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IUPUI | Department of Intercollegiate Athletics

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University Organization and Administration

Indiana University Mission Statement

Indiana University is a major multi-campus public research institution, grounded in the liberal arts and sciences, and a world leader in professional, medical, and technological education. Indiana University's mission is to provide broad access to undergraduate, graduate, and continuing education for students throughout Indiana, the United States, and the world, as well as outstanding academic and cultural programs and student services. Indiana University seeks to create dynamic partnerships with the state and local communities in economic, social, and cultural development and to offer leadership in creative solutions for 21st century problems. Indiana University strives to achieve full diversity, and to maintain friendly, collegial, and humane environments, with a strong commitment to academic freedom.

IUPUI Mission Statement

Indiana University-Purdue University Indianapolis (IUPUI), a partnership between Indiana and Purdue Universities, is Indiana's urban research and academic health sciences campus. IUPUI's mission is to advance the State of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement. By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

In pursuing its mission and vision, IUPUI provides for its constituents excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within and across disciplines and with the community,
- A commitment to ensuring diversity, and
- Pursuit of best practices

IUPUI Department of Athletics Mission Statement

IUPUI Athletics prepares student-athletes for leadership and success through competition at the highest level of intercollegiate athletics.

IUPUI Office of Athletics Compliance Mission Statement

The Office of Athletics Compliance at IUPUI maintains the institution's loyal commitment to uphold the integrity of the National Collegiate Athletic Association (NCAA) and Summit League. It is our mission to demonstrate the highest standards of ethical behavior, and strict adherence to the letter and spirit of NCAA and League regulations. This office is devoted to educating and supporting coaches, staff, student-athletes and other individuals involved with the athletics program in their institutional responsibilities under the

rules, to discovering and reporting any violations that occur, and to implementing systems that minimize and prevent violations of NCAA and League legislation and institutional policy.

The University is firmly committed to the principle of institutional control. All individuals involved in IUPUI Athletics have the responsibility to maintain reasonable knowledge of the rules and to act in full compliance with NCAA and League regulations. The Office of Athletics Compliance is committed to promoting a comprehensive monitoring program that includes strong controls and ensures that all individuals comply with the aforementioned regulations.

It is our goal to coordinate a proactive and responsive NCAA compliance program that protects the integrity of the institution and the eligibility of our exceptional student-athletes while minimizing any compliance related obstacles to athletics and academic success.

IUPUI Faculty Athletics Committee

University faculty and students have direct involvement in the control and review of the intercollegiate athletics program as members of the Athletics Committee.

The Committee may initiate and recommend to the Athletics Administration policies relative to intercollegiate athletics in the following areas:

1. Compliance with governmental, NCAA and academic accrediting agency regulations.
2. Status and level of competition in each sport (including pre-season and post-season) and League affiliations.
3. Financial aid, academic eligibility, and athletics awards.
4. The addition or deletion of any varsity sport.
5. Formal approval of all intercollegiate schedules.

No policy or course of action may be taken regarding the above without the advice of the Athletics Committee. It shall also give advice and counsel in the area of long range planning.

Rules Compliance

NCAA Principle of Institutional Control

In accordance with the NCAA Constitution, every member 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 its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution. The institution's chief executive officer is responsible for the administration of all aspects of the athletics program.

NCAA Principle of Rules Compliance

Per the NCAA Constitution, a member institution will comply with all applicable NCAA rules and regulations. An institution is also responsible for monitoring its athletics programs to assure compliance, and for identifying and reporting all instances in which compliance has not been achieved.

NCAA Certification of Compliance

IUPUI will to adhere to all applicable NCAA, League and University rules and regulations in the conduct of its athletics programs. All Department of Athletics staff members are obligated to act within all applicable rules and regulations at all times. All Department of Athletics coaching and administrative staff members are required by NCAA Bylaws to sign the NCAA Certification of Compliance annually in good faith.

Compliance Office Responsibilities

The Chancellor has delegated the coordination of IUPUI's rules compliance efforts to the Office of Athletics Compliance, which includes the Associate Athletics Director for Compliance and the Assistant Director of Compliance. The Office of Athletics Compliance is overseen by the Associate Athletics Director for Compliance, who reports to the Chancellor's Office. Additional compliance oversight is also provided by the Deputy General Counsel to the University.

The Associate Athletics Director for Compliance oversees the day-to-day management, coordination, and oversight of the IUPUI Athletics compliance efforts. The Associate Athletics Director also handles athletics certification and eligibility related concerns, rules violations and waivers, institutional reporting related to compliance, and education efforts. The Assistant Director of Compliance, who reports directly to the Associate Athletics Director for Compliance, is generally responsible for the institution's monitoring efforts and data management.

Document Retention

IUPUI Athletics retains compliance related documentation for a period of no less than five years. Files may be maintained electronically or in hard copy.

Head Coaching Control

An institution's head coach is presumed to be responsible for the actions of all assistant coaches and administrators who report, directly or indirectly, to the head coach. Head coaches hold an inescapable responsibility for ensuring rules compliance within the programs they lead.

Indicators of a head coach's commitment to compliance include, but are not limited to:

- Identifiable supervision and monitoring procedures exercised by the head coach over activities and personnel in the coach's charge.
- A well-maintained system of records which could be used to reconstruct actions and events.
- Maintenance of a regular rules-education program.

The Office of Athletics Compliance strongly recommends that head coaches maintain written documentation of their compliance efforts. Examples include, but are not limited to, the following:

- Taking notes during meetings, scheduled or informal, when compliance topics arise. This includes compliance meetings as well as closed coaching staff meetings.
- Attending compliance related professional development opportunities
- Encouraging direct reports to participate in compliance related professional development opportunities
- Documenting any delegation of compliance related job responsibilities
- Documenting compliance interpretation requests
- Documenting compliance related inquiries within the program
- Including compliance with NCAA and Summit League rules in written team rules
- Maintaining copies of submitted compliance forms
- Fully utilizing all available compliance tools, such as Jump Forward
- Retaining notes or other documentation of compliance education provided to student-athletes

The Office of Athletics Compliance strongly recommends that head coaches schedule mandatory meetings between compliance staff and sport specific staff. It is also highly recommended that coaches suggest agenda topics and actively participate in scheduled meetings. Such meetings should occur at least on a monthly basis during the academic year, and on a more frequent basis as necessary.

Head coaches are responsible for being attentive to issues arising within their sport program. Head coaches are best positioned to identify signs of non-compliance within their staff, team, and those surrounding their program. Upon identifying potential violations, head coaches must immediately notify the Office of Athletics Compliance or an appropriate administrator with compliance responsibilities.

Compliance Education

All personnel in the Department of Athletics have the ongoing responsibility to develop and maintain knowledge of applicable NCAA, League, IUPUI and Department of Athletics rules and regulations. This should be done through study of appropriate information and materials (e.g., NCAA Manual, NCAA Publications, IUPUI Intercollegiate Athletics Employee Handbook, IUPUI Institutional Compliance Manual, and the IUPUI Jaguars Student-Athlete Handbook), and by active participation in coaching association(s) and the IUPUI compliance education program.

Each academic year, the Office of Athletics Compliance will coordinate a rules education program for coaches, athletics administrators, athletics support staff, student-athletes and the university community. Rules education sessions will also be periodically conducted with other appropriate University personnel. These sessions will be supplemented by pertinent rules education information and materials circulated to

the appropriate constituents when available and necessary. Further, the compliance staff is available to provide sport-specific compliance education during sport staff meetings as requested by the head coach.

In addition to the above methods, targeted rules education information will be disseminated to representatives of the athletics interests and corporate sponsors of IUPUI by the Office of Athletics Compliance. Education will also be provided to local businesses, including land lords and student-athlete employers.

Head coaches have responsibility to inform student-athletes and other representatives of athletics interests who are close to their program of relevant NCAA legislation, and to notify the Office of Athletics Compliance of individuals who may require additional monitoring or education. It is the responsibility of each coach to be aware of the activities of these representatives in regard to student-athletes and their relationships with these representatives.

Rules Interpretations

Student-athletes, coaches, administrators, prospective student-athletes, athletics representatives and any other constituents are strongly encouraged to ask questions of the compliance officers. When in doubt, ask before acting. Interpretations prepared by the Office of Athletics Compliance are to be explicitly followed at all times unless subsequent re-interpretations are obtained from the League and/or the NCAA.

All rules-related questions asked of the Office of Athletics Compliance will be responded to as quickly as possible and will be documented electronically, along with the response given. The electronic record of interpretations shall include the date of the request, name of individual making the request, detailed summary if the nature of the request, and detailed summary of the response.

If the issue must be referred to the League and/or the NCAA for assistance in answering, the response may be delayed accordingly. The Chancellor, Chancellor's designee, Director of Athletics, Senior Woman Administrator (SWA), Faculty Athletics Representative, Associate Athletic Director for Compliance, and Assistant Director of Compliance are the only IUPUI employees authorized to make calls to the NCAA and the Summit League about compliance matters. Coaches may not make such calls at any time.

Policy on Violations of NCAA Rules

The NCAA Constitution requires, as an obligation of membership, that the institution monitor its athletics programs to assure compliance with NCAA rules and to identify and report to the NCAA instances in which full compliance has not been achieved.

Reporting a Violation

Any individual (e.g., athletics department staff member, student-athlete, university employee, representative of the university's athletics interest, members of the community) shall immediately report a violation or suspected violation of NCAA regulations to the Office of Athletics Compliance immediately upon learning of the violation or potential violation. Reporting individuals are not to investigate or assess the validity of a potential violation, or to discuss the fact pattern with individuals without compliance responsibility.

Reports may be given in writing, verbally, or [anonymously](#). Verbal or written reports may be given to the Office of Athletics Compliance, the Chancellor, the Chancellor's Office, Director of Athletics, Faculty Athletics Representative, while anonymous reports may be submitted through the Indiana University Anonymous Reporting Hotline. At no time should an unlisted individual attempt to investigate a potential

violation, regardless of that individual's assessment of the potential violation. Staff members must keep information about potential violations confidential to protect the integrity of any future or continuing investigation.

