams. Additionally, all regulations are reviewed with each team by the Office of Compliance during their beginning of year compliance meetings. These regulations are printed in the Student-athlete Handbook, and the Compliance Office instructs each student-athlete to sign off on an extra copy from the Handbook stating that he/she is aware of all continuing eligibility requirements. A file of those signed forms is maintained by the Office of Academic Support Services.

I. TUTORING

Tutoring opportunities provided by the Office of Academic Support for Student-athletes are intended to supplement the tutoring offered by academic departments and campus offices.

The Office has a group of tutors who are available to work with student-athletes. The Director will review candidates for tutoring positions and make sure the appropriate employment forms are on file with the student-employment office in Enrollment Services.

The Office provides "Drop-In" tutoring four nights a week in the evenings (usually 5:00-8:00 p.m.). A schedule with tutors and subject areas is set each semester and posted. Students can simply drop by the Office during Drop-In and work with a tutor. This is very convenient for students to get help, and also to familiarize themselves with the tutoring staff. Academic support staff is conscious of the academic calendar and will consider adding tutors to the Drop-In schedule during busy times of the semester (midterms, finals, etc).

A student can receive individual tutorial services per his or her own request, the recommendation of academic advising staff, or a coach.

All tutoring sessions take place in the Office or the Pirate Varsity Room unless special circumstances require a change of venue (e.g., library to do research). This allows academic support staff to be aware of tutorial services being used, and also to familiarize student-athletes with the Office. This also gives tutors and staff an opportunity to interact and exchange information.

Under no circumstances should a tutor complete academic related work for a student; including, writing papers, typing papers, completing homework assignments, completing computer assignments, or assisting with take home exams.

J. STUDY HALL

Freshmen, transfers and selected continuing student athletes are required to attend study hall in the Office's conference room. The Pirate Varsity Room and open office space are also used for study hall and individual tutoring appointments. The number of study hall hours required is determined by the student's academic advisor in consultation with the coaching staff. This requirement is put in place to ensure that students develop strong time management-skills and complete course work in a timely manner.

Study hall may be held for an entire team or for select individuals. If a coach requests a team study session, the academic advisor will facilitate arrangements (time, place, available tutors, etc). Students can be required to attend study hall at set times during the day, or to have their hours completed by week's end.

K. LIFE SKILLS

Seton Hall has been a member of the NCAA Champs Life Skills Program since 1995. This program was started by the NCAA as a vehicle to address the many facets of student-athletes' lives on college campuses. The program is designed to address the following areas and to enhance student-athlete welfare: academic, athletic, personal development, career development and service. Each campus is charged with developing and implementing programs based on these five commitments.

Life Skills workshops and seminars are offered to all student-athletes to assist them in bridging the gap between learning in the classroom, on the playing fields and functioning in the real world.

The Office of Academic Support for Student-Athletes is currently responsible for conducting Seton Hall's Life Skills program. During the first few weeks of the fall semester, the academic support staff meets with their respective teams and distributes a Life Skills survey. Students are asked to check off any of the topics they feel should be addressed to promote individual and team success. Issues pertaining to individuals, teams or SHU student-athletes as a group can be selected from the given list, or written in. Students can put their names on the surveys, or submit them anonymously. Coaches are also given the opportunity to complete the survey.

The surveys are analyzed and discussed with academic staff as well as outside parties as appropriate (sport administrators, athletic trainers, coaches, career services, counseling services, etc).

The academic staff determines the format and required resources for a workshop or seminar. The plan is discussed with the coaching staff and sometimes team captains. The event is scheduled at a time that does not conflict with students' academic responsibilities or athletic commitments.

Life Skills programs are conducted by academic staff, campus offices or qualified outside parties as appropriate.

Feedback is requested from students and appropriate follow-up may be scheduled.

It is expected that each team will have an opportunity to participate in Life Skills programs throughout the year. It is up to the discretion of the academic support staff and the coaching staff if an event will be mandatory or optional.

Life Skills programming should be continually evolving as it is based on student-athlete and team needs.

L. MISSED CLASSES

Teams' competition schedules often require a student to miss class. Students must obtain "blue cards" from the Office to give to their professors at least one class prior to the one they miss. These cards explain to the professors that the student will not be in class because he/she is participating in a university authorized event. These cards are not official "excuse" forms; rather, they are a courtesy to the faculty. Additionally, they are not to be used for packing for an away competition or for treatment/rehab. It is the student's responsibility to consult course syllabi and athletic schedules to determine if there is a conflict with exams. Resolving conflicts must be handled before the scheduled exam. It is the discretion of the professor as to whether there will be a make-up period for any missed exams. Also, it is up to the student-athletes to make any necessary arrangements

with their professors if make-up dates are permitted. **A student must never miss class for practice or a contest outside his/her traditional season.**

M. ELIGIBILITY

Upon completion of the final exams, grades are recorded. Typically, grades are due to Enrollment Services within 48 hours of the end of final exams. When this takes place, the Office records grade-related information to help determine students' eligibility and graduation status. Such information includes credits completed during the semester and during the past 12-month period, semester and cumulative GPA, as well as total credits completed. This helps to determine where each student-athlete stands with GPA (probation), total credits for the past year, total credits toward graduation (percentage of degree requirements), etc.

All of the results and subsequent concerns are communicated in writing to head coaches (while Director and sport administrator are copied) when all results have been posted. These memoranda should include specific academic concerns (probation, eligibility, poor performance), as well as team grade point average, Dean's List, and any other pertinent information.

In addition, particularly where there is a concern regarding eligibility or graduation progress, letters are also sent to students outlining in detail the students' concerns and the manner in which a situation can be rectified (if at all possible).

At the conclusion of each semester, the staff also meets with the Faculty Athletics Representative (FAR) and the Associate Athletic Director for Compliance to review all of the above concerns. This provides the opportunity to cross-check any issues that may not be completely clear about certain situations and to identify any courses of action that might be needed. This meeting helps to provide the FAR with issues for which he/she should anticipate in his/her formal review and determination of eligibility.

**For continuing eligibility requirements see the Eligibility section of the manual.*

N. ACADEMIC COMPLIANCE REVIEW

The Faculty Athletics Representative is responsible for certification of the academic eligibility of every continuing student-athlete. This is accomplished through review of each individual's academic record in place at the beginning of each semester. The Student Information System (SIS) – and soon to be Banner - provides electronic access to student records. Those records are analyzed to verify academic progress, semester-by-semester credits and grades achieved, choice of degree program at appropriate times in the student's academic career, percentage of degree requirements completed, and eventual graduation or departure without graduation. Records are maintained in Microsoft Excel spreadsheet files for each sport squad and distributed to the compliance office, sport administrators, and academic support personnel. Typically, each team's academic record is further reviewed at least twice per semester during the team's traditional season and at least once a semester outside the traditional season.

