



Lee University Compliance Manual
2024-25

Athletic Department Compliance Manual

Table of Contents

ADMINISTRATION/STAFF CONTACT LIST	7
A LOOK AT LEE UNIVERSITY	9
ATHLETIC PHILOSOPHY AND MISSION STATEMENT	9
NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)	10
CORE PURPOSE	10
NCAA POSITIONING STATEMENT – LIFE IN THE BALANCE	10
COMPLIANCE	11
PURPOSE OF COMPLIANCE	11
NCAA PRINCIPLE OF INSTITUTIONAL CONTROL	11
COMPLIANCE DEPARTMENT RESPONSIBILITIES	11
Rules Education	11
Eligibility	12
Financial Aid	12
Rules Compliance	13
Athletic Compliance Committee	13
Reporting & Meetings	14
Responsibilities	14
PERSONNEL CONDUCT	16
Bylaw 10.3 Sports Wagering Activities	17
SANCTIONS	17
Bylaw 11.1.1 Standards of Honesty and Sportsmanship	18
Bylaw 11.1.2 Responsibility for Violations of NCAA Regulations	18
Bylaw 11.1.2.1 Responsibility of Head Coach	18
RULES INTERPRETATIONS AND REPORTING VIOLATIONS	19
Rules Interpretations	19
SELF-REPORTING RULES VIOLATIONS	20
Investigating Possible Rules Violations:	20
Self-Reporting Major Violations	21
Self-Reporting Secondary Violations	22
Alleged Violations Involving Other Institutions	23
Admonishments and Reprimands	23
Oral Admonishment	23
Letter of Admonishment	23

Official Reprimand.....	24
ELIGIBILITY	25
RESPONSIBLE OFFICES	25
NCAA COMPLIANCE MEETING WITH STUDENT-ATHLETES.....	25
INITIAL ELIGIBILITY CRITERIA.....	26
Initial Eligibility Process	26
University Admission Process.....	27
Pre-Enrollment Academic Misconduct (Bylaw 14.1.2.1).....	28
CONTINUING ACADEMIC ELIGIBILITY PROCEDURE	28
Procedures for Monitoring Continuing Academic Eligibility	29
Full-Time Status.....	30
Identifying Student-Athletes in the Colleague Student Information System	30
Good Academic Standing	31
Procedures for Monitoring Good Academic Standing.....	32
Nine-Hour Rule	32
24-Hour Rule.....	32
Designation of Degree Program.....	33
Changing Designated Degree Program	34
Progress-Toward-Degree after Declaration of Major.....	35
Grade-Point-Average (GPA) Requirement	36
Summer School	36
NCAA TRANSFER STUDENT REGULATIONS.....	37
CERTIFICATION OF INITIAL ELIGIBILITY FOR TRANSFER STUDENT-ATHLETES	38
Recruiting.....	39
Official Transfer Evaluation.....	39
Unofficial Transfer Evaluation	39
TRANSFER ELIGIBILITY.....	40
Two-Year to Four-Year College Transfer (2-4 Transfer) (Bylaw 14.5.4)	40
Exceptions or Waivers for Transfer from Two-Year Colleges (Bylaw 14.5.4.6).....	40
Four-Year institution to a Four-Year Institution Transfer (4-4 Transfer) (Bylaw 14.5.5)	41
STUDENT-ATHLETE EMPLOYMENT	42
OUTSIDE ORGANIZED COMPETITION AND ELIGIBILITY AFTER HIGH SCHOOL ..	46
General Rule	46
Activities Constituting Use of Season	47
ACADEMIC ADVISEMENT AND MISSED CLASS TIME	48
ACADEMIC ADVISEMENT	48

MISSED CLASS TIME	48
MISSED CLASS POLICY	48
FINANCIAL AID	50
MONITORING FINANCIAL AID	50
RESPONSIBILITIES FOR GRANT-IN-AID	50
PROCESS FOR GRANT-IN-AID FOR NEW STUDENT-ATHLETES	50
PROCESS FOR RENEWAL OF GRANT-IN-AID SCHOLARSHIPS TO RETURNING STUDENTS	52
PROCESS FOR REDUCTION/NON-RENEWAL OF ATHLETIC AID FOR RETURNING STUDENTS	53
REGULATIONS FOR INCREASING, DECREASING OR NOT RENEWING GRANTS-IN-AID	54
PROCESS FOR REDUCTION/NON-RENEWAL DURING PERIOD OF AWARD	54
PROCESS FOR ATHLETIC SCHOLARSHIP APPEALS	55
NON-INSTITUTIONAL OUTSIDE FINANCIAL AID	56
GRANT-IN-AID CONTRIBUTIONS BY DONORS	57
AID TO PROFESSIONAL ATHLETES	57
RECRUITING	58
DECLARATION OF RECRUITING/STAFF	58
CERTIFICATION TO RECRUIT OFF CAMPUS	58
RECRUITING COMPLIANCE PROCEDURES	58
Recruited/Non-recruited	58
Providing Recruiting Materials	59
Off-Campus Recruitment	59
Guidelines for Contact	60
Evaluations	60
Telephone Calls	60
UNOFFICIAL VISIT	61
OFFICIAL VISIT	61
STUDENT HOST	62
PROSPECTIVE STUDENT-ATHLETE COMPLIANCE DURING OFFICIAL VISIT	63
REGULATIONS AFTER SIGNING A NATIONAL LETTER OF INTENT	63
BOOSTER INVOLVEMENT	64
COMPLIMENTARY ADMISSIONS FOR PSAS	64
ACCOUNTING OF RECRUITING FUNDS	64

TRYOUTS FOR PROSPECTIVE STUDENT-ATHLETES.....	65
TRYOUTS FOR CURRENT STUDENTS.....	65
AGENTS, AWARDS, AND EXTRA BENEFITS.....	67
AGENTS.....	67
AWARDS.....	67
Participation Awards.....	68
Awards for Winning Conference and National Championships.....	68
Special Achievement Award.....	68
EXTRA BENEFITS	68
Occasional Meals	69
Apparel and Equipment	69
PLAYING AND PRACTICE SEASON	72
MONITORING DECLARATION OF PLAYING AND PRACTICE SEASON	72
DECLARE PLAYING SEASON: FIRST PRACTICE DATES/FIRST CONTEST DATE/END OF REGULAR SEASON-CHAMPIONSHIP SEGMENT.....	72
Cross Country, Soccer, Volleyball.....	72
Basketball	72
Baseball, Softball, Tennis, Golf, Women’s Lacrosse.....	72
Track and Field.....	72
MAXIMUM AND MINIMUM NUMBER OF CONTESTS FOR LEE UNIVERSITY ATHLETICS 2020-21	72
FOREIGN TOURS.....	73
Eligibility for Continuing Student-Athlete Participation.....	73
Eligibility for Incoming Student-Athlete Participation	73
Process for Requesting a Foreign Tour.....	74
PREDETERMINED CALENDAR OF DAY-TO-DAY ACTIVITIES	74
COUNTABLE ATHLETICALLY RELATED ACTIVITIES	73
NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES	74
The procedures for documenting weekly athletically-related activities are as follows:.....	75
SCHEDULING ATHLETIC CONTESTS	75
ATHLETIC TRAINING	76
GENERAL HOURS	76
ATHLETIC TRAINING POLICIES.....	76
STAFF	77
DRUG AND ALCOHOL POLICY.....	77
CANNABIDIOL	78

CAMPS AND CLINICS	80
PUBLICITY	82
COMMENTS PRIOR TO SIGNING A PSA	82
ANNOUNCEMENT OF SIGNING A PSA.....	82
NAME, IMAGE & LIKENESS	83

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A LOOK AT LEE UNIVERSITY

ATHLETIC PHILOSOPHY AND MISSION STATEMENT

Lee University, as a Christian liberal arts university, is committed to the principle that God is glorified when individuals develop to their full potential as whole persons – intellectually, spiritually, socially, and physically.

The existence of an athletic program at Lee University not only is consistent with this principle but is necessary to it. A university without an athletic program omits an important part of the preparation of its students for “responsible Christian living in a complex world.”

The mission of the intercollegiate athletic program is to assist in the preparation of graduates for Christian service in their occupations, academic pursuits, and personal ministry. The success of this preparation depends on programs and services whereby physical, mental, social, and spiritual development is fostered. The mission is pursued within a variety of activities provided within the context of the intercollegiate athletic program.

The intercollegiate athletic program is designed to assist in preparing students for “responsible Christian living in the complex world.” Its commitment is to develop an integrated person – one who is spiritually alive, intellectually alert, and physically disciplined. This balance is achieved in each athlete by training him/her to think about athletics with a competitive spirit from the Christian perspective.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services and residential living. The university realizes that the knowledge, appreciation, understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and service whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

The Lee University Flames are members of the Gulf South Conference (GSC) and the National Collegiate Athletic Association. Varsity teams compete in men’s and women’s basketball, tennis, soccer, cross country, golf, indoor/outdoor track, women’s softball, women’s volleyball, women’s lacrosse, and men’s baseball.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The NCAA is a voluntary organization through which the nation's colleges and universities govern their athletics programs. It comprises more than 1100 institutions, 100 athletic conferences, 40 affiliated sports organizations, and more than 480,000 student-athletes across three divisions.

CORE PURPOSE

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

NCAA POSITIONING STATEMENT – LIFE IN THE BALANCE

Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Learning:	Multiple opportunities to broaden knowledge and skills.
Service:	Positive societal attitude through contributions to community.
Passion:	Enthusiastic dedication and desire in effort.
Sportsmanship:	Respect for fairness, courtesy, ethical conduct toward others.
Resourcefulness:	Versatile skill set drawn from broad range of experiences.
Balance:	Emphasis on collective knowledge, integration of skills.

COMPLIANCE

PURPOSE OF COMPLIANCE

Complying with all the various rules and regulations is the responsibility of EVERYONE associated with Lee University. One person cannot assume this responsibility. It is a “shared responsibility.” The most important thing one can do as a coach or administrator is to protect institutional integrity related to the NCAA rules. One can do this by asking questions when unsure of the rules and keeping written documentation on various activities (i.e. recruiting, 20-hour practice rule, official visits.)

The purpose of this manual is to serve as a reference for coaches, student-athletes, and Department of Athletics’ staff members. This manual outlines policies and procedures for compliance in the NCAA and GSC for Lee University Athletics. Compliance forms are referenced throughout this manual. These forms are available to the all Athletics staff on the Athletics Share drive. While all manuals are available on the Lee University Athletics’ website, not all forms are accessible to entities outside of Lee University or Athletics.

NCAA PRINCIPLE OF INSTITUTIONAL CONTROL

In accordance with the NCAA constitution, an institution has a responsibility to control its intercollegiate athletics program in compliance with NCAA rules and regulations. The institution is responsible for the actions of all of its staff members and for the action of any representative of athletic interest engaged in activities promoting the athletics of Lee University.

COMPLIANCE DEPARTMENT RESPONSIBILITIES

The Compliance Department is responsible for the overall development, implementation, and review of the institution’s compliance program. The daily operation of the compliance program includes rules education, rules interpretations, reviewing and monitoring required documentation, and coordinating rules compliance. The Compliance Department is responsible for the following:

Rules Education

1. Conduct student-athlete orientation each fall with individual teams to include having student-athletes complete all required NCAA, conference, and institutional forms.
2. Assist with the compilation and reporting of the NCAA Equity in Disclosure Act annually.
3. Educates prospective student-athletes, enrolled student-athletes, coaches, university personnel, and representatives of athletic interests with regard to all NCAA, conference, and institutional rules.

- a. Educate coaches and student-athletes regarding all recruiting activities, including off-campus recruiting, and permissible official and unofficial visit activities.
 - b. Educate coaches and student-athletes about limitations on countable athletically-related activities, including what constitutes voluntary activities.
 - c. Provide education about summer regulations regarding athletics participation, sports camps and clinics, and employment for coaches and student-athletes.
4. Provide interpretations of NCAA and conference rules for coaches and staff.
5. Rules education for boosters, alums, and representatives of athletic interests is very important. With this in mind, the athletic department will address rules education with everyone joining any of our booster clubs with information concerning NCAA policies. This information will be developed and maintained by the Director of Athletics, Director of Compliance, Associate Athletic Director of Internal Affairs and the Senior Woman Administrator.

The coordination of compliance includes the following:

Eligibility

1. Serves as department liaison with the NCAA Eligibility Center.
2. Receives final Eligibility Center decisions, and notifies the appropriate head coach when a final decision is rendered.
3. Coordinates the student-athlete initial and continuing eligibility certification process with the assigned representative in the Registrar's Office and if necessary confers with the Faculty Athletics Representative. Shares status with coaches and provides required eligibility forms to the GSC.
4. Maintains participation records and determines seasons of competition utilized by student-athletes.
5. Coordinates all NCAA and conference waivers and appeals.

Financial Aid

1. Coordinates, prepares, and maintains the squad lists and NCAA Financial Aid Summaries in conjunction with the Financial Aid Office and provides them to the Gulf South Conference (GSC).
2. Monitors team and individual financial aid limits based on team budgets and NCAA equivalency limits.
3. Coordinates the Institutional Letter of Intent program for student-athletes. Assists the Financial Aid Office with the monitoring of outside scholarships.
4. Coordinates with the Financial Aid Office the process of initial awarding of athletic scholarships, and the annual renewal, reduction, cancellation, or non-renewal of athletics scholarships.

Rules Compliance

1. Reviews academic transcripts and test scores of prospective student-athletes to approve official visit requests.
2. Identifies potential rules violations and reports them to the Director of Athletics and Faculty Athletics Representative.
3. Conducts investigations of reported secondary NCAA and GSC rules violations.
4. Serves as department liaison with Academic Services, Admissions, Financial Aid, Registrar, and Faculty Athletics Representative.
5. Monitors employment of student-athletes according to NCAA Bylaws.
6. Monitors compliance with NCAA Bylaws regarding complimentary admissions to athletics events.
7. Reviews all student-athlete NCAA, conference, and institutional compliance forms, including the NCAA Drug-Testing Consent Form, Student-Athlete Statement, and Transfer Portal Waiver.
8. Reviews and approves coaches' declaration of playing and practice seasons and schedule of contests to ensure compliance with sport sponsorship requirements.
9. Ensures CARA (Countable Athletically Related Activities) reports from each sport are submitted on a weekly basis and reviews to make sure they are within NCAA regulations.
10. Oversee compliance for institutional camps and clinics, including pre-approvals and review of financial summary. This includes the participation of coaches and student-athletes in non-institutional camps and clinics.
11. Secure releases for potential transfer students and facilitate adding student-athletes wishing to transfer to the Transfer Portal (in consultation with each head coach and Director of Athletics.)

Athletic Compliance Committee

The Athletic Compliance Committee consists of all individuals who are key players in the "shared responsibility" of compliance and student-athlete eligibility certification. The Committee's charge is as follows:

1. To review annually all matters related to compliance with NCAA and Conference rules and procedures;
2. To review annually specific incidents in which NCAA and Conference policies and procedures may have been violated;
3. To recommend appropriate remedial or preventive actions to ensure compliance with NCAA and Conference policies;
4. To make an annual report to the President; and
5. To fulfill other duties and responsibilities as may be assigned by the President.

Lee University's Compliance Committee ensures commitment to rules compliance is a central element in all personnel matters (whenever University personnel are involved in compliance-related activities). The University and its Department of Intercollegiate Athletics are committed to operating within the framework and intent of all NCAA and Gulf South Conference (GSC) legislation. It is the responsibility of each Athletic Compliance Committee member and appropriate designees outside of the athletics department to have complete

knowledge of NCAA, GSC, and University regulations that relate to their duties. Each and every staff member with compliance-related responsibilities must accept ultimate responsibility for ensuring their conduct is in compliance with all such regulations.