Investigating Procedures- Level III and IV Violations

Upon receipt of the report, the Office of Athletics Compliance will evaluate the initial report. If the Office of Athletics Compliance can reasonably confirm that a Level III or IV violation has occurred, such violation will be self-reported by Office of Athletics Compliance Staff to the League and/or the NCAA. For unconfirmed Level III and IV violations that require an in-depth investigation, the following procedures will be followed as deemed necessary by the Associate Athletic Director for Compliance:

1. The Associate Athletics Director for Compliance will notify the Faculty Athletics Representative, Director of Athletics, Chancellor's designee, and Deputy General Counsel that that a potential violation has been reported that requires further investigation. This group will be referred to as the Level III/IV Investigations Committee. If initial information suggests that a member of the Investigations Committee may be involved in the violation, that individual is not to be notified or involved in the investigation process.
2. The Office of Athletics Compliance is responsible for conducting the appropriate investigation, with input and/or involvement of the Investigations Committee.
3. An investigation plan will be made prior to initiating interviews, document collection, or other investigation steps. All necessary precautions will be taken to protect the integrity of the investigation and to facilitate complete and accurate fact-finding.
4. During the investigation, the Office of Athletics Compliance shall maintain a written record of all relevant information. The record shall include the date that the alleged violation was reported, the name of the individual who reported the violation (if available), a detailed summary of the alleged violation, the identities of those involved, chronology of actions taken by the University, and the rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
5. The Office of Athletics Compliance findings will be reviewed and evaluated by the Level III/IV Investigations Committee to determine if a violation occurred. If necessary, additional assistance may be obtained from the League and/or the NCAA.
6. If it is determined that a violation occurred and no specific penalty is prescribed by the NCAA, the Investigations Committee will determine what, if any, corrective action will be taken concerning the person(s) involved in the violation. Other university officials may also be consulted when warranted. The institution may take corrective action beyond prescribed NCAA penalties, at the discretion of the Investigations Committee.
7. The violation will then be self-reported to the League and the NCAA by the Associate Athletics Director for Compliance.

Procedures related to potential Level I and II Violations

1. The Associate Athletics Director for Compliance, after gathering initial information, shall notify Athletics' liaison to the Chancellor's Office and the Deputy General Counsel. The Chancellor shall also be notified. Outside counsel may be retained at the discretion of the Deputy General Counsel.
2. The Associate Athletics Director for Compliance and Chancellor's designee shall convene a Committee composed of appropriate upper-level University individuals. Appropriate University individuals may include, but is not limited to, Level III/IV Investigation Committee members, University Registrar, Dean of Students, and members of the Chancellor's Cabinet. The committee is collectively charged with determining the process and timeline for the investigation and the review of the results of the investigation.
3. Formation of the Investigation Committee and progress of the investigation shall be of top priority, regardless of the University calendar or holidays.

4. The Director of Athletics and/or Associate Athletics Director for Compliance shall notify The Summit League and/or NCAA about the potential violation(s) and the institution's investigation, as deemed necessary by the Chancellor. Should the NCAA and/or Summit League request to be involved in the investigative process, the institution shall proactively assist the NCAA and/or Summit League by any means possible. If the Summit League and NCAA do not request involvement in the investigative process, the Associate Athletics Director for Compliance shall regularly update NCAA and Summit League staff on the investigation's progress.
5. The Committee shall draft a written investigation plan which may consist of, but is not limited to, document review and in-person interviews. The Investigations Committee shall take care to schedule interviews and document requests in such a way that protects the integrity of the investigation by minimizing contamination of evidence and facilitating ethical conduct.
6. If, after an initial investigation is conducted, there is sufficient evidence of a Level I or II violation, or of Level III/IV violations that may constitute a Level I/II violation in aggregate, the Investigations Committee shall determine the range of sanctions appropriate to self-impose. The Director of Athletics shall make the determination on meaningful self-imposed sanctions with the concurrence of the Chancellor. The Dean of Students shall also be consulted in the event of a possible sanction against a student-athlete. If, after an initial investigation is conducted, there is sufficient evidence of a Level III/IV violation, the investigative procedures for Level III/IV procedures shall be followed.
7. The Associate Athletics Director for Compliance shall draft a timely self-report of the violation(s) to the NCAA and Summit League, subject to final review by the Committee. The finalized report shall be promptly submitted to the Summit League and the NCAA. A full report shall be made to the Faculty Athletics Committee.
8. Official public statements, when necessary, are drafted by the Assistant Athletics Director for Communications. An appropriate spokesman for the IUPUI campus is appointed by the Chancellor's Office.

Ethical Conduct

Individuals employed by or associated with IUPUI to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, IUPUI and they, as individuals, represent the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports. Additionally, all individuals employed by or associated with IUPUI Athletics are expected to abide by all NCAA legislation governing sports wagering, banned substances, and ethical conduct.

Each year, all student-athletes, athletics department staff members, and institutional staff members who have responsibilities within or over the athletics department, shall sign a Sports Wagering and Unethical Conduct Affidavit acknowledging that the individual understands and will abide by NCAA Division I Bylaw 10.3 during the upcoming academic year.

Sports Wagering

Athletic department staff members shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. This prohibition extends to non-athletics department staff members who have responsibilities within or over the athletics department, such as the Chancellor, Chancellor's Office liaison, and Faculty Athletics Representative.

Sports wagering includes placing, accepting or soliciting a wager on any intercollegiate, amateur or professional team or contest where there is both a risk and a reward. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. Sports wagering includes friendly wagers, including contests during golf tournaments, March Madness pools, and bets that involve small items of value (e.g. apparel, meals) in exchange for the possibility of gaining another item of value.

IUPUI Athletics events, including fundraising events and crowd activities during athletic events, will be organized in such a way that violations of sports wagering legislation will not occur.

Knowledge of Use of Banned Drugs

IUPUI Department of Athletics staff members or others employed by the intercollegiate athletics program who have knowledge of student-athlete substance abuse, as set forth in Bylaw 31.2.3.4, shall report his or her knowledge to the Director of Athletics. IUPUI employees with athletics responsibilities are responsible for familiarity with the IUPUI Drug Testing Policy.

Unethical Conduct

Unethical conduct by a current/former Indiana University or IUPUI staff member (e.g., coach, professor, tutor, teaching assistant) may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA, Summit League, IUPUI, or Indiana University;

2. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
3. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
4. Knowingly furnish the NCAA, Summit League, IUPUI, or Indiana University with false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
5. Receipt of benefits by an IUPUI staff member for facilitating or arranging a meeting between a student-athlete and agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
6. Knowing involvement in providing a banned substance or impermissible supplement to a student-athlete, or knowingly providing medication to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
7. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center, IUPUI Admissions, and the Athletics Department regarding an individual's academic record or amateurism status; OR
8. Fraudulence or misconduct in connection with entrance or placement exams;
9. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.

Personnel

Declaration of Sport Program Staff

Each August, head coaches shall submit the Staff Declaration form to Athletics Compliance using Jump Forward. Head coaches are responsible for using the Staff Declaration form to accurately declare the names and titles of assistant coaches, administrative/operational staff, volunteer coaches, student assistant coaches, and other appointed and non-appointed staff. Head coaches are expected to accurately classify each staff member according to his or her duties pursuant to NCAA legislation. Any and all staff changes throughout the year should be reported to the Office of Athletics Compliance by submitting a new staff declaration form.

Head coaches and sport administrators are responsible for ensuring that the institution does not employ a coach with an impermissible association with prospective student-athletes. IUPUI shall not employ a high school, preparatory school, or two-year college coach of the same sport. Further, IUPUI shall not employ an individual associated with a men's basketball prospective student-athlete in any non-coaching staff position or strength and conditioning staff position during a two-year period before a prospective student-athlete's anticipated enrollment and for a two-year period after the prospective student-athlete's actual enrollment.

All IUPUI athletics staff department members must maintain current first aid, CPR, and AED certification. All IUPUI athletics staff department members will also maintain active Campus Security Authority certification and undergo any background check required by Indiana University. Documentation of required certifications will be kept on file in the Director of Athletics' office and maintained by the Director of Internal Operations.

After approving the Staff Declaration Form, the Associate Athletics Director for Compliance shall submit the form to the Director of Internal Operations, who will initiate the formal department appointment process. All employees and volunteers, other than those with fully executed employment contracts, must be formally appointed by the Director of Athletics. Head coaches must ensure that staff do not begin work or have contact with student-athletes until the individual has received an appointment letter signed by the Director of Athletics. All employment contracts and appointment letters shall include language requiring full compliance with NCAA and applicable conference legislation.

Sport-Specific Staff Member Coaching Agreement & Recruiting Affidavit

All sport-specific staff members are required to submit the Sport-Specific Staff Member Coaching Agreement & Recruiting Affidavit before participating in team activities each academic year. If a sport-specific staff member is hired at any time during the academic year he/she must complete this form prior to the individual beginning any activity with the sport program.

Coaching Staff Limitations

There is a limit on the number of individuals permitted to engage in coaching activities in each sport. Coaching activities include, but are not limited to, providing instruction to student-athletes and engaging in recruiting activities with prospective student-athletes. Below are the limits on the number of coaches who may be employed by an institution. Outside consultants/advisors may be utilized at the discretion of the

Director of Athletics, but are not permitted to have interaction with student-athletes. Staff members who do not live in the Indianapolis area may not be designated as coaches with recruiting responsibilities.

Sport	Limit on Number of Coaches
Basketball	4
Cross Country/ Track and Field	3
Golf	2
Soccer	3
Softball	3
Swimming and Diving	3
Tennis	2
Volleyball	3

Sports other than basketball may designate one additional individual coach to engage in coaching activities, provided the individual does not receive any type of compensation or remuneration from the athletics department and does not engage in recruiting coordination activities (e.g. evaluate prospective student-athletes, contact prospective student-athletes off-campus, or place telephone calls to prospective-student-athletes). Such coaches may not receive athletics scholarships or any type of benefit that is not incidental to organized team activities or official visits.

Student assistant coaches do not count against the coaching limitation and may continue to receive their athletic scholarship. Student assistant coaches must be continuing IUPUI students who exhausted their eligibility or suffered a career ending injury. Student assistant coaches may be enrolled part-time during their last semester of enrollment, provided they are enrolled in all courses required for graduation. Student assistant coaches cannot contact or evaluate prospective student-athletes off-campus, participate in scouting activities, or perform recruiting coordination functions. The limit on the number of undergraduate student assistant coaches shall be the same as the limit of the number of coaches per Bylaw 11.7.6.

Strength and conditioning coaches may participate in warm up, cool down, strength, and conditioning activities without counting against coaching limitations in that sport. Strength and conditioning coaches may not engage in other types of coaching activities (e.g. providing technical or tactical instruction related to the sport, making or assisting in making tactical decisions related to the sport, selection of prospective student-athletes) at any time. Strength and conditioning coaches may not participate in off-campus recruiting activities.

Sports Medicine Personnel

Medical staff, including athletic training staff, have the unchallengeable authority related to the health and safety of student-athletes. Athletic training policies and procedures must be followed at all times.

The Associate Athletic Director of Sports Medicine shall maintain and enforce an institutional Concussion Management Policy pursuant to NCAA Division I Bylaw 3.2.4.17.

Certification to Recruit Off-Campus

Only those coaches who have been certified may contact or evaluate any prospective student-athletes off campus. Certification is obtained by taking the NCAA coaching certification exam and passing with a score of 80% or better. The coaching certification exam is administered by the Faculty Athletics

Representative (FAR) on an annual basis and expires July 31 each year. The Office of Athletics Compliance will approve recruiting itineraries for only those staff members that have passed the certification exam.

