



GRAND CANYON UNIVERSITY
Department of Athletics

COMPLIANCE MANUAL
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Mission Statement

The mission of the Grand Canyon University Athletics Department is to use intercollegiate sport as a platform in developing good Christian role models and in embodying the highest standards of excellence in the overall development of our student-athletes. We strive to educate and involve students and the university community in the promotion of personal growth. We prepare men and women to be student-athletes distinguished by integrity, academic and athletic excellence, and Christian conduct. We expect our student-athletes, coaches and staff to emulate Christ in all aspects of their lives including their academic and athletic endeavors.

Institutional Control

Violations do not result from a lack of institutional control if:

- Adequate compliance measures exist;
- They are appropriately conveyed to those who need to be aware of them;
- They are monitored to ensure that such measures are being followed; and
- On learning that a violation has occurred, the institution takes swift action.

Actions are likely to demonstrate a lack of institutional control if:

- A person with compliance responsibilities fails to establish a proper system to monitor the operations of a compliance system.
- A person with compliance responsibilities does not take steps to alter the system of compliance when there are indications the system is not working.
- A supervisor with overall responsibility for compliance, in assigning duties to subordinates, dividing responsibilities so that, as a practical matter, no one is, or appears to be, directly in charge.
- Compliance duties are assigned to a subordinate who lacks sufficient authority to have the confidence or respect of others.
- The institution fails to make clear, by its words and its actions, that those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.
- The institution fails to make clear that any individual involved in its intercollegiate athletics program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind.
- A director of athletics or any other individual with compliance responsibilities fails to investigate or direct an investigation of a possible significant violation of NCAA rules or fails to report a violation properly.
- A head coach fails to create and maintain an atmosphere for compliance within the program. The coach supervises or fails to monitor the activities of assistant coaches regarding compliance.

Compliance measures in place at the time of a violation is a factor in determining whether or not there has been a lack of institutional control.

- The NCAA rules applicable to each operation are readily available to those persons involved in that operation.
- Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.
- A procedure is established for timely communication among various university offices regarding determinations that affect compliance with NCAA rules.

- Meaningful compliance education programs are provided for personnel engaged in athletically related operations.
- Informational educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.
- Informational and educational programs are established for student-athletes regarding the rules that they must follow.
- An internal monitoring system is in place to ensure compliance with NCAA rules.
- An external audit of athletics compliance is undertaken at reasonable intervals.
- The University President and other senior administrators make clear that they demand compliance with NCAA rules and that they will not deliberately violate the rules or do so through gross negligence.
- The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.

Grand Canyon University Athletics Contact with Central Administration/Deans/Faculty Directive

The Athletics Department is an integral part of the university and its mission at large. The Athletics Department encourages involvement of its administrative and coaching staff members in the lives of Grand Canyon University's (GCU) student-athletes. Such involvement includes taking an interest in a student-athlete's academic pursuits at GCU. However, coaches and staff members must respect the individual rights of the student and maintain the integrity of academia. To assist its staff members, GCU Athletics has implemented this directive regarding Athletics Department staff members' involvement in certain aspects of student-athletes' academic pursuits. The directive is intended to prevent academic impropriety.

Establishing boundaries and parameters with respect to communication between GCU Athletics and academic officials is a pillar of institutional control. Within the context of assisting student-athletes with their academic affairs, staff members must strictly abide by the Athletics Department directive. In areas that are not specifically addressed in the directive, staff members must communicate with the Office of Student-Athlete Development for further assistance. Staff members must realize that even the most innocent contact with an academic official may be perceived as pressure to make a concession for a student-athlete (simply because the individual is a student-athlete). Any such perceived pressure compromises the integrity of the Athletics Department and GCU.

In keeping with the Athletic Department's general directive regarding involvement of the Athletics Department's staff members in the academic pursuits of student-athletes, the following specific actions and similar actions are strictly prohibited:

- Coach-initiated contact of any type (e.g., oral, written, etc.) is not permitted between any member of the coaching staff or non-coaching staff member with sport specific responsibility and any GCU faculty member or associated instructional staff (teaching assistant, co-adjunct, part-time lecturer, etc.) for obtaining academic information for any student-athlete. Coaching staff or non-coaching staff members with sport specific responsibility may however, contact the Office of Student-Athlete Development Staff in this regard.

Coach-initiated contact of any type is not permitted between any member of the coaching staff or non-coaching staff member with sport specific responsibility and any GCU staff member (e.g., dean, registrar, academic department secretary, etc.) as it relates to the academic standing of any student-athlete in a particular course or in general (e.g., grade in a course, dismissal status, etc.).

In addition:

- Only student-athletes shall turn in their assignments (e.g., term papers, take-home exams, homework, etc.) to their professors or instructors. Under no circumstances shall any staff

member (including student managers, graduate assistants, volunteer coaches, etc.) hand in an assignment on behalf of a student-athlete.

- All contact with faculty members or instructional staff, if necessary, should be handled by the Office of Student-Athlete Development Staff. Please note that contact (telephone, e-mail, etc.) initiated by a professor, instructor, assistant dean, etc. to a coaching staff member or administrator is permitted. If this contact includes discussion of a student-athlete's performance in a course, performance on a particular assignment (including quizzes, tests and exams) or a student-athlete's grade in a course, such contact must be referred to the team's Academic Coordinator immediately.
- All contact with the Student Service Counselor regarding specific student-athlete's status is strictly prohibited under this directive.
 - Any contact with the Student Service Counselor about a specific student-athlete must be made by either the Office of Athletics Compliance or the Office of Student-Athlete Development.
- Contact is permitted with the Athletics Admissions Counselor regarding a specific prospective student-athlete's admission status or requirements under this directive. Additionally, contact is permitted for the purposes of meeting with prospective student-athletes during campus visits.
 - Coaches and staff are required to copy either the Office of Athletics Compliance or the Office of Student-Athlete Development on any communication initiated to the Athletics Admissions Counselor.
- This directive does not apply to contact with an instructor, professor, dean, admissions liaison, etc. that is general in nature (i.e., contact that is not specific to a particular student-athlete) or for arranging a recruiting visit (e.g. set meeting with dean for official visit).

Rules Education

The Office of Athletics Compliance provides written and verbal updates to coaches and staff during the monthly education meetings; for those individuals outside of the Department of Athletics, education meetings are held as needed or educational documents specific to rule changes are disseminated in University Leadership meetings. The Office of Athletics Compliance will meet according with the following groups as prescribed below:

Rules Education Schedule	
Group Name	Frequency
Student-Athletes	Twice a Year
Olympic Sports Coaches	Monthly (Aug-April)
Men’s Basketball Coaches	Monthly (Aug-April) or as needed
Women’s Basketball Coaches	Monthly (Aug-April) or as needed
Athletic Advisory Board	Quarterly
Athletic Academic Coordinators	Monthly
Student Service Counselors	Twice a Year
Student Affairs	Once a Year
CHSS Faculty Meeting	Once a Year
Havocs (Student Group)	Once a Year
Admissions Marketing	Once a Year
University Marketing/Events	Once a Year or as needed
External Support Individuals/Groups	Once a Year or as needed
Men’s Basketball Managers	Once a Year
Women’s Basketball Managers	Once a Year
New Hire Orientation- Coaches	As needed
Director of Camps/Clinics	Once A Year
Sports Medicine	Twice a Year
Sports Performance	Twice a Year
Ticket Office	Once a Year
Office of Financial Aid	Once a Year
GCBC	Once a Year
GCU Golf Course	Once a Year
Office of Academic Records	Once a Year

GCU Supporters: For continuous and comprehensive rules education, the Office of Athletics Compliance includes an *Institutional Control Education* memo in season ticket packets to all who purchase season tickets for Men’s Basketball. The Office of Athletics Compliance utilizes social media to educate those supporters who may not receive season tickets. Additionally, the Grand Canyon University Department of Athletics website has a dedicated area called *Fan Zone* where support group information can be found.

Student-Athletes: Student-athletes receive rules education throughout the academic year and in multiple formats. Each fall, the Office of Athletics Compliance meets with each team to review participation, ensure electronic forms are completed and review NCAA rules. During the academic year, the Office of Athletics Compliance provides continuous and comprehensive rules education to coaching staffs and instruct coaches to convey relevant rules and information to student-athletes. The Office of Athletics Compliance maintains a presence on social media via the @GCUCompliance Twitter and Instagram account. Helpful reminders and need-to-know

information are posted, as needed. Additionally, a member from the Office of Athletics Compliance attends monthly SAAC meetings in order to field NCAA-rules related questions and/or to present rules education topics. Prior to the conclusion of the academic year, the Office of Athletics Compliance conducts team meetings to review relevant NCAA rules as they apply to vacation periods.

Department of Athletics staff: The Office of Athletics Compliance provides education with each appropriate office that holds athletics responsibility. Additionally, rules education is provided annually at the first Athletics Department staff meeting. Additional rules education is provided as needed at monthly Athletics Department Staff Meetings. Athletics Department staff members receive education via electronic correspondence through the “tip-of-the-week” that addresses rules compliance information. Lastly, the Office of Athletics Compliance issues an email blast periodically via email “Compliance in the News” to Athletics Department Staff, General Counsel, FAR, and other individuals as deemed as necessary. This is intended to provide peer education as compliance related issues are presented in the media.

Coaches: Rules education is provided to Athletics Department staff at the first Athletics Department Staff Meeting at the start of each academic year. In addition to all staff meetings, the Office of Athletics Compliance staff conducts monthly coaches’ rules education meetings. The monthly rules education sessions are videotaped for future use and to ensure all coaches receive the education in a timely manner. Coaches receive education via electronic correspondence through the “tip-of-the-week” that addresses rules compliance information. Lastly, the Office of Athletics Compliance issues “Compliance in the News”. This is intended to provide peer education as compliance related issues are presented in the media. Coaches have open access to the Office of Athletics Compliance and can also contact the Athletics Compliance staff regarding rules interpretations at any time. When an interpretation needs to be communicated, it is sent via email to each staff member of the respective sport, as well as the compliance office and sport administrator.

Faculty: The Dean of each college is a member of the Athletic Advisory Board. The agenda for the Board meetings regularly includes compliance education. The Office of Athletics Compliance includes an Institutional Control Education Memo in season ticket packets to all who purchase season tickets for Men’s Basketball. The Office of Athletics Compliance utilizes social media to educate those supporters who may not receive season tickets. Additionally, the Grand Canyon University Office of Athletics Compliance’s website has information devoted to GCU Staff. Lastly, the Office of Athletics Compliance attends various faculty meetings throughout the academic year to provide necessary updates and rules education.

Institutional staff outside the department of athletics: Members of GCE and GCU Staff with NCAA specific responsibilities (i.e., the Office of Financial Aid and Scholarships, Office of Academic Records (Registrar), Enrollment Services) receive annual education reviews and updates on new legislation and/or procedures. Additionally, the Office of Athletics Compliance maintains an open dialogue for interpretations and questions on NCAA rules in an informal manner, via phone, email or in person. Staff members from the Office of Academic Records and the Faculty Athletic

Representative attend the NCAA Regional Rules Seminar. The Office of Athletics Compliance meets annually with the Office of Financial Aid and Scholarships to review upcoming changes to scholarships as well as updates to NCAA legislation.

Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Procedure for Requesting Interpretations

Requesting a Rules Interpretation.

1. Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) may request a rule interpretation.
2. The individual may request the interpretation verbally or in writing.

To Whom Shall a Rules Interpretation be requested?

1. All requests for interpretation of NCAA regulations should be handled through the Office of Athletics Compliance. In the event that the Senior Associate Athletic Director for Student Services, Director of Compliance or Compliance Coordinator are not available and the situation necessitates an immediate resolution (i.e., it is an emergency), one of the other designated individuals (i.e., Director of Intercollegiate Athletics, Deputy Athletic Director, Faculty Athletics Representative, or Senior Women's Administrator) may be contacted to request an appropriate interpretation.
2. The Office of Athletics Compliance shall maintain a written record of all requested interpretations. The record shall consist of the following:
 - a. Date that the request was made and by whom.
 - b. Detailed summary of the nature of the request.
 - c. Detailed summary of the response.

Requests for Interpretive Support from the NCAA and WAC Offices

Only designated institutional representatives are authorized to contact the NCAA and WAC offices regarding NCAA regulations. Specifically, NCAA Bylaw 9.3.1.2.1.1 and its relevant interpretations provide that only five individuals are authorized to request NCAA rules interpretations on behalf of the University. The five authorized representatives must be designated in writing each year to the NCAA national office, and may include: president, vice president and director of athletics, deputy athletic director, faculty athletics representative, Deputy Athletic Director, and/or designated substitute(s) for the president and/or vice president and director of athletics.

In addition to the Office of Athletics Compliance, the four individuals who have been designated by the institution and are authorized to request interpretations from the NCAA national office are:

Brian Mueller – President

Jamie Boggs – Vice President of Athletics

Claude Pensis – Faculty Athletics Representative

Nicholas Ojea – Assistant Vice President/Deputy Athletic Director

These same individuals have been designated by the institution and are authorized to contact the WAC office for rules interpretations.

Procedures For Reporting Violations

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules shall be investigated. If the Office of Athletics Compliance determines that a violation has occurred, the Athletics Compliance Officer, in conjunction with the Faculty Athletic Representative, will report the violation (or possible violation) to the NCAA national office and/or appropriate conference officials.

Reporting a Violation.

- Any individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored, or suspected violation.
- The individual may report the alleged, rumored, or suspected violation verbally or in writing. He/she may report an alleged violation anonymously.

To Whom Shall an Alleged Violation be reported.

- a. If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Office of Athletics Compliance of the alleged violation in a timely manner.
- b. Individuals other than athletic department staff members may report an alleged violation to any or all of the following persons:
 - The Senior Associate Athletic Director of Student Services, Director of Compliance, or Compliance Coordinator
 - The Vice President of Athletics, Deputy Athletic Director, Sport Administrator
 - The Faculty Athletic Representative

Conducting an Investigation of an Alleged Violation.

The Office of Athletics Compliance oversees the investigation and self-reporting of all NCAA violations or allegations of violations. For Level III violations, the Senior Associate Athletic Director for Student Services has direct oversight of the investigation and self-reporting processes. The Senior Associate Athletic Director for Student Services may seek counsel by individuals outside the Athletics Department but is not mandated to report or incorporate individuals outside of athletics into the investigation process. For Level I and Level II violations, the Senior Associate Athletic Director for Student Services is required to immediately inform the violation or alleged violation to the following individuals: Vice President of Athletics, FAR, President and the Office of General Counsel.

Violation Definitions

- A **Level I** violation (bylaw 19.1.2) is one or more violations that seriously undermine or threaten the integrity of the NCAA Collegiate Model, as set forth in the constitution and bylaws, including any violation that provides or is intended to provide a substantial or extensive recruiting, competitive other advantage, or a substantial or extensive impermissible benefit.
- A **Level II** violation (bylaw 19.1.3) 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 as set forth in the constitution and bylaws.
- A **Level III** violation (NCAA bylaw 19.1.4) is one or more violations that are isolated or limited in nature; provide no more than a minimal impermissible benefit, or recruiting, competitive or other advantage.

Level 1 and Level 2 Violations

If the Deputy Athletic Director and the Faculty Athletic Representative determine that the allegation could result in Level 1 or Level 2 violations.

The Office of Athletics Compliance shall maintain a written record of all alleged violations. The record shall consist of the following:

- Date that the alleged violation was reported to the Office of Athletic Compliance and by whom the violation was reported.
- Detailed summary of the nature of the alleged violation, including the names of all persons involved in the alleged violation.
- Institutional response to the violation, including any prescribed or institutionally-implemented penalties.
- If the allegation does not result in a violation, it will be documented as a non-violation. A detailed summary of the alleged violation, method of investigation and findings will be included.

Procedure For Conducting An Investigation Of An Alleged Violation

The Senior Associate Athletic Director for Student Services becomes aware of a potential NCAA violation.



Senior Associate Athletic Director for Student Services initiates an investigation (discusses facts with involved parties, researches relevant bylaws/interpretations, compiles documentation, consults with conference office, etc.). All parties interviewed will sign a 10.1 Statement. The FAR and General Counsel may be consulted at any time.



The Senior Associate Athletic Director for Student Services, in consultation with the conference, NCAA, and Athletics Advisory Board, if needed, makes a determination if a violation has occurred.

If there is a determination that no violation has occurred, then the Senior Associate Athletic Director for Student Services proceeds as follows:

- Inform involved parties.
- Document all facts and findings on the non-violation chart.
- Maintain file of investigation if appropriate.

If there is a determination that an NCAA Level III (Breach of Conduct) or conference violation has occurred, then the Senior Associate Athletic Director for Student Services proceeds as follows:

- Notify Vice President of Athletics and involved staff/parties.
- Such violation reports are completed by the GCU Office of Athletics Compliance with the input of all identified individuals.
- Prepare a violation report consistent with NCAA guidelines.
- Advise the conference of the violation and review the report with them if appropriate.
- Level III reports are submitted directly to the NCAA via the Requests and Self-Report database on-line (RSRO).
- WAC violations (that are not NCAA violations) are reported directly to the WAC Office.
- Notify involved parties, in writing, of required disciplinary actions and penalties. NCAA prescribed penalties and case precedent are followed unless circumstances warrant request for relief. The institution may impose stiffer penalties when deemed appropriate.
- Level III self-reporting will be completed by the Senior Associate Athletic Director for Student Services. Copies of Level III self-reports must be provided to the President, Vice President of Athletics, Office of General Counsel, FAR, the Western Athletic Conference and those staff members either named or with supervisory

Responsibilities in the area of the violation. The self-report should identify each individual receiving a copy of the self-report.

- The GCU Office of Athletics Compliance will retain a copy of each Level III.
- At least annually, the compliance staff will prepare a record listing all Level III violations, the involved sport, any involved staff member(s), the bylaw(s) that were violated, a brief recitation of the circumstances and any corrective or remedial action. The report will be provided to the Vice President of Athletics, the FAR, and Athletic Advisory Committee.
- If, at any point, information develops suggesting a violation may not be Level III, the FAR, Vice President of Athletics, Office of General Counsel, and President will be notified and the process for Level I/Level II violations will commence. At that point, the determination as to scope and direction of inquiry will be made by the FAR and Office of General Counsel.
- NCAA required or self-imposed disciplinary actions and penalties often include issuing a letter of admonishment or reprimand. While letters of admonishment can be tailored on a case-by-case basis, such letters generally provide written notice to the responsible individual that his or her actions resulted in a violation and that he or she needs to make a concerted effort to avoid similar violations in the future. The letter serves as a warning with regard to the individual's actions and oversights. Letters of admonishment are issued by the Vice President of Athletics via the Senior Associate Athletic Director for Student Services. The Deputy Director of Athletics, as is the department's human resource liaison and others as deemed appropriate by the Deputy Director of Athletics are copied. A letter of reprimand is considered a severe and more formal disciplinary action in response to an individual's conduct. While no specific language is required, letters of reprimand make clear that the individual's conduct is unacceptable and that the individual is being formally disciplined. Letters of reprimand are issued directly by the Vice President of Athletics via the Deputy Director of Athletics. The Deputy Director of Athletics, as is the department's human resource liaison and others as deemed appropriate by the Deputy Director of Athletics are copied. All letters issued will be placed in their personnel file.

If there is a determination that an NCAA Level I (Severe Breach of Conduct) or NCAA Level II (Significant Breach of Conduct) violation may occur, then the Senior Associate Athletic Director for Student Services proceeds as follows:

- Consult with the University's Office of General Counsel and Vice President of Athletics.
- Each interviewee will sign a 10.1 Statement and be reminded of the consequences for failure to report violations and will cooperate with investigations.
- Coaches and staff are expected to cooperate with the Senior Associate Athletic Director for Student Services during violation inquiries and appeals. Failure to cooperate may result in additional remedial action by the NCAA and institutional discipline.
- The investigation will be conducted in a confidential manner. The Office of Athletic Compliance will conduct and coordinate interviews in coordination with the Office of General Counsel (or retained outside counsel). Office of General Counsel will be responsible for forming such committee to include the Vice President of Athletics, Senior Associate Athletic Director for Student Services (unless conflict is inherent with the athletic department members) and other institutional personnel as deemed appropriate.
- Interviews will be taped unless the interviewee objects.
- At least two persons should conduct each interview.
- Unless the integrity of the investigation will be compromised, the President and Vice President of Athletics will be informed of the progress of the investigation as permitted by the NCAA Enforcement Staff.
- Findings of the investigation will be prepared by the Senior Associate Athletic Director for Student Services with the assistance of the Office of General Counsel and the FAR.
- Report is made directly to NCAA Enforcement and processed by the Committee on Infractions. Penalties are determined on a case-by-case basis in concert with the NCAA, its' case precedent and prescribed penalties. The institution may impose stiffer penalties if deemed appropriate.

Information to be Included in Self-Reported Violations

- The date and location of the violation.
- The identities of involved student-athletes, coaches, staff members and any other individuals involved in the violation.
- The means by which the institution became aware of this information. **Note:** If a newspaper article alerted the institution, a copy of the article shall be included.
- The cause of the violation (e.g., lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.
- The institution's position regarding the violation and surrounding circumstance. The

institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated. Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.

- The Office of Athletics Compliance will keep on file a copy of the report of the violation and subsequent correspondence with the Conference and the NCAA staff. Copies of the self- report will be sent to the following: Director of Athletics, Faculty Athletics Representative, the Conference Office, and involved staff member(s).
- Records and reports of confirmed violations will be maintained in the permanent files of the Office of Athletics Compliance.

Alleged Violations Involving Other NCAA Institutions.

- If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation(s) to the Senior Associate Athletic Director for Student Services and/or the Vice President of Athletics.
- The Senior Associate Athletic Director for Student Services will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate staff members who have lodged the accusation. The Compliance Staff may then contact the compliance administrator or the athletics director at the accused member institution to request that the alleged violation be investigated.
- The Senior Associate Athletic Director for Student Services may then contact the Western Athletic Conference or the NCAA staff and request that the Conference office or NCAA staff contact the accused institution or that institution conference.

Bylaw 11

Employee Conduct and Employment of Athletics Personnel

Honesty and Sportsmanship

All Grand Canyon University Department of Athletics coaches and staff members are expected to always act with honesty and sportsmanship in order to represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Sports Wagering Activities

Although Arizona is a state which has legalized gambling, all Grand Canyon University student-athletes, coaches and staff members are prohibited from engaging in any sports wagering activities. Sports wagering includes, but is not limited to, placing, accepting or soliciting a wager of any type (e.g., cash, clothes, dinner), and/or providing information to individuals involved or associated with any individual or organization associated with sports wagering on any intercollegiate, amateur or professional team or contest. The Office of Athletics Compliance provides sports wagering education to all student-athletes and Department of Athletics coaches and staff prior to major sporting events (e.g., Super Bowl, NCAA tournaments) in order to reduce the risk of any unintentional violations. Engagement by any Grand Canyon University coach or staff member in any type of sports wagering activities could subject the individual to termination.

Responsibility for the Head Coach

It is the responsibility of the Head Coach to promote an atmosphere of compliance within his or her program, as well as to monitor the activities regarding compliance of all assistant coaches, and other administrators involved with the program who report directly or indirectly to the Head Coach.

