

Trinity Valley Community College

Student-Athlete Handbook



2012-2013

Trinity Valley Community College

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Name: _____

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“Baseball is 90 percent mental, the other half is physical.” - Yogi Berra

Thank you for becoming a TVCC Cardinal! Your decision to become part of one of the greatest community college athletic programs indicates your desire to achieve excellence on the court or field as well as in the classroom.

The quote above is one of my favorite quotes. Not because it is humorous, but because of the point that Yogi Berra was trying to make. The mental state and condition of an athlete is the most important part of an athlete. At TVCC, we focus on the mental aspect of your abilities. Without proper mental preparation, without mental toughness, without sharp mental insight, an athlete will not be successful. Our number one goal for you is to be successful both in and out of the classroom!

"Excellence is not a singular act but a habit. You are what you do repeatedly." -Shaquille Neal

Excellence does not only apply on the court or field but also in the classroom. Strive for excellence.

“When I play, I’m boiling inside. I just try not to show it because it’s a lack of composure, and if you give in to your emotions after one loss, you’re liable to have three or four in a row.” – Chris Evert

Composure, composure, composure. I can’t stress it enough. When you lose your composure, you’ve lost everything. You are so emotional that you can’t perform. Keep your composure even when things don’t go your way and you will come out ahead.

“Don’t measure yourself by what you have accomplished, but by what you should have accomplished with your ability.” – John Wooden

Some people go through life doing only what is necessary to just get by. Some athletes play the same way. They play just hard enough to win. Coach John Wooden was the greatest basketball coach to have ever coached the game. His advice applies to every aspect of our lives, mine included. God has given us great abilities. Let’s work hard and use our abilities to the fullest extent. Don’t settle for mediocrity. We are Cardinals and we exhibit excellence. And do not throw in the towel; use it for wiping the sweat off your face.

“Self-praise is for losers. Be a winner. Stand for something. Always have class, and be humble.” – John Madden

Sports don’t build character; they reveal it. Character is revealed every day by each one of you. Whether on the field, in the classroom or in the community. Your character reflects on TVCC. It can be good or bad

As a Cardinal, you represent TVCC. We all do.... coaches, faculty, staff, and administrators. Winners know how to react to winning. By doing the best we can, we are winners, and the more experience we have at winning, the better we become at acquiring the characteristics of being good winners. Winners make goals, losers make excuses. But always remember to play with sportsmanship and exhibit good citizenship.

“There is a choice you have to make in everything you do. So keep in mind that in the end, the choice you make, makes you.” – John Wooden

You have joined a college and a community that will greatly support you. I know you have been preparing for this year. I have too. I have been shooting hoops with some of you. I support all of you and it is important that we support each other.

Glendon Forgey, President

Trinity Valley Community College

August 27, 2012

Welcome to Cardinal Nation:

We are excited that you have chosen to be a part of the rich tradition at Trinity Valley Community College and a member of the Cardinal family. You are following in the footsteps of outstanding teams and student athletes. TVCC has produced successful student athletes at both the university and professional level. Whether you are a freshman or a second year student athlete your goals are very similar as you prepare for success on and off the playing field. TVCC is committed to helping you achieve the following three goals as you progress towards your degree.

1. Your development as a person of character, integrity and determination that will allow you to lead a quality and healthy life.
2. Developing your academic skills that will put you in a position to graduate with an Associate's degree. This will allow you to transfer to a four year institution and reach your goals after your athletic career has ended. **USE ATHLETICS AS A MEANS TO GET YOUR EDUCATION, DON'T LET ATHLETICS USE YOU!**
3. Being the best student athlete you can become through your effort, discipline and positive attitude. Being a great teammate and ambassador of Cardinal athletics.

If you keep these three goals in mind, you will have the proper perspective for reaching your potential as a student athlete on and off the playing field. The Cardinal coaching staff has selected you because of their belief in you as a person and the potential you possess as an athlete.

Being a Cardinal athlete has responsibilities that go beyond the playing field. You represent yourself, your family, your community and the Cardinals. We wish you the best and look forward to helping you reach your goals.

GO CARDINALS!

Brad Smiley & Kris Baumann
Athletic Director & Assoc. Athletic Director
TVCC

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Trinity Valley Community College Athletic Code of Conduct

By joining the Trinity Valley Community College's intercollegiate athletics program, you become a representative not only of your team, but of this institution. Upon entering college, you will find you will have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as to not jeopardize your opportunity to obtain maximum results from your college experience.

As Trinity Valley's most visible student ambassadors, student-athletes are expected to maintain at all times, high standards of integrity and behavior which will reflect well on themselves, their families, their coaches, teammates, the Department of Athletics and Trinity Valley Community College. This responsibility should not be taken lightly. Our student-athletes should take pride in being a part of Cardinal athletics and representing TVCC.

Participating as a member of the Cardinal athletic program is a privilege, not a right. Student-athletes that do not accept the responsibilities of being a Cardinal will lose that privilege. Our student-athletes will represent our athletic program and TVCC with pride and respect, both on and off the playing fields.

All student-athletes are expected to abide by Trinity Valley Community College team training rules, the general code of conduct for all students as outlined in the student catalog, and state and federal criminal statutes. Violations of these rules will be handled by the Head Coach of the sport in which the student participates, the Director of Athletics and the Vice President for Student Services. Penalties will be imposed that are appropriate for the offense and may include disciplinary action, suspension from the team, and dismissal from the athletic program.

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Trinity Valley Community College Student-Athlete Rules and Policies

Being a member of the TVCC athletic department and representing this institution in competition is a privilege, not a right. Student-athletes are held to a higher level of expectations and represent TVCC on and off the field. Members of Cardinal athletics should carry themselves in an exemplary manner with their actions, behavior, language and lifestyle.

Each head coach will have their own set of team training and conduct rules. The athletic administration will support appropriate disciplinary action taken by a coach when these rules are not followed.

All student-athletes at TVCC will be expected to adhere to certain rules that apply to all members of each sports program. Every coach in the TVCC athletic department will monitor and enforce the general rules of the athletic department. All student-athletes at TVCC will be expected to abide by the following rules:

- 1) Fighting is prohibited anywhere on the TVCC campus under all circumstances. Student-athletes should refrain from fighting and remove themselves from any situation that could result in a physical confrontation.
- 2) The consumption of alcohol is prohibited for members of TVCC athletic teams. Abuse of alcohol will not be permitted, even for those student-athletes of legal drinking age.
- 3) No smoking. All student-athletes will refrain from smoking while a member of a TVCC athletic team. This will include cigarettes, cigars, smokeless tobacco, etc.
- 4) Student-athletes will refrain from the use of loud, vulgar, abusive and profane language.
- 5) Class attendance is mandatory. All student-athletes will be expected to attend class. Absences as a result of travel while representing TVCC in a contest will be considered excused. If a student athlete is ill and needs to miss a class, they must contact their head coach prior to the start of that class. Student-athletes that miss class without notifying their head coach will be subject to suspension from team activities by the Head Coach and the Director of Athletics.

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Discipline/Expectations Procedures

ATHLETIC DISCIPLINARY COMMITTEE

Will hear all appeals and/or render decisions regarding athletic discipline matters. The committee will be made up of the following individuals:

Brad Smiley	Athletic Director/Football
Kris Baumann	Associate Athletic Director/MBB
Mary Nicholson	Administration
Lucy Strom	Athletic Coordinator (1 st alternate)
Jerry Rogers	Faculty Representative (2 nd alternate)

If any member is hearing a case involving a member of their squad, they will not be allowed to sit in on the appeal hearing. The above coaching selections were made in regards to TVCC seniority and service.

All decisions rendered by the Athletic Disciplinary Committee or coach will automatically be forwarded to the College Judicial Officer to be determined whether the discipline was sufficient. Also, any decision made by this group does not supplant any normal college disciplinary process.

I. ARREST FOR FELONY CHARGES

(Sexual Assault, Drugs, Weapons, Assaults, Theft, etc.)

AUTOMATIC INDEFINITE SUSPENSION

Automatic Indefinite Suspension until the case is resolved through the Court of Law. There will not be any participation in practice, games or any team functions. If the circumstances of the situation change (case going to be dismissed, dropping of charges set to occur, etc.), the student-athlete is able to appeal the decision to the Athletic Disciplinary Committee. The Committee can reinstate the student athlete upon hearing the appeal. If found guilty, the student-athlete will be permanently banned from athletic participation at TVCC.

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MISDEMEANOR CHARGES:

For misdemeanor charges which result in arrests or citations, each case will be handled by the Head Coach of that specific sport after it has been reported to the Athletic Director/College President. However, the coach should meet with the violator (student-athlete) and fill out an Athletic Discipline Form which mandates the punishment for that athlete. The player and coach must both sign the form after the penalty has been discussed. The form is then sent to the Athletic Director (who then forwards to the President).

II. DRUG TESTING

MANDATORY FOR ALL STUDENT-ATHLETES before 1st game.