It is the purpose of the Athletic Compliance Committee to facilitate and monitor achievement of this goal. All staff members outside of the athletics department with compliance-related responsibilities are responsible for comprehending and abiding by the University compliance policies and procedures.

Athletic Compliance Committee members and their appropriate designees must show a clear and unambiguous commitment to rules compliance as evidenced in job descriptions and an annual compliance performance evaluation and self-audit of their designated area.

The following individuals are members of the Lee University Athletic Compliance Committee:

Dr. Jason Robinson, chair

Faculty Athletics Representative

- Ensures academic integrity and maintains the appropriate balance between academics and intercollegiate athletics

Erin Looney

Registrar

- Oversees the matriculation of student-athletes in course requirements required for a degree

Cindy Cannon

Scholarship Compliance Coordinator

- Assists in the oversight of student-athlete financial aid

Elizabeth Pace

Director of Admissions

- Oversees all undergraduate admissions

Jessica McIntyre

Deputy Athletic Director

- Monitors athletic internal affairs and assists in the oversight of all areas of compliance within athletics.

Silvia Beauzile

Compliance Coordinator

- Oversees all areas of compliance within athletics

Reporting & Meetings

The Committee reports to the Faculty Athletics Representative, who also serves as the Committee's chair. The Committee shall meet on a quarterly basis or more frequently as needed. Evidence of the discussions of the Committee and the actions taken by the Committee should be reflected in recorded minutes of the meeting. A majority of members shall constitute a quorum and attendance will be recorded in the minutes.

Responsibilities

The Committee's specific responsibilities of oversight are as follows:

1. Provide leadership for the University athletics compliance program by promoting and supporting a culture that builds compliance consciousness into the daily activities of the University community.
2. Review and evaluate the University athletics compliance program and ensure its effectiveness.
3. Provide advice and guidance to the President and Director of Athletics on the design and operation of the athletics compliance program.
4. Review and recommend changes as needed in the role, responsibilities, and structure of the Athletics Compliance Department and other University offices with employees having direct responsibility for athletics compliance.
5. Determine the athletics compliance risks at the University that require executive oversight.

6. Keep the President and Director of Athletics aware of athletics compliance risks, activities, and findings.
7. Reviews and updates the Compliance Manual, Policies and Procedures and Student-Athlete Handbook as needed.
8. Receive and act on any relevant athletics compliance issues brought to the attention of the committee.
9. Be apprised by the Director of Compliance of general athletics compliance training and special reports.
10. Make recommendations to ensure compliance with the bylaws, rules and regulations of the NCAA and the GSC; and resolve conflict that may arise with University policies, GSC rules, and NCAA bylaws.
11. Recommend the allocation of resources; when necessary, to mitigate risks in athletics compliance.
12. The Faculty Athletics Representative, acting as chairman, shall meet on an annual basis with the President to report on the NCAA athletics compliance program.

PERSONNEL CONDUCT

Bylaw 10.1 Unethical Conduct

Unethical conduct by a PSA or enrolled student-athlete or a current or former institutional staff member (i.e., coach, professor, tutor, teaching assistant, student manager, and student trainer) 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 PSA or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of 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 (i.e., "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;
- 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.

Lee University student-athletes will be held to a higher standard of behavior, with the expectation to follow not only the NCAA, GSC rules and regulations but Lee University's as

well. Student-athletes will be subject to a variety of disciplinary action including but not limited to, suspension and dismissal.

Bylaw 10.3 Sports Wagering Activities

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

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics practice and/or competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (i.e., cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling.

The NCAA opposes all forms of legal and illegal sports wagering. NCAA rules strictly prohibit student-athletes and Department of Athletics staff members from sports wagering on ANY intercollegiate or professional athletics contests. Wagering on sporting events in which the NCAA conducts a championship competition, Division I-A football, and emerging sports is impermissible.

Wagering and betting includes receiving or offering any item that has a tangible value (e.g., cash, clothes, dinner) based on the outcome of an athletics event. Any type of betting “pool” (e.g., March Madness, Super Bowl including office pools and pools organized by family, friends, neighbors, etc.) for cash or other prizes is impermissible. In addition, internet gambling is impermissible. This includes “Fantasy Leagues” that cost money to join and pay individuals based on their team’s performance.

SANCTIONS

Institutional staff members who violate this policy and NCAA rules shall be subject to disciplinary and corrective actions to be determined by the Director of Athletics.

Student-athletes who violate the rules face the following sanctions:

- Student-athletes who engage in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who solicit or accept a bet or participate in any gambling activity through a bookmaker, a parlay card, or any other method employed by organized gambling that involves wagering on the student-athletes’ institution shall permanently lose all remaining regular-season and post-season eligibility in all sports.
- Student-athletes who solicit or accept a bet or participates in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, parlay card, or any other method employed by organized gambling, shall be ineligible

for all regular-season and post-season competition for a minimum of a period of one year from the date of the institution's determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition. A request for reinstatement may be submitted on behalf of student-athletes who have participated in such activities only upon fulfillment of the minimum condition indicated above. If student-athletes are determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, student-athletes shall permanently lose all remaining regular season and post season eligibility in all sports.

Bylaw 11.1.1 Standards of Honesty and Sportsmanship

Individuals employed by or associated with a member institution to administer, conduct, or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions, and they, as individuals, represent the dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Bylaw 11.1.2 Responsibility for Violations of NCAA Regulations

Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during individuals' previous employment at another member institution.

Bylaw 11.1.2.1 Responsibility of Head Coach

It shall be the responsibility of an institution's head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach.

RULES INTERPRETATIONS AND REPORTING VIOLATIONS

Rules Interpretations

Forms: Interpretation Request and Response
 Compliance Interpretation Log

The interpretation process initiates when a rule interpretation request is made directly to the Compliance Department. A request can be made by phone, in writing, or in person with a member of the Compliance Department. However, the Compliance Department will request that all rules interpretation requests are documented by either email or completing the Interpretation Request and Response Form. The Compliance Department will keep documentation throughout the entire year of all rule interpretation requests. Any member of the Coaching/Athletics Department staff, University staff, alumni, boosters, student-athletes, or prospective student-athletes may make a request.

The Compliance Department will research data provided by the NCAA and/or GSC. If there is additional information needed, the Compliance Department will contact the individual making the request for additional background data. If an answer is not found by the Compliance Department, they will seek assistance from the GSC Compliance Department. If the Conference Compliance Department cannot make a decision on the request, the institution's Compliance Department will file an interpretation request through the NCAA's RSRO database. Once a final decision is rendered the individual making the request will be contacted in writing (via email) by the Compliance Department and the interpretation will be kept on record in the Compliance Department. All NCAA Rules interpretations must be handled through the Lee University Compliance Department.

The Compliance Department has an “Open Door” policy in regards to questions or concerns about the NCAA Bylaws and Regulations. Please do not hesitate to stop by and ask any questions that might arise. The Compliance Department is a resource to be used by all members of the Athletics Department and our door is always open. In addition, the Compliance Department will be available to address any issues, and will make every effort to address each interpretation question in a timely manner.

Coaches and athletic department staff should always ask before they act! When dealing with NCAA rules, it is not better to ask for forgiveness or to use the excuse “I didn’t know”. Ignorance is not an acceptable excuse in the NCAA. The Director of Athletics, Director of Compliance, Deputy Athletic Director and Faculty Athletics Representative are the only individuals who may call the NCAA or the GSC for rules interpretation. The Compliance Department will always work hard to get an answer within a timely manner. However, please do not expect an immediate response. One should allow appropriate time for the Compliance Department to research the question so that the best possible answer can be given.

SELF-REPORTING RULES VIOLATIONS

Forms: Violation Summary Report
 Compliance Violation Log
 Compliance Reimbursement Log
 Student-Athlete Repayment Agreement
 Self-Report of Potential Violations of NCAA, GSC or Institutional Rules
 Self-Report of NCAA Secondary Violation (NCAA Document)

“Any system that heightens the institution’s awareness as to potential problem areas and illustrates institutional control is far superior to any surprises that may take the form of an official inquiry...”

Investigating Possible Rules Violations:

1. The Director of Compliance, Deputy Athletic Director and Faculty Athletics Representative are the people to whom information regarding allegations of rules violations must be reported and they will determine if an investigation is needed based on findings.
2. The Director of Compliance or , Deputy Athletic Director, in consultation with the Faculty Athletics Representative and the Director of Athletics, if necessary, are responsible for determining what type of inquiries or investigations are warranted and a timeline for conducting the investigation.
 - a. Major Violations
 - i. If, based on the facts, there is a possible major violation; the Director of Compliance must immediately report the incident to the President, Director of Athletics, Faculty Athletics Representative and Senior Woman Administrator.
 - ii. For violations that may involve the Director of Athletics and/or Compliance Department the Faculty Athletics Representative will work in conjunction with the President and Senior Woman Administrator to ensure the investigative process meets standards required to adhere to the NCAA Principles of Institutional Control.
 - . Secondary Violations
 - i. If, based on the facts, there is a possible secondary violation, the Director of Compliance must notify the Director of Athletics and Senior Woman Administrator and proceed with the NCAA Secondary Violation Self-Reporting Instructions (refer to the NCAA website for the most up-to-date instructions).
3. As soon as possible, the Director of Compliance (the Faculty Athletics Representative and/or President and Athletic Advisory Board if determined to be a major violation allegation) will meet and interview all involved parties. If any discretions regarding the facts of the case exists, the Director of Compliance

will consult with the Athletic Director, Faculty Athletics Representative, and , Deputy Athletic Director to determine facts.

Self-Reporting Major Violations

1. After all pertinent information has been gathered, if it has been determined that a Major violation has occurred, a written self-report will be prepared by the Director of Compliance and Faculty Athletics Representative. The report must be sent to the NCAA and Conference Office. The President and Vice President of Operations should be notified about the major violation immediately. The report to the NCAA and Conference Office shall include the following information:
 - a. The date and location of the violation
 - b. A description of the violation, including the rule that was violated
 - c. The identity of the coach(es), prospective and enrolled student-athletes and other individuals involved in the violation
 - d. The reason(s) the violation occurred
 - e. The means by which the institution became aware of the violation
 - f. All investigative actions that the institution completed
 - g. A list of corrective and disciplinary actions taken by the institution (self-imposed) and conference (if any)
 - h. An acknowledgement that a violation occurred and the institution's position regarding whether the violation is major or secondary
 - i. A statement indicating whether any eligibility issues need to be resolved and, if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athlete.
 - j. Any other information that should be considered in reviewing the case
 - k. Date of self-report
2. The Compliance Department will research Requests/Self Reports Online (RSRO) and any correspondence with the NCAA Enforcement Staff to find case precedents. After review, the Compliance Department will submit proposed penalties for the approval of the Faculty Athletics Representative, Senior Woman Administrator, and Director of Athletics.
3. Self-imposed sanctions on individuals and/or programs involved if any confirmed rules violation may include letters of admonishment and/or reprimand, when appropriate, for institutional employees and non-institutional individuals.
4. The President, Director of Athletics, Senior Woman Administrator, and Faculty Athletics Representative will receive copies of the self-report.

5. A summary of violation reports and NCAA responses will be presented to the Athletic Advisory Board and the Compliance Committee, with a copy kept on file with the Compliance Department.

Self-Reporting Secondary Violations

1. If it is determined a secondary violation has occurred, the Compliance Department may work with the Faculty Athletics Representative, Director of Athletics, and Senior Woman Administrator to gather all pertinent information.
 - a. The Compliance Department will use NCAA Request Self-Reports Online (RSRO) and other NCAA resources to research similar violations and case precedent.
 - b. If there are no prescribed penalties required per NCAA legislation, the Compliance Department will consult with the conference office and take appropriate, agreed upon, corrective measures to address the issue.
2. Once all the pertinent information has been gathered, the Compliance Department and the FAR (if academic in nature) will notify the Gulf South Conference of the violation and submit the violation to the NCAA via RSRO.
 - a. Please note: the Gulf South Conference is notified when reporting a potential violation and is listed as a signatory in RSRO.
 - b. Copies of the annual violation reports will be sent to the President, Faculty Athletics Representative, Director of Athletics, Senior Woman Administrator, and the Compliance Committee.
3. If there are no prescribed penalties required per NCAA legislation, the Compliance Department will consult with the conference office and take appropriate, agreed upon, corrective measures to address the issue.
4. If the secondary violation impacts a SA's or PSA's eligibility, the institution will file for reinstatement.
 - a. The Compliance Department will use NCAA RSRO and Student-Athlete Reinstatement Guidelines to research similar violations, case precedent, and prescribed penalties.
 - b. If there are no prescribed penalties or case precedent, the Compliance Department will consult with the Conference Office and the NCAA Student-Athlete Reinstatement Staff and take appropriate, agreed upon, corrective measures to address the issue.

Alleged Violations Involving Other Institutions

If an individual has knowledge of an alleged violation that involves another NCAA member institution and which impacts the institution, he/she must report the alleged violation(s) to the Compliance Department and/or the Director of Athletics.

The Director of Athletics, Director of Compliance, Senior Woman Administrator and Faculty Athletics Representative will discuss the alleged violation to establish the institution's action. The individual(s) who presented the accusation may also be consulted. Options for dealing with an alleged violation at another NCAA institution may include:

1. The Director of Athletics or designee may contact the Athletics Director at the other member institution to persuade the parties to refrain from further wrongdoing and self-report. It is assumed the other institution will address the alleged violation and rectify the matter.
2. If the other member institution does not address the issue, the Director of Athletics may contact the conference office in an attempt to have the conference deal with the alleged violation.
3. If the conference office does not take action, the Director of Athletics may contact the NCAA to inform the enforcement staff of alleged violations of NCAA rules.

Admonishments and Reprimands

There are a range of options for addressing violations by coaches or other individuals. The following options are presented in increasing order of severity. These match with NCAA processes. Other administrative/supervisory procedures may be implemented through institutional standards.

Oral Admonishment

An oral admonishment should normally be conducted in private. It should be administered as soon as possible after the supervisor learns of the employee's offense so it can have maximum corrective effect. Supervisors should prepare a written memorandum or outline for record of the oral admonishment and provide the employee a copy. Such notations are not normally placed in the employee's personnel file, but should be retained by the supervisor in the event it is needed to support a more serious consequence at a later date.

Letter of Admonishment

A letter of admonishment will:

1. Be written on official university letterhead.
2. Clearly specify the reason(s) for the admonishment.
3. Inform the employee of his/her right to grieve the letter of admonishment and where the employee may seek assistance regarding the grievance procedure.

4. Advise him/her that the letter of admonishment will not be filed in the employee's official personnel file.
5. The supervisor must retain a copy of the letter of admonishment in the event it is needed to support a more severe action at a later date.

Official Reprimand

An official reprimand is a formal disciplinary action and will be on university letterhead. The letter of reprimand will:

1. Identify the purpose by stating that it is an Official Reprimand.
2. Give the specific reasons for the action, stating explicitly those reasons which are the basis for the reprimand.
3. Inform the employee that the Official Reprimand will be placed in his/her personnel file for a specified period of time.
4. Advise the employee that more severe disciplinary action may be taken for any further offense.
5. Inform the employee of the right to file a grievance on the reprimand in accordance with institutional procedures.
6. Tell the employee where a copy of the grievance procedure may be reviewed.