Each student's status for practice and competition is determined by analysis of his/her record against University and NCAA requirements. Generally, students enrolled in a full-time academic program are declared eligible for practice unless they are non-qualifiers, have completed fewer than six credits in the previous term, or have other circumstances requiring their being withheld from practice and/or competition. Students are certified as eligible for competition when they meet all satisfactory requirements.

First-year students are reviewed to determine that they are matriculated and enrolled in a full-time academic program. Determination of practice and competition is made by the compliance office, based on review of the student-athlete's status with the Clearinghouse. Any special circumstances or notes complete the eligibility roster file and are stored by the FAR.

The "Academic Eligibility List" for each team is distributed by the FAR to the compliance office, the Director of Athletics, academic support staff, and all sport administrators. The first list for each team is normally distributed a week to ten days before teams begin practice for the fall semester, but no later than the first day of classes.

During the add/drop period, the FAR reviews and updates individual status changes as frequently as necessary, particularly for teams already in competition. Notice of changes may be brought to the FAR's attention by the Compliance Officer, academic support staff, or any other member of the athletic department staff. Upon any such change in status (eligible/ineligible for practice and/or competition), the "Academic Eligibility List" is revised and redistributed.

Any distribution of a team's "Academic Eligibility List" is reviewed by the Associate Athletic Director for Compliance and academic support staff, each of whom prints and maintains a hard copy. All eligibility concerns are then reviewed with the appropriate members of a coaching staff.

In the event that the FAR is absent from campus and a specified change in a student's record is in process, the FAR will designate a member of the academic support staff to confirm eligibility for competition when he or she is in possession of hard evidence that the change has been completed or approved by the appropriate academic authority. Any such "Academic Eligibility List" is updated and the List is redistributed upon return of the FAR.

O. MONITORING FULL-TIME ENROLLMENT

At the start of each semester, students' credit loads can be changed in one of two ways: during the add/drop period (typically the first week and a half of the semester), and by withdrawing from a course. In order to monitor this and to ensure that a student-athlete does not participate in competition when he/she is not enrolled in a full-time load, academic support staff receives reports from Enrollment Services. All student-athletes are coded by Enrollment Services, and reports are generated in order to monitor the academic load of each student. During the official add/drop period and the week following, the report JATHCR lists the number of credits for which each student-athlete is registered. Also during this period, each team is reviewed manually in SIS to ensure that each student-athlete is enrolled as a full-time student on the day of any competition and as late as possible before a weekend.

Additionally, for the remainder of the semester, the report JATHWD is generated to monitor when students withdraw from courses, which also changes the enrollment load. The capability to run the withdrawal report has been installed on the Director's computer to allow real-time access to these data.

All of the above-mentioned reports are generated three times weekly during the appropriate points in the semester. Additionally, those reports are reviewed by at least two members of the academic support staff. Any concerns are then communicated to the Faculty Athletics Representative, associate athletic director for compliance and appropriate coaching staffs. Finally, as stated in the Student-athlete Handbook, all withdrawals (regardless of scholarship status) must be approved in advance by the academic advisor and head coach.

P. COMPLIANCE ASSISTANT (CAi), ACADEMIC PERFORMANCE PROGRAM (APP) & OTHER REPORTS

At the conclusion of each semester, all semester academic results are entered into CAi. These data include a student's major, credits attempted and earned, as well as both semester and cumulative grade point average for that term.

During the summer, all academic data from CAi are uploaded into the Academic Performance Program. The full-time academic advisors review all such information for accuracy, and enter the retention/eligibility/graduation points for each term as appropriate.

After this point, the Director, Faculty Athletics Representative, and Associate Athletic Director for Compliance review each student's data to ensure it is correct. After all student records have been verified, the FAR submits the final report electronically to the NCAA.

At various times throughout the year, various reports are submitted. These particularly include those regarding funding that is designated to the ASSfSA, as well as the operations of the office.

A significant amount of the budget of the Office of Academic Support Services for Student-athletes comes from the NCAA Academic Enhancement Fund (approximately \$60,000 each year). This is used to fund half the academic advisor's salary and fringe benefits, the FAR's stipend, tutors, Learning Consultants, Life Skills programming, equipment and supplies, etc. Each July, the Director must submit (electronically on the NCAA Web site) how this money was utilized in the previous academic year.

The W. James Raleigh Fund has been made available due to the generosity of Mr. Raleigh since 2000. The Office is able to use the annual interest from the fund for Life Skills, Learning Consultants and tutoring. The Director prepares a report four times annually (quarterly) keeping Mr. Raleigh apprised of how the Office is using these monies. Chris Raleigh (Jim's son) is also copied on this correspondence.

At regular points throughout the year, the Director submits to the Provost Office updates regarding the academic accomplishments of the student-athletes, as well as the activities of the Office. This information is also collected from other offices in the Division of Academic Affairs so as to keep the Board of Regents updated with what is taking place on campus.

Also early in July, the Director prepares an annual report to be submitted to the Provost and the Director of Athletics. This report includes all academic accomplishments of both individual students and sport teams, Life Skills programming, and other activities of the Office.

Q. PROSPECTIVE STUDENT-ATHLETES

The academic support staff is included on the agenda of unofficial and official campus visits of prospective student-athletes. This provides an opportunity for the staff member to meet the prospective student and vice versa. The student will meet with the staff member who works with his or her sport. This initial in-person contact has become a very important part of the recruiting process. This meeting gives staff the opportunity to find out useful information about a student, more than what is available on a high school or college transcript.

Staff members encourage coaches to inform them of recruits' visits in advance. This will confirm the staff member's availability and allow time to prepare for the meeting. During the meeting, the staff member will review academic expectations (including SHU and NCAA eligibility rules), give an overview of academic programs and the student's intended major.

R. ACADEMIC AWARD RECOGNITION

Throughout the academic year, the Office of ASSfSA encourages student-athletes to perform at optimum levels in the classroom. As a reward for their hard work, the ASSfSA recognizes their achievements by nominating them for various academic awards - at the campus, local, regional and national levels.

The ASSfSA staff meets to discuss potential nominees for the various awards. The student-athlete(s) that are nominated are those in whom the staff of the ASSfSA has confidence that Seton Hall will be best represented. In addition to academic and athletic success, the student-athletes who are considered for recognition will be those considered with strong character, integrity, and leadership qualities

S. FRESHMAN STUDENT SERVICES

Academic Support Services for Student-athletes works very closely with the Office of Freshman Studies to address the special needs of first-year students. This program consists of the Freshman Mentor (first-year advisor), Peer Advisor (upper-class student who helps the freshmen become acclimated to college life) and the one-credit University Life class taken in the first semester.