Athletically Related Outside Income

All athletically related income and benefits from sources other than IUPUI must be reported in writing to the Chancellor on an annual basis. This requirement is applicable to outside athletically related income of all Department of Athletics staff members. Example sources of income include, but are not limited to the following:

1. Sports camps.
2. Complimentary ticket sales.
3. Television and radio programs
4. Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.
5. Speaking engagements or appearances.
6. Private lessons or individual skills instruction.

The Athletically-related Outside Income Reporting Form is to be completed by each coach and submitted to the Associate Athletics Director for Compliance each fiscal year. The completed forms are then sent to the Director of Athletics for approval. Completed forms are maintained in personnel files.

Conduct of Athletics Personnel

All coaches and staff are also expected to abide by the policies and procedures described in the [Indiana University Staff Handbook](#), as well as all policies and procedures outlined below.

Responsibility for Violations of NCAA Regulations

IUPUI staff members and 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 IUPUI or during the individual's previous employment at another member institution.

Use of Association Name or Affiliation

Department of Athletics staff members shall not use, directly or by implication, the University name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the Director of Athletics and Chancellor. The IUPUI name and institutional logos may not be used for sport camps unless those camps are approved as institutional camps under Indiana University policy.

Scouting of Opponents

Coaches and staff members with sport specific duties are prohibited from attending athletic contests involving future opponents of their sport program(s) scheduled in the same season, other than future opponents participating in the same tournament or double-header at the same site. Staff members without sport specific responsibilities may attend athletic contests involving future opponents, but may not engage in any type of scouting activities.

Promotion of Non-institutional Camps/Clinics, Events, Facilities and Teams

A coaching staff member may not promote a non-institutional camp or clinic by permitting the use of his or her quotations and/or pictures in the camp or clinic brochure, unless that coaching staff member is employed by the camp. No athletics department member may serve as a consultant for a non-institutional athletics event that primarily involves prospective student-athletes, and may not endorse or promote such

an event. An athletics department member shall not promote or endorse a prospective student-athlete's team or coach, or an athletics facility that is primarily used by prospective student-athletes.

Contractual Agreement with Shoe/Apparel/Equipment Manufactures or Distributors

All contracts for athletics apparel and/or equipment must either be between the university and vendor or a tripartite agreement between the University, a Department of Athletics employee and the vendor. The University must be a party to all agreements. Therefore, any contractual agreement between a coach or the Department of Athletics staff member and a shoe/apparel/equipment manufacturer or distributor must be approved by the Director of Athletics and any necessary university administrators prior to entering into the agreement.

Prior Written Approval for Compensation in Exchange for Use of Merchandise

Department of Athletics staff members shall not accept compensation or gratuities from an athletics shoe, apparel or equipment manufacturer in exchange for the use of such merchandise during practice or competition without prior written approval from the Director of Athletics and Office of the Chancellor.

Student Managers

Each academic year, head coaches are required to submit the Manager Activation form for any students who are added to the staff as team managers. The Office for Athletics Compliance will ensure the student is eligible to serve as a team manager. Once approved, the Associate Athletic Director for Academics will place a hold on student's account, which will prevent the student from dropping below full-time status. This form is only valid for one academic year. If the head coach decides to retain a team manager for the next academic year, the Manager Activation form must be submitted again. If at any point the head coach decides to deactivate a team manager, he/she must notify the compliance staff in writing.

Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.

Compliance Component in Job Descriptions, Performance Evaluations and Employment Agreements/Salary Letters

All athletic department appointed staff members must have job descriptions that include a statement of the employee's obligation to fully comply with NCAA, League, and institutional rules, regulations, policies and procedures. Annual performance evaluations for all athletic department appointed staff members must have a compliance component, evaluating the employee on their compliance-related activities and efforts.

All coaching contracts include a statement indicating the expectation that the employee will fully comply with NCAA, League, and institutional rules, regulations, policies and procedures, and that failure to do so may result in disciplinary action up to and including termination of employment. Appointed athletic department staff members who do not have employment agreements receive an annual salary letter from the university. These employees must receive an appointment letter from the athletic director which sets forth compliance obligations for employees, including their obligation to comply fully with NCAA, League, and institutional rules, regulations, policies and procedures and failure to do so may result in disciplinary action up to and including termination of employment.

Amateurism

Agents and Advisors

IUPUI takes great pride in the accomplishments of all its student-athletes, and aims to assist them in reaching their professional goals. The IUPUI Office of Compliance serves as a point of resource to all student-athletes aspiring to careers in professional sports, as a student's success often depends on his or her understanding of NCAA rules, Indiana state law, and the range of resources available to assist him or her.

Student-athletes wishing to meet with an athlete-agent are expected to openly communicate with their head coach and the Associate Athletics Director for Compliance to ensure that steps are taken to protect his or her remaining collegiate eligibility. The IUPUI Professional Sports Counseling Panel is also available to advise student-athletes on disability insurance, the agent selection process, professional contracts, and other issues related to post-collegiate career decisions.

Basics of NCAA Rules Involving Agents

An athlete-agent is any individual who, directly or indirectly, represents or attempts to represent a student-athlete for the purpose of marketing his or her athletic ability or reputation for financial gain. An individual is also considered an agent if he or she seeks to obtain any type of financial gain or benefit from securing a student-athlete's potential earnings as a professional athlete. Athlete-agents and those affiliated with them, may also be known as brand managers, runners, financial advisors, attorneys, or other titles.

Student-athletes may permissibly meet with athlete agents, provided the athlete agent is registered with IUPUI, the State of Indiana, and the appropriate professional league and/or players' association. The Office of Athletics Compliance highly recommends that such meetings occur on-campus, and in the presence of the head coach and/or a member of the Professional Sports Counseling Panel. Student-athletes may permissibly meet with attorneys, provided the attorney does not act as an agent on behalf of the student-athlete and the student-athlete pays all involved legal fees. Legal fees cannot be deferred until after the student triggers professional status or be discounted in any way.

A student-athlete may not agree, orally or in writing, to be represented by an agent until his or her eligibility is exhausted. This includes agreements to be represented by an agent in the future. Student-athletes may not allow their parents, family members, or friends to agree that the student-athlete will be represented by an agent. Student-athletes may not accept, or allow their family and friends to accept, anything of value from an agent, or those affiliated with agents, without jeopardizing their eligibility. Items of value include, but are not limited to meals, cash advances, transportation, entertainment, clothing, and jewelry.

IUPUI will not permit any student-athlete who is reasonably suspected to have violated NCAA legislation related to athlete agents to compete in intercollegiate competition until an investigation is completed. Further, the Athletic Department will notify the State of Indiana if any violation of the state athlete-agency law is suspected.

Donation Requests and Autographs

All requests for IUPUI Athletics donations must be submitted using the Donations Request for Approval form. No memorabilia, tickets, apparel, or other Athletics items may be donated to any organization without written approval from the IUPUI Compliance Office. No individual associated with IUPUI Athletics may donate to a prospective student-athlete, a group of prospective student-athletes, or an organization

benefiting prospective student-athletes. Men's basketball staff members must also take special care to avoid impermissible donations to nonprofit foundations associated with individuals associated with prospects.

Student-athletes are encouraged to use caution when asked to provide autographs. While IUPUI seeks to have a positive relationship with fans in the community, NCAA rules prohibit the sale of individual student-athlete's autographs and personalized memorabilia. As a result, student-athletes should personalize autographs by including the name of the requesting individual in the autograph itself. Student-athletes should also avoid signing multiple items for the same individual and look for warning signs that an individual is obtaining autographs for reasons other than his or her own personal use.

Promotional Activities

Student-athletes annually grant permission to IUPUI, The Summit League, and the NCAA to use their name, image and/or likeness for appropriate purposes. Written permission from the athletic director (or designee) is required before any promotional activity, including those promoting the institution. In situations when student-athletes will be promoting IUPUI or its sport programs, this written permission may be accomplished via email correspondence with an appropriate IUPUI Athletics Administrator, such as the sport supervisor or administrator with external responsibilities.

Promotional activities associated with other organizations require a completed Promotional Activity Form submitted to the Office of Athletics Compliance. Such forms should be submitted with as much advance notice as possible. The activity must be approved by the Office of Athletics Compliance and the sport administrator (as designated by the Director of Athletics) in order for the team and/or coach to participate.

Student-Athletes

Student-athletes are permitted to be involved in promotional and fund-raising activities under certain conditions. Other than those activities below, student-athletes are not permitted to participate in fund-raising or promotional activities or to allow their picture or name to be used by any entity outside IUPUI.

NCAA regulations permit a member institution or recognized entity thereof, e.g., fraternity, sorority or student-government organization, a member League or a non-institutional charitable, educational or nonprofit agency to use the student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- A. No student-athletes miss class.
- B. If the event is physical or athletic in nature, the student-athlete's participation is compliant with any relevant playing and practice season legislation.
- C. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo, but personal names, messages and slogans (other than an officially registered trademark) are prohibited;
- D. The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;

- E. All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- F. The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;
- G. The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency; and
- H. Any commercial items with names, likenesses or pictures of *multiple* student-athletes (other than highlight films or media guides per Bylaw [12.5.1.7](#)) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an *individual* student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold.

The appearance, name or picture of an enrolled student-athlete may be used to promote the fund-raising activities of an institution or a charitable, educational or nonprofit organization at the location of a commercial establishment, provided the commercial establishment is not a co-sponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fundraising activity.

Staff Members

NCAA regulations prohibit Department of Athletics staff members from using the institution's name or logo in the endorsement of commercial products or services for personal gain without prior approval from the Chancellor. Department of Athletics staff members also may not be compensated by an individual or commercial business for assistance in the promotion and/or distribution of sale items (e.g. calendars, pictures, etc.) bearing the names or pictures of student-athletes.

Team Fund-Raising Activities

Coaches who want to hold fund-raising activities in order to raise money to support various team activities, e.g., spring training trip, must receive prior approval from the Director of Athletics (or designee). All funds must be accounted for and deposited according to University policies. These events are also likely promotional activities.

Outside Competition

Prior written approval from the Office of Athletics Compliance is required for any student-athlete who plans to participate in outside competition. To request approval, the student-athlete must submit the Outside Competition Request for Approval form via Jump Forward. All Basketball, Soccer, Softball, and Volleyball student-athletes who wish to participate in a summer league, must submit the Summer League Request for Approval form via Jump Forward.

All outside competition and summer league requests will be reviewed by the Assistant Director of Compliance. Once an approval decision has been made, the Assistant Director of Compliance will notify the student-athlete and coaches via e-mail. Included in all approval emails will be appropriate rules education material. IUPUI coaches and student-athletes are expected to read this information prior to participating in the outside competition.

Student-athletes may not miss class to participate in outside competition.