Responsibility for NCAA Violations

All student-athletes, coaches and staff members are responsible for knowing and learning NCAA rules. Further, all are obligated to inform the Office of Athletics Compliance of any violations or potential violations of which they are aware. Refusal to furnish information relevant to an investigation of a possible violation when requested to do so is a violation of the unethical conduct rules set forth in section 10.1 of the Division I NCAA Manual.

Limitations on Number and Duties of Coaches

Any individual who engages in coaching activities with current student-athletes must be designated as a head, assistant, volunteer, graduate assistant or student coach with the Office of Athletics Compliance. Teams may not exceed the number of coaches specified in the NCAA Manual for each sport. Only designated head and assistant coaches who have passed the annual NCAA Coaches Certification Test may participate in activities involving athletics evaluations and/or contact of prospective student-athletes.

Student Assistant Coach

A student assistant coach is any coach who is a student-athlete who has exhausted his or her eligibility in the sport or has become injured to the point that he or she is unable to practice or compete ever again. The student assistant coach must also meet the following criteria :

- Most recently participated in intercollegiate athletics at Grand Canyon University and is currently enrolled at Grand Canyon University;
- Is enrolled as a full-time graduate student within his or her five-year period of eligibility or is enrolled as a full-time undergraduate student in his or her first baccalaureate degree program, except that during his or her final semester or quarter of the degree program, he or she may be enrolled in less than a full-time degree program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements;
- Is receiving no compensation or remuneration for coaching duties from Grand Canyon University other than the financial aid that could be received as a student-athlete and expenses incurred on road trips that are received by individual team members; and
- Is not involved in contacting and evaluating prospective student-athletes off campus or scouting opponents off campus and does not perform recruiting coordination functions (see Bylaw 11.7.2).
- The limit to the number of student-assistant coaches in each sport shall be the same as the limit on the number of coaches permitted for the sport.

Limitations on Scouting of Opponent

Off-campus, in-person scouting of future opponents (in the same season) is prohibited. However, an institutional staff member may scout future opponents also participating in the same event at the same site. Lastly, an institutional staff member may attend a contest in the institution's conference championship or an NCAA championship contest in which a future opponent participates (e.g., an opponent on the institution's spring non-championship-segment schedule participates in a fall conference or NCAA championship).

Coach/Staff Declaration Policy and Procedures

Forms used for Documentation:

1. Coach/Staff Declaration Form
2. Student Manager Guidelines
3. Volunteer Coaches Agreement

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or Designee)
3. Sport Administrator
4. Office of Business Operations
5. Student Managers
6. Volunteer Coaches

Policy and Procedures:

Prior to performing any job function, all GCU coaches and staff, including volunteer coaches, must have completed a background check conducted by Human Resources.

Coach/Staff Declaration Form (Front Rush)

1. Prior to August 1, the Head Coach will complete a Coach/Staff Declaration Form. The form shall include all staff members, including non-coaching staff members and student managers.
2. The Head Coach will obtain the Sport Administrator's signature prior to submission to the Office of Athletics Compliance.
3. The Office of Athletics Compliance will verify the sport is within their coaching limits and confirm those who are able to recruit off-campus have passed the institutions annual Recruiting Certification Exam.
4. The Office of Athletics Compliance will distribute the completed Coach/Staff Declaration Form to the Head Coach, Sport Administrator, Vice President of Athletics, Deputy Director, and the Office of Business Operations.

Student Manager Guidelines

1. The Office of Athletics Compliance will request the manager list from each sport.
2. The list will be forwarded to the Office of Business Operations for proper clearance.
3. The Office of Athletics Compliance will schedule a Rules Education Session for the managers to review NCAA rules, Sports Wagering, and Academic Integrity expectations.
4. Each manager will sign a Student-Manager Agreement following the session.
5. Student managers shall forfeit any remaining eligibility in the sport at the institution where the individual serves as manager.

Certification to Recruit Off-Campus Policy and Procedures

Forms used for Documentation:

1. Office of Athletics Compliance Notification Email (after completion of the education)

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Sport Coach
3. Faculty Athletics Representative
4. Campus Staff

Policy and Procedures:

1. All countable coaches as defined on the sport Coach/Staff Declaration Form are required to successfully complete annual NCAA rules education. Successful completion of the test permits those individuals to place telephone calls, contact or evaluate any prospective student-athletes off-campus subject to NCAA legislation within NCAA Bylaws 11 and 13.
2. All Non-Coaching Staff Members are precluded from engaging in any recruiting function as defined in NCAA Bylaw 11. However, those individuals are encouraged to take the annual NCAA Coaches Certification Test.
3. The Office of Athletics Compliance will facilitate the annual NCAA Coaches Certification Test at the direction of the Faculty Athletics Representative.rules education covering NCAA legislation, including Bylaw 13 and other bylaws [e.g. Bylaw 15.3 (institutional financial aid award) and 14.3 (freshman academic requirements)] that relates to the recruitment of prospective student-athletes.
4. The annual Recruiting Rules Education will be administered during the months of May, June, and July (or as needed contingent on staff transition).
5. Once dates and necessary arrangements are finalized, the Office of Athletics Compliance will email all countable coaches a link to take their recruiting test.
6. Items allowed for use at the test are limited to the NCAA Manual, NCAA New Legislation Summary, and Recruiting Certification PowerPoint.
7. The Office of Athletics Compliance will send an internal update via email to the Sport, Sport Administrator, VP of Athletics, Office of Business Operations, Office of Athletics Compliance, and Faculty Athletics Representative identifying those who are certified for off-campus recruiting.

Bylaw 12

Agent/Advisor Registration Policy and Procedures

Forms used for Documentation:

1. Agent/Advisor Registration Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or Designee)
3. Student-Athlete
4. Agents and/or Financial Planners (and their associates)
5. Vice President of Athletics (or Designee)
6. Professional Sports Leagues and/or Associations
7. State Department of Professional Regulation

Policy & Procedure:

The Grand Canyon University Athletic Department maintains the following policy on agents (as defined by the NCAA bylaws) and other representatives involved in the professional sports market (the "Agent Policy"). The Agent Policy is designed to monitor outside organizations and individuals who would like to contact GCU student-athletes for the purpose of representation with a professional sports organization and/or in the professional sports market.

The Agent Policy seeks to ensure that communication and interaction by individuals seeking to contact, represent and promote GCU student-athletes in the professional sports market is consistent with NCAA regulations, any applicable Federal or state laws, and also that such individuals are registered with the state of Arizona under the Uniform Athlete Agents Act, with the Grand Canyon University Athletic Department and have accepted the stipulations of the Agent Policy.

The Athletic Department has delegated oversight and supervision of the Agent Policy to the Office of Athletic Compliance.

Overview

NCAA rules and regulations stipulate that both prospective and current student-athletes are ineligible for intercollegiate competition at Grand Canyon University if an agent directly or indirectly represents [or attempts to represent] any such prospective or current student-athlete. Both written and oral agreements for representation are applicable. This includes, but is not limited to, representation related to marketing athletic ability or reputation for financial gain, obtaining any type of [financial gain or benefit from securing a prospective student-athlete's enrollment at an educational institution] or from a student-athlete's potential earnings as a professional athlete. This includes agreements that are not sport-specific.

Activities Considered Under Agent Policy

- Soliciting or contacting GCU student-athletes for the express purpose of representation in the professional sports market. For purposes of this Agent Policy, contact includes both direct and indirect contact, including, but not limited to face-to-face interaction and electronic communication, including social media.
- Negotiating financial compensation or benefits with a professional sports organization or entities related to sports organizations, including commercial sponsors.
- Counseling or advising for the purpose of negotiating with a professional sports organization or entities related to sports organizations.
- Making representations to a professional sports organization or entities related to sports organizations regarding an individual's worth, or potential worth, as a professional.
- Any other activities that can be interpreted as representation for financial compensation in the professional sports market or related industries.

Registration Policy

All individuals who wish to speak to a Grand Canyon University student-athlete must make their intentions known to the Athletic Department. The individual must do so by completing the GCU Athletic Department Agent Registration Form ("GCU registration form"). Additionally, any individual contacted by a student-athlete with respect to the professional sports market or related industry representation must also complete the GCU Athletic Department Agent Registration Form.

Upon receipt of the completed GCU registration form, the applicant will be approved or denied registration with the Athletic Department Agent Program.¹ A confirmation letter will be sent to the individual providing notification of the decision and the head coach of the respective program will also be informed. If the Athletic Department denies the approval of an applicant, he or she may request a meeting to appeal and discuss the decision.

By signing the GCU registration form, the individual represents that he or she has read and will be bound by the Athletic Department Agent Policy. By completing and signing the form and upon approval by the Athletic Department, the registered agent/representative acknowledges and agrees to the following:

- Any registered agent/representative will be bound by and must conform to the Athletic Department Agent Policy, and shall not willfully evade, violate, or circumvent the policy or process.

¹ Grand Canyon University reserves the right to deny registration in its reasonable discretion, with consideration given to factors such as previous violation of any GCU, NCAA, conference or professional sports league or association policy or rule, or a history of actual or alleged unethical representation or criminal activity.

- Any registered agent/representative may be removed from the Program if the Athletic Department, faculty, or staff members acquire knowledge that statements made on the registration form are false or that the registered agent/representative has violated the Agent Policy.

Individuals denied registration by the Athletic Department are not permitted to contact any student-athlete.

- Men's Basketball Agents:
 - In Men's Basketball, any individual who solicits a prospective or current student-athlete to enter into a contract or attempts to obtain employment for an individual with a professional sports team or organization as a professional athlete must be certified and maintain active certification per the policies and procedures of the NCAA agent certification program.
 - In Men's Basketball, after the conclusion of the playing season, a student-athlete who has requested an evaluation for the NBA Undergraduate Advisory Committee may be represented by an NCAA-Certified agent.

In accordance with NCAA, the State of Arizona Uniform Agents Act and the respective professional sports organization regulations governing agent activity, the Grand Canyon University Athletic Department holds the welfare of its student-athletes and the reputation of the University as its highest priorities. Therefore, it is of paramount importance that the registered agents/representatives conduct themselves in an appropriate manner.

Registered agents/representatives may contact GCU student-athletes in accordance with the time periods specified for such contact for the purpose of discussing potential professional careers and possible subsequent representation. No actions or discussions may include any oral or written agreement for representation. Such agreements violate NCAA rules and will jeopardize the eligibility of the student-athlete.

The Athletic Department provides its student-athletes with all information received from registered agents/representatives and encourages student-athletes to interact with registered agents/representatives only.

Contact Regulations

The Athletic Department Agent Policy specifies that in-person interaction between registered agents/representatives and Grand Canyon University student-athletes will be defined by the following guidelines (the "no contact" policy).

Once requested to and approved by the Athletic Department, in-person contact between registered agents/representatives and student-athletes may take place, except during the following periods:

- Basketball – November 1 until the end of the season (including postseason)
- Baseball – February 1 until the end of the season (including postseason)

- All other sports – Subject to the Head Coach’s discretion.

****The Head Coach for each applicable sport has the ultimate authority to waive the “no contact” policy and allow in-person contact. ****

Registered Agents/Representatives will:

- Notify the Office of Athletic Compliance prior to initially contacting any student-athlete at Grand Canyon University. The Office of Athletic Compliance will then inform the head coach of such interest and distribute any materials to the head coach to present to his or her student-athletes;
- Maintain the highest degree of integrity and competence in discussions with professional organizations regarding Grand Canyon University student-athletes;
- Fully disclose any and all relationships, including but not limited to, financial or employment relationships with professional organizations or financial advisors;
- Fully comply with any applicable local and/or Federal laws regarding the agent/representative process;
- Comply with all NCAA bylaws and regulations and shall not take any action to cause any student-athlete or Grand Canyon University to be in violation thereof.

Registered Agents/Representatives may NOT:

- Take any action that will result in a declaration of ineligibility of any student-athlete or a sanction against Grand Canyon University;
- Engage in any unlawful conduct involving fraud, deceit or misrepresentation, or misrepresent or conceal facts from the student-athlete, the student-athlete’s family/friends, head coach, Office of Athletic Compliance, or any other GCU employee regarding potential representation;
- Provide or offer to provide any type of benefit or incentives including, but not limited to: money, meals, gifts, or transportation to a student-athlete and/or the student-athlete’s family members and friends at any time prior to the conclusion of the student-athlete’s eligibility to compete for the University, or upon which time the student-athlete officially declares eligibility for a professional organization’s draft;
- Provide false or misleading information regarding continuing eligibility to participate in intercollegiate competition under NCAA, WAC and affiliate conference rules and regulations, to any individual for the purpose of solicitation as an agent/representative of a Grand Canyon University student-athlete;
- Present false or misleading titles or credentials to a GCU student-athlete for the purpose of solicitation as an agent/representative.

Responsibilities of Athletic Department

The primary concern of the Athletic Department is the welfare of its student-athletes. Student-athletes who have the opportunity to compete as a professional in their respective sport are encouraged to inform the Athletic Department. The Department will provide guidance and the appropriate instruments to assist the student-athlete's pursuit of a professional sports career. Educational sessions are conducted through the year and all student-athletes, their family members and friends will receive all information obtained from registered agents/representatives.

Complaints, Consequences and Actions

The Office of Athletic Compliance will record any complaints received about registered agents/representatives. Complaints will be based on information regarding actions or conduct of an agent/representative with respect to the solicitation of the student-athlete, teammates, family members and friends, or coaches in any manner that violates or contradicts the Athletic Department Agent Policy, the respective professional sports organization, NCAA rules or any applicable state or Federal law. Any breach of federal and/or state agent law(s) will be investigated and forwarded to the appropriate officials.

Consequences for any such violation or breach may include, but are not limited to, the following:

- A formal complaint will be filed with the NCAA;
- A formal complaint to applicable players associations with which the agent is registered;
- A formal complaint will be filed with the State of Arizona Office of Secretary of State under the Uniform Athlete Agent Act;
- Suspension or revocation of the agent's/representative's registration with the Grand Canyon University Athletic Department Agent program;
- Publication of complaint to the Athletic Department staff, coaches and GCU student-athletes.

Elite Student-Athlete Policy and Procedures

Forms used for Documentation:

1. Elite Student-Athlete Questionnaire
2. Vehicle Registration
3. Off-Campus Lease Agreement

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coach Staff
3. Elite Student-Athlete
4. Family and Friends of Student-Athlete

Policy and Procedures:

Designation of Elite Student-Athletes. The Office of Athletics Compliance shall determine which individual student-athletes are “elite” and therefore in need of the additional educational program.

Rules Education Programs. In order to ensure compliance with applicable University, affiliated athletic conference and NCAA rules, the Office of Athletics Compliance shall conduct an extensive rules education program with elite student-athletes and involved parties regarding potential scenarios that might be encountered. The following programs are conducted to ensure elite student-athletes, their families, friends and other third parties are educated in order to adequately prevent NCAA violations:

- Conduct individual educational meetings with elite student-athletes to review agent regulations, professional draft status, disability insurance and other issues impacting elite student-athletes.
- Educate elite student-athletes regarding the various individuals who work with agents.
- Educate the parents/guardians of elite student-athletes regarding the importance of reviewing NCAA travel regulations, extra benefit and preferential treatment regulations and conduct with agents and runners.
- Educate local business owners regarding NCAA rules and impermissible benefits.

Monitoring Initiatives. The following monitoring initiatives ensure that elite student-athletes do not receive impermissible benefits.

- Establish relationships with the family, friends and other individuals closely associated
- With elite student-athletes to ensure knowledge of NCAA regulations.
- Monitor recipients of the elite student-athlete’s complimentary tickets and establish contact with those individuals as needed.
- All student-athletes MUST submit their vehicle registration via Front Rush.

Promotional Activity Policy and Procedures

Forms used for Documentation:

1. Promotional Activity Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Charitable/Nonprofit Organization
3. Coaching Staff of Designated Sport
4. Student-Athlete
5. Athletics Marketing Department
6. Vice President of Athletics (or Designee)

Policy and Procedures:

1. **Departmental Obligation.** The Athletics Department has an obligation to protect the student-athlete from excessive or impermissible public appearances per NCAA Bylaw 12.5. The protection of the student-athlete's time must be carefully balanced with the institution's welfare; therefore, a screening process is utilized in order to evaluate each request on a case-by-case basis.
2. **Permissible Activities for Student-Athletes.**
 - Any recognized entity of Grand Canyon University, the WAC, or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities, provided that certain conditions are met and the activity is not located at and/or sponsored by a commercial business.
 - Educational appearances are restricted to grade 8 and lower. High School appearances are permissible with additional parameters as prescribed by the Office of Athletics Compliance.
3. **Unavailable Time Periods.** Appearances may not be available during the following time periods:
 - August (exceptions available for GCU related events)
 - Final Exams
 - Spring Break
 - Summer Term (May-July)
 - During Postseason Competition

Procedure:

1. The Office of Athletics Compliance educates all student-athletes to decline all invitations to public appearances or events until receiving approval from the Athletics Department.
2. All requests for student-athlete appearances (internal and external) are submitted to the Office of Athletics Compliance at least 15 business days prior to the appearance. The Promotional Activity Form indicates the team or individual student-athletes involved and the basic parameters of the event or appearance. The Vice President of Athletics (or Designee) submits written approval prior to all student-athlete appearances.
3. All promotional/community service requests are coordinated by the Lopes for Life Coordinator.
4. The completed Promotional Activity Form is submitted to the Office of Athletics Compliance for approval.
5. Once approved by the Office of Athletics Compliance, the Promotional Activity Form is forwarded to the Office of Student-Athlete Development (Lopes for Life).
6. The Office of Student-Athlete Development (Lopes for Life) provides final notification of approval for the event or appearance.

Student-Athlete Employment Policy and Procedures

Forms used for Documentation:

1. Student-Athlete Employment Form (Front Rush)
2. Employer Questionnaire
3. Miscellaneous Employment Records

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Student-Athlete
3. Student-Athlete Employer

Policy:

1. **Notification:** Prior to obtaining any type of employment, GCU student-athletes must notify the Office of Athletics Compliance by submitting the Student-Athlete Employment Form via Front Rush.
2. **Academic Eligibility:** The student-athlete must be academically eligible to compete for the institution at all times while employed.
3. **Compensation:** The student-athlete's compensation may not include any payment or benefit from the employer based on the student-athlete's athletic ability, or athletics reputation at the institution. **Hours Worked:** The student-athlete may be compensated only for work actually performed.
4. **Pay Rate:** The student-athlete must be compensated at a rate equal to the going rate for similar services in the employer's locale.
5. **Advance Payment:** Payment in advance of work performed is not permitted.
6. **Transportation:** Transportation to work may be provided only if transportation is available to other non-athlete employees in similar positions.
7. **Reporting Violations:** Student-athletes must immediately report to the Office of Athletics Compliance any offer or receipt of any benefits not made regularly available to other employees performing similar work in the same locale including, but not limited to, transportation, loans and advances.
8. **Employment Records:** The student-athlete and the employer must make available for review and inspection by an authorized representative of the NCAA, Grand Canyon University, and/or the affiliated athletic conference copies of all earning statements and other records related to the student-athlete's employment.
9. **Penalties:** A violation of any portion of this policy may result in the loss of the student-athlete's eligibility for competition, the loss of the student-athlete's athletic grant-in-aid, and/or the student-athlete's team being precluded from participation in postseason competition.

Procedure:

1. Prior to beginning employment, the student-athlete completes and submits the Student-Athlete Academic Year Employment Form via Front Rush.
2. The Office of Athletics Compliance review the Student-Athlete Academic Year Employment Form, and will review with the employer as needed.

3. The Office of Athletics Compliance has the authority to review employment and follow up with employers via an Employer Questionnaire to confirm the employment remains compliant.
4. The Office of Athletics Compliance requests any relevant documentation to the student-athlete's employment as needed.

Walk-On Student-Athlete Try-Out Policy and Procedures

Forms used for Documentation:

1. Grand Canyon University Walk-On Practice Participant Checklist
2. Prospective Walk-On Physical Exam and Sickle Cell Test Records
3. Roster Change of Status
4. Front Rush Roster Status

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective Walk-On Student-Athlete
4. Sports Medicine
5. Academic and Student-Athlete
6. Student Services Counselor

Policy and Procedures:

1. A student who wishes to tryout as a walk-on to a Grand Canyon University athletics team contacts the sport's coaching staff in order to acquire a Walk-On Practice/Compliance Review Form, which is available via Front Rush. Prospective walk-on student-athletes must direct specific questions concerning tryouts to coaching staff members.
2. A walk-on tryout may occur within a team's permissible CARA period, either 20-hour or 8-hour weeks, to conduct a 14-day tryout.
3. The prospective walk-on student-athlete completes the Initial Information section located at the top of the Walk-On Practice/Compliance Review Form.
4. The prospective walk-on student-athlete proceeds to the Office of Athletics Compliance. The Office of Athletics Compliance will determine the start of the prospective walk-on student-athlete's five (5) year clock, his or her remaining seasons of eligibility, his or her eligibility to practice and/or compete, and his or her eligibility to receive institutional aid based on NCAA requirements. If the prospective walk-on student-athlete has not registered with the NCAA Eligibility Center, the student has 45 days from the date of the tryouts to complete the registration process.
5. The Office of Athletics Compliance verifies that the student is enrolled and registered in a minimum full-time program (12 credit hours for undergraduate students and 8 credit hours for graduate students). If the prospective walk-on is not enrolled in a minimum full-time program, the Office of Athletics Compliance advises the student to consult their Student Services Counselor. If registered full time Academic and Student-Athlete Development would then check for all applicable progress toward degree requirements. If it is determined by the Office of Athletics Compliance that the prospective walk-on student-athlete meets all requirements, the staff member will sign the Walk-On Practice/Compliance Review Form.
6. The prospective walk-on student-athlete proceeds to the Sports Medicine Staff. The

prospective walk-on student-athlete demonstrates proof of medical insurance (along with any other necessary medical documentation such as proof of a recent physical exam). After the prospective walk-on student- athlete produces the required documentation, the Sports Medicine Staff signs the Walk-On Practice/ Compliance Review Form.

- a. The student's primary policy must meet the following minimum coverage requirements:
 - Minimum of \$10,000 of athletic insurance coverage within all primary plans.
 - Maximum deductible level of \$1000 for these plans.
 - Primary insurance is valid and collectible in the state of Arizona

7. After all necessary paperwork is completed and submitted, the Office of Athletics Compliance compiles a list of all prospective walk-on student-athletes who were approved to tryout. The Office of Athletics Compliance submits the list to the sport program's coaching staff.

8. After the sport's tryout has concluded, the coaching staff notifies the Office of Athletics Compliance which walk-on student-athletes have made the team by completing the Roster Change of Status form. Additions to the team's Squad List must be made within fourteen (14) days after the conclusion of tryouts or the institution's first date of competition, whichever occurs earlier.

9. The student-athlete will have a 45-day window, starting from the first official day of practice with the team, to be certified by the NCAA.