One full-time advisor from ASSfSA serves as the official liaison with Freshman Studies and is actually one of that office's Freshman Mentors. The primary responsibility of this person is to be the first-year academic advisor for all freshman student-athletes. (Although, the other advisors in ASSfSA serve in the same capacity to the first-year students on their teams.) Additionally, during the fall semester, the Mentor teaches three sections of the University Life class, which are populated entirely by the freshman student-athletes. Finally, the Mentor attends the weekly Freshman Studies meeting to stay current with issues that arise with the program, as well as to keep the ASSfSA staff apprised of any other details.

Orientation

During the summer, the Freshman Mentor from ASSfSA is the point person for all issues and details related to New Student Orientation. There are typically three two-day sessions in June, each designated for certain majors. There is also usually one final orientation session just prior to the start of the fall semester, to accommodate those incoming students who live far away or those who are unable to attend their designated session.

In order for a student to receive information about orientation and placement testing, a student must be accepted to the University and also send in the notice of confirmation indicating he/she will be enrolling at Seton Hall and both the tuition and housing deposits. Upon receipt of those materials, Freshman Studies will mail all necessary information regarding orientation and placement testing.

Students are placed in the level of math and English based on their individual SAT scores. A student can also "challenge" those placements by taking the online placement tests. The details for doing this are outlined in the information packet sent to the student, as well as the Freshman Studies Web site. Foreign language placement tests can also be done online if a student is required to do so.

All of the placement information for each student is maintained in the Freshman Studies Lotus Notes database. The Freshman Studies Mentor from Academic Support Services has access to this database and must regularly monitor it for any changes in placement for incoming student-athletes.

Based on the math, English and foreign language placements, as well as the student's intended major of study, the academic advisors will develop a schedule for each incoming student prior to his/her arrival at the orientation session. The schedule is then reviewed with the student, and any necessary adjustments are made subsequent to this discussion.

Regular communication must be maintained between Freshman Studies (specifically the office manager, Ms. Joan Brennan) and ASSfSA so an accurate roster of first-year student-athletes is maintained and all are assigned to the ASSfSA Mentor and registered for one of the three University Life sections designated for student-athletes.

The peer advisor facilitates a large part of the orientation program. Each has a group of approximately 10-12 students whom they lead through the two-day itinerary. This provides an opportunity to develop group cohesiveness and to help make the students' first on-campus experience as fulfilling as possible. Each section of the University Life is comprised of all of the students from each PA's orientation groups.

University Life

The University Life class is a one-credit "life skills" course co-taught by the Freshman Mentor and peer advisor. The curriculum, of course, covers the gamut of issues related to the adjustment of the first-year student from high school to college. The syllabus outlines the schedule of topics, as well as determination of the final grade. All of this information, as well as the teaching resources for the mentor and PA, are maintained on the Blackboard portal.

In order to facilitate a seamless delivery for the course (as well as another other support services) regular communication between the mentor and peer advisor is essential. Weekly meetings will ensure that each is on the same page as far as course content, as well as to provide the opportunity to discuss concerns regarding any of the students. The peer advisor is in a unique situation, in that he/she is able to interact with the students in a variety of different settings and is available to help with assisting the first-year students to discuss issues such as making use of campus resources or to help in dealing with personal issues.

The peer advisors are expected to take an active part in each week's class. They must also maintain detailed records of class attendance, assignments, grades, etc. Peer advisors and mentors also must communicate on a regular basis so that each is aware if any student is falling behind in maintaining satisfactory progress in the class.

T. NONPERMISSIBLE BENEFITS, GIFTS AND SERVICES

NCAA bylaws specify that student-athletes shall not receive any extra benefits. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests (booster) to provide the student-athlete or his or her family or friends with a benefit not expressly authorized by NCAA legislation.

Examples of extra benefits **not allowed** by NCAA rules include, but are not limited to the following:

- a. It is NOT permissible for a student-athlete to receive a special discount for goods and services (e.g., airline tickets, movie tickets, car repair, rental car, clothing, meals)
- b. It is NOT permissible for a student-athlete to receive free or reduced cost professional services (e.g., legal or medical)
- c. It is NOT permissible to allow a student-athlete to use an automobile, telephone or credit card for personal reasons at no charge or at a reduced rate.

XII. ELIGIBILITY

A. AMATEURISM REQUIREMENT

NCAA Bylaw 14.01.3.1 states a student-athlete shall not be eligible for participation if the individual has taken pay or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism set forth in Bylaw 12.

→ Receipt of extra benefits or excessive or improper expenses violates this principle and renders the student-athlete ineligible for athletics participation in the sport for which the improper award, benefit or expense was received.

B. ACADEMIC REQUIREMENTS

i. Initial Eligibility

1. The Compliance Office and the Office of Admissions (Admissions) determine whether a PSA is eligible under NCAA rules for an official visit.
 - a. To be eligible for an official visit under NCAA legislation, a PSA must have a transcript on file, a posted test score from either the SAT, ACT, or PSAT and have registered with the NCAA Eligibility Center.
 - b. Aside from meeting NCAA requirements, Seton Hall has its own admissions requirements. All PSAs are reviewed by the admissions office once an official visit has been requested or at the request of the coach. The Admissions Review form³⁸ and a copy of the transcripts and test scores will be sent to the admissions liaison for review.
2. According to NCAA Bylaw 14.3.1.1, first-year student-athletes entering a NCAA Division I institution must meet the following academic requirements to be considered a qualifier;
 - a. Successfully complete a core curriculum of at least 16 academic courses:
 - 4 years of English,
 - 3 years of Math (at the level of Algebra I or higher),
 - 2 years of Social Science,

- 2 years of Natural or Physical Science (including one laboratory class, if offered),
 - 1 additional year of English, Math, Natural or Physical Science,
 - 4 years of additional courses in any of the above areas or foreign language, computer science, philosophy, or non-doctrinal religion courses.
- b. Have a grade-point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale found in the NCAA Manual.
- c. Bylaw 14.3.1.2.1 states a prospect must complete his/her core-curriculum requirements not later than the high school graduation date of the prospects class (determined by the first year of enrollment in high school)

→ Exception: One Core Course after High School Graduation

A prospect may use the year immediately following their high school graduation (or if the prospect did not graduate - the year their high school class graduated) to gain ONE CORE COURSE in order to satisfy the core-curriculum and/or grade-point-average requirements.

→ A coach may request an initial evaluation³⁹ of any prospective student-athlete from the Compliance Office. This evaluation will only count a PSA's core courses according to the NCAA Eligibility Center

3. All first-year student-athletes (SA's) must register with and be certified by the NCAA Eligibility Center in order to participate in athletics at Seton Hall University. The NCAA Eligibility Center is the organization that handles ALL inquiries regarding an individual's initial-eligibility status. The Eligibility Center operates a separate Web Site at <https://web1.ncaa.org/eligibilitycenter/common/> which maintains and processes all of the initial-eligibility certifications. The following steps show the process for NCAA Eligibility Center certification of prospective student-athletes. The following process should occur during student's senior year in high school.