Employment and Fee-for-Lesson Instruction

A student-athlete may receive legitimate earnings from either on or off-campus employment during the academic year, vacation period, and/or summer. The student-athlete must submit the Employment Declaration form via Jump Forward prior to his/her start date. After the employment form is reviewed, the Assistant Director of Compliance will enter the information in the Student-Athlete Employment database and send an educational letter to the employer. Employment of high profile or elite student-athletes, or employment of student-athletes by “boosters” or corporate sponsors, may require additional monitoring. Student-athletes may not be employed on the basis of his or her athletics ability or the value that the student-athlete may have for the employer because of his or her athletics reputation. Accordingly, student-athletes are not to participate in endorsements or advertisements for commercial enterprises, even if the student-athlete is a legitimate employee. Student-athletes must be compensated for work actually performed at a rate commensurate with the going rate in the area for similar services.

Student-athletes may receive compensation for teaching or coaching sports skills and techniques, provided the compensation occurs on a fee-for-lesson basis and is paid only by the lesson recipient. Any student-athlete interested in providing fee-for-lesson instruction must submit a Fee-for-Lesson Instruction Written Statement via Jump Forward prior to commencing any activity involved with fee-for-lesson instruction. IUPUI facilities may not be used, the student-athlete may not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lessons sessions. If group lessons are provided, the student-athlete must provide instruction comparable to the instruction that would be provided during a private lesson.

Recruiting

Recruiting Philosophy

The IUPUI Department of Intercollegiate Athletics promotes the ethical and professional recruitment of prospective student-athletes to ensure that IUPUI and the Athletics Department is viewed positively by the surrounding community, state, the Summit League, and the NCAA. It is expected that the coaching staff will recruit student-athletes that meet the institution's standard admissions requirements and are qualified athletically to compete at the Division I level. Furthermore, the IUPUI Principles of Undergraduate Learning define the experience of IUPUI students and play an integral part during the recruitment process.

The IUPUI Principles of Undergraduate Learning:

- Core Communication and Quantitative Skills
- Critical Thinking
- Intellectual Depth, Breadth, and Adaptiveness
- Integration and Application of Knowledge
- Understanding Society and Culture
- Values and Ethics

Recruiting Funds

NCAA regulations require that all funds for the recruiting of prospective student-athletes must originate with IUPUI and must be used in accordance with university and athletic department fiscal policy. No outside funds may be used for the recruitment of prospects. All receipts pertaining to the recruitment of prospective student-athletes shall be submitted to the Office of Athletics Compliance. Once approved, the receipts will be forwarded to the Athletics Business Manager for reimbursement/payment.

Permissible Recruiters

All in-person on- and off-campus recruiting contacts may be made only by authorized institutional staff members. Only those coaches who have been designated as a head or assistant coach on the Staff Declaration form¹ and passed the annual NCAA recruiting certification exam may contact or evaluate any prospective student-athletes off campus. Representatives of IUPUI athletics interests, i.e., "reps" or "boosters", are prohibited from making any contacts, telephone contacts or written correspondence with prospects.

Activities That Constitute Recruitment

Actions that cause a prospective student-athlete to become a recruited prospective student-athlete at that institution are:

- Providing the prospect with an official visit,

¹ Individuals engaging in recruiting functions must be classified as a head or assistant coach under NCAA rules. This employment classification may vary from the employment status an individual has with Indiana University. For example, an individual may be an (unpaid) assistant coach pursuant to NCAA legislation but be considered a volunteer by Indiana University.

- An arranged in person, off campus encounter with the prospect, prospect's parent (s) or legal guardians, or
- Initiating or arranging a telephone contact with the prospect, family member or guardian on more than one occasion for the purpose or recruitment.

Prospective Student-Athlete Status

A prospective student-athlete is a student who has started classes for the ninth grade (seventh grade in men's basketball). In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. An individual remains a prospective student-athlete until he or she registers and enrolls in a minimum full-time program of studies as a degree seeking student and attends classes during a regular academic semester; participates in a regular, permissible practice or competition that occurs prior to the student's first regular semester at the institution, or the student reports to an institutional orientation session that is open to all incoming students within 14 days prior to the opening day of classes of a regular academic year term. Summer terms are not considered regular academic terms, but enrolling in the summer term immediately prior to the student's first fall term of enrollment also triggers current student-athlete status.

Students who have signed a National Letter of Intent (NLI) or provided the institution with a financial deposit in response to its offer of admission are not subject to the restrictions of Bylaw 13.1. All other recruiting legislation remains in place until the student triggers initial enrollment at IUPUI. Coaches are expected to confirm with the Assistant Director of Compliance that the student signed a valid NLI or paid an admissions deposit in response to an offer of admission prior to contacting or evaluating the student outside the constraints of Bylaw 13.1.

Coaches are expected to be cognizant of situations that may result in violations involving incoming student-athletes. For example, student-athletes may not allow incoming student-athletes to live in their summer housing, permit local prospective student-athletes to regularly attend film sessions, and coaches may not provide local transportation to incoming student-athletes.

IUPUI Official Recruiting Visit Policy

All recruiting activities shall be done in accordance with NCAA, Summit League, and IUPUI regulations and policies. Each staff member involved in the recruitment of prospective student-athletes shall possess a sound working knowledge of all applicable policies and regulations. The Chancellor has reviewed and approved these policies.

- Institutions cannot use private or chartered airplanes when transporting prospects; instead, they must use commercial air travel at coach-class fares. It is permissible to pay for reserved seating assignments, exit rows, and other special seating arrangements, provided the fare is considered coach class and the Athletics Business Office approves the expenditure.
- Coaches must use standard vehicles to transport prospective student-athletes and those accompanying them on official visits. Premium rental vehicles, such as luxury sport utility vehicles, are not appropriate unless.
- Prospects and their parents or legal guardians must be housed in lodging and offered meals similar to those offered on campus or utilized during team travel.
- Institutions must provide an educational component of the visit. A meeting with a school's advisor is encouraged. A meeting with the Compliance/Academic Support Services office is also encouraged.

- All coaching staff members and Athletics Department staff members involved with the prospects visiting campus will be required to attend a Rules Education session regarding Recruiting.
- Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process.
- Institutions cannot use personalized recruiting aides or game-day simulations during campus visits. Prospects may visit the locker room before or after a game or stand on the sidelines during pre-game activities.

In addition, categories of prohibited recruiting activities, practices, and conduct by any institutional employee, student-athlete, student, and representative of the institution's athletics interests, as well as prospective student-athletes shall include, but not be limited to, the following:

- Excessive meals and transportation
- Use of escorts, exotic dancers, or adult entertainment
- Use of alcohol or drugs
- Any activity that violates federal or state law
- Any activity that violates the IUPUI Student Code of Conduct
- Gambling/gaming activities
- Activities or events at any location that may cause a perception of impropriety

Any person aware of impermissible recruiting activities identified in this guide or as regulated by the NCAA should contact an appropriate administrator with compliance responsibilities as soon as possible. Failure to report impermissible activities may result in sanctions being placed by the NCAA toward the institution. Individuals involved with an impermissible recruiting activity will be sanctioned appropriately by the institution. Sanctions may include, but are not limited to: reprimand, admonishment, suspension, expulsion, termination.

Official Visits

An official visit is any visit by a prospective student-athlete and members of a prospective student-athlete's family when any expense, such as meals or transportation, is paid for by an institutional staff member.

Timing of Official Visit

In sports other than basketball, a prospective student-athlete may not make an official visit until the opening day of classes of his/her senior year of high school. Men's basketball may provide an official visit to a prospect beginning January 1 of the prospect's junior year in high school, and Women's basketball may provide an official visit to a prospect beginning the Thursday following the NCAA Division I Women's Basketball Championship game of the prospective student-athletes junior year in high school. Furthermore, in women's basketball, official visits are not permitted during the July evaluation periods unless the prospect has signed an NLI with IUPUI.

Requirements for Official Visit

Prior to the official visit, prospective student-athletes with no previous collegiate enrollment must provide the institution with documentation displaying his or her official standardized test scores from the PSAT, SAT, PLAN, or ACT. Acceptable documentation of official test scores include the individual's high school transcript, copy of score report, or scores reported to the NCAA Eligibility Center. In addition, the PSA must provide a high school transcript and register with the NCAA Eligibility Center.

Four year college transfer student-athletes must present their current college transcript, proof of registration with the NCAA Eligibility Center, and written permission to contact from his or her current institution prior to an official visit.

Junior college students must present their current college transcript and proof of registration with the NCAA Eligibility Center prior to an official visit. Students who are not academic qualifiers, including students who have not completed the academic review process, may not be provided an official visit until his or her first academic year is completed.

Number of Official Visits per Prospect

A prospect may take a maximum of five (5) official visits, with not more than one permitted to any single institution. The one-visit limitation applies separately to the period in which the prospective student-athlete is in high school and to the period beginning October 15 following the prospect's senior year of high school. Multisport prospective student-athletes are limited to one visit per institution.

Number of Official Visits per Institution

Men's basketball is limited to 24 official visits in a rolling two year period. Women's basketball are limited to 12 official visits during the period August 1 - July 31. There is no limit on the number of official visits that can be made for other sports.

Procedures for Official Visit

At least one week prior to the Official Visit start date, the head coach (or designee) must submit pre-visit paperwork to the Assistant Director of Compliance. Compliance staff will review the documentation and may request additional information to ensure NCAA compliance. Once the visit is approved and the student is listed on the appropriate Institutional Request List, the Assistant Director of Compliance will send an approval email to the head coach, copying assistant coaches, Assistant Athletic Director for Fiscal Affairs, and Athletics Business Manager. Any monies spent prior to written approval from the Office of Athletics Compliance could result in departmental, institutional, and/or NCAA sanctions.

The Athletics Business Manager will process the Student Host Allowance as requested in the pre-visit paperwork. Prior to the host receiving the allowance, he/she must complete the Student-Athlete Host Instructions form. Coaches shall collect itemized receipts from expenses paid for using the official visit student host allowance, and all unused funds must be returned to the Athletics Business Manager.

During the visit, it is the responsibility of the head coach (or designee) to retain all itemized receipts from lodging, meals, travel and entertainment and must submit these with the post-visit paperwork. Following the completion of the Official Visit, the coach should submit all post-visit paperwork via Jump Forward and submit all receipts to the Athletics Business Manager.

Individuals Accompanying Prospective Student-Athletes on an Official Visit

Individuals accompanying a prospective student-athlete on an official visit must be identified before the visit on the Official Visit Request form. Parents and/or legal guardians, or close relatives with a parental-like role in the prospect's life, are the most appropriate individuals to accompany prospects on an official visit. Siblings, including half-siblings and step-siblings, may also accompany a prospect on an official visit, provided that coaches alert the Office of Athletics Compliance in advance. Coaches and third parties involved in the recruiting process are not prohibited from accompanying a prospect on an official visit, but must be specifically approved by the Associate Athletics Director of Compliance in writing before the visit.

