Texas A&M University
Corpus Christi

ISLANDERS

COMPLIANCE

Athletics Compliance Manual
2016-2017

11/4/2016
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FORWARD

**Principle of Institutional Control - NCAA Constitution Article 2.1.1**
It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The institution's chief executive officer is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

**Principle of Institutional Responsibility - NCAA Constitution Article 2.1.2**
The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

**Principle of Rules Compliance - NCAA Constitution Article 2.8.1**
Each institution shall comply with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the NCAA instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the NCAA and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable NCAA rules, and the member institution shall be responsible for such compliance.

**Texas A & M University-Corpus Christi Commitment to Rules Compliance**
This compliance manual is designed to help coaches, staff members and administrators so that they may more easily comply with the NCAA rules, regulations and interpretations. This manual is not to replace the NCAA Manual. This manual should be used in conjunction with the NCAA Manual and other educational rules materials.

Texas A&M University-Corpus Christi has made the commitment to operate and support a Division I athletics program. Along with this commitment is the pledge that the program is administered and operated with the highest level of integrity, respect and regard for all rules and regulations that govern its operation.

It is every coach and staff member’s responsibility to operate his/her program in full compliance with all NCAA, Southland Conference and Institutional rules and regulations. Ignorance of these regulations cannot be used as an excuse for failure to comply. Coaches and staff members have an affirmative duty to the following:

- Knowledge of all NCAA and Southland Conference regulations and policies including but not limited to, recruiting, eligibility, amateur status and sporting behavior, as well as all rules interpretations.
- Observance of all NCAA and Southland Conference regulations and TAMUCC policies.
- Self-reporting of all known or potential violations to Compliance and Student-Athlete Services or the Faculty Athletics Representative.
- Full cooperation with NCAA, Southland Conference and TAMUCC in all
investigations and provision of any of these entities with truthful and complete information concerning involvement in or knowledge of any violation of NCAA, Southland Conference and TAMUCC regulations.

**Entities with Compliance Oversight**

**Texas A&M University-Corpus Christi President**

The Board of regents of the Texas A&M University System, as the highest governing body of the Texas A&M University-Corpus Christi, has ultimate control and responsibility of the Department of Athletics. This authority is delegated through the Chancellor to the President of the University under whose jurisdiction the Department of Athletics directly falls. The President is charged with official responsibility for certifying that all Department of Athletics policies, programs and activities are in compliance with the NCAA, Southland Conference, applicable laws of the State of Texas, the Texas A&M University System’s policies and regulations, and the rules of Texas A&M University-Corpus Christi.

**Intercollegiate Athletics Council**

**Introduction**

Texas A&M System policy (18.01) mandates that each component university that participates in intercollegiate athletics have an athletics council (IAC) appointed by the President. The following guidelines summarize and highlight the major duties and responsibilities of the IAC.

**Purpose and Responsibilities**

The IAC serves in an advisory capacity to the President of the University and the Director of Athletics relative to rules, regulations and administration of intercollegiate athletics. The purpose of the IAC is to help the University develop and maintain a quality intercollegiate athletics program consistent with the academic mission and fiscal integrity of the institution.

In fulfilling this purpose, the IAC:

- Advises the University administration regarding long-term and short-term objectives of the University’s intercollegiate athletic programs and policies;
- Provides advice and counsel on matters relating to academic standards, awarding of scholarships and eligibility of student-athletes, and financial support;
- Provides the University with representation in the various appropriate state, regional and national intercollegiate athletic organizations, conferences and associations;
- Makes recommendations to the President regarding booster club activities, Department of Athletics operating policies, issues regarding the scheduling of athletic contexts and institutional policies and procedures that affect athletics;
- Reviews overall academic performance and welfare of student-athletes.

The IAC may organize itself into committees and subcommittees to facilitate the addressing of
issues, as it deems appropriate. The IAC shall meet no fewer than two times each year.

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**Institutional Representatives**

- **Nordarse, Jaime**: Associate Vice President for Academic Affairs
- **Cifuentes, Luis**: Asst. VP Institutional Advancement
- **Tatum, Terry**: Vice President for Research, Commercialization & Outreach
- **Athletics Certification**

**Student Athlete Representatives**

- **Men’s Track/Field Student-Athlete**
- **Women’s Volleyball Student-Athlete**

**Community Representatives**

- **Housler, Denise**: Alumni

**Non-voting Members**

**Institutional Representatives**

- **Ayala, Claudia**: University Counseling Center
- **Cox, Rachel**: Director, Disability Services
- **Dechant, Margaret**: Associate VP for Enrollment Management
- **Hill, S. Trent**: VP for Institutional Advancement
- **Walker, Angela**: Associate Dean of Students

**Community Representatives**

- **Dewbre, Jerry**: Community/ Donor

**Athletic Department Representatives**

- **Lazenby, Scott**: Director of Athletics
- **Frush, Jimmy**: Associate Athletics Director for Development
- **Maxey, Brian**: Associate Athletics Director of Compliance
- **Wallace, Mary**: Associate Athletics Director for Business & Finance/SWA
- **Baker, Jennifer**: Director, Athletic Academic Services

**Faculty Athletics Representative**

The NCAA Division I Manual defines the Faculty Athletics Representative as a member of an institution's faculty or administrative staff who is designated by the institution's president or chancellor or other appropriate entity to represent the institution and its faculty in the institution's
relationships with the NCAA and its conference(s), if any (see also Constitution 6.1.3). (4.02.2)
The Texas A&M University-Corpus Christi Faculty Athletics Representative shall be a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the Department of Athletics. Texas A&M University-Corpus Christi’s FAR must also have tenure or have experience at the FAR position.

The Faculty Athletics Representative (FAR) at Texas A&M University-Corpus Christi shall:

☐ Either directly or indirectly ensures that student-athletes meet all NCAA, Southland Conference and University requirements for eligibility for practice, financial aid and intercollegiate competition. This responsibility shall include both initial and continuing academic eligibility requirements for both freshmen and transfer student-athletes.

☐ Develop or arrange to have developed periodic statistical reports on the academic preparation and performance of student-athletes for each sports team. The Faculty Athletics Representative should use such reports to uphold high academic standards and expectations for team members.

☐ Be responsible, either directly or indirectly, for institutional compliance activities but are not limited to functions in enrollment Management, the Associate Vice President for Academic Affairs/VPAA, and the College Deans.

☐ Be knowledgeable about the NCAA and Southland Conference rules related to academic eligibility, transfers requirements, and restrictions and enforcement procedures. Particular attention shall be focused on NCAA Articles 13, 14, and 15 dealing with recruiting, eligibility, and financial aid.

☐ Participate in institutional investigations of allegations of rules violations. The Faculty Athletics Representative prior to their submission to the President must review all infraction reports.

☐ Have direct contact with student-athletes on a systematic and periodic basis. The FAR shall interact frequently with the Student-Athlete Advisory Committee. Student-athletes should recognize the FAR as a source of information, support and counseling located administratively outside Islander Athletics.

☐ Be the senior advisor outside of Islander Athletics to the University President/CEO on matters related to Islander Athletics. Together with the Director of Athletics, the Faculty Athletics Representative should formulate and recommend University positions on NCAA legislation and other matters affecting, or related to, Islander Athletics.

☐ Represent the university to the NCAA and Southland Conference.

☐ Be an active member of the Intercollegiate Athletics Council.

☐ Participate on search committees for senior Islander Athletics personnel and all head coaches.
The Faculty Athletics Representative shall receive adequate support to fulfill his or her functions (e.g., secretarial assistance, travel budget, etc.). Summer support for the Faculty Athletics Representative will be provided. Other information regarding the role of the FAR may be found in the NCAA Faculty Athletics Representative Handbook.

**Director of Athletics**

- Under authority delegated by the President, the Director of Intercollegiate Athletics (referred to herein as Director of Athletics) has the basic administrative responsibility for the direct supervision, approval, conduct and control of the athletic programs. The Director of Athletics reports to the President and provides the President with the documentation and recommendations necessary for decisions about athletics policy, administration, budget, personnel, programs and related matters. The Director of Athletics is responsible for the maintenance and implementation of policies approved by the Trustees and for those policies that are subject to the rules of the NCAA.

- The Director of Athletics is an ex officio member of the Intercollegiate Athletics Council.

- The Director of Athletics is the appointed voting representative at all NCAA meetings.

- The Director of Athletics has overall responsibility for setting policies and standards of conduct for all representatives of the institution's athletics programs or interests. This includes the conduct of the coaches and the conduct of each program within the Department of Athletics, including adherence to budget and policy procedures.

**Associate Athletics Director for Compliance**

The Associate Athletics Director for Compliance monitors the university’s programs and events in an effort to assure compliance with all NCAA and Southland Conference rules and regulations. The Associate Athletics Director for Compliance reports directly to the Associate Vice President for Academic Affairs and works on a daily basis with the other department administrators and the Faculty Athletics Representative. Compliance and Student-Athlete Services is responsible for assuring the successful day-to-day operation of all aspects of the athletics program within the rules and regulations of TAMUCC, the NCAA, the State of Texas, federal guidelines and other regulatory agencies to which the Department of Athletics and the institution are responsible.

**The Associate Athletics Director for Compliance Shall:**

- Evaluate current athletics programs to determine and assure the highest levels of compliance and record keeping.
- Provide administration of NCAA compliance programs, including but not limited to, initial and continuing eligibility, financial aid and recruiting.
- Monitor and record student-athlete eligibility, recruiting and financial aid information to assure compliance with all NCAA, conference and institutional rules and regulations.
- Provide a program of continuing rules education and an interpretation center for student-athletes, athletics staff, coaches, boosters, alumni and institutional staff.
- Plan and implement a program of in-service training and staff development for coaches and administrative staff.
- Identify, investigate and report, as necessary, any and all NCAA and conference rules
violations.

- Provide reports detailing varying areas and levels of compliance to the Director of Athletics, the Faculty Athletic Representative, institutional officials, the President and others as necessary.
- Serve as a liaison between the Department of Athletics and the offices of Admissions, Registrar, Bursar, School Relations, Scholarships and Financial Aid for all compliance related services for athletics.
- Perform other duties as may be assigned by the university President, the Director of Athletics or the Intercollegiate Athletics Council (IAC).

**Head Coach**

NCAA Division I Bylaw 11.1.1.1 states that an institution's head coach is presumed to be responsible for the actions of all assistant coaches and administrators who report, directly or indirectly, to the head coach. A head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all assistant coaches and administrators involved with the program who report, directly or indirectly, to the coach.

Pursuant to Bylaw 11.1.1.1, a head coach is presumed responsible for major/Level I and Level II violations (e.g., academic fraud, recruiting inducements) occurring within his or her program unless the coach can show that he or she promoted an atmosphere of compliance and monitored his or her staff. After August 1, 2013, if the NCAA Division I Committee on Infractions finds that a head coach violated Bylaw 11.1.1.1, he or she may be suspended, pursuant to a show-cause order, for up to an entire season for Level I violations and up to half of a season for Level II violations. The length of the suspension will depend on the severity of the violation(s) committed by his or her staff and/or the coach himself/herself.
SECTION 1.0 - RULES EDUCATION

1.1 Rules Education Administration
Compliance and Student Athlete Services (hereinafter, CSAS) shall provide the necessary rules education programs and materials to the athletics staff, student-athletes and other university staff members, who have direct athletics responsibilities. In addition, special attention will be paid to alumni, season ticket holders and other “Representatives of Athletics Interests” or boosters. To assure that all areas are kept up-to-date, CSAS on a regular basis will provide the most recent NCAA, state and federal legislation and interpretations that may apply to them or their areas.

1.2 Materials Provided Each Year to Coaching and Administrative Staff
NCAA Manual (Electronic Version)
NCAA News
NCAA Guides to Recruiting
TAMUCC Athletics Compliance Manual
TAMUCC Student-Athlete Handbook
TAMUCC Department of Athletics Policy and Procedures Manual
Reference to NCAA Web Site

1.2.1 Rules Educational Seminars
Yearly Administrative Staff Meetings
Monthly Compliance Meetings with Coaches
Compliance Meetings with Student-Athletes (Beginning of Fall and Spring semesters)
Eligibility and Financial Aid Meeting (annual)
NCAA Recruiting Test Preparation (annual)
University Marketing and Promotions (annual)
When an interpretation of NCAA rules is necessary, CSAS will prepare and distribute such interpretations to coaches, administrators, and others as appropriate.

1.3 Materials Available to Prospective Student-Athletes
NCAA Graduation Rates Summary
NCAA Banned Drug List
NCAA Information Regarding Nutritional Supplements
Banned Drug List and Information regarding Nutritional Supplements or NCAA Website address must be provided as soon as possible but no later than signing of NLI or July 1st prior to enrollment.
NCAA Guide to College Bound Student-Athletes
Student-Athlete Handbook (post NLI signing)

GoIslanders.com Compliance website has a link dedicated to Prospective Student-Athletes with this information.

1.4 Materials Provided to Enrolled Student-Athletes

1.4.1 NCAA Eligibility and Rules Meeting
At the mandatory annual NCAA Eligibility and Rules meeting, the following areas are covered by
Department of Athletics Personnel:

Eligibility Standards
Complete all Eligibility Forms (ACS)
Recruitment
Student-Host Regulations
Amateurism
Academics
Complimentary Admissions
Employment
Support Services Available
Open Door Policy with Athletics Administration
Reference to NCAA Web Site
Gos Islanders.com Compliance website has a link dedicated to Current Student-Athletes with this information.

1.5 Materials Provided to Other University Personnel (President’s Office/Associate Vice President for Academic Affairs, Financial Aid, Admissions, Registrar, Academic Units, Faculty Athletics Representative and Intercollegiate Athletics Council

1.5.1 Distribution of Materials/Correspondence Appropriate to Their Area
NCAA Manual
NCAA News
NCAA Guide to Eligibility
NCAA Guide to Financial Aid
NCAA Guide to College Bound Student-Athletes
NCAA Guide to International Academic Standards for Athletics Eligibility
Reference to NCAA Web Site

1.5.2 Educational Seminars
Annual Compliance Meetings with Athletics Staff
Eligibility and Financial Aid Meeting for Coaching Staff (annual)
NCAA Regional Rules Seminar
NAAC Seminar
Financial Aid and Admissions
Athletics Training Staff

1.6 Materials Provided to Boosters
Islander Compliance Monthly Newsletter
TAMUCC Pamphlet for Boosters Regarding NCAA Rules
Rules Information in University Publications and Programs
Reference to NCAA Web Site
Gos Islanders.com Compliance website has a link dedicated to Boosters with this information.

1.7 Items Available online on the Compliance Webpage
NCAA Division I Manual
NCAA Coaches Recruiting Guidelines
1.8 Rules Interpretations

1.8.1 Procedures for Rules Interpretations

CSAS will serve as the NCAA/Southland Conference rules interpretation center. Any questions concerning compliance, the NCAA manual or rules interpretations shall be directed to CSAS. If members of CSAS are unavailable, questions shall be directed to the Director of Athletics. A request for an interpretation should always be put in writing, even if the request was originally submitted via telephone or in person. This procedure will ensure a timely and accurate response.

In some cases CSAS may not be able to provide an immediate response to a request for an interpretation or for supportive materials. In these cases the Southland Conference and/or the NCAA Membership Services may provide assistance.

Only the following individuals are authorized to contact NCAA Membership Services regarding NCAA rules interpretations:

- President--Dr. Flavius Killebrew
- Athletic Director--Mr. Scott Lazenby
- Associate Athletic Director for Compliance--Mr. Brian Maxey
- Compliance Coordinator--Mr. Josh King
- Associate Athletic Director for Business and Finance/SWA--Ms. Mary Wallace
- Faculty Athletics Representative--Dr. Don Deis

Coaches and University staff members should ALWAYS REMEMBER TO ASK CSAS BEFORE ACTING.

1.9 Rules Education Policies and Procedures

1. Tip of the Week

Islander Compliance “Tip of the Week” will be distributed weekly on Mondays. Islander Compliance “Tip of the Week” will include a weekly tip on a particular subject dealing with...
Compliance and the NCAA. The tip should be read by all staff members and coaches as part of the Rules Education at Texas A&M University-Corpus Christi.

Coaches should take the time to remind their student-athletes of the information found in the Islander Compliance “Tip of the Week”.

2. Monthly Newsletter
The Compliance Corner is the TAMUCC compliance newsletter that will be distributed on a monthly basis. Newsletters are produced to cover three areas related to compliance; Staff/Coaches, Student-Athletes and Boosters. The newsletter will cover various topics dealing with timely compliance issues. Coaches and staff members are required to read the newsletter. The newsletter will be distributed through email.

Coaches should take the time to remind their student-athletes of the information found in the monthly newsletter.

3. Rules Education Meetings

Rules education meetings will take place monthly. The Assistant Director of Compliance will create the education materials and present the materials to every coach. The meetings will take place in the Conference Room unless noted otherwise. The Assistant Director of Compliance must coordinate the attendance of each coach. Three meetings will occur; one meeting for Men’s Basketball, one meeting for Women’s Basketball, and one meeting for all other sports.

The Rules Education meetings are mandatory and must be attended by all members of a coaching staff: Head Coach, Assistant Coaches, Graduate Assistants, Volunteer Coaches, etc. A sign-in sheet will be distributed during each meeting to record attendance.

4. Periodic Emails on new NCAA Interpretations/Ed. Columns

CSAS will distribute, either through email or during monthly meetings, new NCAA Interpretations/Educational Columns that are on LSDBi Announcements or sent from the Southland Conference office. Which coaching staffs receive what will be determined on a case-by-case basis depending on the information in the Interps and Ed Columns.

Coaches and staff members must read through any of these emails to keep up-to-date on new Interps and Ed Columns.

5. Mandatory Training

Additional annual University training will be required for all Athletic Staff. The training will be mandatory and will be in the form of a Summary and Quiz on the topics of Institutional Control, Continuing Eligibility, Awards & Benefits, Entertainment & Travel, and Financial Aid. The tutorials and quizzes will be taken online (TAMUCC website).

6. Athletic Compliance Website
The Compliance website will serve as a home for all of the educational materials in an easy-access place for coaches, staff, student-athletes, boosters, etc. The website will be maintained by the Associate Athletic Director for Compliance and Compliance Coordinator. The Compliance website will be connected with the main athletics website (goislanders.com).
SECTION 2.0 - REPORTING RULES VIOLATIONS

2.1 PROCEDURES FOR REPORTING NCAA and/or SOUTHLAND CONFERENCE VIOLATIONS

Texas A&M University-Corpus Christi is committed to maintaining the integrity of its intercollegiate athletics program, sports teams, coaches and student-athletes. This commitment and obligation extends to the operation of the athletics department in adherence to the principle of Institutional Control, consistent with the spirit of NCAA, Southland Conference, and University rules and regulations. Proper control of the athletics program is maintained through:

- Responsible actions by athletics department staff members, administrators, faculty, and other University entities;
- The education of coaches, staff members, student-athletes, and other individuals involved with the operation of the athletics program;
- The development of clear and effective operating systems within the athletics department and the University that provide guidance in how to successfully work within existing rules;
- The monitoring of these systems to ensure that all athletically-related functions are carried out within the scope and intent of applicable regulations.

Each individual involved in the operation of the athletics program is obligated to maintain competency in knowledge of the rules; to act within his or her area of responsibility in full compliance with the governing legislation; and to report any violation of NCAA, SLC, or University rules of which he or she is aware. Any willful violation of an NCAA, SLC and/or University regulation regarding intercollegiate athletics may subject a coach, administrative staff member or other University official to immediate disciplinary action or termination of employment. Likewise, student-athletes found to have violated any NCAA, SLC and/or University regulation are also subject to disciplinary actions pursuant to University policies and procedures.

All rule violations will be reported to the appropriate governing bodies with copies to the President, the Associate Vice President for Academic Affairs for Academic Affairs, the Faculty Athletics Representative (FAR), the Intercollegiate Athletic Committee and the Director of Athletics and the head coach of the involved sport (if necessary).

Also, it is the policy of Texas A&M-Corpus Christi to cooperate fully with NCAA or SLC representatives whenever suspected violations are investigated.
Important Definitions

- **An Incidental Infraction** (Level IV) violation as defined in NCAA Bylaw 19.1.4 is one that is technical in nature and generally will not affect eligibility for intercollegiate athletics. Multiple or repeated Level IV violations may constitute a Level III violation.

- **Breach of Conduct** (Level III) violation as defined in NCAA Bylaw 19.1.3 is one or more violations that are isolated or limited in nature; provided no more than a minimal recruiting, competitive or other advantage; and no more than a minimal impermissible benefit. The following may constitute a breach of conduct:
  (a) Inadvertent violations that are isolated or limited in nature; or
  (b) Extra-benefit, financial aid, academic eligibility and recruiting violations, provided they do not create more than minimal advantages.

- **Significant Breach of Conduct** (Level II) violation as defined in NCAA Bylaw 19.1.2 is one or more violations that provide or are intended to provide more than a minimal but less than a substantial or extensive recruiting, competitive or other advantage; include more than a minimal but less than a substantial or extensive impermissible benefit; or involve conduct that may compromise the integrity of the NCAA Collegiate Model. The following may constitute a breach of conduct:
  (a) Violations that do not rise to the level of Level I violations and are more serious than Level III violations;
  (b) Failure to monitor (such violations will be presumed Level II but may be deemed to be of a Level I nature if the failure is substantial or egregious;
  (c) Systemic violations that do not amount to a lack of institutional control;
  (d) Multiple recruiting, financial aid, or eligibility violations that do not amount to a lack of institutional control;
  (e) A Bylaw 11.1.1.1 violation by a head coach resulting from an underlying Level II violation by an individual within the sport program; or
  (f) Collective Level III violations.

- **Severe Breach of Conduct** (Level I) violation as defined in NCAA Bylaw 19.1.1 is one or more violations that seriously undermine or threaten the integrity of the NCAA Collegiate Model, including any violation that provides or is intended to provide a substantial or extensive recruiting, competitive or other advantage, or substantial or extensive impermissible benefit. The following may constitute a breach of conduct:
  (a) Lack of institutional control;
  (b) Academic fraud;
  (c) Failure to cooperate in an NCAA enforcement investigation;
  (d) Individual unethical or dishonest conduct, regardless of whether the underlying institutional violations are considered Level I;
  (e) A Bylaw 11.1.1.1 violation by a head coach resulting from an underlying Level I violation by an individual within the sport program;
  (f) Cash payment or other benefits provided by a coach, administrator or representative of the institution’s athletics interests intended to secure, or which resulted in, enrollment of a prospective student-athlete;
  (g) Third-party involvement in recruiting violations in which institutional officials knew or should have known about the involvement;
  (h) Intentional violations or reckless indifference to the NCAA constitution and bylaws; or
  (i) Collective Level II and/or Level III violations.

**Investigating and Self-Reporting Potential NCAA Violations**
In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated.
**Reporting an Alleged or Potential Violation**

Any individual (e.g., athletics department staff member, student-athlete, university employee, representative of the University’s athletics interests, members of the community) may report an alleged or suspected violation. The individual may report the alleged or suspected violation verbally or in writing to any of the following persons: the Associate Athletic Director for Compliance, Compliance Coordinator, the Director of Athletics, or the FAR. Whenever an alleged or suspected violation is communicated to any athletics department staff member, the staff member has an obligation to immediately notify Associate Athletic Director for Compliance or the Director of Athletics.