- a. Fill out online form at the Initial-Eligibility Center Web Site.
- b. The high school should update online with the NCAA Eligibility Center the current high school transcript and test scores when available.
- c. Upon graduation, the high school should forward to the NCAA Eligibility Center the final transcript, any updated test scores and proof of graduation.

→ A new student-athlete may practice, but not compete, while he or she is waiting for final certification from the NCAA Eligibility Center.

- a. Recruited student-athletes may practice for a two-week period and non-recruited student-athletes may practice for a 45-day period.

- b. The temporary certification period begins with the first countable athletically related activity the new student-athlete is involved in and it must be consecutive days.
- c. The compliance office will give a copy of the Maximum Pre-certification Practice Period form⁴⁰ to the head coach, equipment room, and training room of any student-athlete in this situation. This form will indicate the last day the student-athlete is eligible to practice if they have still not been by the NCAA Clearinghouse.

If Seton Hall University has knowledge that a student-athlete will not meet the applicable initial eligibility or transfer requirements for practice, the student-athlete cannot practice or continue to practice during a temporary certification period regardless of whether a final status has been rendered by the Initial-Eligibility Center.

- 4. Once a freshman student-athlete is certified by the Eligibility Center, been cleared by our Faculty Athletics Representative and has signed all compliance forms, their name is added to the squad list. The Compliance Office then determines eligibility for practice and competition.
- 5. Any student-athlete transferring to Seton Hall from a Division III, NAIA, or JUCO institution must register and be certified by the NCAA Eligibility Center. They must also complete the amateurism portion and be certified.

ii. BIG EAST NON-QUALIFIER POLICY

- 1. Any student-athlete who is an academic non-qualifier upon initial full-time enrollment at a BIG EAST Conference institution shall not be permitted to participate in athletics.
- 2. In order for a non-qualifier out of a high school to be eligible to transfer to a BIG EAST institution from a 2-year college, the SA must first graduate with an associate's degree and meet all NCAA eligibility regulations.
- 3. In order for a non-qualifier out of high school to be eligible to transfer to a BIG EAST institution from a 4-year institution, the SA must have completed a year of residency at the non-BIG EAST Conference institution and meet all NCAA eligibility regulations.
- 4. A student that achieves the NCAA qualifying standards after they have graduated from high school but prior to initial full-time enrollment (ex. attends a prep school, attends a community college part time, retakes SAT for a better score) would be permitted to participate in athletics at a BIG EAST institution.

iii. CONTINUING ELIGIBILITY

Student-athlete must:

1. Be enrolled in at least 12 credit hours each semester. Less than 12 credits for any period of time will automatically deem the athlete ineligible for practice and competition.
2. Maintain a GPA of no less than a 2.0 – there is a probationary period.
3. Have completed all paperwork with all required signatures for a declared major by the start of their 5th semester.
4. Successfully complete at least 6 credits a semester
5. Successfully complete 24 credits every 12 month period (September to September and January to January)
6. Of the 24 credits per year, a minimum of 18 credits must be passed during the fall and spring semesters.
7. Maintain progress towards degree requirements
 - a. At the start of third year, must have completed at least 40% (52 credits) of the required courses in their major.
 - b. At the start of fourth year, must have completed 60% (78 Credits) of the required courses in their major.
 - c. At the start of fifth year, must have completed 80% (104 credits) of the required courses in the major.

XIII. TRYOUT POLICY

1. At the beginning of each sport's season, the head coach may conduct walk-on tryouts. Students at Seton Hall University are permitted to go through a 2-week try out period.
2. The coach should contact Compliance to have a meeting with prospective walk-ons.
3. To be eligible to tryout, the student must complete all information and follow the steps set forth on the tryout clearance form. ****The student must be registered with the Eligibility Center in order to start any of the following steps:**
 - a. The student must receive a signature from an athletics trainer indicating that the student has received and passed a preliminary physical examination that permits the student to try out for two (2) weeks. **The student must have medical insurance in order to tryout. No exceptions.**
 - b. The student must receive a signature from Compliance indicating that the student has completed selected compliance paperwork.
4. Once the student has completed the above steps, the Compliance Office will issue a Walk-On Review form⁴¹. This form is given to the head coach indicating that the student is eligible to try out for a period of no longer than 2 weeks.

5. At any time during the 2 weeks, the head coach has the responsibility to notify Compliance if the student should be added to the team's official roster.

Compliance will monitor the 2 weeks and contact the head coach regarding the student's status with the team at the end of the 2-week period.
6. If the student is added to the teams roster, Compliance will notify all the appropriate departments who, in turn, will take the appropriate actions to certify the student for practice as well as competition.
7. The student who is added to the team may practice, but not compete, for a maximum of 45 days. After the 45-day period, the student must be certified by the NCAA Eligibility Center in order to be eligible to continue to practice.

XIV. TRANSFERS

A. CONTACTING A STUDENT-ATHLETE FROM ANOTHER INSTITUTION

1. If a coach is interested in speaking to a student-athlete at another institution, or if a coach or member of the athletics department staff is contacted by a student-athlete at another institution for the purpose of transferring, the coach or staff member should notify the student-athlete that under NCAA rules, it is not permissible to discuss transferring without first obtaining written permission from that institution's AD or designated individual.
2. The coach or staff member should immediately notify Compliance of the request. Compliance will send Permission to Contact form⁴² to that institution's appropriate individual.
3. Once the form is completed and returned to Compliance, they will place a copy in the coach's mailbox informing the coach whether or not permission has been granted to contact that student-athlete.
4. Once a student-athlete receives permission to contact Seton Hall, the student-athlete is considered a PSA and would be eligible for an official visit.
5. Coaches must forward a copy of the high school and college transcripts to the OAC for review of the students' academic history to determine eligibility.

B. STUDENT-ATHLETE AT SETON HALL REQUESTS PERMISSION TO CONTACT ANOTHER INSTITUTION

1. When Compliance is notified that a SHU student-athlete is requesting permission to contact another institution for the purpose of transferring, Compliance will contact the head coach for approval.
2. If the coach approves the request, the OAC will send a letter⁴³ to the Compliance Office at the other institution granting permission for that institution to contact the student-athlete.
3. If the head coach does not approve the request, Compliance will arrange a meeting with the AD, their Sport Administrator, and the coach to review the reasons for denial. If the group

decides not to grant permission, the student-athlete will be notified in writing from the Director of Athletics.

4. The student-athlete will then have 21 days from the date of the letter to file an appeal with the Faculty Athletic Representative.
5. If an appeal is filed, representatives of the athletics department will have the opportunity to present information and documentation to an appointed committee. The committee will render a decision and provide the student-athlete and the Athletics Department with a written statement.