Length of Official Visit

An official visit may not exceed 48 hours. The 48-hour period of the official visit generally begins at the time the prospect arrives on campus, provided travel to and from campus is without delay for personal

reasons or entertainment purposes. If a coach accompanies a prospect during transportation to the official visit, the 48-hour period begins when the coach begins transporting the prospect to campus. Coaches may only accompany prospects when traveling by ground transportation, and any contact (in excess of a greeting) that occurs prior to initiating travel must be counted as an in-person, off-campus contact and must occur during a permissible contact or recruiting period.

Transporting a prospect from the Indianapolis airport to campus or local hotel does not trigger the beginning of the 48-hour period, provided no stops are made along the way. Lodging in Indianapolis may be provided to a prospect the night before an official visit, provided the prospective student-athlete arrives too late to begin the official visit that day and no recruiting contact is made. Similarly, any actual and reasonable expenses incurred by the prospect during travel, such as a meal, may be provided by the institution without triggering the beginning of the 48-hour period. Providing these expenses to an individual accompanying the prospect, including a parent, will trigger the beginning of the 48-hour period of an official visit.

Prospects and their guests must depart campus immediately at the conclusion of the 48-hour period. Coaches accompanying prospects during the return trip must ensure that the transportation to the prospect's destination concludes within the 48-hour period.

Any deviation from the 48-hour requirement, even in case of emergency, must be reported to the Office of Athletics Compliance.

Transportation and Lodging Expenses

Actual and necessary expenses resulting in travel to Indianapolis may be arranged in advance or reimbursed through regular institutional procedures. If a prospect travels to campus in a family member's vehicle, the institution may reimburse the family for their expense using the institution's current mileage reimbursement rates. Coach class airfare may be provided to a prospect, but not individuals accompanying him or her.

During the official visit, the institution may provide lodging for the prospective student-athlete and up to four family members accompanying the prospect. Additional guests, such as a prospect's sibling, may stay in the same room, provided the hotel does not charge a fee for additional room occupants. Parking costs may be provided to official visitors, as well as local transportation in a staff member or student-athlete's vehicle. Providing a prospect with the use of a vehicle is not permissible.

Return expenses may be provided by the institution if the prospect and those accompanying the prospect depart campus within the 48-hour period of the official visit. If return expenses are provided, the prospect must be returning to his or her original point of departure. If the student is not returning to his or her original point of departure, the institution may provide transportation expenses to the prospect's home, educational institution, or site of competition, provided the total incurred transportation costs do not exceed the round trip cost from the original point of departure.

Basketball Exceptions

In basketball, the institution may provide the actual round-trip costs, including coach class airfare, for a prospect's parents or legal guardians (up to two people) to accompany the prospect on his or her official visit.

Entertainment and Activities During Official Visits

The institution may provide entertainment for the prospect and up to four family members accompanying the prospect within a 30-mile radius of the institution's main campus. It is not permissible to entertain friends or dates of the prospective student-athlete at any site. The entertainment must be paid for using the

Student Host Allowance, which shall not exceed \$40/day. Entertainment shall be at a scale comparable to standard entertainment experienced by the general student population. Personalized recruiting aids or game day simulations are not permitted at any time. Entertainment related directly or indirectly to alcohol, drugs, gambling, and/or sex is also prohibited. Souvenirs, cash, and other items of value may not be provided to prospects or those accompanying a prospect on an official visit.

Entertainment provided by or contact with representatives of the institution's athletics interests during the official visit is prohibited. However, entertainment may be conducted at the home of an institutional staff member on one occasion during the visit. If recreational equipment is used to entertain a prospect or guest at an institutional staff member's home during an official visit (e.g. boat, snowmobile, RTV), the normal retail cost of similar entertainment must be deducted from the student host allowance. Accordingly, if the normal cost of similar entertainment exceeds \$40/day, the entertainment may not be provided.

Complimentary admissions to IUPUI athletic events may also be provided during official visits. ([Complimentary Admissions Policy](#))

Prospects may not attend events in which professional tryout or workout activities occur, but may participate in an on-campus evaluation in basketball. ([On-Campus Evaluation Policy](#))

Meals during an Official Visit

The institution may provide up to three meals and one snack per day for the prospect and the prospect's parents (or legal guardians). The meals must be comparable to those available to students on-campus or during team travel and held within a 30-mile radius of the institution's main campus. Meals can occur at the home of an institutional staff member, provided the meal is not excessive and only occurs once during the visit. No alcohol may be purchased using institutional funds, even for those above the legal drinking age. Any meals purchased using the student-host allowance shall be included in the three meals per day limitation.

Please consider patronizing IUPUI sponsors during official visits.

Unofficial Visits

Coaches must report all unofficial visits to the Office of Athletics Compliance via Jump Forward. Itineraries must be submitted in advance for any organized overnight visit or planned visit involving significant contact with current student-athletes. If the coach(s) dine with the PSA, receipts and the appropriate Business Office reimbursement form should be submitted to the compliance office as an attachment to the post-visit declaration. Compliance will retain copies of the receipts and provide the originals to the Business Office. Guidelines for Unofficial Visits are as followed:

1. **First opportunity to make an unofficial visit:** A prospect may make an unofficial visit anytime except during a "dead period", including the time period prior to the prospect's senior year in high school. Men's Basketball prospects may not make Unofficial Visits during July unless the prospect has signed a National Letter of Intent (NLI) or paid an admissions deposit.
2. **Number of unofficial visits permitted:** There is no limit on the number of unofficial visits a prospect may make.
3. **Transportation on unofficial visit:** IUPUI may provide transportation only to view off-campus practice and competition sites in the prospect's sport(s) and other institutional facilities within a 30-mile radius of the IUPUI campus. Only permissible recruiters may accompany the prospect during

such a trip. Reimbursement for parking expenses, parking vouchers, and special parking arrangements are not permitted.

4. **Meals on an unofficial visit:** IUPUI may not provide any meals to a prospect while on an unofficial visit. The prospect may pay the actual cost of a meal and eat with other prospects or with enrolled student-athletes while dining on campus. Please be aware that dining at an establishment off-campus (or having any other off-campus contact) with the PSA may result in a recruiting violation. Review dining options on campus [HERE](#).
5. **Lodging on an unofficial visit:** IUPUI may not provide lodging for a prospect while on an unofficial visit, other than on an on-campus dorm or apartment. All Campus Housing rules apply and no additional expenses may be incurred.
6. **Entertainment on an unofficial visit:** The only entertainment that IUPUI may provide or arrange is a maximum of three (3) complimentary admissions to an on-campus athletic event in which an IUPUI team is competing. These admissions are to be used only by the prospect and those accompanying the prospect on the visit.
7. **Academic interviews on an unofficial visit:** Coaches are encouraged to have prospective student-athletes meet with faculty in the prospect's academic area of interest while on campus. It is strongly recommended that recruiting coaches coordinate with their sport's academic advisor to arrange such meetings.

On-Campus Evaluations

On-campus evaluations of a prospective student-athlete are permitted in basketball only. Head coaches must submit the On-Campus Evaluation Request for Approval Form, which must be approved by the Assistant Athletics Director for Sports Medicine and the Associate Athletics Director for Compliance prior to the on campus evaluation. Prospective student-athletes must sign the approved On-Campus Evaluation Request for Approval Form prior to participating in any physical activity. A parent or legal guardian of the prospective student-athlete must also sign if the participating student is a minor.

On-campus evaluations shall be conducted only during an official or unofficial visit, and may not be conducted on or after the first day of fall classes. On-campus evaluations may only be conducted on-campus or at a facility at which the team normally conducts practice or competition. An athletic trainer must be present for the entirety of any on-campus evaluation. High school or preparatory school students may participate after the conclusion of their season and after he or she has exhausted high school or preparatory school eligibility in basketball. Junior college students may participate after the conclusion of their season and he or she has exhausted his or her two-year college eligibility in basketball. Four year college prospective student-athletes may participate only after his or her season concludes and after the Office of Athletics Compliance has permission to contact the student on file. IUPUI may conduct not more than one on-campus evaluation per prospective student-athlete, although that limitation applies separately to the time period in which the student completes high school or preparatory school and the time period after he or she enrolls at a two or four year collegiate institution.

Before participating in the on-campus evaluation, the prospective student-athlete is required to undergo a medical exam administered by or supervised by a physician. The exam must be administered either within six months prior to the on-campus evaluation or within six months prior to the student's initial participation in basketball activities during his or her immediately completed season. If the medical exam is not within six months of the on-campus evaluation but is within six months prior to his or her initial basketball activities during the most recent season, the requesting coaching staff must obtain written documentation from the prospective student-athlete's current institution documenting when basketball activities began during the most recently completed season. In the alternative, IUPUI must schedule a physical exam for the prospective student-athlete during his or her visit, which must be an official visit if the physical exam will be at an off-campus physician's office. The exam must include a sickle cell solubility test unless

documented results of a prior test are provided to IUPUI or the student declines the test and signs the IUPUI Sickle Cell waiver.

The duration of the on-campus evaluation, other than any medical exam, must be limited to two consecutive hours. IUPUI may provide equipment and clothing to a participating prospective student-athlete on an issuance-and-retrieval basis, but may not provide additional food or beverages (other than sports drinks and water) unless the participant is on an official visit. Current student-athletes may participate, provided such participation is counted towards any applicable limitations on countable athletically related activity.

Local Sports Clubs

NCAA rules permit coaches in sports other than basketball to be involved with prospect-aged individuals on a regular basis through a local sports club, provided all participating prospective student-athletes reside within a 50 mile radius of IUPUI. If an IUPUI coach or athletic department staff member will be coaching with a local sports club, he/she is required to complete the Local Sports Club Registration. The completed form must be submitted to the Assistant Director of Compliance on an annual basis.

IUPUI staff members also employed by local sports clubs must take special care to ensure that institutional funds are not expended to benefit of the local sports club, and that local sports club funds do not impact IUPUI recruiting efforts. For example, coaches cannot engage in recruiting activity while on a trip funded by the local sports club, and institutional funds may not be expended for a trip including job responsibilities for a local sports club.

Documentation of Recruiting Activities

NCAA regulations specifically limit the recruiting activities listed below. Therefore, each coach is required to document each of these activities for every prospective student-athlete:

- Contacts & Evaluations (Off-Campus Recruiting)
- Official Visits
- Unofficial Visits
- Telephone Calls
- Use of Recruiting Materials

All recruiting activities, other than printed recruiting materials, must be documented using the web-based, recruiting software provided by the department. Head coaches must require recruiting coaches to fully utilize Jump Forward whenever possible. For examples, recruiting phone calls and emails should be placed and sent using the Jump Forward mobile application when using a smart phone. Evaluations and visits, as well as accurate prospective student-athlete demographic information must also be appropriately logged into Jump Forward. All recruiting emails must be sent via Jump Forward. Recruiting records must be maintained for no less than six years.