ELIGIBILITY

RESPONSIBLE OFFICES

Admissions:	Director of Admissions, Elizabeth
Records & Registration:	Pace
Compliance:	Registrar, Erin Looney
	Director of Compliance, Silvia Sartori Beauzile
	Deputy Athletic Director, Jessica McIntyre

NCAA COMPLIANCE MEETING WITH STUDENT-ATHLETES

Process:	Team meeting with Director of Compliance or Deputy Athletic Director before the first practice
Forms:	NCAA Student-Athlete Statement (NCAA Document) NCAA Drug Testing Consent Form (NCAA Document) Student-Athlete Authorization/Consent for Disclosure of Protected Health Information—HIPAA Forms (NCAA Document) Lee University Student-Athlete Handbook Form (located in the back of the Handbook) General Amateurism and Eligibility Form for International Students (NCAA Document) GSC Report of Unsportsmanlike Behavior Social Media Policy NIL Policy Supplement Notification Form

A considerable amount of information will be required of all student-athletes before they are permitted to practice (including tryout periods). The Compliance Department will coordinate with head coaches to set team meetings before starting practice. The following information will be covered during these meetings:

1. NCAA Student-Athlete Statement
2. NCAA Drug Testing Policy
3. Maintaining Athletics Eligibility
4. HIPAA Forms
5. Financial Aid
6. Sports Wagering
7. Extra Benefits
8. Social Networking Policy

INITIAL ELIGIBILITY CRITERIA

Process: Register with NCAA Eligibility Center
 Apply to Lee University

Initial Eligibility Process

1. The Prospective Student-Athlete (PSA) will register with the NCAA Eligibility Center.
2. Our Coaches will add the PSA onto our IRL. Once on our IRL the Compliance Department can monitor their accounts and help the PSA through the process.
 - a. The Compliance Department will send monthly IRL updates to the coaching staffs.
3. Prior to any written offer of athletic-related financial aid, the Compliance Department will do a preliminary evaluation of the PSA's transcript. The evaluation will be sent to the coaching staff. At this point, the Compliance Department can make an educated decision concerning the PSAs potential for being a qualifier.
 - a. If the PSA is an international student, the Compliance Department will contact the Lee University Admission Office to receive the PSA's transcripts. Once the Compliance Department has received the transcripts, a preliminary evaluation will be conducted using the NCAA Guide to International Academic Standards for Athletics Eligibility.
4. After any written offer of athletic-related financial aid, the Compliance Department will work with the Admission's Office to monitor the admission status of each PSA.
 - a. The Compliance Department will send monthly (or weekly) updates to the coaching staffs regarding the admission status of their PSAs.
5. After the PSA has received final academic certification, final amateurism certification, and has been accepted to Lee, the Compliance Department will enter the PSA's general information in NCAA Compliance Assistant.
6. The Registrar or the Athletic Academic Eligibility Assistant will be notified by the Compliance Department or the Scholarship Compliance Coordinator of a new student-athlete (SA) name and student ID.
7. The Registrar or the Athletic Academic Eligibility Assistant will verify that the SA is in the Colleague Student Information System (SIS) and make sure the name and student ID match the information given.
8. The Registrar or the Athletic Academic Eligibility Assistant will assign the student-athlete hold in the Colleague SIS. This allows the student to be tagged as an SA for various reports in Portico.
9. The Registrar or the Athletic Academic Eligibility Assistant will access NCAA Compliance Assistant (CA) and search for the new SA to make sure the Compliance Department created an initial profile containing general information.
10. The Registrar or the Athletic Academic Eligibility Assistant will add the academic history to NCAA CA under the "Deg. Progress" tab. There are typically three (3) types of new student-athletes:

- a. First-year students who have little to no undergraduate academic history. This student may have dual enrollment or AP credits to add. Regardless of the number of credits, they will not have used any semesters of eligibility.
- b. Transfer students who have brought credit from another university. Some students have transferred more than once.
- c. Current Lee students who are (re)joining a team. These students may have spent their entire time at Lee or maybe have transferred credits at some point.

University Admission Process

The institution's standard or regular, published entrance requirements, including provisions under which students may be admitted by special exception to the institution's standard or normal entrance requirements:

Admission to Lee University is based on evidence that the applicant possesses the qualities needed for satisfactory achievement in terms of character, ability, academic foundation, purpose and personality. The University admits students regardless of race, color, national origin, religious preference or disability. To be eligible for admission the applicant must have graduated from an approved high school or satisfactorily completed the GED test. All persons who register at Lee University are required to file an application. Acceptance of students is based upon discernible qualities and potential without reference to any perceived notion of an ideal class.

Application forms are mailed on request to all prospective students or can be obtained from our website, www.leeuniversity.edu. All students expecting to enroll at Lee University for the first time must submit the following:

1. An application for admission on a form provided by the university.
2. An official high school transcript mailed directly from the high school. All students must graduate with a 2.0 GPA, and a composite score of 17 or above on the American College Test (ACT) or 860 (Math and Critical Reasoning only) or above on the Scholastic Aptitude Test (SAT). Students transferring with more than 15 semester hours are not required to furnish a high school transcript. Students who are Tennessee residents and transferring 24 or more semester hours will not be required to furnish a high school transcript.
3. An official test score report from ACT or SAT. (Applicants are not required to take the new writing component of these exams.) Transfer students with more than 15 semester hours are not required to submit ACT or SAT test scores. Students who are Tennessee residents and transferring 24 or more semester hours will not be required to furnish test scores. Applicants who have not already taken the entrance examination (ACT or SAT) will be required to take it prior to acceptance. The ACT/SAT should be taken on a national test date. Exceptions to this policy may be forwarded to the Vice President for Enrollment for consideration. To be eligible for Academic Scholarships, ACT/SAT exams must be taken on a national test date.
4. An application fee of \$25 (non-refundable, non-transferable). The application fee may be applied to the account of the student for a period of two semesters following the date of payment.

5. An advance housing fee of \$200. (This is refundable up to 30 days prior to registration.)
6. Any applicant born after January 1, 1957, must provide documented proof of receiving two MMR (measles, mumps, rubella) vaccinations after 12 months of age. (Submitted after acceptance.)

When the above requirements have been fulfilled, a student will be notified of his/her acceptance or rejection by the Office of Admissions. The university may refuse admission and registration to students not meeting the minimum requirements or may admit them on probation for limited work. Admissions policies are reviewed annually by the Admissions Committee.

Applicants who are accepted as first-time freshmen whose high school grade point average is below C (2.0) or with an ACT score lower than 17 are accepted on probationary status. Such persons will normally be limited to a 12-14 hour course load and may be required to enroll in special sections for the first semester. Enrollment of such students at the university will serve as proof of each student's acceptance of his/her probationary status.

Transfer students who have earned more than 15 semester hours with a grade point average less than 2.0 will be accepted on academic probation.

Pre-Enrollment Academic Misconduct (Bylaw 14.2.10.2.1)

A prospective student-athlete, student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, shall not engage in the following conduct:

Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective student-athlete;

Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admission s office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores); or

Fraudulence or misconduct in connection with entrance or placement examinations.

CONTINUING ACADEMIC ELIGIBILITY PROCEDURE

Forms: Athletic Registration Worksheet
 Change of Schedule
 Change of Academic Program

The Athletic Academic Eligibility Assistant and/or Registrar are responsible for certifying continuing academic eligibility of all student-athletes. The Faculty Athletics Representative, Director of Compliance, Associate Athletic Director of Internal Affairs, Registrar, Athletic Academic Eligibility Assistant, and Director of Academic Services collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying

continuing eligibility. Please refer to Bylaw 14 in the NCAA Division II Manual for complete regulations governing continuing eligibility.

Procedures for Monitoring Continuing Academic Eligibility

1. The Registrar will run the “All Athletes” report found in Portico.
 - a. This will identify all athletes with the ATHL tag in the Colleague SIS.
 - . It will also show how many hours were attempted and completed for the Fall Term and the GPA.
2. The Registrar will identify all student-athletes who did not pass at least 9 credit hours during the fall term.
3. The Registrar will identify all student-athletes with a GPA lower than a 2.0 and contact the Office of Academic Services to see if the SA has been placed on academic probation. The Office of Academic Services will verify which students are on academic probation and thus not in good academic standing with the university.
4. The Registrar will contact the Compliance Department with a list of all students who did not pass at least nine credit hours during the Fall term and all students who are on academic probation.

At the end of Spring Term once student-athlete grades have been received:

1. The Registrar will run the “AllAthletes” report found in Portico.
 - a. This will identify all athletes with the ATHL tag in the Colleague system.
 - . It will also show how many hours were attempted and completed for the Spring Term and the GPA
2. The Registrar will identify which SAs have already completed at least 24 credit hours for the academic year.
 - a. Check the GPA of all of these SAs.
 - . Note the SAs whose GPAs do not meet the minimum standard.
3. The Registrar will identify and notewhich SAs have completed at least 18 credit hours in the Fall and Spring terms.
 - a. These SAs will need to complete 6 credit hours during the summer to be eligible for the next Fall term.
 - . The Registrar will check the GPA of all of these SAs and note the SAs whose GPAs do not meet the minimum standard.
4. The Registrar will identify and notewhich SAs have NOT completed at least 18 credit hours in the Fall and Spring terms and/or did NOT pass at least 9 credit hours in the Spring term.
5. The Registrar will identify which SAs will be entering their 5th semester in the Fall but have NOT yet declared a major with the university. These will need to be noted and reported to the Lee University Compliance Department.
6. The Registrar will compile a list of all noted SAs from the report (Steps 2b, 3, 3c, 4, 5).

- a. Include the SA name, student ID number, team, progress toward degree checks and the reason this SA has been noted.
 - b. Also include a possible remedy to the situation (e.g. needs summer school hours, hasn't declared a major, etc).
7. The Registrar will communicate with the Compliance Department during the summer as these SAs complete summer courses, or declare majors.

Full-Time Status

In order to participate in intercollegiate practice and competition, all student-athletes are required to be enrolled in a minimum of 12 semester hours at all times. If a student-athlete drops below 12 semester hours at any time during the academic year, he/she is not eligible.

Exception

1. Final Semester: A student-athlete with eligibility remaining may practice and compete while enrolled part-time, provided he/she is in the final semester of a baccalaureate program and the university certifies that he/she is carrying all courses necessary to complete his/her degree requirements.
2. If a student-athlete is enrolled in graduate school, nine hours are considered full time.

Identifying Student-Athletes in the Colleague Student Information System

- A registration hold posted in the Colleague Student Information System (SIS) will be maintained for all current student-athletes in order to identify them in the SIS, regulate registration activity, as well as identify them for reporting purposes.
- When a student-athlete is accepted as a student at Lee, the Compliance Department will add the name in Front Rush and will send the Registrar an email requesting an athletic hold be added for the new athlete/incoming student.
- The Registrar or Athletic Academic Eligibility Assistant will electronically "flag" each new student-athlete in the Colleague SIS with a "registration hold" that prevents all registration activity, i.e. adding classes, dropping classes and withdrawing from classes. This hold also identifies student-athletes in Colleague SIS.
- After each Commencement as graduation dates are posted in the Colleague SIS, the Registrar or Athletic Academic Eligibility Assistant will run a report called "Graduated Athletes" to identify student-athletes who have graduated. The athletic registration hold will be end-dated at this time for these students.
- For student-athletes who withdraw from the university, the Compliance Department will inform the Registrar or Athletic Academic Eligibility Assistant of this status change so that the hold may be end-dated.
- As a double-check, Compliance notifies the Athletic Academic Eligibility Assistant annually of all changes to student-athlete "flags".

- Coaches will communicate to the Compliance Department the student-athletes who quit the team. The Compliance Department will communicate to the Registrar or Athletic Academic Eligibility Assistant to end-date the athletic registration hold.
- Students who are enrolled for their 5th year at a post-secondary institution (college or university) will be identified during the academic eligibility certification process. The athlete hold for these student-athletes will be end-dated.

Procedures for Monitoring Full-time Status

- The Director of Compliance check all sports rosters regularly to ensure student-athlete records are “flagged”.
- A student-athlete cannot register for classes or change registration online due to their record being “flagged” with an athlete registration hold. He/she must meet with an academic advisor to complete a Student-Athlete Registration Worksheet and deliver the approved form to the Records Office. Records staff will manually register the student-athlete for his/her courses.
- In order to drop/withdraw from a class, a student-athlete must meet with an academic advisor and the Director of Academic Services to complete a Change of Schedule Form. Once approved and signed, the student-athlete will deliver the completed form to the Records Office to have the schedule reviewed by Records Office staff. If the requested revision does not drop a student-athlete below full-time status, the revision will be entered into the computer. If the schedule revision will drop the student-athlete below a full-time load of 12 semester hours, the schedule change will not be made.
- Since there are other Colleague users on campus with registration access, a backup plan is in place. In the event that a student-athlete is dropped below full-time status, an email will automatically be generated that identifies and reports this action to the Director of Compliance and the Registrar. This email continues to be sent daily as long as the SA is below full-time status. The Director of Compliance and the Registrar check this email daily.
- If a student-athlete drops below full-time status for any reason, the Compliance Department will immediately notify the Head Coach that the student-athlete is ineligible for practice, travel and competition.
- It is the head coach’s responsibility to ensure that the student-athlete does not practice, travel or compete until notified by the Compliance Department that the student-athlete has once again enrolled full-time.

Good Academic Standing

The University requires all students to maintain a cumulative grade point average within a standard scale based on attempted hours in order to remain in good academic standing. Once a student drops below the minimum cumulative GPA for two semesters in a row, that student is placed on academic probation. Students on academic probation at the university do not meet the minimum GPA requirements necessary to compete under NCAA Division II standards. Refer to the University Student Handbook for the full Probation and Dismissal policies.

Procedures for Monitoring Good Academic Standing

The Registrar's office checks the grade point averages of all student-athletes at the end of each term. Any student-athletes who have fallen below the required cumulative GPA are placed on Academic Probation for the following semester.

The Director of Academic Services notifies the Director of Compliance and Faculty Athletics Representative of each student-athlete's academic standing via data in the Lee University's student information system, Colleague.

The Director of Compliance notifies the Head Coach of any eligibility issues.

It is the head coach's responsibility to make certain that the student-athlete on Academic Probation does not compete.

Nine-Hour Rule

All student-athletes, including transfers, are required to successfully complete a minimum of nine semester hours of academic credit the preceding regular full-time term of attendance to be eligible for competition in the following term. This rule does not apply to graduate students or students seeking a second bachelor's degree. This requirement is reviewed and certified every regular academic semester. The nine-hour rule does not apply to summer sessions.

Procedures for certifying the nine-hour requirement:

- The registrar checks the hours earned for all student-athletes at the end of each term.
- The registrar notifies the Director of Compliance and Faculty Athletics Representative of each student-athlete's eligibility status regarding the nine-semester-hour requirement, via data entered into the NCAA Compliance Assistant.
- The Compliance Department notifies the head coach of student-athletes who have not met the nine-hour requirement. The head coach is responsible for notifying student-athletes who failed to meet the requirement that they are not allowed to compete in intercollegiate athletics.
- It is the head coach's responsibility to make certain that such student-athletes do not compete or travel with the team if the standard has not been met.

24-Hour Rule

Once a year, prior to the beginning of each Fall semester, a student-athlete must be certified as either successfully completing 24 semester hours in the previous two semesters or an average of 12 semester hours per term of enrollment in college. Any student-athletes who do not meet this requirement at the beginning of the Fall semester may be reviewed and certified eligible prior to the spring semester.

Procedures for certifying the 24-Hour Requirement:

- The head coach is required to provide the Compliance Department with a list of all returning student-athletes prior to the last day of classes of the Spring semester. The Compliance Department checks the lists against the most recent squad lists for each sport and submits them to the Athletic Academic Eligibility Assistant no later than April 1st.
- The Athletic Academic Eligibility Assistant checks the GPA and hours earned for all student-athletes at the end of each academic year. The Athletic Academic Eligibility Assistant also checks again following receipt of summer coursework records (and at the completion of the fall semester for those found ineligible for the fall).
- The Athletic Academic Eligibility Assistant notifies the Compliance Department and Faculty Athletics Representative of each student-athlete's status by August 15th, via data entered into the NCAA Compliance Assistant.
- The Compliance Department notifies the head coach and the student-athlete if the 24-semester-hour minimum has not been met.
- It is the Head Coach's responsibility to make certain that the student-athlete does not compete or travel with the team if the standard has not been met.