Our Drug Testing Policy to begin August 22, 2011 will be as follows:

1. All student-athletes must be drug tested before their first regular season game. This must be satisfied before they are allowed to compete with no exceptions(test results back).
2. Any student testing positive on the drug test must be retested no less than 30 days and no more than 45 days after the failed test.
3. Penalties for failed drug tests are as follows:
 - A. 1st Offense:
Will automatically go into drug education counseling as arranged by the school. Will then be retested between 30 and 45 days after the initial failed test.
 - B. 2nd Offense:
Will immediately be suspended for 25% of their team's regular season schedule and must pass a drug test before reinstatement. Also, will be subject to every random test that will be given throughout the duration of their athletic/academic career.
 - C. 3rd Offense:
Automatically dismissed from their athletic squad and TVCC Athletic Program.
4. Two to three times per semester we will do Random Drug Testing with 20 percent of each team's roster subject to undergo the drug test. These will be randomly selected through a drawing selection process conducted by the Athletic Director through a numbering system for each team. For Men's Basketball, a member of the Athletic Disciplinary Committee will perform the

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drawing procedure. For any student-athlete testing positive, they must retest within 30-45 days and follow the criteria set forth above (1st Offense, 2nd Offense). All individuals testing positive (1st or 2nd Offense) are subject to ALL random testing dates/times.

5. Any student found with drug paraphernalia on their person or in their dormitory room will automatically be subject to immediate drug testing. This violation will also go to the Athletic Disciplinary Committee to consider additional penalties.

III. THEFT ON SCHOOL PROPERTY

INDEFINITE SUSPENSION IF CHARGED WITH FELONY.

Individual must be cleared through our court system before individual is reinstated to the team/athletic program.

PUNISHMENT TO BE DECIDED BY ATHLETIC DISCIPLINARY COMMITTEE:

If not prosecuted in court of law (no charges but still deemed theft).

The Head Coach of that sport can initiate a punishment/penalty and submit to the committee for approval.

IV. CONFLICTS WITH FACULTY AND STAFF

We will have a DISCIPLINE INCIDENT REPORT form that will be available for all employees of the college. On this form they can make their complaint regarding conflict caused to their class, office, facility, etc. by any student-athlete. They can also file a complaint to the Athletic Director or Coach of that particular sport, who must document it with the Athletic Director. This will cover any disturbances in class that the instructor deems to have caused problems either for the instructor or the facility. The penalties for these infractions are as listed below:

1. 1st Offense:

The student-athlete must meet with their coach. At that time the coach and player must schedule a meeting with the instructor to discuss the situation with the understanding there will be no further problems. IF THERE IS A SEVERE 1ST CASE PROBLEM, THE STUDENT-ATHLETE MUST THEN MEET WITH THE ATHLETIC DIRECTOR.

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2. 2nd Offense:

The student-athlete must meet with the AD at which time he will examine the problem to decide if suspension or dismissal is merited. If the Athletic Director does suspend or dismiss the player in question, the student does have the right to appeal to the Athletic Disciplinary Committee with the AD removing himself from service on that case.

3. 3rd Offense:

Any 3rd Offense (regarding any type of misconduct) will result in automatic suspension of the student-athlete who committed the offenses. This suspension will be indefinite and the violating player must go in front of the Athletic Disciplinary Committee to request reinstatement. However, this request cannot occur until the violating student- athlete has missed no less than 10% of their team's regular season scheduled contests.

V. CLASS ABSENCES

Each Coach is responsible for the monitoring of their student-athletes regarding class attendance/performance. However, the following procedures will be in place for student-athletes that have excessive class absences:

4th Class Absence (class meets twice per week)

Will be required to meet with the coach of that specific sport and sign a form that states that they understand no more class absences will be tolerated.

5th Class Absence

Mandatory for student-athlete to meet with the Athletic Director for counseling and a final warning.

6th Class Absence

Will be suspended for one game for all sports but football (one half suspension for football).

7th Class Absence

Will be automatic 1 game suspension for football and 2 game suspension for all other sports.

Once again, all coaching staffs must be monitoring this and report violations to the Athletic Director from the 5th Class Absence (for each individual class). For example, if a student-athlete has 5 absences in 3 separate classes, all 3 classes must be reported to the Athletic Department.

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VI. ALCOHOL

COLLEGE RULES APPLY if found in possession of alcohol on campus property. Regarding penalties for these violations within the Athletic Department, the following two criteria will apply:

1. 1st Offense: The coach of that specific sport will handle the discipline of the student-athlete.
2. 2nd Offense: Automatic suspension of the student-athlete for 10% of their team's regularly scheduled games and must appeal to the Athletic Director/ Athletic Disciplinary Committee for reinstatement.

If arrested off campus for any alcohol offense, student-athlete must appear before the Athletic Disciplinary Committee to determine punishment. The student-athlete cannot compete in any games until meeting with the Committee. Once again, the Head Coach of that sport can submit a penalty/punishment for the violator(s) for approval by the committee.

VII. REPORTING OF DISCIPLINE INCIDENTS

Need to report to the AD any incidents which affect the colleges reputation/integrity. This includes the following:

1. Any arrest charges involving your players.
2. Any situation that occurs in a negative matter on the road whether at a game, hotel or restaurant.
3. Any incident of conflict that has possible legal ramifications between players, coaches,
4. Anything that reflects negatively on the college's image.
5. Any of the items previously covered in Athletic Discipline Procedures (excessive class absences, faculty complaint forms, alcohol offenses, etc.).

Failure to report these types of incidents can result in possible discipline for the Head Coach of that sport.

The Athletic Director has the authority to exceed and impose additional punishment/penalties handed down by a specific coaching Staff, if it is deemed that the discipline was not severe enough based on the offense.

THESE PROCEDURES ARE BEING IMPLEMENTED TO BRING UNIFORM DISCIPLINE TO OUR ATHLETIC DEPARTMENT. WE MUST ALL STRIVE TO HAVE INTEGRITY AND CHARACTER WITHIN OUR STUDENT-ATHLETES AND TEAMS AS IT PERTAINS TO HIGH EXPECTATIONS.



TRINITY VALLEY COMMUNITY COLLEGE DRUG EDUCATION AND TESTING POLICY

PURPOSE

The purpose of the Drug Education and Testing Policy of Trinity Valley Community College is to:

1. Educate its students about the dangers of drug abuse and
2. To detect and deter the use of performance effecting drugs that pose a risk of injury to the individual or others and/or damage to the College in the eyes of the public.

To accomplish the first purpose, drug education programs will be presented on campus on a periodic basis. These programs will be open to all students as well as the general public.

To accomplish the second purpose, a drug testing program will be implemented. The drug testing program applies to individuals who represent the College at official functions as participating or support members of one or more of the following performing groups:

1. Intercollegiate Athletics
2. Cheerleaders and Mascot
3. Bands
4. Singing Groups
5. Dance Groups
6. Rodeo Performers
7. Theatrical Performers

DRUG EDUCATION PROGRAM

Utilizing experts in the field of drug education, presentations will be scheduled and made on Trinity Valley Community College campuses. These presentations will be open to all students and the general public. These presentations will be designed to educate individuals about the dangers of drug abuse.

DRUG TESTING PROGRAM

Each individual who represents Trinity Valley Community College as a participating or support member of one or more of the performing groups mentioned previously in this policy shall be subject to being tested when there exists reasonable suspicion that drug use has occurred. Additionally, each individual is required to sign a statement in contract form attesting to the fact that they are drug free and agreeing to remain so during their stay at TVCC.

When an individual tests positive on a drug test and the positive result is confirmed, the student will be subject to disciplinary action as stated in the TVCC Student Code of Conduct. Disciplinary action may include one or more of the following: mandatory drug counseling, dismissal from the performing group, disciplinary probation, suspension or expulsion from school, and/or possible legal action.

Prior to any disciplinary action, the individual will be notified of the proposed discipline and will be afforded due process as stated in the TVCC Student Code of Conduct.

Any individual refusing to be tested will be immediately suspended from all performing groups identified in this policy and will have all institutional scholarship aid terminated immediately.

The method of testing will be a urinalysis test and it will be utilized to determine if there is any trace of the below listed substances in the specimen:

Amphetamines	Methadone
Barbiturates	Opiates
Benzodiazepines	Performance Altering Drugs
Cannabinoids	Phencyclidine (PCP)
Cocaine	Propoxyphene

All samples will be tested by competent laboratory personnel. Any and all positive drug test results will be confirmed by retesting the same specimen and by a second method as determined by the President.

All positive test results will be communicated by the testing lab to only the President who will in turn notify only the performing group director or coach, the appropriate administrative personnel, and the individual tested of the positive result. By virtue of the fact that the appeals process involves individuals other than those mentioned above, those individuals on the Disciplinary Committee will also be advised as necessary.

No individual will be permitted to participate in one of the performing groups previously mentioned in this policy until a properly executed Student Drug Policy Contract is on file.

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Cardinal Gym

The Cardinal Gym is the primary facility for both Cardinal and Lady Cardinal athletic teams. It contains a weight room that serves as the meeting place for several activity classes. However, the Cardinal Gym is not an open-use facility. No student or athlete is allowed to use the gym or the weight room except during the allotted class time for a class that they are enrolled, unless they have approval from the Athletic Director.

Campus security and members of the Athletic Department will have a list of those student-athletes that are members of the Cardinal and Lady Cardinal teams. Only those student-athletes will be permitted to use the Cardinal Gym outside of scheduled class times. ***Those student-athletes that have been authorized to use the facility must have their student ID cards with them*** or they will be asked to leave the facility. Student-athletes that have been authorized to use the gym will be expected to help monitor the use of the gym. Student-athletes that are authorized to use the facility and allow unauthorized individuals to use the gym will have their privileges revoked.

Our student-athletes are expected to abide by this policy. Those who do not adhere to the policy will be handled at the discretion of the Head coach and the Athletic Director.