Roster Change in Status Policy and Procedures

Forms used for Documentation:

1. Squad List
2. Change of Status Form
3. Front Rush Roster Status

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Student-Athlete
4. Office of Financial Aid
5. Student-Athlete Development
6. Office of Academic Records
7. Sports Information Department
8. Sport Administrator
9. Student Services Advisor
10. Sports Medicine
11. Equipment Operations

Policy:

1. The member institution's Vice President of Athletics shall compile a list on a form maintained by the Awards, Benefits, Expenses and Financial Aid Cabinet and approved by the Legislative Council of the squad members in each sport on the first day of competition and shall indicate there on the status of each member in the categories listed.
2. The squad lists shall be kept on file in the office of the Vice President of Athletics (or designee), and such file shall be available for examination upon request by an authorized representative of another member institution, the NCAA, and, if the institution is a member of a conference, an authorized representative of the conference.
3. A supplementary squad list may be filed to add names of persons not initially on the squad or to indicate a change of status.
4. A student-athlete's name must be on the official institutional form to qualify to represent the institution in intercollegiate athletics.
5. The Vice President of Athletics shall sign the form for each sport. The Head Coach in each sport shall sign the form for the applicable sport.
6. All drop from roster requests must receive prior approval from the Vice President of Athletics and Sport Administrator.

Procedure:

1. All Student-Athletes must appear on the Squad List before their sport program's first competition every semester in order to be eligible for competition.
2. All squad lists must be submitted to the Conference Office at the end of the academic year.
3. The Head Coach completes and submits the Change of Status Form (e.g. Roster Addition or Deletion Form) for any student-athlete who is to be added to or removed from the roster and Squad List to the Office of Athletics Compliance. Any changes in the student-athlete's financial aid are also included in the Change of Status Form.

4. The Office of Athletics Compliance will update the roster in Front Rush based on the submitted Change of Status Form.
5. The Sport Staff, the Sports Communications Office, the Office of Athletics Compliance, Office of Student-Athlete Development, Sport Medicine Staff, Office of Equipment Operations, and Director of Mental Performance will receive an email notification from Front Rush regarding the change in roster.
6. If the change in roster status impacts the student-athlete's financial aid, the Office of Athletic Compliance will scan and email the Financial Aid Office a copy of the Change of Status Form.
7. In instances where there is a change in athletic scholarship, the Office of Athletics Compliance will notify the Student Services Advisor.
8. For student-athletes who have been removed from the team, the Change of Status Form must be completed within one (1) week of the date of the removal.
9. For student-athletes who have been added to the team, the Change of Status Form must be completed before they can practice or compete.

Student-Athlete Delayed Enrollment Policy and Procedures

<u>Forms used for Documentation</u>	<u>Individuals/Departments Involved</u>
<ol style="list-style-type: none"> 1. GCU Delayed Enrollment Form 2. NLI Delayed Enrollment Form (NLI signees only) 	<ol style="list-style-type: none"> 1. Student-Athletes 2. Office of Athletics Compliance 3. Head Coach 4. Sport Administrator 5. Vice President of Athletics

The following outlines the Grand Canyon University Office of Athletics Compliance Policy and Procedures regarding incoming student-athletes that signed a GCU NLI and/or a Financial Aid Agreement that choose to Delay Enrollment at Grand Canyon University.

1. An incoming student-athlete may elect to delay full-time enrollment at GCU for a semester or up to one year; however, for the athletics aid to be honored, GCU and the incoming student-athlete must mutually agree to delay enrollment.
 - a. The incoming student-athlete may delay his/her full-time enrollment for up to one (1) academic year.
 - b. For NLI signees, the recruiting ban is in effect during the time in which the student-athlete delays their enrollment. The incoming student-athlete may not be contacted by other four-year institutions.
2. If GCU chooses not to honor a request to delay enrollment, the athletics aid will be canceled if the incoming student-athlete does not meet the full-time enrollment requirements at the institution.
3. For students opting to delay enrolment for one semester, the GCU Delayed Enrollment Form will be used to document the delayed enrollment agreement. If an incoming student-athlete deferred enrolled for a full academic year, the NLI Delayed Enrollment form must be completed by the incoming student-athlete and approved by GCU and submitted to the NLI Office.

Process:

1. The incoming student-athlete must notify the coaching staff that they elected to delay enrollment at GCU.
2. The Head Coach (or designee) must notify the Office of Athletics Compliance the Sport Administrator of the student-athletes intent to delay enrollment. If the incoming student-athlete delays enrollment for one semester, the GCU Delayed Enrollment Form is issued. If the incoming student-athlete delays enrollment for an academic year, the NLI Delayed Enrollment Form is issued.

3. The Delayed Enrollment form must be completed and signed by the incoming student-athlete and the parent/legal guardian.
4. The Office of Athletics Compliance must complete the second section. The form must be signed by the Head Coach, Sport Administrator, Vice President of Athletics, and the Office of Athletics Compliance.
5. Upon completion of the form, the Office of Athletics Compliance notifies the coaching staff, Sport Administrator, Academic Coordinator, Student Service Counselor, Admissions Representative, and International Student Office that the student chose to delay their enrollment.
6. If an incoming student-athlete signed the NLI Delayed Enrollment Form, the form must be submitted to the NLI Office. The NLI delayed enrollment must be agreed upon before July 1 before the academic year in which it is to be effective.
 - If the NLI Delayed Enrollment Form is not completed before July 1, an extension may be applied by contacting the NLI Office.
 - If the incoming student-athlete would like to enroll during the academic year that the agreement was originally signed (e.g., Spring term), it is at the discretion of GCU Athletics whether to honor the new enrollment date.
 - If the incoming student-athlete wishes to delay enrollment for two years, it must be mutually agreed by GCU, an initial delayed enrollment agreement form must be on the record, and a second NLI enrollment agreement form must be signed.
7. The signed copy of the GCU/NLI Delayed Enrollment Form must be kept on file with the Office of Athletics Compliance

Bylaw 13

Recruiting Philosophy and Recruiting Visit Policy

Grand Canyon University's (GCU) philosophy and procedures related to the recruitment of prospective student-athletes is intended to:

- Guide its staff, coaches, student-athletes, and visiting prospects;
- Clearly communicate the university's expectations for recruiting visits;
- Establish a mechanism for personnel and students to report concerns about recruiting practices;
- Identify consequences for staff and students found in violation of these policies;
- Provide a framework for the education and training of personnel and student-athletes regarding these standards; and
- Help prevent abuses in the recruitment of prospective student-athletes to GCU.

Recruiting Philosophy

The Grand Canyon University Department of Athletics seeks to bring to the University young men and women who will be able to accept the challenge of academics and athletics at the highest level, who will make a positive contribution to the life of the University, and who will bring credit to themselves, their families, the Department of Athletics, and the University.

GCU is committed to the fair and respectful treatment of all students and prospective students and to operating an athletics program with the highest standards of behavior and practices in all areas, including recruiting. It is expected that all representatives of GCU involved in recruiting—including coaches, staff and student-athletes—know and comply with applicable NCAA, Conference, and University rules and regulations. The recruiting process should assist prospective student-athletes and their families in making informed decisions regarding their possible enrollment at GCU as both a student and an athlete, and to honestly evaluate their opportunities for successful integration into the GCU academic, athletic and social communities.

GCU's personnel should be afforded the opportunity to fairly and reasonably evaluate the potential of a prospective student-athlete for academic and athletic success and for integration into the GCU community.

Prospective student-athletes who decide to attend GCU will be expected to contribute constructively to the academic mission of the University and in turn, benefit by gaining knowledge and skills through education and athletics participation that will prepare them professionally and personally to contribute to society.

Coaches' Responsibilities

A head coach is presumed to be responsible for the actions of all assistant coaches, staff members, and other administrators who report, directly or indirectly, to the head coach. The head coach will promote an atmosphere of compliance within his or her program and shall monitor the activities of all assistant coaches, staff members, and other administrators involved with the program who report, directly or indirectly, to the coach.

Head coaches are expected to operate their respective programs in a reputable and honest manner. As such, their responsibilities related to the recruiting process include:

- Disclosure of all previous academic enrollment (e.g. enrollment pattern, delayed enrollment, transcripts, etc...) to the Office of Student-Athlete Development and Office of Athletics Compliance.
- Evaluating the character and personal integrity of prospects.
- Recruiting individuals who will share the University's dedication to the highest standards of behavior.
- Communicating these expectations to prospects and their parents prior to a prospect's recruiting visit.
- Notifying their sport administrator of a prospect's history of inappropriate behavior including those found responsible for a Title IX incident or have a pending case, past arrests, citations or other potentially embarrassing behavior that might indicate a lack of character. Upon informing the administrator, a joint decision that includes GCU's Senior Leadership Team will be made as to whether or not to continue recruitment of the prospect.
- Selecting reliable student hosts who will follow instructions and avoid inappropriate behaviors and activities during the recruiting visit.
- Instructing their staff and current student-athletes regarding appropriate and inappropriate activities and behaviors during recruiting visits (see below for a list of some appropriate/inappropriate activities for recruiting visits).
- Reviewing with student hosts the social activities planned for the visit.
- Ensuring that each recruit partakes in an academic component during at least one visit to campus (e.g., official or unofficial, or both).
- Following up by reviewing with student hosts the activities that took place during the visit.
- Providing student hosts and prospects emergency contact information.

Note: Coaches and student hosts are permitted to involve other student-athletes in planned activities with prospects. The only other students who may be involved in hosting a prospect are individuals who are employees of the Athletics department, members of groups that report to an office outside of Athletics (e.g., Admissions), and perform the same duties for all prospective students.

Activities during recruiting visits

Student hosts are an important component of the recruiting experience for the prospective student-athlete. They are the individuals who can best convey what the authentic Grand Canyon University experience feels like. Good judgment is expected of student hosts during recruiting visits. Student hosts should avoid putting prospects in situations where they may be subjected to inappropriate or unsafe behavior. Although this document cannot account for all possible activities, the following are some examples of both appropriate and inappropriate activities for recruiting visits:

Appropriate Activities:

- Take the prospect:
 - for a snack;
 - to the movies;
 - to an on-campus athletics or student event;
 - to an on- or off-campus party;
 - to play pool;
 - to participate in recreational activities (e.g., bowling, hiking, videogames, etc.); and/or
 - to meet with their sport administrator
- It is required that an academic component (e.g., attending a class, meeting with an academic advisor, professor, department chair, dean or other faculty member) occur on at least one visit. This contact may occur on an official or unofficial visit and may not be conducted by a coach.

Inappropriate Activities:

- Activities that violate any law, WAC or University policy, or NCAA rule;
- Attendance at adult-only entertainment facilities;
- Providing alcohol and/or drugs to any prospective student-athlete;
- Permitting any prospective student-athlete to consume alcohol and/or use drugs during a recruiting visit;
- Consumption of alcohol and/or use of drugs by current student-athletes in conjunction with the prospect's visit;
- Use of escort services, exotic dancers, or any other similar services;
- Participation in hazing activities;
- Gambling; and/or
- Activities at any location that may cause a perception of impropriety.

Student Hosts

- Student hosts are required to read and sign the Student Host Instruction form prior to receiving host money (\$60 per person for the duration of the Official Visit)
- Student host money may be used to entertain prospects in line with the appropriate forms of entertainment as outlined in this document and per the Student Host Form
- Following entertainment activities, student hosts must ensure that the prospect or prospects they are hosting return safely to their place of lodging by a reasonable hour or by the curfew established by the head coach
- Student hosts may not leave prospects at any location and allow them to return to their place of lodging on their own
- Student hosts must inform the head or assistant coach of the entertainment activities that occurred during the visit

Recruitment of International Prospective Student-Athletes

International student-athletes are designated as those individuals who have attended any high school or college in a foreign country or who have participated in athletics in a foreign country. GCU has set forth recruiting policies related to international student-athletes as a result of the special concerns that exist with international student-athletes (e.g., five-year clock issues, amateur status, NCAA reinstatement policies):

- Head coaches **MUST** issue a GCU Amateurism Questionnaire at the earliest opportunity during the recruiting process and submit the document to the Office of Athletics Compliance for review.
- Head Coaches of all sports should notify their sport administrator prior to expending funds to recruit an international prospective student-athlete.
- It is recommended that international prospective student-athletes make an official paid recruiting visit to campus before they may be offered any athletically-related financial aid to attend the University. During their visit, the prospective student-athlete should meet with the Office of Athletics Compliance.
- After this meeting, the Office of Athletics Compliance will provide the head coach a written summary of the prospect's eligibility status (including academic and amateur eligibility). A copy of the summary also will be sent to the sport administrator.

Travel, Meals, Lodging, Recruiting Aides

Following are some basic guidelines regarding recruiting visits:

- GCU may pay actual roundtrip costs for the PSA and up to two (2) family members.
- Prospects utilizing air transportation during an official visit to campus must use economy class commercial airfare.
- Prospects visiting campus may be transported only in vehicles normally used to transport prospective students during campus visits, personal vehicles of student-athletes, and personal vehicles of coaches. Further, it is permissible to rent standard vehicles (as opposed to luxury vehicles) for transportation purposes, provided these vehicles are considered basic transportation and not modified in any manner for this purpose.
- For official visits, all prospects and their parents/guardians will be housed either in a student-athletes on- or off-campus residence or at a local hotel. Hotel rooms provided for prospects and their parents/guardians must be standard (i.e., they may not include any special accessories or amenities not available to all guests residing at that hotel).
- If the prospective student-athlete arrives too late in the day to begin official visit activities, lodging may be provided at the hotel without triggering the start of the official visit, provided that no other activities that would trigger the start of an official visit occur.
- All meals provided to prospects and their parents/guardians during official visits will be comparable to meals provided to student-athletes during the academic year.
- During official and unofficial visits, no personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentations, etc.) may be used during a prospect's recruiting visit or given to the prospect. Institutions may decorate common areas in relation to an unofficial or an official visit (e.g. athletics lobby, coach's office, arena suite), if the decorations are not personalized, and they cannot be viewed by the public.
- Prospects may not participate in game day/competition day simulations.

Education

For this recruiting philosophy and recruiting visit policy to be effective, it must be communicated to all constituents involved in the recruiting process. To this end, the following activities will occur to ensure that proper communication and understanding of the policy occurs:

- The Vice President of Athletics will review and reinforce these policies with the coaching staff periodically throughout the year.
- The Office of Athletics Compliance will ensure that the recruiting policy is reviewed annually and is available at all times to coaches and student-athletes.
- This recruiting policy will be provided annually for all coaches, in the New Staff Compliance Orientation, and in the compliance section of the Athletics Department web site.

Oversight, Monitoring and Enforcement

While final authority over the Athletics program rests with the President of the University and the Vice President of Athletics, others at the University must play important roles in ensuring that GCU's recruiting philosophy, policies and procedures are followed.

- The Office of Athletics Compliance will ensure that a complete itinerary—including methods of transportation, documentation of individuals present at all meals, signed Student Host Instructions forms, and a completed Official Visit Record for each prospect—is submitted with each Expense Report after each official visit.
- Staff, coaches and student-athletes are expected to report any violations of this policy to any of the following individuals: the Office of Athletics Compliance staff, the head coach of the relevant sport, the Sport Administrator, or the Faculty Athletics Representative. If a violation of this policy is reported to the Sport Administrator, Faculty Athletics Representative or a head coach, that individual must report the violation to the Office of Athletics Compliance staff. The Office of Compliance shall review each reported instance of a violation of this policy and communicate such information with the Vice President of Athletics.
- Staff, coaches, student-athletes and prospective student-athletes found to be in violation of these policies could face disciplinary action, which may include, but is not limited to, the following:
 - For staff members and coaches:
 - Letter of reprimand
 - Limited suspension from recruitment activities
 - Termination of recruitment of a particular prospect or prospects, and/or
 - Termination of employment
 - For student-athletes:
 - Removal from consideration as a student host
 - Limited suspension from the team
 - Cancellation of athletics aid, and/or
 - Removal from the team
 - For prospective student-athletes:
 - Suspension from team activities upon enrollment, and/or
 - Termination of recruitment
- In cases of potential NCAA infractions, the institutional policy for reporting and investigating violations will be followed.

Recruiting Policy Review Procedures

These policies have been developed by the University's Office of Athletics Compliance with review and recommendations provided by the GCU General Counsel's Office, the Faculty Athletics Representative, the Vice President of Athletics, and members of the Department of Intercollegiate Athletics Senior Leadership Team with the approval of the President and Vice President of Athletics. Finally, these policies will undergo an annual review by the Department



of Intercollegiate Athletics with the assistance of the GCU General Counsel Office.

Off-Campus Recruiting Policy and Procedures

Forms used for Documentation:

1. Contacts and Evaluations in Front Rush
2. Travel Reimbursement Requests
3. Miscellaneous Employment Records

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective Student-Athlete
4. Sport Administrator
5. Office of Business Operations

Policy and Procedures:

1. **Responsibility for Compliance.** Head Coaches are responsible for their sport program's compliance with this policy and all NCAA, Conference and University rules governing the contact and evaluation of prospective student-athletes and contact with the prospects' parents and/or legal guardian(s) made or directed by the sport program's coaching staff.
2. **GCU Recruiting Certification Requirement.** For a coaching staff member to recruit off-campus, he or she must first successfully complete the GCU Recruiting Certification Requirement on or before July 31st of each year.
3. **Recruiting Calendars.** The time periods in which coaching staff members may be involved in off-campus recruiting activities vary by sport. Coaching staff members may consult the recruiting calendars provided by the Office of Athletics Compliance. Any changes made to the recruiting calendar by the NCAA will be communicated to the coaches by the Office of Athletics Compliance.
 - a. **Contact Period.** A contact period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.
 - b. **Evaluation Period.** An evaluation period is a period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes. No in-person, off-campus recruiting contacts shall be made with the prospective student-athlete during an evaluation period.
 - c. **Quiet Period.** A quiet period is a period of time when it is permissible to make in-person recruiting contacts only on the institution's campus. No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.
 - d. **Dead Period.** A dead period is a period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the institution's campus or to permit official or unofficial visits by prospective student-athletes to the institution's campus. It remains permissible, however, for an institutional staff member to write or telephone a prospective student-athlete during a dead period.
 - e. **Recruiting Period.** In men's basketball, a recruiting period is a period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.
 - f. **Recruiting Shutdown.** In women's basketball, a recruiting shutdown is a period of time when no form of recruiting (e.g., contacts, evaluations, official or unofficial visits, correspondence or making or receiving telephone calls) is permissible.

4. **Permissible Off Campus Recruiting Activities.** Off-campus recruiting includes, but is not limited to, the following activities:
 - a. Engaging in face-to-face contact with a prospect
 - b. Personally observing a prospect's game and/or practice
 - c. Speaking with a prospect's high school counselors and/or coach; or
 - d. Evaluating a prospect's academic transcript

5. **Recording Off-Campus Recruiting Activities (Telephone, Contact, and Evaluation Logs Submission via Front Rush).** Per the NCAA Head Coach Responsibility directive, the head coach shall promote an atmosphere of compliance within his/her program. This shall be reflected through continuing education of NCAA rules as well as the completion and submission of required NCAA recruiting documentation to the Office of Athletics Compliance. Recruiting logs are due as follows:

6. Those coaches seeking a reimbursement for recruiting activity **MUST** submit related recruiting documentation (e.g. recruiting log, official visit) via Front Rush or otherwise to the Office of Athletics Compliance prior to any request for reimbursement through Concur.
 - a. Submission of forms is required each month, even if no recruiting activity occurs.
 - b. At the conclusion of the month, each countable coach are required to complete the Front Rush Recruiting Statement. The statement will reaffirm that all recruiting activities have been properly recorded by the coach (or designee). The Recruiting Statement is due the 5th of the subsequent month:
 - i. 5-10 days delinquent: The coaches will receive a reminder email if delinquent on signing the Recruiting Statement.
 - ii. 10+ days delinquent: The coaches will receive a follow up reminder email indicating they still have not completed the statement
 - iii. One (1) month delinquent – coaches will receive a third email reminder with the Sport Administrator copied.
 1. After this reminder, if the logs are not submitted within seven (7) days of the 3rd notification, the head coach's sport will be denied services (except interpretations) from the Office of Athletic Compliance.
 2. This will include, but is not limited to, processing of expense reports, cash advances, National Letters of Intent requests, waivers, financial aid agreements.

7. **Reimbursement Requests.** Coaching staff members must submit reimbursement requests for expenses incurred during off-campus recruiting activities directly to the Office of Business Operations.

8. **Review and Audits.** The Office of Athletics Compliance shall monitor and periodically audit each sport program's records of contacts and evaluations via Front Rush to ensure compliance with NCAA regulations. The Office of Athletics Compliance will review all potential violations that Front Rush flags in the system and work with the Office of Business Operations to ensure all recruiting travel is recorded and within compliance.

9. **Violations of this Policy.** The Office of Athletics Compliance shall report any discovered violations to the NCAA and the Conference Office, and levy appropriate sanctions. If a

coaching staff member fails to record all off- campus recruiting activities as required by this policy, the omission will be reported to the Sport Administrator for appropriate action.

Official Visit Policy and Procedures

Forms used for Documentation:

1. Front Rush - Official Visit Pre-Approval Form
2. Prospect Declaration Form
3. Student-Athlete Host Instruction
4. Front Rush – Post Official Visit Form
5. Reimbursement Requests
6. Complimentary Ticket Request Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Student-Athlete Development
3. Ticket Office
4. Office of Business Operations
5. Prospective Student-Athlete
6. Coaching Staff of Designated Sport

Policy:

1. **Visit Limitations.** A prospective student-athlete may visit a member institution's campus one (1) time before October 15 following his or her completion of high school and one (1) visit beginning October 15 following the completion of high school, including visits related to a possible transfer.
 - In **Men's Basketball:** The prospective student-athlete may take 1 visit from August 1 through July 31 of their junior year in high school, 1 visit before October 15 following the completion of high school and 1 visit beginning October 15 following the completion of high school, including visits related to a possible transfer.
2. **Behavioral Standards.** The behavioral standards set forth for official visits (please see the Recruiting Policy and Philosophy for additional information).
3. **Timing.** In sports other than Basketball, Baseball or Softball, a prospective student-athlete may take official visits beginning on August 1 of their Junior Year of High School.
 - **Men's Basketball:** August 1 of the PSA's Junior Year in high school
 - **Women's Basketball:** No earlier than January 1 of the prospect's junior year in high school.
 - **Baseball and Softball:** September 1 of his or her junior year in high school.
4. **Duration.** An official visit may not exceed two consecutive nights of lodging from the time the prospective student-athlete arrives on campus to the time the prospective student-athlete departs from the campus.
5. **Expenses and Entertainment.** During an official visit, GCU may pay any expenses or provide any entertainment except a maximum of five(5) complimentary admissions to a home athletics event in which GCU is practicing or competing.
6. **Meals and Lodging.** A prospective student-athlete and up to four family members accompanying the prospective student-athlete may receive three (3) meals per day while on an official visit. An institution may provide, at its discretion, reasonable snacks (e.g., pizza, hamburger) to the prospective student-athlete and up to four family members in addition to the three meals. GCU may pay lodging expenses for a prospective student-athlete and up to four family member accompanying the prospective student-athlete on the official visit.
7. **Parking and Transportation.** Special parking may be arranged for an official visit. GCU may provide a prospective student-athlete with transportation to view off-campus practice and competition sites and other institutional facilities.