Designation of Degree Program

During the first two years of enrollment, a student-athlete can use credits acceptable toward any degree program. By the beginning of the third year of enrollment (5th semester), all student-athletes must designate a specific degree program (i.e., declare a major).

The designation of degree is documented on the Change of Academic Program Form via the Lee University Center for Calling and Career. Current student-athletes who are undeclared will go to the Center for Calling and Career, fill out the Change of Academic Program Form and meet with the Director of the Center for Calling and Career or the Faculty Athletics Representative (FAR) to approve the designated degree program. The Director or FAR will sign the Change of Academic Program Form. The student-athlete will deliver the approved form to the Director of Academic Services for final approval. The Office of Academic Services enters the degree change in the Student Information System.

Procedures for Certifying Designation of Degree Program

- It is the student-athlete's responsibility to declare a major no later than the completion of the fourth semester of full-time enrollment.
- The Director of Academic Services gives final approval and documents all change of degree program decisions.
- The Director of Academic Services verifies that all student-athletes who have completed their fourth semester have declared majors by reviewing a report of the number of terms completed and degree program identified for all student-athletes. Student-Athletes who have not declared a major will be notified of the need to designate a degree program by following these procedures.
- The Director of Academic Services provides the Compliance Department and Faculty Athletics Representative with a list of all student-athletes and their declared majors.

- The Director of Compliance notifies the head coach and the student-athlete if the Designation of Degree Program requirement has not been met.
- It is the head coach's responsibility to make certain that the student-athlete does not compete or travel with the team if the standard has not been met.
- The Athletic Academic Eligibility Assistant checks the hours earned for all student-athletes at the end of each academic year. The Athletic Academic Eligibility Assistant also checks again at the completion of the Fall semester for those found ineligible for the Fall, as well as to alert those who completed less than 12 hours in the Fall, and therefore need to ensure that they complete the necessary hours during the Spring term.
- The Athletic Academic Eligibility Assistant notifies the Compliance Department and Faculty Athletics Representative of each student-athlete's status via data entered into NCAA Compliance Assistant.
- The Director of Compliance notifies the head coach of any student-athlete who drops below full-time status.
- It is the head coach's responsibility to make certain that the student-athlete does not compete or travel with the team if the standard has not been met.

Changing Designated Degree Program

Current student-athletes wishing to change their designated degree program will go to the Center for Calling and Career, complete the Change of Academic Program Form and meet with the Faculty Athletics Representative to discuss any impact on eligibility. The Faculty Athletics Representative will sign the Change of Academic Program Form. The student-athlete will deliver the approved form to the Director of Academic Services for final approval. The Office of Academic Services enters the degree change in the Colleague SIS.

Procedures for Changing Designated Degree Program

- The student-athlete is responsible for completing the Change of Academic Program Form, found at the Center for Calling and Career and meeting with the Faculty Athletics Representative to review eligibility issues related to changing his/her designated degree program.
- The Faculty Athletics Representative must review the credits earned prior to the proposed change to determine which credits are applicable to the degree previously sought and which credits earned from the time of the change will be acceptable toward the new degree desired.
- If the change in designated degree will not adversely impact the student-athlete's eligibility, the Faculty Athletics Representative, or the Director of the Center for Calling and Career in the FAR's absence, signs the Change of Academic Program Form.
- If the change in designated degree will adversely impact the student-athlete's eligibility, the Faculty Athletics Representative must advise the Compliance Department and head coach of the proposed change and its eligibility implications.
- Before approving the change in designated degree, the Faculty Athletics Representative may coordinate a meeting with the student-athlete, Director of Compliance, Assistant Athletic Director of Internal Affairs, Director of Academic Services and head coach to discuss alternatives including, but not limited to:
 1. Identifying ways to mitigate the eligibility issues associated with the change,

2. Delaying the change to a more advantageous time, and/or
 3. Considering alternatives to the change.
- After the Faculty Athletics Representative approves the Change of Academic Program Form, the student-athlete delivers the approved form to the Office of Academic Services.
 - The Director of Academic Services verifies the Faculty Athletics Representative's approval, approves the change in designated degree program and enters the new designated degree program into the Student Information System.

Progress-Toward-Degree after Declaration of Major

The institution must ensure that at least 24 credit hours each academic year count toward the student-athlete's designated degree program when certifying eligibility subsequent to the 6th semester and 8th semester.

Procedures for Progress-Toward-Degree

- The Director of Academic Services runs a report to identify all student-athletes who are enrolled in their 4th and 6th semesters and determines a date, time and place to hold a meeting with these student-athletes (March 15th). A list of all student-athletes who meet these criteria is provided to the Compliance Department.
- The Director of Compliance contacts all head coaches with the list of student-athletes that are expected to be in attendance at the meeting.
- The Director of Academic Services and Faculty Athletics Representative lead the meeting and provide the student-athletes with information regarding Progress-Toward-Degree requirements and process for completing the application for graduation.
- The Director of Academic Services completes degree audits for all student-athletes listed after spring commencement.
- The Director of Academic Services or Faculty Athletics Representative follows up with at-risk student-athletes to make sure they are registering for appropriate classes for the upcoming summer term and fall semester.
- The Director of Academic Services verifies that each student-athlete on the report passed at least 24-degree credits during their 5th and 6th (or 7th and 8th) semester that are applicable to their degree program.
- Exceptions – The responsibility to determine if a student-athlete meets any of the exceptions listed below resides with any combination of the following individuals: the Registrar, Athletic Academic Eligibility Assistant, Director of Academic Services, Director of Compliance, Associate Athletic Director of Internal Affairs and Faculty Athletics Representative. The designated team would meet only if student-athletes are found ineligible and one of the members believes the student-athlete may qualify for an exception.

Exceptions may include:

1. Missed-Term Exception
2. Mid-Year Enrollee Exception
3. Non-recruited, Nonparticipant Exception
4. Graduate Student Exception

5. 2-Year Nonparticipation Exception
6. Medical Absence Waiver
7. International Competition

Grade-Point-Average (GPA) Requirement

Once a year and prior to the beginning of the fall semester, a student-athlete must be certified in compliance with NCAA GPA requirements listed below:

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must achieve a minimum cumulative grade point average of 2.000 prior to the beginning of each fall term. The eligibility of a student-athlete who does not satisfy the grade-point average requirement prior to the fall term may be recertified prior to the next regular academic term.

Procedures for certifying the GPA requirement:

- The Athletic Academic Eligibility Assistant certifies the cumulative GPA at the end of each semester, once all final grades are posted. It is calculated based on all coursework normally counted by the institution in calculating cumulative GPA.
- The Athletic Academic Eligibility Assistant notifies the Director of Compliance and Faculty Athletics Representative of each student-athlete's eligibility status via data entered into the Compliance Assistant.
- The Director of Compliance notifies the head coach if the minimum cumulative GPA requirement has not been met.
- It is the head coach's responsibility to notify the student-athlete if the minimum cumulative GPA requirement has not been met. The head coach must make certain that the student-athlete does not compete or travel with the team if the standard has not been met.

Summer School

Forms: Transient Student Approval Form

Student-athletes can use up to six semester hours of summer school courses toward the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may utilize credits beyond the six for eligibility if the student-athlete needs the additional credits to fulfill the degree or grade point average requirements or to be "banked" for eligibility if the "averaging" method is used to certify a student-athlete's eligibility under the 24-hour rule.

The new legislation will permit a maximum of six credit hours earned during the summer term in a voluntary or optional minor to be used to fulfill the annual credit hour.

Grades achieved for courses taken at another institution cannot be utilized for improving the student-athletes grade point average. Credits achieved at other institutions may be used to satisfy credit hour requirements. In addition, for summer courses taken at another institution, all transferable courses will be transferred back to the certifying institution.

Procedures for Approving Summer School Course Work:

- The student-athlete must complete a Student-Athlete Registration Worksheet for Summer School, for submission to the Director of Academic Services and Athletic Academic Eligibility Assistant prior to the start of the first summer session.
- The Academic Advisor, Director of Academic Services, and Faculty Athletics Representative determines whether the courses included on the request will satisfy continuing eligibility requirements and are consistent with the student-athlete's course of study.
- If the summer school request is approved by the Academic Advisor and Director of Academic Services, the student-athlete is responsible for submitting the Student-Athlete Registration Worksheet to the Records Office for schedule entry.
- If the student-athlete wishes to take summer courses at another institution, he/she must fill out a Transient Approval Form in the Office of Academic Services. The student-athlete must get the approval of the Academic Advisor and the Faculty Athletics Representative (or designated Athletic representative). After reviewing the request to ensure the courses desired will satisfy continuing eligibility requirements, the Director of Academic Services will approve the form and follow normal transient procedures for the university.
- The Athletic Academic Eligibility Assistant sends an email to the Compliance Department outlining the student-athletes' obligations to register for summer course(s), drop summer course(s) and their responsibility to have an official transcript sent to the Office of Academic Services, upon completion of the course(s), if taken at another institution.

NCAA TRANSFER STUDENT REGULATIONS

Process: Apply to Lee University
 Register with NCAA

New regulations permit Lee University Coaches and recruiters to contact any individual who is listed on the NCAA Transfer Portal (without transfer restrictions).

Any coaching staff member who has been contacted by, or intends to contact, a prospective student-athlete, who is or has attended another four-year institution, regarding his or her interest in transferring to Lee University should make sure that the student-athlete is on the transfer portal. If the student-athlete is NAIA and if coach wants to communicate back, then coach will need to notify compliance in order to obtain notification of contact.

The eligibility of a transfer student-athlete is determined by the office of Academic Services, which evaluates each transfer student-athlete's academic eligibility by looking at qualifier status, type of transfer, and applicable degree credits. Transfer status can be influenced by a number of factors, including the type of school from which the student-athlete transfers, the sport in which the student-athlete wishes to participate, permission to contact, a release from the previous institution, a release from the National Letter of Intent (if applicable), and the limitations imposed by the ten-semester clock. This is not an exhaustive list, so the current NCAA Manual, particularly NCAA Bylaw 14.5 should be consulted for details.

A transfer student from any collegiate institution is required to complete one full academic year of residence (enroll in and complete a minimum, full-time program of studies for two full semesters) before being eligible to compete, unless the student satisfies the applicable transfer requirements or receives an exception or waiver as set forth in NCAA Bylaw 14.5, Bylaws 14.5.4 and 14.5.5 define a transfer student as a 2-4, 4-4, or a 4-2-4 transfer. The Compliance Department will verify the type and qualifier status of each student-athlete.

In determining transferable credit, only those courses accepted as degree credit will count. Recruiting coaches are responsible for ensuring that the prospective student-athlete sends the proper information to Lee University's Office of Admissions so a transfer evaluation can be performed.

CERTIFICATION OF INITIAL ELIGIBILITY FOR TRANSFER STUDENT-ATHLETES

Recruiting

Official Transfer Evaluation

1. The Compliance Department notifies the Director of Academic Services or Registrar of potential incoming transfer student-athletes.
2. Academic Services or Registrar receives transcripts from Admission for incoming transfer students.
3. Director of Academic Services or Registrar evaluates all transfer work for Lee University equivalency and sends final evaluation to the Records Office for data entry.
4. Director of Academic Services or Registrar conducts transfer evaluation process:
 - a. Checks student-athlete qualifier status in NCAA Division II Compliance Manual.
 - b. Verifies all transfer work has been entered for transfer student-athlete.
 - c. Compiles Credit Evaluation worksheet.
 - d. Determine type of transfer for evaluation.
 - e. Evaluate Eligibility based on Division II Handbook rules.
 - f. Indicate eligibility status and send final credit evaluation to the Compliance Office and the Athletic Academic Eligibility Assistant for entry into Compliance Assistant.

Unofficial Transfer Evaluation

1. Coach contacts the Compliance Department with an unofficial transcript for a PSA and asks for an evaluation. The Compliance Department does a preliminary evaluation of the PSA's unofficial transcript and forwards the unofficial transcript and preliminary evaluation to the Director of Academic Services.
2. Director of Academic Services conducts an unofficial evaluation of the transfer work for all institutions attended:
 - a. Determines the type of transfer.
 - . Calculates hour and GPA totals for work completed thus far.
 - c. Evaluates eligibility based on Division II Handbook rules.
 - . Indicates potential eligibility status with projected outcomes and communicates evaluation with the coach.
 - e. Informs coach and the compliance office of any concerns in regard to eligibility.
3. Director of Academic Services Consults the Compliance Department with rules interpretation questions or concerns.

TRANSFER ELIGIBILITY

Process: Apply to Lee University
 Register with NCAA Eligibility Center

The eligibility of a transfer student-athlete is determined by the Office of Academic Services, which evaluates each transfer student-athlete by looking at qualifier status, type of transfer, and applicable degree credits.

Two-Year to Four-Year College Transfer (2-4 Transfer) (Bylaw 14.5.4)

Graduation from Two-Year College (Bylaw 14.5.4.1):

At the two year school, did the student-athlete:

1. Graduate from the two year school?
2. Attend college full-time for at least two semesters?
3. 25% of credit hours used to fulfill academic degree requirements?

If yes to all:

1. The student-athlete can practice.
2. The student-athlete can receive athletic-related financial aid.
3. The student-athlete can compete.

Exception (Bylaw 14.5.4.1.2): A Student who transferred from a four-year college to a two-year college and attended one full time semester and then graduated is also eligible to compete.

If a qualifier w/no four-year college attendance (Bylaw 14.5.4.2):

At the two year school, did the student-athlete:

1. Spend one full-time semester or quarter at the two year school?
2. Earn a GPA of 2.2 in those transferable credit hours?
3. Complete an average of 12 semester credit hours for each full-time term at the two-year school? These credits must be transferable toward the degree at the four-year institution.
4. No more than two credit hours of physical education activity courses to fulfill the 12 transferrable hours (Bylaw 14.5.4.2.1)?

If yes to all:

- The student-athlete can practice.
- The student-athlete can receive athletic-related financial aid.

- The student-athlete can compete.

If no to at least one:

- The student-athlete can practice.
- The student-athlete can receive athletic-related financial aid.
- The student-athlete cannot compete immediately.
- The student-athlete must serve one year of residency.

If a partial qualifier, non-qualifier, or other qualifier (Bylaw 14.5.4.3):

At the two-year school, did the transfer student:

1. Complete at least two full semesters? (summer does not count)
2. Complete an average of 12 semester credit hours for each term of full time attendance at the two-year school that can be transferred to the degree at the four-year school?
3. Satisfactorily completed six semester or eight quarter hours of English, three semester or 4 quarter hours of math, and three semester or four quarter hours of natural or physical science?
4. Earn a cumulative GPA of 2.2 in those transferable credit hours?
5. No more than two credit hours of physical education activity courses to fulfill the transferrable hours (Bylaw 14.5.4.3.1)?

If yes to all:

- The student-athlete can practice.
- The student-athlete can receive athletic-related financial aid.
- The student-athlete can compete.

If no to at least one:

- The student-athlete can practice.
- The student-athlete can receive athletic-related financial aid.
- The student-athlete cannot compete immediately.
- The student-athlete must serve one year of residency.

Additional Two-Year College Transfer Regulations (Bylaw 14.5.4.5)

1. Credit earned at four-year institutions may be used in determining the student-athlete's eligibility under the credit-hour requirement of the two-year college transfer provisions (Bylaw 14.5.4.5.2).
2. Transferable credit is coursework determined as acceptable toward any degree program at the certifying institution. Credit hours for courses with grades not considered acceptable for transferable degree credit for all students at an institution

shall not be counted in determining whether the transfer requirement for total number of hours is satisfied (Bylaw 14.5.4.5.3.1).

3. In order to satisfy the two-year college graduation requirement, the academic degree earned by the student must be academic in nature and not considered technical or vocational (Bylaw 14.5.4.5.4).