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Cafeteria Dining Schedule

Monday – Friday

BREAKFAST	7:15 am – 8:30 am
Continental	8:00 am – 9:00 am
LUNCH	11:00 am – 1:30 pm
DINNER	5:00 pm – 7:00 pm

Saturday

BREAKFAST	8:00 am – 8:30 am
LUNCH	11:30 am – 12:45 pm
DINNER	4:30 pm – 5:30 pm

Sunday

BRUNCH	11:00 am – 1:00 pm
Dinner	5:00 pm – 6:30 pm

Cafeteria Rules:

1. You are allowed one entrée at a time but may return as often as you like without wasting whenever possible.
2. Students on a meal plan must present their current TVCC ID card before they are allowed to enter the service area.
3. Only TVCC students who are dining are allowed in the campus dining area.
4. You are responsible for returning your tray and dishes to the return area.
5. No loud or profane language is allowed at any time or for any reason in the dining area.
6. You must be dressed appropriately to enter the dining area. This includes but is not limited to, no wearing pajamas, no slippers or the showing of undergarments.

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STUDENT COMPUTER LAB AGREEMENT

Athens Campus
Computer Science Department

The computer labs are designed for use by all computer classes. This involves different instructors, courses, software packages, and skill levels among students. These computer labs are set up in a specific way to ensure that all hardware and software components will work with every course that is taught in these labs. Each student has the responsibility of cleaning his/her workstation area after use (Includes placing unused, torn, and unwanted used paper in the trash-bin). All software is copyrighted and has been purchased by the college.

The following rules apply to all students:

1. Students must show ID card.
2. No cell phones are allowed in computer labs.
3. No student is permitted to change any settings or any files on the computer, unless instructed to do so by his/her instructor. Example: Changing wallpaper, screensavers, registry settings, boot-log files, icons, cursors, and shortcuts, etc.
4. No student is permitted to add or delete any files on the hard disk, unless instructed to do so by his/her instructor. Example: Downloading and installing any program (includes games and online chat programs); or deleting boot-log files, shortcuts, registry entries, icons, and any system files.
5. No student is permitted to copy software from the hard disk. Example: MS Office, MS Visual Studio, or Operating Systems.
6. No student is permitted to use the computers for any reason other than educational purposes. Example: Using the Internet for purposes other than class work such as viewing pornographic material, participating in online chat rooms, using email for purposes other than class work, and playing games during class and lab time. Going to websites for non-educational purposes. Example: (Myspace, Facebook and YouTube just to name a few).
7. No student is permitted to bring food or drinks into the classroom. Example: Cokes, candy, eating breakfast, lunch, or dinner in the labs etc.
8. No student is permitted to remove equipment or specialty items from the labs, unless instructed to do so by his/her instructor.
9. No children are allowed in the computer labs at any time. No exceptions!

Noncompliance with the above restrictions under normal circumstances will incur the following consequences:

1. Step One: WARNING by one of the faculty or staff.
2. Step Two: WARNING by the Division Chair or Dean.
3. Step Three: Student will be barred from using the computer labs. This could result in the student having to drop one or more computer courses.**

(** Note: If a serious offense has occurred, Steps One and Two may be skipped).

_____ <i>Signature</i>	_____ <i>Print Name</i>
_____ <i>Student ID Number</i>	_____ <i>Date</i>

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Student Success Center ssc@tvcc.edu

Baugh Technology Center
Room 320

Lab Hours:	Monday – Thursday	7:30 am – 8:00 pm
	Friday –	7:30 – 3:30
	Sunday –	5:00 – 9:00

Learning Lab Guidelines

- Please complete a participation form for every visit.
- Talking is allowed as long as it does not disturb others.
- Silence cell phone ringers or place them on vibrate before entering the lab. Do not disturb others with phone conversations.
- Computers may be used to check personal email.
- Computers cannot be used for gambling, commercial use, or illegal activities.
- Viewing of sexually explicit content and/or other offensive subject matter is not allowed.
- Food and drink are not allowed.
- Listening to iPods, CDs, or DVDs in the lab is acceptable only if headphones are used.
- Copyright and software license agreements should be observed.
- Anyone violating these guidelines will be asked to leave the lab area and will forfeit the right to use college computer equipment.

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GINGER MURCHISON LEARNING CENTER

Hours of Operation and Policy

Fall and spring

Monday – Thursday

7:45 am – 7:45 pm

Friday

7:45 am – 4:15 pm

Sunday

2:00 pm – 5:00 pm

LRC Computer Room Agreement

Rights and Responsibilities

Access to the college's Local Area Network (LAN) and internet is a privilege. Students who are enrolled at TVCC may use the computer in the LRC Computer Room for research, homework, or email. All LRC policies as stated in this agreement must be followed. Students who fail to follow LRC policies will be placed on a Warned List. Repeat offenders will be placed on a Banned List and must have permission from the LRC Director to return to the computer Room. All prints whether a mistake or not are .10 per page.

Policies:

- Only currently enrolled students and TVCC employees may use the computers. You must have a TVCC ID card. Exception: financial aid or special permission from the LRC Director.
- Users must sign the LRC Computer Room agreement before using the computers.
- No one may accompany the user into the computer room, including children and friends, parents or spouses.
- No group projects. No helping others with financial aid, homework, etc.
- Turn your cell phone off before entering the computer room. Cell phone use is not permitted. Turn off all listening devices. Example: iPod, walkmans, MP3 players. Use of these items is not permitted.
- Computers will be used for research, homework, or email only. Instant messaging, blogging, surfing the net, playing games, chatting, shopping, using journals, or message boards is not permitted. This includes Myspace.com, Facebook.com, etc.
- Accessing websites with material deemed pornographic or otherwise inappropriate by the LRC staff is not permitted.
- Illegal activities, including gambling and violating software agreements and copyright laws, are not permitted.
- Food, drink, and loud conversations are not permitted. Profanity is prohibited! Respect the rights of others who are working.
- LRC staff will follow testing policies set by the testing center. Students will not be allowed to start a test later than one hour prior to closing.
- Violating network integrity and attempting to alter the configuration of the computers is not permitted.
- Computer room is closed on weekends and holidays and between semesters when there are no classes. Occasionally, it is closed to individual students when an instructor reserves the room.
- The LRC and LRC staff is not responsible for lost or stolen property.

Procedures

1. Users will present a current TVCC student ID when entering the computer room.
2. Students will sign the sign-in sheet and indicate their reason for using the computers.
3. LRC personnel will check out a computer to the student and keep the ID with the checkout card.
4. The student ID will be returned to the student when the computer is discharged.

I have read the LRC Computer room agreement and understand its responsibilities. I agree to abide by the policies stated in this agreement, and understand that failure to follow these policies will result in the loss of my privilege to use the computer.

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SPORTS MEDICINE

General Sports Medicine Policies

- All student-athletes who desire to participate in TVCC athletics MUST complete a comprehensive medical questionnaire and a physical examination which is provided by the sports medicine staff. Medical clearance must be obtained from the team physician before an athlete is permitted to participate in any athletic event.
- All injuries and illnesses are to be reported to the sports medicine staff on the same day they occur. Upon initial evaluation by a certified athletic trainer, the athletic trainer will determine if further medical treatment is necessary.
- In case of an emergency or impending medical problem (outside normal operational athletic training room hours) the student-athlete should immediately contact the athletic trainer or coach for assistance and/or advice, regardless of the time of day. In emergencies during athletic related activities, medical attention will be arranged immediately for the student-athlete by the sports medicine staff.
- The department of athletics does not assume any financial responsibility for any medical treatment obtained without prior evaluation and referral by the certified athletic trainer or team physician. If you desire medical attention without consulting with the TVCC sports medicine staff for injuries, you may do so at your own expense. A student-athlete who is seeking medical care outside of our department will not be allowed to participate until deemed appropriate in writing from his/her personal physician; then reviewed by the team physician.

Treatment/Injury Evaluation/Sick Call

6:30–9:00 am Monday through Thursday at the Field house Training Room (others by appointment only)

Anyone needing evaluation and/or treatment for any injury or illness MUST be present during morning treatment hours. Anyone not reporting for during morning treatment hours will be considered full go for practice that day. No shows for scheduled treatment times will be reported to the head coach. Coaches will be notified by 10:00 am each day regarding injuries, illnesses and no shows so that practice and game adjustments can be made.

The athletic training room will be open prior to each practice. If you need treatment prior to practice, you must coordinate a time with the head athletic trainer. Any injuries occurring during practice must be reported directly after practice. All treatments will be administered by the sports medicine staff.

Athletic Training Room Rules

- Only three (3) students athletes allowed in the room at one time.
- No one is to enter the athletic room unsupervised or without permission.
- Nothing is to be taken from training room without permission.
- No shoes of any kind may be worn in the training room.
- No tobacco of any kind is permitted.
- No food or drink.
- No horseplay.
- Shirt and shorts must be worn at all times.
- No foul or offensive language.
- The training room is not for social gatherings – no loitering.
- Be on time for appointments!

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INSURANCE

The TVCC Athletic Department will insure every student-athlete with a secondary insurance policy that will cover injuries or illness resulting from injuries that are received while participating in intercollegiate athletics at TVCC. The program is a secondary or "excess coverage plan", which means that it, will only consider those expenses not covered by other insurance programs. In addition, only injuries sustained while participating in an organized practice, competition or traveling to and from competition will be considered under this secondary policy.