1. **Prior to Official Visit.** Before an official visit may be provided to a prospective student-athlete, the following must occur:
 - a. The prospective must be added to the Front Rush Recruiting Roster List.
 - b. The prospective student-athlete must register with the NCAA Eligibility Center.
 - c. The Official Visit Pre-Approval Form must be submitted to the Office of Athletics Compliance via Front Rush with the following attachments:
 - i. High School/Junior College/ Four-year transcript
 - ii. The official visit itinerary
 - d. The Office of Athletics Compliance recommends that the following is completed prior to the official visit:
 - i. **For High school PSA:** A High school transcript evaluation conducted by the teams academic coordinator via Front Rush.
 - ii. **For Two-Year/Four-Year Transfers:** A preliminary transfer assessment conducted by the teams academic coordinator.
2. The prospective student-athlete must be placed on the institutional request list (IRL).
3. **Post-Official Visit.** After the prospective student-athlete's official visit has taken place, the coaching staff must submit the following documentation to the Office of Athletics Compliance:
 - a. The Official Visit Post-Approval Form must be submitted to the Office of Athletics Compliance via Front Rush. The submission must include the following attachments:
 - i. GCU Official Visit PSA Declaration Form signed by the PSA and Head Coach
 - ii. GCU Host Money Form signed by the PSA and student host.
 - iii. Official visit itinerary (if the document was updated after the pre-approval process)
 - iv. A copy of the meal receipts (meal Information must be completed on the post-approval form).
3. **Post-Official Visit Forms.** All post-official visit forms can be found in the Coaches Compliance folder on the shared drive and are sent to the coaching staff upon receiving Official Visit approval from the Office of Athletics Compliance.
4. **Submission of Forms.** Coaching staff members should submit original receipts to the Athletics Business Operations Office via Concur and copies of the receipts should be attached to the Official Visit Post-Approval Form on Front Rush.
5. **Reimbursement.** Coaching staff members shall complete and submit all reimbursement requests to the Business Operations Office.
6. **Deadline.** Coaching staff members shall submit all post-official visit documentation within two (2) weeks after the completion of the official visit.
7. **Official Visit Cancellation:** If an approved official visit is canceled due to circumstances beyond the control of the prospect or GCU (e.g., trip is cancelled by the prospect, inclement weather conditions), coaches are required to complete the Official Visit Cancellation Form on Front Rush at leave five (5) days after the official end date of the visit.
 1. Official Visit cancellations will be kept on file by the Office of Athletics Compliance.
8. The Office of Athletics Compliance will submit a report to the conference office twice a year (end of each semester) noting the cancellation of the official visit and the reasons for the

Unofficial Visit Policy and Procedures

Forms used for Documentation:

1. Unofficial Visit Form in Front Rush
2. Unofficial Visit Cancellation Form in Front Rush
3. Complimentary Admission Request

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective Student-Athlete
4. Ticket Office

Policy:

1. **Behavioral Standards.** The behavioral standards set forth for official visits also apply to unofficial visits (please see the Official Visit Policy for additional information).
2. **Unlimited Visits.** A prospective student-athlete may visit a member institution's campus at his or her own expense an unlimited number of times.
3. **Timing.** In sports other than Baseball, Basketball, and Softball, a prospective student-athlete may take unofficial visits beginning August 1st of his or her Junior Year in High School.
 - a. **Baseball and Softball:** After September 1 of his or her junior year
 - b. **Men's Basketball:** A prospective student-athlete may take unofficial visits beginning August 1st of their sophomore year in high school.
 - c. **Women's Basketball:** May occur at any time, subjected to the recruiting calendar restrictions.
4. **Expenses and Entertainment.** During an unofficial visit, GCU may not pay any expenses or provide any entertainment except a maximum of three (3) complimentary admissions to a home athletics event in which GCU is practicing or competing. Two (2) additional complimentary admissions may be provided to non-traditional family members.
5. **Meals and Lodging.** A prospective student-athlete on an unofficial visit may eat with other prospects or enrolled student-athletes but must pay the actual cost of meals.
6. **Parking and Transportation.** Special parking may not be arranged for an unofficial visit. GCU may provide a prospective student-athlete with transportation to view off-campus practice and competition sites, other institutional facilities or other GCU facilities or off-campus location within a one (1) mile radius of campus. Payment of any other transportation expenses is prohibited.
7. **Communication:** An athletics department staff member may make telephone calls and send electronic correspondence to a PSA or those individuals accompanying the PSA 24 hours prior to the unofficial visit until the conclusion of the visit.
 - a. If the visit is cancelled, the Unofficial Visit Cancellation form must be completed via if communication occurred with non-contactable age PSAs and his/her family.

Procedure:

1. The prospective student-athlete must be added to the Front Rush Recruiting Roster List.
2. The Unofficial Visit Form must be completed and submitted to the Office of Athletics Compliance via Front Rush no later than two weeks after the unofficial visit has concluded.

Complimentary Admission Policy and Procedures

Forms used for Documentation:

1. Official Visit Pre-Approval Form in Front Rush
2. Unofficial Visit Form in Front Rush
3. Complimentary Admission Request

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective Student-Athlete
4. Ticket Office

Policy:

1. The prospect may be provided with a maximum of five (5) complimentary admissions for official visits and three (3) for unofficial visits (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of campus. These complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and may only be issued on an individual-game basis. If the prospect is accompanied by a student host, the host may receive an additional complimentary admission.
 - a) For unofficial visits, if a prospect is a member of a nontraditional family (e.g., divorce, separation), GCU may provide up to two additional complimentary admissions to the prospect in order to accommodate the parents accompanying the prospect (e.g., stepparents) to attend a home athletics event. The additional complimentary admissions may NOT be used to accommodate aunts, uncles, grandparents, etc.
2. During an official or unofficial visit, it is not permissible for a prospective student-athlete or those accompanying the prospective student-athlete to view the playing surface of an athletics contest from any area (e.g., hospitality area, recruiting room, coach's office, building balconies, parking garages) other than the general seating area during the conduct of the contest (including intermission).
 - a. During an official visit, GCU may reserve tickets (for the use of the immediate family members accompanying a prospect) for seat located adjacent to the complimentary seats being provided to the prospect. The tickets must be purchased at face value.
3. GCU may not provide post-season complimentary admissions to prospects (e.g., Conference tournament, NCAA tournament). Prospects must purchase tickets in the same manner as the general public.
4. GCU may provide complimentary for prospective student-athletes at neutral site venues as defined by the complimentary admission legislation.
5. A high school or junior college or preparatory coach may receive a maximum of two (2) complimentary admissions (issue through the attached pass list) to GCU home athletics event.
6. Student Host must be accompanying the prospect to the home athletics event to receive a complimentary admission.

Procedure:

1. A coaching staff member must complete the Official Visit Pre-Approval form on Front Rush prior to submitting your Complimentary Ticket Request Form. Compliance will not approve your ticket request without a completed pre-approval form.
 - I. High School/Club Teams- all ticket requests must be directed to Athletics Marketing which accommodates large group ticketing.
2. A coaching staff member should complete the Complimentary Ticket Request Form as soon as possible to provide to the Office of Athletic Compliance. The Office of Athletic Compliance will provide the list ot the Ticket Office togive the Ticket Office time to fulfil all ticket requests. The earlier the Ticket Office receives your request the better the chances are that you will not receive GA standing tickets. **All pass list requests must be submitted to the Office of Athletics Compliance no later than 12PM on game day. If the game falls on a weekend, the pass list must be submitted no later than Friday at 12PM.**
3. The Office of Athletics Compliance will review and approve all complimentary ticket request.
4. Once the list is approved, the list will be emailed to the Ticket Office.
5. If the Ticket Office cannot fulfil the ticket request, the coaching staff member will be notified.

Lope Nation Staff Pass Policy

1. The Lope Nation Pass offers admission for two adults and unlimited admissions for children under 16 to home events in the following sports: Women’s Soccer, Men’s Soccer, Women’s Volleyball, Women’s Basketball, Baseball, Softball, and Men’s Volleyball.
 - a. The Lope Nation Pass does not include Men’s Basketball home contests at GCU.
 - b. The Lope Nation Pass does not permit admission to any postseason events held at a GCU athletic facility.
2. The Lope Nation Pass may not be sold, traded, or bartered for any tangible value.

3. GCU coaching staff members are provided a GCU Lope Nation Pass annually to attend GCU home sporting events.
 - a. Use of the Lope Nation Pass is restricted to GCU coaching staff members and their immediate family members only (parents, husbands/wives, sons/daughters, brothers/sisters; grandparents).
 - b. A pass list must be used for non- immediate family members or friends.
4. The Lope Nation Pass is not permitted to be distributed to the following individuals and groups:
 - a. *Prospective student-athlete and family members of prospective student-athletes
 - b. *HS/Prep/JUCO/AAU Coaches and Administrators
 - c. Agents/Runners
 - d. Marketing Representatives
 - e. GCU Boosters/Season Ticket Holders
 - f. Volunteer Coaches
5. *PSA's and their family members, HS/Prep/JUCO/AAU coaches and administrators must be added to a pass list for GCU home events.
6. If the Lope Nation Pass list has been distributed to an impermissible individual, the pass will be revoked and the coaching staff member will lose access to the Lope Nation Pass for the remainder of the year.
7. If the Lope Nation Pass is distributed to an impermissible individual, an NCAA violation will have occurred and will be required to be reported to the Office of Athletics Compliance.

Basketball On-Campus Evaluation

Forms used for Documentation:

Official Visit Pre-Approval Form (Front Rush)

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or designee)
3. Sports Medicine
4. Athletics Equipment
5. Sport Administrator

Policy:

1. GCU's basketball coaching staff may conduct an evaluation of a basketball prospective student-athlete (high school, two-year, four-year) on its campus provided the following conditions are met:
 - a. For a high school or preparatory school senior, the evaluation may be conducted only after the conclusion of the prospect's season and after he or she has exhausted high school or preparatory school eligibility in basketball;
 - b. For a two-year college prospect, the evaluation may be conducted only after the conclusion of the prospect's season and he or she has exhausted his or her two-year college eligibility in basketball;
 - c. For a four-year college prospect, the evaluation may be conducted only after the conclusion of the prospective student-athlete's season;
 - d. The on-campus evaluation may be conducted only during the prospect's official or unofficial visit;
 - e. The on-campus evaluation shall be conducted not later than the opening day of classes of GCU's fall term;
 - f. The prospect is limited to one (1) on-campus evaluation (applied separately when the prospect is in high school and after the prospect enrolls full-time in a two- or four-year institution);
 - g. Prospect must have a medical exam (administered within the past six months), including the sickle cell solubility test, prior to participating in an on-campus evaluation);
 - h. GCU basketball student-athletes may participate in an on-campus evaluation, provided such participation is included in the daily/weekly practice limitations for enrolled student-athletes;
 - i. The on-campus evaluation is limited to two (2) hours in length (not counting the medical exam); and
 - j. GCU may provide equipment and clothing to a prospect on an issuance and retrieval basis.

Procedure:

1. Prior to the campus visit, the Office of Athletics Compliance must be notified of the Basketball staff intent to conduct an on-campus evaluation.
2. The Office of Athletics Compliance must receive the following documentation prior to approving the on-campus evaluation:
 - a. For an official visit, the Official Visit Pre-Approval form must be completed and approved by the Office of Athletics Compliance;
 - b. Copy of the prospect's most recent ended season schedule;
 - c. Documentation to confirm the prospect has exhausted eligibility; and
 - d. Date of the on-campus evaluation.
3. The prospect must be approved by Sports Medicine staff prior to participating in the on-campus evaluation and notify the Office of Athletics Compliance.
 - a. The Sports Medicine staff is required to complete a GCU PSA Medical Examination Form and provide it to the Office of Athletics Compliance.
4. The Office of Athletics Compliance will notify the Basketball Coaching Staff, Sports Medicine, Athletics Equipment and the Sports Administrator of the date and time of the proposed visit and on-campus evaluation.

Institutional Camps/Clinics Policy and Procedures

Forms used for Documentation:

1. Institutional Camp Description
2. Camp Staff Compensation
3. Camp Participant Payment Ledger
4. Camp Individual Discount
5. Camp Group Discount

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Director of Camps
4. Facilities, Operations, & Events
5. Office of Business Operations

Policy:

1. **Grand Canyon Camps and Clinics.** All camps/clinics operated by GCU coaches are considered GCU camps/clinics.
2. **Reporting to Compliance Office.** All camps/clinics must be reported to and reviewed by the Office of Athletics Compliance and the Director of Camps prior to the camp/clinic taking place.
3. **Required Department Approvals.** All facilities requests for institutional camps or clinics must have a documented Facilities Request Form signed and approved by Facilities, Operations & Events and final approval from the Office of Athletics Compliance.
4. **NCAA Compliance.** All camps/clinics must be conducted in accordance with all NCAA regulations.
5. **Organization and Documentation.** Camps/clinics must be well-organized and well-documented.

Procedure:

1. Before a coaching staff member advertises or promotes a camp/clinic, he or she must submit a completed camp request form to the GCU Camp/Clinic Director.
2. The Camp/Clinic Packet includes all forms necessary for camp/clinic approval and documentation.
3. The GCU Director of Camps will notify the Office of Athletics Compliance for approval.
4. Once approved by the Office of Athletics Compliance, the coaching staff member will work with the Director of Camps to ensure all steps are completed as outlined in the GCU Athletics Camps and Clinics Manual.
5. After the camp/clinic has concluded, the coaching staff member completes and submits the remaining forms contained in the Director of Camps.
6. The coaching staff member and the Director of Camps submit all financial records for the camp/clinic to the Office of Athletics Compliance for review and approval.
7. The Office of Athletics Compliance, in conjunction with the Office of Business Operations ensures that all institutional, affiliated athletic conference and NCAA rules were met.
8. The completed Camp/Clinic Packet is kept on file in the Compliance Office for a minimum of at least seven (7) years.

Non-Institutional Camps/Clinics Policy

Forms used for Documentation:

1. Non-Institutional Camp Approval Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Camp/Clinic Owner/Operator

Policy:

1. **Athletics Staff Members:** GCU Department of Athletics staff members may work at privately owned camps and clinics only if the camp or clinic meets all regulations set forth by the NCAA regarding non-institutional camps and clinics.
2. **Prior Approval:** The staff member must receive approval from the Office of Athletics Compliance prior to working at the camp or clinic.
3. **Student-Athlete Employment at Camps or Clinics:** Student-athletes are permitted to work at non-institutional privately-owned camps or clinics as long as all regulations regarding student-athlete employment at camps and clinics are followed. Student-athletes must also receive prior approval from the Office of Athletics Compliance before working at any camp or clinic.
4. **Majority Ownership:** If an institutional staff member (or a combination of any institutional staff members) constitutes majority ownership (at least 51 percent) of the camp or clinic, the event is automatically considered an institutional camp or clinic.

Procedure:

1. The coach or institutional staff member wanting to work a non-institutional and/or private camp or clinic must complete and submit the top portion of the Non-institutional Camp Approval Form to the owner/operator of the camp or clinic.
2. The Office of Athletics Compliance reviews the Non-Institutional Camp Approval Form and approves or denies the request.
3. Once the request is approved or denied, the Office of Athletics Compliance sends a memo to the coach or institutional staff member explaining the circumstances.
4. The completed Non-Institutional Camp Approval Form is kept on file in the Office of Athletics Compliance for a minimum of seven (7) years.
5. Women's Volleyball: Coach Involvement or employment activities in a non-institutional privately-owned camp or clinic outside of a 50-mile radius of GCU shall count towards the 80-evaluation day limit for Women's Volleyball.

Local Sports Club Policy and Procedures

Forms used for Documentation:

1. Local Sports Club Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport

Policy:

1. In sports other than basketball, a coach, may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport or a sport other than the coach's sport for a local sports club or organization located in GCU's home community, provided all prospects participating in the sports club are legal residents of the area (within a 50-mile radius of GCU).
 - a. Exceptions:
 - i. GCU documents that the local sports club is the closest opportunity for the prospect to participate in the sport. Skill level does not apply
 - ii. Legal Resident: Temporary relocation within the 50-mile radius does not suffice.
2. In club teams involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which the institution's coach is involved; however, it is not permissible for the coach to assign a prospect who lives outside the 50-mile area to another coach of the club.
3. In the sport of women's volleyball, during a dead period or a quiet period, coaches may not coach a local sports club team at an off-campus competition where prospective student-athletes are present. However, it is permissible for a GCU coach to coach his or her own local sports club team in practice activities.

Procedure:

1. Prior to working at a local sports club, the coaching staff member must complete the Local Sports Club Approval Form and submit to the Office of Athletics Compliance for review.
2. The Local Sports Club Approval Form must include the following:
 - a. Name of club
 - b. Name of club director
 - c. Member dues amount
 - d. Club address
 - e. Club game schedule
 - f. Names and addresses of all participants
3. The Office of Athletics Compliance will notify the coaches via email if the local sports club is approved or denied. If the coach's request is denied, the Office of Athletics Compliance will outline the reasoning behind the denial.

Transfer Release Policy and Procedures

Forms Used for Documentation:

1. Notification of Transfer Form– Front Rush
2. NCAA Student-Athlete Release Form
3. Denial /Approval Notification
4. Committee’s Formal Decision Letter

Individuals and/or Departments Involved:

1. Office of Athletics Compliance (OAC)
2. Coaching Staff of Designated Sport
3. Student-Athlete
4. Sport Administrator
5. Transfer Appeals Committee
6. Vice President of Athletics

Policy:

1. **Notification of Transfer.** A student-athlete may initiate the notification of transfer process by providing GCU with a written notification of transfer at any time. GCU shall enter his or her information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete.
2. An athletics staff member or other representative of the institution's athletics interests from other institutions shall not make contact with a student-athlete, directly or indirectly, without first obtaining authorization through the notification of transfer process. Before making contact, directly or indirectly, with a student-athlete of an NCAA Division II or Division III institution, or an NAIA four-year collegiate institution, an athletics staff member or other representative of the institution's athletics interests shall comply with the rule of the applicable division or the NAIA rule for contacting a student-athlete.
3. **Failure to Comply.** A violation of Bylaw 13.1.1.3 (Four-Year College Prospective Student-Athletes) as it relates to contact with a student-athlete is considered a Significant Breach of Conduct (Level II Violation). A significant breach of conduct violations are intended to provide more than a minimal but less than a substantial or extensive recruiting, competitive or other advantage.
4. **Written Policies.** An institution shall have written policies related to a student-athlete providing written notification of transfer, including a description of services and benefits (e.g., academic support services, access to athletics facilities) that will or will not be provided to a student-athlete upon receipt of notification. Such policies shall be published and generally available to student-athletes (e.g., student-athlete handbook, institution's website).
5. Coaches are precluded from blocking student-athletes from speaking to specific schools on the Written Notification of Transfer.
6. **GCU Sport Email Accounts.** The OAC is responsible for maintaining the sport email accounts within the NCAA single-source sign-in page. The OAC will work with NOC@GCU.EDU to maintain these inboxes as well as resetting the NCAA user password as staff transition occurs.

Notification to Transfer Procedure:

1. Upon contacting OAC, the student-athlete will be informed that he/she is required to submit a Notification to Transfer Form to the Office of Athletic Compliance and NCAA Student-Athlete Release Form. The Notification to Transfer Form is located in Front Rush.
 - In addition, the OAC will send the student-athlete the NCAA Education Module video link, which must be viewed and completed before the student-athlete can enter the Transfer Portal.

- In addition, the OAC will alert the student-athlete of the obligation to communicate with the Head Coach regarding the Notification to Transfer and obligation to hold exit meetings with identified personnel.
 - The student-athlete should initiate a meeting with the Head Coach prior to submitting the Notification to Transfer Form (this step is not required).
 - i. The VP of Athletics/Sport Administrator has the authority to override this condition
2. Within the request, there will be an acknowledgement that the student-athlete is aware of the Outgoing Student-Athlete Transfer Resource Policy and the terms and conditions of the financial aid agreement (if on athletics aid) that the University reserves the right to cancel/reduce the award at the conclusion of the semester. The student-athlete is also made aware of their sport's One-Time Transfer Exception window, or is told by the OAC of any Transfer Portal exceptions that they may apply to them.
 - **Note:** Subsequent to the submission, correspondence will be issued to all involved parties regarding the Outgoing Transfer Policy: Coaching Staff, Sport Administrator, VP of Athletics, Athletic Trainer, Sports Performance Coach, Academic Coordinator, Compliance, Equipment Staff
 3. Once submitted to the OAC, the student-athlete's information will be uploaded to the NCAA Transfer Portal within two (2) business days upon completed written submission.
 4. The OAC will notify the student-athlete via email as verified timestamp once the information is uploaded to the national database and outline any conditions established for the one-time transfer exception.
 5. Upon the Athletics Department discretion, the student-athlete will receive notification of the cancellation/reduction of aid notification following his/her name being submitted to the NCAA Transfer Portal. The communication will include reason and the appeal procedures for financial aid cancellation.
 6. Should the student-athlete wish to remove his or her name from the NCAA Transfer Portal, he or she must send a written/electronic (e.g. email) request to the Office of Athletics Compliance requesting removal.
 - **Note:** Removal of name from the NCAA Transfer Portal does not remedy conditions regarding financial aid or standing with the sports program.
 7. OAC will maintain and update the NCAA Transfer Portal one-time transfer questionnaire in a timely fashion.

1.

Outgoing Transfer Student-Athlete Resource Policy

Forms used for Documentation:

Written Notification of Transfer

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach
3. Student-Athlete
4. Sport Administrator
5. Vice President of Athletics

Policy Overview: This policy outlines the resources that will remain available to current Grand Canyon University student-athletes who have initiated a Written Notification of Transfer to contact other institutions about transferring and/or a full transfer release.

Section I. The following resources will remain available to student-athletes who have initiated a Written Notification of Transfer to contact other institutions about transferring and/or a full transfer release. These resources will remain available to the student-athlete through the last academic term (e.g., spring term; summer II term) the student-athlete is enrolled at the Grand Canyon University or as determined by a student-athlete’s treating practitioner (e.g., treating physician; treating psychiatrist).

- Student-Athlete Development (e.g., academic advising; tutors; study hall)
- Sports Medicine Services (e.g., athletic trainers; team physicians; training room)
- General Medical Services (e.g., mental health counselor; psychiatrist)
 - **ONLY** for injuries sustained while representing Grand Canyon University or for preexisting conditions documented by Grand Canyon University Sports Medicine.
- Health Insurance provided by Grand Canyon University
 - **ONLY** for injuries sustained while representing Grand Canyon University or for preexisting conditions documented by Grand Canyon University Sports Medicine.

Section II. The following elective resources may remain available, *at the Athletic Department’s Discretion*, to Student-Athletes who have initiated a Written Notification of Transfer to contact other institutions about transferring and/or a full transfer release. The continued availability of these resources will be determined on a case-by-case, resource-by-resource basis by the Vice President of Athletics, Head Coach, Sport Administrator, and Office of Athletics Compliance.