**Procedures for Investigating and Self-Reporting a Secondary Violation**

The Associate Athletics Director for Compliance will keep on file (excel spreadsheet) an Investigations/Violation Report log for each academic year that will track all investigations of NCAA violations and reported violations. After a potential violation has been reported, the Associate Athletics Director for Compliance will add the potential violation to the Investigations/Violation Log and immediately notify the Associate Vice President for Academic Affairs, the Faculty Athletics Representative, the Intercollegiate Athletic Committee and the Director of Athletics. With assistance from the Faculty Athletics Representative (if needed) the Associate Athletics Director for Compliance will review the information and conduct an investigation to determine if a violation has occurred. The Faculty Athletic Representative, the Director of Athletics, the Associate Vice President for Academic Affairs and the Intercollegiate Athletic Committee will be notified and informed of developments. The President will be the deciding factor as to whether outside council shall be sought in investigations of possible NCAA legislation. Possible actions include, but are not limited to, persons to be interviewed, who will be involved in the interviews, questions to be asked in the interviews, what documents that need to be obtained, what other officials need to be informed of the allegation at this time, etc.

If, after an evaluation of the facts and relevant NCAA legislation, it is determined that no violation has occurred, the Associate Athletics Director for Compliance will record the findings on the Investigations/Violation log and will place a summary of the matter in the permanent file. This summary will include: the date of the alleged violation and by whom it was reported, names of all persons involved, a chronology of the actions taken by Texas A&M-Corpus Christi in the investigation, and the rationale for concluding that the allegation was inaccurate or that the situation did not constitute a violation of NCAA regulations.

If, after an evaluation of the facts and relevant NCAA legislation, it is determined that a violation has occurred, the Associate Athletics Director for Compliance will initiate a comprehensive investigation. During this discovery period, all parties involved will be interviewed and written notes and/or recordings of the interviews and the investigation will be kept. The investigation file will be housed in CSAS. The Associate Athletics Director for Compliance will keep the Associate Vice President for Academic Affairs, the Faculty Athletics Representative (FAR), the Intercollegiate Athletic Committee and the Director of Athletics informed of all events surrounding the investigation.

At the conclusion of the investigation, the Associate Athletics Director for Compliance will meet with the Associate Vice President for Academic Affairs, the Faculty Athletics Representative
(FAR), the Intercollegiate Athletic Committee and the Director of Athletics to review the matter and determine the appropriate corrective actions. Once the corrective actions have been determined, the Associate Athletics Director for Compliance will prepare a written report. The self-report will include, at a minimum, the following information:

- The date and relevant timeline of the violation;
- The identities of the involved individuals (prospects, student-athletes, coaches, staff members, etc.) who played a role in the violation;
- The means by which the institution became aware of the violation;
- An explanation of the circumstances surrounding the violation, including any mitigating factors;
- The cause(s) of the violation;
- A list of corrective and/or punitive actions taken by the institution in response to the violation.

If the secondary violation falls within the list of those secondary violations identified with specifically-prescribed sanctions, the self-report will be reported to the Southland Conference Office and submitted to the NCAA through the RSRO system. If the violation is not included in that listing, the self-report will be forwarded to the proper department(s) at the NCAA office. Copies of the self-report will be sent to the Associate Vice President for Academic Affairs, the Faculty Athletics Representative (FAR), the Intercollegiate Athletic Committee, the Director of Athletics and the head coach of the involved sport (if necessary).

The Associate Athletics Director for Compliance is responsible for ensuring that all corrective actions are clearly communicated to the appropriate individuals and that they are carried out. Copies of all subsequent correspondence with the NCAA and/or the Southland Conference are permanently filed in the Compliance Office.

Procedures for Investigating a Major Violation

If, based on the evaluation of facts gathered during the internal investigation, the potential for a major violation exists, the Associate Athletics Director for Compliance, the Associate Vice President for Academic Affairs, the Faculty Athletics Representative, the Intercollegiate Athletic Committee and the Director of Athletics will hold an immediate meeting to initiate an appropriate investigation. This meeting may include the University President. NCAA and/or Southland Conference investigatory assistance will be solicited as circumstances warrant.

2.2 Student-Athlete Eligibility as a Result of an NCAA Violation

Ineligibility is often the result of violations that involve student-athletes. In such situations where a violation is discovered or reported it is the responsibility of the athletic department to declare the student-athlete ineligible and if applicable, to hold them out of any competition until eligibility is regained. Eligibility can only be reinstated by the NCAA through the Student-Athlete Reinstatement process. In cases where there is precedent the NCAA Reinstatement Staff may be able to grant reinstatement. In other cases reinstatement cases will have to go through the committee process.
SECTION 3.0 - RECRUITING GUIDELINES

3.1 General Rule – NCAA Bylaw 13.1.2.1
All in-person, on-and off-campus recruiting contacts with a prospect or the prospect’s relatives or legal guardian(s) shall be made only by authorized institutional staff members. Such contact, as well as correspondence and telephone calls, by representatives of an institution’s athletics interests are prohibited except as otherwise permitted in this section.

3.2 Off-Campus Recruiters - NCAA Bylaw 13.1.2.1.1
An institutional staff member is not permitted to recruit off-campus until he or she has been certified on an annual basis as to knowledge of applicable recruiting rules per Bylaw 11.5.1.1.

3.3 Declaration of Staff/Recruiters
Prior to August 1, the head coach will submit a Staff Declaration form with their applicable coaches listed. This designation will indicate which coaching staff members will be involved in recruiting and shall be submitted via ACS to CSAS where it will be held on file according to NCAA and Southland Conference regulations. The head coach must assure that this list is current and submit any new names or changes in status to CSAS before the effective date of the addition or change in status.

Designated recruiters must have successfully passed the annual NCAA recruiting exam. It is strongly suggested that all coaching staff (including student coaches, volunteer coaches) and any administrative staff involved in any way in the recruiting process, take the exam on an annual basis. CSAS may provide a special education session along with study materials to all individuals that will take the recruiting exam. CSAS will administer the exams at a date and time announced annually. Make-up exams will be permitted and must be scheduled individually with CSAS.

3.4 Roles in Recruiting

3.4.1 Coaching Staff Members
● Serve as the primary recruiters.
● Must be a designated recruiter within the sports numerical limitations and be certified annually to recruit off-campus.

3.4.2 Department of Athletics Staff Members
● May write to prospects after September 1 at the beginning of the prospect’s junior year in high school; in Men’s Basketball, June 15 following the completion of prospects sophomore year in high school.
● May not recruit off-campus. May meet with prospects on campus.

3.4.3 Faculty Members
● May not recruit off-campus. May meet with prospects on campus.

3.4.4 Enrolled Student-Athletes
● May serve as host on a prospect’s official visit (unless they are a non-qualifier in their first year).
● May engage in written correspondence with prospects as long as it is not at the
direction or expense of the institution (Bylaw 13.1.2.7 c)
● May receive phone calls from prospects if the call is at the prospect’s expense. May
not otherwise call prospects.
● May not recruit off-campus.

3.4.5   **Boosters/Alumni/Community Members**
● May attend or view contests and may tip the coaching staff regarding the talents of
particular individuals. They may never discuss the program with a prospect and
may not be reimbursed for their assistance in providing information regarding such
talents.
● May not be involved in the recruiting process of prospects in any way. If a booster
is contacted by a prospect he/she should refer the prospect to the Department of
Athletics.
● May not make contact with a recruit during an official/unofficial visit. This
includes contact at any applicable athletics events. If a booster is contacted by a
prospect he/she should refer the prospect to the Department of Athletics.

3.4.6   **Exceptions:**
● The Admissions Office may make presentations to all prospective students.
● Coaches who are parents or legal guardians of prospects may recruit them.
● Longtime friends of prospects and neighbors may talk to prospects as long as they
have not been directed to do so by members of the coaching staff and they do not
do anything that would constitute recruiting.

3.5   **Definitions, Legislation and Policies Regarding Recruitment**

3.5.1   **Contact - NCAA Bylaw 13.02.4**
A contact is any face-to-face encounter between a prospect or the prospect’s parents,
relatives or legal guardian(s) and an institutional staff member or athletics representative
during which any dialogue occurs in excess of an exchange of a greeting.

3.5.1.1   **When contacts can begin with prospects:**
● A high school student-athlete may be contacted on or after July 1 following
the completion of the prospect’s junior year.
  ● In men’s basketball during recruiting periods other than April
  recruiting period, a high school student-athlete may be contacted on
  the opening day of his junior year only at his educational institution.
  During the April recruiting period of junior year, contacts may
  occur at the educational institution or residence.
  ● In women’s basketball a high school student-athlete may be
  contacted beginning September 1 of the student-athletes junior
  year, and may only occur at the prospective student-athlete’s
  educational institution or residence.
● A junior college student-athlete may be contacted any time after enrollment, if the prospect was a high school qualifier (see section 6 initial eligibility). If the prospect was not a high school qualifier, contact must not be made until the prospect completes the first year of enrollment at the junior college level. Coaches must check with CSAS on qualifier status of all first year junior college prospective student-athletes before a contact can be made with that prospect.

● If a coach is contacted by a four-year college prospect, the coach must not speak to the prospect except to explain the restrictions of NCAA bylaw 13.1.1.3. If the coach wishes to recruit (telephone, write or in-person contact) the prospect, the coach should confer with the Compliance Office. CSAS will issue a tracer for permission to speak with a student-athlete enrolled at another 4-year School (NAIA or NCAA). CSAS will request permission to speak from the prospect’s institution in writing. If permission to recruit is granted by the institution’s Director of Athletics or designee, the coach will be provided with a copy of the written permission. At that time the coach may initiate recruitment of the prospect. If the prospect is enrolled at a foreign institution and it can be verified that the foreign institution does not offer an intercollegiate athletics program then permission is not required. Texas A&M University–Corpus Christi requires permission to speak from all NAIA or NCAA institutions even if the institution does not sponsor the sport in question.

3.5.1.2 The contact concept:

● A coach may visit a prospect’s school only once per week during a contact period (recruiting period for men’s basketball). This limit applies even if there are multiple prospects at one school.

● In basketball, contacts may not be made during the time of the day when classes are in session. For two-year colleges, contact may not be made until after 4pm local time and the prospect shall not miss class for such contact.

● Written approval from the principal (or executive officer, in the case of a two-year college) must be obtained prior to visiting any campus.

● Multiple contacts with a prospect on the same day count as one contact.

● If a prospect is a multi-sport athlete being recruited for more than one sport, all coaches are permitted only one visit per week per prospect at the prospect’s educational institution.

● Any face-to-face encounter between a coach and a prospect at the site of a prospect’s practice or competition is considered a contact.

● You may not contact a prospect before or during any athletic competition in which he/she is participating. Once the prospect has been released by their coach or other appropriate authority and has left the competition, locker room or meeting facility, as applicable, you may contact the prospect.

**Men’s Basketball – Additional Restrictions - 13.1.6.2.1(a)**

-In-person contact shall not be made with a prospect or relatives or
legal guardians during a day of the prospects competition. - In men’s basketball, all communication with a prospective student-athlete’s coach or any individual associated with the prospective student-athlete as a result of the prospective student-athlete’s participation in basketball, directly or indirectly, is prohibited during the time period in which the prospective student-athlete is participating in a certified event. Communication with a prospective student-athlete’s relatives or legal guardians is permitted during the time period in which the prospective student-athlete is participating in a certified event. - In women’s basketball, during the July evaluation periods, all communication with a prospective student-athlete, the prospective student-athlete’s relatives or legal guardians, the prospective student-athlete’s coach or any individual associated with the prospective student-athlete as a result of the prospective student-athlete’s participation in basketball, directly or indirectly, is prohibited.

3.5.2 Evaluations

3.5.2.1 Evaluation - NCAA Bylaw 13.02.7
Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect’s educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

3.5.2.2 Recruiting Calendars
Coaches should refer to NCAA Bylaw 13.17, www.ncaa.org, and the NCAA Recruiting Handbooks for recruiting calendars specific to their sport.

3.5.2.3 Points on Evaluations:
- A visit to a prospect’s school (without contact) counts as an evaluation for all prospects in that sport at that school.
- For multiple sport athletes, evaluations made during the same day count as one evaluation.
- In team sports, all prospects participating at any time on a given day in a contest you observe are considered evaluated. A coach attending a competition in an individual sport on a specific day uses an evaluation for all prospects observed participating on that day.
- NCAA Bylaw 11.7.6 restricts the number of coaching staff members who may contact or evaluate prospects off campus.
- Observing a contest or practice during the academic year counts as one of the permissible number of evaluations for each prospect in the contest or practice, even if a contact is made on the same day.

3.5.3 Recruiting Materials
3.5.3.1  NCAA Bylaw 13.4.1- Recruiting Materials
In sports other than men’s basketball, recruiting materials may not be provided to
a prospect until September 1 of the prospect’s junior year in high school. In men’s
basketball, recruiting materials may not be provided to a prospect until June 15 at
the conclusion of the prospect’s sophomore year in high school.

You may not use an express mail service to send recruiting correspondence, other
than a National Letter of Intent (“NLI”) or other written admission/financial aid
commitment, to domestic prospects or their parents, guardians or coaches.

3.5.3.2  The following items may be provided to prospects:
1.  General Correspondence. There are no restrictions on the design or
content of general correspondence and attachments, except that the size of
the printed material may not exceed 8 by 11 inches when opened in full.
There are no restrictions on the design or content of an envelope used to
send general correspondence and attachments, except that the size of the
envelope may not exceed 9 by 12 inches.
2.  Camp or Clinic Information. Camp or clinic information may be
provided at any time.
3.  Questionnaires. An institution may provide questionnaires to a
prospective student-athlete at any time.
4.  Non-athletics Institutional Publications. An institution may provide non-
athletics institutional publications available to all students at any time (e.g.,
official academic, admissions and student-services publications published
by the institution and available to all students).
5.  Educational Material Published by the NCAA (e.g., NCAA Guide for
the College-Bound Student-Athlete). Such material may be provided to a
prospective student-athlete at any time.

3.5.3.3  The following items must be provided to prospects by the NCAA
Eligibility Center:
1.  Graduation Rate Summary
    ASAP but no later than the Official Visit or NLI signing (whichever is first)
2.  NCAA List of Banned Drugs and Information Regarding
    Supplements

3.5.4  Telephone Calls

3.5.4.1  NCAA Bylaw 13.1.3.1 -Telephone Calls
Baseball, Softball, Women’s Basketball, Women’s Golf, Track & Field,
Tennis, Women’s Soccer and Volleyball: Telephone calls to an individual or the
individual's relatives or legal guardians may not be made before September 1 at
the beginning of his or her junior year in high school (subject to the exceptions below);
thereafter, staff members shall not make such telephone calls at its discretion.
**Exceptions**
In women’s basketball, during the July evaluation periods all communication with a prospective student-athlete as a result of participation in basketball, directly or indirectly, is prohibited.

**Men’s Basketball:** Telephone calls to an individual or the individual's relatives or legal guardians may not be made before June 15 following the completion of the sophomore year in high school (subject to the exceptions below); thereafter, staff members may make unlimited telephone calls.

### 3.5.4.2 Exceptions
In the following circumstances the number limits do not apply:
- The five (5) days immediately preceding a prospect’s official visit;
- On the initial date for signing of the NLI and during the two (2) days immediately following the initial signing date;
- Once a prospect who is not eligible to sign a NLI (e.g., four-year college transfer) signs written offer of admission and/or financial aid; and
- On the day a permissible, in-person, off-campus contact occurs.
- In Track/CC, Baseball, Volleyball and Softball phone calls are unlimited during a contact period.

### 3.5.4.3 Additional Items Regarding Telephone Calls
- Student-athletes may not telephone a prospect at their own or the institution’s expense. However, a prospect may telephone a student-athlete or institutional staff member at the prospect’s own expense.
- Electronic correspondence (e.g., electronic mail, Instant Messenger, facsimiles, text messages) may be sent to a prospective student-athlete (or the prospective student-athlete’s parents or legal guardians). Before a prospective student-athlete has signed a National Letter of Intent or the institution’s written offer of admission and/or financial aid, or the institution has received his or her financial deposit in response to its offer of admission, the correspondence must be sent directly to the prospective student-athlete (or his or her parents or legal guardians) and must be private between only the sender and recipient (e.g., no use of chat rooms, message boards or posts to “walls”). There are no content restrictions on attachments to electronic correspondence, except that video and audio materials must conform to the requirements of Bylaw 13.4.1.8.2, may not be created for recruiting purposes and may not be personalized to include a prospective student-athlete’s name, picture or likeness.

**Exception—Cross Country/Track and Field.** In cross country/track and field, electronically transmitted correspondence that may be sent to a prospective student-athlete (or the prospective student-athlete’s parents or legal guardians) is limited to electronic mail and facsimiles. All other forms of electronically transmitted correspondence (e.g., Instant Messenger, text messaging) are
prohibited.

**Exception—Electronic Transmissions after Commitment—Cross Country/Track and Field.** In cross country/track and field there shall be no limit on the forms of electronically transmitted correspondence sent to a prospective student-athlete (or the prospective student-athlete’s relatives or legal guardians) after one of the following events occurs:

(a) The prospective student-athlete signs a National Letter of Intent or the institution’s written offer of admission and/or financial aid; or

(b) The institution receives a financial deposit in response to the institution’s offer of admission.

**Exception—Electronic Correspondence in Conjunction With Official Visit—Cross Country/Track and Field.** In cross country/track and field, any form of electronic correspondence (e.g., text messages) may be sent to a prospective student-athlete or those individuals accompanying the prospective student-athlete during the prospective student-athlete’s official visit transportation and during his or her official visit, provided the correspondence is sent directly to the prospective student-athlete (or those accompanying the prospective student-athlete) and is private between only the sender and recipient.

**Exception—Electronic Correspondence Regarding Institutional Camp or Clinic Logistical Issues—Sports Other Than Cross Country/Track and Field.** In sports other than cross country/track and field, electronic correspondence to an individual (or his or her parents, legal guardians, relatives or coach) that relates solely to institutional camp or clinic logistical issues (e.g., missing registration information) is not subject to the restrictions on recruiting materials, provided the correspondence does not contain recruiting language and no solicitation of particular individuals to attend a camp or clinic occurs.

**Exception—Electronic Correspondence Regarding Institutional Camp or Clinic Logistical Issues—Sports Other Than Cross Country/Track and Field.** In sports other than cross country/track and field, electronic correspondence to an individual (or his or her parents, legal guardians, relatives or coach) that relates solely to institutional camp or clinic logistical issues (e.g., missing registration information) is not subject to the restrictions on recruiting materials, provided the correspondence does not contain recruiting language and no solicitation of particular individuals to attend a camp or clinic occurs.

**Exception—Electronic Mail and Facsimiles Regarding Institutional Camp or Clinic Logistical Issues—Cross Country/Track and Field.** In cross country/track and field, electronic mail and facsimiles to an individual (or his or her
parents, legal guardians, relatives or coach) that relate solely to institutional camp or clinic logistical issues (e.g., missing registration information) are not subject to the restrictions on recruiting materials, provided the correspondence does not contain recruiting language and no solicitation of particular individuals to attend a camp or clinic occurs.

- Coaches must log all telephone calls on ACS on an ongoing basis. The Assistant Director for Compliance will perform “spot checks” audits of cell phone and office telephone bills to assure that the telephone logs are accurate.
- The ACS Phone Monitoring system will be utilized each month to run a check between all coaching staff members’ phone bills and the EPIC log for each sport.

3.5.5 Offers and Inducements

3.5.5.1 Permissible Benefits
Job arrangements for summer employment. The prospect may not begin the job until completion of his/her senior year of high school. The Department of Athletics may employ prospects who are not athletics award winners, in limited situations. Departments outside the Department of Athletics may employ a prospect who is an athletic award winner provided the Department of Athletics is not involved in arranging employment.

3.5.5.2 Prohibited Financial Offers
Cash, employment arrangements for a prospect’s relatives, co-signing of loans, loans to a prospect’s friends or relatives, clothing, equipment, computers, free or discounted services such as rent, meals, lodging or travel except in the case of those items permitted on the official visit.

3.5.5.3 Try-Outs (Sports other than Men’s Basketball)
There are no circumstances in which a prospect tryout may occur. It is not permissible for a coach to request that a prospect display his or her athletics skill at any time. This does not preclude a coach from observing a scheduled contest or practice session or for requesting a video tape of a contest.

On-Campus Evaluations—Basketball
In basketball, an institution may conduct an evaluation of a prospective student-athlete on its campus or at a site at which it normally conducts practice or competition, under the following conditions:
(a) For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospective student-athlete’s season and after he or she has exhausted high school or preparatory school eligibility in basketball;
(b) For a two-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete’s season and he or she has exhausted his or her two-year college eligibility in basketball;
(c) For a four-year college prospective student-athlete, the evaluation may be conducted only after the conclusion of the prospective student-athlete’s season (see Bylaw 13.1.1.3);
(d) The on-campus evaluation may be conducted only during the prospective student-athlete’s official or unofficial visit;
(e) The on-campus evaluation shall be conducted not later than the opening day of classes of the institution’s fall term;
(f) Not more than one on-campus evaluation per prospective student-athlete per institution shall be permitted (applied separately to the time period in which a prospective student-athlete completes high school or preparatory school eligibility and to the time period after the prospective student-athlete enrolls full time in a collegiate institution);
(g) Before participating in an on-campus evaluation, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). A nurse practitioner whose state medical licensure allows for health care practice independent of physician supervision may complete the medical examination without supervision by a physician. The examination or evaluation shall include a sickle cell solubility test unless documented results of a prior test are provided to the institution or the prospective student-athlete declines the test and signs a written release. The examination or evaluation must be administered either within six months before participation in the on-campus evaluation or within six months before the prospective student-athlete’s initial participation in practice, competition or out-of-season conditioning activities during his or her immediately completed season. In addition, the medical examination or evaluation may be conducted by an institution’s regular team physician or other designated physician as a part of the on-campus evaluation;
(h) The institution’s basketball student-athletes may participate in an on-campus evaluation, provided such participation is counted toward the applicable hourly and weekly limitations on countable athletically related activities (e.g., four hours per day and 20 hours per week during the playing season, two hours of skill instruction and eight hours per week outside the playing season) [see Bylaws 17.1.6.2-(a) and 17.1.6.2.2];
(i) The duration of the on-campus evaluation activities (other than the medical examination or evaluation) shall be limited to two hours; and
(j) The institution may provide equipment and clothing to a prospective student-athlete on an issuance-and-retrieval basis.

3.6 Recruiting Compliance Procedures

3.6.1 Procedures/Monitoring
Recruiting is one of the most volatile and variable of compliance areas; therefore, recruiting procedures should be clearly defined and documented. Recognizing that no two sports or two coaches will necessarily recruit in the same manner, each head coach should be responsible for developing recruiting procedures for his/her own program. These procedures should be developed in coordination with CSAS to assure the Department of Athletics, on the whole, is not violating NCAA regulations. The Compliance Office will perform regular “spot checks” of recruiting records to assure that these records are kept and are consistent with records submitted to the Compliance Office.

*One of the most important aspects of recruiting procedures is documentation. “If a question arises about the recruitment of a prospect or the recruiting practices of a certain coach, it is the responsibility of the Department of Athletics to have up-to-date records with complete information about the recruitment of a particular prospect.” - NCAA Rules Compliance Seminar

3.7 Official Visits – NCAA Bylaw 13.6

3.7.1 Definition of an Official Visit – NCAA Bylaw 13.02.16.1
An official visit to a member institution by a prospect is one that is financed in whole or in part by the member institution.

In sports other than Basketball, only high school seniors, high school graduates, junior college or four-year students may make an official visit. The visit may not take place prior to the first day of classes of the senior year for high school prospects. In Men’s Basketball, a prospect may not be provided an official visit prior to January 1 of his junior year. In Women’s Basketball, a prospect may not be provided an official visit prior to the Thursday following the NCAA Division I Women’s Basketball Championship game of the prospective student-athlete’s junior year in high school.