The following outlines steps to follow in order to complete the claims process with ease:

1. Any and all injuries must be reported to and evaluated by the athletic trained to determine if further medical treatment or evaluation is necessary.
2. If further treatment is sought, all appointments will be made by the TVCC sports medical staff.
3. All athletic injury claims will be initially filed with the student-athlete's primary insurance company.
4. The primary insurance will issue an explanation of benefits (EOB) stating payment or denial of charges. Student-athlete will then forward a copy of the original bill, any statements and the explanation of benefits (EOB) to;
*TVCC Athletics
Insurance Coordinator
100 Cardinal Drive
Athens, Texas 75751*
5. Compliance in sending the EOB's and all necessary documentation to TVCC is necessary before any claims can be submitted.
6. Charges that are not paid by the primary insurance will then be considered by your athletic insurance, which is considered secondary coverage.
7. Once TVCC's insurance carrier receives all pertinent information, the claim will then be processed. This process can take up to 6-8 weeks.
8. Please be aware that it is possible that there will be remaining balances after the primary insurance and school insurance have paid. In this case you will be responsible for any remaining balance.

The Athletic Department assumes **no** financial responsibility for:

1. Injuries or conditions received prior to the arrival at TVCC (i.e. pre-existing conditions or injuries).
2. Injuries or conditions not incurred in a supervised practice or during intercollegiate contests at TVCC (including injuries sustained while playing intramurals, inside your dormitory room and campus events, injuries sustained while not enrolled in the academic semester, or injuries sustained after completion of eligibility).
3. Any medical expenses to which you were not referred by a member of the sports medicine staff or team physician.
4. Normal dental care such as cleanings, exams or orthodontic devices.
5. Contact lenses or glasses or examinations for.
6. Routine medical exams for illnesses unrelated to an athletic injury.
7. Prescription medications for pre-existing or existing medical conditions.
8. Immunizations or allergy injections.



Revised July 1, 2009

Information for a Prospective NJCAA Student-Athlete

The National Junior College Athletic Association (NJCAA) is committed to providing quality athletic opportunities to enhance the entire collegiate learning experience of its students. The Association and its member colleges strive to provide equal opportunities for all concerned student-athletes. The Association is sensitive to the special needs and circumstances of the Community/Junior College student while keeping within the high academic standards of our 513 member institutions.

GENERAL INFORMATION

Q: What sports are sponsored by the NJCAA?

A: The NJCAA provides opportunities for participation, including National Championships, for student-athletes in the following sports:

Fall Baseball, Spring Baseball, Basketball, Bowling, Cross Country, Football, Fall Golf, Spring Golf, Ice Hockey, Indoor Track and Field, Spring Lacrosse, Fall Lacrosse, Outdoor Track and Field, Fall Softball, Spring Softball, Fall Soccer, Spring Soccer, Swimming & Diving, Fall Tennis, Spring Tennis, Fall Volleyball, Spring Volleyball and Wrestling.

Q: Whose rules do I abide by?

A: Students participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the Rules of Eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the college at which the students are attending and participating.

Q: How do I determine my initial eligibility?

A: Due to the unique academic and athletic situation of each individual, and the complexity of the NJCAA eligibility rules, it is recommended that each potential student-athlete discuss their athletic eligibility with the athletic personnel at the NJCAA college where they have chosen to attend. Should the athletic staff have any questions in determining an individual's eligibility, the college may contact the NJCAA National Office for assistance.

Q: Must I have graduated from high school?

A: Students must be a high school graduate or must have received a high school equivalency diploma or have been certified as having passed a national test such as the General Education Development Test (GED). Non-high school graduates can establish eligibility by completing one term of college work having passed twelve credits with a 1.75 GPA or higher. This term must be taken after the student's high school class has graduated.

Q: What if I am taking classes at a college while still in high school?

A: If a student is enrolled in twelve or more credits at a college while still enrolled and completing their high school education, they are eligible for athletic participation if they complete a NJCAA High School Waiver Form (Form e.3) signed by their high school Principal and the College President. This option is not available to those students whose high school class has already graduated.

Q: How many seasons may I participate in a sport?

A: Students are allowed two (2) seasons of competition in any sport at a NJCAA college, if they have not participated at any intercollegiate level during two (2) seasons previously. Playing in one or more regularly scheduled contests prior to post-season competition uses one season of participation in that sport.

Warning: Students who falsify their academic records and /or information about previous athletic participation shall be barred from any further competition in any NJCAA member college at any time.

Q: Do I qualify as an amateur?

A: Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is a vocation and not a source of personal monetary gains. Be sure of your amateur status by checking the NJCAA amateur rules (Article V, Section 11, NJCAA Handbook) or checking with a NJCAA athletic director.

Q: While playing a sport I want to enter an open tournament or play with another team. May I?

A: While the season of any sport is in progress, as determined by the published schedule of the college, students are not allowed to participate in that same sport for any other team except in the following sports: bowling, golf and tennis.

If a student wishes to enter any open competition as a representative of their college, the competition must be listed on the published schedule of the college and the student must meet all NJCAA eligibility requirements.

If a student is not representing a NJCAA college, they may enter open or "exhibition" competition without NJCAA approval. A college shall not, however, furnish the student with any assistance (equipment, transportation, lodging or meals) when participating in such events.

Q: What about All-Star competitions?

A: Student participation in athletic events such as All-Star games must be approved by the NJCAA National Office.

The NJCAA does NOT restrict the number of All-Star games in which a High School student may participate prior to attendance at a NJCAA college.

LETTER OF INTENT/SCHOLARSHIP AGREEMENT

Q: What is the NJCAA Letter of Intent?

A: The NJCAA Letter of Intent is used to commit an individual to a specific institution for a period of one year. The form is only valid for NJCAA member colleges and has no jurisdiction over NCAA or NAIA colleges.

Q: What if I sign a NJCAA and a NCAA Letter of Intent?

A: A student is allowed to sign a Letter of Intent with both a NJCAA and a NCAA college without sanction. The student may not, however, sign a NJCAA Letter of Intent with two NJCAA colleges. If a student does sign with two NJCAA colleges, that student will become immediately ineligible to compete in NJCAA competition for the next academic year in any sport.

Q: What kind of grant-in-aid can I receive from NJCAA institutions?

A: An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of tuition, fees, room, board, books and course related material, and transportation costs one time per academic year to and from the college by direct route.

Q: If I am awarded an athletic scholarship and voluntarily do not participate, could I lose my scholarship?

A: Cancellation or modification of an athletic scholarship during the period of its effectiveness is allowed for the following reasons only:

1. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons.

2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution.
3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport.
4. Graduation

Colleges may also include attachments to the NJCAA Letter of Intent which stipulates conditions for the cancellation of an athletic scholarship that are more stringent than those listed above.

Q: One NJCAA school can offer me a full scholarship, and one school can't offer me anything. Why?

A: Each institution belonging to the NJCAA can choose to compete on the Division I, II or III level in designated sports. Division I colleges may offer full athletic scholarships, Division II colleges are limited to awarding tuition, fees and books, and Division III institutions may provide no athletically related financial assistance. However, NJCAA colleges that do not offer athletic aid may choose to participate at the Division I or II level if they so desire.

ELIGIBILITY RULES

Q: Must I be a full-time student during the season?

A: Students must maintain full-time status during the season of the sport(s) in which they have chosen to participate (full-time status being 12 credit hours or more).

Q: What determines my eligibility after my initial full-time enrollment?

A: Eligibility is determined prior to the last official date to register for the term as published in the college catalog. At that time, the student must have:

1. Prior to the fifteenth calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
2. Prior to the fifteenth calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 - A. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,

OR

- B. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

OR

- C. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.),

OR

- D. A first **or** second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

Q: Are there additional requirements I must meet to participate?

A: A student must also make progress towards graduation. Before participation in a second season in any certified sport(s), a student must have:

1. Obtained at least 24 semester hours or 36 quarter hours with a 2.00 GPA or higher **and one of 2-3 below:**
 2. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
- OR**
3. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,
 4. A first **or** second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

Q: I played one year on a club team, how many years of intercollegiate eligibility do I have left?

A: Participation on a designated collegiate club team in a NJCAA certified sport will constitute one (1) season of participation.

Q: I took a semester off to earn money for college, will I be immediately eligible to play once I enroll as a full-time student?

A: Students must be enrolled full-time (twelve or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Students not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
2. Their return from a religious mission.
3. Their graduation from a high school or receipt of an equivalency diploma.
4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Students that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full time student for the new term. (Students must be added to the eligibility form before participating.)
5. A student attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

Q: What if I start college and then withdraw?

A: The following withdrawal policy applies to students that are attending any college.

1. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G.)
2. Students that have participated and withdraw within the first fifteen (15) calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of section 4.D or 4.E. The term in which the student participates must be considered the same as a term of full-time attendance.

Q: May a part-time student participate?

A: Students who have never been full-time (12 or more credits) at any colleges may become eligible for competition in a sport by meeting the following conditions:

1. The student must attend the same institution at least one academic year as a part-time student before the year they wish to participate and pass at least 12 credit hours with a 1.75 GPA or higher.
2. During each term they are participating, the student must carry at least six credit hours.
3. Before a second season, the student must pass a total of 24 credit hours with a 2.00 GPA or higher.
4. If students ever enroll full time, they immediately forfeit all privileges under this part-time provision.

Q: Upon returning to college following an extended absence, must I meet the current eligibility requirements?

A: Students who have not been enrolled in college in twelve (12) or more credit hours (full-time) for a period of eighteen calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Article V, Section 4.d or 4.e (not Section 4.f) of the NJCAA bylaws. Students who have served eighteen calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.d, 4.e and 4.f. Note, this is a one time exemption, available only for the first full-time term after the period of non-attendance.