Exceptions or Waivers for Transfer from Two-Year Colleges (Bylaw 14.5.4.6):

1. Discontinued/Non-sponsored Sport Exception – Student earned a minimum of 2.2 GPA and left the two-year institution because the college dropped the sport or never sponsored the sport on an intercollegiate level. This exception may only be used by qualifiers. (Bylaw 14.5.4.6.1)
2. Nonrecruited Student Exception (Bylaw 14.5.4.6.2)
 - a. Student was not recruited by the certifying institution
 - b. No athletically related financial aid has been received by the athlete
 - c. Student has not competed for any previous institution and has not participated in countable athletically related activities beyond a 14-consecutive calendar-day period.
 - d. Student was eligible for admission to the certifying institution before initial enrollment at two-year institution.
3. Two-Year Nonparticipation or Minimal Participation Exception (Bylaw 14.5.4.6.3) – Student has not competed or participated in countable athletically related activities for a consecutive two-year period prior to transfer.
4. Return to Original Institution (Bylaw 14.5.4.6.4) – Student returns to the four-year college from which he or she transferred to the two-year college.

Four-Year institution to a Four-Year Institution Transfer (4-4 Transfer) (Bylaw 14.5.5)

General rule for Four-Year College transfers:

Transfer student-athletes from one four-year institution to another four-year institution are not eligible for intercollegiate competition until the student-athlete completes a year in residence at the certifying institution. There are some exceptions that would allow a student-athlete to compete without serving a year in residence. The certifying school (the school receiving the student-athlete upon transfer) determines whether the student-athlete is eligible to play right away without sitting out a year. The certifying school has the authority to grant exceptions, based on the conditions that are explained below.

Exceptions for Four-Year Transfers (Bylaw 14.5.5.3)

One-time transfer (Bylaw 14.5.5.3.9):

A student-athlete may qualify for a one-time transfer exception if he/she meets the following criteria:

1. The student has not transferred previously from one four-year institution.

2. The student is in good academic standing and meets the progress-toward-degree requirements at the previous four-year institution at the time of transfer. Must also be academically eligible.
3. Previous institution certifies in writing that it has no objection to the student being granted an exception to the transfer residency requirement.
4. A student with one season of competition remaining in his/her sport or two or fewer full-time semesters to complete eligibility, must also have completed an average of 12 hours transferable credit transferable toward any baccalaureate degree program and a cumulative minimum GPA of 2.0.

Sport discontinued or not sponsored at a student-athlete's four-year institution (Bylaw 14.5.5.3.5):

If the school the student-athlete is representing drops the sport from its program or never sponsored it while being a student, a student-athlete may be able to use this exception to transfer to a Division I or II school. You may only use this exception after the date that the school publicly announced that it would discontinue the sport.

If a student-athlete did not practice or play in a sport for two years (Bylaw 14.5.5.3.6):

If a student-athlete did not participate in a sport for two years immediately before he or she wants to transfer, he or she may be able to use this exception:

1. Did not participate beyond a consecutive 14-day period or play in intercollegiate sports for two years before he or she practiced or played for the new school; or
2. Did not practice or play in non-collegiate amateur competition while he or she was enrolled as a full-time student during the two-year period.

Return to first school without participation at the second school (Bylaw 14.5.5.3.7):

If the student transfers back to the first school in Division I or II, a student-athlete may use this exception if he/she did not practice or play at the second school.

Never been recruited (Bylaw 14.5.5.3.8):

If the student-athlete has never been recruited by the Division I or II school he or she plans to attend, he or she may be able to use this exception if they have not received an athletics scholarship and have not practice beyond a 14-consecutive-day period at any school or played in intercollegiate competition before the transfer.

Exception for Division II only – If a graduate student (Bylaw 14.1.8.1)

In Division II, if a student-athlete is a graduate student enrolled in a graduate or professional school or is enrolled and seeking a second baccalaureate or equivalent degree at an

institution other than the institution from which he/she graduated, the student-athlete may use this exception if he or she:

1. Has remaining seasons of competition, and
2. Such participation occurs within the applicable ten-semester period of eligibility.

STUDENT-ATHLETE EMPLOYMENT

Forms: Student-Athlete Employment Form

In Division II, it is permissible for student-athletes to be employed provided the following conditions are met

1. Compensation received must be for work performed.
2. Compensation does not include any remuneration for the value that the student-athlete may have for the employ because of the publicity, reputation, or personal following that he/she obtained because of athletic ability.
3. Compensation must be commensurate with the going rate in that locality for similar services.

To ensure these standards are met, student-athletes are required to complete the Student-Athlete Employment form prior to being employed. This form can be found on ARMS account.

OUTSIDE ORGANIZED COMPETITION AND ELIGIBILITY AFTER HIGH SCHOOL

General Rule

This rule determines the number of seasons of competition that a prospect, domestic or international, would have remaining at the time of initial full-time collegiate enrollment if the prospect participated in certain types of organized competition before enrollment at a collegiate institution.

According to the rule, prospects have a one year “grace period” to participate in organized competition without being charged seasons of competition. The grace period ends one calendar-year after high school graduation. If the prospect does not enroll full time in college at the next opportunity to enroll after that one-calendar year grace period has elapsed, the prospect will be charged with one season of competition for every 12-month period (or partial period) that he or she participates in organized competition.

In addition to being charged the season(s) of competition, once the organized competition rule is triggered, the prospect must also fulfill an academic year in residence upon enrollment at any NCAA institution before being able to compete in the specific sport for a Division II institution.

Activities Constituting Use of Season

An individual who delays collegiate enrollment and participates in competition that meets any one of the following criteria after his or her one year grace period, will be subject to the organized competition rule:

- Competition is scheduled in advance;
- Official score is kept;
- Individual or team standings or statistics are maintained;
- Official timer or game officials are used;
- Admission is charged;
- Teams are regularly formed or team rosters are predetermined;
- Team uniforms are used;
- An individual or team is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, or any other agency.

ACADEMIC ADVISEMENT AND MISSED CLASS TIME

ACADEMIC ADVISEMENT

It is athletic department policy that each head coach is directly responsible for overseeing the academic progress of each student-athlete involved in their program. However, the actual academic advisement of the student-athlete should be conducted by the student-athlete's assigned faculty academic advisor.

While the advisement of all student-athletes is a very important part of the academic process, it is essential that the faculty academic advisor and the athletics department work closely together. It is particularly crucial that high-risk student-athletes receive advisement that represents a coordinated effort between the faculty academic advisor and the athletics department. Please advise the Compliance Department if there is a student-athlete that is a high risk student.

MISSED CLASS TIME

No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is away from Lee University in conjunction with the contest. (NCAA Bylaw 73.1.5.6)

MISSED CLASS POLICY

Introduction:

- This Policy on Student-Athlete Attendance and Make-Up Work is a required component of the NCAA's Institutional Self-Study Guide (ISSG).
- The NCAA requires and monitors a strict academic environment. This begins with the required "institutional control" of academics and athletics by the university and includes numerous personnel, policies, and safeguards which oversee eligibility, student majors, academic progress towards a degree, semester hours, academic compliance, and graduation rates. Lee University is required to monitor these areas rigorously and to report to the NCAA annually.
- The overarching theme of this policy is early, frequent, and consistent communication between student-athletes, faculty, and coaches. This communication must be both face-to-face, as well as electronic and/or written.

Responsibilities of student-athletes:

- Students must know that punctual attendance is a strict and non-negotiable expectation
- Student-athletes are expected to initiate and maintain early, frequent, and consistent communication with faculty concerning absences, work to be missed, work that is to be or has been submitted, travel schedule, home game/match schedule, etc. The

student is strongly encouraged to use both face-to-face and electronic and/or written communication.

- Students must be aware of and strictly follow a zero absence policy above required athletic events. The few exceptions to this are family emergencies and personal sickness, each with reasonable documentation. The student-athlete must present a signed notice from a physician stating that the student was too sick to attend class.
- Student-athletes must be responsible for knowing what assignments are due during the missed class (es), for what is assigned and presented during the missed class (es), and for punctually submitting assignments, even though the student-athlete may be traveling or away from campus at the time of the class. Faculty may require that assignments be submitted in advance.
- Students must select presentation and/or project due dates that are not in conflict with any athletic involvement. Additionally, schedule changes (weather) need to be considered.
- "No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is travelling to an away-from-home contest and the practice is in conjunction with the contest".

Responsibilities of Faculty:

- Faculty should distribute the semester class schedule within the first two weeks of classes. Due dates for major projects and exams should be specified, but with a reasonable amount of flexibility as determined by the faculty member.
- Faculty should be open to assignments being submitted in advance.
- Faculty and students are encouraged to use technology as an important part of this policy. Faculty is encouraged to use Moodle for the course calendar, syllabus, due dates, assignments, handouts, schedule adjustments and/or changes, papers, and pop quizzes.
- Faculty members may not penalize any student-athlete for any absence for an institution-sponsored activity which is documented in advance by a coach. Student-athletes must complete all work related to the course.

Responsibilities of Coaches and the Athletic Department:

- The athletic department is responsible for helping student-athletes with access to technology. This includes Wi-Fi on buses, coaches having a mobile device that can be used for quizzes or submission of papers, and providing lodging in motels/hotels that provide internet access.
- Head coaches must designate a staff person to be responsible for student attendance, communication, schedule adjustments, and quizzes/tests while traveling. However, this does not lessen the responsibility of the student for his/her academic requirements. This same staff person will also work with early alerts, warnings, withdrawals, signatures, full-time status, etc. concerning each student-athlete on his/her team.
- All head and assistant coaches share in the responsibility for early and frequent communication.

FINANCIAL AID

MONITORING FINANCIAL AID

Monitoring individual and team financial aid limits is the responsibility of the Director of Athletics, Director of Financial Aid or Scholarship Compliance Coordinator, the Head Coach, Director of Compliance and Associate Athletic Director of Internal Affairs. Student-athletes at Lee University may not receive athletically-related financial aid in excess of a full grant-in-aid as defined by NCAA Division II which includes tuition, room, board, books, and required fees. A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations. State grants and Federal grants, loans and work are NOT countable in financial aid limits under NCAA regulations.

RESPONSIBILITIES FOR GRANT-IN-AID

- 1) The Head Coach of each sport is responsible for monitoring individual/team limits and verifying with the Director of Athletics (or designee) and the Director of Compliance that sufficient funds are available for athletic awards.
- 2) The Head Coach, in concert with the Director of Compliance and Scholarship Compliance Coordinator, is responsible for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a Prospective Student-Athlete (PSA).
- 3) The Financial Aid Office will project the funding for all student-athletes on each team for the year (renewal and initial offers) in order to confirm and verify with the Compliance Department that each team equivalency is not exceeding the maximum under NCAA and GSC regulations.
- 4) The Scholarship Compliance Coordinator and the Director of Compliance will monitor financial aid limits offered based on team budgets.

PROCESS FOR GRANT-IN-AID FOR NEW STUDENT-ATHLETES

Form: Athletic Aid Request

Timelines for written offers of financial aid will follow the national signing dates.

- 1) Before a scholarship offer is made the following takes place: The student has submitted a high school transcript(s), and Eligibility Center ID. The student will also be required to complete the Free Application for Federal Student Aid (FAFSA) if the student wishes to receive federal financial aid.
- 2) All athletic scholarship will be processed through compliance software Teamworks
- 3) The prospective student-athlete and parents (if the prospective student-athlete is under 18) must sign the agreement online within seven (7) days of the date of

issuance date.

- 4) The Scholarship Compliance Coordinator will input the student-athlete's financial aid awards into Compliance Assistant (accessible by the Compliance Department) so the funds are considered spent.
- 5) Any athletic aid may not be awarded in excess of one academic year. The initial athletics aid in a given academic year shall be awarded in equal amounts for each term unless an NCAA approved exception exists.
- 6) All grant-in-aid funds will be posted to the student's billing account by the student accounts office at the beginning of each semester at a point in time consistent with all financial aid awards. Funds will be released to the student-athlete once eligibility has been confirmed.

PROCESS FOR RENEWAL OF GRANT-IN-AID SCHOLARSHIPS TO RETURNING STUDENTS

Form: Athletic Aid Request

All returning student-athletes must be sent a letter from the Scholarship Compliance Coordinator regarding the status of their grant-in-aid for the subsequent year on or before July 1. This letter will inform each returning student-athlete if his/her aid will be renewed at the same rate/not renewed/increased or decreased. Every student-athlete whose aid has been reduced or not renewed has the opportunity, under NCAA rules, to appeal this decision to the Athletic Scholarship Appeals Committee. See Process for Athletic Scholarship Appeals.

- 1) The Scholarship Compliance Coordinator will provide the Director of Athletics and Director of Compliance with a list by sport of all current student-athletes and the amount of grant-in-aid they receive (refer to schedule below).
- 2) The Director of Compliance will forward lists to the respective Head Coach for review.
- 3) All athletic scholarships will be processed through compliance software Teamworks

- a. Winter sports: Men and women's basketball renewal forms are due from Head Coaches no later than April 15th.
 - b. Fall sports: men and women's soccer, volleyball, and men and women's cross-country renewal forms are due from Head Coaches no later than May 1st
 - c. Spring sports: baseball, softball, men and women's tennis, men and women's golf, and men and women's track renewal forms are due from Head Coaches no later than June 15th.
- 4) The student-athlete and parents (if the student-athlete is under 18) must sign the Athletic Financial Aid Form within 14 days of the issuance date
 - 5) The Scholarship Compliance Coordinator will input the student-athlete's financial aid awards into Compliance Assistant, so the funds are considered spent.
 - 6) Athletic aid may not be awarded in excess of one academic year. The initial award of athletics aid in a given academic year shall be awarded in equal amounts for each term unless an NCAA exception exists.
 - 7) All grant-in-aid funds will be posted to the student-athlete's billing account by the student accounts office at the beginning of each semester at a point in time consistent with all financial aid awards. Funds will be released to the student-athlete once eligibility has been confirmed.

PROCESS FOR REDUCTION/NON-RENEWAL OF ATHLETIC AID FOR RETURNING STUDENTS

Forms: Reduction/Non-Renewal of Athletic Aid

The following steps must be followed for reduction or non-renewal of athletic aid for a returning student-athlete:

- 1) The Head Coach will have a meeting with the student-athlete to inform him/her of the scholarship reduction/non-renewal decision. The Head Coach is responsible to verbally advise the student-athlete of the appeal process (See Processfor Athletic Scholarship Appeals).
- 2) Notification letters will be signed by the Scholarship Compliance Coordinator and sent to student-athletes receiving a scholarship reduction/non-renewal by July 1. The written notification to the student-athlete includes the opportunity for an appeal.

REGULATIONS FOR INCREASING, DECREASING OR NOT RENEWING GRANTS-IN-AID

Form: Returning SA GIA Request Form

Increases: Athletic aid may be increased for any reason at any time. A student-athlete who is receiving only nonathletic aid may receive an initial award of athletics aid at any point during the academic year.

Reductions/Non-Renewals: Once an award period begins, institutional financial aid may not be reduced/cancelled based in any degree on athletic ability such as a) on the basis of a student's athletic ability, performance or contribution to the team; b) because of an injury, illness, physical or mental medical condition; or c) for any other athletics reason.

PROCESS FOR REDUCTION/NON-RENEWAL DURING PERIOD OF AWARD

Forms: Reduction/Non-Renewal of Athletic Aid

Institutional athletic aid may be reduced or cancelled during the period of award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition.
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement.
- Engages in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraws from a sport or the institution at any time.
- Violates any other conditions in the Letter of Intent.