Exceptions—Women’s Basketball. In women’s basketball, an institution may not provide an expense-paid visit to a prospective student-athlete during the July evaluation periods (see Bylaw 13.1.5.4.2), unless the prospective student-athlete has signed a National Letter of Intent or the institution’s written offer of admission and/or financial aid or the institution has received her financial deposit in response to its offer of admission.

3.7.2 Official Visit Paperwork
Before a prospective student-athlete can come on an official visit, the following items must be completed and on file in the Compliance Office.

- Submission of Official Visit Request Form through ACS at least 5 working days in advance of the visit, along with the Official Visit Itinerary. The itinerary must detail the educational component of the visit (e.g., meeting with advisors, attendance at a class in their expected major, review of academic expectations, etc.)
- High School PSAs – an official/unofficial transcript or copy of NCAA Eligibility Center approval along with proof of SAT or ACT test either on the transcript or a copy of test report.
- Two-Year or Four-Year college transfers – an official or unofficial transcript. If the prospect is in their first year then verification of qualifier status (same as for freshmen) is also required.
- The coach (who is a certified recruiter) must review the student host responsibilities and have the host sign the Student Host Form and return it to CSAS prior to the visit.
- All forms must be submitted to CSAS along with the Post Visit Form. The Post Visit Form must be signed by the Head Coach and the PSA. No Reimbursement of expenses will occur unless all of the above items have been completed.

3.7.3 Academic Profile – Minimum Standards for Official Visits

CSAS will provide an academic profile to the coach. If the prospect does not present a minimum of ten core courses or meet the NCAA Initial Eligibility sliding scale for core courses, grade point or test score, the request will be denied. CSAS will forward a copy of the academic profile to the coach. The coach may appeal to the Director of Athletics for official visit approval.

3.7.4 Conducting Official Visits – General Rules

3.7.4.1 Boosters
Boosters may have no contact with or interact with prospects at any time during an official or unofficial visit (or any other time for that matter).

3.7.4.2 Time/Visit Limits NCAA Bylaw 13.6.2.1, 13.6.2.2, 13.6.4
The visit may not exceed 48 hours. The 48-hour clock starts when the prospect arrives on campus or is provided entertainment (if they arrive in the evening, eat and go to bed the clock starts the next morning).

- One official visit per school
- Five total official visits per prospect.

Coaches should advise the prospect of these limits before an official visit occurs. These limits apply separately during high school and after high school so an individual could take a maximum of ten visits if they go to a Two-Year or Four-Year College and then transfer.
3.7.4.3 Transportation – NCAA Bylaw 13.5.2
A prospect may travel by air, bus or car and may be reimbursed for mileage if they drive themselves. Transportation may not be paid for the parents or spouse unless they ride in the automobile with the prospect. A direct route from the prospect’s home to Texas A & M University–Corpus Christi and back must be taken and the prospect must not come early or stay late unless they pay for their own transportation.

High school, two-year college and/or club coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit. They may be provided with two complimentary admissions to a home contest.

Exception Basketball-An institution may pay the actual round-trip costs for a prospective student-athlete’s parents or legal guardians (up to two people) to accompany the prospective student-athlete on his or her official visit.

3.7.4.4 Lodging - NCAA Bylaw 13.6.6, 13.6.9
Prospects may be provided with lodging within 30 miles of the campus. Additional persons (their parents, spouse, brother, sister) are allowed to stay with the Prospect. The lodging must be at an equivalent level to what students or student-athletes would use. Dorms are permissible if available and any hotel that teams would stay in would meet this criteria.

3.7.4.5 Meals – NCAA Bylaw 13.6.7.7 and Department of Athletics Policy
During an official visit, the prospect, his/her parents or legal guardians and his/her spouse are the only individuals permitted to have their meals provided. If you plan to take the prospect and his/her parents or spouse to a restaurant for a meal, only Texas A&M University-Corpus Christi coaches and their spouses may attend the meal, along with the student host. It is permissible for coaches to allow the prospect’s other family members, such as a brother or sister to attend the meal off-campus with a prospect, but it is not permissible to pay for those individuals. It is permissible to allow the coaches’ immediate family members to attend (spouse and/or children only). Other permissible recruiters may attend the meal (volunteer coaches, student-athletes that are not serving as host) however they must pay for their own meal. In these cases it is advised that these individuals request separate checks.

3.7.4.6 Student-Host
A student-host may accompany the prospect. The host must be a student-athlete and may not be a non-qualifier in their first year. Hosts may also be students designated in a manner consistent with Texas A&M University–Corpus Christi policy for providing campus visits or tours to prospective students. The head coach must review the host form and recruiting policies with the host even if the host will not be issued entertainment money.
3.7.4.7 Entertainment - NCAA Bylaw 13.6.7

The host may receive up to $40 per day for entertainment purposes. The prospect and host combined may receive no more than the equivalent of $40 worth of entertainment per day. Complimentary admissions to TAMUCC Athletics events do not count in these limits. This does include any entertainment that is free or on a trade-out basis. The host must read and sign the Student-Host Form prior to serving as host or receiving host funds. The host must return any unused funds and must account for all expenditures. Cash may never be given to a PSA.

During the official visit, entertainment of the prospect and parents or spouse must occur within a 30-mile radius of the campus and it may not be excessive in nature.

3.7.4.8 Normal Retail Cost – NCAA Bylaw 13.6.7.8

If a boat, snowmobile, recreational vehicle or similar recreational equipment (including those provided by an institutional staff member or a representative of the institution's athletics interests) is used to entertain a prospect or the prospect's parents, legal guardian(s) and spouse, the normal retail cost of the use of such equipment shall be assessed against the $40-per-day entertainment figure; further, if such normal retail cost exceeds the $40-per-day entertainment allowance, such entertainment may not be provided.

3.7.4.9 Alcohol/Ethical/Legal Standards

Coaches, student hosts, other student-athletes accompanying the prospect or prospects, regardless of the age of the individual are not permitted to consume alcoholic beverages at any time during the course of an official visit while in the presence of the prospect or prospects. It is recommended that prospects are not taken to parties, clubs or bars where alcoholic beverages are served. Prospects and their student-hosts are never to be in the presence of any persons using illegal substances and the student-host should make every effort to avoid such situations altogether.

A prospect is prohibited from any establishment or organized activity that promotes nudity, any form of sexual entertainment or gambling. No activities may violate federal, state, local or TAMUCC laws and regulations.

3.7.4.10 Curfew

Per the head coach established time for curfew, the prospect must be returned to his/her room at the conclusion of each day’s activities.

3.7.4.11 Complimentary Tickets

Complimentary tickets to Islander games may only be provided on an official paid visit under the following stipulations:

- Complimentary admissions are made available only to the prospect and his or her parents/legal guardian/spouse.
- Admissions must be requested through ACS prior to the visit.
- Hard Tickets are not permitted. Admission is through the pass gate
and identification must be shown.

- Additional seats adjacent to the complimentary seats for friends and/or relatives may be reserved by Islander Athletics but must be purchased at face value by the friends/relatives.
- All seats are for the general seating area (no special seating allowed e.g. bench, sideline or press box).

### 3.7.4.12 Other Recruiting Benefits

- Cash or souvenirs of any sort must never be given to a prospect.
- Prospects may not be provided with any “souvenirs” from their visit. Recruiting Materials outlined in NCAA Bylaw 13.4 are the only tangible items that may be provided to prospects. Any decorations should not be excessive or personalized and should not alert the public about the prospect.
- TAMUCC may not arrange for miscellaneous personalized recruiting aids (e.g. personalized jerseys, scoreboard presentations, banners, signs) or simulations of any game day activities.
- While on an official visit, a prospect may have his/her picture taken by Department of Athletics personnel (or by photographers directed by Department of Athletics personnel) for the Department of Athletics use after the prospect has signed the NLI. The prospect may bring their own camera but we may not provide them with any pictures that we take even if they pay for the cost of development or if the pictures are digital and sent electronically at no cost.
- If the prospect drives parking may be arranged for them.
- It is permissible for a prospect to work out during a visit however they should not be accompanied or observed by coaches, managers student-athletes or other individuals that may report back to the coach regarding the abilities that the prospect displayed. This would constitute a tryout as prohibited in NCAA Bylaw 13.11.

### 3.7.4.13 Coaches of Prospect

High school, two-year college and/or club coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit except that they may be provided with two complimentary admissions to a home contest. It is always a good idea to explain the rules or provide reference to the NCAA website to coaches. They will see that the Islanders run a clean program and that is always a good thing!

### 3.8 Unofficial (Non-Paid) Visits

#### 3.8.1 Number Permitted NCAA Bylaw 13.7.1

A prospect may visit a member institution’s campus at his or her expense an unlimited number of times. A prospect may make unofficial visits before his/her senior year in high school.
3.8.2 **Exceptions–Men’s and Women’s Basketball-NCAA Bylaws 13.7.1.1, 13.7.1.2**

In men’s basketball, a prospect may not make unofficial visits during the month of July.

In women’s basketball, a prospective student-athlete may not make unofficial visits during the July evaluation period.

3.8.3 **Reminders: Unofficial Visits**

- Document all unofficial visits in ACS within 48 hours of the visits completion.
- If the visit required an overnight stay, identify where the prospect stayed and how it was arranged. If the stay was in a dorm, on campus, attach a copy of the receipt from housing or a statement of explanation if they stayed with a friend.
- If anything beyond complimentary admissions or a ride to an off-site athletics facility is provided to the prospect (food or drink, transportation) the visit becomes an Official Visit and is subject to all Official Visit Regulations.
- If the prospect desires to attend a home contest, you must request complimentary admissions through ACS for an unofficial visit.

3.9 **Recruiting Funds**

3.9.1 **Monitoring of Recruiting Funds**

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletic Business Office and Athletic Compliance Office in accordance with standard Department of Athletics policy. No outside sources may be used for recruiting expenditures however trade out arrangements made through the Marketing and Promotions office may be utilized if available. The use of all trade outs will be monitored through the Athletic Business Office and will be accounted for in the post-visit process.

3.9.2 **Recruiting Travel Expenses**

Recruiting travel expenses will be handled separately from all other travel in each sport. No funds other than those initially budgeted for that purpose could be used for recruiting travel. Coaches traveling for recruiting purposes must fully complete TAMUCC Travel Authorization form to include all recruiting information.

3.9.3 **Official Visit Entertainment Funds**

It is not permissible for student-hosts or members of the coaching staff to use their own money to supplement the $40 per day provided for entertainment.

3.9.4 **Travel Advances**

Travel advances for recruiting travel may be available upon request. All recruiting
travel requests must be approved by the Associate Athletics Director for Compliance and the Business Office prior to the trip to assure that coaches are certified to recruit, travel is within an allowable recruiting period and that funds are available.

3.10 Recruiting Rules for Transfers

3.10.1 Transfer Eligibility
The General rule for transfers from Two-Year Colleges per NCAA Bylaw 14.5.4 and Four Year Colleges per NCAA Bylaw 14.5.5 is that a transfer shall not be eligible for competition at a member institution until they have fulfilled a residence requirement of one full academic year at the certifying institution. The exceptions to this rule are indicated in the aforementioned Bylaw references.

3.10.2 Two-Year College Transfers - NCAA Bylaw 14.5.4
● Non-Qualifiers may not receive an Official Visit in their first year at a two-year college.
● All official final transcripts must be received by CSAS and Admissions Office to be evaluated so that transferable units can be determined for eligibility.
● If an A.A. degree is necessary for eligibility, this information must be posted on the final transcript.
● If an A.A. degree is not necessary for eligibility, the student-athlete must demonstrate that they are a qualifier through the NCAA Eligibility Center.

3.10.3 Four-Year College Transfers - NCAA Bylaw 14.5.5
An athletics staff member or other representative of the institution’s athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or designee), regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete all applicable NCAA recruiting rules apply.

If any member of the coaching staff is contacted by a student at an NCAA or NAIA member institution they should refer the individual back to the compliance office at their institution for an explanation of NCAA rules and that institution’s policies regarding transfers. If the TAMUCC coach wishes to contact the student-athlete, the coach shall speak with CSAS and request that a TAMUCC Release form be sent to the applicable college or university.

● All final transcripts and evaluation requests must be received by the CSAS to be evaluated for eligible transferable units.
● If the student-athlete has been in residence at the Four-Year school for less
than one academic year then it may be necessary to confirm qualifier status through the NCAA Eligibility Center or through the previous institution if applicable. If the student-athlete has been in residence for less than two academic years it may also be necessary to confirm qualifier status.

- Those eligible for the one-time transfer exception must provide TAMUCC with the appropriate paperwork per NCAA Bylaw 14.5.5.2.10.

3.10.4 Outgoing Permission to Contact & Transfer Releases/TAMUCC Student-Athletes

The following policies and procedures apply to Texas A&M University-Corpus Christi student-athletes seeking permission to contact another four-year institution about transferring and/or a transfer release to another four-year institution.

This process is separate from the NLI release process for TAMUCC signees. NLI policies and releases are processed via www.national-letter.org.

‘Permission to Contact’ is not the same as a ‘Transfer Release’ for purposes of NCAA transfer rules. These are two separate, but connected, steps in the recruitment and eligibility of a transfer. For example, a student-athlete may be granted permission to contact other four-year institutions, but denied a transfer release to one or more of those four year institutions for purposes of utilizing the one-time transfer exception (applicable in certain sports).

A TAMUCC student-athlete must receive written permission from the TAMUCC Athletics Department BEFORE he or she may contact, or have communication with representatives from, any other four-year institutions about a potential transfer. This restriction on communication with other four-year institutions also applies to any individual acting on the student-athlete’s behalf (e.g., parent, guardian, former club coach, relative, friend) who makes any attempt, direct or indirect, to communicate on the student-athlete’s behalf with other four-year institutions’ coaches or staff about the student-athlete transferring to their institution before the student-athlete has received written permission from the TAMUCC.

The student-athlete considering transferring from TAMUCC is expected to first discuss with the head coach and/or athletics department administrator about transferring. This conversation may help resolve concerns and questions and reaffirm the student-athlete’s interest and commitment to stay at TAMUCC and remain with the athletics program.

If the student-athlete has decided to transfer and seek permission to contact other four-year institutions, the student-athlete shall submit a SA Permission to Contact Request form via their ACS forms library to the Compliance Office requesting permission to contact. The student-athlete shall indicate in this request which schools he or she seeks permission to contact. The student-athlete shall confirm
with the Compliance Office that he or she has communicated with the head coach.

The Director of Athletics, in consultation with the Compliance Office and Head Coach, will grant or deny, by school, the student-athlete’s submitted permission to contact request within seven (7) business days of receipt of the written request from the student-athlete. This decision will be delivered to the student-athlete via his or her email account listed in ACS with copy to Head Coach and Sport Administrator.

If any schools on the student-athlete’s list are denied permission to contact, the decision will be indicated in the decision letter to the student-athlete. The decision letter to the student-athlete will indicate how the student-athlete may submit to the Faculty Athletic Representative a written appeal of the decision to deny permission to contact any specific institution. If appealing a denied permission to contact, the student-athlete must submit a written appeal to the FAR (Dr. Don Deis) within ten (10) business days of receipt of the written decision. This timeline will be included in the decision letter to the student-athlete.

The Department of Athletics will generally grant student-athletes a release (NCAA Bylaw 13.1.1.3) and/or one-time transfer (NCAA Bylaw 14.5.5.2.10) to a non-conference (if applicable) school only. If a student-athlete wishes to transfer they must submit a transfer release request to the compliance office via ACS. The student-athlete must meet with their head coach, the Director of Athletics or sport supervisor and the Associate Athletic Director for Compliance and Administration.

A “transfer release” request is triggered when a current student-athlete submits in writing to the Compliance Office. [NOTE: A student-athlete may request Permission to Contact and a Transfer Release together as one, uniform request.] The transfer release request is to determine if TAMUCC has any objection to the student-athlete being granted use of the NCAA’s one-time transfer exception (for applicable sports) to be immediately eligible to compete at the next four-year institution.

Requests for a release/one-time transfer to a conference school or traditional rival will generally be denied. Releases will always be denied if an institution has “tampered with” or contacted a TAMUCC student-athlete prior to receiving permission to speak. These requests will be considered on a case-by-case basis as to whether there are any extenuating circumstances to justify the granting of a release. Non-scholarship student-athletes will generally be granted a release to any institution that has not “tampered” or illegally recruited prior to permission being granted.

The Compliance Office will consult the Athletics Department Administration and Head Coach before granting or denying in writing an outgoing student-athlete’s
The Director of Athletics, in consultation with the Compliance Office and Head Coach, will grant or deny, by school, the student-athlete’s submitted permission to contact request within seven (7) business days of receipt of the written request from the student-athlete. This communication will be delivered to the student-athlete’s email account listed on ACS (or other last known email account, if available) with copy to Sport Administrator and Head Coach.

In the event a transfer release is denied, the email outlining the decision will be sent to the student-athlete and indicate how the student-athlete may submit to the FAR a written appeal of the denied release. If appealing a denied transfer release, the student-athlete must submit a written appeal to the FAR (Dr. Don Deis) within ten (10) business days of receipt of the written decision. This timeline will be included in the decision letter to the student-athlete.

If TAMUCC denies the student-athlete’s permission to contact or transfer release request, TAMUCC must inform the student-athlete in writing that he or she, upon request, will be provided a hearing conducted by an institutional entity or committee outside of the Department of Athletics. In these instances the letter will provide the student-athlete with directions for requesting a hearing if desired. Hearings will be conducted in a timely manner.

3.10.4.1 Student-Athletes Submit a Written Appeal Request to a Denied Permission to Contact/or Transfer Release

If a hearing is requested, an institutional entity or committee outside of the Department of Athletics will hear written and oral testimony from the Department of Athletics and the student-athlete requesting the hearing. Their decision shall be final. In cases where the committee rules in favor of the student-athlete the Department of Athletics will provide any requested releases (within NCAA rules) to the institutions requested by the student-athlete in a timely manner.

The institutional entity or committee outside of the Department of Athletics shall conduct a hearing and provide a written decision of the hearing to the student-athletes within 15 business days of receipt of student-athlete’s request. The student-athlete shall be provided opportunity to actively participate (e.g., in person, via telephone) in the hearing per the appeal hearing policies and procedures. Third parties (e.g., parents) may participate in a hearing, provided student-athlete signs a FERPA release permitting participation and third-party’s participation adheres to the appeal hearing policies. If a hearing isn’t conducted or written results not provided within 15 business days, permission to contact to the denied
institution(s) shall be granted. The student-athlete is required to prepare and submit a statement along with supporting documents in advance of the hearing to the IAC chair per the appeal hearing policies and procedures.

The FAR will notify the student-athlete, in writing (to student-athlete’s email listed in ACS and/or last known email address), of the committee’s decision on the student-athlete’s appeal to a denied transfer release. The committee’s decision must be rendered and provided in writing to the student-athlete within 15 business days of the appeal request. The committee’s decision on a student-athlete’s appeal of denied transfer release is final.

A subcommittee of the Intercollegiate Athletics Council, chaired by the FAR shall conduct a hearing and provide a written decision of the hearing to the student-athletes within 15 business days of receipt of student-athlete’s request. The student-athlete shall be provided an opportunity to actively participate (e.g., in person, via telephone) in the hearing per the subcommittee appeal hearing policies and procedures. Third parties (e.g., parents) may participate in a hearing, provided student-athlete signs a FERPA release permitting participation and third-party’s participation adheres to subcommittee’s appeal hearing policies. If subcommittee does not conduct hearing or provide written results within 15 business days, permission to contact to the denied institution(s) shall be granted.

The student-athlete is required to prepare and submit a statement along with supporting documents in advance of the hearing to the IAC chair per the IAC appeal hearing policies and procedures.

Once the hearing has concluded, the IAC chair will notify the student-athlete, in writing (via their ACS email account), of its decision on the student-athlete’s appeal to a denied permission to contact. IAC’s decision must be rendered and provided in writing to the student-athlete within 15 business days of the appeal request. The IAC’s decision on a student-athlete’s appeal is final.

3.10.4.2 Additional Policies
-Combining Permission to Contact and Transfer Release Requests. An outgoing transfer student-athletes written request for permission to contact and a transfer release may be submitted and processed simultaneously.

-Transfer Waiver Filed by Next Institution. TAMUCC’s position on another institution’s permission to contact or transfer waiver involving an outgoing/former TAMUCC student-athlete will be determined after communication between the Head Coach, Compliance Office, and Sport Administrator.
- TAMUCC Students Who Never Participated in a Sport Program. Students who never participated in a TAMUCC sport program and were never recruited by a TAMUCC sport program, but were enrolled full-time here will be granted, upon request, permission to contact and transfer-release to any four-year institution. All requests made in such situations must be requested directly through the Compliance Office.

- Pre-Requisites to Being Granted Permission to Contact/Release. Additional conditions (e.g., successful completion of current courses; resolving pending financial obligations to the University) requiring fulfillment prior to granting permission to contact and/or transfer release may be included on case-by-case basis. Additional conditions need prior approval from the Sport Administrator and Compliance Office.

- Cut or Dismissed Student-Athletes. Student-athletes cut from a TAMUCC sport program will be granted, upon request, permission to contact and transfer release unless exceptional circumstances (e.g., student-athlete cut/dismissed from team due to multiple conduct violations) warrant denying or restricting the request. Any such restriction or denied request needs prior approval from the Sport Administrator and Compliance Office.

- Restrictions on Athletic Resources While Still Enrolled at TAMUCC. Outgoing TAMUCC scholarship student-athletes who have requested in writing permission to contact and/or a transfer release requests but who are still enrolled at TAMUCC (e.g., student-athlete requests permission to contact other schools in February but remains enrolled through spring term) may be continue to utilize academic and/or sports medicine services. (Athletic resources will no longer be provided to student-athletes not on an athletics scholarship. Non-athletics scholarship recipients will be assessed on a case-by-case basis).

- Academic Support Services Include:
  - Academic Advising
  - Progress Reports
  - Tutoring
  - Study Hall

Other athletic resources available to student-athletes will no longer be provided to student-athletes once they are removed from the team’s official roster.
3.11 National Letter of Intent

3.11.1 National Letter of Intent Processes
TAMUCC is a participant in the Collegiate Commissioners Association National Letter of Intent Program. National Letters of Intent for TAMUCC are processed through the Southland Conference.

Coaches are encouraged to sign all eligible prospects to a National Letter of Intent (NLI) at the same time they sign a grant-in-aid. National Letter signing dates are listed on each National Letter form and will be distributed to coaches by CSAS.

Coaches shall fill out the NLI/Financial Aid Request Form through ACS in its entirety for each prospective student-athlete a coach wishes to send a NLI. CSAS will create all necessary NLI and grant-in-aid documents. CSAS will send out the NLI and GIAs through express mail, email, or fax. All NLI forms must be completely filled out and signed before being submitted to the Southland Conference Office. All signed valid National Letter of Intent forms, along with signed grant-in-aid forms, shall be returned to CSAS for submission. Improperly completed forms will be returned to the coach for correction if still within the signing period. Failure to have a fully signed and completed National Letter delivered to the Southland Conference Offices within 14 days of the final signature will render the NLI null and void.

