

Chapter Twenty-Six

NCAA Guidelines for Lipscomb Faculty & Staff

The National Collegiate Athletic Association

The National Collegiate Athletic Association, commonly known as the NCAA, is the national governing body for amateur collegiate sports in the United States. As a member in good standing of the NCAA, Lipscomb University is obligated to abide by NCAA rules and regulations governing the eligibility, amateur status and recruiting of student-athlete. Under these rules, faculty and staff of the university are just as responsible for rules compliance as are our coaches and athletics department staff members. Thus, the Department of Athletics must take every effort to educate all employees of the university.

Representative of Athletics Interest (“Booster”)

'Booster' is the common term for individuals the NCAA defines as 'Representatives of Athletics Interests.' You are considered a booster if you belong to the Bison Club or other athletic support groups for Lipscomb athletics; contribute to Lipscomb's athletics program in any way; are involved in any manner in providing benefits to enrolled student-athletes or their families (e.g., summer jobs); or are involved in promoting Lipscomb athletics program. Once you become a booster, you remain so indefinitely.

Each member institution of the NCAA must be responsible for the conduct of its intercollegiate athletics program. Part of that responsibility includes responsibility for the acts of independent agencies, organizations and individuals that the institution's executive administration, its athletic administration, or an athletics department staff member knows is promoting the institution's intercollegiate athletics program.

Recruitment of Prospective Student-Athletes

There may be times when a faculty or staff member is asked to or volunteers to be involved in the recruiting of a prospective student-athlete (prospect). Below is an explanation of what the NCAA allows a faculty or staff member to do and prohibits from doing. To understand these regulations, one must first know the terms the NCAA manual uses in its recruiting rules.

First, a contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any face-to-face encounter that is pre-arranged or takes place at the site of the prospect's educational institution or an organized competition involving the prospect or his or her educational institution is also deemed a contact.

Second, a prospect may come to the campus on either an official visit or unofficial visit. An official visit is one financed in whole or in part by the university while an unofficial one takes place at the prospect's own expense.

Do's

- admissions office personnel may contact (in-person, call, or write) prospects at any time as part of the university's regular admissions program
- university staff members may write prospects, but may not include information regarding athletics until after September 1 of the prospect's junior year in high school
- university staff members may make telephone calls to prospects for athletic purposes, but you must confer with the coach of the prospect's sport before making the call to ensure NCAA rules are being followed
- if a prospect initiates a call to a university staff member, the staff member may speak to the prospect if the call does not regard athletic recruiting; any questions about Lipscomb athletics must be referred to the athletics department
- faculty members may meet with prospects for athletic recruiting purposes, but only on campus
- any university staff member may host a luncheon or dinner at his/her own home for a prospect on an official visit, provided the meal is on a scale comparable to those of normal student life, is not excessive, and occurs on only one occasion during the prospect's official visit; also, on an official or unofficial visit, university staff members may eat with the prospect and his/her parents on-campus

Don'ts

- university staff members may not make arrangements for, give, or offer to give a prospect or the prospect's relatives or friends any gift, benefit or other inducement (e.g., cash, merchandise, loans, or free or reduced-cost housing)
- university staff members may not provide enrolled student-athletes with any benefit or make any special arrangement for a student-athlete that generally is not available to other members of the student body
- university staff members may not provide or arrange for the payment of expenses incurred by a prospect's friends or relatives to visit campus (that includes the use of an automobile for the prospect or student host)
- university staff members may not provide a prospect or his/her parents or friends with any expenses during an unofficial visit

Student-Athlete Academic Requirements

The following section is the information that is made available to all academic advisors concerning NCAA and Lipscomb academic requirements for student-athletes.

NCAA Requirements for Student-Athletes

Course Load. *Fall and Spring Semesters:* An athlete must be enrolled full-time in order to compete and practice. Therefore each athlete must take a minimum of 12 hours per each fall and spring semester. Classes taken for institutional credit (remedial or developmental) do count as part of that load (see further explanation below). Correspondence courses do not count in that load.