C. ONE-TIME TRANSFER EXCEPTION

In sports other than basketball and baseball, student-athletes can apply for a one-time transfer exception which, if approved, would allow them to become immediately eligible, provided all they meet the NCAA requirements of Bylaw 13.1.1.3.

D. THE BIG EAST INTRA-CONFERENCE TRANSFER POLICY

Men's and Women's basketball are NOT permitted to transfer to another Big East institution and participate in athletics

All Other sports may transfer from one BIG EAST institution to another but must serve a year in residence before participating at the second conference school.

*during the year of residency the student-athlete will not lost a year of eligibility and will be able to practice and receive athletically related financial aid.

XV. ATHLETICS AID

A. SCHOLARSHIP RENEWALS

1. Head coaches should meet with each scholarship student-athlete in their sport before the end of the spring semester.
2. During this meeting, each student-athlete is informed of the status of their athletic scholarship for the next year, the amount they will receive if renewed, or the reason for not being renewed.
3. The Compliance Office will work with the Financial Aid office and prepare a scholarship renewal letter for each student-athlete who will receive an athletic scholarship for the next year.
4. Signed original renewal letters must be mailed to student-athletes before July 1.

B. SCHOLARSHIP NON-RENEWALS & REDUCTIONS

1. If a scholarship will not be renewed or will be reduced, the head coach must receive approval in advance from their Sport Administrator and the Athletics Director. The coach must then notify the student athlete the reason for non-renewal or reduction.

2. The Compliance Office will work with the Financial Aid Office and prepare a non-renewal or reduction letter which will then be mailed to the student-athlete.
3. Each student-athlete who has their grant reduce or cancelled has the opportunity to appeal.
4. The letter informing the student-athlete of the reduction or cancellation will list a specific date for which an appeal must be filed with the financial aid office. This date will be approximately 14 days from the date of the letter.

C. NCAA SQUAD LISTS

1. The Compliance Office enters the basic information (i.e., names, SHU ID numbers) for new signees and renewal scholarships with the correct dollar amount of each scholarship awarded.
 - Individuals who were not renewed or who have completed their eligibility are removed from the squad list.
2. Once a squad list is generated, it is given to the head coach of that sport to verify that the list is accurate, complete and lists all of the athletes on their team. All squad lists are given to the Faculty Athletics Representative (FAR) to certify eligibility. In the FAR's absence the Director of Academic Support Services will be responsible for certifying athletes.
3. After the squad lists are signed by the coach, the form must be signed by the Athletics Director prior to the first contest.
4. Once the squad list is signed off, a list of eligible student-athletes is generated and given to the head coach of that sport so he or she is aware of which student-athletes are eligible/ineligible to compete.

D. EXEMPT ACADEMIC AID

1. Academic Honor awards are ONLY exempt against your team limits if:
 - a. **Incoming student-athletes** have equal to or greater than either:
 - i. 3.5 high school GPA,
 - ii. 1200 SAT or 105 ACT, or
 - iii. graduated in the top 10% of their high school class

If they qualify for this award, they must maintain a 3.00 GPA throughout their college career for the aid to remain exempt.
 - b. **Continuing student-athletes** whose academic aid was not exempt coming into college can still achieve this status by:
 - i. completing 1 academic year at Seton Hall, and
 - ii. obtaining a cumulative GPA of a 3.3

XVI. STUDENT-ATHLETE EMPLOYMENT

NCAA Legislation now permits Division I student-athletes to earn legitimate on-and off-campus employment income at anytime and is not counted in determining a student-athlete's full grant-in-aid or in the institutions financial aid limitations, provided:

- The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

On the student-athlete information form that is filled out at the beginning of the year meetings each student athlete is required to give details about their summer employment and plans to be employed during the coming academic year. **(If the student-athlete plans to work during the academic year, the OAC will follow up with the student-athlete to get the Student-Athlete Employer form⁴⁴ completed.)**

A. Specific Athletically Related Employment Activities

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used.
2. Playing lessons shall not be permitted.
3. The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson provided during any time of the year. (Fee-For-Lesson form⁴⁵) This form will be kept on file in the Compliance Office.
4. The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity
5. Instruction to each individual is comparable to the instruction that would be provided during private lesson when the instruction involves more than on individual at a time.
6. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

B. Camp/Clinic Employment

A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor provided that:

1. The student-athlete performs duties that are of a general supervisory character and any coaching or officiating assignments represent not more than one-half of the student-athlete's work time.

2. Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on level of athletics skills of the student-athlete.

***It is the responsibility of the athletes and coaches to inform the OAC of any changes in a student-athletes working status throughout the year.**

XVII. NCAA STUDENT-ATHLETE OPPORTUNITY FUND

The Student-Athlete Opportunity Fund (Opportunity Fund) is intended to provide direct benefits to student-athletes or their families. The fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in academic curriculum or that recognize academic achievement.

All student-athletes, including international, are eligible to receive Opportunity Fund benefits, regardless of whether they are grant-in-aid recipients or not.

- A.** The following is an approved list of **PERMISSIBLE** uses of the fund:

EDUCATIONAL EXPENSES AND FEES

- Summer financial aid
- Post-eligibility financial aid
- Graduate school exams
- Professional program testing
- Post Graduate scholarships
- Expendable supplies
- Educational supplies (laptops, cameras, drafting instruments, etc.)

INSTITUTIONAL ACADEMIC ENHANCEMENTS

- Testing for learning disabilities and programs
- Programs for learning disabled students
- Graduation or academic achievement awards

HEALTH AND SAFETY ISSUES

- Insurance premiums for student-athletes
- Medical, mental health, vision, or dental expenses

PERSONAL EXPENSES RELATED TO PARTICIPATION

- Clothing (Maximum of \$200 per year)
- Additional trips home
- Emergency travel

PROGRAMMING

- Speakers
- Professional development training
- Fees for internship programs

EXPENSES FOR FAMILY MEMBERS AND DEPENDENTS

- Emergency and medical expenses for spouses and dependents

B. SETON HALL UNIVERSITY POLICIES AND PROCEDURES: NCAA STUDENT-ATHLETE OPPORTUNITY FUND

1. Student-athletes who request monies from the Opportunity Fund do so through their head coach. The head coach completes the Student-Athlete Opportunity Fund Application⁴⁶ and attaches the appropriate receipts when necessary.

The Senior Associate Athletics Director at Seton Hall University is responsible for approving Opportunity Fund requests.

2. Once the request is approved, it will be forwarded to the Compliance and Business offices for processing.
3. Once the check is prepared, it is forwarded to the OAC where the student-athlete signs for the check.