Coaches shall be familiar with all National Letter of Intent regulations and procedures, including:

- The NLI must be signed by the Director of Athletics with the date of issue BEFORE it is submitted to the prospective student-athlete.
- It must be signed and dated by the student’s parents or legal guardians if the prospect has not yet reached his/her 21st birthday.
- The prospect and his parents or legal guardian must sign the NLI within 7 days of its date of issue to the prospect.
- The letter must include the student’s full name (including middle name or initial) and address before it can be sent to the Director of Athletics for his or her signature or mailed to the prospect.
- A National Letter of Intent must include an offer of Athletics Aid.
- The National Letter of Intent may be sent to the prospect via Priority Mail, Federal Express, UPS etc. and a postage paid return envelope may be included for the prospect to send the signed original back to.
- The TAMUCC Sports Information Office will only be allowed to announce prospect signings after CSAS approves of the release that Sports Information has created.
- If possible, coaches should request that the prospect send the signed copy of a NLI via email; or a facsimile copy prior to mailing the original so that the letter can be confirmed to be properly signed and dated.
3.12 Summary of Recruiting Forms
Request for Release/One-Time Transfer Waiver Form
Request for Permission to Talk to Student-Athlete Enrolled at Another 4-year School Form.
Official Visit Approval Form
Post-Visit Form
Student Host Form
NCAA Banned Drug and Nutritional Supplement List
NCAA Graduation Rate for TAMUCC
National Letter of Intent
Permission to Contact (TAMUCC student-athletes)
SECTION 4.0 - FINANCIAL AID

Financial Aid is any funding provided to a student-athlete to pay, or help to pay, the cost of his/her education at Texas A&M University - Corpus Christi. A summary of NCAA rules regarding Financial Aid may be found in the NCAA Manual Section 15.

Texas A&M University - Corpus Christi Head Coaches make recommendations to the Director of Athletics regarding the granting of athletic aid to a prospect or student-athlete. The Director of Athletics makes recommendations to the Director of Student Financial Assistance regarding the award/cancellation/gradation of athletics aid. The Director of Student Financial Assistance makes the final determination of the student-athlete who is to receive the award and its value.

The Compliance Office works closely with the Office of Student Financial Assistance to assure adherence to all applicable NCAA, state and federal regulations. Both Offices utilize the NCAA Compliance Assistant Software to accurately prepare the NCAA Squad Lists.

4.1 Definition of Financial Aid
Financial Aid is any funding provided to a student-athlete to pay, or help to pay, the cost of his/her education at TAMUCC.

4.2 Administered By – NCAA Bylaw 15.02.1
Financial aid is administered by an institution if the institution, through its regular committee or other agency for the awarding of financial aid to students generally, makes the final determination of the student-athlete who is to receive the award and its value.

4.3 Selection of Financial Aid Recipients
Head Coaches make recommendations to the Director of Athletics regarding the granting of athletics aid to a prospect or student-athlete. The Director of Athletics makes recommendations to the Director of Student Financial Assistance regarding the award/cancellation/gradation of athletics aid. The Director of Student Financial Assistance makes the final determination of the student-athlete who is to receive the award and its value.

4.4 NCAA Financial Assistance Advisor I (NCAA)
The Financial Aid Advisor assists in coordinating all financial assistance for student athletes in conjunction with the Department of Athletics to maintain compliance with National Collegiate Athletic Association (NCAA) and University rules and regulations. This Advisor I will report directly to the Director of Student Financial Assistance. All financial aid from any source outside of the University must be reported to CSAS or the Office of Student Financial Assistance.

The Compliance Office works closely with the Office of Student Financial Assistance to ensure adherence to all applicable NCAA, state and federal regulations. Both Offices utilize the NCAA Compliance Assistant Software to accurately prepare the NCAA Squad Lists.
4.5 Financial Aid Policy
It is the policy of the Department of Athletics to make athletic financial aid available in all sports governed by the department. The determination as to which athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach. In addition to student-athlete financial aid, a limited number of undergraduate and/or graduate student coaching assistantships also may be available. Financial aid for student managers and trainers should be considered at the time of setting athletic budgets and may be awarded within approved budget limits.

All athletic financial aid will be awarded in accordance with NCAA, and University rules and regulations. Athletic financial aid can only be awarded, gradated or canceled by the Office of Student Financial Assistance upon the recommendation of the Department of Athletics. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All SAs are encouraged to apply for need-based assistance (e.g. Pell Grants).

A full grant-in-aid for a student-athlete shall consist of on-campus room and board, tuition, fees, and books. Grant-in-aid may be requested to cover all, any one of the above or a combination of the above. This may be done each semester or once for the entire academic year. The actual dollar amounts for the above will be established by the University administration annually. These amounts will be the same for all TAMUCC students.

4.6 Cost of Attendance (NCAA Bylaw 15.02.2):
The “cost of attendance” is an amount calculated by the Office of Student Financial Assistance that includes the total cost of tuition and fees, room and board, books and supplies, transportation and other expenses related to attendance at TAMUCC. The amount differs between student-athletes depending on their state of residence, number of units enrolled in and whether they live on-campus or commute from off-campus. A student-athlete may receive financial aid unrelated to athletics ability up to the cost of attendance or the value of a full grant-in-aid plus a Pell Grant, whichever is greater; however, the total amount of institutional financial aid that is based on athletics ability, outside financial aid for which athletics participation is a major criterion, and educational expenses awarded by the USOC or a U.S. NGB (or international equivalent) cannot exceed a full grant-in-aid.

4.7 Individual Limits
Full grant-in-aid (NCAA Bylaw 15.02.5): A full grant-in-aid is financial aid that consists of tuition and fees, room and board, books, and other expenses related to attendance at the institution up to the cost of attendance established pursuant to Bylaws 15.02.2 and 15.02.2.1. Supplies such as calculators, notebooks, art supplies, etc. may only be provided under certain circumstances and when approved by the Compliance office.

4.8 Sports Limits (Team)

4.8.1 Head Count Sports: Each student-athlete who receives aid is tallied as “1” regardless of the amount of aid. The limits indicate the number of persons that may receive aid.
Men’s Basketball  13
Women’s Basketball  15
Women’s Tennis  8
Women’s Volleyball  12

4.8.2 Equivalency Sports: A sport is permitted “x” number of full scholarships, and those scholarships may be broken in varying percentages to a selected number of student-athletes.

Men’s Baseball  11.7
Men’s XC/T&F  12.6
Men’s Tennis  4.5
Women’s Golf  6
Women’s Softball  12
Women’s XC/T&F  18
Women’s Soccer  14

4.9 Institutional Financial Aid – NCAA Bylaw 15.02.4.2: (counts toward individual and team limits)

- All funds administered by the institution including scholarships, grants, tuition waivers, employee dependent tuition benefits (unless the parents employed for a minimum of 5 years), loans;
- Aid from government or private sources for which the institution is responsible for selecting the recipient, for determining the amount of aid or for providing matching or supplementary funds for a previously determined recipient
- Financial aid awarded through an organization (e.g., Booster Club) in which athletics participation is the major criterion.

4.10 Permissible Financial Aid – NCAA Bylaw 15.02.4.3: (counts towards individual limits)

- Financial aid awarded solely on the basis having no relationship to athletics ability
- Financial aid awarded through an established and continuing outside program (e.g., National Merit Scholar) in which athletics participation is not the major criterion, as outlined in Bylaw 15.2.6.3

4.11 Other Permissible Financial Aid (does not count towards individual or team limits)

- Financial aid received from anyone upon whom the student-athlete is naturally or legally dependent;
- Legitimate loans with a regular repayment schedule (e.g., Stafford and Perkins);
- An honorary award for outstanding academic achievement or established institutional research grant (counts towards cost of attendance);
- Pell Grant;
- Veterans Educational Assistance program;
Military Reserve Training programs;
- Special U.S. Government entitlement programs;
- Disabled Veterans awards; and
- Welfare benefits

4.12 Employment Monitoring Update
Student-athletes are required to update employment through ACS for the academic year and summer terms. Bylaw 12.4 states that a student-athlete’s compensation may not be related to their reputation or fame as a student-athlete, that they must be compensated only for work performed and the rate of pay must be commensurate with the going rate for similar services.

4.13 Grant-In-Aid Renewals & Non-Renewals

4.13.1 Renewal or Increase in Athletics Aid
At the end of the season CSAS will forward a list of all student-athletes receiving athletics scholarships for the current year. The head coach will check the list for accuracy and indicate their recommendations for renewal, increase, non-renewal or reduction in aid. They will also indicate if eligibility for aid has been exhausted. In the case of renewal or increase in aid the student-athlete will be asked to come to CSAS to sign their award letter. This should be completed no later than the last day of classes but may not occur later than July 1. If the student-athlete is not on campus the award letter will be mailed or emailed.

4.13.2 Non-Renewal or Reduction of Athletics Aid

4.13.2.1 Non-Renewal or reduction of athletics aid must follow the procedures listed below:

- In addition to submission of the athletic scholarship list the coach must provide a written recommendation to the Associate Athletics Director for Compliance stating reasons why any student-athlete’s scholarship should be reduced or should not be renewed if the student-athlete has eligibility remaining. The deadline for submission of the request for non-renewal/reduction is two weeks after the last scheduled contest or no later than June 1. In the case of sports that have not completed their seasons prior to June 1st this deadline may be extended to two days following the last scheduled contest upon written request submitted prior to June 1st.

- The Director of Athletics, Associate Athletics Director for Compliance and the sport administrator (if other than the Director of Athletics) will review the recommendation and either approve or deny.

- If the coach’s recommendation for non-renewal or reduction is denied the coach will be promptly informed, allowed to provide additional information and if the administration’s decision is upheld, the renewal procedure will commence.
If non-renewal or reduction has been approved, notification will be prepared and forwarded to the Office of Student Financial Assistance for review and preparation of correspondence to the student-athlete. The non-renewal/reduction letter signed by the Office of Student Financial Assistance will then be mailed or delivered to the student-athlete. The letter will include contact information, directions and deadlines for submission of request for a hearing before the Financial Appeals Committee if such a hearing is desired. If possible this letter will be received by the student-athlete prior to the last day of classes for the spring semester, however, NCAA rules dictate that it must be received by the student-athlete no later than July 1. This financial aid hearing will take into account information presented by the athletic department and information provided by the student-athlete who’s aid is being reduced. This hearing opportunity is in accordance with NCAA Bylaw 15.3.2.3 as stated below and recent NCAA interpretations:

15.3.2.3 Hearing Opportunity
The institution’s regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year or multiple academic years within the student-athlete’s five-year period of eligibility. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university’s athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution’s established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.
   a. No athletics department staff member serves as a member of the appeals committee;
   b. No athletics department staff member is involved in the decision-making of the appeals committee; and
   c. The decisions of the appeals committee are made in accordance with the institution's normal practices and policies for all students.

In the case of an appeal decided in favor of the student-athlete, the Office of Student Financial Assistance will inform the student-athlete in writing and enclose a new award letter. The Department of Athletics will honor the decision of the Financial Appeals Committee and honor the award for the upcoming period.

Coaches will not be required to reinstate student-athletes to the team if they have been previously dismissed however individuals receiving athletics aid may be required to perform other tasks within
4.13.3 Reduction/Cancellation/Increase during the Period of the Award
Reduction or cancellations of an athletics scholarship during the period of an award (i.e., once the student has signed a National Letter Of Intent or accepted the Financial Aid Agreement through the end of the term or terms in which the award was granted) may only occur if the student-athlete:

- renders him/herself ineligible for intercollegiate competition;
- fraudulently misrepresents any information on an application, National Letter of Intent or financial aid agreement (this would include not reporting for practice or making only token appearances);
- engages in serious misconduct warranting substantial disciplinary penalty;
- voluntarily withdraws from a sport for personal reasons; however, the recipient’s financial aid may not be awarded to another student-athlete in the same term.

A student-athlete’s scholarship may be increased at any time for any reason during the period of the award, per Bylaw 15.3.4.1.

4.13.4 Monitoring Procedures for All Types of Financial Awards to Student-Athletes
Throughout the academic year, the Financial Aid Advisor for Athletics, the Associate Athletics Director for Compliance, and the Compliance Coordinator will monitor all allocated financial aid available to student-athletes to determine which awards are permissible and how the award should be counted. Financial Aid Declaration Form will be administered and completed, annually, via ACS.

4.13.4.1 Financial Award List
The award list is produced by the Financial Aid Advisor for Athletics and shall include all scholarship or grant money received by student-athletes. This list shall include institutional aid, outside aid, honorary academic awards, Pell Grants and other countable or non-countable awards. The financial award lists are copied to CSAS for reviews to insure that all financial aid received by student-athletes is in accordance with NCAA Bylaw 15.

4.13.5 Review of Outside Financial Aid
In addition to monitoring outside financial aid, the University is required to have a letter on file documenting the source of all outside aid which provides a detailed explanation of each criterion of the award, and the relative importance of each criterion. The Financial Aid Office may send an inquiry to the outside awarding agency requesting the criterion, or the student-athlete may bring a copy of the letter to the Associate Athletics Director for Compliance. The information provided from
the outside source is copied to the Financial Aid Office and CSAS for review. All outside awards will be reviewed to determine if they are permissible by NCAA rules and if so how or if they will be counted in the individual and/or team limits.

4.13.6 Preparation of Squad Lists
The Financial Aid Advisor for Athletics works with the Associate Athletics Director for Compliance to prepare the NCAA Squad List using the NCAA Compliance Assistant Software. NCAA Bylaw 15.5.11 requires that student-athletes must be listed on the NCAA Squad List along with all relevant data regarding their financial aid and eligibility to compete. This list must be completed prior to the first date of competition and will be updated and audited throughout the season to assure accuracy.

4.13.7 Disbursement Procedures for Athletics Grant-in-Aid
The Financial Aid Advisor is responsible for crediting the awarded amounts to the student-athletes accounts into Banner. To begin the process, the Financial Aid Advisor will receive a spreadsheet documenting the Athletic Financial Aid for each student-athlete.

4.13.7.1 Disbursement Procedures Vary Depending on the Student-Athlete’s Status, as Follows:
When the student-athlete is enrolled in a full-time program of studies in the fall, spring, and summer terms, the athletic grant-in-aid amount will be credited to his/her account. The student-athlete’s account will receive payment towards tuition and fees, and room and board in the amount of the athletic grant-in-aid designated after the 12th class day. If the student-athlete is receiving a full athletic grant-in-aid, his/her account balance will be paid automatically. If a full athletic grant-in-aid student-athlete is residing off campus, a monthly check for room and board will be allocated, if the student-athlete is residing on campus, an institutional meal plan. Room and board payments are deposited directly in to the student-athlete’s account every month during the period of the award. The Department of Athletics Business Office submits requests for payment to accounts payable

If the student-athlete receives a partial scholarship, the designated-awarded amount will be credited for tuition, fees, and room and board. The remaining balance on the student-athletes account will be available for the student-athlete immediately after the 12th day of classes.

4.13.7.2 Course-Related Books Included in the Athletics Grant in Aid
Books are included in the figuration of a full athletic grant, but the NCAA has predetermined the value for books that count as institutional athletic grant-in-aid ($400 per semester). Athletic Books scholarships are only awarded on a loan basis. CSAS in coordination with the Barnes and Noble bookstore will handle book transactions, and the predetermined amount will be included to the individual and team limits set by the NCAA. CAAS will
send each student-athlete’s schedule on book scholarship to the Barnes and Noble bookstore. The professor for each class will determine which books are required. Only books required for a course will be a part of the textbook scholarship. A book voucher is prepared for the student-athlete. Student-athletes will pick up their required, pre-packaged textbooks by following the procedures set forth below. A CSAS staff member will be present on the textbook pick-up date. The student-athlete retains one voucher copy and the department retains the other plus cash register receipts. Upon completion of the semester books are returned to the bookstore under the procedures listed below or a registration and transcript hold will be placed on the student-athlete’s account until half the value of the books is repaid.

4.13.8 Summer School Financial Aid
To be eligible for Department of Athletics summer school financial assistance a student-athlete must attend summer school at the Texas A&M University - Corpus Christi and must:

● have received athletics related aid during the academic year;
  AND
● be in academic difficulty with his or her cumulative GPA;
  OR
● be able to graduate with a degree with completion of summer classes;
  OR
● be deficient in hours and not making satisfactory academic progress;
  OR
● have to complete graduation course requirements which could not be met during the regular academic sessions.

If a student-athlete meets the criteria for receiving financial assistance, he or she must petition the Director of Athletics for permission to attend summer school with Department of Athletics financial support. To make this petition the student-athlete must complete a Summer School Application Form and give the justification for requesting summer school. The student-athlete will list the courses requested for all summer sessions, not just the May session. Also, the Summer School Application Form must be accompanied by an advising copy of the student-athlete's most recent transcript and a copy of his or her course schedule for the current semester.

The completed Summer School Application Form is submitted to Director of Athletics through CSAS. The request may be made any time after February 15, but not later than April 15. The Student-Athlete will be notified by mail as soon as possible, but not later than May 1, of the approval or denial of the request.

Any summer school courses the student-athlete enrolls in without the Director of Athletics' permission will be billed to: THE STUDENT-ATHLETE -- not the Department of Athletics.
4.13.9 Course Repeat Policy

The first time the course is repeated, the initial grade received in the course will remain on the transcript, but only the better of the first two grades will be used to calculate the TAMUCC grade point average. For student-athletes on scholarship, the Department of Athletics will pay for one repeat of a failed or dropped course, but funds will not be spent on repeating those courses for a third time. If a student-athlete must take the course a third time, it will be at his or her own expense. If a student-athlete elects to repeat a course that is currently counting in their degree program, the athletic department will not pay for the class unless the student has been granted prior approval.

Charges not covered by athletic scholarships:
Drop Fees, Add Fees, Parking Fees

4.14 Summary of Financial Aid Forms
Scholarship Request Form
Summer School Application
Free Application for Federal Student Aid
Cancellation of Athletic Aid during Term of Award
Non-counter Certification Form
SECTION 5.0 – ADMISSIONS

5.1 Admission and Enrollment

5.1.1 Admission - NCAA Bylaw - 14.1.1.
A student-athlete shall not represent an institution in intercollegiate athletics competition unless the student has been admitted as a regularly enrolled, degree-seeking student in accordance with the regular, published entrance requirements of that institution.

5.1.2 Special Admission – NCAA Bylaw 14.1.1.1.
A student-athlete may be admitted under a special exception to the institution's normal entrance requirements if the discretionary authority of the president or chancellor (or designated admissions officer or committee) to grant such exceptions is set forth in an official document published by the university (e.g., official catalog) that describes the institution's admissions requirements.

5.1.3 Freshman Admission Deadlines
To ensure full consideration, the Texas Common Application for Admission, application fee, required transcripts, and any supporting documentation must be in the Office of Admissions and Records by the following deadlines:

Fall Semester - July 1;
Spring Semester - November 1;
Summer Session - April 1.

Completed applications received after the deadline date but before the beginning of regular registration will be processed subject to available space.

5.1.4 Alternative Admission for Freshmen
Those students who do not meet regular admission requirements may be considered under the Alternative Admission Procedure. The Undergraduate Admissions Committee will review applications for consideration under the Alternative Admission Procedure. In addition to reviewing the student’s class rank, standardized test scores, and high school courses, the committee will consider other factors such as participation in extracurricular activities, including evidence of leadership; community service; talents and awards; extenuating circumstances; and employment, internships, and summer activities. Applicants for Alternative Admission must have an official SAT or ACT score on file with the University. The applications considered under the Alternative Admission Procedure will be on a case-by-case basis. Students admitted under Alternative Admission may be subject to specific enrollment conditions established by the Undergraduate Admissions Committee based on the applicant’s individual circumstances. These conditions may include enrolling in prescribed developmental course work, participating in tutoring sessions and other academic support activities, and meeting other conditions designed to promote academic success.
5.1.5 **Transfer Provisional Admission**
Transfer students who do not meet regular admission requirements may be considered under the Provisional Admission Procedure. The Undergraduate Admissions Committee will review applicants for consideration under the Provisional Admission Procedure. Applications for provisional admission must have copies of all required documentation on file with the University. Consideration of applicants under the Provisional Admission Procedure will be on a case-by-case basis. Students approved under the Provisional Admission Procedure will enter the University on academic probation and may be subject to additional provisions established by the Undergraduate Admissions Committee.

5.1.6 **Application Fees**
NCAA rules prohibit TAMUCC from covering application fees for prospects.

Applicants applying or reapplying to TAMUCC are required to pay an application fee of $40.00 ($50.00 after priority deadline). The fee may be waived only in exceptional cases for applicants with hardships. An applicant in such circumstances should request his or her high school counselor, financial aid officer, or social worker to submit a letter verifying the need for a waiver with the application for admission.

Applicants who are not U.S. citizens are considered through International Admission. For international applicants, the nonrefundable application fee is $75.00, paid in U.S. currency.
SECTION 6.0 - ELIGIBILITY

6.1 Student-Athlete Eligibility to Practice, Receive Athletics Aid and Compete

Eligibility to Practice, Receive Athletics Aid and Compete

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<th>Entering Second Year</th>
<th>Entering Third Year</th>
<th>Entering Fourth Year</th>
<th>Entering Third Year</th>
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<td>* 24 hours</td>
<td>* 18 hours during the academic year</td>
<td>* 18 hours during the academic year</td>
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<td>* 18 hours during the academic year</td>
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<tr>
<td>* A maximum of 6 hours of remedial courses</td>
<td>* 40% of degree</td>
<td>* 60% of degree</td>
<td>* 80% of degree</td>
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<td>* 90% of GPA for graduation maintained during academic year</td>
<td>* 95% of GPA for graduation maintained during academic year</td>
<td>* 100% of GPA for graduation maintained during academic year</td>
<td>* 100% of GPA for graduation maintained during academic year</td>
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6.1.1 Initial Eligibility

A student-athlete who enrolls as an entering freshman with no previous full-time attendance must meet Freshman Academic Requirements outlined in NCAA Bylaw 14.3. Certification of initial eligibility is done through the NCAA Eligibility Center. Student-athletes that have not been certified by the NCAA Eligibility Center are not eligible to practice, compete or receive an athletic scholarship in their initial year of enrollment. Individuals that require certification through the NCAA Eligibility Center include the following:

- Freshmen with no previous full-time collegiate attendance
- Two-year College transfer students who have not met NCAA Bylaw 14.5.4.1 or 14.5.4.2 (graduated, transferred 48 semester units to the University with a minimum GPA of 2.5)
- Four-Year College transfer students who have not completed an academic year meeting NCAA Satisfactory Progress In the case of students that transfer after one year at another institution may not be able to certify eligibility for more than three years without NCAA Eligibility Center certification.

6.1.1.1 NCAA Eligibility Center Procedures

For all prospects that require initial eligibility certification through the NCAA Eligibility Center the procedures are as follows:
6.1.1.1 Coach’s Responsibility
Coaches are responsible for contacting CSAS with information regarding any prospective student-athlete. Coaches must give CSAS a copy of the PSA’s high school transcript, a valid test score, and other information including the PSA’s Date of birth in order to place the PSA on TAMUCC’s IRL.

The Compliance Office will review transcripts and test scores to determine whether a PSA might be a qualifier. The information from this review will be given to the Coach. The Coach will be responsible for understanding the review of each PSA including what the PSA must do to become a qualifier.

The responsibility falls on the Coach to understand and ask questions about each and every review done by the Compliance Office.

6.1.1.2 Prospective Student-Athlete’s Responsibility

1. Prospect initiates the NCAA Eligibility Center on-line registration process by filing an online Domestic or Foreign Student Release Form and paying the applicable fee.

2. Prospect requests that the high school transcripts and test scores are sent directly to the Eligibility Center. The final transcript that includes the graduation date must be on-file prior to certification. Student Score Reports and scores taken directly from a Student Score Report are not usable.