Q: What are the requirements for transfer students?

A: All transfer students must adhere to the eligibility rules of the NJCAA to be eligible for participation at a member institution. Check Article V, Section 10 of the NJCAA Handbook to make sure you meet all transfer requirements of the NJCAA.

Q: What requirements will I have to meet to transfer from a two-year college to a four-year college?

A: Questions relative to a transfer from a NJCAA college to a four-year program must be addressed by the four-year college and/or their national governing body (ie. NCAA or NAIA).

Q: Are the rules uniform throughout the entire membership?

A: The various regions of the NJCAA may adopt rules which are more stringent than the national rules, but none that are less stringent. It would be best for you to check the rules that exist within the region in which you are interested in attending. Any member college can assist you with any regional differences, which may exist.

Q: I am a recent high school graduate and coaches have started to recruit me to play. What is allowed?

A: The following is permitted under NJCAA recruitment rules:

1. No institution shall permit an athlete to be solicited to attend by the promise of a gift or inducement other than an athletic grant-in-aid.
2. An institution may pay for one visit to its campus by direct route, for a stay not to exceed two days and two nights. The visit must be completed no less than 10 days prior to the opening day of classes.
3. While recruiting a potential athlete on campus, a college representative may purchase meals for the athlete. The value of the meals may not exceed the amount provided to a college employee while traveling on college business.
4. A college official must authorize all funds utilized for recruitment purposes.

For further clarification of the recruiting rules, see Article VIII, B. If a student-athlete signs a NJCAA Letter of Intent, all NJCAA institutions are obligated to respect that signing and shall cease to recruit that student-athlete. The student-athlete is obligated to notify any recruiter who contacts him/her of the signing.

For more information about the National Junior College Athletic Association, write to: NJCAA, 1755 Telstar Drive, Suite 103, Colorado Springs, CO 80920 or contact your local NJCAA member college. Additional information can also be found on the NJCAA web site: www.njcaa.org

DIVISION I

- (d) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution prior to attendance at the branch school;
- (e) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
- (f) The student reported for a regular squad practice (including practice or conditioning activities that occur prior to certification per Bylaws 14.3.5.1 and 14.5.4.6.5), announced by the institution through any member of its athletics department staff, prior to the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular practice;"
- (g) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies; or
- (h) The student received institutional financial aid while attending a summer term, summer school or summer-orientation program (see Bylaws 15.2.8.1.3 and 15.2.8.1.4). A recruited student who receives institutional financial aid pursuant to Bylaw 15.2.8.1.4 is subject to the transfer provisions, except that a prospective student-athlete (recruited or nonrecruited) who is denied admission to the institution for full-time enrollment shall be permitted to enroll at another institution without being considered a transfer student. (*Adopted: 1/10/90; Revised: 4/26/01, 4/14/03*)

14.5.3 Conditions Not Constituting Transfer Status. Unless otherwise covered by conditions set forth in Bylaw 14.5.2, a student-athlete is not considered a transfer under the following enrollment conditions:

14.5.3.1 Summer School, Extension Courses or Night School. The student has been enrolled in or attended classes only in a summer school, extension course or night school, unless the night school is considered by the institution to be a regular term (semester or quarter) the same as its day school, the student is enrolled for a minimum full-time load in this regular night term, and the student is considered by the institution to be a regularly enrolled student.

14.5.3.2 Prospective Student-Athlete Attending Summer School Prior to Initial Full-time Enrollment. A prospective student-athlete receiving financial aid to attend summer school prior to initial full-time enrollment who is denied admission to the institution for full-time enrollment. (*Adopted: 4/26/01*)

14.5.3.3 Branch School. The student has been enrolled in or attended classes only in a branch school, provided the branch school does not conduct an intercollegiate athletics program. If the branch school conducts an intercollegiate athletics program, the student shall not be considered a transfer only upon enrollment at the parent institution directly from the branch school. (For definition of "branch school," see Bylaw 14.02.1.)

14.5.3.4 Second Campus of Institution. The student is in residence at an institution's campus that is not in the same city as the institution's main campus, provided the campus at which the student is in residence does not conduct an intercollegiate athletics program, classes on the campus are taught by the same instructors who teach classes on the main campus, the credits received by all class enrollees are considered as regular credits by the institution's main campus, and the degrees awarded to all students come from the institution's main campus.

14.5.3.5 Academic Exchange Program. The student participates in a regular academic exchange program between two four-year institutions that requires a participant to complete a specified period of time at each institution, and the program provides for the student-athlete to receive at least two baccalaureate or equivalent degrees at the conclusion of this joint academic program.

See Figures 14-5 through 14-6, Pages 185-186, for a summary of eligibility requirements for two-year college students who transfer to Division I institutions.

14.5.4 Two-Year College Transfers. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence unless the student meets the following eligibility requirements applicable to the division of which the certifying institution is a member. Further, a transfer student-athlete admitted after the 12th class day may not utilize that semester or quarter for the purpose of establishing residency. (*Revised: 1/10/92*)

14.5.4.1 Qualifier. A transfer student from a two-year college who was a qualifier (per Bylaw 14.3.1.1) is eligible for competition in Division I institutions the first academic year in residence only if the student has spent at least one full-time semester or one full-time quarter in residence at the two-year college (excluding summer sessions), presented a minimum grade-point average of 2.000 (see Bylaw 14.5.4.6.3.2) and satisfactorily completed an average of at least 12-semester or -

quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution for each full-time academic term of attendance at the two-year college. (Revised: 4/24/03 effective 8/1/03; for those students first entering an NCAA institution on a full-time basis on or after 8/1/03)

14.5.4.1.1 Basketball — Midyear Enrollee. In basketball, a qualifier who satisfies the provisions of Bylaw 14.5.4.1, but initially enrolls at the certifying institution as a full-time student subsequent to the conclusion of the institution's first term of the academic year, shall not be eligible for competition until the ensuing academic year. (Adopted: 4/27/00 effective 8/1/01 for those student-athletes first entering the certifying institution on or after 8/1/01; Revised: 3/10/04)

14.5.4.2 Not a Qualifier. A transfer student from a two-year college who was not a qualifier (per Bylaw 14.3.1.1) is eligible for institutional financial aid, practice and competition the first academic year in residence only if the student has graduated from the two-year college, has completed satisfactorily a minimum of 48-semester or 72-quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution and has attended a two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms). In addition, such a student must have a cumulative grade-point average of 2.000 (see Bylaw 14.5.4.6.3.2). (Revised: 1/10/90 effective 8/1/90, 1/9/96 effective 8/1/96 for those student-athletes first entering a two-year collegiate institution on or after 8/1/96; 4/24/03 effective 8/1/03 for those students first entering an NCAA institution on a full-time basis on or after 8/1/03; 6/1/06)

14.5.4.2.1 Use of Hours Earned during Summer Terms. Not more than a total of 18-semester or 27-quarter hours of the transferable-degree credit may be earned during summer terms, and not more than nine-semester or 13.5 quarter hours of the transferable-degree credit may be earned during the summer term(s) immediately prior to the transfer. (Adopted: 1/9/96 effective 8/1/97 for those student-athletes first entering the certifying institution on or after 8/1/97)

14.5.4.2.2 Three-Semester/Four-Quarter Attendance Requirement. A student-athlete is not permitted to satisfy the three-semester/four-quarter attendance requirement during one academic year. (Adopted: 6/8/99)

14.5.4.2.3 Basketball — Midyear Enrollee. In basketball, a student who was not a qualifier (per Bylaw 14.3.1.1) who satisfies the provisions of Bylaw 14.5.4.2, but initially enrolls at a certifying institution as a full-time student subsequent to the conclusion of the institution's first term of the academic year, shall not be eligible for competition until the ensuing academic year. (Adopted: 4/27/00 effective 8/1/01 for those student-athletes first entering the certifying institution on or after 8/1/01; Revised: 3/10/04; 6/1/06)

14.5.4.3 Status as Qualifier or Nonqualifier. A prospective student-athlete who does not graduate from high school before enrolling as a regular student in a two-year college may not transfer work back to the high school, graduate from the high school and establish initial eligibility at a member institution on the basis of the revised high school record. Such a student is considered to be a two-year college transfer who was a nonqualifier.

14.5.4.4 Status of Nonqualifier, Nonrecruited. A two-year college student-athlete who transferred to a Division I institution without meeting the requirements of Bylaw 14.5.4.2 shall not be eligible for regular-season competition and practice during the first academic year in residence. However, such a student who was not recruited per Bylaw 13.02.12 and for whom admission and financial aid were granted without regard to athletics ability shall be eligible for nonathletics institutional financial aid, provided there is on file in the office of the athletics director certification by the faculty athletics representative, the admissions officer and the chair of the financial aid committee that admission and financial aid were so granted.

14.5.4.5 Two-Year College Transfer Regulations. The following regulations shall be applied in administering the eligibility requirements for two-year college transfers.