XVIII. NCAA SPECIAL ASSISTANCE FUND

The following student-athletes are eligible to apply for NCAA Special Assistance Funds:

- Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- Student-athletes who were recruited and who are receiving coach recommended athletics grant and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at Seton Hall.

The responsibility for oversight and administration of the fund, including interpretations rests solely with the conferences. The guiding principles of the fund are to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. Conference interpretations not addressed by the NCAA Division I Management Council should stay within this intended purpose.

A. The following are **PERMISSIBLE** uses of the fund:

- Cost of clothing and other essential expenses (not entertainment)
- Cost of expendable academic course supplies (e.g., notebook, pens, etc.) and rental of non-expendable supplies (e.g., computer equipment, cameras) that are required for all students enrolled in a course.
- Medical and dental costs not covered by another insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy and off-campus psychological counseling).
- Costs associated with student-athlete family emergencies.

B. The following are **RESTRICTIONS** on the use of the fund:

- Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete (e.g., books) is prohibited.
- Entertainment expenses for student-athletes are NOT permissible.
- The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings is NOT permissible.
- The funds may NOT be used for administrative purposes (conferences may not charge an administration fee nor may salary or staff expenses for administration of the funds be paid from these moneys).

Contact the Associate AD for Compliance to complete the Special Assistance Fund Application⁴⁷.

XIX. CAMPS AND CLINICS

A. INSTITUTIONAL CAMPS AND CLINICS

Bylaw 13.12.1.1 defines an institutional camp or clinic as an institution's sports camp or instructional that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.

This applies to camps or clinics run on the SHU campus or at other sites. It applies to camps or clinics run through the SHU athletics department financial accounting system as well as to camps or clinics independently owned or incorporated by a SHU staff member.

All camps must have prior approval from the OAC. Please fill out the Institutional Camp Description form⁴⁸ and return to the Compliance Office.

i. Participants

- a. Institutional camps/clinics must be open to any and all entrants (limited only by number and age).
- b. Enrolled student-athletes may NOT enroll as campers at his/her own institution's camp/clinic
- c. Selected prospective student-athletes may be invited to attend the camp/clinic provided it is legitimately advertised making it open to all entrants.
- d. An accurate record of all participants and their age must be maintained
- e. A record of all payments made by the camper and total amount each camper paid must be maintained (Institutional Camp/Clinic Participant Payment Ledger form⁴⁹).
- f. All campers must pay the same amount

unless they qualify for the advertised group rate

It is permissible to offer coaches and athletes a group discount provided those discounts are available on an equal basis with documented standards to all who wish to take advantage of them.

ii. Staff

- a. Accurate records of all staff and compensation received must be maintained.
- b. Rates must be applied consistently among all members of a particular group.

High School or Junior College coaches may NOT be compensated based on the number of campers they refer to the camp or the quality of prospects the coach
- c. Student-athletes may work at a camp/clinic only as permitted by Bylaw 13.12.2. The student athlete must:
 1. Perform duties that are of a general supervisory character in addition to any coaching or officiating assignments
 2. Compensation must be commensurate with the going rate for camp/clinic counselors and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation

It is NOT permissible to establish varying levels of compensation for a student-athlete based on the level of athletics skills

Prospects, including graduating seniors, may NOT be employed at institutional camps/clinics as noted in NCAA Bylaw 13.12.1.5.1.

iii. Awards

- a. Prospects may receive awards provided the cost of the awards has been included in the admissions fee charged to participants.
- b. Coaches attending a coach's clinic may not receive gifts of any kind (t-shirts, hats, balls, etc.), including "door prizes".
- c. Educational materials needed to participate in the clinic (e.g., clipboards, file folders) may be given to each participant provided the items are included in the registration fee.

iv. Brochures

- a. May be sent to prospective student-athletes at any time (including prior to September 1 of the prospective student-athletes junior year in high school).
- b. Must be single, two-sided sheet, not to exceed 17"x 22" when opened in full.
- c. Not restricted in content or design.
- d. A student-athletes name, picture, and institutional affiliation may only appear in the camp counselor section to identify the student-athlete as a camp counselor.

*After the student-athlete exhausts eligibility, his/her picture could appear in other sections of the camp brochure.

The OAC must approve a copy of your sports camp/clinic brochure prior to distribution

v. Calendar

- a. YOU MAY
 1. Conduct a basketball camp/clinic only during the months of June, July, and August.
 2. Conduct a developmental clinic involving prospects at anytime during the calendar year provided the clinic
 - Develops fundamental skills in a sport rather than refine athletics abilities.
 - Is open to the general public (you may set age restrictions & limit then umber of participants)

- Is conducted by and subject to the control of the host member institution.
- Is conducted primarily for education purposes and does not include any material benefit for the participants (e.g., awards, prizes and merchandise gifts).
- Does not include a recruiting presentation and;
- Only participants who reside within New Jersey or within 100 miles of Seton Hall University.

b. **YOU MAY NOT**

1. Schedule a tryout session at which one or more individuals, who have started classes for the ninth grade level, reveal, demonstrate, or display their athletic abilities.
2. Schedule an institutional camp or clinic during an NCAA Dead Period

Camp dates will be scheduled based on availability of athletics and dormitory facilities and a realistic assessment of a particular camp's financial viability based on past performance.

All sports camp directors proposing a camp during the upcoming year will submit their schedule request in writing to the Assistant AD for Facilities and Operations and your Sport Administrator for approval by December 1st for the next summer's camp.

B. NON-INSTITUTIONAL CAMPS AND CLINICS

A non-institutional camp is any camp or clinic that is not owned or operated by a member institution or an employee of the member institution's athletics department. Non-institutional or privately owned camps may be held at any location.

i. Basketball

Bylaw 13.12.2.3.2 states it is NOT permissible for a coach or non-coaching staff member with responsibilities only in basketball to be employed at other institutional camps or clinics or at non-institutional privately owned camps or clinics. (e.g., counselor, guest lecturer, consultant)

ii. Sports other than basketball

Bylaw 13.12.2.3.3 states an institution's athletics department personnel may serve in any capacity in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners).

iii. **Non-coaching athletics staff member with department-wide responsibilities**

Bylaw 13.12.2.3.4 states that a non-coaching athletics staff member with department-wide responsibilities may present an educational session at a non-institutional, privately owned camp/clinic that is not operated under restrictions applicable to institutional camps/clinics, provided the staff member does not make a recruiting presentation. The following conditions must be met:

1. The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);
2. The camp or clinic is open to the general public (except for restrictions in age or number of participants);
3. The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);
4. Participants do not receive a recruiting presentation; and
5. All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.

Any athletics department employee wishing to participate in a non-institutional camp or clinic must fill out the Non-Institutional Camp Approval form⁵⁰ and turn it into the OAC for approval.