The 12-hour load is a minimum; a load of 14-15 hours will work for most athletes, but those whose records indicate academic struggle in the past should be placed in 12 hours. However they should be advised that taking only 12 hours per semester will inhibit their satisfactory progress toward a degree in the future and that taking summer courses will probably become necessary (*see the discussion of satisfactory degree progress below*).

Summer load: The NCAA requires that an athlete complete 24 semester hours before his/her second year of collegiate enrollment and that 18 of those 24 hours be earned during the regular academic year. In other words, the athlete cannot fail more than 6 hours during the fall and spring semesters combined and remain academically eligible to play his/her second year. He/she *may use only 6 hours of completed summer work* to satisfy the required 24 hours.

However, if the full 24 hours has been successfully completed during the regular academic year, there are no limitations on the number of summer hours that can be taken.

Remedial/Developmental/Institutional Credit Courses. The NCAA states the following:

- (a) The courses must be considered by the institution to be prerequisites for specific courses acceptable for any degree program;
- (b) The courses must be given the same weight as others in the institution in determining the student's status for full-time enrollment;
- (c) Noncredit courses may not exceed the maximum institutional limit for such courses in any baccalaureate degree program (or the student's specific baccalaureate degree program once a program has been designated); and
- (d) For those students first enrolled in the certifying institution beginning with the 2003-04 academic year, the credit in **such courses shall not exceed six-semester or nine-quarter hours, and the courses must be taken during the student's first academic year of collegiate enrollment.**

Student-Athlete's Good Standing in the University. The NCAA now requires that a student-athlete *must earn a minimum of 6 hours in a regular academic semester of enrollment to be eligible for the next semester.*

The NCAA also requires that a student-athlete be in good standing at the university in order to compete. **Therefore being placed on any form of probation at Lipscomb will make the athlete ineligible to play during the semester he/she is on probation.** A student-athlete on probation may practice with his/her team but may not participate in any athletic competitions. The following forms of probation apply:

Academic Probation: for dropping below a 2.0 cumulative graduation GPA

Bible Probation: for failing the Bible course required of all full-time Lipscomb students each semester

Chapel Probation: for exceeding each student's allotted 9 absences in MWF chapel

University Bible Probation: for exceeding each student's allotted 6 absences in TR University Bible and/or failing University Bible

Disciplinary Probation: imposed by the Office of Student Services for violating a university rule(s)

Student-Athlete's Academic Requirements Beyond the Freshman Year: The following NCAA requirements re an athlete's **satisfactory progress** toward completing a degree and **declaring a major need to be considered from the beginning of his/her college career**. Please discuss these with your student-athlete advisee.

Satisfactory Progress toward Completing a Degree. The NCAA requires that each student-athlete make satisfactory progress toward completing a degree and has defined satisfactory progress for each year of the athlete's athletic eligibility beyond the second.

At Lipscomb **degree requirements** include the total number of hours in the student's major and minor added to the number of hours of General Education courses required for a B.A. or B.S. plus the number of Bible hours required for the individual student to graduate and any electives needed to reach 132 hours.

Satisfactory Progress Rules for Those Entering College Fall 2003 or After

--By the athlete's **3rd year of eligibility** (or the 3rd year from the semester he/she entered college), **40%** of his/her specific degree requirements should be completed.

--By the **4th year of eligibility**, **60%** of his/her specific degree requirements.

--By the **5th year of eligibility**, **80%** of his/her specific degree requirements.

For student-athletes whose degree program is designated a five-year program in the catalog or whose degree program requires a minimum of 150-semester hours the percentages are **33%** by the 3rd year, **50%** by the 4th year, and **67%** by the 5th year.

The student-athlete needs to be taking a sufficient number of hours along the way before reaching his/her 3rd year of eligibility in order to meet these requirements.