- Access to coaches/staff/sport program offices
- Access to athletic facilities (e.g., weight room; locker room; arena; track)
- Access to equipment
- Access to apparel
- Access to transportation
- Access to performance athletics staff
- Access to incidental meals
- Access to L.O.P.E.S for Life programming
- Any other resources or services not listed under Section I

Autograph and Donation Request Policy and Procedures

Forms used for Documentation:

1. Donation Request Form via Front Rush

Individuals and/or Departments Involved:

1. Assistant Director of Compliance
2. Athletics Administration Coordinator
3. Marketing Department

Policy

1. **Prohibited Expenses.** An institution or booster may not offer, provide or arrange financial assistance, directly or indirectly, to pay the costs of a prospective student-athlete's (PSA) educational or other expenses prior to his or her enrollment or so the PSA can obtain a postgraduate education.
 - a. It is not permissible to provide institutional memorabilia (e.g., jerseys, hats, t-shirts, autographed ball) or other items of value (e.g., tickets, money) to any organization for purposes of being auctioned to raise funds to provide financial assistance to prospect aged individuals.
2. **Nonathletic Equipment.** GCU may provide non-athletics equipment (e.g., a computer) to a high school, provided there is no athletics department involvement and the equipment is not used to benefit only the high school's athletics program.
3. **Men's Basketball.** In men's basketball, an institution or a staff member shall not provide a donation to a nonprofit foundation that expends funds for the benefit of a non-scholastic team or teams, prospects or individuals associated with prospects, regardless of whether the foundation provides funding to or services for prospects and individuals who are not prospective student-athletes.
 - a. An individual associated with a prospect (IAWP) is any person who maintains (or directs others to maintain) contact with the prospect, the prospect's relatives or legal guardians, or coaches at any point during the prospect's participation in basketball, and whose contact is directly or indirectly related to either the prospect's athletic skills and abilities or the prospect's recruitment by or enrollment in an NCAA institution. This definition includes, but is not limited to, parents, legal guardians, handlers, personal trainers and coaches. An individual who meets this definition retains such status during the enrollment of the prospective student-athlete at the institution.
4. **Providing Items to Athletics Youth Groups for Fundraising.** GCU may not provide items to assist in the fundraising efforts of athletics youth groups composed of individuals who have not started classes for the ninth (9th) grade.
5. **GCU Coach/Staff donation.** It is permissible for an institution's coaching staff member to make financial donations to the high school he or she formerly attended as a student (regardless of whether the donated funds are intended to benefit athletics or non-athletics programs), provided the coaching staff member acts independently of the institution, the donated funds are distributed through channels established by the high school or the

organization conducting the fund-raising activity and the donated funds are not earmarked for a specific prospective student-athlete.

6. Guidelines regarding donations and autograph requests:

- b. The requested item may not be used in any fundraising event for any high school organization, high school fundraising event that will benefit a charity or education project or any high school or prospect-age individual.
- c. All profit from the promotions activity or project must go directly to the requesting charity, non-profit agency or educational institution.
- d. The requested item involving student-athlete's name may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a company's logo or trademark on printed materials.

Procedures

1. The Donation Request Form is accessible via the GCU Compliance website (gculopes.com/compliance).
2. All athletic donation requests are sent to the Office of Athletics Compliance for prior approval.
3. The Office of Athletics Compliance will review the Donation Request Form to determine if it is a permissible donation.
4. Upon review, the Office of Athletics Compliance will sign off on the request, indicating if the request is approved or not approved. If approved, the Athletics Marketing Manager will confirm the availability of the item requested and indicate if the item is available and approved or not approved. The Executive Administrative Assistant will then notify the individual and/or organization of the approved request to deliver the requested item
5. If the request is denied due to NCAA legislation, the Office of Athletics Compliance will notify the individual. If the Donation request is denied for reasons outside of compliance, the Executive Administrative Assistant will notify the individual of the denied request.
6. All non-athletically related donation request will go through the University's Marketing Department.
 - a. If the donation request is approved by the Marketing Department and includes groups involved with youth, high school students or junior college students the designated Marketing Manager will contact the Office of Athletics Compliance to review the donation request.
 - b. The Office of Athletics Compliance will indicate if the donation request is approved or not approved and return the request to the designated Marketing Manager.

Recruiting Scouting Service Purchase Policy and Procedures

Forms used for Documentation:

1. General Correspondence/Email

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Office of Business Operations

Policy:

1. In basketball, an institution may subscribe to a recruiting or scouting service involving prospective student-athletes, provided the institution does not purchase more than one annual subscription to a particular service and the service:
 - A. Is made available to all institutions desiring to subscribe and at the same fee rate for all subscribers;
 - B. Publicly identifies all applicable rates;
 - C. Disseminates information (e.g., reports, profiles) about prospective student-athletes at least four times per calendar year;
 - D. Publicly identifies the geographical scope of the service (e.g., local, regional, national) and reflects broad-based coverage of the geographical area in the information it disseminates;
 - E. Provides individual analysis beyond demographic information or rankings for each prospective student-athlete in the information it disseminates;
 - F. Provides access to samples or previews of the information it disseminates before purchase of a subscription;
 - G. Provides information regarding each prospective student-athlete in a standardized format that ensures consistent distribution to all subscribers; and
 - H. Does not provide information in any form (e.g., oral reports, electronic messages) about prospective student-athletes beyond the standardized, consistent information that is provided to all subscribers.
2. An institution is permitted to use or subscribe to a video service that only provides video of prospective student-athletes and does not provide information about or analysis of prospective student-athletes. Use of a subscription to such a service is subject to the provisions of Bylaw [13.14.3.1](#), except for subsections (c) and (e).
3. In sports other than basketball, an institution may subscribe to a recruiting or scouting service involving prospective student-athletes according to Bylaw 13.14.3.2, provided the service is made available to all institutions desiring to subscribe and at the same fee rate for all subscribers. The service must also provide information regarding each prospective student-athlete in a standardized format that ensures consistent distribution to all subscribers. An institution is not permitted to subscribe to a recruiting or scouting service that provides information in any form (e.g., oral reports, electronic messages) about prospective student-athletes beyond the standardized, consistent information that is provided to all subscribers. An institution is permitted to subscribe to a service that

provides scholastic and/or non-scholastic video. The institution may not contract with a service in advance to have a particular contest recorded or provided.

4. Sports may not subscribe to a Recruiting Scouting Service that provides oral reports.

Procedure:

1. The sport will submit the list of the recruiting services they would like to purchase for the academic year to the Office of Athletics Compliance for review and approval.
2. If the sport is basketball, the Office of Athletics Compliance will verify the NCAA Recruiting Scouting Service Approval List.
3. Recruiting Scouting Services for sports other than basketball will be reviewed on the respective website and other available information.
4. The Office of Athletics Compliance will compile a list of all recruiting scouting services on spreadsheet that includes:
 - A. Name
 - B. Name of Operator
 - C. Contact Information
 - D. Price
 - E. Website
 - F. Access Codes
5. The Office of Athletics Compliance will issue approval or denial via email correspondence to the Office of Business Operations and the Sport Staff.

Bylaw 14



Initial Eligibility Policy and Procedures

Forms used for Documentation:

1. Transcript Evaluation
2. Certification Folders
3. Eligibility Center Certification Status Report

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff Designated Sport
3. Prospective and Current Student-Athletes

Policy

1. **NCAA Eligibility Center.** The NCAA Eligibility Center is the entity that certifies the academic and amateur credentials of all prospective student-athletes who wish to compete in NCAA Division I athletics. All NCAA initial eligibility details and final certifications decisions are obtained online directly from the NCAA Eligibility Center. The Athletics Compliance Office emails the NCAA Eligibility Center IRL Reports.
2. **Core Course.** A High school course must meet sufficient academic criteria to be considered by the NCAA as a countable core course toward a prospective student-athlete's initial eligibility certification.
3. **Core Course Grade-Point Average (GPA).** The calculation of a prospective student-athlete's GPA for NCAA initial eligibility purposes is based solely on the student-athlete's (16) core courses.
4. **Qualifier.** A qualifier is a student-athlete who satisfies the NCAA initial eligibility requirements and is therefore permitted to practice, compete and receive athletically-related financial aid during his or her first academic year at an NCAA institution. A qualifier meets the core-course requirement and a core-course GPA that meet NCAA standards.
5. **Non-Qualifier.** A non-qualifier is a student-athlete who does not meet NCAA initial eligibility requirements and is therefore not permitted to practice, compete or receive athletically-related financial aid during his or her first academic year at an NCAA institution. A student-athlete may be rendered a non-qualifier pursuant to a deficiency in the core-course requirement, the core-course GPA, and/or the test score standards.
6. **Academic Redshirt.** ~~Effective 9/1/16.~~ An academic redshirt is a student-athlete may receive athletics aid and practice during their initial semester of enrollment. The student-athlete must successfully complete nine semester hours in the initial term of enrollment to continue practice in the next term.
7. **Institutional Request List (IRL).** The IRL is a list of student-athletes that are currently being recruited by a member institution. Placing a prospective student-athlete on the active IRL initiates the certification process.

Procedure

1. **Initial Eligibility Review Procedure.** The initial eligibility review procedure for a prospective student-athlete is initiated by taking one of the following steps:
 - a. A coaching staff member submits the transcript and test score to the Office of Student-Athlete Development; additionally, the Office of Athletics Compliance will add the prospective student-athlete to the IRL.

2. **Transcript Evaluation.** The Office of Student-Athlete Development completes a Transcript Evaluation in Front Rush using the prospective student-athlete's high school transcript. The Transcript Evaluation assesses the prospective student-athlete's core courses, core-course GPA, ~~test scores (ACT or SAT)~~ to see if they will be a qualifier. The Office of Athletics Compliance serves as a resource for questions regarding an evaluation (e.g. nontraditional online courses or credit recovery courses). Courses on a student's transcript that are not on the High School's core course list are **not** included in any evaluation. If a course that is not listed on the High School's core course list is identified by Student-Athlete Development as a potential core course Student-Athlete Development will contact the recruiting coach and the High School's Eligibility Center contact about the course.
 - b. Prescreen is required to sign a prospective student athlete to an NLI or Financial Aid Agreement. Transcripts will be submitted to the Office of Student-Athlete Development and the Office of Athletics Compliance for Assessment.
 - c. Due no later than February, seven (7) semester transcripts will be required for all projected incoming freshmen.
 - d. At the time of an evaluation an advisement plan is put in place by Student Athlete Development, Office of Athletic Compliance, the recruiting coach and the prospective student for projected non-qualifiers or Academic Redshirts. Potential advisement plans could include a +1 (+3 for EID students) summer core unit and/or a retake of the SAT or ACT.
3. **Admissions Status and Eligibility Center Updates.** Throughout the year, the Office of Athletics Compliance provides all Head Coaches with regular Admissions and Eligibility Center updates via e-mail to ensure accurate tracking of prospective student-athletes.
4. **Completion of NCAA Eligibility Center Requirements.** All tasks required by the NCAA Eligibility Center must be completed by the prospective student-athlete (e.g., submitting of ACT/SAT test scores, all high school transcripts, final high school transcript/proof of graduation, and completion of the amateurism questionnaire). The prospective student-athlete should complete all tasks in a timely manner to ensure a proper review of the initial eligibility requirements so that athletic certification can be executed accurately and efficiently.
5. **Information Input by Office of Athletics Compliance.** The Office of Athletics Compliance adds all incoming freshmen student-athletes to the IRL, each sport creates their profiles in Front Rush, and inputs all initial eligibility information from the NCAA Eligibility Center.
6. **Participation Prior to Completion of NCAA Eligibility Center Tasks.** If a freshman student-athlete reports for athletics participation before his or her qualification status has been established by the NCAA Eligibility Center, he or she cannot compete but may practice for a period up to forty-five (45) calendar days beginning with the sport program's first permissible date of practice. Should any tasks required by the NCAA Eligibility Center remain incomplete after forty-five (45) calendar days, the student-athlete must cease all practice activities until his or her qualification and/or amateurism statuses are certified.

7. **Completion of Athletic Certification.** Athletic certification for all incoming freshmen student-athletes must be completed no later than two (2) weeks prior to the date of the sport program's first competition.
 - a. Exceptions to this process will be made due to administrative issues with the submission of final transcripts.
8. **Initial Eligibility Waivers.** Potential initial eligibility waivers are evaluated by the Office of Athletics Compliance. If the Office of Athletics Compliance determines that circumstances warrant the submission of an initial eligibility waiver, then the Compliance Staff completes and submits all required forms and supporting documentation.

Voluntary Participation Prior to Initial Enrollment Policy and Procedures

Forms used for Documentation:

1. Email/General Correspondence

Individuals and/or Departments Involved:

1. Head Coach/Designee
2. Office of Athletics Compliance
3. Performance Athletics
4. Sports Medicine
5. Equipment Staff
6. Office of Student-Athlete Development
7. Sport Administrator

Policy

1. Prior to participation in voluntary athletically related activities, incoming prospective student-athletes must be cleared by the Office of Athletics Compliance.
2. All incoming prospective student-athletes must receive a medical examination from the Sports Medicine Staff.
3. In order to have access to certain benefits, student-athletes must be enrolled in a minimum of one Summer Session course.
4. Prospective student-athletes who have pending eligibility issues will be precluded from enrolling in Summer School or participation in voluntary athletically related activities.

Procedures

1. In April, Head Coach or Designee will forward incoming prospective student-athletes who will be attending Summer School or will be participating in voluntary Summer Conditioning.
2. The Office of Athletics Compliance will compile a list from all sports.
3. The following information will be reviewed prior to the incoming prospective student-athletes arrival to the locale of GCU:
 - a. Pending initial eligibility/transfer eligibility items.
 - b. Place of residence within the locale of GCU.
 - c. How the student-athlete will finance their stay?
4. The Office of Athletics Compliance will notify the Head Coach (or designee) of any red flags.
5. Upon the incoming prospective student-athlete's arrival, the following information will be verified and completed prior to their participation in voluntary athletically related activities:
 - a. Completed Medical Examination.
 - b. Enrollment in Summer School.
 - c. Completion of any pending initial/transfer eligibility requirements.
 - d. Where the student-athlete will be residing.
6. The Office of Athletics Compliance will meet with all incoming prospective student-athletes to review the guidelines and provide Rules Education.
7. Once cleared, the Office of Athletics Compliance will issue an email notification to the Performance Athletics Staff, Equipment Staff, Sport Administrator, Academic

Coordinator, Sports Medicine, and the Sport Coaching Staff.

Continuing Eligibility Policy and Procedures

Forms used for Documentation:

1. Roster Declaration Form
2. Certification Folders
3. Certification Report
4. Squad List
5. Code of Conduct Report

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Current Student-Athletes
3. WAC Office
4. Office of Academic Records
5. Student Services Advisors
6. Academic Compliance
7. Office of Student-Athlete Development

Policy

1. Duties of the Office of Academic Records. The University's Office of Academic Records, also known at GCU as The Office of Academic Records, has final certification authority for NCAA continuing eligibility for all Grand Canyon University student-athletes. The University's Office of Academic Records, Executive Vice President, Academic Affairs and Designee, serves as the certifying officer.
2. Prior to certification taking place, all student-athletes are reviewed for pending Code of Conduct violations that may impact eligibility.
3. Eligibility Standards. The required continuing eligibility standards are as follows:
 - a. 6 Credits per Term
 - i. Applicable for all student-athletes after each full-time semester of enrollment.
 - ii. Must be degree-applicable credits for student-athletes who have completed their fifth full-time semester of collegiate enrollment and each full-time semester thereafter.
 - b. 18 Credits per Fall and Spring Term
 - i. Applicable to student-athletes who have enrolled at Grand Canyon University for two (2) consecutive full-time semesters. May not include summer semester credit hours.
 - ii. May use credit hours acceptable towards any degree program after student athlete has completed four (4) full time semesters.
 - iii. Postgraduate student-athletes are only required to pass 6 credit hours per semester.
 - c. 24 Credits after Initial Year of Collegiate Enrollment
 - d. Percentage of Degree Requirements
 - i. 40% of degree completion: Applicable to all student-athletes entering their fifth full-time semester of enrollment.
 - ii. 60% of degree completion: Applicable to all student-athletes entering their seventh full-time semester of enrollment.
 - iii. 80% of degree completion: Applicable to all student-athletes entering their ninth full-time semester of enrollment.
 - e. Grade-Point Average (GPA) Minimum Requirements
 - i. 1.800 GPA prior to entering second year of collegiate enrollment.

- ii. 1.900 GPA prior to entering third year of collegiate enrollment.
- iii. 2.000 GPA prior to entering fourth year of collegiate enrollment and beyond.

Procedure

1. **Communication between Offices.** During the semester, communication on pertinent issues, cases and topics related to NCAA continuing eligibility for student-athletes shall occur between the University's Office of Academic Records, the Office of Athletics Compliance and Student-Athlete Development. The Office of Athletics Compliance serves an interpretive role in the process. Consistent communication must occur between the Office of Academic Records, the Office of Athletics Compliance and Student-Athlete Development regarding the impact of course scheduling decisions on student-athlete continuing eligibility certification.
2. **Certification Folders.** The Office of Athletics Compliance along with the Office of Student-Athlete Development, creates and maintains term specific Certification Folders containing all Certification Reports. Specifically, the Office of Athletic Compliance creates the reports for each term while Office of Student-Athlete Development completes the appropriate updates to the student-athlete profile based on information found in CampusVue. Upon the completion of the report, the Office of Athletics Compliance, emails the Office of Academic Records a copy of the certification files for review.
3. **Certification Report.** The Office of Student-Athlete Development maintains a certification report (Excel spreadsheet) titled "Eligibility Certification Summary by Term". This is a report that is updating directly from CampusVue and it is containing all pertinent information regarding continuing eligibility standards (e.g., progress-toward degree requirements, eligibility status, academic major, credit hours enrolled/attempted/ earned and GPA). The semester credits attempted, completed and GPA is automatically generated for undergraduate students. The progress toward degree calculation is done manually by The Office of Student-Athlete Development and reviewed and confirmed by the Office of Academic Records for both undergraduate and graduate students. The Office of Athletics Compliance will review the certification report to confirm that all NCAA requirements are met.
4. **Duties of Student-Athlete Development.** Student-Athlete Development continually monitors student- athletes' enrollment statuses and verifies each academic term that all Grand Canyon University student- athletes meet the continuing eligibility requirements set forth by the NCAA and the university.
5. **Roster Declarations.** After Spring semester grades are posted, the Office of Athletics Compliance sends all Head Coaches a current Squad List. In turn, all Head Coaches complete and submit Roster Declaration Forms for the upcoming academic year to the Office of Athletics Compliance as soon as possible and no later than one (1) month prior to the first day of the fall semester. All Head Coaches must make note of any roster additions (e.g., incoming freshmen and transfers) or deletions (e.g., non-returning student--athletes). The timely submission of the Roster Declaration Form provides the Office of Academic Records and the Office of Athletics Compliance ample time to complete the athletic certification process prior to the start of the fall semester.

6. **Academic Compliance and Code of Conduct.** Throughout the academic year, the Office of Compliance and Office of Student-Athlete Development will be in communication with Academic Compliance to track academic misconduct reporting of student-athletes. Prior to each certification taking place (Fall and Spring), the Office of Athletics Compliance will forward the Certification Report to Academic Compliance for review to confirm there are no potential eligibility issues involving academic misconduct. The Academic Compliance staff will forward the Certification Report to the Office of Academic Records for eligibility certification.
7. **Continuing Eligibility Evaluation.** Following the conclusion of the Spring semester, Academic Compliance, the Office of Academic Records, the Office of Athletics Compliance and Student-Athlete Development carefully evaluate and certify each returning and non- returning student-athlete's continuing eligibility (or initial eligibility for incoming freshmen and transfers).
8. **Summer Term Enrollment.** Student-athletes enrolled in the summer semester are certified the week that summer semester grades are posted (i.e., the week before fall semester begins in August). In April a preliminary list of students for summer is created by Student-Athlete Development. The list is reviewed by the Office of Athletics Compliance and approved by Compliance, Student-Athlete Development and the Sport Administrator. In May, Student-Athlete Development provides the Office of Academic Records' Certification Officer and the Office of Athletics Compliance with a list of student--athletes enrolled in the summer semester.
9. **Mid-Year Certification.** After grades for the fall semester are posted, but before the University closes for the Winter break, the Office of Student-Athlete Development, Office of Academic Records' Certification Officer and the Office of Athletics Compliance conduct a mid-year certification review of continuing eligibility for all current GCU student-athletes and any mid-year enrollees.
10. **Enrollment Reports.** During each semester, full-time enrollment is monitored by the Student-Athlete Development. Every student-athlete has a registration hold on their account. Student-Athlete Development needs to remove the hold before any change can be made. Student-athletes who are preparing to graduate but have remaining eligibility may need to complete a Less than Full-Time Enrollment Form through Student- Athlete Development. Student-Athlete Development submits the Less than Full-Time Enrollment Form to the Office of Academic Advising and, subsequently, the Office of Athletics Compliance. The Office of Athletics Compliance then submits a copy of the Less than Full-Time Enrollment Form to the Office of Academic Records to verify athletic certification.
11. **Academic Progress Rate (APR).** Athletic certification for all teams must be completed prior to the APR data submission date in accordance with NCAA regulations. The data necessary to calculate the APR must be submitted within six (6) weeks (42 calendar days) following the first day of classes on campus each Fall semester. The Office of Athletics Compliance compiles a list of former student-athletes who must be tracked for APR purposes. The names of all other student-athletes are provided via the Roster Declaration Forms and Change of Status Forms. The APR data is transferred from Front Rush to the APP portal by the Office of Athletics Compliance. The Office of Student-Athlete Development gathers the data and inputs into APP portal. The Office of Academic Records reviews and certifies the information

for submission.

12. **Updating Continuing Eligibility Information.** The Office of Athletics Compliance inputs updated continuing eligibility information into Front Rush for all returning and non-returning student-athletes. The Office of Athletics Compliance changes the “eligibility by term” status of each student-athlete in Front Rush. The “eligibility by term” status in Front Rush populates the eligibility section of each Squad List and allows the Office of Academic Records to verify the eligibility of each student-athlete prior to certifying the final Squad List.
13. **Certification of Eligibility Report.** The Office of Athletics Compliance verifies all continuing eligibility information in Front Rush for each returning and non-returning student-athlete by completing a Certification of Eligibility Report. The Office of Athletics Compliance submits each sport program’s Squad List Report to the athletics conference office following the academic year. The Office of Academic Records and Student- Athlete Development are also provided with Certification of Eligibility Reports prior to competition.
14. **Continuing Eligibility Waivers.** Any potential continuing eligibility waivers are evaluated by Office of Athletics Compliance. If the Office of Athletics Compliance determines that circumstances warrant the submission of a progress-toward-degree waiver, then the Compliance Staff completes and submits all required forms and supporting documentation. The Office of Athletics Compliance provides the Office of Academic Records with all pertinent waiver information prior to the August certification meetings. Waivers approved after that time are provided to the Office of Academic Records as soon as possible.