6.1.1.3 Practice Prior to NCAA Certification
Student-athletes that have not received final certification of initial eligibility may not compete but may be cleared to practice on a temporary basis if they have completed all of the following items:
● Registered in the NCAA Eligibility Center
● Requested that high-school transcripts and test scores be sent to the Eligibility Center
● Attended the annual eligibility meeting and completed all athletics forms
● Been cleared by the Athletic Training Staff (physical, insurance etc.)

Recruited or non-recruited Student-Athletes
● May be temporarily cleared to practice for a maximum of 45 days

6.1.1.4 Summary of NCAA Initial & Continuing Eligibility - NCAA
Bylaws 14.3.1.1 & 14.3.1.1.1

A student-athlete who enrolls in a member institution as an entering freshman with no previous full-time college attendance shall meet the following academic requirements, as certified by the NCAA Eligibility Center, as approved by the Executive Committee, and any applicable institutional and conference regulations, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence.

A qualifier is defined as one who is a high school graduate and who presented the following academic qualifications:

(a) A minimum cumulative grade-point average as specified in Bylaw 14.3.1.1.2 (based on a maximum 4.000) in a successfully completed core curriculum of at least 16 academic courses per Bylaw 14.3.1.2, including the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Years</th>
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<tbody>
<tr>
<td>English</td>
<td>4 years</td>
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<tr>
<td>Mathematics (Three years of mathematics courses at the level of Algebra I or higher). (Computer science courses containing significant programming elements that meet graduation requirements in the area of mathematics also may be accepted.)</td>
<td>3 years</td>
</tr>
<tr>
<td>Natural or physical science (including at least one laboratory course if offered by the high school). (Computer science courses containing significant programming elements that meet graduation requirements in the area of natural or physical science also may be accepted.)</td>
<td>2 years</td>
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<tr>
<td>Additional courses in English, mathematics, or natural or physical science</td>
<td>1 year</td>
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<tr>
<td>Social science</td>
<td>2 years</td>
</tr>
<tr>
<td>Additional academic courses [in any of the above areas or foreign language, philosophy or nondoctrinal religion (e.g., comparative religion) courses]</td>
<td>4 years (4/24/03 effective 8/1/08, for those student-athletes first entering a collegiate institution on or after 8/1/08)</td>
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</tbody>
</table>
The record of the above courses and course grades must be certified by the NCAA Eligibility Center using either an official high school transcript forwarded directly from the high school or a high school transcript forwarded by an institution's admissions office; and

(b) A minimum combined score on the SAT critical reading and math sections or a minimum sum score on the ACT as specified in Bylaw 14.3.1.1.2. The required SAT or ACT score must be achieved under national testing conditions on a national testing date [no residual (campus) testing or regional testing dates] except that a state administered ACT may be used to meet the test-score requirement.

**Progress Towards Degree**

A student-athlete who is entering his or her third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

**Transfers**

To be eligible for competition, a transfer student-athlete must meet the following credit-hour requirements based on attendance at the previous institution(s) for the specified time and may use any hours of academic credit earned at any collegiate institution:

(a) Equivalent of one semester/one quarter: six-semester or six-quarter hours of academic credit;

(b) Equivalent of one academic year (e.g., two semesters/three quarters): 24-semester or 36-quarter hours of academic credit;

(c) Equivalent of three semesters/four quarters: 30-semester or 42-quarter hours of academic credit; or
(d) Equivalent of four semesters/six quarters and thereafter: six-semester or six-quarter hours of academic credit during the previous term of full-time enrollment, if applicable (see Bylaw 14.4.3.1.2.1).

Part-Time Enrollment
A student-athlete must earn 18 semester hours in any academic year in which the student-athlete was full-time during one or more semesters. Part-time hours may be used to fulfill this requirement.

Exception: A student-athlete who enrolls in his or her first full-time semester of collegiate enrollment following the fall semester will not be responsible for earning 18 semester hours until he/she has spent a full academic year at the institution.

Summer Credit Hours
Summer credit hours may be used to satisfy the 24-credit-hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80 percentage-of-degree requirements.

Remedial, Tutorial or Noncredit Courses
A student-athlete may use remedial, tutorial or noncredit courses earned during his or her first year of collegiate enrollment and when certifying a student-athlete entering his/her second year of collegiate enrollment. Those courses may be used to meet the 24-semester hour requirement, but may not exceed six semester hours.

Six Credit Hours
All student-athletes, including those currently enrolled and student-athletes that have graduated, must successfully complete at least six (6) semester hours in the previous semester of full-time enrollment to be eligible to participate in the next semester.

Walk-Ons
Generally a student-athlete is considered to be a walk-on if they are not receiving a scholarship. The true walk-on is not recruited and does not receive a scholarship. TAMUCC encourages students to walk-on or try out for most teams but holds them to the same standards as any other student-athlete. The only difference is that the Department of Athletics will not expend funding for student-athletes who choose to walk-on or try out until they “make the team” and are certified to practice and compete. Walk-ons must demonstrate to the Athletic Training Staff that they have had a physical and have been cleared to participate in intercollegiate athletics by their physician. They must also demonstrate that they have health insurance that will
cover them if injured while participating in intercollegiate sports.

**Foreign Student-Athletes**
Foreign student-athletes are generally subject to the same eligibility requirements as American students. If a prospective foreign student-athlete has not taken the SAT/ACT, that student will be considered a non-qualifier unless he or she is a transfer student.

Another area of concern regarding foreign student-athletes is that the student-athlete completes his or her four years of eligibility within five years of the time he or she first enrolls in a post-high school institution. For example, if a foreign student-athlete is also a transfer student, he or she may have attended another school for a number of years prior to enrolling at TAMUCC. Therefore, it is important to know the date that a foreign student-athlete initially enrolled in any other post-high school institution.

Because it can often be more time consuming to obtain the information needed to determine the eligibility (or admission) of the foreign student-athlete, coaches are encouraged to work closely with the Admissions Office and CSAS when dealing with a foreign prospect. Therefore, these offices should be notified with any necessary documentation or status changes as soon as possible.

**Postseason and Between Semesters.**
Only applies to a student-athlete in his or her last season of eligibility. A student-athlete in his or her last season of eligibility, including a student-athlete who has graduated with a Bachelor’s Degree, must successfully complete at least six credit hours in a regular semester (exclusive of intersession or summer credits) to be eligible for competition that takes place subsequent to that semester and after the certification date.

### 6.2 Additional NCAA Eligibility Rules

#### 6.2.1 NCAA Bylaw 14.01.2 Academic Status
To be eligible to represent an institution in intercollegiate athletics competition a student-athlete shall be in good academic standing and maintain progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.

#### 6.2.2 NCAA Bylaw 14.2.1 Requirement for Practice
NCAA Bylaw 14.2.2 Requirement for Competition
In order to be eligible for practice or competition a student-athlete must be registered in a full-time program of studies leading towards a baccalaureate (or equivalent degree), masters or professional program.

- Full time status is 12 units.
- A student-athlete that drops below 12 units is no longer eligible to practice or compete until they achieve full-time status. If a student-athlete competes while in less than 12 units he/she is immediately ineligible and may only be reinstated through NCAA Enforcement. The University will be subject to fines and contest forfeitures.

A daily check on the credit-hour status of current student-athletes is conducted by CSAS. However, it is the responsibility of the student-athlete to inform the coach and CSAS immediately if at any time their enrollment drops below full-time.

6.2.3 Four Seasons of Intercollegiate Competition
A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. The term “redshirt” is commonly used for a student-athlete that does not compete at any time during one of the seasons during his/her “five year clock”.

A season is used if the student-athlete participates regardless of the length of time that they participate (1 at-bat, 1 race, 1 second of 1 game). There are some waivers (e.g., hardship) to this rule that may be applied for through the NCAA. Questions should be referred to the Compliance Office.

6.2.4 NCAA Bylaw 12.8 Five-Year Rule
A student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester or quarter in which the student-athlete first registered for a minimum full-time program of studies.

Breaks in time may be allowed in the following circumstances:

- Time spent in the Armed Services or a Foreign Aid Service
- Time spent while on an official church mission
- One year exception may be permitted to females for reasons of pregnancy

6.3 Team Roster Additions or Deletions

6.3.1 Team Rosters
Coaches submit a tentative team roster to CSAS prior to each season. Any additions or deletions to this initial list must be made by submitting the Roster Addition and Roster Deletion Forms

6.3.2 Voluntary Withdrawal/Disassociation
In the event a student-athlete on scholarship voluntarily withdraws from the intercollegiate athletics program, the athlete will be required to sign a Non-Renewal/Reduction form. This form will assist in canceling grant-in-aid if warranted. This form should be completed in ACS.

### 6.3.3 Switching Sports/Multiple Sports

No scholarship athlete, or student-athlete who has given up a scholarship, will be permitted to leave one sport and participate in another sport without the written consent of the coach previously responsible for the student-athlete’s scholarship. This written consent must be on file in the compliance office before the student-athlete is allowed to participate. This applies to student-athletes who are switching from one sport to another or who are adding a second sport.

All student-athletes who have exhausted their eligibility or who are disassociating from a sport for any reason will be directed by the head coach to arrange and undergo an exit interview at the time of separation.

### 6.4 Annual Paperwork Required for All Student-Athletes Prior to the First Practice

#### 6.4.1 Annual Rules Meeting

At the beginning of the academic year meetings will be scheduled for all new and returning student-athletes that intend to try out, practice or compete on a TAMUCC team during the year. Attendance at this meeting and completion of all forms is mandatory and must be completed prior to the student-athlete being permitted to try-out, practice or compete with the team. CSAS will conduct the meetings and other Department of Athletics and University staff will make presentations as appropriate.

#### 6.4.2 Mandatory Paperwork

Student-Athletes must complete the following forms used to gather information and determine eligibility:

**Texas A&M-Corpus Christi Student-Athlete Information Forms:**

- Financial Aid
- Housing
- Student-Host Verification
- Certification of Recruitment Status
- Rules for Working with Tutors
- Academic Year Employment
- Statements Agreement
- HIPAA Authorization/Buckley Amendment Consent Form (Bylaw 12.7.4)
- NCAA Drug Testing Consent Form (Bylaw 12.7.3)
- Automobile/Motorcycle Registration
- Sports Wagering
- Textbook Policy
- TAMUCC Substance Abuse Policy
- Social Media Policy
- NCAA Student-Athlete Statement

#### 6.4.3 Review the TAMUCC Student-Athlete Handbook
And sign the:
● Student-Athlete Code of Conduct

*Student-Athletes that intend to participate in more than one sport shall complete separate eligibility paperwork for each sport.

6.4.4 **Student-Athlete Affirmation of Eligibility**
Following the completion of the squad list and prior to the first date of competition, CSAS will prepare the NCAA Student-Athlete Affirmation of Eligibility form and have it signed by the head coach and the Director of Athletics. The Director of Athletics should keep a copy of this form and the original should remain on file with the squad lists in CSAS office.

6.4.5 **Minors/Parents Signature Required Forms**
Occasionally a student-athlete will have not reached his or her 18th birthday prior to enrolling at TAMUCC. This poses a potential problem with the filing of drug testing authorizations and the NCAA Student-Athlete Statement. To alleviate this potential problem, ACS will allow student-athletes’ parents to upload signed forms during the form completion process. Underage student-athletes are advised that their parents also must sign the forms before they are returned to the Department of Athletics. Other documents such as medical and insurance records also require parent or guardian signatures.

6.5 **Summary of Eligibility Forms**
Financial Aid
Automobile/Motorcycle Registration
Housing
Sports Wagering
Student-Host Verification
Textbook Policy
Certification of Recruitment Status
TAMUCC Substance Abuse Policy
Rules for Working with Tutors
Social Media Policy
Academic Year Employment
NCAA Student-Athlete Statement
Statements Agreement
HIPAA Authorization/Buckley Amendment Consent Form (Bylaw 12.7.4)
NCAA Drug Testing Consent Form (Bylaw 12.7.3)
SECTION 7.0 – AMATEURISM

7.1 The Principal of Amateurism - NCAA Bylaw 2.9
Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

7.1.1 Summary of Amateurism Rules
The NCAA has strict rules regarding amateurism. This is a very short summary of the main areas to be aware of. Problems often arise with foreign prospects and determining their amateur status. A student-athlete or prospect will lose their eligibility if they:

- Use their athletics skill (directly or indirectly) for pay in any form in their sport
- Accept a promise of pay (even if the pay will be after graduation or completion of eligibility
- Sign a contract or commitment to play professional sports
- Receive (directly or indirectly) a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization.
- Compete on any professional athletics team even if no pay or remuneration for expenses is received (except for tennis, golf, beach volleyball, or synchronized diving teams)
- Enter in to a professional draft or an agreement (written, oral, handshake) with an agent.

If a student-athlete is offered expenses (beyond actual competition expenses), a stipend, or prize money from a club team, national team or any outside organization, the coach and the student-athlete shall check with CSAS before any agreement is made or any benefit is received.

7.2 Agents

7.2.1 Summary of Rules Regarding Sports Agents/Contracts
NCAA Bylaw 12.3 specifically prohibits eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletic contests in which the involved student-athlete performed.

While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent,
athletic talent scout or someone who attempts to arrange a meeting with the same. This could be a certified sports agent, a local business, family friend, lawyer, or a loyal supporter. There have been reports of opposing coaches trying to arrange agent contacts for players on rival teams.

Communication in this area is of the utmost importance. If a student-athlete wishes to explore his/her options in a sports-related career, he/she should set up a meeting with the Director of Athletics and CSAS to discuss the matter. Such meetings may also be arranged for groups or whole teams.

Contacts with agents must be monitored closely for the sake of the student-athlete and the program. No student-athlete should enter into extended conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to CSAS (not the coach) and receiving clearance to converse with that person.

The extent of the initial contact with an agent should be to request a business card and a list of other athletes that the agent represents. The student-athlete should ask the agent if he/she has been in contact with CSAS (NOT THE COACH). Regardless of the answer, the student-athlete should tell the individual, “I have to report this contact to my AD. I appreciate your interest and will get back in touch with you.” Under no circumstances should the student-athlete sign anything or accept anything else from the agent (even a meal, a soda, etc.). The contact should be immediately reported to CSAS (at home, if at night or on a weekend).

7.3 Endorsing a Commercial Product or Service

7.3.1 Modeling – NCAA Bylaw 12.5.1.3
If an individual accepts remuneration for or permits the use of his or her name or picture to advertise or promote the sale or use of a commercial product or service prior to enrollment in a member institution, continued remuneration for the use of the individual’s name or picture after enrollment is permitted without jeopardizing his or her eligibility to participate in intercollegiate athletics only if all of the following conditions apply:
- The individual’s involvement in this type of activity was initiated prior to his or her enrollment in a member institution.
- The individual became involved in such activities for reasons independent of athletics ability;
- No reference is made in these activities to the individual’s name or involvement in intercollegiate athletics;
- The individual does not endorse the commercial product; and
- The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skills and experience as a model or performer and is not based in any way upon the individual’s athletics ability or reputation.
7.3.2 Promotional Activities (Charitable, Educational and Other Community Service Projects)
NCAA regulations permit under certain circumstances an athlete’s involvement in campus and community charitable projects (e.g., sports skills) and/or appearance in educational projects (books, videos, articles, etc.). Any such participation requires prior approval of CSAS and the signed release statement of the athlete and project promoter(s) that the project or event is within the guidelines of NCAA regulations.

The Autograph & Donations Request and Student-Athlete Appearances Request Forms for these compliance statements is available on the Compliance website. Any athlete or coach approached on behalf of a student-athlete should immediately contact CSAS. While most types of events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The intent of NCAA regulations is to avoid using the student-athlete to promote a commercial enterprise.

Failure to comply with these regulations can result in the loss of eligibility and financial aid for the student-athlete. It should be noted that student-athletes who have completed their eligibility (e.g., senior volleyball players or cross-country runners in their final spring semester) but are still receiving financial aid continue to be subject to this regulation.

7.3.3 Charity, Promotional or Sports Skills Instruction – Promotional Activities Form
While NCAA amateurism statutes prohibit the use of student-athlete’s name, picture or appearance for commercial purposes, under specific circumstances outlined in NCAA bylaws it is possible for student-athletes to take part in charitable work, non-commercial promotional events or sports skill instruction demonstrations, films or tapes. (NCAA Bylaw 12.5)

Participation in these activities requires certain statements of compliance from both the promoters and the student-athletes involved, as well as permission from the Director of Athletics. Never should a student-athlete participate in any such activity, without first contacting CSAS. Future eligibility could be at stake if the student-athlete knowingly violates this requirement.

If a student-athlete is asked about participating in such an event he or she should get as much information as possible, including a contact person, address and phone number. The student-athlete must then contact CSAS, or direct the individual(s) to the athletics website to submit the appropriate form.

If the activity is permissible under NCAA rules and it has been confirmed that the student-athlete will not miss any classes due to participation in this project, CSAS may then authorize the completed release document to certify the event.

7.4 Summary of Amateurism Forms
Autograph and Donations Request
Student-Athlete Appearance Request
SECTION 8.0 - ACADEMIC RESOURCES

8.1 Academic Integrity Principle

Any instance of academic dishonesty may subject a student–athlete to disciplinary action, up to and including, separation from athletics or the university. Fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students who submit work that is not their own or who commit other acts of academic dishonesty may forfeit the opportunity to continue at Texas A&M University – Corpus Christi as an athlete or a student. The Department of Athletics depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each Islander student accepts the responsibility to be honorable in the student’s own academic affairs, as well as to support the Principle as it applies to others.

8.1.1 Academic Dishonesty Disciplinary Policy

Texas A&M University Corpus Christi’s policy regarding Academic Misconduct, including definitions, can be found in the Student Code of Conduct.
In addition, Student Athletes are advised to review the University Rules and Procedures regarding violations to the student code of conduct:
http://judicialaffairs.tamucc.edu/studentcofc.html

Any student-athlete that is accused of and admits to or is convicted of violating Texas A&M University Corpus Christi’s academic dishonesty policy will be subject to the following:

1) 1st offense will result in a one game suspension (the next scheduled game or scheduled start). If the event occurs during the student’s non-competition semester, the suspension may be administered in the following semester.

2) 2nd offense will result in additional disciplinary action to be determined by the Athletic Director, Faculty Athletic Representative, and Director of Athletic Academic Services.

Athletic Department disciplinary action is in addition to any University level action that may be taken in accordance with the University’s statement on Academic Integrity and Dishonesty.

8.2 Registration

8.2.1 S.A.I.L. Web Registration ● Office of Admissions & Records ● Student Services Center (Round Building) ● 825-7245 http://sail.tamucc.edu/
All student-athletes are eligible for priority registration and may register on-line on the first day of registration for each term if they have completed required academic advising and have no other holds placed on their records.

Student-athletes register for classes through the normal processes. Student-athletes will have a hold placed on his/her records which will not permit them to register for classes without the required academic advising and will not permit them to drop or add courses after initial registration without the written approval of the a Scholastic Coordinator and the Financial Aid office. Once registered, student-athletes may not drop or add classes
through the phone or web.

8.2.2 Withdrawing from classes
No student-athlete should have his/her academic future endangered by having to remain in a potential high-risk academic situation. Therefore, student-athletes may drop classes during the University approved drop period, even if such action jeopardizes his/her immediate or future athletic eligibility to compete and/or receive financial aid. This only applies if that student-athlete is abiding by all academic policies. **No student-athlete should take such action without being fully aware of the consequences.** Therefore, student-athletes wanting to drop a class must follow the following procedures:

- A hold is placed on all student-athletes registration so that they may not drop courses without written permission from their Scholastic Coordinator.
- The student-athlete who wishes to drop a course first meets with the instructor and then their scholastic coordinator.
- The coordinator explains the potential consequences of dropping the class. If dropping the course will affect the student’s eligibility (full-time enrollment, progress toward degree, or graduation), the student and their scholastic coordinator will meet with the coach and the compliance coordinator.
- If the student-athlete still wishes to drop the class he/she completes the Drop Form which must be signed by the Scholastic Coordinator. If the drop will affect the student’s eligibility the compliance coordinator and the coach must also sign the form.
- The Scholastic Coordinator will submit the form to the Records Office to complete the drop and maintain all applicable forms in the student’s file.
- The compliance coordinator checks the student-athlete’s enrollment status on-line.
- If the student-athlete drops below full-time status (12 units), all applicable NCAA rules will be enforced, and the student-athlete will be held out of practice and competition. Cancellation of Financial Aid is permitted at this time but will be handled on a case by case basis.

If the drop will require subsequent summer school enrollment to maintain eligibility, student-athletes not considered academic high risk might not be eligible for summer school financial aid.

8.3 Academic Support

8.3.1 Academic Advising – Department of Athletics
It is the policy of Compliance and Student Athlete Services that student athletes receive academic advising through their department/college assigned academic advisor. The assigned academic advisor will advise students regarding degree plan requirements and graduation requirements. CSAS staff may supplement this
advising, but will not supplant it. Each head coach will be ultimately responsible for the academic progress of each student-athlete involved in his/her program. Semester grades indicate academic progress and are available through a printout of all athletes enrolled.

The Compliance and Student Athlete Services (CSAS) will continually work with academic departments via the Registrar to keep the advisors current on NCAA regulations and requirements. Coaches and athletes should contact the CSAS office at any time if they feel there may be some question about the advice a student-athlete has received. A student-athlete’s opportunity to participate should not be compromised due to ignorance of NCAA academic eligibility standards.

8.3.2 Progress Reports
Compliance and Student Athlete Services monitors academic progress throughout the year. This information is shared with the head coaches and the student-athletes. Student-athletes are encouraged to take advantage of academic resources early in the semester so that little problems do not become big problems.

8.3.3 Tutoring
In addition to tutoring services available through the Center for Academic Student Achievement (CASA), Compliance and Student Athlete Services is able to provide a limited number of subject tutors. These tutors are available for a limited number of classes and must be scheduled in advance. If a student-athlete is struggling in a class and would like to receive additional tutoring assistance, he/she should meet with their Scholastic Coordinator to determine the best course of action and to see if a subject tutor is available.

The assistance of a tutor provided through the CSAS office is a privilege, NOT a guarantee. Student-athletes should make every attempt to find additional assistance and be aware that the CSAS office may not be able to provide additional tutoring.

8.3.4 Study Hall – Department of Athletics
Supervised study hall is provided as an academic resource to all student athletes. It is designed to assist students with time management and provide assistance when necessary. All students new to TAMUCC whether they are first time freshmen or transfer students are required to attend mandatory study hall for 6 hours a week. In addition all returning students with a cumulative GPA below 2.5 are required to attend 6 hours of study hall. Continuing students with a GPA between 2.5 & 3.0 are required to complete 4 hours of study hall each week. All continuing students that have a GPA above 3.0 are excused from study hall. Study hall hours will be determined by the cumulative GPA. Please note that individual coaching staffs have the right to assign study hall hours in excess of the requirements of the Department of Athletics. Students are required to complete their study hall hours even if they drop below 12 hours and are no longer eligible to compete.
8.3.5 Study Hall Hours (Subject to Change)

Sunday: 4:00pm – 8:00pm  
Mon – Thurs: 8:00am – 8:00pm  
Friday: 8:00am – 3:00pm

Study hall will be open the first day of classes each semester. The CSAS office will begin logging study hall hours the Sunday before the first full week of classes each semester. A study hall week runs from Sunday – Friday.

During a student-athlete’s competition semester, a maximum of 50% of their required study hall hours may be obtained while they are traveling. The other 50% MUST be obtained during on campus study hall hours.

Student-Athletes may receive credit for study hall hours by attending CSAS approved events; meeting with a CSAS approved tutor or learning assistant, or attending a tutoring session at CASA or a Supplemental Instruction session. All hours must be formally logged through the CSAS Office.