Repeated and Non-Traditional Courses

Note re *repeated courses*: Credit for courses that are repeated may be used by a student to satisfy the minimum academic progress requirements only under the following conditions:

(a) A course repeated due to an unsatisfactory initial grade may be utilized only once, and only after it has been satisfactorily completed;

(b) Credit for a course that may be taken several times (e.g., a physical education activities course) shall be limited by institutional regulations; and

(c) Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate degree program once a program has been designated).

Note re *correspondence courses or extension courses from another institution*:

(a) A student-athlete may not use a correspondence course to meet the minimum 12-hour enrollment requirement.

(b) Correspondence, extension and credit-by-examination courses taken from an institution other than the one in which a student-athlete is enrolled as a full-time student shall not be used in determining a student's academic standing or progress toward degree.

Note re *distance-learning courses*: Credit hours earned via distance learning (e.g., Internet courses) may be used to meet all progress toward degree requirements provided:

(a) Evaluation of student's work is conducted by the appropriate academic authorities in accordance with the institution's established academic policies; and

(b) The course is available to any student at the certifying institution and is reflected on the certifying institution's transcript.

Declaring a Major (and Minor). The student-athlete also needs to bear in mind from the beginning that he/she is required by the NCAA to declare a major by the beginning of the **3rd year of eligibility** (again, the 3rd year from the semester he/she entered college). That rule differs from Lipscomb's policy of declaring a major at 57 hours, and in this case, we must go by the NCAA rule.

For those planning to pursue majors with large numbers of hours (for example, any teaching major) or majors where it is very important to take courses (and prerequisites) in the right sequence, it is crucial that they start taking courses with those majors in mind even as a freshman. If the freshman student-athlete is having a hard time making a decision about a potential major, you might suggest that he/she go to the Counseling Center to take interest/strengths tests which will identify majors that match his/her interests and strengths.

Once a student-athlete has declared a major and minor, then the 24 hours he/she must successfully complete every academic year has to be earned in courses that will fulfill that student's specific degree plan. In other words those courses have to fulfill requirements for the declared major and minor, General Education requirements for a B.A. or B.S. degree, and Lipscomb's required Bible hours. **Additionally the total number of hours the student has successfully completed toward his/her specific degree must reach the benchmarks noted above to fulfill satisfactory progress**

requirements (25% of the degree plan's total hours by the 3rd year of eligibility; 50% by the 4th year; and 75% by the 5th year).

If the specific degree plan allows room for **electives** (the required number of hours is less than the 132 total required to graduate from Lipscomb), then those electives will count toward satisfactory progress. However the student must take only the number of hours of electives his/her degree plan allows for (132 hours minus the total number of hours for the declared major, minor, Gen Ed, and Bible = the number of elective hours allowable in that degree plan).

If however that student's degree plan involves a large number of hours in the major and minor, the number of required hours to graduate will exceed 132 and there is no room to take electives. In those cases courses that do not fulfill a specific degree requirement (major, minor, Gen Ed, and Bible) cannot be counted toward satisfactory progress.

Changing the Major and Minor. Changing the major and minor could therefore negatively impact satisfactory progress. When the student-athlete is contemplating a change, consider as you advise him/her whether

- 1) the old and new major/minor are roughly equivalent in the number of hours required
- 2) there is some overlapping of courses from the old to the new
- 3) the sequencing of courses in the major/minor and the frequency of their being offered are workable in light of the satisfactory progress requirements.

Please remind the student-athlete that he/she should never start taking classes toward a new major/minor without following the Registrar's procedures for officially declaring a new major/minor. If classes toward a major/minor that has not been officially declared are taken, those courses cannot be counted in the 24 hours that must be successfully completed each year toward the specific declared degree plan.

The Lipscomb University Compliance Team

The Compliance Team at Lipscomb consists of all members of the Department of Athletics and administrators throughout the university. The Compliance Office is staffed by John Ezell, Assistant Director of Athletics for Compliance. He is available to answer questions as they arise. All questions regarding academic requirements should be directed to Dr. Lin Garner, Assistant Director of Athletics for Academics. Our motto is, ask before you act.