14.5.4.5.1 Multiple Two-Year Colleges. When a student-athlete has been in residence at two or more two-year colleges, the terms of residence at all two-year colleges may be combined in order to satisfy the residence requirement. All grades and all course credits that are transferable from the two-year colleges to the member institution shall be considered in determining the student-athlete's eligibility under Bylaw 14.5 (see also Bylaw 14.5.6). In addition, at least 25 percent of the credit hours used to fulfill the student's academic degree requirements must be earned at the two-year college that awards the degree per Bylaw 14.5. (Revised: 1/11/94)

14.5.4.5.2 Credit Earned at Four-Year Institution. If a student-athlete attends a two-year college and, prior to regular enrollment at a member institution, attains additional credits as a part-time student in a four-year collegiate institution, the hours accumulated at the four-year institution may be utilized by the member institution in determining the student-athlete's eligibility under the two-year college transfer provisions, provided:

- (a) These hours are accepted by the two-year college and are placed on the transcript or other official document by the two-year college from which the student-athlete transfers prior to the date of initial regular enrollment at the NCAA member institution; and
- (b) Any official document (other than the student's transcript) utilized by the two-year college for this purpose includes the official seal of the two-year college, is signed by the appropriate academic official of the two-year college and is forwarded directly from the two-year college to the appropriate admissions official of the certifying institution.

14.5.4.5.3 Determination of Transferable Degree Credit. For the purpose of determining transferable degree credit, the institution may count those courses accepted as degree credit in any of its colleges, schools or departments.

14.5.4.5.3.1 Transferable Credit, Unacceptable Grade. Credit hours for courses with grades not considered acceptable for transferable degree credit for all students at an institution shall not be counted in determining whether the transfer requirement for total number of hours is satisfied.

14.5.4.5.3.2 Calculation of Grade-Point Average for Transferable Credit. Grades earned in all courses that are normally transferable to an institution shall be considered in determining the qualitative grade-point average for meeting transfer requirements, regardless of the grade earned or whether such grade makes the course unacceptable for transferable degree credit. Only the last grade earned in a course that has been repeated shall be included in the grade-point-average calculation.

14.5.4.5.4 Degree Requirement. In order to satisfy the two-year-college graduation requirement for eligibility immediately upon transfer from a two-year college to a member institution, a student-athlete must receive an associate or equivalent degree in an academic or technical, rather than a vocational, curriculum. The Academics/Eligibility/Compliance Cabinet shall have the authority to determine whether a two-year college degree is academic or technical, rather than vocational, in nature. *(Revised: 1/10/95, 1/12/99 effective 8/1/99)*

14.5.4.5.5 Transfer to Four-Year College Prior to Completion of Requirements. The requirements set forth in Bylaw 14.5.4 must be met prior to a student-athlete's transfer to the certifying institution. Thus, if a two-year college student transfers (as defined in Bylaw 14.5.2) to a member institution prior to the completion of applicable transfer requirements, the student is subject to the one-year residence requirement at the certifying institution, even though the student transfers back to the two-year college and completes the necessary requirements.

14.5.4.5.6 Participation Prior to Certification

14.5.4.5.6.1 Temporary Certification, Recruited Two-Year College Transfer. If a recruited two-year college transfer reports for athletics participation before the student's high school or two-year college academic record has been certified, the student may practice, but not compete, for a maximum of 14 days. After this 14-day period, the student shall have established minimum requirements as a transfer to continue practicing or to compete. *(Adopted: 1/10/90, Revised: 10/7/05)*

14.5.4.5.6.2 Temporary Certification, Nonrecruited Two-Year College Transfer. If a non-recruited two-year college transfer reports for athletics participation before the student's high school or two-year college academic record has been certified, the student may practice, but not compete, for a maximum of 45 days. After this period, the student shall have established minimum requirements as a transfer to continue practicing or to compete. *(Adopted: 1/10/90)*

14.5.4.5.7 Competition in Year of Transfer. A transfer student from a two-year institution, who has met the two-year transfer eligibility requirements per Bylaw 14.5.4, is not eligible to compete at the certifying institution during the segment that concludes with the NCAA championship if the student-athlete has competed at the two-year college during that segment of the same academic year in that sport. *(Revised: 1/11/94, 4/29/04 effective 8/1/04)*

14.5.4.6 Exceptions or Waivers for Transfer from Two-Year Colleges. A transfer student from a two-year college or from a branch school that conducts an intercollegiate athletics program is not subject to the residence requirement at the certifying institution if any one of the following conditions is met. An individual who is not a qualifier shall not be permitted to use the exceptions under this bylaw. *(Revised: 4/27/06)*

14.5.4.6.1 Discontinued/Non-sponsored Sport Exception. The student changed institutions in order to continue participation in a sport because the student's original two-year college dropped the sport from its intercollegiate program (even though it may subsequently establish that sport on a club basis) or never sponsored the sport on the intercollegiate level while the student was in attendance at that institution, provided the student never attended any other collegiate institution that offered intercollegiate competition in that sport and the student

earned at least a minimum 2.000 grade-point average (see Bylaw 14.5.4.6.3.2) at the two-year college. (Revised: 1/11/89, 1/10/90)

14.5.4.6.1.1 Original Collegiate Institution. In applying this provision for an exception to the residence requirement, the original collegiate institution shall be the two-year college in which the student was enrolled immediately prior to the transfer to the certifying institution, provided that, if the student is transferring from a two-year college that never sponsored the sport on the intercollegiate level, the student never shall have attended any other collegiate institution that offered intercollegiate competition in that sport.

14.5.4.6.2 Two-Year Nonparticipation or Minimal Participation Exception. The student transfers to the certifying institution from a two-year college and, for a consecutive two-year period immediately prior to the date on which the student begins participation (practice and/or competition), the student has not competed in intercollegiate competition and has not engaged in other countable athletically related activities in the involved sport in intercollegiate athletics in the involved sport beyond a 14 consecutive-day period, or has neither practiced nor competed in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution. The 14 consecutive-day period begins with the date on which the student-athlete first engages in any countable athletically related activity (see Bylaw 17.02.1). The two-year period does not include any period of time prior to the student's initial-collegiate enrollment. (Adopted: 1/9/06 effective 8/1/06, Revised: 5/9/06)

14.5.5 Four-Year College Transfers. See Bylaw 13.1.1.3 for prohibition against contacting student-athletes of another four-year collegiate institution without permission of that institution's athletics director.

14.5.5.1 General Rule. A transfer student from a four-year institution shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the certifying institution. Further, a transfer student-athlete admitted after the 12th class day may not use that semester or quarter for the purpose of establishing residency. (Revised: 1/10/91 effective 8/1/91)

The following Bylaws 14.5.5.1.1 and 14.5.5.1.2 were revised at the January 9, 2006, NCAA Division I Board of Directors meeting effective, August 1, 2007:

14.5.5.1.1 Attendance for One Academic Year. A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid and practice at a member institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status (per Bylaw 14.3.1.1) at the time of initial enrollment.

14.5.5.1.2 Attendance for Less Than One Academic Year. A transfer student from a four-year institution who was not a qualifier (as defined in Bylaw 14.02.9.2) and who attended the four-year institution less than one full academic year shall not be eligible for competition during the first academic year of attendance at the certifying institution. Participation in practice sessions and the receipt of financial aid during the first academic year of attendance at the certifying institution by such students is governed by the provisions of Bylaw 14.3.2.1. (Revised: 1/3/06)

14.5.5.1.1 Attendance for One Academic Year. A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid (see Bylaw 14.5.5.4) and practice at a member institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status (per Bylaw 14.3.1.1) at the time of initial enrollment. (Revised: 1/9/06 effective 8/1/07)

14.5.5.1.2 Attendance for Less Than One Academic Year. A transfer student from a four-year institution who was not a qualifier (as defined in Bylaw 14.02.9.2) and who attended the four-year institution less than one full academic year shall not be eligible for competition during the first academic year of attendance at the certifying institution. Participation in practice sessions and the receipt of financial aid during the first academic year of attendance at the certifying institution by such students is governed by the provisions of Bylaw 14.3.2.1 (see Bylaw 14.5.5.4). (Revised: 1/3/06; 1/9/06 effective 8/1/07)

14.5.5.2 Exceptions or Waivers for Transfers from Four-Year Colleges. A transfer student (other than one under disciplinary suspension per Bylaw 14.5.1.3) from a four-year collegiate institution is not subject to the residence requirement for intercollegiate competition, provided the student does not have an unfulfilled residence requirement at the institution from which he or she is transferring (except for the return to original institution without participation exception) and any of the following exceptions is satisfied. During the student-athlete's first academic year of full-time collegiate enrollment, such conditions may serve as a basis for a waiver of or an exception to the residence requirement only for transfer students who, at the time of initial collegiate enrollment, met the requirements for "qualifiers" (set forth in Bylaw 14.3.1) in the division to which they are transferring. In basketball, a student-athlete who initially enrolls at the certifying institution as a full-time student subsequent to the conclusion of the first term of the academic year and qualifies for

14.5.5.3 Competition in Year of Transfer. A transfer student from a four-year institution, who has received a waiver of or exception to the transfer residence requirement (per Bylaw 14.5.5.2), is not eligible to compete at the certifying institution during the segment that concludes with the NCAA Championship if the student-athlete has competed during that segment of the same academic year in that sport at the previous four-year institution. *(Adopted: 1/10/95 effective 8/1/95; Revised: 1/14/97 effective 8/1/97, 4/29/04 effective 8/1/04)*

The following Bylaw 14.5.5.4 was adopted at the January 9, 2006, Board of Directors meeting, effective August 1, 2007:

14.5.5.4 Eligibility for Institutional Athletically Related Financial Aid. A transfer student from a four-year institution may receive institutional athletically related financial aid during his or her first academic year at the certifying institution only if he or she would have been academically eligible to compete during the next regular academic term had the student-athlete remained at the previous institution. *(Adopted: 1/9/06 effective 8/1/07)*