Student-Athletes must be in study hall for a minimum of 30 minutes to receive any credit toward study hall hours.

If a student violates any of the study hall guidelines (as posted in the study hall rooms) he/she may be subject to removal from study hall. In addition, if a CSAS staff member is aware that a guideline is being violated, that student may be manually “signed out” of study hall without their knowledge.

8.3.6 Consequences for Missed Study Hall times

Student Athletes are assigned study hall guidelines according to CSAS or sport specific policies. If a student fails to meet the required study hall hours in a given week the following sanctions will apply:

1\textsuperscript{st} week of missed study hall – report sent to head coach  
2\textsuperscript{nd} week of missed study hall – report sent to head coach & Athletic Director  
3\textsuperscript{rd} week of missed study hall – report sent to head coach & Athletic Director  
4\textsuperscript{th} week of missed study hall – report sent to head coach and Athletic Director  
- student will be suspended from next scheduled competition

Each additional week of missed study hall - report will be sent to coach and Athletic Director  
- student will be suspended from next scheduled competition

If the student is in a non-competition semester, suspensions may be enforced during their next competition semester.

Any student athlete that has not completed study hall hours by 3:00 pm on Friday afternoon will
have the opportunity to have a study hall on Saturday afternoon, monitored by a member of the coaching staff. Saturday study hall times will be available at a coaching staff’s discretion and must be completed in room 206 Classroom East. All student athletes will still be required to sign in to study hall so that the additional hours can be properly logged.

8.4 Academic Advising - TAMUCC

All student-athletes are required to meet with their academic advisor prior to registration each semester. Student-athletes who fail to meet this requirement prior to their opportunity to register (priority registration) will be unable to register for classes until they have done so and will forfeit their priority status. Student-athletes should be aware that scheduling meetings with an academic advisor may often times require advanced notice.

Academic advising centers are housed in each of the five colleges and staffed by full-time academic advisors. Undeclared/exploratory students are advised through the Academic Advising Transition Center. Full-time academic advisors are available to assist students with their educational plans, course selections, degree requirements and other academic transactions. Student-athletes should be aware that academic advisors are there to advise all students, and advisors may or may not be experts on NCAA academic eligibility issues. If there are questions about NCAA eligibility, the student-athlete should check with the Associate Athletic Director for Compliance and Student Athlete Services or a Scholastic Coordinator.

8.4.1 Directory - Academic Advisors

For more information regarding academic advising please visit the Islander Transition Center website at http://aatc.tamucc.edu/current/advisors.html.

8.5 Academic Deficiencies

8.5.1 Scholastic Probation and Removal from Probation

An undergraduate student whose cumulative Texas A&M University - Corpus Christi grade point average (GPA) falls below 2.0 on academic work done at the University is placed on scholastic probation. A student is removed from scholastic probation after completing a semester or summer term at Texas A&M University - Corpus Christi during which a cumulative grade point average of 2.0 or greater is achieved. This policy applies to all Texas A&M University undergraduate students.

8.5.2 Suspension

A student who is on scholastic probation and who fails to make a minimum GPA of 2.0 for any semester or summer term is placed on academic suspension. A student suspended for the first time may not enroll at the University for the next long-session semester (fall or spring) and any intervening summer session. A student suspended for the second time will be suspended for one year. After a first or second suspension, a student may re-enroll on probationary status. The student must achieve a minimum GPA of 2.0 for that and all subsequent semesters and summer terms until a minimum cumulative GPA of 2.0 is
attained. A student who does not attain this GPA is placed on suspension again. Under extraordinary circumstances, academic suspension may be appealed to the student’s academic dean.

8.5.3 Dismissal
A third suspension results in dismissal from the University. In most cases, a student who is dismissed because of three suspensions will not be readmitted to the University. The student may, however, petition for a review of the case after a period of two calendar years. Information on procedures may be obtained from the Registrar. Readmission is permitted only in exceptional circumstances and if authorized by the dean of the college to which admission is sought. If the student does not attain the required GPA (as described above) after such re-admittance, the student is dismissed and may not petition for readmission for a period of a minimum of five calendar years.

8.6 Computer Labs

Computer labs are located throughout campus
If a student needs a place to write his or her paper or just check e-mail, the student should visit one of the various computer labs on campus. They will help the student obtain a Novell account to access the computer system. The University also provides e-mail accounts for all students, this account is mandatory for official communication between all university students, departments, faculty and staff. Students should contact the lab office in each area to find out how to access these services. Some of the labs have scanners, and all have printers. The computer lab rules and regulations are posted at: http://labs.tamucc.edu/.

8.7 NCAA Student-Athlete Affairs Program

“Challenging Student-Athletes Minds for Personal Success”

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the student-athlete as an integral part of the student-body.

With this in mind the Texas A&M University – Corpus Christi Department of Athletics has embraced the mission of the NCAA Student-Athlete Program and has developed services and programs that are focused on enhancing the quality of the student-athlete experience within the University setting.

Specifically, the program is aimed at addressing the student-athlete as a “whole person”, not just as a student or just as an athlete.

8.8 Department of Athletics Missed Class Policy

8.8.1 Class Attendance
Class attendance is paramount for academic success. Therefore, class attendance is mandatory for all student-athletes. Students are expected to attend all classes and lab meetings. Absences are only excused for official athletic competition. Student-athletes
may not be excused from regularly scheduled classes for practices (except while on trips), media interviews, promotional activities, public service, medical treatment, or film review. Exceptions to this rule may only be made by the Director of Athletics in unusual circumstances (e.g., attendance at a National Awards ceremony, medical emergency).

Student-athletes will receive a travel excuse letter from Compliance and Student-Athlete Services prior to their first competition. All students are required to meet with each professor regarding any upcoming travel at least one week prior to the travel to make arrangements for any missed assignments, work, tests and/or exams. Any student that does not meet with their professor PRIOR to an absent may not be allowed to make up assignments or exams.

8.8.2 Sports Scheduling Guidelines

Head Coaches are responsible for scheduling contests in their respective sports. Schedules are to be submitted no later than July 15 (Fall Sports), September 15 (Winter Sports) and November 15 (Spring Sports). Proposed schedules will be reviewed for NCAA minimum/maximum requirements, missed class time, cost and mode of transportation. All competition schedules are subject to approval by the Director of Athletics.

Coaches shall schedule in such a way that the impact on student-athletes’ coursework is kept to a minimum. Non-conference or non-championship contests that require travel during the first or last week of classes or during final exams may only be scheduled with the advance approval of the Director of Athletics. Such exceptions will be reported to the Intercollegiate Athletics Council.

- **Missed Classes**
  Coaches should make every effort to avoid scheduling contests or travel that conflict with class dates.
- **Contest Venues**
  There should be a balance between Home and Away contests.
- **Competitive Scope**
  Schedules should continue to include both national and regional competition.
- **Final Exam Considerations**
  Road trips should be avoided during the first and last week of classes and during final exams. Home contests should be avoided during final exam week and during the two days prior to final exam week. Every effort shall be made to minimize conflicts or time spent on athletics during the mid-term exam period.

The Head Coach, Associate Athletic Director for Compliance, and Director of Athletic Academic Services must monitor that student-athletes keep their instructors informed regarding their competition and travel schedules as well as any arrangements that must be made for additional tutoring, proctoring of exams or alternate testing.

Twice per semester, the Compliance and Student Athlete Services requests that instructors report the academic progress of student-athletes and their attendance in
regularly scheduled classes. Information regarding athletics related excused absences as well as non-excused absences are used by the coaches and administrative staff and reported in summary form to the IAC. Annually, the Associate Athletic Director of Compliance will present data regarding missed class time per sport per semester in conjunction with the grades accrued by the student-athletes of the respective sports. This report will cover missed class time for the previous academic year and will be submitted to the IAC no later than April 15. Based on information from this report, the IAC will make any recommendations, if necessary, to the president.

8.9 Text Book Rental Program

Student-athletes on a book scholarship will be allowed to rent books from the Texas A&M University Corpus Christi Bookstore for a fixed price that will be paid by the Department of Athletics. Student-athletes will only be provided with books or other materials that are required by the professor of record. Other course materials, including recommended readings, will be the responsibility of the student-athlete. These books will be provided to the student-athlete on a per semester rental basis and ARE NOT the property of the Student-Athlete.

8.9.1 Pick-Up Procedures
All student athletes will be required to pick up their books prior to the first day of class. Student athletes will be given a designated time and location to pick up their books. Any student athlete that does not pick up their books at the designated time will need to schedule an alternate time with a scholastic coordinator or bookstore employee to pick up their books.

8.9.2 Change in Schedule or Dropped Class procedures
If a student athlete changes their schedule after they have already received their book rentals, they will need to immediately meet with their sport specific scholastic coordinator to make any necessary adjustments to their book rentals. If a student athlete drops a course during the semester they must immediately return all books associated with the dropped class to their sport specific scholastic coordinator. Failure to do so may result in a hold being placed on your registration account.

8.9.3 Book Return Procedures
Student athletes will be required to return ALL their rental books/materials at the end of the each semester. Students will be given a specific time/location when book returns will take place. If a student-athlete does not return a book or materials that were leant to them, they will be charged for the full amount of the books/materials. If a book or class material is lost or stolen during the course of the semester, the student athlete must present a copy of the police report.

8.10 University Academic Services
Center for Academic Student Achievement
Phone: 361-825-5933
Website: http://casa.tamucc.edu
The nationally-recognized Center for Academic Student Achievement (CASA) offers free peer
tutoring on a walk-in basis to current students, and assists students with questions and difficulties in a wide variety of different courses and subject matters. CASA also offers assistance to TSI-liaible and at-risk students, and houses a computer lab with print stations and scanners.

**Academic Transition Center**
Phone: 361-825-5931  
Website: [http://aatc.tamucc.edu](http://aatc.tamucc.edu)  
The Academic Advising Transition Center at Texas A&M University – Corpus Christi serves undergraduate students in their transition to the University, and offers services specifically catered to prospective transfer students and current A&M – Corpus Christi students who have not declared an academic major. Staff work to assist students in addressing their questions and concerns regarding admission processes and transfer coursework, as well as provide academic guidance for students who remain undecided in their field of study.

**Career Services**
Phone: 361-825-2628  
Website: [http://career-services.tamucc.edu](http://career-services.tamucc.edu)  
Career Services provides employment services such as professional resume development, opportunities to participate in on-campus interviews, workshops to develop job search skills, chances to meet and network with professionals in a particular field of study, job and career fairs, one-on-one career counseling, and an online database of job openings.

**University Counseling Center**
Phone: 361-825-2703  
Website: [http://counseling.tamucc.edu](http://counseling.tamucc.edu)  
The Counseling Center provides free and confidential mental health services to currently enrolled students. Their services include personal skills training, short-term counseling services, alcohol and other drug treatment and education, crisis and consultative sessions, psychological screenings and assessment, online mental health screenings, outreach services focused on student mental health issues, educational materials about mental health issues, referrals to community providers and services, and consultation with faculty, staff, and students regarding student issues.

**University Health Center**
Phone: 361-825-2601  
Website: [http://healthcenter.tamucc.edu](http://healthcenter.tamucc.edu)  
The University Health Center assists students in maintaining optimal health while in attendance at the University. Services provided include gynecological services, and men and women's health clinic, administration of allergy shots (student provides serum from allergist), laboratory testing, pharmacy services with a limited formulary, preventive health care and medical resource information, referrals for community resources, blood pressure screening and monitoring, contraceptives, sexually transmitted diseases (STD) and HIV testing and counseling, physicals, vision and hearing screening, substance abuse prevention, assessment and referral, immunizations and tuberculin skin testing, educational consultations: nutrition, lifestyle, weight management, smoking cessation and substance abuse, and insurance and claim assistance.
SECTION 9.0 - SPORTS EQUIPMENT AND APPAREL

9.1 NCAA Rules Regarding Equipment and Apparel

9.1.1 Use of Logos on Equipment, Uniforms and Apparel - NCAA Bylaw 12.5.4
A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and post-game activities (e.g., celebrations on the court, pre- or post-game press conferences), provided the following criteria are met.
(a) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
(b) The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

9.1.2 Laundry Label - NCAA Bylaw 12.5.4.1
If an institution’s uniform or any item of apparel worn by a student-athlete in competition contains washing instructions on the outside of the apparel on a patch that also includes the manufacturer’s or distributor’s logo or trademark, the entire patch must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) that does not exceed 2 1/4 square inches.

9.1.3 Pre- or Post-game Activities - NCAA Bylaw 12.5.4.2
The restriction on the size of a manufacturer’s or distributor’s logo is applicable to all apparel worn by student-athletes during the conduct of the institution’s competition, which includes any pre- or post-game activities (e.g., post-game celebrations on the court, pre- or post-game press conferences) involving student-athletes.

9.1.4 Title-Sponsor Recognition - NCAA Bylaw 12.5.4.4
Racing bibs and similar competition identification materials (e.g., bowl-game patches) worn by participants may include the name of the corporate sponsor of the competition, provided the involved commercial company is the sole title sponsor of the competition.
9.1.5 **Logo Restrictions - Bench Personnel - NCAA Bylaw 31.1.7**
The logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in NCAA news conferences.

9.1.6 **Logo Restrictions – Non-competing Participants - NCAA Bylaw 31.1.8**
The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

9.1.7 **Athletics Equipment - NCAA Bylaw 13.15.1.6.1**
A member institution may not provide athletics equipment to a high school. However, a member institution is permitted to provide athletics equipment to bona fide youth organizations (e.g., the YMCA, YWCA, a boys’ or girls’ scout troop, a summer recreation league) that may consist of some prospects, provided the issuance of equipment is in accordance with the institution's regular policy regarding the discarding of equipment. Further, only those organizations within a 30-mile radius of the campus may be provided such equipment by the institution.

9.1.8 **Non-athletics Equipment - NCAA Bylaw 13.15.1.6.2**
A member institution may provide non-athletics equipment (e.g., a computer) to a high school, provided there is no Department of Athletics involvement and the equipment is not utilized to benefit only the high school’s athletics program.

9.1.9 **Travel Apparel - NCAA Bylaw 16.8 and 12.5.4.b**
An institution may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition-related expenses, the student-athlete must be eligible for competition. The official uniform and all other items of apparel may bear a single manufacturer's or distributor's normal trademark or logo not to exceed 2 1/4 square inches in area, including any additional materials surrounding the normal trademark or logo.
SECTION 10.0 - OTHER BENEFITS AVAILABLE TO STUDENT-ATHLETES

10.1 Rules Regarding Benefits to Student-Athletes
One of the key NCAA “concepts” that every coach and student-athlete must understand is that regarding Extra Benefits. This concept is at the heart of all the rules in the more than 400 pages in the NCAA Manual. Student-athletes are expected to be students first and athletes second and the University may only provide benefits that allow them to get an education and compete in their sport. If something is not specifically permitted in the legislation it should be assumed that it is not permissible to provide or receive.

10.1.1 Extra Benefits – NCAA Bylaw - 16.02.3
An extra benefit is any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their family members or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

10.1.2 Occasional Meals - NCAA Bylaw 16.11.1.5
A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or the entire team in a sport may receive an occasional meal from a representative of athletics interests on infrequent and special occasions under the following conditions:

- The meal may only be provided in an individual’s home, on campus or at a facility that is regularly used for home competition and may be catered; and
- A representative of the institution’s athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

All such meals must be approved in advance by CSAS. All staff members and boosters must complete an Occasional Meal Form with CSAS.

All expenses must be approved in advance by the Business Office. Staff members will not be reimbursed for meals that do not include the entire team (e.g., a few individuals come to the house for Thanksgiving dinner).

The Department of Athletics will not reimburse boosters for meal or transportation expenditures.
10.1.3 Benefits Incidental to Participation

The following benefits are considered incidental to athletics participation and therefore permissible for all eligible student-athletes to receive from the Department of Athletics: (see NCAA Bylaw 16 for full explanation)

- Meals and housing when dorms are closed (only when on-campus for practice or competition)
- Expenses for off campus practice and competition
- Travel insurance when on sports related trips
- Complimentary admissions (four, with restrictions)
- Expenses for participating in special events
- Tutoring and counseling
- Medical benefits for athletically related injuries
- Expenses for eligibility investigation and related legal proceedings
- Expenses related to a permanent disability
- Other incidental expense waivers (on appeal)

10.1.4 Miscellaneous Benefits – NCAA Bylaw 16.11.1.7

An institution may provide or arrange for the following benefits for a student-athlete:

- The use of a return ticket at any time after conclusion of a foreign tour;
- Receipt of frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and/or competition;
- Participation in receptions and festivities associated with championships, conference tournaments or all-star events hosted by and conducted on the institution's campus;
- Occasional meals to team members provided by a student-athlete’s family at any location;
- Telephone calls in emergency situations as approved by the director of athletics (or his or her designee);
- Reasonable tokens of support and transportation, housing and meal expenses in the event of injury, illness, or death of a family member or another student-athlete;
- Fundraisers for student-athletes (or their family members) under the following extreme conditions:
  - Extreme circumstances due to events beyond the student-athlete's control (e.g., life-threatening illness, natural disaster);
  - The proceeds must be designated for a specific purpose (e.g., payment of medical bills, purchase of medical equipment, replacement of items lost in a fire, etc.)
  - The proceeds may not be given directly to the beneficiaries, but must be disbursed through or paid directly to another entity, with receipt kept on file by the institution; and
• The excess proceeds must be given to a not-for-profit organization with the receipt kept on file by the institution.
• The payment of admission costs or a meal for any student-athlete being honored at a non-athletics awards ceremony.
SECTION 11.0 - PLAYING AND PRACTICE SEASONS

11.1 Declaration of Season
Each head coach is responsible for declaring the practice and playing seasons (traditional and/or non-traditional segments) for the academic year. The Season Declaration Form will be used for this process. For Men’s and Women’s Cross Country and Women’s Volleyball, these declarations will be submitted no later than July 31 each year to CSAS where they will be kept on file. For all other sports, the declaration will be due by the start of classes in the Fall Semester. These dates must be within the parameters of playing and practice seasons as indicated in NCAA Bylaw 17. NCAA Playing Season regulations are sports specific. A summary of these rules is listed here; however, coaches are advised to review NCAA Bylaw 17 and the rules specific to their sport.

11.1.1 Preparation of Competitive Schedule
Coaches and administrators work together to develop competitive schedules that meet the NCAA maximum and minimum contest limits, are within the NCAA dictated playing dates and fit within the institutionally established playing and practice season. Institutional budgets and impact on student-athlete’s time are also critical factors in developing competitive schedules.

11.1.1.1 Missed Class Time – All Sports – NCAA Bylaw 3.2.4.13
Active members are obligated to establish policies in all sports concerning student-athletes’ missed class time due to participation in intercollegiate athletics and in athletics competition scheduled during final examination periods. In men’s basketball, an institution's athletics participation schedule, which shall include the anticipated amount of missed class time due to athletics participation, shall be approved by the institution's faculty athletics representative or faculty oversight committee prior to the beginning of each regular academic term.

Procedure:
1. Each year the head coach shall prepare the season schedule with accompanying facts regarding anticipated missed class time for each contest/event date.
2. The Head coach will supply their schedule to the Associate AD for Compliance, Associate AD for Business as well as the Assistant AD for Operations.
3. The compliance office will review and evaluate the schedule against bylaw 17 restrictions for sponsorship limits.
4. For all sports, except men’s basketball, the final schedule along with anticipated missed class time will be reviewed and approved by the Director of Athletics.
5. In men’s basketball, the compliance office will provide the men’s basketball schedule, along with anticipated missed class time to the FAR for evaluation and authorization.
regarding the missed class time regulations per Bylaws 3.2.4.13.

6. The FAR will evaluate and authorize the men’s basketball schedule and submit back to the compliance office.

7. The compliance office will copy the authorization to the Director of Athletics.

8. If the schedule changes, the compliance office will notify the FAR for review and updated authorization purposes and this procedure begins anew.

9. Once a schedule has been approved by the Director of Athletics (FAR for Men’s Basketball), then it may be released to the public.

- **Fall** schedules to be reviewed and approved by **August 30** each year.
- **Spring** schedule to be reviewed and approved by **November 30** each year.
- **NOTE In men's basketball**, this process must be accomplished prior to each term.

### 11.1.2 Countable Athletically Related Activities - NCAA Bylaw 17.02.1

Countable Athletically Related Activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under Bylaw 17.1.7.1 and 17.1.7.2. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

Head coaches have the responsibility of monitoring the amount of countable athletically related activity of the team and of each of their student-athletes during the academic year. This system consists of the following steps:

The Compliance Coordinator will be in charge of maintaining and conducting ‘spot checks’ on each sports playing and practice logs. Each sport is in charge of completing the playing and practice logs via ACS by the Monday following the completion of each week. Playing and Practice logs must be signed by the designated coaching staff member and a current student-athlete (once it has been submitted to the selected student-athletes by CSAS. The same Student-Athlete cannot sign the log two weeks in a row.
### Summary of NCAA Playing Season Rules

* Details and exceptions for each sport are found in NCAA Bylaw 17.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Minimum Participants</th>
<th>Minimum Contests Required</th>
<th>Days in the Playing Season</th>
<th>Hours in Season</th>
<th>Hours out of Season</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 day off/week</td>
<td>2 day off/week</td>
</tr>
<tr>
<td>Baseball</td>
<td>NA</td>
<td>27</td>
<td>132 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>M/W Basketball</td>
<td>NA</td>
<td>25</td>
<td>NA</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>M/W Cross Country</td>
<td>5</td>
<td>6</td>
<td>144 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>Women's Golf</td>
<td>5</td>
<td>8</td>
<td>144 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>M/W Tennis</td>
<td>5</td>
<td>12</td>
<td>144 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>Softball</td>
<td>NA</td>
<td>27</td>
<td>132 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>M/W Track &amp; Field</td>
<td>14</td>
<td>6</td>
<td>144 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>NA</td>
<td>19</td>
<td>132 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>Women's Soccer</td>
<td>NA</td>
<td>11</td>
<td>132 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
<tr>
<td>Women's Beach Volleyball</td>
<td>NA</td>
<td>8</td>
<td>132 days</td>
<td>4/day &amp; 20/week</td>
<td>8/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sport</th>
<th>Maximum Contests</th>
<th>Maximum Dates of Competition</th>
<th>First Practice Date</th>
<th>First Contest Date</th>
<th>End of Regular Playing Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>56</td>
<td>September 1</td>
<td>September 1</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>27 and 1 qualifying tournament; or 29 without qualifying tournament</td>
<td>42 days before the date of the institution’s first regular-season contest</td>
<td>2nd Friday in November Exceptions see: 17.5.3.1</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>27 and 1 qualifying tournament; or 29 without qualifying tournament</td>
<td>40 days before the date of the institution’s first regular-season contest</td>
<td>2nd Friday in November Exceptions see: 17.5.3.1</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>M/W Cross Country</td>
<td>7</td>
<td>Date that permits 21 “practice units” before first contest</td>
<td>9/1 or the preceding Friday if 9/1 is a Sat., Sun. or Mon.</td>
<td>Last day of final exams for academic year</td>
<td></td>
</tr>
<tr>
<td>Women's Golf</td>
<td>24</td>
<td>9/7 or the first date of classes.</td>
<td>9/7 or the first date of classes.</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>M/W Tennis</td>
<td>25 Overall 7 Tournaments</td>
<td>9/7 or the first date of classes.</td>
<td>9/7 or the first date of classes.</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td>56</td>
<td>9/1 or the first date of classes.</td>
<td>September 1 or the institution’s first day of classes</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>M/W Track &amp; Field</td>
<td>18</td>
<td>9/7 or the first date of classes.</td>
<td>9/7 or the first date of classes.</td>
<td>Conclusion of the NCAA Championship</td>
<td></td>
</tr>
<tr>
<td>Women's Soccer</td>
<td>20</td>
<td>Date that permits 21 “practice units” before first contest</td>
<td>Friday before the 12th weekend before start of NCAA Championship</td>
<td>Last day of final exams for academic year</td>
<td></td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>28 Championship Segment</td>
<td>4 Spring Segment</td>
<td>Date that permits 29 “practice units” before first scheduled date of competition or Sept. 1, whichever is later</td>
<td>9/1 or preceding Fri. if 9/1 falls on Sat. then 2 Fridays prior to Sept. 1.</td>
<td>Conclusion of the NCAA D-I Championship</td>
</tr>
<tr>
<td>----------------------</td>
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<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Women’s Beach Volleyball</td>
<td>16 Not more than 2 during the Non-Championship Segment</td>
<td>9/7 or the first date of classes.</td>
<td>The 1st Thursday in March</td>
<td>Conclusion of the NCAA D-I Championship</td>
<td></td>
</tr>
</tbody>
</table>

### 11.1.4 Season Participation/Letter Winners Form
Within 2 weeks of the conclusion of the season, the head coach is responsible for completing and submitting a Participation Report form to CSAS via ACS. The form will list the names of all student-athletes who participated in practice sessions or competition during the season and will indicate which contests (if applicable) the student-athlete competed in. The form will also indicate which student-athletes earned letters during that season.

