

UNIVERSITY OF COLORADO, BOULDER
NCAA and PAC-12 Conference Eligibility Procedures
March, 2012

Eligibility

- a. Eligibility Certification. The Office of the Commissioner of the Pac-12 Conference shall receive the Squad List form for student-athletes attesting to their eligibility for participation in intercollegiate athletics at member institutions.
- b. Eligibility Declarations. Before any student-athlete may compete in any intercollegiate contest, an eligibility declaration for the individual must be filed with the Pac-12 Conference. This and subsequent eligibility is certified by the Registrar, the Faculty Athletic Representative (FAR) , and the Athletics Director on forms furnished by the NCAA database software Compliance Assistant internet (CA). If a student-athlete drops out of school for any reason and subsequently returns, a new eligibility form must be completed. The declaration shall indicate that the eligibility requirements have been met. These statements shall be certified by the signatures of the appropriate officials of the institution (athletics director, faculty representative, head coach and registrar). At the end of each sports season, each conference member institution shall file with the Pac-12 Conference the Participation Report, which is a certified list of individuals who participated in a varsity contest.
- c. Forfeiture of Games. When a player is found to be ineligible for intercollegiate athletics, all athletic contests in which the student-athlete has participated, after the date of the act or the conditions which rendered the individual ineligible, may be forfeited to the respective opposing team or teams, and any individual championships may be forfeited.

Filing Squad Lists

Each member institution shall file a copy of the NCAA squad list with the Pac-12 Conference. This list must be sent no later than the first day of competition of the sport in question.

Exceptions

Exceptions to the above rules of eligibility may be allowed in individual cases in which the circumstances are extremely unusual and in which the exception will be in accord with the spirit and intent of all rules and regulations concerning eligibility.

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The Registrar's Office is responsible for determining the academic eligibility of a student-athlete to participate in NCAA competition. The Registrar's Office follows the rules and regulations as set forth by the NCAA, the Pac-12 Conference, and established Institutional rules. In cases where NCAA regulations are not clear, the office requests written clarification from the Director of Compliance and/or the Faculty Athletic Representative. Action concerning the interpretation of the Pac-12 Conference, NCAA or institutional eligibility rules will be taken only after consultation with the Compliance Office

Athletic Eligibility Certification occurs each semester. Two types of certification are involved:

New student certification based on NCAA classification:

- Freshman (Bylaw 14.3)
- Transfer from Jr. College (Bylaw 14.5)
- Transfer from 4 yr. Institution (Bylaw 14.5)
- Upperclassman (participating for first time) (Bylaw 14.4.3.5)

Continuing student certification which consists of examining Satisfactory Progress (Bylaw 14.4)

The information outlined below is a brief description of procedures and policies for these types of certification. For detailed information refer to the current NCAA Manual.

NEW STUDENT CERTIFICATION

1. FRESHMEN

Prior to an official visit, the Coach or Recruiting Coordinator fills in a Prospective Student-Athlete Card (PSA) (available on the www.cubuffs.com website). The coach and/or recruiting coordinator attaches a current transcript (s) and copies of all ACT or SAT scores to the PSA card and delivers it to the Associate Registrar (Director of Eligibility Certification). The Director of Eligibility Certification then evaluates the transcripts and the test score utilizing the NCAA Eligibility Center list of core courses (Formerly 48-H) for the prospect's high school(s). When the core evaluation is complete it is sent via email to the following individuals: Compliance Director, Assistant Director of Compliance, Herbst Academic Center Director, Herbst Academic Coordinator for the prospect's sport, Recruiting Coach and/or Recruiting Coordinator

2. TRANSFER STUDENTS from Two or Four-Year Colleges

A. Prior to an official visit, the Coach or Recruiting Coordinator fills in a Prospective Student-Athlete Card (PSA) (available on the www.cubuffs.com website). The coach and/or recruiting coordinator attaches a current transcript(s) to the PSA card and delivers it to the Director of Eligibility Certification (Director of Eligibility Certification). The Director of Eligibility Certification then sends via fax the transcript to the Transfer Credit Evaluator in the Office of Admissions to evaluate the transcript (s) and reports back about the transferability of each of the prospective student-athletes courses. When the transfer credit evaluation is returned to the Director of Eligibility Certification, the results are then communicated to the Coach and/or Recruiting Coordinator and the Herbst Academic Center Director as to the number of credits that will be transferable to the University of Colorado.

B. The Registrar's Office reviews the documents to determine if eligibility requirements, as stated in the NCAA Manual (Bylaw 14.5), have been met.

C. DEFINITIONS

1. Transferable Degree Credit - Those courses accepted by the University of Colorado to any of its Schools or Colleges.
2. Computation of Grade Point Average at Junior College - All grades earned by a student in courses that would be transferable toward any degree program at the University of Colorado are included in determining the cumulative grade point average. Regardless of the grade earned, any course that would normally transfer to the University of Colorado must be used in computing the grade point average.
3. The numeric scale used in computing grade point averages is:
 - (a) A = 4
 - (b) B = 3
 - (c) C = 2
 - (d) D = 1
 - (e) F = 0

3. INTERNATIONAL STUDENTS

A. Any student-athlete who attended a non-U.S. school since 1994 must clear through the NCAA Eligibility Center like any other student athlete graduating within the United States. The student-athlete's transcript is reviewed by the International Admissions Expert in the Office of Admissions for academic and financial eligibility according to the NCAA Guide to International Academic Standards for Athletic Eligibility. The letter verifying eligibility is placed in the Admission Folder.