14.5.6 4-2-4 College Transfers. A student who transfers from a four-year college to a two-year college and then to the certifying institution shall complete one academic year of residence at the certifying institution prior to engaging in intercollegiate competition, unless the student has: *(Revised: 1/9/06 effective 8/1/06)*

- (a) Completed an average of at least 12-semester or -quarter hours of transferable degree credit, with a cumulative minimum grade-point average of 2.000, acceptable toward any baccalaureate degree program at the certifying institution for each term of full-time attendance at the two-year college following transfer from the four-year college most recently attended; *(Revised: 1/9/06 effective 8/1/06)*
- (b) One calendar year has elapsed since the student's departure from the previous four-year college (i.e., one year since the date that the student-athlete takes formal action with the appropriate institutional authorities required for all students to indicate that the student-athlete is leaving the previous four-year institution and no longer will be attending classes); and *(Revised: 1/9/06 effective 8/1/06)*
- (c) The student has graduated from the two-year college (see Bylaws 14.5.4.5.1 and 14.5.4.5.3.2). *(Revised: 1/10/90, 2/16/00, 1/9/06 effective 8/1/06)*

14.5.6.1 Exceptions. A "4-2-4" transfer student who does not meet the requirements of Bylaw 14.5.6 is not subject to the residence requirement for intercollegiate competition if any of the following conditions is met:

- (a) The student returns to the four-year college from which he or she transferred to the two-year college, provided the student did not have an unfulfilled residence requirement at the time of the transfer from the four-year college. The amount of time originally spent in residence at the first four-year college may be used by the student in completing the unfulfilled residence requirement at that institution; or
- (b) The student initially was enrolled in a four-year collegiate institution that never sponsored the student's sport on the intercollegiate level while the student was in attendance at the institution (provided the student never had attended any other four-year collegiate institution that offered intercollegiate competition in that particular sport) and provided the student was a qualifier and satisfactorily completed an average of at least 12-semester or -quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution during each academic term of attendance with an accumulative minimum grade-point average of 2.000 (see Bylaw 14.5.4.6.3.2), and spent at least two semesters or three quarters in residence at the two-year college (excluding summer sessions). *(Adopted: 1/11/89)*

14.5.6.2 Basketball — Midyear Enrollee. In basketball, a student who satisfies the provisions of Bylaw 14.5.6, but initially enrolls at a certifying institution as a full-time student subsequent to the conclusion of the institution's first term of the academic year, shall not be eligible for competition until the ensuing academic year. *(Revised: 3/10/04)*

14.5.6.3 Calendar-Year Time Lapse. It is not required that the calendar year specified in Bylaw 14.5.6 elapse prior to the student's initial enrollment as a regular student in the second four-year institution, but the calendar year must elapse before the student represents the certifying institution in intercollegiate competition. However, the student-athlete shall be eligible on the first day of classes or on the date of the first scheduled intercollegiate contest that falls earlier than the first day of classes in the regular academic term in which the student would become eligible, provided the student has fulfilled the one-academic-year requirement.

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- (e) The student reported for a regular squad practice [including countable athletically related activities (see Bylaw 17.02.1.1) that occur prior to certification per Bylaws 14.3.5.1 and 14.5.4.3.6], announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular" practice; (*Revised: 1/12/04*)
- (f) The student participated in countable athletically related activities (see Bylaw 17.02.1.1) in a given sport even though the student was enrolled in less than a minimum full-time program of studies; or (*Revised: 1/12/04*)
- (g) The student received athletically related institutional financial aid while attending a summer term, summer school or summer-orientation program (see Bylaw 15.2.7). (*Adopted: 1/10/90, Revised: 1/9/06 effective 8/1/06*)

14.5.3 Conditions Not Constituting Transfer Status. Unless otherwise covered by conditions set forth in Bylaw 14.5.2, a student-athlete is not considered a transfer under the following enrollment conditions:

14.5.3.1 Summer School, Extension Courses or Night School. The student has been enrolled in or attended classes only in a summer school, extension course or night school, unless the night school is considered by the institution to be a regular term (semester or quarter) the same as its day school, the student is enrolled for a minimum full-time load in this regular night term, and the student is considered by the institution to be a regularly enrolled student.

14.5.3.2 Branch School. The student has been enrolled in or attended classes only in a branch school, provided the branch school does not conduct an intercollegiate athletics program. If the branch school conducts an intercollegiate athletics program, the student shall not be considered a transfer only on enrollment at the parent institution directly from the branch school. (For definition of "branch school," see Bylaw 14.02.1.)

14.5.3.3 Second Campus of Institution. The student is in residence at an institution's campus that is not in the same city as the institution's main campus, provided the campus at which the student is in residence does not conduct an intercollegiate athletics program, classes on the campus are taught by the same instructors who teach classes on the main campus, the credits received by all class enrollees are considered as regular credits by the institution's main campus, and the degrees awarded to all students come from the institution's main campus.

14.5.3.4 Academic Exchange Program. The student participates in a regular academic exchange program between two four-year institutions that requires a participant to complete a specified period of time at each institution, and the program provides for the student-athlete to receive at least two baccalaureate or equivalent degrees at the conclusion of this joint academic program.

14.5.4 Two-Year College Transfers. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence, unless the student meets the following eligibility requirements applicable to the division of which the certifying institution is a member. Further, a transfer student-athlete admitted after the 12th class day may not use that semester or quarter for the purpose of establishing residency. (*Revised: 1/10/92*)

14.5.4.1 Eligibility for Competition, Practice and Athletics Aid. A transfer student from a two-year college is eligible for competition, practice and athletics aid during the first academic year in residence at the certifying institution, provided: (*Adopted: 1/13/03 effective 8/1/03, Revised: 1/12/04 effective 8/1/04, 1/10/05*)

- (a) The student-athlete has attended the two-year college as a full-time student for at least two semesters or three quarters (excluding summer sessions); and (*Revised: 1/12/04 effective 8/1/04, 1/10/05*)
- (b) The student-athlete has satisfied one of the following provisions: (*Revised: 1/12/04 effective 8/1/04, 1/10/05*)
 - (1) Graduated from the two-year college. At least 25 percent of the credit hours used to fulfill the student's academic degree requirements must be earned at the two-year college that awards the degree per Bylaw 14.5.4.3.4; or (*Revised: 1/12/04 effective 8/1/04, 1/10/05*)
 - (2) Satisfactorily completed an average of at least 12-semester or 12-quarter hours of transferable-degree credit acceptable toward any baccalaureate degree program at the certifying institution for each academic term of full-time attendance with a cumulative minimum grade-point average of 2.000 (see Bylaw 14.5.4.3.3.2). (*Revised: 1/12/04 effective 8/1/04, 1/10/05*)

14.5.4.1.1 Application. If a two-year college transfer has never attended a four-year college as a full-time student, then the full-time semester(s)/quarter(s), the transferable-degree credit(s) (including part-time hours) and academic degree(s) from any two-year college(s) attended may be considered. If the two-year college transfer has previously attended a four-year college as a

full-time student during his or her academic career, then only the full-time semester(s)/quarter(s), transferable-degree credit(s) (including part-time hours) and academic degree(s) earned at the two-year college(s) attended after the last full-time enrollment at a four-year college shall be considered. *(Adopted: 8/5/04 effective 8/1/04, Revised: 1/10/05)*

14.5.4.1.2 Qualifiers and Partial Qualifiers. Qualifiers and partial qualifiers who do not meet the requirements set forth in Bylaw 14.5.4.1, may practice and receive athletics aid (but may not compete) at the certifying institution during their first academic year of residence. *(Adopted: 1/13/03 effective 8/1/03)*

14.5.4.1.3 Nonqualifiers. Nonqualifiers who do not meet the requirements set forth in Bylaw 14.5.4.1, may receive nonathletics aid (but may not compete, practice or receive any athletics aid) at the certifying institution during their first academic year in residence. *(Adopted: 1/13/03 effective 8/1/03)*

14.5.4.2 Subvarsity Competition. A transfer from a two-year college who has not met the eligibility requirement set forth in Bylaw 14.5.4.1.2 shall be eligible to compete only at the subvarsity level at the certifying institution. Such subvarsity competition shall count as a season of competition in the sport involved. A transfer student from a two-year college who was not a qualifier and who has not met the eligibility requirements set forth in Bylaw 14.5.4.1.3 shall not be eligible to compete at the subvarsity level during the first year in residence at the certifying institution. However, such a student who is a nonqualifier may participate in subvarsity practice sessions, provided they are conducted separate from varsity sessions. *(Revised: 1/11/89, 1/9/96, 1/14/97)*

14.5.4.3 Two-Year College Transfer Regulations. The following regulations shall be applied in administering the eligibility requirements for two-year college transfers.

14.5.4.3.1 Previous Enrollment at Two-Year Institution. The two-year college transfer requirements set forth in Bylaw 14.5.4 apply to all two-year college transfers regardless of whether the student-athlete attended one or more four-year colleges prior to his or her full-time enrollment at the two-year institution. *(Adopted: 1/13/03 effective 8/1/03)*

14.5.4.3.2 Credit Earned at Four-Year Institution. If a student-athlete attends a two-year college and, before regular enrollment at a member institution, attains additional credits as a part-time student in a four-year collegiate institution, the hours accumulated at the four-year institution may be used by the member institution in determining the student-athlete's eligibility under the two-year college transfer provisions, provided:

- (a) These hours are accepted by the two-year college and are placed on the transcript or other official document by the two-year college from which the student-athlete transfers before the date of initial regular enrollment at the NCAA member institution; and
- (b) Any official document (other than the student's transcript) used by the two-year college for this purpose includes the official seal of the two-year college, is signed by the appropriate academic official of the two-year college and is forwarded directly from the two-year college to the appropriate admissions official of the certifying institution.