### 11.2 Summary of Playing and Practice Season Forms
Season Declaration
Participation Report
SECTION 12.0 - STAFF/PERSONNEL ITEMS

12.1 Limitations on the Number and Duties of Coaches - NCAA Bylaw 11.7

12.1.1 Coaching Definitions

12.1.1.1 Head Coach and Assistant Coach
A head coach or assistant coach is any coach who is designated by the Department of Athletics to perform coaching duties and who serves in this capacity as a volunteer or on a paid basis with no limitations on income however all athletically related income must be reported annually to the President through the Compliance Office.

12.1.1.2 Volunteer Coach (One per sport, except basketball)
May not receive compensation from the Department of Athletics, or any organization that provides funding to the Department of Athletics or involved primarily in the promotion of the institution’s athletics program. These coaches may not be paid by anyone to provide coaching services for the Department of Athletics but may receive income for performing services unrelated to their position at TAMUCC from outside of the Department of Athletics.

- May travel on away games
- May not contact or evaluate prospects.
- May not scout opponents
- May receive two (2) tickets to home athletics contests in his/her sport.
- May receive meals incidental to organized team activities and in conjunction with an official visit.

12.1.1.3 Student Assistant Coach
- Must be an undergraduate or graduate student who is within his/her five-year clock and has exhausted his/her eligibility or become injured to the point that he/she is unable to practice or compete again.
- Must be enrolled as a full-time degree seeking student.
- Must not receive compensation other than financial aid that could be received as a student-athlete and expenses incurred on road trips that are received by individual team members
- May not contact or evaluate prospects
- May not scout opponents

** The NCAA does not permit “Graduate Assistant Coaches” in any sports except for football and women’s rowing. All persons performing coaching duties must fit in to one of the above categories. This does not preclude the institution from compensating a head or assistant coach through means of a
scholarship or payment of tuition and fees.

** NCAA Bylaw 13.8.3.5 disallows high school, prep school or two-year college coaches from coaching the same sport at TAMUCC. It is permissible for a high school coach to serve as a college coach in another sport (e.g., the local high school swimming coach may serve as a coach for the cross-country team)

12.2 NCAA Required Financial Reporting

12.2.1 Athletically Related Income - NCAA Bylaw 11.2.2
All full-time and part-time non-clerical Department of Athletics staff members are required to provide a written detailed account annually to the President for all athletically related income and benefits from sources outside the institution. The approval of such income must be in line with all policies that apply to all institutional employees. Sources include:

- Income from annuities (related to athletics)
- Sports Camps
- Housing Benefits (including preferential housing arrangements)
- Country Club Memberships
- Complimentary ticket sales
- Television and radio programs; and
- Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers

In order to receive prior approval for such income, the Athletically Related Income Form is to be completed and submitted to CSAS prior to August 31 for the subsequent year by each staff member and any changes in income over the course of the year must be indicated on updates to the form.

12.3 Coaching Staff & Off Campus Recruiters Designation form
Every year the Head Coach for each sport must fill out and sign the Staff Declaration form. This form needs to be filled out before beginning practice in the Fall semester or the start of Fall classes (whichever occurs earlier).

12.4 Compliance Related Personnel Forms
Athletically Related Income Form (ACS)
Staff Declaration Form (ACS)
SECTION 13.0 - OTHER ITEMS

13.1 Department of Intercollegiate Athletics Student-Athlete Exit Interview

13.1.1 Purpose of Student-Athlete Exit Interviews
Each year, Division 1 institutions are required by NCAA regulations to interview student-athletes in all sports who will no longer be participants in the Islander athletics program. The purpose of the interview is to find out how student-athletes perceive their experience at the institution. The information obtained from the exit interviews will be used to help determine the strengths and weaknesses of the Islander programs and to help decide where changes and/or improvements should be made.

13.1.2 Identification of Student-Athletes for Exit Interviews

● Student-Athletes Who Have Exhausted Their Eligibility
The names of those student-athletes who will exhaust their eligibility during the current academic year will be compiled by the Associate Athletics Director for Compliance. The Associate Athletics Director for Compliance will arrange an exit interview at the end of each sport season for all of the student-athletes in each sport who have exhausted their eligibility.

● Student-Athletes Departing a Sport Prior to Exhausting Eligibility
Upon being notified that a student-athlete has left a team via the head coach, the Associate Athletic Director of Compliance and Administration will arrange for that individual to complete an exit interview. If a student-athlete wishes to explore the possibility of transferring to another institution they will be asked to complete an exit interview before a release to speak with another institution or a transfer waiver is granted.

13.1.3 Student-Athlete Exit Interview Procedure
All student-athletes completing their eligibility, transferring or leaving the team for other reasons will be requested to complete the written exit interview questionnaire. All student-athletes completing this form may also request an in-person exit interview.

A random sample of one half of the student-athletes selected to complete the written exit interview will be requested to complete an in-person interview. These individuals will be selected by the Intercollegiate Athletics Council (IAC) or a designee selected by the Chair from a list provided by the Associate Athletics Director for Compliance. In-person exit interviews will be conducted by Associate Athletics Director for Compliance and/or the Senior Woman Administrator or by another member of the Department of Athletics Senior Staff. Student-athletes will be strongly encouraged to participate in this process, however, exit interviews are considered voluntary.
The responses to the exit interviews will be compiled and analyzed by the senior Department of Athletics staff members, including the SWA, FAR, Director of Athletics, and the Associate Athletics Director for Compliance, and these same results will be presented to the IAC. All information gathered in this process will be validated prior to dissemination. Based on validated information and recommendations made by the interviewees senior staff and the IAC will then recommend any changes that they feel should be implemented to the Director of Athletics.

13.2 Tobacco Policy

13.2.1 Use of Tobacco Products– NCAA Bylaw 11.1.4
The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

13.2.2 Use of Tobacco Products– NCAA Bylaw 17.1.9
The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

13.2.3 Department of Athletics Policy on Tobacco
The TAMUCC Department of Athletics strongly discourages the use of all tobacco products. Use of tobacco products while representing the University in any capacity is prohibited.

As more and more tobacco related research is conducted, the results uniformly support the fact that all forms of tobacco use is bad for your health and sets a bad example for young people in the community that look up to you.

13.3 Drug and Alcohol Policy

13.3.1 Department of Athletics Drug and Alcohol Policy
Purchase or use of alcohol or any other drugs by student-athletes during any TAMUCC sponsored athletic trip or event is prohibited. This policy also pertains to students who are of legal drinking age, and includes all trips, even those trips for which student-athletes may have paid part of the expense.

- No alcohol is to be served at team meals, team functions or team banquets.

- No alcohol or any other drug should be used on any buses or vans transporting Islander student-athletes to and from athletic contests and Islander sponsored events.
• No alcohol or any other drug may be purchased with money allocated for team travel; this pertains to coaches and staff as well.

• The use of alcohol while representing the University in any capacity is prohibited.

• The use of illegal or non-therapeutic drugs at any time is prohibited.

• The use of alcohol at any time during an unofficial or official recruiting visit is prohibited.

The Tobacco, Drug and Alcohol Policy apply to all coaches, Department of Athletics staff members and student-athletes. Team rules may supplement the above policy.

13.4 Student-Athlete Assistance Program - Substance Abuse Program

The mission of the Islander Athletics at Texas A&M University - Corpus Christi is to offer every student-athlete a quality athletic experience. This includes providing each student-athlete with the opportunity to enhance his or her intellectual, physical, personal and social development within a competitive sport environment. The use of drugs is inconsistent with this mission, and may create a serious risk to the health and safety of all student-athletes.

One of the goals of the Student-Athlete Assistance Program (SAAP) is to offer assistance to athletes concerning issues related to alcohol and drug abuse. Preventative measures used by the Department of Athletics include drug screening combined with education related to alcohol and drugs.

The Department of Athletics’ definition of inappropriate use of alcohol by student-athletes includes, but is not limited to, the following: under-age drinking, drinking on road trips, consumption of alcohol prior to or during athletic practice or competition, and public drunkenness. The Department of Athletics will determine sanctions for the inappropriate use of alcohol.

The Department of Athletics will use drug testing to help detect those student-athletes with drug abuse, alcohol, or chemical dependency problems. It is the policy of the Islander Athletics program to return to athletics participation those who are in compliance with institutional policies, and, to restrict from athletics those who are not.

13.4.1. Education and Screening Program Goals

A. Educate student-athletes concerning the problems of substance and alcohol abuse.

B. Provide reasonable safeguards ensuring the safety of every student-athlete by allowing only drug free student-athletes to participate in athletic competition.
C. Identify student-athletes who may be involved with substance or alcohol abuse.

D. Encourage prompt treatment or counseling for student-athletes with substance or alcohol abuse problems.

13.4.1.1 Education and Prevention Program
Texas A&M University - Corpus Christi shall, in accordance with NCAA Guidelines provide the following:

An annual educational program addressing substance abuses for all student-athletes. Substance abuse education sessions will be conducted to enhance student awareness. Sessions may address, but not be limited to, the following:

- Alcohol,
- Street Drugs,
- Steroids, Tobacco,
- Eating Disorders,
- NCAA Banned substances,
- Issues involving relevant drug, alcohol, or substance education.

Training sessions for new coaches and staff will be conducted on how to recognize drug, alcohol, and related problems and make appropriate referrals.

All educational sessions and preventative programs shall utilize expert resources from the university and the community as approved by the Director of Athletics and shall emphasize discouraging drug use and the value of a counseling education treatment response to substance abuse.

13.4.2 Program Implementation

Any student-athlete participating or intending to participate in Islander Athletics will be included in the program. At least once each year, a presentation by the Associate Athletic Director for Compliance will be made to each team outlining and reviewing the Department's program and policy regarding drug screening, its purpose and its implementation. Prior to the start of the first intercollegiate competition, in a sport, in an academic year, each student in that sport will confirm in writing that she/he has received, read, and is willing to abide by this policy.

13.4.3 Drug Screening

Currently, Islander Athletics conducts tests for street drugs such as amphetamines, cannabinoids (substance contained in marijuana), cocaine and other controlled substances.
The department also has the capability and authority to test for any drug listed on the NCAA list of banned drugs. [Bylaw 31.2.3.1]

A. Testing Guidelines

1. Random tests will be conducted throughout the fall and spring semesters of the academic year. The Associate Athletic Director for Compliance, Director of Athletics, and Head Athletic Trainer will determine the method of randomization.

2. Fifth year athletes including those whose eligibility is exhausted or medically unable to compete, managers, interns, and other student support staff receiving any form of athletic scholarship must comply with all elements of the program.

3. If a student-athlete refuses to take a drug test at the time it is requested, the student-athlete will be immediately suspended from all athletic activity until the student-athlete complies with the test request. Each refusal to take a drug test will be treated as a positive test result. (See Section VI - Non Compliance)

4. The presence of any known masking agents or urine manipulators in urine sample is prohibited and will result in the appropriate suspension. (See Section VI - Non Compliance)

B. Reasonable Suspicion

The Texas A&M University - Corpus Christi Department of Athletics may request drug screening for specific individual student-athletes on a reasonable suspicion basis. Reasonable ground for suspecting that a screening will uncover evidence that a student-athlete has violated or is violating this policy includes the following:

1. Odor about the person;
2. A signed informant’s statement;
3. Observation of drug paraphernalia
4. Previous positive test results
5. Physical symptoms or emotional symptoms suggestive of substance abuse as determined by trained medical personnel such as a physician, nurse, or athletic trainer.
6. Any other factor or act, when coupled with a conclusion, based on the dictates of reason and common sense, which would lead a person to suspect substance abuse in violation of this policy.
7. Any citation, ticket, warning, or arrest for a drug related offense by a law enforcement official.
C. Testing Procedures

1. Student-athletes will be asked to report directly to the testing area and will be required to remain until the collection is completed.

2. Collection will be done under the supervision of the Associate Athletic Director for Compliance or his designee.

3. The student-athlete will witness the transfer of the specimen from a collection cup to a lab specimen container and then seal it before placing it in the container for shipment.

4. Specimens are collected from the testing area. The Associate Athletic Director for Compliance or his designee will secure the specimens until pick up. A courier designated by the testing company will pick up the specimens and send them to the appropriate laboratory.

5. A lab will conduct the analysis of the specimen.

6. Testing protocol may vary based on the testing laboratory's guidelines. (Available upon request)

13.4.4 Disposition of the Results

A. Positive Tests

1. The positive test results will be received from the testing center by the Associate Athletic Director for Compliance who will notify the Director of Athletics.

2. The Associate Athletic Director for Compliance will inform the student-athlete and coach immediately of the positive test result.

B. Assessment

1. An appointment for a chemical dependency assessment will be made with the AOD Coordinator or other qualified counselor from the University Counseling Center.

2. The student-athlete has 14 consecutive days to follow through with completing the assessment. If the student-athlete fails to comply within this time frame, the student-athlete will be immediately suspended from practice and competition for a minimum of two weeks (14 days) from the date of expiration of the original 14-day compliance period. The Director of Athletics will determine the term of suspension, and subsequent reinstatement should any successive periods be needed to obtain compliance after the initial 14-day period.
3. The AOD Coordinator recommends a plan for the appropriate program for the student-athlete, based on the information contained in the assessment.

4. The plan is shared with the Associate Athletic Director for Compliance and Administration, the Head Athletic Trainer, and the Team Physician.

5. The student-athlete will meet with the Associate Athletic Director for Compliance and Administration, Head Athletic Trainer, Treatment Coordinator, and Head Coach to discuss the specific individual plan.

13.4.5 Treatment Program

The treatment program is designed to use a variety of techniques as a means to accomplish secondary prevention success. Each case will be unique in its treatment plan as determined by the treatment coordinator.

1. The AOD Coordinator will report progress and consult with the Associate Athletic Director for Compliance and the Head Trainer.

2. Any violation of the treatment program, including a subsequent positive test, will be reported to the Director of Athletics.

3. Decisions regarding the student-athletes' ability to continue to practice and/or compete are contingent on the confidential recommendations from the AOD Coordinator with input from the Associate Athletic Director for Compliance, the Head Athletic Trainer and the Team Physician, consultation with the head coach, and the approval of the Director of Athletics. During treatment student-athletes may be required to:

   a. Submit to (monthly) drug testing for the remainder of the academic year as required by the Director of Athletics.

   b. Sign a comprehensive contract (treatment plan) that stipulates conditions for eligibility for competition and/or practice.

13.4.6 Non-Compliance

Compliance at each stage is the responsibility of the student-athlete. Failure to comply with any aspect of the program following the first positive test result may result in a suspension from athletic participation at the discretion of the Director of Athletics.

Therefore, non-compliance can occur through failure to follow the requirements at any of these stages: drug testing, assessment, treatment or aftercare. Positive test results are
cumulative throughout an athlete's entire career at Texas A&M University - Corpus Christi.

A. The first positive test result by a student-athlete:

1. The athlete will be required to begin a treatment program through the University Counseling Center under the direction of the AOD Coordinator.
   a. Referral to University Counseling Center to the AOD Coordinator by the Department of Athletics for initial intake assessment, including a mental status examination.
   b. Complete the following assessment tests
      ● MMPI – Minnesota Personality Inventory
      ● PASS – Personal Achievement Skills System
      ● SASSI – Substance Abuse Subtle Screening Inventory
      ● BDI – Beck Depression Inventory
      ● Brown Attention-Deficit Disorder Scales for Adults
   c. Undergo a minimum of four (4) hours of individual or group counseling sessions concerning substance abuse, focusing on interpretation of assessment results as prescribed by the AOD Coordinator.

2. The athlete’s parents may be notified of the positive test result at the discretion of the Athletic Director or Head Coach.

B. The second positive test result:

The student-athlete is suspended from competition for an amount equal to 10% of the team’s competitions during its championship season. The student-athlete will also be suspended from practice until they are cleared, both physically and psychologically, to return.

1. The student-athlete must complete the assessment tests as outlined under the requirements of a first positive test.

2. The student-athlete will be referred to the University Counseling staff psychiatrist for evaluation for treatment. The Counseling Center staff will take an active role in all follow-up and monitoring as prescribed by psychiatrist. With approval by the Associate AD for Compliance, an outside psychiatrist may be used, at the student-athlete’s expense.

3. Additionally, the student-athlete must complete an aftercare program as set forth by the treatment administrator before returning to practice and competition.

4. The athlete’s parents will be notified of the positive test result.
C. The third positive test result:

The student-athlete is suspended from competition for 30% of the team’s competitions during its championship season. The student-athlete will also be suspended from practice until they are cleared, both physically and psychologically, to return. However, the Athletic Director and the Head Coach have discretion to increase the penalties for this offense up to and including removal from the team, at the conclusion of the semester.

1. The student-athlete must complete the assessment tests as outlined under the requirements of a first positive test.

2. The student-athlete will be referred to the University Counseling staff psychiatrist for evaluation for treatment. The Counseling Center staff will take an active role in all follow-up and monitoring as prescribed by psychiatrist.

3. Additionally, the student-athlete must complete an aftercare program as set forth by the treatment administrator before returning to practice and competition.

4. The athlete’s parents will be notified of the positive test result.

D. The fourth positive test result:

The student-athlete is dismissed from the Intercollegiate Athletics program at Texas A&M University - Corpus Christi, permanently. Any remaining financial aid from the Department of Athletics due the student-athlete shall be forfeited and the scholarship terminated. The athlete’s parents will be notified of the positive test result and the athlete’s dismissal from the program.

13.4.7 Voluntary and Other Referrals

A. A student-athlete who comes forward voluntarily or is referred by other means (prior to notification of selection for drug testing) and acknowledges a problem with drug abuse shall be afforded the support and resources available to address the problem.

1. The student-athlete will undergo a mandatory chemical dependency assessment, as scheduled by the Head Athletic Trainer. The procedures followed will be the same as those outlined under "Assessment for a first positive result" listed above.

2. A student-athlete who fails to follow the recommended treatment plan will be considered non-compliant, and will receive the appropriate suspension.

B. A self-referral after notification of selection for drug testing is not considered voluntary and will not protect the athlete from the consequences of a positive drug test.

13.4.8 Coaches' Role
It is the responsibility of the head coach to ensure that their student-athletes follow through with all responsibilities regarding their assessment, treatment, or aftercare programs.

13.4.9 Violation of State or Federal Law

Any criminal conviction of state or federal laws involving, the possession, sale or use of any drugs or illegal substances or illegal use alcohol such as a DUI conviction by student-athletes will be considered a positive test result and corresponding sanctions will be enforced. Additional sanctions may be applied by the Director of Athletics.

13.5 Athletic Training

The Athletic Training Staff at Texas A&M University – Corpus Christi provides athletic health care for all men and women intercollegiate student-athletes. The main sports medicine facility, the Athletic Training Center, is located in Island Hall Room 179. Athletic training facilities are also maintained in the Field House and the Momentum Athletic Training Center located at the Dr. Jack Dugan Soccer & Track stadium. The Athletic Training Center is staffed by nationally certified and state licensed athletic trainers, each of whom is assigned to various athletic teams.

Athletic trainers (ATs) are healthcare professionals who collaborate with physicians. The services provided by ATs comprise prevention, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. (NATA)

13.5.1 Athletic Training Staff

Head Athletic Trainer – Jerry Hilker 825-2035
Assistant Athletic Trainer – Sho Arai 825-3174
Assistant Athletic Trainer – Tristan Connolly 825-3174
Assistant Athletic Trainer (GA/ROTC) – Harrison Hall 825-3674

13.5.2 Injuries and Illness

All injuries, illnesses or other medical problems, which may affect a student-athlete’s participation in intercollegiate athletics, should be reported immediately to the athletic training staff. Injured student-athletes will be evaluated initially by the athletic training staff and referred, as needed, to the appropriate medical care provider.

Student-athletes should follow up with their team’s assigned athletic trainer after any physician visit or consultation to ensure that proper treatment and rehabilitation is carried out. For those student-athletes who have suffered significant injuries that have limited athletic participation, approval for returning to practice and competition is required from both a physician and athletic trainer assigned to his/her particular sport.

13.5.3 Athletic Training Center Rules and Regulations
1. Report all injuries immediately to an athletic trainer.
2. All treatments must be initiated by a member of the athletic training staff. Student-athletes may not treat themselves or prescribe their own treatment.
3. The Athletic Training Center is a co-ed facility. Appropriate dress is required at all times.
4. All belongings (coats, shoes, boots, backpacks, etc.) should be left in the locker room during the visit.
5. Absolutely no food, drink or tobacco products allowed in the Athletic Training Centers at any time.
6. Student-athletes may not use any equipment in the Athletic Training Center without the supervision of an athletic trainer.
7. Excessive noise or the use of inappropriate language while using the Athletic Training Center will not be tolerated.
8. All student-athletes are REQUIRED to shower before entering the Athletic Training Center following a competition or practice. Exceptions to this rule will only be made for student-athletes needing immediate evaluation of an acute injury or emergency care.
9. Absolutely No pictures are to be taken in AT Center or satellite clinics of staff or students receiving treatment. Please refrain from using social media sites such as Snapchat, Periscope or Yik-Yak. Please be respectful with use of mobile devices such as inappropriate music or distracting behavior will not be tolerated. You will be asked to leave and your coaching staff will be notified.

13.5.4 Insurance Coverage of Scholarship Student-Athletes:
The following information is for Texas A&M University - Corpus Christi Student-Athletes and their Parents. Please read this carefully. If you have any questions, contact a member of the TAMUCC Athletic Training Medical Staff at 361-825-2035. There are no exceptions to this policy!

Texas A&M University - Corpus Christi provides a medical and catastrophic insurance program for its student-athletes. **THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE,** and covers only injuries / illnesses / accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics and according to NCAA regulations. Texas A&M University – Corpus Christi’s medical and catastrophic insurance program will pay for the excess of the “Necessary” medical treatment up to the “Usual and Customary” charges for such expense incurred within 104 weeks from the date of the injury/illness / accident. The first expense must be incurred within sixty calendar days of the date of the injury/accident. The per injury maximum amount payable is limited to $90,000.00. **Failure to immediately report the injury to the athletic training staff may result in the medical bills associated with the injury to become the sole responsibility of the student-athlete, cheerleader, dance team member and/or his/her parent(s) / guardian(s) due to the athletic training staff’s inability to verify the injury occurred during sports participation.**
The student-athlete must complete a Health Insurance Information/Authorization Form and supply a photocopy (front & back) of the health insurance card on a yearly basis. The Health Insurance Information / Authorization Form MUST be signed by the student-athlete and one of the student-athlete’s parents or legal guardian.