Transfer Eligibility Policy and Procedures

Forms used for Documentation:

1. Transcript Evaluation
2. Head Coach Assessment/Transfer Eligibility/PTD Worksheet
3. Certification Folders
4. Eligibility Center Cert Status Report
5. Certification Report
6. Squad List

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Student-Athlete Development
4. Office of Academic Records
5. WAC Office
6. Transfer Student-Athletes

Policy and Procedure

1. **Final Certification Authority.** The Office of Academic Records, Office of Student-Athlete Development and the Office of Athletics Compliance share final certification authority regarding NCAA eligibility for all transfer student-athletes. The Grand Canyon University Office of Academic Records, Jennifer Lech, is the primary certification authority. The Office of Student-Athlete Development and Office of Athletics Compliance assists with the transfer eligibility certification process.
2. **Roles of Each Office.** The Office of Athletics Compliance serves an interpretive role in the process and oversees the certification of transfer regulations pursuant to NCAA Bylaw 14.5. Office of Student- Athlete Development works directly with student-athletes regarding scheduling decisions and related issues. Therefore, consistent communication must occur between the Office of Academic Records, the Office of Athletics Compliance and Office of Student-Athlete Development regarding the impact of course scheduling decisions on student-athlete progress-toward-degree eligibility certification.
3. **Role of Coaching Staff.** When a coaching staff member identifies a prospective transfer student athlete, the coach will check the national transfer database via the web application.
4. **Notification of Transfer.** A student-athlete may initiate the notification of transfer process by providing GCU with a written notification of transfer at any time. GCU shall enter his or her information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete. An athletics staff member or other representative of the institution's athletics interests from other institutions shall not contact a GCU student-athlete, directly or indirectly, without first obtaining authorization through the notification of transfer process. Before making contact, directly or indirectly, with a student-athlete of an NCAA Division II or Division III institution, or an NAIA four-year collegiate institution, an athletics staff member or other representative of the institution's athletics interests shall comply with the rule of the applicable division or the NAIA rule for contacting a student-athlete.

1. **Contacting the Transfer Prospective Student-Athlete.** If the prospective transfer student-athlete's name is listed in the national transfer database, the sport coach is permitted to initiate communication with the prospective transfer student-athlete. During this process, the sport coach must request that the prospective transfer student-athlete send a copy of his or her academic transcript (and other academic records, if necessary) to the Office of Student-Athlete Development for a transcript evaluation.
6. **Transcript Evaluation.**
 - Step 1:** A coach shall complete page one (1) of the Preliminary Assessment Transfer Student-Athlete Eligibility/Progress-Toward-Degree Worksheet to the Office of Student-Athlete Development and include all transcripts as part of the submission.
 - Step 2:** The Office of Student-Athlete Development will send the transcript(s) to the OAR Pre-Evaluation Team for transfer credit assessment. Additionally, a copy of the transcripts will be submitted to the Office of Athletics Compliance.
 - a. The Office of Student-Athlete Development in conjunction with the Office of Athletics Compliance will determine transfer type.
 - b. The Office of Athletics Compliance confirms the prospective transfer student-athlete's amateurism certification and qualification status via the NCAA Eligibility Center. The Compliance Office adds the prospective transfer student-athlete to the Institutional Request List (IRL) in the NCAA Eligibility Center, as well as Front Rush.
 - Step 3:** Upon completion and receipt of the transcript credit assessment from the Lopes Pre-Evaluation Team, the Office of Student-Athlete Development will complete page two (2) of the Preliminary Assessment Transfer Student-Athlete Eligibility/Progress-Toward-Degree Worksheet with additional guidance from the Office of Athletic Compliance.
 - a. The Office of Student-Athlete Development will determine whether the prospective transfer student-athlete is on track to meet NCAA (1) transferable credit hours; (2) transferable GPA, and (3) PTD requirements.
 - b. Unofficial coursework is noted and calculated into the Transfer Transcript Evaluation Form based on the prospective transfer student-athlete's degree program. If the prospective transfer student-athlete does not initially meet the requirements pursuant to NCAA Bylaw 14.4 for the degree program of his or her choice, Office of Student-Athlete Development evaluates the degree program options available to the prospective transfer student-athlete in order to meet applicable transfer requirements.
 - c. The Academic Coordinator will obtain signatures from the Director of Student-Athlete Development and the Director of Compliance for approval of the completed transfer assessment.
 - Step 4:** The completed transfer evaluation will be provided to the coach by the Office of Student-Athlete Development.
8. **NCAA Transfer Portal:** Once the prospective transfer student-athlete has committed to GCU, the Office of Athletics Compliance will monitor the NCAA Transfer Portal data completion. The Office of Athletics Compliance will work with the previous institution if additional information is needed not otherwise provided in the national database.

Important Reminders:

1. Prior to a NLI or FAA being issued, a transfer assessment must be completed.
2. **Transcript Evaluations are Unofficial.** The evaluation of a prospective transfer student-athlete's transcripts is considered unofficial until his or her official transcripts are received and evaluated by the university and he or she is enrolled as a full-time student at Grand Canyon.
3. **Amateurism Certification / IRL.** The Office of Athletics Compliance confirms the prospective transfer student-athlete's amateurism certification and qualification status via the NCAA Eligibility Center. The Office of Athletics Compliance adds the prospective transfer student-athlete to the Institutional Request List (IRL) in the NCAA Eligibility Center, as well as in Front Rush, and updates all transfer information.
4. The Office of Academic Records' Certification Officer updates all progress-toward-degree information within the certification spreadsheet.
5. **Squad List Report.** Prior to engaging in competition, the transfer student-athlete's eligibility must be certified on the Squad List Report.

Academic Progress Rate (APR) Reporting Process

Forms used for Documentation:

1. NCAA APP Web Portal
2. Squad Lists
3. Eligibility Certification Spreadsheets
4. Front Rush Rosters
5. APR Recovery Plan

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Office of Student-Athlete Development
Student Services Counselor (SSC)
3. Office of Academic Records (OAR)
4. Deputy Athletics Director
5. University President
6. Faculty Athletics Representative
7. General Counsel
8. University Communication
9. Athletics Communications
10. Executive VP of Business Analytics

Policy:

NCAA APP Data is due no later than six (6) weeks following the first day of classes each fall semester.

Procedure

1. Once the NCAA APP Web Portal is open for reporting, the Office of Athletics Compliance exports the team rosters from Front Rush and uploads the rosters to the NCAA APP Web Portal.
2. The Office of Athletics Compliance will compile a list of outgoing transfers who were receiving athletics aid at the time of their transfer out of the institution.
3. The Office of Athletics Compliance will send transfer APR verification forms to those four-year institutions where the student-athlete transferred to, in order to apply necessary adjustments.
4. The Office of Athletics Compliance will contact the applicable SSC to confirm all outgoing transfers have fully withdrawn from Grand Canyon University and have no remaining holds on their student account.
5. The Office of Student-Athlete Development will utilize the squad lists to remove those student-athletes who are not part of the APR cohort (e.g., student-athlete not enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, but not less than 12 semester or quarter hours and/or not receiving athletically related financial aid).
6. The Office of Student-Athlete Development, the Office of Athletics Compliance, and OAR will utilize the Eligibility Certification Spreadsheets to account for Eligibility (E) points for student-athletes receiving athletics aid and considered eligible for purposes of APR if he or she satisfied all applicable academic eligibility requirements (e.g., institutional, conference and NCAA) in order to be academically eligible to compete in the next regular academic term; and Retention (R) points for student-athletes receiving athletics aid and considered

- eligible for competition and retained if he or she returned to the institution for the next regular academic term and was enrolled full time as of the start of the fifth week of classes, or the institution's official census date, whichever was earlier.
7. The Office of Student-Athlete Development will input the data into the NCAA APP Web Portal.
 8. The Office of Student-Athlete Development will work with the Office of Athletics Compliance to identify potential waivers and if a student-athlete may be awarded a delayed-graduation point if he or she graduated fall 2015 or later, was not part of the APR cohort in the term of graduation and lost an Eligibility (E) or Retention (R) point in his or her last term in the APR cohort, or would have if the APP had been implemented prior to the 2003-04 academic year.
 9. The Office of Student-Athlete Development will provide preliminary NCAA APP Data Team Reports to each Head Coach.
 - a. Each Head Coach is required to review the data, confirm all student-athletes are accounted for, and identify opportunities for necessary waivers or delayed-graduation point.
 10. OAR is responsible for reviewing and certifying the NCAA APP Data prior to submission.
 11. Executive Vice President of Business Analytics is responsible for approving the NCAA APP Data initial submission.
 12. Following the initial submission, the Office of Student-Athlete Development will work with the Office of Athletics Compliance and OAR to submit appropriate delayed-graduation point and waivers during the Validation/Submission Phase and APP Corrections/Adjustments/Penalty Waivers Phase.

Penalty Assessment Procedures:

1. The Office of Student-Athlete Development is responsible for forecasting APR penalties via the APR data submission process.
2. The Office of Student-Athlete Development will notify the FAR, Deputy AD, and VP of Athletics of teams that are subject to APR penalties.
3. VP of Athletics will notify the President of the APR penalty reporting.
4. The Office of Student-Athlete Development, in consultation with the Office of Athletics Compliance will review those teams who fall below the 930 multi-year average and develop an APR Recovery Plan in preparation of the formal announcement.
5. Deputy AD, VP of Athletics, Sport Administrator, Head Coach, and will review the APR projection and discuss the APR Recovery Plan, as well as subsequent action steps.
6. Deputy AD, VP of Athletics, the Office of Student-Athlete Development, and the Office of Athletics Compliance will conference call with the NCAA staff regarding the penalties assessed.
7. VP of Athletics, Deputy AD, Communications, President, General Counsel, and University Communications will develop a statement in response to the public APR report.

Graduation Success Rate (GSR) Reporting

Forms used for Documentation:

1. NCAA APP Web Portal
2. Squad Lists
3. Eligibility Certification Spreadsheets
4. Front Rush Rosters
5. CampusVue
6. Filebound
7. NCAA Graduation Rate Report Signature Sheet

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Office of Student-Athlete Development
3. Executive Director, Business Analytics
4. Chief Data Officer, Business Analytics
5. University President

Policy:

1. NCAA GSR Data is due no later than June 1 of the collection year.
2. Includes: Scholarship student-athletes, including Transfers, midyears (must have received aid freshmen year- fall or spring).
3. Student-Athlete must graduate in six (6) year window or point is lost.
4. Only Acceptable Exclusion- Military, major medical hardship, death.
5. Multi-sport athletes are only counted once. Must be counted in the sport they receive aid from as a freshman.
6. The Signature page signed by the University President is due no later than July 1.

Procedure

1. The Office of Athletics Compliance will submit a request to the Executive Director of Business Analytics for the student data for the required cohort year for entering student data along with their 150% graduation rates. In addition, the Office of Athletics Compliance will request the enrollment data for the most recent academic year requested by the NCAA.
 - a. Documents include:
 - Cohort
 - Graduation (Cannot track international transfer)
 - Student Body Enrollment data
2. The student-athlete enrollment data is extracted from Front Rush by the Office of Athletics Compliance.
3. The list of student-athletes including in the request is exported and saved for review, validation.
 - a. Coding:
 - 2= 2 Year JCC Transfer
 - F= First Year

- 4= 4 Year Transfer
 - J= Midyear
4. Documents reviewed for validation:
 - a. Squad List
 - b. Certification Sheet
 - c. CampusVue (Degree Progress Audit, Enrollment, Ledger Card and Groups for Student)
 - d. Transcripts
 5. The Office of Athletics Compliance will submit GSR Enrollment Data and Student Body Graduation Rate for Cohort Data to the APP Portal and student-athlete outcome data.
 6. Final Outcomes are updated in the APP Portal based on the following:
 - a. Graduation: Review CampusVue to determine if the student-athlete has a graduation status. Note: Completed status does not mean Graduation.
 - b. Did not graduate/ Did not leave eligible: Determined by reviewing, Squad list, certification sheet and if needed CampusVue
 - c. Left academically eligible with athletic eligibility remaining: Determined by reviewing, Squad list, certification sheet and if needed CampusVue
 - d. Excluded: The student-athlete meets a provision of the exclusion.
 - e. Institution transitioned to Division I - removal of nonscholarship athlete: Determined by reviewing, Squad list, and certification sheet and if needed CampusVue.
 7. The final outcome data is reviewed by the Office of Student-Athlete Development.
 8. Prior to submission the Chief Data Officer of Business Analytics reviews the GSR data. The Chief Data Officer is provided the following to validate:
 - a. The document provided by the Executive Director of Business Analytics which includes: Cohort, Graduation and Student Body Enrollment data; and
 - b. The Download Signature Page
 9. Once the data is verified by the Chief Data Officer or Business Analytics, the GSR data is submitted by June 1.
 10. The download signature page is re-extracted, reviewed by the University President and signed.
 11. The signed signature page is uploaded to the APP Portal by July 1.

Bylaw 15

Renewal/Non-Renewal Policy and Procedures

Forms used for Documentation:

1. Budget Sheet (Renewals Tab, Budget Tab)
2. Non-Renewal or Reduction of Athletics Aid

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Coaching Staff Sport Administrator
4. Current Student-Athletes
5. Office of Financial Aid

Policy

Institutional Obligation

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or non-renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

Reconsideration of Non-Renewal

It is permissible for an institution that has notified a student-athlete that he or she will not be provided institutional financial aid for the next academic year subsequently to award financial aid to that student-athlete.

Procedure

1. Prior to a reduction or cancellation of athletics aid, the Head Coach MUST receive approval from their Sport Administrator and Vice President of Athletics.
2. The Head Coach (or Designee) reviews the Budget Sheet and fills in any applicable blank fields.
3. The Head Coach (or Designee) will meet with the Office of Athletics Compliance (Financial Aid) to discuss questions they may have pertaining to their budget sheet.
4. Once the budget sheet is approved, the Head Coach (or Designee) reviews and completes all fields on the Renewals tab of the budget sheet excel document and prints/signs the document signifying that the information on the form is accurate.
5. The Head Coach (or Designee) submits the completed Student-Athlete Scholarship Renewal Form(s) and the Non-Renewal or Reduction of Athletics Aid Form(s) to the Office of Athletics Compliance by May 15 (or the first following business day). Athletic scholarships may be awarded in any or all categories (tuition and fees, room, board and books). The Head Coach (or Designee) must specify the applicable category (or categories) for which aid should be applied when submitting the Student-Athlete Scholarship Renewal Form(s).
6. The Office of Athletics Compliance, in conjunction with the coaching staff, reviews the

Student-Athlete scholarship Renewal Form(s) and Student-Athlete Scholarship Non-Renewal Form(s) to ensure that each scholarship student-athlete is accounted for and will receive a permissible award.

7. The Office of Athletics Compliance will supply the Financial Aid Office a list of student-athletes that will receive a renewal, non-renewal, or reduction notification.
8. The Financial Aid Office will then send a renewal, non-renewal, or reduction notification email to each student-athlete.
 - Please note that any non-renewals or reductions in aid may be appealed by the student-athlete.
 - Please refer to the scholarship Appeals Process for additional information.
9. The Office of Athletics Compliance produces and disperses all Financial Aid Agreements directly to the student-athletes prior to July 1. Each student-athletes email address is obtained through the Front Rush system by the Office of Athletics Compliance.
- 10.

Financial Aid Appeal Procedures

Forms used for Documentation:

1. Financial Aid Recommendation
2. Athletic Financial Aid Agreement
3. Non-Renewal or Reduction of Athletics Aid
4. Non-Renewal or Cancellation/Reduction Letter produced by the Financial Funding Analyst
5. Other relevant documentation (E-mails, Disciplinary letters, etc.)

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Current Student-athletes
4. Office of Financial Aid
5. Financial Funding Analyst
6. Director of Residence Life
7. Faculty Athletic Representative

Student-athletes whose athletic financial aid is reduced, non-renewed, or canceled in accordance with NCAA rules may appeal the decision pursuant to the following process. A student-athlete may discontinue his or her appeal prior to the final step by notifying the Vice President/Dean of Students.

Step 1: Notification of Reduction, Non-renewal, Cancellation and Appeal Process

1. After the decision to reduce, non-renew, or cancel student-athlete's athletics aid the student-athlete will receive an email from the Official of Financial Aid officially notifying the student-athlete of the reduction, nonrenewal, or cancellation of athletics aid. The student-athlete must contact the Vice President/Dean of Students or his/her designee in writing within ten (10) business days of the date of the written reduction, cancellation or nonrenewal notice to officially state the student-athlete's intention to appeal the decision. All appeals must be made in writing, providing additional documentation for consideration.
2. The student-athlete must submit the written request to the Chair of the Athletic Financial Aid Appeals Committee. Requests for appeals hearings will not be accepted from student-athletes' parents, legal guardians, or attorneys.
3. The written request for an appeals hearing must include the student-athlete's:
 - a. Name, GCU ID number, academic classification, and sport
 - b. Scholarship type (partial or full) and amount of athletics aid
 - c. Reasoning and grounds for appeal
 - d. Copies of any relevant documentation
4. Failure to request a hearing within ten (10) business days of the date of the written reduction, cancellation or nonrenewal notice is considered an acceptance by the student-athlete of the reduction, cancellation or nonrenewal of athletics aid.
 - a. The Chair of the Athletic Financial Aid Appeal Committee may provide an appeal hearing for individuals that fail to request a hearing prior to the

- deadline, where the Chair concludes that documented, extenuating circumstances prevented the student-athlete from requesting the hearing within the acceptable timeframe.
5. The Vice President/Dean of Students or his/her designee will notify the Department of Athletics of the Financial Aid Appeal Hearing. The Department of Athletics have five (5) business days to submit their own relevant documents. For an additional athletic staff member(s) to attend the hearing, the request must be submitted with all relevant documentation.

Step 2: The Athletics Financial Aid Appeal Committee

The student-athlete may appeal the athletic department's decision to the Vice President/Dean of Students. Athletic Financial Aid Appeal Committee will be conducted as follows.

1. **Composition of the Financial Aid Appeal Committee:** The committee will be chaired by the Vice President/Dean of Students and will also consist of the Faculty Athletic Representative, Senior Vice President for Academic Compliance and Regulations, and two Deans appointed by the committee chair.
2. **Information Considered:** Written and verbal information will be considered.
3. **Student-Athlete and Head Coach Involvement at Appeal:** The student-athlete and head coach may present their perspectives on the issue either in person, via teleconference, or through written documentation. The Financial Aid Appeal Committee may ask questions to the student-athlete and head coach.
4. **Timeframe for Appeal:** The Financial Aid Appeal Hearing must be scheduled within 15 business days of the date of student-athlete's request. Chair shall arrange the time and location of the appeals hearing and provide such information to the committee members, the student-athlete and the Department of Athletics as soon as it becomes available. Athletics aid must be provided until the hearing is held.
 - a. Any changes to the time and date of the hearing must be requested no less than two (2) business days prior to the appointed date and time.
5. **Attendance:** The Appeal hearing must be attended by the student-athlete, the student-athlete coaching staff, the Athletic Director (or designee), athletic personnel, and a representative of the Office of Athletics Compliance.
 - a. If the student-athlete is unable to attend the hearing in-person, the student-athlete will be offered the option to attend the hearing via conference call or use the official written statement submitted. If the student-athlete do not appear for his/her hearing (or provide a written statement), the appeal will be

denied.

6. **Involvement of Others:** Students are not entitled to representation by any third party, personal representative, or attorney in the Financial Aid Appeal Hearing.
7. **Standard of Review:** The Appeals Committee will determine if the Department of Athletics followed NCAA and WAC rules when reducing, non-renewing, or cancelling the student-athlete's athletic aid and if the decision to cancel the aid was reasonable. A decision is reasonable if it is based on relevant and accurate facts and supported by a rational explanation.

Step 3: The Financial Aid Appeal Committee Hearing Process

1. The appeals hearing shall begin with the Chair explaining the appeals process, including the organization of the hearing, participant presentations, rebuttal (if necessary) and the notification timelines for all parties. The Chair may discontinue the appeals hearing upon determining that all relevant information has been presented.
2. **Student-Athlete and Head Coach Involvement at Appeal:**
 - a. The student-athlete requesting the appeals hearing shall present information regarding the reasons he or she believes that the reduction, cancellation, or nonrenewal of athletics aid is inappropriate.
 - b. Subsequently, the Department of Athletics representative(s) shall present information regarding the reasons the student-athlete's athletic aid was reduced, canceled, or non-renewed.
3. **Financial Aid Appeals Committee Involvement at Appeal:** The committee shall ask questions to appeal hearing attendees as necessary.
4. **Review of Relevant Information:** Upon hearing and reviewing all relevant information, the Chair shall excuse the student-athlete, the coaching staff member(s), the Department of Athletics representative(s), and any other non-committee members in order to the merits of the student-athletes appeal.

Notification of Decision: The student-athlete and the Department of Athletics will be notified of the Athletic Financial Aid Appeal Committee decision by the Vice President/Dean of Students or his/her designee within two (2) business days of the hearing. Notification will be sent by email. The decision of the Financial Aid Appeals Committee is **FINAL**.

NLI Request Policy and Procedures

Forms used for Documentation:

1. NLI & FAA Request Form
2. Transcript Evaluation
3. Transcript and Test Scores
4. Financial Aid Agreement
5. National Letter of Intent
6. Initial Eligibility Evaluation or Preliminary Transfer Assessment Form
7. Statement of Good Disciplinary Standing

Individuals and/or Departments Involved:

1. Athletics Compliance Office
2. Coaching Staff
3. Designated Sport Administrator
4. Prospective Student-Athlete
5. Director of Athletics (or Designee)
6. Sports Information Department
7. Student-Athlete Development
8. Conference Office

Policy

1. The prospective student-athlete and parent or legal guardian must sign the National Letter of Intent (NLI) within seven (7) days from the date it was issued or the NLI is invalid. In the event of invalidation, another NLI may be issued within the appropriate signing period.
2. The NLI must be filed with the affiliated athletic conference office within fourteen (14) days from the date of final signature or it is invalid. In the event of invalidation, another NLI may be issued.
3. If the prospect does not attend Grand Canyon University for one (1) full academic year after signing the NLI and enrolls at another institution which uses the NLI program, then the prospect is ineligible for competition until he or she has completed two (2) full academic years of residence at the other institution. Further, the student-athlete will lose two (2) seasons of eligibility in all sports.
4. Grand Canyon University retains the right to release any prospective student-athlete from his or her obligation via the NLI Release Request Form. GCU may select "Complete Release" or "No Release," or, alternatively, choose to remove the NLI recruiting ban without granting a complete release.
5. The NLI program is applicable only to prospective student-athletes entering a four-year institution for the first time as full-time students. A 4-2-4 transfer graduating from junior college may sign an NLI provided he or she has not previously done so.