NOTE: Cost of attendance financing must be documented by student's bank.

B. The final high school transcript must be received by the Admissions Office or the Registrar's Office.

C. Student must take the SAT or ACT and an official report of these scores must be received by the Admissions Office.

4. PROCESSING FORMS FOR ALL NEW STUDENT CERTIFICATION

A. A copy of the Eligibility Center confirmation (48-C) is filed in the student-athletes' file along with the original official documents from the high school.

B. CA automatically generates the Pac-12 Conference Squad List. The Registrar's Office has an electronic signature website, where each signatory on the Squad List can review a PDF of the respective Squad List and verify its accuracy. Once the signatory has approved the squad lists' accuracy the Director of Eligibility Certification receives an email that all have approved and then the Squad List is sent to the Pac-12 Conference office. Supplemental reports are generated as needed and handled in the same manner.

C. A copy of all forms is maintained by sport in the Registrar's Office.

D. All new scholarship student-athletes must be certifiable prior to the first day of the semester to assure that they are qualifiers.

RETURNING STUDENTS

1. CERTIFICATION OF PROGRESS TOWARD DEGREE

A. Progress toward degree Certification Requirements

1. Freshmen student-athletes must earn 6 credits (during each term), 18 credits (during the academic year) and 24 of degree applicable credits during their first year in residence. All others need 6 credits each term 18 credits each academic year and then 40 percent, 60 percent and 80 percent, respectively.
2. Students who select a major prior to the 5th semester must earn credit applicable to the selected degree program. Student-athletes with 'undecided' majors may earn credit applicable toward any degree program (See NCAA Bylaw 14.4.3.1.6.-(d) for exceptions to this rule).
3. Student-athletes may change majors in accordance with University procedures, except that all major changes must occur by the end of prior term to earn progress toward degree in the major for that semester. Student-athletes who change majors should contact an academic advisor and an academic coordinator in the Herbst Academic Center to review their record for meeting both cumulative and annual eligibility requirements.
4. Once a student athlete selects a degree program, only courses in the selected degree program which are designated as applicable to that degree may be used as credit applicable toward progress toward degree. The Director of Eligibility Certification uses the SAT PRO system for College Advisors to determine if a course is applicable to the degree and the minimum grade required.
5. Electives may be used in determining progress toward degree if they fall within the minimum requirements for graduation.
6. Effective January, 1996, the NCAA Council ruled that in general, a student-athlete who has designated a specific degree program with an identified major may use a course to fulfill the credit-hour requirement for meeting progress toward degree if the course fulfills an elective component of the student-athlete's degree program; however, if the student-athlete must repeat the course to fulfill the requirements of the student-athlete's major, the student-athlete may not use the course to fulfill the credit-hour requirements of progress toward degree.

7. Repeated courses cannot be used for progress toward degree if the credits were previously used.
8. Transfer-credit earned after the student athlete's initial enrollment at the University of Colorado may be included in credit calculation for progress toward degree.
9. Enrolled ineligible student-athletes may regain eligibility as early as the day after the official end of the semester in which the student is ineligible. The official end of a semester is the last day of final examinations. In order for eligibility to be certified, grades for at least six academic credit hours must be posted to the student-athletes' record.

B. Procedures

1. The Assistant Director of Compliance is responsible for supplying the list of returning student-athletes via CA.
2. Once the Registrar's Office certifies a current registration of 12 semester credits, the responsibility for tracking the student's continuing registration level rests with the Herbst Academic Center staff, which publishes a "a less than 12 throughout the semester.
3. The Registrar's Office is responsible for academic eligibility certification.
4. The academic advisors within each college are responsible for certifying applicability of courses toward a designated degree program (via the SAT PRO system). This includes determination of 40-60-80% certification.
5. The courses and minimum grade are entered by the advisor in the SAT PRO online system.
6. After the deadline for SAT PRO submission, the Registrar's Office, the Herbst Academic Center have access to each student's applicability to degree report

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7. At any time during the year a Herbst Academic Center staff member or the Director of Eligibility Certification may request a Percent of Degree form from a particular college regarding any student-athlete, updates will be provided as needed. These forms are found on the Office of the Registrar website, but a downloadable system is being developed for this task.

8. Certification for all sports will occur in the fall semester.

9. Student-athletes participating in spring sports, who were not eligible in the Fall, may become eligible after the fall term if they meet the NCAA requirements.

10. It is the student's responsibility to register for appropriate courses as advised by the academic units.

11. Student-athletes are afforded priority registration and may register early for all course work. This gives them the opportunity to meet progress toward degree requirements set forth by the NCAA.

12. The Department of Intercollegiate Athletics will distribute written and verbal information to all student-athletes about their responsibilities and the requirements for eligibility.

NOTE: It is very important that student-athletes be aware of their responsibility to remain in at least 12 credits each semester. Student-athletes who are in their last term may be enrolled in less than 12 credits provided an academic authority certifies in writing that the student-athlete is enrolled in all the credits needed for graduation.