XX. **SUMMER PROGRAM**

A. **ACADEMICS**

Any athletic grant-in-aid is for the academic year only (fall and spring semesters). **Scholarship student-athletes cannot assume that their athletic grant-in-aid will cover summer school charges.** To be considered for summer aid you must:

Complete an application for summer athletic aid and submit it to the Office of Academic Support Services for Student-athletes.

Members of the summer school aid committee meet at various points to review requests. This committee is composed of the academic support staff and the associate athletic director for compliance. At times, consultation with the Senior Associate Athletic Director and head coaches is needed in order to make final summer school aid determinations.

Written approval or denial will be received (typically via email) in the middle of April.

- **Approval must be received prior to registering for summer courses**
- **Students whose requests are denied have the opportunity to appeal the decision.**

Academic Support for incoming student-athletes

Any student who is enrolled in Seton Hall's summer term prior to the student's initial, full-time collegiate enrollment may be provided academic support services and, in basketball, participate in voluntary conditioning activities during the summer with an athletic department's strength and conditioning coach.

B. EQUIPMENT OFFICE

Students that are enrolled in summer school and receiving athletics aid are permitted to receive work out apparel, including shoes, for voluntary workouts conducted by the institution's certified strength and conditioning coach.

i. Basketball

A PSA may receive workout apparel (on an issuance and retrieval basis), provided he or she has signed a National Letter of Intent; or is enrolled in Seton Hall's summer term prior to the student's initial full-time enrollment at Seton Hall.

ii. Olympic Sports

PSA's may receive work out apparel ONLY if they are attending summer school AND receiving athletic aid.

C. SPORTS MEDICINE

i. Institutional Insurance

Seton Hall must certify insurance coverage for medical expenses resulting from athletically related injuries sustained by:

- A student-athlete participating in a covered event in an intercollegiate sport as recognized by Seton Hall
- A prospective student-athlete participating in the covered event that has graduated from high school and signed a NLI or written offer of admission and/or financial aid to participate in an intercollegiate sport at Seton Hall.

A covered event includes:

- Any intercollegiate sports activity including team travel, competition, practices, and conditioning sessions during the playing season;
- An NCAA-sanctioned competition in which the insured person is an official competitor; or
- Practice and conditioning sessions that are authorized, organized or directly supervised by athletic department personnel at the member institution other than

during the playing season. These sessions must on campus or at approved off campus facilities as part of an intercollegiate athletics activity.

- For insured student-athlete or prospective student-athlete who competes in individual sports, off-campus intercollegiate athletics activities **MUST** be authorized by athletic department personnel at Seton Hall and take place at approved locations.

ii. Physicals

The NCAA does allow institutions to conduct physical exams for incoming student-athletes. There are restrictions as to when these examinations may occur.

a. During Campus Visit

During a prospect's official or unofficial visit to campus Seton Hall may conduct a medical examination to determine the prospect's medical qualifications to participate in intercollegiate athletics, provided:

1. NO athletics department staff member (other than the athletics trainer is present)
2. The examination does not include any test or procedure designed to measure the athletics agility or skill of the prospect
3. The results of the examination are NOT used to deny admission of a prospect that is otherwise qualified for admission

b. After Signing or Acceptance for Enrollment

It shall be permissible to administer medical examinations at any time to prospects that either have signed a NLI with Seton Hall or have been accepted for enrollment in a regular full-time program of studies at Seton Hall provided:

1. The examinations occur during an official paid visit, attendance at summer school or a visit to an institution at the prospect's own expense for any purpose
2. The exam may take place before or after, but **NOT DURING**, a prospect's visit to Seton Hall to attend a general orientation session.

iii. Treatment/Medical Expenses

Any student who is enrolled in Seton Hall's summer term prior to the student's initial, full-time collegiate enrollment may be provided with the use of the Seton Hall's training room facilities and, in basketball, participate in voluntary conditioning activities during the summer with Seton Hall's strength and conditioning coach.

a. Basketball

Seton Hall may finance medical expenses (including rehabilitation and physical therapy expenses) for a prospective student-athlete who sustains an injury while participation in voluntary summer workouts conducted by Seton Hall's strength and conditioning coach with department-wide duties.

b. **Olympic Sports**

A prospective student-athlete who officially registers and attends classes during the summer prior to initial enrollment and receives institutional athletics aid may be treated and receive medical expenses from the athletic department training staff and team physicians.

D. STRENGTH AND CONDITIONING

Student-athletes and prospects cannot participate in organized practice activities during the summer. They are permitted to participate in non-mandatory weightlifting and conditioning activities. The weight room will be open to student-athletes who are currently on a Seton Hall roster and to those prospective student-athletes, who have signed a National Letter of Intent, are attending summer school and are receiving athletics aid.

NOTE → Coaches are NOT allowed to participate, regulate or be present during any part at these workouts

Prospects who did not sign and NLI or admission/financial aid agreement may NOT use the athletic department's weight room.

i. **Basketball**

A prospective student-athlete may engage in voluntary summer workouts conducted by an institution's strength and conditioning coach with department-wide duties and may receive workout apparel (on an issuance and retrieval basis), provided the PSA has signed an National Letter of Intent OR is enrolled in Seton Hall's summer term prior to the student's initial full-time enrollment.

ii. **Olympic Sports**

A prospective student-athlete who has signed a National Letter of Intent or a written offer of financial aid and/or admission may participate in voluntary weight lifting or conditioning activities on SHU's campus in the presence of the strength and conditioning coach, provided such activities:

- Are not prearranged
- The strength and conditioning coach is performing normal duties & responsibilities in the supervision of the weight room or facility in use
- The strength or conditioning coach does not work directly with the PSA (other than in a supervisory capacity)

A prospective student-athlete, who does not sign an NLI, does not enroll in and receive athletics aid for summer school or who will be attending an institution that does not use the NLI program may NOT participate in voluntary weight lifting or conditioning activities on Seton Hall's campus, UNLESS such facilities are open to the general public.

iii. Safety Exception (SWIMMING & DIVING AND TRACK & FIELD ONLY)

A PSA who is enrolled in a summer term prior to initial full-time enrollment at the certifying institution may participate in voluntary individual workouts in the presence of the Seton Hall's coach and in the regular practice facility when the prospective student-athlete uses equipment related to the sport. The coach may provide safety or skill instruction but may NOT conduct the individual's workout.

***Prior to any voluntary individual workouts pursuant to the safety exception, a PSA who will be a first-time participant MUST undergo a medical examination or evaluation by a physician. The examination must have been administered within 6 month prior to participation in any safety exception activity.