Off-Campus Recruiting

Coaches must submit to the Office of Athletics Compliance a detailed summary of each recruiting trip via Jump Forward. The recruiting trip itinerary is designed to be a preventative control. The Assistant Director of Compliance will review all itineraries submitted at least two business days prior to departure. Recruiting itineraries are also used by the Athletics Business Office to approve recruiting travel requests and reimbursements. All recruiting contacts and evaluations must also be logged in the appropriate area in Jump Forward.

Any in-person discussion of academic performance with teachers, guidance counselors or principal's office staff are also considered to be evaluations. However, contacts and evaluations that occur on the same day need only be counted as one recruiting opportunity (a contact).

Coaches are expected to use Jump Forward to monitor how many recruiting opportunities have been used for each prospective student-athlete. Coaches in sports with limits on total recruiting person days are expected to maintain an ongoing count of used days. The Assistant Director of Compliance will also monitor recruiting opportunities and the use of recruiting person days. The Assistant Director will closely collaborate with designated coaches to ensure all records are complete, accurate, and being effectively used as a preventative measure.

Telephone Calls

Recruiting Coaches in all sports are permitted to make telephone calls to prospective student-athletes at their discretion ("unlimited phone calls"). All recruiting telephone calls made from a smartphone must be made from the Jump Forward mobile application. Any recruiting phone calls made from an office phone, or from a cell phone without data capabilities, must be logged in Jump Forward within five business day of placing the call.

The Chancellor, Faculty Athletics Representative, Athletic Director, and Senior Woman Administrator may return, but not initiate, a telephone call from a prospective student-athlete (or the prospective student-athlete's parents or legal guardians). There are no restrictions on the content of the conversation; however, any such call is subject to any applicable sport limitations. Academic advisors may make and return phone calls to prospective student-athletes, parents, and legal guardians, provided the call is related to admissions or academic issues, subject to any limitations on the number of telephone calls an institution may place to the prospective student-athlete. Compliance administrators may make and return telephone calls related to compliance issues with no limit on the timing or number of such calls. Non-coaching staff members, such as directors of operations, may place recruiting phone calls once the student departs for an official visit, through the visit itself, and during the student's return trip.

Administrators placing (or returning) a phone call to a prospective student-athlete or a prospective student-athlete's family member must verify that the prospective student-athlete is of recruitable age by contacting the head coach of the appropriate sport program prior to placing the call. After placing the call, the administrator must notify the head coach of the call details. The head coach is responsible for ensuring that the telephone call is appropriately logged into Jump Forward.

Head Coach Responsibility

Each head coach is responsible for ensuring the completion/accuracy of information submitted to the Office of Athletics Compliance using Jump Forward. Additionally, he/she is required to monitor the submission of compliance forms and ensure that all recruiting documentation is logged in a timely fashion. Each head coach is responsible for ensuring that all recruiting activities are accurately documented and kept on file for at least six (6) years.

Recruiting Calendars

Recruiting periods are sport specific. Therefore, it is each coach's responsibility to be cognizant of and comply with the appropriate sport recruiting calendar. Educational materials provided by the Office of Athletics Compliance are meant to supplement, not replace, materials provided by the NCAA.

Recruiting Materials

NCAA Bylaw 13.4 provides detailed regulations pertaining to recruiting materials and what items can be provided to prospective student-athletes. Head coaches are expected to read, understand, and adhere to these rules and submit an exhaustive list of materials, including electronic files, used in the recruitment of prospective student-athletes to the Office of Athletics Compliance.

All coaches are expected to keep record of all mailings (electronic or printed correspondence) sent to a prospective student-athlete. Coaches must send all electronic recruiting correspondence in Jump Forward. Head coaches are expected to have approval from the compliance office before printing/ordering new printed materials (e.g., notecards, letterhead, postcards, etc.) The Assistant Director of Compliance will review these materials and send an approval decision to the head coach (or designee), as well as the Athletics Business Manager. Once approved, the Athletics Business Manager shall provide payment for the products.

Social Media Policy

Social media are electronic communication tools that can be used for both private and public messaging. Information posted on such platforms is regulated by the National Collegiate Athletic Association (NCAA). Therefore, IUPUI Athletics must monitor the information being posted on behalf of the university and athletics department employees.

Monitoring – Coaches and Athletics Department Staff

All coaches and athletics department staff, including volunteers, must permit the Office of Athletics Compliance to monitor any social media platform utilized for recruiting purposes or referencing IUPUI Athletics. Coaches and staff must accept any and all “follow” (or similar permission) requests made on behalf of the official compliance office social media accounts. Additionally, coaches/staff are required to notify the Assistant Director of Compliance when they start utilizing a new method of social media. These platforms are monitored on an occasional basis to ensure compliance with NCAA regulations. All coaches and staff are strongly encouraged to fully utilize the social media tools included the department’s Jump Forward subscription.

Further, all staff are expected to abide by all policies found in the [Indiana University Guidelines for Social Media](#). Personal social media accounts that do not reference IUPUI Athletics and are not used for any type of employment purpose (recruiting, promotion of athletic events, etc.) are not subject to this policy.

Monitoring – Current and Prospective Student-Athletes

The Office of Athletics Compliance reserves the right to view the public comments and postings made by student-athletes’ social media accounts. If there is a reasonable belief that evidence of a violation of NCAA, League, or institutional rules exists on a social media account controlled by a student-athlete, the student-athlete will be required to provide the appropriate IUPUI administrators access to view the information relevant to the inquiry. Failure to do so may affect the student-athlete’s eligibility to represent the institution in intercollegiate athletics.

Student-athletes are expected to follow the IUPUI Online Social Networking Policy found in the Student-Athlete Handbook.

Rules Education

All athletics department coaches, staff, student-athletes, and stakeholders are encouraged to follow the IUPUI Office of Athletics Compliance on Twitter at @IUPUICompliance. The compliance office will use

this platform to provide information pertaining to NCAA, Summit League, and institutional policies and procedures.

Sports Camps and Clinics

Sports camps and clinics focus on a particular sport or sports, provide specialized instruction, practice or competition, and involves activities designed to improve overall skills and general knowledge in the sport(s). Sports camps or clinics may also offer a diversified experience involving athletics activity without emphasis on instruction, practice or competition in any particular sport, e.g., strength development. The NCAA definition of an institutional sports or institutional clinic is any camp or clinic that is owned or operated by a member institution, including campus units other than Athletics, or an employee of the member institution's Department of Athletics, either on or off its campus, in which prospective student-athletes participate. A camp is “owned” or “operated” by an institutional staff member if he or she owns at least 51 percent of the camp or clinic. To be considered its "operator", the staff member must be personally and directly responsible for managing and operating the camp or clinic.

Coaches must submit a Request for Approval to the Office of General Counsel before publicizing any camps/clinics. Attached to the request form should be the Employee List, proposed agenda, and any marketing materials or advertisements for this camp. All camp/clinic advertisements and press releases must be approved by the prior to publication. The Office of General Counsel will review the Request for Approval for consistency with Indiana University policies and procedures, as well as ensure preliminary compliance with NCAA rules. He/she may request clarification regarding information submitted, revisions that need to be made, or additional documentation needed to ensure compliance with NCAA and Summit League legislation. Once an approval decision has been made, the Assistant General Counsel will notify the coaches via email. The Office of Athletics Compliance shall be copied on this email.

Camps and clinics owned by an employee owned limited liability company (LLC) are considered external to Indiana University under institutional policy. However, if a camp or clinic meets one or more of the criteria listed below, the [Indiana University Programs Involving Children](#) policy applies and the IU PIC Policy form must be completed at least two weeks prior to the camp or clinic. The name of the camp/clinic contains “IUPUI.”

- IUPUI or IU facilities or resources are used at any time during the camp/clinic.
- IU, IUPUI, or its logos are used in advertising the camp/clinic.
- Camp personnel have one-on-one recruiting conversations with participants about attending IUPUI during the camp/clinic.
- Camp/clinic personnel employed by IU do not take personal time off to operate the camp/clinic. (*Camps/clinics operating during regular business hours only.*)

The Office of Athletics Compliance will not review camp manuals, review background checks, or otherwise assist coaches in complying with the Indiana University Programs Involving Children policy.

At the completion of institutional camps/clinics, camp operators must submit post-camp paperwork to the Assistant General Counsel. Specifically, the event owner/operator must submit Student-Athlete Employment Agreements for any student-athletes who worked at the camp, a Financial Report, and a list of all camp participants and fees paid by each participant. Basketball camps and clinics may require additional pre- and post-camp paperwork. All coaches can use the Camps & Clinics Checklist to help track all institutional camp/clinic paperwork. The Assistant General Counsel will review the post-visit camp

paperwork and may request additional information as needed. Any potential violations will be reported to the Associate Athletics Director for Compliance.

Institutional Sports Camp or Clinic

A camp or clinic that meets the definition of an institutional sports camp or clinic shall be open to any and all entrants, limited only by number and age. An institution, members of its staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a high school, i.e., grades 9-12, preparatory school or two-year college athletics award winner. Discounts shall not be provided to any participant unless listed and approved on the Request for Approval form. All benefits, services, and items provided to participants must be covered by the participation fee. Camp operators are responsible for ensuring that all participants meet the approved, published criteria to attend the camp/clinic.

Non-Institutional/Private Sports Camp or Clinic

Except for basketball athletics department personnel, athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). IUPUI Athletics staff may not promote, endorse, or advertise non-institutional camps or clinics unless they are an employee of the camp/clinic.

Prior to accepting an opportunity to work at a non-institutional camp, athletics department personnel must receive approval from the Office of Athletics Compliance. Compliance staff will review the request and send an approval decision via email.

Camp/Clinic Providing Recruiting or Scouting Service

No Department of Athletics staff member may be employed, either on a salaried or a volunteer basis, by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects.

Recruiting During Camps and Clinics

Institutional staff members employed at any camp or clinic are prohibited from recruiting any prospective student-athlete during the time that the camp or clinic is conducted. The prohibition against recruiting includes extending written offers of financial aid and organizing recruiting events such as campus tours², admissions presentations, and meetings with faculty members. Conversations between prospective student-athletes are not included in the prohibition on recruiting at camps and clinics and do not count as contacts. Coaches who observe prospective student-athletes at a camp or clinic do not utilize a recruiting opportunity (i.e. evaluation), provided the coach is employed by the camp or clinic in some capacity. Other coaches must comply with appropriate recruiting contact and evaluation periods and restrictions.

Institutional camps and clinics may not be conducted during a dead period. Further, volleyball coaches may not serve in any capacity at a non-institutional camp conducted during a quiet period.

² Tours of facilities utilized during the camp are permissible.