Procedure

1. Coaching staff member must complete in full the fillable NLI & FAA Request Form and email the signed form directly to the Office of Athletics Compliance (Financial Aid).
2. Coaching staff members must submit an NLI & FAA Request Form to the Office of Athletics Compliance five (5) business days prior to the date of initial signing. Coaching staff members must ensure that all information on the NLI & FAA Request Form is filled out in full and correct. If a form is received that has not been filled out correctly or in full, it will be returned to the Coach to complete.
3. The Office of Athletics Compliance:
 - a. Sends the Financial Aid Agreement request to the Scholarship Office to create the

Financial Aid Agreement

- b. Compliance creates the NLI and Return Instructions Sheet and collects the completed Financial Aid Agreement from the Scholarship Office
 - c. Once the Financial Aid Agreement has been completed by the Scholarship Office, compliance will email the Head Coach (or Designee) to approve the FAA Agreement via email.
 - d. Once Approved via email by the Head Coach (Or Designee), Compliance will then obtain the signature of the Vice President of Athletics (or Designee) on the NLI
 - e. Compliance compiles the NLI packet and emails all documents to the prospective student-athlete via email, unless instructed otherwise. The Statement of Good Disciplinary Standing is included in the NLI packet.
4. The prospective student-athlete and parent or legal guardian signs the NLI. The NLI is not valid until received and reviewed by the Office of Athletics Compliance.
 5. The prospective student-athlete scans (or faxes) and emails the signed NLI and Financial Aid Agreement to the Office of Athletics Compliance. If the contracts are sent to the respective sport office, they must be forwarded to the Office of Athletics Compliance immediately.
 6. The Office of Athletics Compliance informs the designated coaching staff, Sports Information Office, Sport Administrator and the designated Academic Coordinator via email once the NLI and Financial Aid Agreement are validated. A press release will not be approved until the Office of Athletics Compliance determines that the NLI and Financial Aid Agreement are valid, and the Statement of Good Disciplinary Standing is completed and returned.
 7. The Office of Athletics Compliance scans the validated NLI's to the affiliated athletic Conference Office and the Financial Funding Analyst.

Financial Aid Agreement Request Procedures

Form Used for Documentation:

1. NLI & FAA Request Form
2. Transcript Evaluation
3. Transcript and Test Scores
4. Financial Aid Agreement
5. Preliminary Transfer Assessment Form
6. Statement of Good Disciplinary Standing

Individual and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective Student-Athlete
4. Office of Financial Aid
5. Director of Athletics (or Designee)
6. Sports Information Department
7. Student-Athlete Development

Procedure

1. Coaching staff members must complete in full the fillable NLI & FAA Request Form and email the signed form directly to the Office of Athletics Compliance (Financial Aid).
2. Coaching staff members must submit an NLI & FAA Request to the Office of Athletics Compliance five (5) business days prior to the date of initial signing. Coaching staff members must ensure that all information on the NLI & FAA Request Form is filled out in full and correct. If a form is received, that has not been filled out correctly or in full, it will be returned to the Coach to complete.
3. The Office of Athletics Compliance:
 - a. Receives signed FAA Request Form from Head Coach (or Designee) via email
 - b. Sends the Financial Aid Agreement Request to the Financial Funding Analyst to create the Financial Aid Agreement
 - c. Once the Financial Aid Agreement has been completed by the Financial Funding Analyst, compliance will email the Head Coach (or Designee) to approve the FAA Agreement via email.
 - d. Once Approved by the Head Coach (Or Designee), Compliance will then obtain the signature of the Vice President of Athletics (or Designee)
 - e. Compliance compiles the FAA packet and emails all documents to the prospective student-athlete. All Financial Aid Agreements will be electronically sent via email, unless instructed otherwise. The Statement of Good Disciplinary Standing is included in the FAA packet.
2. The prospective student-athlete signs the FAA. The Financial Aid Agreement is not valid until received and reviewed by the Office of Athletics Compliance.
3. The prospective student-athlete scans (or faxes) and emails the completed FAA to the Office of Athletics Compliance. If the contract is sent to the respective sport program's office, it must be forwarded to the Office of Athletics Compliance immediately.
4. The Office of Athletics Compliance will inform the designated coaching staff and Sports Information Department, Sport Administrator, and the designated Academic Coordinator contact via email once the FAA is validated. No press release will be approved until the Office of Athletics Compliance determines that the FAA is valid and the Statement of Good Disciplinary Standing is completed and returned.

Outside Scholarship Procedures

Forms used for Documentation:

1. Outside Scholarship Approval

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Prospective/Current Student-Athlete
4. Student Service Counselor
5. Awarding Agency

Procedure

1. The Office of Athletics Compliance makes available the Outside Scholarship Approval Form to all incoming and current student-athletes, including those that are not on athletics aid.
2. The incoming or current student-athlete submits the Outside Scholarship Approval Form to the awarding scholarship main contact to complete.
3. Once completed, the Outside Scholarship Form is submitted to the Office of Athletics Compliance for review.
4. Failure to complete and submit the Outside Scholarship Approval Form results in the denial of the non-institutional financial aid.
5. The Office of Athletics Compliance reviews the Outside Scholarship Approval Form for the awarded student-athlete prior to disbursement of aid.
6. The student-athlete is notified if the non-institutional financial aid is denied.
7. If the non-institutional financial aid is approved, the Office of Athletics Compliance enters the amount of the aid into Front Rush and the sport specific scholarship spreadsheet.
8. Each month the Office of Athletics Compliance will audit accounts via the scholarship portal.

Summer Financial Aid Policy and Procedures

3.

Forms used for Documentation:

1. Summer School Athletic Financial Aid Application
2. Summer School Budget Sheet

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach
3. Student-Athletes
4. Scholarship Office
5. Summer School Committee
6. Office of Student-Athlete Development

Policy

1. Athletic scholarships for the academic year do not include financial aid for Summer School.
2. Financial aid for student-athletes taking summer courses is limited and not guaranteed.
3. Student-athletes assume personal responsibility for all late registration fees, fines, dorm damage, improper checkouts and other GCU charges related to Summer Session attendance.
4. All student-athletes attending Summer School are required to abide by Grand Canyon University, Athletic Department, and team Code of Conduct.
5. To be considered for such funding, a student-athlete must have been on a team roster during the preceding academic year including through end of the Spring Semester and have not completed his or her eligibility during the previous school year and/or needs the hours for graduation.
6. The student-athlete must have received athletics financial aid to be considered for Summer School funding or has been awarded athletics financial aid for the following academic year.
7. Student-athletes may receive Summer School funding for up to eight (8) credits or two classes unless additional credit hours are needed for eligibility or graduation.
8. Student-athletes enrolled in online courses are limited to receiving funding for tuition and fees **ONLY** unless it is demonstrated that the student-athlete is residing in the locale of Grand Canyon University during the summer months (other than their permanent residence).
9. Student-athletes commuting from their permanent residence are limited to receiving funding for tuition **ONLY**.
10. Changes to housing or scheduling may require adjustments to the athletic scholarship.
11. Student-athletes who are enrolled in graduate school following exhausting their eligibility are **NOT** eligible for Summer School funding.
 - a. Exception: Graduate transfers completing their graduate school post-eligibility will be at the discretion of the Athletic Administration.
12. Funding will be proportionate to the athletic financial aid that was received during the academic year.
 - a. For those student-athletes who receive a full athletic grant in aid during the preceding academic year, funding will be limited to actual summer charges as defined by Grand Canyon University (e.g. books, room, board, fees, and tuition).
13. Funding Priorities:
 - a. Student-athletes who fall short of NCAA eligibility require the following (a) credit accumulation, (b) degree major, and (c) GPA.
 - b. Student-athletes who are not meeting graduation requirements.

- c. Student-athletes participating in Men's and Women's Basketball, Men's Soccer, Women's Soccer, and Women's Volleyball.
 - d. Student-athletes who request special consideration to attend Summer School.
14. The following factors will be taken into consideration for final decisions in funding:
- a. A history of poor academic performance for the preceding Fall and Spring semesters by failure of one or more courses, excessive unexcused class absenteeism, failure to do required course assignments, failure to seek and utilize tutorial assistance and unauthorized course withdrawals.
 - b. Unresolved incompletes for preceding fall or spring semesters.
 - c. Course withdrawals without authorization of failure of a summer course(s) due to unexcused absenteeism and/or failure to complete the required assignments may cause loss of continued funding for sessions in the same or subsequent summers.
15. The determination of final funding approval would be the result of consultation with The Summer School Committee. Whether or not an individual is approved for funding will be communicated to the Head Coach of the sport and the student-athletes via the Office of Student-Athlete Development.
- a. The Summer School Committee: Vice President of Athletics, Deputy Director of Athletics, Senior Associate Athletic Director of Student Services, Associate Athletic Director of Finance, Director of Student-Athlete Development, and Director of Compliance.
16. Entry into the Transfer Portal or a decision to withdraw from the university for the upcoming academic year may result in an immediate cancellation of summer athletic aid.

Procedure

1. Student-athletes must complete a Summer School Athletic Financial Aid Application with their assigned sport Academic Coordinator.
 - a. The application must include all enrollment information.
2. The Academic Coordinator will provide the reason for the request on the Summer School Athletic Financial Aid Application.
3. Completed request forms are forwarded to the Office of Athletics Compliance to determine athletic aid eligibility.
4. The Office of Athletics Compliance will compile a spreadsheet outlining total summer charges, the equivalency the student-athlete was receiving the previous academic year and the maximum equivalent amount the student-athlete would be otherwise entitled to.
5. The Summer School Committee will review the aggregate summer athletic aid request budget sheet and either approve, make adjustments or deny the request.
6. The Office of Student-Athlete Development notifies the student-athletes if their request has been approved or denied.
7. The Office of Athletics Compliance notifies the coaching staff if the requests of their student-athletes have been approved or denied.
8. The Office of Athletics Compliance will submit the scholarship amounts to be posted on each student-athletes ledger via the Scholarships Portal.

E-book/Textbook Procedures

Forms used for Documentation:

1. Course Syllabus

Individuals and/or Departments Involved:

1. Athletics Compliance Office
2. Student-Athlete Development
3. Student-Athlete

Procedure

1. All GCU students receive e-books.
2. Student-athletes who receive books scholarship will receive e-books or if recommended, the Office of Student-Athlete Development will order the book.
3. Prior to the start of each academic term, the Office of Athletics Compliance provides the Office of Student-Athlete Development with a list of those on athletic books scholarship.
4. The Office of Student-Athlete Development will verify the order with the course syllabus.
5. Student-athletes are entitled to retaining the textbook as part of their books scholarship.
6. If the student-athlete changes his or her course schedule, the student-athlete must return all issued books for the dropped course prior to receiving books for the newly added course.

Degree Completion Procedures

Forms used for Documentation:

1. SA Post Eligibility Scholarship Request Form

Individuals and/or Departments Involved:

1. Vice President of Athletics
2. Sport Administrator
3. Head Coach
4. Office of Athletics Compliance
5. Office of Student-Athlete Development
6. Student Services Counselor

Former student-athletes who received athletics aid from Grand Canyon University during their final academic year/term of enrollment and who separated, for bona fide reasons, from Grand Canyon University prior to completing the necessary requirements for an undergraduate degree may, after submitting a written request and meeting the general admissions criteria of the university, be afforded the privilege of reenrolling at GCU and completing their baccalaureate degree with financial assistance from the Athletics Department.

In all sports, former student-athletes, who are eligible to return to GCU, will be provided with financial aid to complete his or her first baccalaureate degree, pursuant to the requirements of applicable NCAA Bylaws.

Written requests will be reviewed based on the following factors, in no particular order:

1. reasons for departure;
2. academic standing prior to departure;
3. credit-hours remaining until graduation;
4. prior misconduct issues; and
5. funding availability.

Returning student-athletes must resolve any outstanding balances or holds on their student account from the time of their initial departure from Grand Canyon University.

Student-athletes must complete 30% of their degree to be eligible to receive Post Eligibility Postgraduate Degree Completion benefits.

Procedure

- Either the Student Services Counselor or the Office of Student-Athlete Development will notify the Office of Athletics Compliance regarding the request.
- The student-athlete will complete and submit SA Post Eligibility Scholarship Request Form to the Office of Student-Athlete Development.
- The Office of Student-Athlete Development will verify the reason and credits remaining.
- The Student Services Counselor will provide tuition information and submit to the Office of Athletics Compliance for review and approval.
- Review and approval will be in coordination with the Athletics Administration.

Student-Athlete Assistance Fund Procedures

Forms used for Documentation:

1. Receipts
2. W9 and Contact Information
3. Special Assistance Fund Application

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or Designee)
3. Office of Business Operations
4. Office of Financial Aid
5. Student-Athlete
6. University Accounting Office
7. University Travel Department

Policy:

NCAA Bylaw 15.01.6 – Maximum Institutional Financial Aid to Individual

An institution shall not award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at that institution.

NCAA Bylaw 15.01.6.1 – Special Assistance Fund

The receipt of monies from the NCAA Special Assistance Fund for student-athletes is not included in determining the permissible amount of financial aid that a member institution may award to a student-athlete.

NCAA Bylaw 15.01.6.2 – Student-Athlete Opportunity Fund

The receipt of money from the NCAA Student-Athlete Opportunity Fund for student-athletes is not included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. Member institutions and conferences shall not use money received from the fund to finance salaries, grants-in-aid (other than summer school) for student-athletes with remaining eligibility, capital improvements, stipends and outside athletics development opportunities for student-athletes (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses).

16.11.1.8 - Student Assistance Fund

A student-athlete may receive money from the NCAA Student Assistance Fund. Member institutions and conferences shall not use money received from the fund to finance salaries and benefits; tuition and fees, living expenses, and required course-related books during a regular term (other than summer school) for student-athletes with remaining eligibility; capital improvements; stipends; competition-related travel expenses for student-athletes who are ineligible for competition (e.g. nonqualifier, transfer student-athlete); and outside athletics development opportunities (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses) for current student-athletes with remaining eligibility.

Eligibility Requirements. To benefit from the Special Assistance Fund, a student-athlete must be:

- Eligible for the Federal Pell Grant Program; or
- In a situation of unusual hardship.

Unusual Hardship. A student-athlete's unusual hardship is determined on a case-to-case basis. The determination shall be made by a committee consisting of:

- Office of Athletics Compliance
- Sport Administrator
- Department head for the Office of Business Operations

Travel Expenses. Travel expenses may be provided on an emergency basis where an individual in the student- athlete's immediate family passed away or is terminally ill.

- Travel expenses must be reviewed in concert with the Office of Financial Aid to confirm whether the expense will impact cost of attendance.

Essential Expenses. Other eligible expenses include clothing, shoes, and other essential expenses (not including entertainment or food) may be provided for reimbursement (amounts may vary from semester to semester and upon funds being available). Required course supplies, not including books, may also be provided.

- Essential expenses must be reviewed in concert with the Office of Financial Aid to confirm whether the expense will impact cost of attendance.

Medical Expenses. Medical expenses not covered by an insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy, off-campus counseling) may be provided.

Procedure:

1. Student-athletes submit a request to the Office of Athletics Compliance in concert with their Head Coach in writing (e.g. email).
2. The Office of Athletics Compliance will review and confirm if the expense is permitted.
 - a. The Office of Athletics Compliance will verify with the Office of Financial Aid that the expense does not conflict with cost of attendance.
3. Depending on the type of expense. Grand Canyon University may pay the expense directly or require the student-athlete to submit a W9 Form along with receipts to the Office of Athletics Compliance and Office of Business Operations.
4. The Office of Business Operations processes the Payment Request Form and the Special Assistance Fund Application Form.

Housing

Housing

Returning student-athletes need to complete the three-step housing application process.

Step 1: Pay \$200 deposit

- We will request this fee be waived for any returning student-athlete on full scholarship or have a combination of athletic and academic scholarships equal to a full scholarship.

Step 2:

Step 3:

Athletics Financial Aid Renewal Terms for the Head Coach Exception

Per NCAA Bylaw 15.5.1.8, a new head coach has the option to utilize the head coach exception. Specifically, by utilizing the exception, a student-athlete who receives athletically related institutional financial aid in subsequent academic years after the departure of a head coach from the institution is not a counter in a year in which he or she does not participate in intercollegiate athletics provided the following provisions are met:

1. The student-athlete participated in the applicable sport and received athletically related institutional financial aid during the coach's tenure at the institution; and
2. The student-athlete does not participate in the applicable sport beyond the next regular academic year (including completion of the championship season in spring sports) after the departure of the head coach.

The student-athlete shall be held to the standards outlined in the policy below when on athletic aid utilizing the head coach exception legislation.

Policy:

1. The student-athlete is required to maintain good academic standing at GCU.
 - a. Those requirements for maintaining good academic standing include having 2.0+ cumulative GPA and being enrolled full-time at GCU.
 - b. For a masters (or nontraditional) students, GCU requires maintaining a 3.0+ cumulative GPA.
2. If the student-athlete enters the Transfer Portal, the aid can be non-renewed at the discretion of the athletics department.
3. The student-athlete will be required to meet the applicable progress-towards-degree percentage requirements to remain academically eligible for competition per Bylaw 14.4.3.2.
 - a. Bylaw 14.4.3.2 states the following:
 - i. Students entering their third year of collegiate enrollment need to have completed at least 40% of the course requirements in the degree program.
 - ii. Students entering their fourth year of collegiate enrollment need to have completed at least 60% of the course requirements in the degree program.
 - iii. Students entering their fifth year of collegiate enrollment need to have completed at least 80% of the course requirements in the degree program.
 - b. Additionally, the student is required to complete 6 credit hours per semester and 18 credit hours per academic year.
4. The student-athlete will have access to the following resources to assist them throughout their time at Grand Canyon University.
 - a. Student-Athlete Development (e.g., academic advising; tutors; study hall)
 - b. Sports Medicine Services (e.g., athletic trainers; team physicians; training room)
 - c. General Medical Services (e.g., mental health counselor; psychiatrist)
 - i. **ONLY** for injuries sustained while representing Grand Canyon University or for preexisting conditions documented by Grand Canyon University Sports Medicine.
 - d. Health Insurance provided by Grand Canyon University

- i. **ONLY** for injuries sustained while representing Grand Canyon University or for preexisting conditions documented by Grand Canyon University Sports Medicine.
5. The student-athlete may not participate in any activities with their sport, including but not limited to team meetings, practices, and competition.
6. The student-athlete is not permitted to participate in club sports at GCU.

Bylaw 16

Student-Athlete Participation Awards and Declaration Reporting Procedures

Forms used for Documentation:

1. Team Awards Pre-Approval Form(Front Rush)
2. Team Awards Post-Approval From(Front Rush)

Individuals and/or Departments Involved:

1. L.O.P.E.S. for Life Coordinator
2. Office of Athletics Compliance
3. Head Coach (or Designee)
4. Office of Business Operations
5. Sport Administrator

Policy:

1. Coaches must declare annually the participation/letter awards and other awards and gifts provided to student-athletes and managers as a result of their participation in athletics.
2. As outlined in Bylaw 16, all participation awards issued to student-athletes and managers must conform to NCAA guidelines.
3. The Office of Athletics Compliance monitors such awards for purposes of ensuring compliance with the NCAA limits on the number and value of awards. The L.O.P.E.S for Life Coordinator coordinate and facilitate the participation awards with the coaching staff.
4. Annual letter awards are standard across all sports. There are standard values for annual letter awards.
5. Senior Participation Award: NCAA has an established limit of \$425; however, the following limits are applicable to GCU Athletics:
 - o Athletic Department Gift: **\$150**
 - o Team: Max amount sports may spend on senior gifts (must be budgeted): **\$275**

Procedures

1. The Head Coach (or designee) must complete the **Team Awards Pre-Approval Form** in Front Rush.
 - a. The form must be reviewed and approved by the Office of Athletics Compliance, the Office of Business Operations and the L.O.P.E.S for Life Coordinator.
2. Team Awards Pre-Approval form, must list all student-athletes and/or managers receiving an award.
 - a. The invoice from the vendor must also be attached to the **Team Awards Pre-Approval Form**.
3. L.O.P.E.S for Life Coordinator will notify the Head Coach (or designee), the Sport Administrator, Office of Business Operations and Office of Athletics Compliance of the final Team Award Approval.
4. The Head Coach (or designee) will work with the L.O.P.E.S for Life Coordinator to coordinate the ordering for annual participation awards.
5. At the conclusion of the team's season (fall, winter, spring), the Head Coach (of designee)

must submit the ***Team Award Post-Approval Form*** via Front Rush to reconcile the team's participation award.

- a. The receipt(s) must be uploaded to Front Rush for the L.O.P.E.S for Life Coordinator to review.
6. The L.O.P.E.S for Life Coordinator will update all team participation awards with to the appropriate student-athletes profile, including the value of the awards.
- a. Once updated, the Office of Athletics Compliance will review and approve the final Front Rush update.

Student-Athlete Complimentary Admission Procedures

Forms used for Documentation:

1. Front Rush Complimentary Guest List

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. GCU Ticket Office
3. Student-Athlete

Student-Athlete Complimentary Admission Policy & Procedures

Policy:

1. NCAA rules allow no more than four (4) complimentary per student-athlete for home and away competition.
2. NCAA rules allow no more than six (6) complimentary admission per student-athlete for conference and NCAA postseason events.
3. NCAA rules preclude student-athletes from selling or bartering complimentary admission.

Procedure:

1. Prior to the start of the respective season, the Office of Athletics Compliance meets with those sports who require paid admission to review the NCAA guidelines for complimentary admission.
2. The Compliance Coordinator prepares the Front Rush Playing Season for the sport. All competitions home and away are inputted.
3. Each student-athlete in the particular sport will input their designated guests for the upcoming season directly into the Front Rush portal. (Note: it is required that all student-athletes input the contact information, relation, and any required questions when submitting their guests. Guests will not be approved until the contact information is entered and the guest has been reviewed by the Office of Athletic Compliance.)
4. The Compliance Coordinator verifies and approves those guests submitted by the student-athlete.
 - a. The following individuals may **NOT** be listed:
 - i. Supporters/Boosters with whom the student-athlete has no relation to.
 - ii. Prospective student-athletes with whom the student-athlete has no relation to.
 - iii. Athletic Agents or those employed by such individuals.
 - iv. High School, Junior College, Non-scholastic, Prep School or any other individual associated with a prospective student-athlete with whom the student-athlete has no relation to.
5. Once approval is provided by the Office of Athletics Compliance, the student-athlete may designate them as a guest for home or away contest.
 - a. Throughout the academic year, student-athletes may submit requests to add guests. All guest submissions require verification and approval from the Office of Athletics

Compliance.

6. For home games, the Ticket Office will export the guests for complimentary admission via the Front Rush portal.
 - a. All guests must present proper identification to the Ticket Office.
 - b. Only one guest may be listed.

Student-Athlete Front Rush Training

The following information is provided to those student-athletes during Front Rush training.

Log into Front Rush and build your guest list. The Office of Athletics Compliance must approve your guest list before you can add guest complimentary tickets for each game. Please review the *Student-Athlete Instructions for Requesting Complimentary Tickets* document to assist you in the process. Below are quick pointers.

Quick Tips

- Website: <https://frontrush.com/Roster/login/login.aspx>
- Username= email address

Add to your guest list:

- Menu Options → Update Complimentary Guest List
 - Add all potential guests to your list.
 - For potential guests that are not a family member, you are required to provide us additional information regarding your relationship.
- Once your guest list is approved from Compliance, you will receive an email notification that your guests were approved.
- Once your guest list is approved, you must log back into Front Rush and request your complimentary tickets for each game.

THIS DOES NOT MEAN YOUR GUESTS ARE SIGNED-UP FOR A GAME!!