The following steps must be followed for reduction/non-renewal during the period of the award to be considered:

- 1) The Head coach will have a meeting with student-athlete informing him/her that the aid will be reduced or non renewed.
- 2) The Head Coach submits the Reduction/Non-Renewal of Athletic Aid Form on ARMS and after that it will require student-athlete's signature

- 3) Director of Compliance will complete the Reduction/Non-Renewal of Athletic Aid Form and forward it on to the Scholarship Compliance Coordinator to make changes to the student's scholarship.
- 4) The Scholarship Compliance Coordinator shall send written notification to the student-athlete regarding the opportunity for an appeal at the time the student receives written notification of a reduction or non-renewal of athletic aid.

PROCESS FOR ATHLETIC SCHOLARSHIP APPEALS

Student-athletes whose athletically-related aid is reduced, cancelled or not renewed have a right to appeal (NCAA Bylaw 15.5.2.4). The procedure is as follows:

- 1) The Athletic Appeals Committee will be comprised of a committee chair and five members who are not within the Department of Athletics.
- 2) The Athletic Appeals Committee shall convene to hold hearings relative to the reduction or cancellation of athletically-related financial aid.
- 3) Student-athletes who wish to use the appeal process shall send written notice to Dan Lawson, the Chair of the Athletic Appeals Committee by email (dlawson@leeuniversity.edu). A written notice should also be sent to Jason Robinson, Chair of the Compliance Committee (jrobinson@leeuniversity.edu) and Jessica McIntyre, Associate AD of Internal Affairs (jmcintyre@leeuniversity.edu). Written notice of appeal, supporting evidence and documentation must be received from the student within fourteen (14) days of the date of official notification. Student-athletes may request a written appeal if they are unable to personally appear at the hearing.
- 4) The committee chair shall promptly schedule the hearing within ten (10) business days after receiving written notice of appeal, and shall send the Director of Athletics, Director of Compliance, the Head Coach and the student-athlete notice of the same. Such notice shall include the date, time and location of the hearing.
- 5) The hearing shall be conducted as follows:
 - a. The student-athlete shall appear first and shall put forward his/her case.
 - i. The student-athlete has the right to representation, other than legal representation, in an advisory capacity and the right to produce evidence.
 - ii. The student-athlete may choose to have an open hearing. If so chosen, the student-athlete must request the open hearing, in writing, to the committee chair at the time they submit their notice of appeal. If no request is made at that time, the hearing will be closed.

- iii. The student-athlete may introduce written statements, produce witnesses, and/or testify personally. The number of witnesses the student may have will be limited to two (2).
 - iv. Testimony of the witnesses may be by question and answer or narrative.
 - v. After the student-athlete has finished presenting each witness, members of the Athletic Appeals Committee may question the witnesses and/or the student-athlete if he/she chooses to testify.
 - vi. The representative of the Department of Athletics may also ask questions, but the questions must be directed through the chair of the committee.
- b. The Department of Athletics shall put forward its case after the student-athlete has concluded his/her case. The presentation shall be in the presence of the student-athlete.
 - i. The presentation shall be made by the coach, if possible, and written documentation should be available to support all statements made. If the coach cannot present the case, the name of the replacement shall be submitted to the chair of the committee five days prior to the presentation with an explanation of why the coach could not present the case.
 - ii. The Department of Athletics may present witnesses in support of its case or, with the approval of the chair of the committee, written statements may be submitted.
 - iii. The testimony of witnesses may be by question and answer or narrative.
 - iv. The number of witnesses the Department of Athletics may have will be limited to two (2).
 - v. At the completion of the testimony, members of the committee may ask questions, and the student-athlete may also ask questions but the questions must be directed through the chair of the committee.
- c. The Chair of the Athletic Appeals Committee shall have the right to exclude evidence if determined to be irrelevant to the issue at hand. The number of witnesses may be restricted if it appears that participation is irrelevant or merely cumulative.

After consultation with the members of the Athletic Appeals Committee, the committee chair shall render the decision of the committee and this decision shall be final. Written notification of the decision will be sent to the student-athlete, Head Coach, Director of Compliance, Scholarship Compliance Coordinator, and the Director of Athletics within seven business days of the hearing.

NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

Forms: Outside Scholarship Disclosure

- 1) All student-athletes must report any outside financial aid to the Financial Aid Office per NCAA Bylaw 15.2.2. Outside aid must be indicated on the Outside Scholarship Disclosure Form.
- 2) Each Head Coach and the Director of Compliance will be informed by the Scholarship Compliance Coordinator of any student-athlete who has not completed all required paperwork. It will be the responsibility of the student-athlete to complete the Outside Scholarship Disclosure Form.
- 3) The Scholarship Compliance Coordinator will notify the Director of Compliance and the Head Coach of the outside award.
- 4) The Financial Aid Office will investigate the outside scholarship and communicate with the awarding agency. A completed Outside Scholarship Certification Form will be requested from the awarding agency.

Once the information is received, the Scholarship Compliance Coordinator and the Director of Compliance will determine if the award is permissible.

GRANT-IN-AID CONTRIBUTIONS BY DONORS

It is permissible for an individual to contribute funds to the University to finance a scholarship or grant-in-aid for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution. It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student-athlete.

AID TO PROFESSIONAL ATHLETES

An institution may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. Institutions must be aware of the eligibility requirements for students participating in outside competitions and receiving any winnings from those competitions. Each year, the PSA at Lee University must provide information to the NCAA Eligibility Center upon initial enrollment at Lee. This is particularly important for international student-athletes.

RECRUITING

Monitoring the recruitment of student-athletes is the responsibility of the head coach and the Compliance Department. Recruiting is one of the most complex areas of compliance; therefore, recruiting procedures must be clearly defined and always documented.

DECLARATION OF RECRUITING/STAFF

Process: NCAA Coaches Certification Exam

Forms: NCAA Division II Coaches Certification
(NCAA Procedural Document)

CERTIFICATION TO RECRUIT OFF CAMPUS

All coaches who will be recruiting off-campus must successfully complete, on an annual basis, the Coaches Certification Required Courses on the NCAA's Learning Portal.

Each year the NCAA publishes new modules to assist coaches in understanding the NCAA Bylaws for Recruiting, Eligibility, Tryouts, Mental Health, and more. Any Athletics staff wishing to recruit off-campus must successfully complete the modules and required courses. The Compliance Department will notify the Head Coaches of all certified individuals on an annual basis.

The annual certification expires on July 31 of the following year. If a course is not successfully passed, the participant must wait 24 hours before attempting to complete the course again. All questions must be answered correctly to achieve a passing score on an educational module. Individuals who complete an educational module successfully will receive a certificate of completion in their Division II University account.

RECRUITING COMPLIANCE PROCEDURES

Documentation is one of the most important aspects of the entire recruiting procedure. Lee University could possibly be following all the rules and regulations for the GSC and NCAA Division II, but if the documentation is unavailable to verify the institution's actions, it is obvious that Lee would be in violation of these rules.

The following represents a list of documents that the NCAA deems necessary for institutions to monitor in order to ensure that student-athletes, coaches and staff are in compliance with NCAA rules and regulations. These forms protect coaches from a "he said/she said" situation and documents that the institution is maintaining institutional control.

Recruited/Non-recruited

Prospective Student-Athletes (PSA) are considered recruited if any one of the following occurs: (Bylaw 13.02.10.1)

1. Providing the PSA with an official visit;
2. Having an arranged, in-person, off-campus encounter with the PSA, or the PSA's relatives or legal guardians;
3. Initiating or arranging a telephone contact with the PSA, the PSA's relative or legal guardians on more than one occasion for the purpose of recruitment; or
4. Issuing a National Letter of Intent or the institution's written offer of athletically-related financial aid to the PSA.
5. A member of an institution's athletics' staff or a representative of athletics' interests shall not recruit PSAs except as permitted by the NCAA, GSC and Lee University.

In-person, off-campus recruiting in Division II is limited to authorized intercollegiate athletics' staff members. Representatives of athletics' interests are prohibited from making in-person, off-campus recruiting contacts or telephone calls with PSAs or their parents or legal guardians.

Providing Recruiting Materials

Lee University's coaches are not permitted to send PSAs or a PSA's coach recruiting materials (including general correspondence related to athletics) prior to June 15 preceding the PSA's junior year in high school. Educational information published by the NCAA, a questionnaire and/or a camp brochure may be provided to PSAs prior to June 15 preceding the PSAs' junior year in high school.

Off-Campus Recruitment

Form: Permission to Recruit Form

Only after June 15, prior to the start of a PSAs junior year in high school and during permissible contact periods, can coaches make contact with the PSA or with the parents and/or guardians of the PSA.

Four-year college PSA's (transfer students) cannot be contacted until written permission has been granted by the Director of Athletics (or designee) at the PSA's current institution and is on file in the Lee University Compliance Department. Once a four-year college PSA has been granted "permission to contact," he/she is to be recruited under the same rules as a high school prospect.

Procedure for Off-Campus Recruiting

- Coach reviews NCAA Division II Recruiting Calendar for their sport. This can be found at the end of Bylaw 13 in the Division II Manual.
- After reviewing the Recruiting Calendar, the coach will then reference the NCAA Division II Coaches Off-Campus Recruiting Guide or 13.01.3 for the definitions of the recruiting periods.

- Next, the coach will complete the Permission to Recruit Form and submit it to the Compliance Department. **This form must be submitted and approved prior to the coach leaving campus.**
- Coaches should enter initial contacts, evaluations, and telephone communication into the Front Rush database.
- Upon returning for the recruiting trip, the coach will submit their receipts to Athletic Department's Office Coordinator for reimbursement.

Guidelines for Contact

There is no limit on the number of off-campus contacts with PSAs, their relatives or legal guardians. However, restrictions regarding contact during school days, at competition and practice apply.

Our coaching staff must continue to follow the NCAA and GSC conference rules by not contacting PSAs before any athletics competition at any site on the days that the PSAs are participating, even if the PSAs are on an official or unofficial visit. This contact includes the passing of notes to PSAs by a third party on behalf of institutional staff members. This prohibition extends from the time the PSAs report or become involved in competition-related activity until the end of the competition (including multi-day events). Lee University coaches can only contact the PSAs after their final competition and after they have been released by their appropriate institutional authorities and leave the dressing and meeting facilities. Please note, institutional coaching staff members are permitted to contact a prospective student-athlete and/or his or her relatives or legal guardians who have signed a National Letter of Intent or written offer of admission and/or athletically related financial aid with the coach's institution at any site on the day or days of competition.

Visits to a PSAs' school during the time period when classes are being conducted for all students must receive approval from school administrators of the PSA's high school.

Evaluations

In all sports, there are an unlimited number of evaluations coaches can have for PSAs. However, this will be limited to the recruiting calendar and evaluation periods per sport.

Telephone Calls

Calls to PSAs or PSAs' parents or legal guardians are unlimited beginning June 15 prior to a PSAs' junior year in high school. We must be aware that after a PSA has been called on more than one occasion, he/she becomes a "recruited" PSA.

Recruiting telephone calls will be documented through software Teamworks. Coaches will log their initial call with a PSA in order to verify that date. This will ensure no early contact was made with that PSA.

UNOFFICIAL VISIT

Form: Unofficial Visit

At their own expense, PSAs are allowed to visit an unlimited number of times, and visits may occur before their senior year in high school.

Coaches will document unofficial visits by filling out the Unofficial Visit Form on Temwroks.

OFFICIAL VISIT

Forms: Official Visit Request Form

All official visits will be documented and monitored by the Compliance Department. Preapproval forms must be submitted no later than three days prior to the visit. A Post-Visit Form will be completed by the PSA confirming the fact that no NCAA or GSC rules have been violated during his/her official visit.

PSAs may not make an official visit until June 15 immediately preceding the PSA's junior year in high school.

Per NCAA rules, an official visit may not exceed 48 hours, beginning either at the time PSAs arrive on campus or if entertainment (e.g., meal) is provided by certified coaches while providing transportation, whichever shall occur first. Transportation to the campus after arrival at the airport or other outlet in the community must be without delay for personal reasons or entertainment purposes. At the completion of the 48-hour visit, PSAs must depart campus immediately.

An institution shall not provide an official visit to a high school or preparatory school student until he/she meets the following criteria and becomes an official PSA:

- Registers with the NCAA Eligibility Center;
- Is placed on the institution's institutional request list (IRL) with the NCAA Eligibility Center; and
- Provides current high school or college transcripts.

At the conclusion of the visit, all official visit paper work must be signed and sent to the Compliance Department to be kept as documentation that NCAA and GSC rules relating to recruiting have been followed.

Reminders:

- Lee University may not reimburse high school, prep school, Amateur Athletic Union (AAU) or two-year college coaches for mileage associated with transporting PSAs to the campus.
- Air transportation paid by Lee University to cover the actual round trip cost for PSAs' one official visit to Lee University's campus may not exceed coach class. Providing first-class travel arrangements, even if it is the only available seat remaining on an airplane would be considered a violation of NCAA rules.
- Institution may not pay any leg of a PSA's transportation costs if he or she participates in an institutional camp or clinic in conjunction with an official visit.
- Institution cannot provide complimentary admissions to a PSA for a conference tournament.
- Institution can provide the actual cost of meals on an official visit.

STUDENT HOST

Students may host PSAs during official visits under the following NCAA guidelines and regulations:

- Hosts accompanying PSAs and their guests may receive complimentary admission to campus athletic events via a pass list. There will be no "hard tickets" issued for admission to these events.
- It is important for each student host to understand that it is not permissible for PSAs to have conversations off-campus with boosters or alumni (representatives of athletics interests) beyond exchanges of greetings.
- In the event that student hosts provide transportation for the PSAs, they cannot borrow a coach's car or drive Lee University vehicles. Coaches can, however, provide student hosts and PSAs with a ride during an official visit. PSAs cannot operate student hosts' vehicles at any time. There will be no reimbursement for mileage while entertaining PSAs.
- A maximum of \$30 per day entertainment money may be provided to student hosts to cover all actual costs of entertaining PSAs and anyone else accompanying them. These funds cannot be used to purchase souvenirs such as hats, t-shirts, or any other mementos. The student host will be responsible for personally handling this money, to collect receipts for money spent and to turn the receipts in to coaches. Student hosts may not give cash directly to PSAs, teammates or anyone else. All entertainment with PSAs and individuals accompanying them must occur within a 30-mile radius of campus.
- Student hosts should be reminded that, as representatives of Lee University, they should use sound judgment in entertaining PSAs. This would include, but is not

limited to, attending, arranging or providing adult entertainment or gambling or wagering activities for PSAs.

- Receipts and any unused portion of the \$30 must be returned to head coaches within 24 hours of the PSA's departing campus.
- PSAs may engage in recreational or workout activities with student hosts as long as the following conditions exist:
 1. Activities are not initiated, arranged or observed by coaches,
 2. They are not designed to test the athletic abilities of PSAs,
 3. Student hosts must not be asked to report back to coaches on the abilities of PSAs.
 4. PSAs must use their own equipment and apparel because Lee University may not loan these items to them. An exception to this is their one (1) tryout allowed by NCAA rules.

PROSPECTIVE STUDENT-ATHLETE COMPLIANCE DURING OFFICIAL VISIT

The following information must be provided to and acknowledged by PSAs with their signature at the beginning of their official visits:

- PSA's official visits will last no longer than 48 hours, beginning with the moment they arrive on campus (limited exceptions may apply).
- All entertainment with PSAs' guests and student hosts must occur within a 30-mile radius of campus. A maximum of \$30 per day entertainment money will be provided to PSAs' host to cover all actual costs of entertaining PSAs and anyone else accompanying them. The host or PSA cannot use these funds to purchase souvenirs such as hats, t-shirts or any other institutional mementos. Hosts will handle this money for PSAs.
- The PSAs and those accompanying them, and student hosts may receive complimentary admission to campus athletic events via a pass list. But there will be no "hard tickets" issued for admission to these events.
- Student hosts may provide transportation during the official visit but cannot borrow a coach's car or drive a Lee University vehicle. Coaches can, however, provide PSAs and student hosts with rides during the official visit. At no time are PSAs or their guests allowed to operate a student host's vehicle.
- The PSAs must provide their own equipment and apparel for recreational or workout activities; therefore, PSAs may not accept these items, even if they are loaned to them. An exception to this is the one (1) tryout allowed by NCAA rules. Lee University's expectation for all our hosts and PSAs are very high and we expect them to conduct themselves in like manner.