Employment of Student-Athletes in Institutional Sports Camps or Clinics

All student-athletes who are employed in any sports camp or clinic must be listed on the camp/clinic Employee List, as well as sign the Student-Athlete Employment Agreement. In addition, they must meet the following requirements:

1. Compensation received shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be received on the basis of the value the person may have for the employer because of the athletics reputation or fame the person has achieved.
2. May not receive compensation for simply lecturing or demonstrating.
3. May not be permitted to conduct own camp or clinic.
4. May not participate in organized practice activities other than during the institution's playing season in that sport.

Employment of Prospective Student-Athletes

Coaches shall not employ a prospective student-athlete at his/her camp, nor should they have any involvement with a non-institutional camp that employs prospective student-athletes. One exception, however, is that coaches may employ prospective student-athletes who have signed a National Letter of Intent with IUPUI and/or their financial aid agreement or the institution has received his or her financial deposit in response to its offer of admission. Furthermore, the employment shall meet requirements set forth in NCAA Bylaw 13.12.1.7.1.1.

Employment of Individuals Associated with Prospective Student-Athletes in Institutional Sports Camps or Clinics

Owners of institutional camps must ensure that employment of individuals associated with prospective student-athletes are employed permissibly under NCAA legislation. In sports other than men's basketball, institutional camps may employ a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved at its camp or clinic, provided the individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience. Additionally, the individual shall not be paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student-athletes.

In men's basketball, the coaching staff shall not employ (either on a volunteer or paid basis) an individual associated with a recruiting prospective student-athlete.

Eligibility

Academic Misconduct

Academic integrity is paramount to the current and future success of IUPUI student-athletes. IUPUI Athletics staff members, other than Athletic Advising staff and approved tutors, are not to provide academic assistance to student-athletes. IUPUI Athletics staff and student-athletes are responsible for understanding and following [IUPUI policies](#) regarding academic misconduct. Suspected cases of academic misconduct involving academic misconduct are to be investigated and adjudicated pursuant to written institutional policies.

Eligibility Rosters

Student-athlete eligibility for practice, competition, and travel is communicated to head coaches and the athletic administration using eligibility rosters. Eligibility rosters are prepared by the Office of Athletics Compliance prior to each sports' first countable athletically related activity of the academic year and are maintained in Jump Forward. Information provided on the eligibility roster includes, but is not limited to:

- Student-Athlete Name
- Semester of Initial Enrollment
- Seasons of Competition Used
- Eligibility for Practice
- Eligibility for Competition

Student-athletes may not participate in countable athletically related activity until he or she is listed as eligible for practice on the eligibility roster. Student-athletes may not travel, compete, or receive competition related expenses until he or she is listed as eligible for competition. No student may obtain access to the National Institute for Fitness and Sport (NIFS) or otherwise obtain student-athlete benefits unless he or she is listed on the eligibility roster.

The Office of Athletics Compliance will ensure the following individuals have access to eligibility rosters:

- Director of Athletics
- Assistant and Associate Athletic Directors
- Faculty Athletics Representative
- Sport Administrators
- Academic Advisors
- Director for Operations and Facilities
- Athletic Training Staff
- Sports Information Director(s)
- Compliance Staff
- Head Strength Coach
- Head Coach
- Business Office Staff

- Others Individuals, as needed

Eligibility rosters are also prepared for summer access activities in basketball.

Admission to IUPUI

Participation in intercollegiate athletics at IUPUI is contingent on the prospective student-athlete's admission to the university. The admissions process at IUPUI is considered "athletics blind." If a PSA does not meet regular institutional admissions requirements, then he/she cannot participate in intercollegiate athletics for IUPUI. The Athletics Department shall have no influence on who is admitted into the university and no IUPUI athletics staff member may be involved in the admissions process. No coach or athletics staff member should contact the admissions office directly or indirectly about the admission status of a particular prospect. All questions pertaining to a specific prospective student-athlete's admission status should be directed to the Associate Athletics Director for Compliance.

Domestic applications are processed through the Office of Admission. Current admissions standards, which are considered confidential institutional records, are provided annually for staff reference only. It is not appropriate to share current admissions standards publically or with prospective student-athletes.

Current deadline information is available on the Admissions [website](#). Maximum scholarship consideration is given to students who apply prior to the priority deadline. The university admissions process is a rolling process. Applications to attend IUPUI must be submitted prior to the listed deadline unless the student presents extraordinary circumstances outside of his/her control that directly impact the student's ability to apply to IUPUI prior to the admissions deadline. Final materials deadlines and deadlines to attend Summer Success Academy/Summer Bridge may also apply at the discretion of the Office of Admissions.

Prospective students who are not United States citizens, legal residents, or documented refugees must apply to the institution apply to the Office of International Affairs. Information about admissions deadlines for international students is available [here](#). A staff guide to the admission of international students is available [here](#). No international student shall be provided documentation to obtain a student visa prior to obtaining Final Qualifier status unless he or she demonstrates sufficient financial means to attend the institution exclusive of his or her athletics scholarship.

Prospective student-athletes who do not meet regular admissions standards may be admitted pursuant to the Faculty Sponsorship program available to all students. Athletics staff must abide by any applicable institutional or department policies and procedures regarding faculty sponsorships.

Review of Initial Eligibility and Admissions Status

The Athletics Compliance Office is responsible for facilitating the initial eligibility process for prospective student-athletes including:

- Maintaining academic documentation for initial eligibility.
- Performing preliminary evaluations of initial eligibility of prospective student-athletes.
- Liaising to the NCAA Eligibility Center
- Communicating with coaches regarding the initial eligibility of prospective student-athletes.
- Communicating with prospective student-athletes, parents, and high school counselors, as requested.

The Associate Athletics Director for Compliance or his/her designee will evaluate domestic prospects' academic records for both admissions and initial eligibility purposes. Information indicating potential

deficiencies will be provided to the head coach (or designee). While it is the responsibility of the coaching staff to inform the prospect of the potential deficiencies, compliance office staff are available to discuss potential routes to final qualifier status and answer prospective student-athletes' questions. Coaches should request academic transcripts from the prospect/ high school and send to the Office of Athletics Compliance at the earliest possible date after the prospect's sixth semester of high school. Additional/updated transcripts will be reviewed upon the request of the head coach (or designee).

The Office of Athletics Compliance relies on the Office of International Affairs to review the status of foreign applicants to the institution. Coaches should provide the Associate Athletics Director of Compliance with foreign applicants' transcripts, including line-by-line English translations, at least several weeks prior to the admissions deadline. The Associate Athletics Director of Compliance shall notify the Office of International Affairs that the applicant is a prospective student-athlete likely attend the institution, and the Associate Athletics Director of Compliance and Office of International Affairs staff will work together to project the student's likelihood of meeting NCAA initial eligibility standards.³

The Office of Athletics Compliance will track the admission status of graduate student transfers. The Academic Advising staff, in collaboration with Office of Graduate Programs, shall provide athletics staff with information about available programs and graduate admissions standards.

Medical Certification

All student-athletes must undergo a medical exam prior to participating in countable activity or voluntary activity supervised by strength and conditioning staff.

Eligibility Forms

The Office of Athletics Compliance will assign mandatory student-athlete forms annually. All incoming and continuing student-athletes must complete the following compliance forms prior to participating in team activities:

- NCAA Student-Athlete Statement
- NCAA Drug Testing Consent (includes NCAA Banned Drugs List)
- IUPUI Compliance Questionnaire
- IUPUI and Summit League Student-Athlete Promotional Activities Release
- IUPUI Drug Testing Consent Form

Compliance staff will ensure that each student-athlete completed the proper forms in Jump Forward, review the submitted information, and request more information as needed. Student-athlete will not be certified to participate in practice or competition until they complete the required forms.

Initial Eligibility Certification Process

While the NCAA Eligibility Center certifies initial eligibility and amateur status of prospective student-athletes, IUPUI is ultimately responsible for the proper certification of every student-athlete. Coaches should encourage prospective student-athletes to register with the NCAA Eligibility Center no later than the student's junior year of high school. At that time, prospective student-athletes should complete the

³ The NCAA Eligibility Center and the Office of International Affairs use different academic evaluation tools. In some cases, estimated grade point averages prepared by the Office of International Affairs are not similar to those calculated by the NCAA Eligibility Center.

amateurism survey to initiate the amateurism certification process and submit preliminary documentation, including official high school transcripts from any/all high schools attended and electronic SAT or ACT scores directly from the testing agency. Students with credit from institutions other than their high school, such as dual enrollment credit taken at a college or credit earned online, must submit transcripts directly from those institutions. International students must submit official documents, as well as a line-by-line translation of the document.

Once the coach decides to add a prospective student-athlete to the following year's team roster, he/she shall complete the Team Roster Student-Athlete Activation form or a Grant-in-Aid Request Form and submit to the Associate Athletics Director for Compliance. The Assistant Director of Compliance then adds the student to an incoming student tracking spreadsheet that is shared with academic and internal operations staff. This spreadsheet ensures that incoming student-athletes are notified about orientation, permitted to reserve an Athletics spot in Housing, and otherwise tracked by athletics administrators.

When the NCAA Initial Eligibility Center certifies the amateur and initial eligibility status of prospective student-athletes, the Associate Athletics Director for Compliance will prepare documentation to be reviewed by the certification committee. The certification committee will verify the initial eligibility decision and certify the student-athlete's eligibility for competition. The Associate Athletics Director for Compliance will also provide the Office of Scholarships with a listing of all incoming freshmen who are ineligible to receive athletic based financial aid due to non-qualifier status. No incoming student-athlete will receive his/her athletic scholarship prior to receiving final qualifier status with the NCAA Eligibility Center.

Each summer, the Assistant Director of Compliance shall regularly update head coaches on the Eligibility Center status of all incoming student-athletes on their rosters. The Associate Athletics Director for Compliance is responsible for filing initial eligibility waivers for final non-qualifiers if it is determined that the student has extraordinary circumstances or an academic record that suggest a waiver may be successful.

Final non-qualifiers may not receive athletics aid, participate in athletics in any way, or participate in outside competition during their first year in residence. Incoming student-athletes identified by the NCAA Eligibility Center as academic redshirts will be permitted to receive athletics aid, but will not be certified for competition. Academic redshirts will be permitted to practice only on-campus and at regular practice facilities during the first academic semester in residence (i.e. fall or spring). The student will be permitted to continue practice activities during the second academic semester in residence, provided he or she passes at least nine credit hours during the first academic semester. Additional restrictions or monitoring may be imposed on academic redshirts at the discretion of the Athletic Director or Faculty Athletics Representative.