SUMMER PROGRAM – CHART OF ACTIVITIES

	<u>NLI and Not Enrolled</u> in Summer School	<u>NLI and Aid</u> for Summer School	<u>Transfer-Scholarship /Admittance Offer and No Aid</u> for Summer School	<u>Transfer and Aid</u> for Summer School	<u>Walk-On and No Aid</u> for Summer School	<u>Walk-On and Aid</u> for Summer School	<u>Walk-On and Not Enrolled</u> in Summer School
MEN'S BASKETBALL Academic Support	No	Yes	Yes	Yes	Yes	Yes	No
Medical Expenses-Voluntary Workouts	Yes	Yes	Yes	Yes	Yes	Yes	No
Medical Expenses-Other Activities	No	Yes	No	Yes	No	Yes	No
Voluntary Workouts	Yes	Yes	Yes	Yes	Yes	Yes	Yes- ONLY if weight room is open to public
Apparel	Yes	Yes	Yes	Yes	Yes	Yes	No
WOMEN'S BASKETBALL Academic Support							
WOMEN'S BASKETBALL Academic Support	No	Yes	Yes	Yes	Yes	Yes	No
Medical Expenses-Voluntary Workouts	Yes	Yes	Yes	Yes	Yes	Yes	No
Medical Expenses-Other Activities	No	Yes	No	Yes	No	Yes	No
Voluntary Workouts	Yes	Yes	Yes	Yes	Yes	Yes	Yes- ONLY if weight room is open to public
Apparel	Yes	Yes	Yes	Yes	Yes	Yes	No
ALL OTHER SPORTS Academic Support							
ALL OTHER SPORTS Academic Support	No	Yes	Yes	Yes	Yes	Yes	No
Medical Expenses-Voluntary Workouts	No	Yes	No	Yes	No	Yes	No
Medical Expenses-Other Activities	No	Yes	No	Yes	No	Yes	No
Voluntary Workouts	Yes-supervised, not conducted	Yes-supervised, not conducted	Yes-supervised, not conducted	Yes-supervised, not conducted	Yes- ONLY if weight room is open to public	Yes-supervised, not conducted	Yes- ONLY if weight room is open to public
Apparel	No	Yes	No	Yes	No	Yes	No

XXI. SPORTS AGENTS

Seton Hall makes every effort to educate its student-athletes about sports agents and the proper way to go about hiring an agent when they choose to become professional athletes. The Rules Educations sections of this manual describe the ways by which we educate our athletes, as well as sports agents.

During team meetings in the fall of each year, all student-athletes must complete a Certification of Amateur Status form that includes information about sports agents, professional contracts and their relationship with boosters.

A. NCAA RULES ON AGENTS

i. General Rule

An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

ii. Representation for Future Negotiations

An individual shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

iii. Benefits from Prospective Agents

An individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from:

- a. Any person who represents any individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or
- b. An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

B. AGENT CONTACT:

If a student-athlete or coach is contacted by an agent they will refer the agent to the Associate AD for Compliance. Any contact made through the OAC will be presented to the student athlete upon completion of their eligibility. Any agent found circumventing this process will not have their information provided to the student-athlete.

XXII. GAMBLING

Seton Hall University makes every effort to educate its student-athlete and staff about the dangers of gambling. The various rules education sections of this manual describe the ways by which we educate our athletes and staff.

A. NCAA RULES ON GAMBLING

According to NCAA bylaws, staff members of an institution's athletics department and student-athletes shall NOT knowingly:

1. Provide information to individuals in organized gambling activities concerning intercollegiate athletics competition.
2. Solicit a bet on any intercollegiate team.
3. Accept a bet on any team representing the institution; or
4. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
5. Participate in any online pools; such as, ESPN or Facebook pools.

Sports' wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community.

B. SETON HALL UNIVERSITY INITIATIVES

1. Student-athletes are alerted to NCAA rules regarding gambling during the team compliance meetings at the beginning and end of the school year.
2. The NCAA also provides posters to all member institutions with the heading "Don't Bet on It" which are periodically displayed in Seton Hall facilities and locker rooms.
3. In addition, the NCAA has developed a "Don't Bet On It" Brochure which includes not only information on the dangers of sports wagering and the consequences for student-athletes who engage in sports wagering, but includes helpful information about how to save money, budget and stay out of debt. These pamphlets are made available to student-athletes.
4. Gambling is discussed at Student-Athlete Advisory Committee meetings.
5. NCAA rules pertaining to gambling are included in the employee handbook as well as the student-athlete handbook.

For more information regarding Gambling, please visit the following website:
<http://web1.ncaa.org/dontBetOnIt/>

XXIII. VIOLATIONS AND INVESTIGATIONS

A **Secondary Violation**, is one that is isolated or inadvertent in nature, provides or is intended to provide only a minimal recruiting, competitive or other advantage and does not include any significant recruiting inducement or extra benefit. Most secondary cases are self-reported (either by the institution or through a conference office). All secondary violations must be reported to the enforcement staff. There are two levels of secondary violations.

Click [here](#) for a list of **Level I** secondary violations.

Click here for a list of **Level II** secondary violations.

Major Violations are all violations other than secondary violations, specifically including those that provide an extensive recruiting or competitive advantage. If a violation is considered to be major, the NCAA will come to campus to investigate.

A. INVESTIGATING AND REPORTING VIOLATIONS

1. Seton Hall encourages all individuals who have knowledge of a possible NCAA rules violation to report it to the AD or the Associate Athletics Director for Compliance.
2. If a coach or administrator discovers a possible violation, or if a possible violation is reported to them, the coach or administrator shall notify either the AD or the Associate Athletics Director for Compliance of the alleged violation.
3. The AD or the Associate Athletics Director for Compliance will determine if the alleged violation is considered to be secondary or major. The AD and the Senior Associate Athletics Director will conduct an investigation.
 - a. If it is a Level I Violation, then it is reported to the Director of Athletics and directly to the NCAA.
 - b. If it is a Level II Violation, it is reported to the BIG EAST Conference
 - c. If a violation is considered to be Major, the NCAA Committee on Infractions will come to campus to investigate.
4. If a violation is found, the AD or the Associate Athletics Director for Compliance will prepare a written report and submit the report to the BIG EAST Conference, Seton Hall's FAR, and/or the NCAA.
5. The AD or the Sr. Associate Athletics Director will notify all appropriate parties of the findings of both the BIG EAST and the NCAA. The AD or the Associate AD for Compliance will implement any penalties or corrective actions.

B. REPORTING VIOLATIONS OF OTHER INSTITUTIONS

1. If a coach or administrator discovers a possible violation, or if a possible violation is reported to them about another institution, the coach or administrator shall notify either the AD or Associate Athletics Director for Compliance of the alleged violation.
2. If the AD or the Associate Athletics Director for Compliance believe that a violation occurred, Associate Athletics Director for Compliance will contact that institution's AD or Director of Compliance, athletic conference or, in the case of an independent institution, the NCAA national office to inform them of the alleged violation.
3. **Repeat violations may result in a coaching staff undergoing additional compliance education sessions and potential for termination.**