REGULATIONS AFTER SIGNING AN ATHLETIC SCHOLARSHIP

The rules and regulations are still in effect even after a PSA signs with Lee University. In accordance with NCAA legislation, PSAs remain PSAs until they attend the first day of classes or the first day of practice, whichever occurs first. Listed below is a partial summary of regulations that apply to PSAs subsequent to the scholarship signing. Additional information can be found in the NCAA Manual.

BOOSTER INVOLVEMENT

Lee University and the Compliance Department are responsible for ensuring that its various constituencies (e.g. University staff and faculty, student-athletes, alumni and friends) abide by NCAA rules and regulations. According to those rules, all alumni and friends of the University are categorized as “representatives of Lee University’s athletics interests.”

NCAA Bylaw regulations state:

- A representative of athletics interests for an NCAA Division II institution is prohibited from making in-person, on-or off campus recruiting contact with a PSA and their parents and /or legal guardians. There are limited exceptions. A representative may have contact with PSAs in regard to permissible pre-enrollment activities, such as summer employment arrangements, provided PSAs have already signed a NLI, and the institution is aware they are making these contacts in regard to employment.
- An NCAA Division II representative of athletics interests is prohibited from telephoning PSAs and their parents and/or legal guardians. An exception to this would be if a PSA initiates the call. The call may not be pre-arranged by an institutional staff member and the representatives are not permitted to have a recruiting conversation but may exhibit normal civility. The representative must refer any questions about the University’s athletics program to an appropriate Department of Athletics staff member.
- A representative of athletics interests is prohibited from contacting a PSA’s coach, principal or counselor in an attempt to recruit or evaluate PSAs. However, rules do allow a representative to view a PSA’s contest on their own initiative, subject to the understanding that the representative may not contact PSAs.

COMPLIMENTARY ADMISSIONS FOR PSAS

All arrangements for the distribution of complimentary admissions for PSAs will be handled through the Department of Athletics. As mentioned in previous sections, there will be no “hard tickets” given out. PSAs are allowed five complimentary admissions for a campus event. Any additional tickets must be bought by the same process as the general public.

The provision of complimentary admissions to PSAs is prohibited during a recruiting dead period when it is not permissible to make official or unofficial visits. Also, athletic staff members are not permitted to make arrangements for additional admissions to be purchased by PSAs on an unofficial visit.

Identification and signature are required to obtain complimentary entry. A PSA’s admission will be issued only at the pass gate.

ACCOUNTING OF RECRUITING FUNDS

Form: Official Visit Record and Reimbursement Form

The Director of Athletics Office will handle the expenditures of all funds used for recruiting purposes. All records and receipts will be turned in to the Office Coordinator in the Athletic Department. The Director of Athletics will review all records and receipts.

TRYOUTS FOR PROSPECTIVE STUDENT-ATHLETES

Forms: Medical History Questionnaire
 Sickle Cell Trait Screening

Lee University may conduct a tryout of a prospective student-athlete only on its campus or at a site at which it normally conducts practice or competition beginning June 15 immediately preceding the prospective student-athletes junior year in high school. A tryout of a high school or preparatory school PSA may be conducted at any time outside of the PSA's high school's or preparatory school's traditional season in the sport. A high school's or preparatory school's traditional season begins with the first official team practice and concludes with the team's final competition in that sport. Two-year college PSAs may tryout after the conclusion of their season or anytime provided the student-athletes have exhausted their eligibility. Four-year college PSAs may tryout only after the conclusion of their season and after Lee University has received written permission to contact the PSA from his/her current institution.

The following guidelines must be adhered to when conducting PSAs' Tryouts:

- No more than one tryout per PSA per institution per sport;
- Must be conducted on the institution's campus or where regular practices/competitions are held for that sport
- PSAs must have a medical evaluation within six months of the tryout
- PSAs must provide a copy of Sickle Cell test results
- Tryout may include tests that evaluate speed, strength, and agility
- PSAs may compete against the institution's team provided it is logged as practice hours
- Length of tryout shall be limited to a normal practice length but not to exceed two hours
- Institution may provide equipment and clothing on an issuance and retrieval basis.

TRYOUTS FOR CURRENT STUDENTS

Forms: Medical History Questionnaire
 Sickle Cell Trait Screening

Rules concerning tryouts for our current students are located in Bylaw 17.02.15 in the 2024-25 NCAA manual. Lee University may conduct a tryout of a full-time student currently enrolled only on its campus or at a site we normally practice or compete at during the regular academic year. If such a tryout occurs outside the declared playing and practice season, the following conditions apply:

- Not more than one tryout per student per sport shall be permitted during any academic year;
- The student must not have been recruited
- The student must be in good academic standing;
- Prior to participation in a tryout, a student is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to Lee University. The examination or evaluation must be administered within six months prior to participation in the tryout. The medical examination or evaluation may be conducted by a Lee University regular team physician or other designated physician as a part of the tryout;
- The time of the tryout activities (other than the physical examination) shall be limited to the length of Lee Universities normal practice period in the sport but in no event shall it be longer than two hours;
- Competition against the member institution's team is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity per Bylaw 17.02.1;
- Lee University may provide equipment and clothing on an issuance-and-retrieval basis to a student during the period of the tryout.

Coaches must receive prior written approval from the Head Athletic Trainer and the Compliance Department before current students may tryout. Current students must sign and complete the appropriate paperwork through the Compliance Department verifying a medical examination in the last six months, proof of Sickle Cell test results and sign a waiver and release form that does not hold Lee University liable for any injuries incurred during the tryout. Coaches are encouraged to have current students' fax or scan their medical examination, Sickle Cell test results, and proof of medical insurance to the Compliance Department prior to the tryout for approval. **If current students do not have proof of medical insurance, current students must complete the Medical History Questionnaire form and receive prior approval from an athletic trainer at LeeUniversity before they are allowed to participate in the tryout.**

AGENTS, AWARDS, AND EXTRA BENEFITS

AGENTS

According to Bylaw 14.02.2, an agent is any individual who, directly or indirectly:

- Represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or
- Seeks to obtain 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.

NCAA Bylaw specifically prohibits eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and if not reported, possible forfeiture of athletic contests in which the involved student-athlete performed. While most sports agents are principled and well-meaning, the potential for and record of abuse in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. Coaches and administrators should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout or someone who attempts to arrange a meeting with the same intentions. This could be a certified sports agent, a local business, a family friend, a lawyer, or a Lee supporter. Communication in this area is of the utmost importance. If a student-athlete wishes to explore his/her options in a sports related career, he/she should set up a meeting with the Director of Athletics and the Director of Compliance to discuss the matter.

AWARDS

Form: Approval of Awards

Athletics awards given to student-athletes shall be limited to those approved or administered by Lee University, the GSC, or an approved agency and shall be limited in value and number as specified. Awards received for intercollegiate athletics participation may not be sold, exchanged or assigned for another item of value, even if the student-athlete's name or picture does not appear on the awards.

Normal retail value shall be assigned as the value of an award when determining whether an award meets specified value limits, even when a member institution receives institutional awards from an athletics representative or organization free of charge or at a special reduced rate. Normal retail value is the cost to the institution that is based solely on volume and is available to all purchasers of a similar volume and that does not involve an obligation to make additional purchases to enable the supplier to recover the costs for the original purchase.

The institution may not combine the value limits of awards given in a sport during the same season, or given to athletes who participate in more than one sport, to provide an award more expensive than permissible under separate application to some or all of its participation student-athletes. The value of an award may not exceed specified value limits, and a student-athlete may not contribute to its purchase in order to meet those limits.

Participation Awards

Awards for participation in intercollegiate athletics may be presented each year are limited in value and number as specified by the NCAA. Awards for participation in special events may be provided only to student-athletes eligible for participation in the competition.

Awards for Winning Conference and National Championships

Awards for winning an individual or team conference or national championship may be presented each year, and limited in value and number as specified. Awards for winning a conference or national championship in a team sport may be provided only to student-athletes who were eligible to participate in the championship event. The total value of any single award received for a national championship may not exceed \$415. The total value of any single award received for a conference championship may not exceed \$325, and each permissible awarding agency is subject to a separate \$325 limit per award. Each permissible awarding agency may provide only a single award for each championship to each student-athlete. Separate awards may be presented to both the regular-season conference champion and the postseason conference champion (with a separate \$325 limitation), but if the institution wins both the regular season and postseason conference championship, the combined value of both awards shall not exceed \$325.

Special Achievement Award

Awards may be provided each year to individual student-athletes and teams to recognize special achievements, honors and distinctions, and are limited in value and number.

EXTRA BENEFITS

The student-athlete shall not receive any extra benefit. The term “extra benefit” refers to any special arrangement by an institutional employee or representative of the institution’s athletics interest to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA legislation. A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletics interests.

Receipt of a benefit (including otherwise impermissible extra benefits per Bylaw 16.11.2) by student-athletes, their relatives or friend is not a violation of NCAA rules if it is demonstrated

that the same benefit is generally available to the institution's students and their relatives or friends.

1. The Compliance Department will provide education material to all student-athletes during the fall team meetings and to coaches at rules education meetings.
2. Any questions regarding extra benefits will be directed to the Compliance Department for interpretation.
3. If there are issues regarding a possible violation of NCAA rules, the Compliance Department will begin the investigative process. (Please refer to investigating rules violations).

Occasional Meals

Form: Occasional Meals Form

An occasional meal is a meal provided to a Student-Athlete in the locale of the institution on infrequent and special occasions (no more than 4 a semester).

Institutional Staff Member: A Student-Athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

Representative of Athletics Interest: A Student-Athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

The procedures for occasional meals are as follows:

1. The Head Coach of the Student-Athlete(s) or team invited for an occasional meal will complete and sign an Occasional Meal Form prior to the meal.
2. The form is then submitted to the Director of Compliance for approval.
3. If the request is denied the Director of Compliance will notify the Head Coach.

Apparel and Equipment

Form: Apparel/Equipment Inventory Information Form

Equipment and apparel are the property of the institution and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season.

1. Student-athletes must be on the squad list in order to be issued equipment and/or apparel.

2. The Head Coach or designee is responsible for completing the Apparel and Equipment Information Form for each student-athlete. This inventory form must be accurate and current at all times and subject to an audit.
3. On the initial issuance the student-athlete and coach sign an inventory form indicating receipt of the equipment and apparel.
4. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete's inventory form and signed by the student-athlete and the coach.
5. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/conclusion of playing season, the student-athlete shall be held financially responsible and will be charged.
6. A student-athlete may retain athletics apparel, not equipment, at the end of the individual's collegiate career, at the discretion of the Head Coach and with the approval of the Athletics Director. (NCAA Bylaw 16.11.1.4)
7. A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, ball, shirts) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the student-athlete's institution to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment. (NCAA Bylaw 16.11.2.5)

PLAYING AND PRACTICE SEASON

Forms: Declaration of Playing Season
 Participation List
 Foreign Tour Request Form
 Athletic Contest Contract

MONITORING DECLARATION OF PLAYING AND PRACTICE SEASON

The Compliance Department is responsible for monitoring the playing and practice seasons for all sports. This includes monitoring playing season declarations, athletically-related activities, practice hours in-season and out-of-season, and number of contests.

The Head Coach is responsible for completing and submitting all playing and practice season documentation to the Compliance Department as instructed. Playing and practice season documentation is kept on file by the Compliance Department throughout the academic year.

NCAA Bylaw 17.1.3 requires institutions to maintain on file, in writing, the institution's declared playing season in each sport.

1. The Head Coach is responsible for completing and submitting the Declaration of Playing Season Form to the Compliance Department for his/her sport no later than August 1. Prior to final approval, the FAR reviews and signs the Declaration of Playing Season Form to ensure student-athletes will not violate the Missed Class Policy due to athletic events.
2. After the FAR and Compliance Department approves the Declaration of Playing Season Form, the Director of Athletics will review and sign the form.
3. Once the Declaration of Playing Season Form has been approved by all parties, the playing and practice season information, including competition schedule, will be entered into Compliance Assistant and Front Rush.
4. If clarification is needed, the Head Coach can meet with the Compliance Department to calculate the first day of practice and first competition dates.

Changes in schedules and practices must be documented and updated in the Compliance Department throughout the academic year. A monthly schedule for all sports must be turned into the Compliance Department at the beginning of each month. The Compliance Department must be notified, in writing, of any changes including scrimmages and exhibition games. All monitoring and recording of playing seasons, practices, competitions, days off, etc. will be documented through the Compliance Department.

DECLARE PLAYING SEASON: FIRST PRACTICE DATES/FIRST CONTEST DATE/END OF REGULAR SEASON-CHAMPIONSHIP SEGMENT

Cross Country, Soccer, Volleyball:

- First Practice: 17 days prior to the first permissible contest or five days prior to the first day of classes, whichever is earlier
- First Contest: Thursday preceding September 6
- End of Regular Playing Season: conclusion of the II Championship

Basketball:

- Preseason: September 7 or the fourth day of classes, whichever is earlier
- On Court: October 15
- First Contest: Shall not be before the second Friday in November
- End of Regular Playing Season: Conclusion of the Men's DII Championship

Baseball, Softball, Tennis, Golf, Women's Lacrosse:

- First Practice: January 10 or the first day of classes, whichever is earlier
- First Contest: February 1
- End of Regular Playing Season: Conclusion of the DII Championship

Track and Field:

- First Practice: September 7 or the fourth day of classes, whichever is earlier
- First Contest: September 7 or the fourth day of classes, whichever is earlier
- End of Regular Playing Season: Conclusion of DII Championship

MAXIMUM AND MINIMUM NUMBER OF CONTESTS FOR LEE UNIVERSITY ATHLETICS 2021-22

Sport	Minimum Number of Contest NCAA Bylaw 20.10.3.3	Maximum Number of Contest NCAA Manual Figure 17-1
Baseball	24 Contests	50 Contests
Basketball	22 Contests	26 Contests
Cross Country	5 Dates of Competition	7 Dates of Competition
Soccer	10 Contests	18 Contests + 5 Other Segments
Women's Volleyball	15 Dates of Competition	26 Dates of Competition + 4 Other Segments
Softball	24 Contests	56 Contests
Golf	6 Dates of Competition	21 Dates Competition

Tennis	10 Contests	25 Overall dates of Competition
Indoor Track	4 Contests	18 total dates of Competition (indoor or outdoor)
Outdoor Track	4 Contests	18 total dates of Competition (indoor or outdoor)
Women's Lacrosse	10 Dates of Competition	17 Dates of Competition + 5 Other Segments

FOREIGN TOURS

Forms: Foreign Tours Worksheet

An athletic team may engage in a foreign tour once every four years. A student-athlete shall not participate in more than one foreign tour per sport for a particular institution. The tour must take place during the summer or during an institutional vacation period. Participation during the summer is counted in the previous academic year. Additional information regarding Foreign Tours can be found in Bylaw 17.6.5.4 of the NCAA Division II Manual.

Eligibility for Continuing Student-Athlete Participation

The eligibility of student-athletes on the tour shall be governed by the following

- a. If the tour takes place between academic terms (e.g., winter vacation period, summer), the institution shall have established by the beginning of the tour that a student-athlete participating on the foreign tour is academically and athletically eligible for competition for the term immediately following the tour. A student-athlete who exhausted his or her eligibility in a term immediately preceding the foreign tour may participate provided the student-athlete would have been otherwise eligible for competition or has graduated.
- b. If the tour takes place after the academic year has started, the student-athlete shall be regularly enrolled in the institution and eligible for intercollegiate competition.