14.5.4.3.3 Determination of Transferable Degree Credit. For the purpose of determining transferable degree credit, the institution may count those courses accepted as degree credit in any of its colleges, schools or departments.

14.5.4.3.3.1 Transferable Credit, Unacceptable Grade. Credit hours for courses with grades not considered acceptable for transferable degree credit for all students at an institution shall not be counted in determining whether the transfer requirement for total number of hours is satisfied.

14.5.4.3.3.2 Calculation of Grade-Point Average for Transferable Credit. Grades earned in all courses that are normally transferable to an institution shall be considered in determining the qualitative grade-point average for meeting transfer requirements, regardless of the grade earned or whether such grade makes the course unacceptable for transferable degree credit. Only the last grade earned in a course that has been repeated shall be included in the grade-point-average calculation.

14.5.4.3.4 Academic Degree. In order to satisfy the two-year-college graduation requirement for eligibility immediately on transfer from a two-year college to a member institution, a student-athlete must receive an associate or equivalent degree in an academic, rather than a vocational or technical, curriculum. The Academic Requirements Committee shall have the authority to determine whether a two-year college degree is academic, rather than vocational or technical, in nature. *(Revised: 1/10/95)*

14.5.4.3.5 Transfer to Four-Year College Prior to Completion of Requirements. The requirements set forth in Bylaw 14.5.4 must be met before a student-athlete's transfer to the certifying institution. Thus, if a two-year college student transfers (as defined in Bylaw 14.5.2) to an

institution before the completion of applicable transfer requirements, the student is subject to the one-year residence requirement at the certifying institution, even though the student transfers back to the two-year college and completes the necessary requirements.

14.5.4.3.6 Participation Before Certification — Recruited and Nonrecruited Student-Athlete.

If a recruited or a nonrecruited two-year college transfer reports for athletics participation before the student-athlete's high school or two-year college academic record has been certified, the student-athlete may practice, but not compete, for a maximum of 45 days. After this period, the student-athlete shall have established minimum requirements as a transfer to continue practicing or to compete. *(Revised: 1/13/03 effective 8/1/03)*

14.5.4.3.7 Competition in Year of Transfer. A transfer student from a two-year institution, who has met the two-year transfer eligibility requirements (per Bylaw 14.5.4), is not eligible to compete during the segment that concludes with the NCAA championship at the certifying institution if the student-athlete has competed during that segment of the same academic year in that sport at the previous two-year institution. *(Revised: 1/11/94, 1/13/03 effective 8/1/03)*

14.5.4.4 Exceptions or Waivers for Transfer from Two-Year Colleges. A transfer student from a two-year college or from a branch school that conducts an intercollegiate athletics program is not subject to the residence requirement at the certifying institution, if any one of the following conditions is met. An individual who is a partial qualifier or nonqualifier shall not be permitted to use the exceptions under this bylaw.

14.5.4.4.1 Discontinued/Non-sponsored Sport Exception. The student changed institutions in order to continue participation in a sport because the student's original two-year college dropped the sport from its intercollegiate program (even though it may subsequently establish that sport on a club basis) or never sponsored the sport on the intercollegiate level while the student was in attendance at that institution, provided the student never attended any other collegiate institution that offered intercollegiate competition in that sport and the student earned at least a minimum 2.000 grade-point average (see Bylaw 14.5.4.3.3.2) at the two-year college. *(Revised: 1/11/89, 1/10/90)*

14.5.4.4.1.1 Original Collegiate Institution. In applying this provision for an exception to the residence requirement, the original collegiate institution shall be the two-year college in which the student was enrolled immediately before the transfer to the certifying institution, provided that, if the student is transferring from a two-year college that never sponsored the sport on the intercollegiate level, the student never shall have attended any other collegiate institution that offered intercollegiate competition in that sport.

14.5.4.4.2 Nonrecruited Student Exception. The student transfers to the certifying institution and the following conditions are met: *(Revised: 1/11/89)*

- (a) The student was not recruited per Bylaw 13.02.9.1 by the certifying institution;
- (b) No athletically related financial assistance has been received by the student-athlete;
- (c) The student-athlete has not participated in countable athletically related activities (see Bylaw 17.02.1.1) in intercollegiate athletics before transfer, except that a student-athlete may have participated in limited preseason tryouts; and *(Revised: 1/12/04)*
- (d) The student-athlete was eligible for admission to the certifying institution before initial enrollment in the two-year college.

14.5.4.4.3 Two-year Nonparticipation Exception. The student transfers to the certifying institution from a two-year college and, for a consecutive two-year period immediately before the date on which the student begins participation (countable athletically related activities), the student has not participated in countable athletically related activities (see Bylaw 17.02.1.1) in the involved sport in intercollegiate competition, or has not participated in organized noncollegiate amateur competition while enrolled as a full-time student in a collegiate institution. This two-year period does not include any period of time before the student's initial collegiate enrollment. *(Revised: 10/20/03, 1/10/05)*

14.5.4.4.4 Return to Original Institution Exception. The student returns to the four-year college from which he or she transferred to the two-year college, provided the student did not have an unfulfilled residence requirement at the time of the transfer from the four-year college. The amount of time originally spent in residence at the first four-year college may be used by the student in completing the unfulfilled residence requirement at that institution. *(Adopted: 1/13/03 effective 8/1/03)*

14.5.5 Four-Year College Transfers. See Bylaw 13.1.1.2 for prohibition against contacting student-athletes of another four-year collegiate institution without permission of that institution's athletics director.

14.5.5.1 General Rule. A transfer student from a four-year institution shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the certifying institution. Further, a transfer student-athlete admitted after the 12th class day may not use that semester or quarter for the purpose of establishing residency. *(Revised: 1/10/91 effective 8/1/91)*

14.5.5.1.1 Attendance for One Academic Year. A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid and practice at a Division I or Division II institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status (per Bylaw 14.3.1) at the time of initial enrollment.

14.5.5.1.2 Attendance for Less Than One Academic Year. A transfer student from a four-year institution who was a partial qualifier (as defined in Bylaw 14.02.9.2) or a nonqualifier (as defined in Bylaw 14.02.9.3) and who attended the four-year institution less than one full academic year shall not be eligible for competition during the first academic year of attendance at the certifying institution. Participation in practice sessions and the receipt of financial aid during the first academic year of attendance at the certifying institution by such students is governed by the provisions of Bylaws 14.3.2.1 (partial qualifiers) and 14.3.2.2 (nonqualifiers).

14.5.5.2 Subvarsity Competition. A transfer student from a four-year institution who was a qualifier shall be eligible to compete immediately at the subvarsity level only at the certifying Division II institution before meeting the transfer eligibility requirements. Such subvarsity competition shall count as a season of competition in the sport involved. A transfer student from a four-year institution who was not a qualifier shall not be eligible to compete at the subvarsity level during the first academic year in residence at the certifying institution. However, such a student who is a nonqualifier may participate in subvarsity practice sessions, provided they are conducted separate from varsity practice sessions. *(Revised: 1/9/96, 1/14/97)*

14.5.5.3 Exceptions or Waivers for Transfers from Four-Year Colleges. A transfer student (other than one under disciplinary suspension per Bylaw 14.5.1.2) from a four-year collegiate institution is not subject to the residence requirement for intercollegiate competition, provided the student does not have an unfulfilled residence requirement at the institution from which he or she is transferring (except for the return to the original institution without participation exception) and any of the following exceptions are satisfied. However, during the student-athlete's first academic year of full-time collegiate enrollment, such conditions may serve as a basis for a waiver of or an exception to the residence requirement for transfer students to a Division II institution who, at the time of initial collegiate enrollment, met the requirements for "qualifiers" (set forth in Bylaw 14.3.1.1) in Division II. *(Revised: 1/10/90, 1/10/91 effective 8/1/91, 1/10/05)*

14.5.5.3.1 Educational Exchange Exception. The student returns to his or her original institution under any of the following conditions:

- (a) After participation in a cooperative educational exchange program, provided the student is to receive a baccalaureate degree from the institution from which the student transferred to participate in the exchange program;
- (b) After one semester or quarter of attendance at another institution for purposes of taking academic courses not available at the original institution, regardless of whether they are required in the degree program the student-athlete is pursuing at the first institution. In such an instance, the student also may take additional courses that were available at the first institution; or
- (c) After one academic year of attendance at another collegiate institution, in accordance with the program recommended by the appropriate academic officer at the original institution, provided the student was in good academic standing at the time the student left the original institution.

14.5.5.3.2 Exchange Student Exception. The student is enrolled in the certifying institution for a specified period of time as a bona fide exchange student participating in a formal educational exchange program that is an established requirement of the student-athlete's curriculum. *(Revised: 1/11/89, 1/10/92)*

14.5.5.3.3 Discontinued Academic Program Exception. The certifying institution concludes that the student changed institutions in order to continue a major course of study because the original institution discontinued the academic program in the student's major. *(Revised: 1/11/00 effective 8/1/00)*

14.5.5.3.4 Foreign Student Program Exception. The individual is a foreign student who is required to transfer (one or more times) because of a study program predetermined by the government of the student's nation or the sponsoring educational organization.

14.5.5.3.5 Military Service, Church Mission Exception. The student returns from at least 12 months of active service in the armed forces of the United States, or from at least 12 months of active service on an official church mission. *(Revised: 1/9/06)*