- **Approved guests must have tickets submitted in Frontrush for each home game during the academic year.**

Request Complimentary Tickets:

- Menu Options → Request Complimentary Tickets
 - Click on game → use drop-down menu of approved guest or transfer the ticket to a teammate

Deadlines:

Weekday Games: 12PM the Day of the Game

Weekend Games: Noon on Friday

Changes can be made as many times as needed, before the deadline

Occasional Meals - Student Athletes Procedures

Forms used for Documentation:

1. Front Rush Occasional Meal Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or Designee)
3. Office of Business Operations

Policy:

1. On an infrequent basis, representatives of athletics interests (e.g. boosters) may arrange for a meal to be provided to current student-athletes.
2. Such meals are not intended to supplement meals that are otherwise included in the athletic scholarship.
3. Occasional meals provided by a Grand Canyon University employee may occur at any location within the locale of Grand Canyon University Campus (e.g. 30-mile radius).
4. Occasional meals provided by a representative of athletics interest may occur on-campus or at an athletics facility used by Grand Canyon University or at the individual's home. Such meal may be catered.
5. Reasonable transportation may be provided to student-athletes in order to attend the occasional meal.
6. All occasional meal requests are to be submitted through Front Rush

Procedure:

1. A coach or other staff member of the student-athlete's sport must complete the Occasional Meal Approval Form and submit it to the Office of Athletics Compliance for approval prior to the meal.
2. The coach or staff member must provide all information requested on the Occasional Meal Approval Form.
3. The Office of Athletics Compliance will review all Occasional Meal Approval Forms to ensure they comply with NCAA legislation and institutional policy.
 - a. Should any portion of the meal not comply with NCAA rules or institutional policy, the request to provide an occasional meal shall be denied.
 - b. If all portions of the meal comply with NCAA legislation, the meal shall be approved by the Office of Athletics Compliance.
4. The fully completed form (with the approval or denial from the Office of Athletics Compliance) shall be filed in Front Rush.

Expenses Related To Practice and Competition Policy and Procedures

Forms used for Documentation:

1. Team Travel Itinerary and Per Diem Request Form
2. Athletics Travel Cash Expense Form

Individuals and/or Departments Involved:

1. Office of Athletics Compliance
2. Head Coach (or Designee)
3. Office of Business Operations
4. Student-Athlete Development
5. Sport Administrator

Policy:

1. Only those student-athletes who are eligible for practice and/or competition may receive expenses related to their participation in intercollegiate athletics.
2. Prior to departing campus, all sports must submit the Team Travel Itinerary and Per Diem form to the Office of Athletics Compliance that includes the traveling party.
3. Prior to departing from campus, all sports are required to identify the meal expense option.
 - a. All meals provided by coaching staff; or
 - b. Per Diem provided in lieu of specific meals.
4. Per Diem provided to student-athletes must conform to Grand Canyon University's Procurement Policies.
 - a. Breakfast - \$10
 - b. Lunch - \$10
 - c. Dinner - \$15
5. Per Diem may not supplement meals that are covered through the athletic scholarship.
6. During vacation periods, expenses provided must conform to NCAA Bylaws and Grand Canyon University's Procurement Policies.
 - a. International student-athletes needing housing during vacation periods must apply through the Housing Office.

Procedure:

Away-from-Home Competitions Expenses:

1. The sport will submit a Team Travel Per Diem Request Form request form to the Office of Business Operations.
 - a. The form must be completely filled out:
 - i. Purpose for trip (Example: Men's Basketball Soccer Trip in Las Cruces, NM)
 - ii. Requestors Information (Name, Team, Last 4 of SSN, Department, Manager and Phone)
 - iii. Meals section of the form must be completed
 - iv. Expense account (Ex. 30-732XX-6317-XXXXX)
 - v. Check Due Date - A request for a per diem must be submitted no later than 5 business days from the due date.
 - vi. Requestors signature required (Coach, Asst. Coach)

- vii. Dept. Head signature required (Sports Administrator's Signature – Amounts of \$1000.00 require Micah Meyer, or Jamie Boggs)
 - b. A travel roster is required. The total number of people listed on the travel roster must match what is being requested on the per diem. (Ex: 20 people listed on the athletic travel per diem, then 20 people must be listed on the team travel roster.
 - c. The completed and signed form must be sent to accounting at ExpenseReports@gcu.edu with a copy of the team travel roster.
 - d. A check will be issued to the requestor on or before the date listed on the athletic travel per diem form. Checks are cut on Fridays. If you travel Monday through Thursday, the per diem check will be cut on the Friday before you travel.
 - e. Checks will be picked up on 27th Avenue from Accounting.
 - f. All individuals receiving per diem must sign the Team Itinerary Cash Accounting Form.
 - g. The Team Itinerary Cash Accounting form must be returned to accounting within 48 hours after the trip.
 - h. Any unused per diem, must be returned to Accounting within 48 hours after the trip.
2. The sport will provide a copy of the travel itinerary prior to departure to the Office of Athletics Compliance, Sport Administrator, Office of Business Operations, and Academic Coordinator.
3. The Office of Athletics Compliance will verify those traveling to the competition are otherwise eligible and meals provided.

Vacation Period Expenses:

1. The sport will complete a proposed meal/per diem schedule.
2. The sport will submit the proposed meal/per diem schedule to the Office of Athletics Compliance for approval.
 - a. The Office of Athletics Compliance will make any necessary adjustments or provide recommendations.
3. Once approved the sport will submit a completed Team Travel Per Diem Request Form to the Office of Business Operations.

Bylaw 17

GCU Student-Athlete Time Demands Scheduling Recommendation

Grand Canyon University Athletics is committed to providing a first in class student-athlete experience both athletically and academically. It is the goal of the Athletic Department to provide opportunities that support the welfare of our student-athletes in the areas of Academics, Rest and Recovery, Nutrition, and Athletic Performance Success. 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 GCU's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

In supporting student-athlete time demands, the athletic administration recommends the following guidelines be considered when formulating the athletic calendar by each sport Head Coach, in addition to the required NCAA playing and practice regulations:

- No countable athletic activities may occur between the hours of 9:00 PM MT and 6:00 AM MT.
 - Exceptions:
 - Practices in conjunction with competitions
 - Competitions
 - Promotional Practices
 - Team Travel
 - Practices - Weather Safety
 - Other - Special Approval from the Vice President of Athletics (or Designee)
- At the conclusion of the sport's 20-hour period playing season (the segment that concludes with the NCAA Championship), one (1) week off from all required countable athletically related activities will be provided.
 - Exceptions:
 - Preparation for National Governing Body Competitions
 - Preparation for International Competitions
- For those sports in-season (20-hour period), one (1) day off from all countable athletically related activities will be provided during vacation periods/preseason training when classes are not in session.
- When return travel to campus occurs after midnight during the playing season (20-hour period), sport programs will provide a day off from all countable athletically related activities. The day off shall not be in addition to the one (1) day required by NCAA regulations.

- It is recommended that each sport program develop and provide a comprehensive sport calendar to student-athletes in advance of the start of the month, semester, or academic year. Such calendar will include all required activities both athletic and nonathletic that student-athletes will be obligated to attend as well as those activities that are considered voluntary. The plan should be reviewed by the Sports Administrator.

Playing Season Policy and Procedures

Forms Used for Documentation:

1. Competition Schedule Form
2. Season Declaration Form (Front Rush)

Individuals and/or Departments Involved

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Student-Athlete Development
4. Vice President of Athletics (or Designee)
5. Sport Administrator
6. Faculty Athletic Representative

Policy:

1. In sports other than basketball, each member team may divide the playing season into no more than two distinct segments.
2. Each team must determine the playing season prior to the beginning of the playing season for each sport. Changes to the declaration the playing season are permissible and shall be filed in writing in the office of the director of athletics.

Procedure:

1. The Head Coach (or Designee) must complete and sign the Competition Schedule Form and the Season Declaration Form. Prior to submitting the forms to the Office of Athletics Compliance the following signatures are required:
 - a. Competition Schedule Form:
 - I. Designated Student-Athlete Development Staff Member
 - II. Sport Administrator
 - III. Men's Basketball Only: Faculty Athletics Representative
 - b. Season Declaration Form
 - I. Sport Administrator
2. The Season Declaration Form must include:
 - a. Dates for the team's 20 hour per week segments;
 - b. The team's defined week for purposes of calculating the 20 hours (e.g., Sunday through Saturday, Tuesday through Monday, etc.); and
 - c. The team's first competition with an outside team for the year.
3. The completed Competition Schedule and the Season Declaration Form must be submitted by the deadline prescribed by the Office of Athletics Compliance—which will be set in such a way that the Office of Athletics Compliance will have the appropriate time to review and work out any potential issues prior to the team's first practice of the year.
4. Upon receipt of the Season Declaration Form from each sport, the Office of Athletics Compliance shall review each form to ensure:
 - a. All information requested has been provided;
 - b. The dates for the coach's 20-hour per week season do not exceed the number of days permitted in that sport;
 - c. The team is scheduled to compete against an outside team only on or after the first permissible date for such competition; and

- d. The team meets the minimum and maximum contest/dates of competition limitations.
5. After review of the form, if everything is complete and compliant, the Office of Athletics Compliance shall sign and date the form to indicate his/her review and approval of the form.
6. If any information is incomplete or must be amended to make it compliant, the Office of Athletics Compliance will ensure that all information is appropriately reflected on the Competition Schedule Form and Season Declaration Form prior to signing and dating the form.
7. Once the Competition Schedule Form and the Season Declaration Form are approved, information regarding the team's playing season shall then be updated into Front Rush and will include the following, if applicable:
 - a. Maximum number team contest/dates of competition
 - b. Maximum number individual contest/dates of competition
 - c. Minimum participants required to trigger a team date of competition
 - d. Number of segments
 - e. Date of first required practice
 - f. Segment 1 & segment 2 start dates
 - g. Segment 1 & segment 2 end dates
 - h. Segment 1 & segment 2 start day of the week (e.g. Monday)
8. Any changes to a team's playing season at any time must be approved by the Sport Administrator and Office of Athletics Compliance and reflected on the team's Season Declaration Form.
9. The Office of Athletics Compliance will complete a mid-year review of each team's Season Declaration Form in order to ensure that the team's season is progressing as expected and to ensure the coach is permitted to maximize the days available for his/her team's playing season. The review will include a comparison of the team's Season Declaration and with Countable Athletically-Related Activities logs submitted.

Countable Athletically Related Activities Policy and Procedures

Forms Used for Documentation:

1. Front Rush
2. GCU Practice Audit Form

Individuals and/or Departments Involved

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Student-Athletes
4. Office of Student-Athlete Development

Policy:

Playing Season Daily and Weekly Hour Limitations

1. A countable athletically related activity is any activity with an athletics purpose involving student-athletes that occurs at the direction of or supervised by one or more institutional coaching staff member (including strength and condition coaches).
2. Student-athletes may engage in a maximum of four (4) hours per day and 20 hours per week of countable athletically related activities.
 - a. In golf, student-athletes are permitted to engage up to 5 hours per day of CARA on the day of a practice round; however, the 20-hours-per-week limitation remains in effect. A practice round played at a tournament site the day before the tournament counts as three (3) hours.
3. Student-athletes must receive one day off per week from all countable athletically related activities. A day off is not required during vacation periods, preseason practice, participation in one conference and postseason championship, National Invitation Tournaments or during participation in NCAA championships.
 - a. **Three contest in Seven-Day Exception:** If a team participates in three (3) contest of dates of competition in a seven-day period, the GCU team is not required to take one-day-off-per-week; however, student-athletes must receive two days off from all countable athletically related activities during either the preceding or the following week.
4. Countable activities cannot occur between midnight and 5 a.m. (except during conference or NCAA championship, competition that concludes after midnight or participation in a promotional activity such as midnight madness).
5. No class time can be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

Outside of Playing Season Daily and Weekly Limitation

1. Student-athletes may be required to participate in a maximum of eight (8) hours per week of required strength and conditioning activities and individualized skill instruction.
2. **All Sports: Maximum of four (4) hours per week of skill instruction**
3. Student-Athletes must be given two (2) days off per week

Procedure:

1. A designated coaching staff member is responsible for submitting the countable athletically-related activities (CARA) logs during the academic year via Front Rush.
2. The designated coach is required to submit CARA the 5th of the subsequent month through Front Rush. Logs are recommended to be submitted on a weekly basis.

- a. One (1) weeks delinquent— the designated coach will receive an email reminder.
 - b. Two (2) weeks delinquent after the initial email reminder – The designated coach, will receive a second email reminder with the head coach (if applicable) and Sport Administrator copied.
3. Upon receipt of the CARA logs, the Office of Athletics Compliance will review the logs as follows:
 - a. Ensure that the log is complete;
 - b. Ensure that the types of activities being reported are consistent with what is permissible during that time of the year for that sport (based on their Season Declaration);
 - c. Ensure that the daily and weekly hours reported are compliant with the rules;
 - d. Ensure that all student-athletes included on the CARA log are included on the team’s Eligibility Certification List;
 - e. Ensure that all student-athletes participating in CARA are eligible for the activities in which they are participating (e.g., that only eligible athletes are practicing and competing); and
 - f. Ensure students-athletes are not missing class to attend practice related activities.
 - a. OAC will complete a sample audit at the end of the term reviewing class schedules compared to the practice logs submitted.
4. After review of the above-listed items, if the logs are incomplete, the logs will be denied by the Office of Athletics Compliance and a request for resubmission will be issued.
5. After review of the above-listed items, if the logs appear to be noncompliant, the Office of Athletics Compliance will notify the coach and request an explanation.
 - a. If the logs accurately reflect what the team and/or individuals did that week, the logs should be resubmitted to the Office of Athletics Compliance for appropriate action.
 - b. If the logs require correction, a corrected record should be prepared and submitted to Office of Athletics Compliance through email.
 - i. Accompanying the corrected copy should be a statement signed (or email) by the head coach documenting the reasons that the logs were initially submitted incorrectly.
 - ii. Upon review of the statements from the head coach and the student-athletes approves the corrected logs, the Office of Athletics Compliance in consultation with the Deputy Athletic Director will determine if any further documentation is necessary.
 - iii. If there is a discrepancy, additional information may be requested by the Office of Athletics Compliance from the student-athletes.
 - iv. Upon satisfaction that accurate information has been gathered, the Office of Athletics Compliance will either take appropriate action for noncompliance or consider the logs complete and compliant, and follow the procedure listed below.
 - c. After review of the above-listed items, if the logs are complete and compliant, the Office of Athletics Compliance will submit the logs for the student-athletes to review.

Student-Athlete Review of Countable Hours/Playing Season Logs

1. Following the submission and complete review of each sport's countable hours/playing season logs, the Office of Athletics Compliance will send the CARA logs to the entire roster for each team to review (deny/approve) through Front Rush
2. The student-athletes will receive an email notification from Front Rush to review the logs and sign off them (approve/deny).

Practice Audit

1. A practice audit will be completed by the Office of Athletics Compliance periodically throughout the academic year.
2. The practice audit will document individuals at practice, staff, and student-athletes and will review any potential concerns.
3. The Office of Athletics Compliance will validate the class schedule of student-athletes at the team practice to ensure the student-athletes are not missing class to attend practice-related activities.
4. The GCU Practice Log Audit form must be completed to report all auditing activities.

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Basketball Summer Access Policy and Procedures

Forms Used for Documentation:

1. Summer Access Declaration Form

Individuals and/or Departments Involved

1. Office of Athletics Compliance
2. Coaching Staff of Designated Sport
3. Student-Athletes
4. Student Service Advisor
5. Student-Athlete Development

Policy:

1. Summer athletic activities are limited to eight (8) weeks. Weeks do not have to be consecutive or the same for each student-athlete.
2. For weeks not designated as part of the summer access model, coaches may not be involved (e.g. conduct, watch, participate with) in any countable athletically related activities with the incoming student-athletes and returning student-athletes.
3. Eight hours per week of the required athletic activities may be designated to weight training, conditioning, skill instruction with no more than four (4) hours per week spent on skill instruction.
4. Student-athletes not eligible to use the academic opt-out benchmarks may participate in summer athletic activities only when the student-athlete is enrolled in summer school (opening day of classes through the last day of final exams).
 - a. In women's basketball, male practice players may participate in summer athletic activities, provided they are enrolled in summer school, or meet the academic opt-out benchmarks.
5. Incoming prospective student-athletes (freshmen and transfers) are required to have a medical exam (administered within the past six months), including the sickle cell solubility test prior to participating in summer athletic activities.
6. Incoming prospective student-athletes are not required to sign the drug testing consent form.
7. Returning and prospective student-athletes may not receive room and board expenses unless they are enrolled in summer school.
8. Returning and prospective student-athletes may not receive entertainment expenses during the summer.
9. Non-qualifier Student-Athletes
 - a. An incoming prospective student-athlete who has been certified as a non-qualifier may participate in required summer athletics activities during the summer prior to initial full-time enrollment provided the prospective student-athlete is enrolled in summer school and the activities are conducted during the period in which the prospective student-athlete is enrolled in summer school.
 - b. A non-qualifier who has served an academic year in residence may participate in summer athletics activities the day following GCU's spring commencement exercises, provided the student-athlete is enrolled in summer school or meets the academic opt-out benchmarks.

10. Voluntary Summer Conditioning Outside of the Summer Access Model

- a. **Incoming Prospective Student-Athletes:** For times during the summer when prospective student-athletes are not enrolled in summer school, or summer school has begun but the week has not been designated as a summer access week, incoming prospective student-athletes may participate in voluntary summer workouts conducted by the strength and conditioning staff and receive workout apparel, provided the PSA has signed a NLI or in the case of a four-year college prospective student-athletes, the prospective student-athlete has signed the institution's written offer of admission and/or financial aid or the institution has received his financial deposit in response to its offer of admission.
- b. **Returning Student-Athletes:** Returning student-athletes may participate in strength and conditioning workouts conducted by the strength and conditioning staff, provided the workouts are voluntary and conducted at the request of the student-athlete.

Procedure:

1. Prior to the start of Summer Session I, the Head Basketball Coaches will designate the eight (8) weeks of mandatory workouts via the Summer Access Declaration Form.
2. Once determined, the Office of Athletics Compliance will communicate with the Student Service Coordinator to confirm summer enrollment.
3. Once determined, the Office of Athletics Compliance will work with the Office of Student-Athlete Development to create a certification sheet (Summer Workout Worksheet). This document will outline enrollment and the deficiencies for each student-athlete.
4. The Office of Athletics Compliance, Student-Athlete Development officer, and the Head Coach will sign the final document. Subsequent changes to summer scheduling shall require additional certifications.
5. During the permissible summer access period, the Office of Athletics Compliance will require the basketball staff to submit the practice logs for all student-athletes who participated in required summer countable athletically related activities through Front Rush
6. All practice activities shall be logged through Front Rush with subsequent verification during which the team roster.
7. Upon receipt of the submission, the Office of Athletics Compliance will review the logs as follows:
 - a. Ensure that the form is complete;
 - b. Ensure that the types of activities being reported are consistent with what is permissible during the summer conditioning period;
 - c. Ensure that daily and weekly hours reported are compliant with the rules; and
 - d. Ensure that all student-athletes included on the logs are approved to workout with the Strength and Conditioning staff and skill instructions with the coaching staff during the summer.
8. After review of the above-listed items, if the logs appear to be compliant, the Office of Athletics Compliance will approve the practice logs on Front Rush.

9. If the logs require correction, a corrected record should be prepared and submitted to the Office of Athletics Compliance.
 - a. Accompanying the corrected copy should be a statement signed (or email) by the head coach documenting the reasons that the logs were initially submitted incorrectly.
 - b. Upon review of the statements from the head coach and the student-athletes approves the corrected logs, the Office of Athletics Compliance will determine if any further documentation is necessary.
 - c. If there is a discrepancy, additional information may be requested by the Office of Athletics Compliance from the student-athletes.
 - d. Upon satisfaction that accurate information has been gathered, the Office of Athletics Compliance will either take appropriate action for noncompliance or consider the logs complete and compliant, and follow the procedure listed below.
10. After review of the above-listed items, if the logs are complete and compliant, the Office of Athletics Compliance will submit the logs for the student-athletes to review.

Outside/Unattached Competition- Sports Other than Basketball Policy and Procedures

Forms Used for Documentation:

1. Front Rush Outside/Unattached Competition Approval Form

Individuals and/or Departments Involved

1. Office of Athletics Compliance
2. Student-Athlete
3. Coaching Staff of Designated Sport
4. Student-Athlete Development
5. Sport Administrator

Policy:

1. Student-athletes must receive prior approval from their head coach (or designee) and the Office of Athletics Compliance before participating in any outside competition.
2. The student-athletes must submit the Outside/Unattached Competition Form via Front Rush no later than two weeks prior to the date of travel for the competition.

Procedure:

1. Student-athletes must submit a request via Front Rush including all the requested information, two weeks prior to the date of travel for the competition.
2. The head coach (or designee) will receive a Front Rush notification to review and approve the student-athlete's request.
3. Once the head coach approves the Outside/Unattached Competition Form, the Office of Athletics Compliance will receive a notification from Front Rush to review and approve the form.
4. The Office of Athletics Compliance will confirm with the Office of Student-Athlete Development to ensure the student-athlete will not miss class to participate in the competition.
 - a. For student-athletes selected to represent their National Team, the student-athlete must communicate with their team's designated Academic Coordinator and all professors to establish an academic plan for missed classes and coarse work.
5. The Office of Athletics Compliance will communicate a decision regarding the request the student-athlete involves, head coach (or designee), the team's designated Academic Coordinator and Sport Administrator.

Outside/Unattached Competition- Basketball Policy and Procedures

Forms Used for Documentation:

1. Front Rush Summer Basketball League Form

Individuals and/or Departments Involved

1. Office of Athletics Compliance
2. Student-Athlete
3. Coaching Staff of Designated Sport

Policy:

1. A basketball student-athlete may compete in a summer league during the period between June 15 and August 31 or GCU's opening day of class, whichever comes earlier, on a team in a league certified by the NCAA.
2. The student-athlete must receive permission from the Office of Athletics Compliance prior to participation in the league.
3. The Summer Basketball League Form must be completed by returning student-athletes, transfers and incoming student-athletes enrolled in summer school.

Procedure:

1. The Office of Athletics Compliance will approve all participants on the outside team for all basketball student-athlete.
2. Towards the end of each academic year, the Office of Athletics Compliance will disseminate the Summer Basketball League to each returning, transfer and incoming freshmen (enrolled in summer school) men's and women's basketball student-athletes.
3. The form requests each student-athlete to indicate whether he/she will participate in a summer basketball league.
4. If the student-athlete will not be participating in a summer basketball league, he/she shall review the form, check the appropriate box, sign and date it, and return it to the Office of Athletics Compliance.
5. If the student-athlete is participating in a summer basketball league, he/she must complete the form in full of all information requested regarding the summer league, sign and date it, and return it to the Office of Athletics Compliance.
6. Upon receipt of completed forms, the Office of Athletics Compliance shall review all forms to ensure they have been completed in full.
7. For any student-athlete who indicated he/she would be participating in a summer basketball league, the Office of Athletics Compliance shall ensure that the league has been certified by the NCAA and that the student-athlete's dates of participation are appropriate.
8. If the Office of Athletics Compliance approve the student-athlete's participation (e.g., league not certified for the student-athlete's dates of participation, league not certified at all, etc.), he/she shall provide a written denial of permission for the student-athlete's participation – which shall be sent to the student-athlete as well as the sport's coaching staff.
9. If the Office of Athletics Compliance can approve the student-athlete's participation, he/she shall sign the forms to signify approval of the league and the student-athlete's participation. Such an approval shall also be communicated to the student-athlete and the coaching staff in writing.