Eligibility for Incoming Student-Athlete Participation

It is permissible for an eligible incoming student-athlete to represent the institution on a foreign tour in the summer prior to initial full-time enrollment provided the prospective student-athlete has signed a National Letter of Intent or written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission. An incoming student-athlete in his or her first year of collegiate enrollment must have received a final academic and amateurism certification from the NCAA Eligibility Center. An incoming transfer student-athlete must have received an amateurism certification and be otherwise eligible.

Process for Requesting a Foreign Tour

1. Coaches should obtain approval for and plan the tour with the Director of Athletics.
2. Prior to setting dates or making reservations for the tour, coaches should fill out the *Foreign Tours Worksheet* form and submit it to the Compliance Department.
3. Prior to departing the team may conduct up to 10 practices in preparation for the tour.
4. During the tour the team may not compete against other American teams (colleges or U.S. teams) and may not schedule more than 10 competitions.

PREDETERMINED CALENDAR OF DAY-TO-DAY ACTIVITIES

A monthly calendar will be turned in for all sports at the beginning of each month showing in advance the scheduled practices, countable athletically-related activities, games and rest days for the upcoming month. Changes in this schedule may occur but must be submitted in writing and documented in the Compliance Department within the month. This will ensure that the proper practice hours and days off are adhered to by NCAA bylaws.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The following activities are considered countable athletically related activities for the purpose of practice hour limitations:

- Practice (no more than four hours per day)
- Athletic meetings with a coach that are initiated or required by the coach
- Competition (counts as 3 hours regardless of actual length)
- Field, floor, and on-court activities
- Setting up offensive and defensive alignments
- Required weight training and conditioning activities
- Required participation in camps/clinics
- Visiting the competition site in golf or cross country
- Participation outside the regular season in individual skill-related instructional activities with a member of the staff
- Discussion or review of film
- For more information, see Figure 17-3 in the NCAA Division II Manual

NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:

- Compliance meetings
- Meetings with a coach initiated by the student-athlete
- Study tables, tutoring, or academic meetings
- SAAC meetings

- Voluntary weight training not conducted by a coach
- Voluntary sport-related activities, no attendance taken, no coach present
- Traveling to/from site of competition
- Training room activities
- Recruiting activities (student host)
- Attending banquets
- Fundraising activities or public relations/promotional activities or community service projects.

The procedures for documenting weekly athletically-related activities are as follows:

- The head coach is responsible for submitting via TeamWorks the Countable Athletically Related Activities (CARA) form for the previous week by the end of the day on Monday to the Director of Compliance. The institutional practice week is defined as Sunday through Saturday. For each day, the head coach is responsible for indicating the date and length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training, skill instruction and film review.
 1. In season, four hours/day, twenty hours/week maximum with one required day off.
 2. Out of season, eight hours/week maximum with no more than four hours of skill instruction, only weights, conditioning and skill instruction permitted, 2 required days off.
- CARA form submissions are reviewed by the Compliance Department. The Director of Athletics is notified of any violations. The Director of Athletics is also notified of those coaches who do not meet the deadline for submission of the forms.
- In order to spot check CARA forms the Compliance Department will call in random student-athletes to verify the records of their team.

SCHEDULING ATHLETIC CONTESTS

Head coaches are responsible for establishing their nonconference and in some sports (tennis, indoor track, outdoor track and cross country) their conference schedules for their respective teams. Schedules will be submitted to the Director of Athletics, and contracts will be written and sent to all opponents. All head coaches are responsible for developing their schedule in accordance with Bylaw, Article 17 in the NCAA manual.

When developing the schedules, the Department of Athletics will attempt to minimize the number of classes missed for team travel, competition and practice held in conjunction with competition. All Gulf South Conference (GSC) scheduling requirements will be followed by teams when developing these schedules. The Athletic Department Office Coordinator will send contracts to opponents after they have been signed by the Director of Athletics.

When contracts have been returned to the athletics office by opposing teams, a copy of the contract will be forwarded to the head coach. The head coach will review the contract. If he/she approves the conditions of the contract, it will then be signed or initialed by the head coach and returned to the Director of Athletics for approval. After the Director of Athletics

has officially approved and signed the contract, it will be sent back to the opposing team with a copy of the contract placed on file in the Athletic Department.

ATHLETIC TRAINING

The objectives of the Athletic Training Staff are to provide the highest level of service to the student-athletes at Lee University. This includes the prevention, care and rehabilitation of athletic injuries as well as helping to direct the nutritional, physiological and psychological needs of the student-athlete. It is the duty of the athletic training staff and the faculty to serve the student-athletes in a Christ-like manner. The staff will strive to bring the most advanced and up to date knowledge from the scientific realm of sports medicine and put it into practice with the LU athletes.

GENERAL HOURS

The Athletic Training Room will be open as follows:

Monday – Friday

10:00 am – 5:00 pm (or until last practice is covered) Pregame hours will be determined based on home contest schedules. The training room will be closed on Saturday and Sunday unless games or practices are scheduled.

ATHLETIC TRAINING POLICIES

1. All injuries and illnesses should be reported to a certified athletic trainer as soon as possible for proper documentation and treatment.
2. Injured players must report to each practice session. Injuries requiring missed practice time must be excused by the coach and ATC.
3. All doctor's appointments will be made by sports medicine staff at Lee University.
4. Following treatment for an injury that causes limited/missed practice you must be cleared by your ATC prior to increasing your participation level. (Your coach will receive a report of player status daily.)
5. Prior to meetings, practices and games, athletes must plan to get all taping and/or treatment done.
6. Injuries and illnesses not sustained in team functions will not be the responsibility of the LU Athletic Department.
7. Athletes are to use the Training Room for treatment only, not social gatherings or team meetings. If you are not currently receiving treatment, there is no need to be in the ATR.
8. Proper attire must be worn in ATR, no cleats.
9. Remember, the ATR is a place of business. Please keep conversation at an appropriate level and refrain from bringing in food and drinks.
10. Modalities are not to be set up without a certified athletic trainer or student athletic trainer's assistance.

11. Although treatments are first come first serve, in-season athletes may have priority.

STAFF

The sports medicine staff is comprised of certified athletic trainers, as well as team physician:

Director of Sports Medicine	Daniel Heinbaugh, ATC
Certified Athletic Trainers	Shelby Landolt, ATC Breanne Crittenden, ATC
Primary Care Team Physician	Paige Wisebaker, ATC Dewayne Knight, ATC, MD
Orthopedic Surgeon Team Physician	Jason Spangler, D.O.

In addition, the certified athletic trainer who serves as faculty member in the undergraduate athletic training program, , also assists with medical coverage. Other local physicians are also associated with our staff and utilized on a referral basis.

DRUG AND ALCOHOL POLICY

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession and use or distribution of illicit drugs and alcohol by students and employees. This federal mandate coincides with the strong desire of the Lee University administration to maintain a drug-and alcohol-free campus.

Prior to registering for classes, students are asked to sign the Community Covenant, agreeing to abide by the Lee University standards of conduct regarding the use of alcohol and illegal drugs. Students who fail to abide by the terms of the Covenant will face possible suspension or expulsion from the university. Any individual who refuses to sign the Community Covenant will not be allowed to enroll as a Lee University student.

Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession or use of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the university. The misuse of prescription drugs or over-the-counter drugs will result in severe disciplinary measures including the possibility of suspension or expulsion.

Legal sanctions under local, state, and federal law for the unlawful possession, use, or distribution of illegal drugs and alcohol encompass a wide range of penalties in the form of fines, loss of driving privileges, and prison terms.

The university exercises its right to require drug testing of students suspected of drug use. Searches of students and their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or alcohol. Refusal of a drug

screen will be considered grounds for suspension. In the event a drug test is required, the student will be responsible to pay for this screening process. This policy applies to students living in apartments and auxiliary housing as well.

The Lee University alcohol policy is as follows:

- First offense: 20 accountability hours
- Second offense: 20 accountability hours

(After the second offense, the university reserves the right to contact parents/guardians which may include recommending counseling, accountability, or assistance from outside agencies depending on the severity of the incident.)

- Third offense: 20 accountability hours and automatic suspension

Consuming, possessing, holding for others, or purchasing alcohol or drugs is considered a violation of the alcohol/drug policy. Any student convicted of a DUI offense will be suspended from the university. Any student 21 or over who purchases, serves, or supplies alcohol to a minor will be subject to immediate suspension from the university.

The health risks associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several offices, including the Health Clinic, Counseling Center, and Campus Ministries. Counseling and treatment services are available both on and off campus. On-campus assistance is available through the Counseling Center, Health Clinic, and Campus Ministries.

TOBACCO USAGE POLICY

Lee University is a tobacco-free campus, and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of the individual as well as to the passive bystander exposed to secondhand smoke, Lee University does not allow the use of tobacco in any form on campus or while participating in any schoolrelated functions/activities. Possession and use of pipes, hookahs, e-cigarettes, and vaporizers of any kind are strictly forbidden. Due to the fire hazard of smoking, a \$125 fine will be assessed for smoking inside university facilities.

Smoking awareness classes are available for those desiring to discontinue the use of tobacco. Because the Lee University community is interested in the well-being of each student, resources will be made available to assist with this process.

The following judicial procedures will be followed for those who choose to disrespect the Lee University community and use tobacco in any form:

- First offense: A verbal and written warning will be issued. The student Should the student fail to comply, she/he may experience additional consequences should they violate the university's tobacco policy.
- Second offense: The student will be summoned to appear before the director of student conduct. The director will have flexibility based on the situation to administer any or all the following consequences:
 - Assign 25 accountability hours.
 - Attend tobacco awareness classes. (The student will cover all expenses.)
 - Write a 4–5-page paper (i.e., dangers of smoking, interview someone who has successfully quit smoking, the dangers of chewing tobacco, etc.).
- Third offense: The student will be subject to suspension from the university

CANNABIDIOL (CBD)

The use of Cannabidiol (CBD) products on or off campus are prohibited, except for CBD oil products derived from hemp. Any CBD oil products derived from marijuana are strictly prohibited. Students are responsible for retaining the packaging and must produce it to prove that the CBD oil is hemp derived and has a non-trivial amount of THC oil (less than 0.3 percent). If the student cannot produce the packaging, the student will face disciplinary measures which could include a fine. Any student caught with CBD oil derived from marijuana will be disciplined under our Alcohol and Drug policy, including the possibility of suspension or expulsion. Students are only allowed to use CBD in oil form. No student is allowed to smoke CBD for any purpose.

If a healthcare provider has prescribed CBD products, students are responsible to present and turn in a copy of the doctor's note. If a doctor's note cannot be produced the student will be disciplined under our Alcohol and Drug policy, which could include the possibility of suspension or expulsion.

CAMPS AND CLINICS

Forms: Camp/ Clinic Request Form

Lee University encourages all sports teams to conduct camps and clinics whenever it is convenient for the coaches and the University's facilities. The first step in this process would be the request for dates and facilities through the Director of Event Planning, Marbi Di Pastena.

All institutional camps associated with Lee University must be approved through the Compliance Department by completing the Sports Camp Request and information form. Current student-athletes who will be working the camp must be approved by the Director of Compliance by completing the Camp Employee List Form for Camps/Clinics.

Camps must be opened to any and all participants. They may only be limited by number, age, gender, and grade level.

An institutional camp shall not give free or reduced admission to PSAs. A representative of athletic interest may NOT pay PSAs to attend a camp.

PSAs may receive awards and prizes at an institution's camp with the understanding that the cost of such award is built into the admission's fee. If PSAs receive a gift or award that is not paid for through the admissions fee, PSAs are rendered ineligible until they repay the value of the benefit back to a charity of their choice.

The Compliance Department will also monitor student-athletes and PSAs employed by the camp to make sure the duties that are generally supervisory in nature along with coaching or officiating assignments. Their compensation must be at a going rate. There cannot be different compensation rates based on the level of athletic skill of the student-athletes. Student-athletes who only lecture or demonstrate a skill cannot be compensated for their appearance at that camp.

Prior to conducting a camp, each Department of Athletics staff member must be incorporated and show proof of their Limited Liability Corporation (LLC). All financial records will be open to review by the Lee University Business Office upon request. The director must provide proof of insurance for the camp to the Director of Compliance no less than ONE MONTH prior to the start of the camp.

A certified athletic trainer must be on staff for all days the camp is in session. All participants and camp staff must sign the waiver form provided by the University. These forms must be on file with the Compliance Department after the first day of camp.

All summer camps held at Lee University will follow the rules and regulations set forth by the NCAA and as such will adhere to an open book policy. The camp director will provide complete operating statements for the camp to the Business Office and to the Director of Compliance within 30 days of the last day of the operations where campers were present. This statement will include, camp employee list, camp participant list, group discount list/individual discount list, camp refund/insufficient funds list and camp financial summary.

PUBLICITY

COMMENTS PRIOR TO SIGNING A PSA

Prior to the signing of a National Letter of Intent or written offer of admission, a Lee University staff member may comment publicly only to the extent of confirming the institution's recruitment of the PSA. A Lee University staff member may not comment generally about the PSA's ability or the contribution other PSAs might make to the institution's team. Additionally, a Lee University staff member may not comment in any manner about the likelihood of the PSA signing with Lee University.

We may not publicize or arrange publicly a PSA's visit to the Lee University campus. Lee University may not introduce a visiting PSA at a function (e.g., the institution's sports award banquet or an intercollegiate athletics contest) that is attended by media representatives or open to the general public.

ANNOUNCEMENT OF SIGNING A PSA

Publicity released by Lee University concerning a prospective student-athlete's commitment to attend the institution shall occur only after the PSA has signed a National Letter of Intent or subsequent to the PSA's signed acceptance of the institution's written offer of admission and/or financial aid.

According to Bylaw 13.7.4.1, it is permissible for an institution to hold press conferences, receptions, dinners, and similar meetings for the purpose of making such an announcement. A prospective student-athlete who has signed a National Letter of Intent or the institution's written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission may attend institutional press conferences and celebratory events provided the event does not occur during a dead period. Any benefits provided to a prospective student-athlete in conjunction with press conferences or celebratory events are subject to Bylaw 13 restrictions.

NAME, IMAGE & LIKENESS

The NCAA is committed to ensuring that its rules, and its enforcement of those rules, protect and enhance student-athlete well-being and maintain national standards for recruiting. Those goals are consistent with the NCAA's foundational prohibitions on pay-for-play and impermissible recruiting inducements, which remain essential to collegiate athletics.

As the NCAA continues to work with Congress to adopt federal legislation to support student-athlete use of NIL, it is necessary to take specific, short-term action with respect to applicable NCAA rules. Accordingly, effective July 1, 2021, and until such time that either federal legislation or new NCAA rules are adopted, member institutions and their studentathletes should adhere to the guidance below:

NCAA Bylaws, including prohibitions on pay-for-play and improper recruiting inducements, remain in effect, subject to the following:

- For institutions in states without NIL laws or executive actions or with NIL laws or executive actions that have not yet taken effect, if an individual elects to engage in an NIL activity, the individual's eligibility for intercollegiate athletics will not be impacted by application of Bylaw 14(Amateurism and Athletics Eligibility).
- For institutions in states with NIL laws or executive actions with the force of law in effect, if an individual or member institution elects to engage in an NIL activity that is protected by law or executive order, the individual's eligibility for and/or the membership institution's full participation in NCAA athletics will not be impacted by application of NCAA Bylaws unless the state law is invalidated or rendered unenforceable by operation of law.
- Use of a professional services provider is also permissible for NIL activities, except as otherwise provided by a state law or executive action with the force of law that has not been invalidated or rendered unenforceable by operation of law.

The NCAA will continue its normal regulatory operations but will not monitor for compliance with state law.

Individuals should report NIL activities consistent with state law and/or institutional requirement