13.5.5 Insurance Coverage Requirements for Walk-on (Non-Scholarship) Student-athletes:
All Walk-on student-athletes MUST be covered by some type of individual health insurance BEFORE participating in any practice, game, and/or competition. The student-athlete’s insurance must cover athletic-related injuries and/or illnesses, and shall be considered the PRIMARY insurance coverage for all athletics related injuries. The Texas A&M University - Corpus Christi Department of Athletics WILL NOT assume financial responsibility for injuries and/or illnesses to walk-on (non-scholarship) student-athletes. Medical bills associated with such injuries and/or illnesses will be the sole responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

Walk-on student-athletes MUST complete a Health Insurance Information / Authorization Form and supply a photocopy (front & back) of the health insurance card on a yearly basis. The Health Insurance Information / Authorization Form MUST be signed by the student-athlete and one of the student-athlete’s parents or guardians. The Texas A&M University – Corpus Christi Athletic Training Medical Staff will verify the insurance coverage of the student-athlete before allowing the student-athlete to participate in any practice, game, and/or competition.

13.5.6 Insurance Coverage Requirements for Cheerleaders and Dance Team Members:
All cheerleaders and dance team members MUST be covered by some type of individual health insurance BEFORE participating in any tryout, practice, game, and/or competition. The insurance must cover athletic-related injuries and/or illnesses, and shall be considered the PRIMARY insurance coverage for all athletic-related injuries. TAMUCC provides a medical and catastrophic insurance program for its cheerleaders and dance team members. THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE, and covers only injuries resulting from the direct participation on the cheerleading and dance teams. TAMUCC’s medical and catastrophic insurance program will pay for the excess of the “Necessary” medical treatment (balance remaining after the primary insurance has paid) up to the “Usual and Customary” charges for such expense incurred within 104 weeks from the date of the injury. The first expense must be incurred within sixty calendar days from the date of the injury. The per-injury maximum amount payable is limited to $90,000.00. The injury must be immediately reported to a member of the athletic training staff. Failure to immediately report the injury to the athletic training staff may result in the medical bills associated with the injury to become the sole responsibility of the student-athlete, cheerleader, dance team member and/or his/her parent(s) / guardian(s) due to the athletic training staff’s inability to verify the injury occurred during sports participation.
The cheerleaders and dance team members must complete a Health Insurance Information / Authorization Form and supply a photocopy (front & back) of the health insurance card on a yearly basis. The Health Insurance Information / Authorization Form MUST be signed by one of the cheerleaders and/or dance team member’s parents.

13.5.7 International Student-Athletes:
As of January 1, 1997, the Texas A&M University System (TAMUS) has mandated that all international students show proof of health insurance before registering for classes. The TAMUS student health insurance plans meet the minimum requirements. If a student has a personal health insurance plan, an explanation of benefits must be submitted to ensure it complies with minimum coverage. Also, a T. B. Skin Test must be performed and read within 90 days of registration by a physician or licensed nurse in the USA. T. B. Skin Tests are provided at the University Health Center free of charge. The health insurance plan sponsored by the TAMUS meets the University’s admission requirements. Information on this plan can be found at: http://www.aipinternational.com/pdfs/TAMUInternational6.pdf.

Although the Texas A&M University System-sponsored health insurance plan meets the admissions requirements, it does NOT meet the health insurance requirement for walk-on student-athletes. The University-sponsored health insurance plan does NOT cover any athletic-related injuries / illnesses.

The Texas A&M University-Corpus Christi Athletic Department WILL NOT be financially responsible for any medical claims due to the student-athlete failing to maintain current health insurance coverage.

13.5.8 HMOs:
If a student-athlete’s primary insurance is an HMO, the Texas A&M University – Corpus Christi Athletic Training Medical Staff strongly encourages the student-athlete and/or his/her parent(s) / guardian(s) to change the primary care physician (PCP) to a Texas A&M University – Corpus Christi Team Physician or local physician. This will allow the student-athlete to have a network of physicians in the Corpus Christi area, as well as better access to care. A member of the Texas A&M University – Corpus Christi Athletic Training Medical Staff can assist in this process. All Walk-on student-athletes MUST change the PCP to a Texas A&M University – Corpus Christi Team Physician to meet the primary insurance requirement for walk-on student-athletes.

13.5.9 Insurance Policy Changes
The Texas A&M University – Corpus Christi Athletic Training Medical Staff must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the Texas A&M University – Corpus Christi Department of Athletics will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).
13.5.10 Compliance with Insurance Company Requests
Due to Health Insurance Portability and Accountability Act (HIPAA), insurance companies will NOT give any insurance information to the Texas A&M University – Corpus Christi Athletic Training Medical Staff. It is the student-athletes and their parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, proof of full-time student status, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

In the event that a student-athlete and/or his/her parent(s) / guardian(s) receives payment / reimbursement directly from their insurance company for athletic related injury / illness claims, until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

13.5.11 Exclusions and Limitations of Texas A&M University - Corpus Christi’s Secondary Medical Insurance Policy
The Texas A&M University - Corpus Christi Department of Athletics’ secondary medical insurance policy WILL NOT apply to the situations indicated below. This list is not all-inclusive.

1. Injuries / illnesses that are not the direct result of intercollegiate athletics participation during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.
2. Experimental procedures.
3. Cosmetic surgery or procedures unless directly related to an athletics related injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries / illnesses that are a result of intramural, club sports, and recreational activities (non-intercollegiate activities), as well as training / conditioning activities that occur outside of the primary competitive season and designated off-season periods.
6. Injuries / illnesses that are recurrences of old injuries/ illnesses which were sustained before participation in the intercollegiate sports program.
7. Any tests and/or consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athletes intercollegiate athletic eligibility.
9. Medical expenses beyond the limitations and exclusions of, or not covered by the Texas A&M University - Corpus Christi Department of Athletics insurance policy.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete’s primary medical insurance. Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete’s parent(s)/guardian(s).
The Master Policy on file at the University contains all of the provisions, limitations, exclusions, and qualifications of the Texas A&M University - Corpus Christi’s Department of Athletics’ insurance policy, some of which may not be included in this handbook. If any discrepancy exists between this handbook and the Policy, the Master Policy will govern and control the payment of benefits.

13.5.12 Non-Sport Related Injury/Illness Procedures
The Texas A&M University - Corpus Christi Athletic Training Medical Staff MAY assume financial responsibility for injuries and illnesses that are not directly related to participation in the intercollegiate athletics program (e.g. colds, cough, flu, etc.) at the discretion of the Head Athletic Trainer and/or his/her designee. Such injuries and/or illnesses MUST take place during the student-athlete’s primary competitive in-season and must be serious enough to preclude the student-athlete’s participation in his/her sport.

The Texas A&M University - Corpus Christi Athletic Training Medical Staff WILL NOT assume financial responsibility for injuries and/or illnesses that DO NOT take place during the student-athlete’s primary competitive in-season. Medical bills associated with such injuries and/or illnesses will be the sole responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

13.5.13 Dental Care
Molded mouthpieces will be fitted for student-athletes participating in high-risk sports (e.g., softball, baseball, basketball, etc.) and other student-athletes who express a desire for them by their request. Texas A&M University - Corpus Christi’s medical insurance program will assume financial responsibility for dental care resulting from the direct participation in the intercollegiate athletics program as approved by the Director of Athletics and according to NCAA regulations. As with other injuries, this insurance is SECONDARY to, or in excess of, personal family medical insurance coverage. The Texas A&M University - Corpus Christi’s medical insurance program WILL NOT pay for general dental treatment (e.g. cleaning of teeth, treatment of cavities, etc.)

13.5.14 Contact Lens Policy
Student-athletes in need of an eye exam and/or contact lenses during the student-athlete’s competitive in-season will be referred to an optometrist by a member of the Texas A&M University - Corpus Christi’s Athletic Training Medical Staff. The Texas A&M University - Corpus Christi Athletic Training Medical Staff WILL NOT assume financial responsibility for eye exam(s) and/or contact lenses. Medical bills associated with an eye exam and/or contact lenses will be considered on a case by case basis of the student-athlete medical need in order to perform in his or her respective sport.

If a student-athlete wears contact lenses, the student-athlete MUST provide one (1) pair of lenses to the student-athlete’s licensed /certified athletic trainer to be kept in case of an emergency.

13.5.15 Medical Bills
In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at Texas A&M University - Corpus Christi, the student-athlete must submit the bill/statement to his/her licensed/certified athletic trainer within 20 business days of receipt. **Bills received after 20 business days will be the responsibility of the student-athlete and/or the student-athlete’s parent(s)/guardian(s).** Submit all correspondence to:

Texas A&M University - Corpus Christi Athletics  
Attn: Athletic Training Department  
6300 Ocean Drive Unit 5719  
Corpus Christi, TX 78412-5719  
Phone (361) 825-2035 // Fax- (361) 825-3876

**13.5.16 Insurance Claim Procedures**  
An insurance claim form must be filled out when a student-athlete suffers any “sport-related” injury/illness that:

- Is seen by a physician (in the physician’s office or in the Athletic Training Center);  
- Requires any type of diagnostic testing;  
- Necessitates the consignment of a brace, splint, etc.;  
- Is a mild traumatic brain injury / concussion, regardless of whether or not the student-athlete is seen by a physician or undergoes diagnostic tests; and/or  
- Requires the student-athlete to miss one (1) game or three (3) consecutive practices.

The Texas A&M University - Corpus Christi Athletic Training Medical Staff will provide the necessary form to the student-athlete and will assist the student-athlete in completing the form with the required information. Insurance claim forms MUST be signed by the student-athlete before the claim can be submitted to Texas A&M University - Corpus Christi’s insurance company.

**13.5.17 Physician Referrals/Consultations**  
Texas A&M University - Corpus Christi has fostered positive relationships with many medical providers in the Corpus Christi area who have consistently provided high quality service to Texas A&M University - Corpus Christi student-athletes. Members of the Texas A&M University - Corpus Christi Athletic Training Medical Staff will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider.

All student-athletes must be seen and evaluated by a licensed/certified athletic trainer on the Texas A&M University - Corpus Christi Athletic Training Medical Staff before a referral to a physician will be made. A member of the Athletic Training Medical Staff must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. **If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior authorization/referral from a member of the Athletic Training Medical Staff, the student-athlete and/or the student-athlete’s parent(s)/guardian(s) will be financially**
responsible for any and all medical bills incurred.

13.5.18 Missed Doctor’s Appointment Policy
Student-athletes who are late and/or fail to show-up for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests/procedures will be financially responsible for any and all charges resulting from the missed appointment. In addition, the student-athlete will be responsible for rescheduling the appointment and providing his / her own transportation.

13.5.19 Medical Second Opinions
If a student-athlete and/or his/her parent(s)/guardian(s) desire a second physician’s opinion on a medical injury/illness, a member of the Athletic Training Medical Staff will make arrangements for the second opinion with a physician from a vast network within the Corpus Christi area. If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test outside of Texas A&M University - Corpus Christi’s network of providers or WITHOUT prior authorization/referral from a member of the Texas A&M University - Corpus Christi Athletic Training Medical Staff, the student-athlete and/or the student-athlete’s parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred.

13.5.20 Confidential Health Information
The Texas A&M University - Corpus Christi Athletic Training Staff provides health care to its athletes in partnership with the team physicians and other health care professionals. This “team” of health care professionals will share the student-athlete’s protected health information with each other, as necessary, to carry out the student-athlete’s treatment, payment for treatment, and other necessary health care operations related to management of the “team”. The student-athlete’s health information is protected by federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) and may not be disclosed without the authorization of the student-athlete.

The student-athlete will be required to complete an Authorization to Share Protected Health Information Form. The student-athlete may choose who he/she wishes to receive protected health information (outside of the health care team). Without the authorization, the health care “team” cannot release any information to the parents, coaches, media, etc. regarding the injury except for the athlete’s play/no-play status. Once the information is disclosed per the student-athlete’s authorization, the information is subject to re-disclosure and may no longer be protected by HIPAA and/or the Buckley Amendment. The student-athlete may revoke his/her authorization to share protected health information at any time by notifying the Head Athletic Trainer and completing the Revocation of Authorization Form.

The Texas A&M University - Corpus Christi Athletic Training Staff uses Athletic Training Students (ATS) to help with the daily operation of the Athletic Training Center. The ATS must show proficiency in required skills before they are allowed to perform those skills on a student-athlete. The ATS is directly supervised by a licensed / certified athletic trainer.
The ATS is considered as part of the health care “team” and therefore, has access to the student-athlete’s protected health care information. The ATS has been instructed in the appropriate use of this information and signs a Statement of Confidentiality. Since the Athletic Training Center is a Clinical Education environment for the Athletic Training Education Program, an injured student-athlete may be used to demonstrate certain evaluation, rehabilitation, or injury management skills to the ATS.

13.6 NCAA Drug Testing

In an effort to deter the use of NCAA-banned substances in and around NCAA championships as well as the entire academic year the NCAA has instituted both championship and out-of-competition drug testing. Every Division I institution will be drug tested at least once each academic year. Please know, however, institutions may be selected for testing more than once each academic year. Student-athletes are subject to drug testing before, during or after their competitive season, including summers. The Associate Athletic Director for Compliance serves as the primary NCAA drug testing site coordinator. The Compliance Coordinator serves as the secondary drug testing site coordinator and can provide additional information as well as a list of banned drugs.

13.6.1 Ineligibility for Use of Banned Drugs – NCAA Bylaw 31.2.3

Bylaw 18.4.1.5 provides that a student-athlete, who is found to have utilized a substance on the list of banned drugs, through a positive drug test administered by the NCAA, shall be declared ineligible for further participation in postseason and regular season competition during the time period ending one calendar year after the student-athlete’s positive drug test. This student-athlete shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun or a minimum of the equivalent of one full season of completion in all sports if the student-athlete test positive during his or her season of competition (i.e., the remainder of contests in the current season and contest in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year).

13.6.2 NCAA Banned Drugs

Compliance and Student-Athlete Services shall disseminate a copy of the list of banned drug classes to each student-athlete. Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA Web site (www.ncaa.org). The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

13.6.3 Supplements

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the National Center for Drug Free Sport Resource Exchange Center (REC) Web site.
The NCAA subscribes to the REC as an authority on banned substances and nutritional supplements. Contact the REC before taking any medication or supplement.

Phone: (877) 202-0769
World Wide Web: http://www.drugfreesport.com/rec/

Also note that the NCAA does not consider ignorance as a valid excuse for a positive drug test. It is imperative to check with the appropriate Department of Athletics staff members before utilizing any supplements. Failure to do so could jeopardize your eligibility as well as your health.

13.7 Gambling

In recent years, there have been increased occurrences of illegal gambling activities in NCAA schools. In an effort to limit the problems associated with student-athletes becoming involved with illegal gambling and the NCAA sanctions that are imposed when illegal activities are discovered, the NCAA has instituted additional regulations with regard to gambling. We are listing here the NCAA regulations about the involvement in gambling activities, with what you may and may not do as a student-athlete. If you have any questions about the information listed here, or about gambling activities, please contact CSAS.

13.7.1 Gambling Activities – NCAA Bylaw 10.3

Staff members of a member conference, staff members of the Department of Athletics of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling

13.8 Student-Athlete Employment

13.8.1 Fees for Lesson

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in their sport on a fee-for-lesson basis if the following occurs:

- Institutional facilities are not used.
● Playing lessons are not permitted.

The institution obtains and keeps on file documentation of the recipient of the lessons provided during any time of the year. The compensation is paid by the lesson recipient and not another individual or entity.

13.8.2 Sports Camp Employment
Both Texas A&M University - Corpus Christi and NCAA rules permit employment in summer camps, including specialized sport camps with certain limits. A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or a clinic as a counselor.

13.8.2.1 General Rules for Employment at Sports Camps
The student-athlete must perform duties that are of general supervisory character.
  ○ Compensation shall be commensurate with the going rate for camp or clinic counselors and the student-athlete shall not be paid based upon his/her reputation, fame, or skill level.

A student-athlete with remaining eligibility is not permitted to conduct his/her own camp or clinic.

13.9 Other Forms
Student-Athlete Exit Interview Forms
SECTION 14.0 - DIRECTORY

14.1 Islander Athletics Directory

14.1.1 Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Lazenby</td>
<td>Athletics Director</td>
<td>(361) 825-2843</td>
<td><a href="mailto:scott.lazenby@tamucc.edu">scott.lazenby@tamucc.edu</a></td>
</tr>
<tr>
<td>Brian Maxey</td>
<td>Associate AD for Compliance</td>
<td>(361) 825-2858</td>
<td><a href="mailto:brian.maxey@tamucc.edu">brian.maxey@tamucc.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Assistant AD of External Operations</td>
<td>(361) 825-3455</td>
<td><a href="mailto:william.mcdaniel@tamucc.edu">william.mcdaniel@tamucc.edu</a></td>
</tr>
<tr>
<td>Jimmy Frush</td>
<td>Associate Athletics Director/Development</td>
<td>(361) 825-3237</td>
<td><a href="mailto:james.frush@tamucc.edu">james.frush@tamucc.edu</a></td>
</tr>
<tr>
<td>Mary Wallace</td>
<td>Assistant AD Business &amp; Finance/SWA</td>
<td>(361) 825-5540</td>
<td><a href="mailto:mary.wallace@tamucc.edu">mary.wallace@tamucc.edu</a></td>
</tr>
<tr>
<td>Mark Bohling</td>
<td>Assistant Athletics Director/Operations &amp; Facilities</td>
<td>(361) 825-3280</td>
<td><a href="mailto:mark.bohling@tamucc.edu">mark.bohling@tamucc.edu</a></td>
</tr>
<tr>
<td>Dan Forcella</td>
<td>Assistant AD/Communications</td>
<td>(361) 825-3410</td>
<td><a href="mailto:daniel.forcella@tamucc.edu">daniel.forcella@tamucc.edu</a></td>
</tr>
<tr>
<td>Jennifer Baker</td>
<td>Director of Center For Athletic Academic Services</td>
<td>(361) 825-5573</td>
<td><a href="mailto:jennifer.baker@tamucc.edu">jennifer.baker@tamucc.edu</a></td>
</tr>
<tr>
<td>Lee Scott</td>
<td>Head Strength and Conditioning Coach</td>
<td>(361) 825-2558</td>
<td><a href="mailto:lee.scott@tamucc.edu">lee.scott@tamucc.edu</a></td>
</tr>
<tr>
<td>Josh King</td>
<td>Compliance Coordinator</td>
<td>(361) 825-6388</td>
<td><a href="mailto:joshua.king@tamucc.edu">joshua.king@tamucc.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Director of Tickets Operations</td>
<td>(361) 825-2255</td>
<td><a href="mailto:bryan.mayhood@tamucc.edu">bryan.mayhood@tamucc.edu</a></td>
</tr>
<tr>
<td>Deborah Dixon</td>
<td>Marketing Coordinator</td>
<td>(361) 825-2521</td>
<td><a href="mailto:deborah.dixon@tamucc.edu">deborah.dixon@tamucc.edu</a></td>
</tr>
<tr>
<td>Steven King</td>
<td>Director of Corporate Sales</td>
<td>(361) 825-3361</td>
<td><a href="mailto:steven.king@tamucc.edu">steven.king@tamucc.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Development and Marketing Intern</td>
<td>(361) 825-2521</td>
<td><a href="mailto:shea.miller@tamucc.edu">shea.miller@tamucc.edu</a></td>
</tr>
</tbody>
</table>

14.1.2 Coaching Staffs

**Baseball**
- Scott Malone  Head Coach  (361) 825-3413  scott.malone@tamucc.edu
- Brett Gips  Assistant Coach  (361) 825-3252  brett.gips@tamucc.edu
- Marty Smith  Assistant Coach  (361) 825-3720  marty.smith@tamucc.edu

**Men’s Basketball**
- Willis Wilson  Head Coach  (361) 825-2381  willis.wilson@tamucc.edu
- Martin Gross  Associate Head Coach  (361) 825-3250  martin.gross@tamucc.edu
- Mark Dannhoff  Assistant Coach  (361) 825-3215  mark.dannhoff@tamucc.edu
- Terry Johnson  Director/Basketball Operation  (361) 825-3250  terry.johnson@tamucc.edu

**Women’s Basketball**
- Royce Chadwick  Head Coach  (361) 825-3145  royc.chadwick@tamucc.edu
- Roxanne White  Associate Head Coach  (361) 825-3251  roxanne.white@tamucc.edu
- Darren Brunson  Assistant Coach  (361) 825-2319  darren.brunson@tamucc.edu
Jasmine Shaw  Assistant Coach  (361) 825-3691  jasmine.shaw@tamucc.edu

Golf
Carol Blackmar  Head Coach  (361) 548-0637  carol.blackmar@tamucc.edu
Phil Blackmar  Assistant Coach  (361) 548-0637

Softball
Blake Miller  Head Coach  (361) 825-3253  blake.miller@tamucc.edu
Brittany Rumfelt  Assistant Coach  (361) 825-2147  brittany.rumfelt@tamucc.edu

Men's and Women's Tennis
Steve Moore  Director of Tennis Operations  steve.moore@tamucc.edu
Aurelien Tave  Assistant Coach  aurelien.tave@tamucc.edu

Track & Field/Cross Country
Shawn Flanagan  Director of T&F/CC/ Head Coach  (361) 825-3212  shawn.flanagan@tamucc.edu
Steve McBride  Assistant Coach  (361) 825-3443  steve.mcbride@tamucc.edu
Cody Knight  Assistant Coach  (361) 825-3212  cody.knight@tamucc.edu

Volleyball/Beach Volleyball
Steve Greene  Head Coach  (361) 825-3232  steve.greene@tamucc.edu
Michelle Cole  Assistant Coach  (361) 825-2253  michelle.cole@tamucc.edu

Women's Soccer
Shanna Caldwell  Head Coach  (361) 825-3726  shanna.caldwell@tamucc.edu
Anne Houliston  Assistant Coach/Recruiting Coordinator  (361) 825-3726  anne.houliston@tamucc.edu

14.1.3 Athletic Training Staff
Jerry Hilker  Head Athletic Trainer  (361) 825-2035  jerry.hilker@tamucc.edu
Sho Arai  Assistant Athletic Trainer  (361) 825-3072  sho.arai@tamucc.edu
Tristin Connolly  Assistant Athletic Trainer  (361) 825-3674  tristin.connolly@tamucc.edu
Victoria Elia  GA Athletic Trainer  (361) 825-3674  velia@islander.tamucc.edu
Corrie Bober  Assistant Athletic Trainer  (361) 825-3072  corrie.bober@tamucc.edu

14.1.4 Center for Athletic Academic Services
Jennifer Baker  Director of CAAS  (361) 825-5573  jennifer.baker@tamucc.edu
Nikki Grafnetterova  Scholastic Coordinator  (361) 825-2104  nikola.grafnetterova@tamucc.edu
Dianea Willis  Scholastic Coordinator (WBB, SB) (361) 825-2782  dianea.willis@tamucc.edu
Will Chapman  Scholastic Coordinator (MBB)  (361) 825-2137  will.chapman@tamucc.edu

14.2 Compliance Website References for Coaches and Student-Athletes
Texas A&M-Corpus Christi Athletics