Transfer Eligibility Certification Process

Coaches should notify the Associate Athletic Director for Compliance as soon as possible during the transfer recruiting process and before the student applies to the institution. Upon being notified of an incoming transfer student-athlete, the Associate Athletic Director for Compliance will request the prospect's transcript. Upon receipt of the transcript, the Associate Athletics Director for Compliance will send a copy of the transcript to the Associate Athletic Director for Academics and the academic adviser supporting the student's sport. The academic staff will not advise coaches regarding transfers until the student's transcript is sent to Academics from the Associate Athletic Director for Compliance. Upon receipt of the transcript, the academic staff will advise the student regarding potential majors and the possibility of meeting percentage towards degree in the student's desired major. At that time, and prior to any applicable admissions deadline, the student should apply to the institution and the desired degree program.

Prior to each regular academic semester, the Associate Athletic Director for Compliance requests Transfer Eligibility forms for each incoming transfer student-athlete. Transfer Eligibility forms are completed by the previous institution attended by each incoming transfer student-athlete and are required for all four year college transfers. The Associate Athletic Director for Compliance uses the Transfer Eligibility form to verify the student's previous academic, financial aid, and athletic history, that the institution has permission to contact the student-athlete, and that the student departed his or her previous institution academically eligible and in good standing. If the Transfer Eligibility form is unavailable for a student transferring from a two year institution that sponsored the student's sport, the Associate Athletic Director for Compliance will assume that the incoming student-athlete participated in his or her sport each academic year at the two year institution and rely on the student's transcript(s) for academic information. Supplemental documentation, such as Nonparticipation Affidavits and Missed Term Exception Affidavits, may be required on a case-by-case basis.

The Associate Athletic Director for Compliance shall also provide Admissions with a list of incoming transfers. The Admissions Office will complete Admissions Transfer Tracer forms for each incoming transfer to verify the institutions and number of full-time semesters the student previously attended, the number and type of credits transferable into IUPUI, the student's transferable GPA, and whether the student previously obtained a degree.

Using the information provided by Admissions, the student's previous institution, and any necessary supplementary information, the Associate Athletic Director for Compliance will determine whether the student is eligible under applicable transfer legislation. Waivers for immediate eligibility are not available for undergraduate student-athletes who do not meet a current exception to the year in residence requirement.

Continuing Eligibility and the Certification Process

Each School at IUPUI must designate an appropriate staff member, such as the Recorder, to provide the Athletic Department with the academic documentation to properly certify each student-athlete within that School. At the conclusion of each academic semester, including summer, the Associate Athletic Director for Academics shall request degree audit forms from the assigned administrator at each School. Automated degree audit forms (AARs) prepared through the Indiana University Student Information System are appropriate, provided the School has verified that their program AARs are appropriately coded and reliable. The Associate Athletic Director for Academics shall request academic records for each student who has not declared a major from the University Registrar, who also provides an official certification roster listing all student-athletes.

Prior to each regular academic semester, the Associate Athletics Director for Compliance shall organize a meeting with the Associate Athletic Director for Academics to compile data collected from each School and the data provided by the University Registrar. The Associate Athletic Director for Academics and Associate Athletic Director for Compliance shall review each student individually, manually enter the additional data provided by each school (if the student has declared a major) into the report provided by the University Registrar. If academic records (i.e. course enrollment, GPA) change after the University Registrar provides the official report to Athletics, the Associate Athletics Director for Compliance and the Associate Athletics Director for Academics shall note the current information without altering data that originated in the original report from the University Registrar. The Associate Athletic Director for Compliance will also include data demonstrating the eligibility of incoming and transfer student-athletes.

After the Associate Athletic Director for Academics and Associate Athletic Director for Compliance complete the initial reports, the Associate Athletics Director for Compliance convenes the Eligibility Committee. The Committee consists of the University Registrar, Faculty Athletics Representative, Associate Athletic Director for Academics, and the Associate Athletic Director for Compliance. The

Registrar and Faculty Athletics Representative verify the accuracy of the certification rosters by reviewing degree audit forms provided by each School, the academic data report from the Office of the Registrar, initial eligibility reports from the NCAA Eligibility Center, Transfer Tracer forms completed by Admissions, and Transfer Eligibility forms provided by other institutions. The Registrar and Faculty Athletics Representative serve as certifying officers; no certification shall be official until verified by both the Registrar and the Faculty Athletics Representative.

After each certification meeting, the Associate Athletic Director for Compliance shall prepare Eligibility Rosters for distribution within the Athletics Department. Eligibility rosters list the student-athletes on each team, the number of seasons utilized by each student, and whether the student is eligible for practice and competition. All eligibility rosters are distributed to athletic administrators, athletic trainers, and strength coaches. Coaches receive eligibility rosters for their squads. Student-athletes shall not participate in practice or competition unless listed as eligible on the Eligibility Roster.

The Eligibility Committee uses IU grade point averages, not program GPAs, to certify academic eligibility. The minimum IU GPA required for graduation from IUPUI is a 2.0. However, if a student is enrolled in a School that requires a higher IU GPA for graduation, the Eligibility Committee will require the GPA required by the School to certify the student-athlete.

Academic Performance Rate

The Academic Performance Plan is submitted annually by the Associate Athletics Director for Academics using the Academic Performance Program (APP) application of ncaa.org. Specifically, the Associate Athletics Director for Academics obtains degree audit forms for each student-athlete who has declared a specific degree program. The Associate Athletics Director for Academics uses the degree audit forms, as well as information in the Student Information System (SIS) to enter academic data into the NCAA Compliance Assistance software (CAi). After all data is entered into CAi, the Associate AD imports the academic data into the APP application using an automatic import function developed by NCAA staff.

After the Associate Athletics Director for Academics confirms the accuracy of the imported data, eligibility and retention information is entered into the APP application. The Associate Athletics Director for Academics identifies student-athletes who previously lost Academic Progress Rate points but are eligible for APR bonus points (e.g. graduation) and enters the necessary information into the APP application.

After all academic, eligibility, and retention information is entered, the Associate Athletics Director for Academics reviews the data to ensure accuracy and completeness and requests a review by the Associate Athletics Director for Compliance. Once both the Associate Athletics Director for Academics and the Associate Athletics Director for Compliance believe the data to be complete and accurate, the data is submitted to the NCAA by the Associate Athletics Director for Academics. Final data, including the Academic Progress Rate Report, is distributed to the Athletic Director, Chief of Staff, Faculty Athletics Representative, and other administrators by the Associate Athletics Director for Academics. Necessary data corrections, adjustments, or penalty waivers are processed by the Associate Athletics Director for Academics.

Squad Lists

The squad list for each sport will be generated by the Office of Athletics Compliance, signed by the head coach and Director of Athletics (or designee), and submitted to the Summit League prior to competition in

that sport. Squad lists must be accompanied by the Certification rosters approved by the Registrar and Faculty Athletics Representative. Any student-athlete who signs a NCAA Drug Testing Consent Form must be included on the squad list. The squad list must be kept updated with additions, deletions and changes in status. The Associate Athletics Director for Compliance continuously reviews the squad lists for compliance with applicable NCAA regulations.

Removal from Roster

If a student-athlete leaves the team with eligibility remaining for any reason, the head coach (or designee) must submit to the Office of Athletics Compliance the Team Roster Student-Athlete Deactivation form. The Associate Athletics Director for Compliance will review the form, make changes to the eligibility roster and compliance databases, notify the Office of Scholarships to make any necessary changes to financial aid, notify the student's athletic advisor to remove student-athlete holds on the student's account, and change the student-athlete's status on the team Squad List. Student-athletes will not be deactivated from their rosters until the Deactivation form is received by compliance.

Student-athletes who are removed from their roster, whether voluntarily or involuntarily, for any reason, continue to have access to athletics academic resources if they are on athletics aid. Access to medical services, including athletic training, will continue for any former student-athlete injured as a result of athletics participation. Former student-athletes do not typically retain access to other student-athlete benefits, including but not limited to a nutritionist, sports psychologist, and facility access. Access to these benefits may be considered on a case-by-case basis by the Director of Athletics.

Tryouts and Additions to Rosters

Open tryouts must be approved on a case-by-case basis by the Director of Athletics or his designee. Circumstances warranting an open tryout generally stem from a situation making it difficult to field a competitive team, such as a high number of significant injuries. Coaches must secure such approval prior to advertising the tryout opportunity or conducting any type of tryout activity. Closed tryouts for invited non-scholarship student-athletes must be approved by the Sport Administrator.

All tryouts are subject to Bylaw 17 restrictions, including any limitations on the number of students participating in skill instruction. Students participating are subject to all countable athletically related activity limitations and should be included on ARA Logs. Tryouts may not be publicized if the tryout is to include skill instruction outside the declared playing and practice season (i.e. outside the 20 hour per week period).

Each individual participant must also be approved to participate with an athletic team on a tryout basis. In order to verify eligibility, head coaches must complete the Tryout Request Form via Jump Forward. Participating students must submit the following documents to the Athletic Training Room:

- [Tryout Waiver for Enrolled Students](#)
- [IUPUI Health History Questionnaire](#) (as proof that a medical professional cleared the student for participation in athletic activity within six months of the tryout date)
- [IUPUI Authorization for Disclosure of Health Information](#)
- A signed acknowledgement of the [IUPUI Concussion Management Protocol](#).
- Proof of a sickle cell solubility test within the past six months or, if the student declines the test, a signed copy of the [IUPUI Sickle Cell waiver](#).
- Copies of insurance cards and the [Insurance Information Sheet](#), if the student is covered by health insurance.

The Assistant Athletics Director for Sports Medicine must approve the tryout activity by completing the Sports Medicine portion of the Tryout Request Form before the Associate Athletics Director for Compliance will review the student's eligibility to participate.

All students participating in a tryout must be a regularly admitted, full-time student seeking a bachelors or graduate degree and be registered with the NCAA Eligibility Center. If a student has previously transferred from another institution, the Office of Athletics Compliance must be able to secure the student's eligibility information from the previous institution prior to the tryout. Upon review of the Tryout Request Form and the student's eligibility information, the Associate Athletics Director for Compliance will determine if the participating student is eligible to participate in tryout activities. Notification of an approved tryout will be distributed via eligibility roster.

After the tryout and within fourteen calendar days, the head coach must submit Roster Activation forms for any student-athlete who will join the squad on a permanent basis. At such time, the student-athlete must sign the NCAA Drug Testing Consent form, the NCAA Student-Athlete Statement, and all other Eligibility Forms required by the Office of Athletics Compliance. The student-athlete is not eligible to participate in practice beyond a fourteen day period without signing each of these documents. The student must also complete a team physical and sign all necessary medical paperwork with the IUPUI Athletic Training staff.

After the head coach submits a Roster Activation form, the student-athlete has completed all required Eligibility Forms, and the Athletic Training Office verifies that the student has completed a team physical and signed all necessary medical forms, the Office of Athletics Compliance will include the student on the team's squad list and in Jump Forward. The Office of Athletics Compliance will also distribute an updated eligibility roster verifying the new student-athlete's eligibility for practice.

Tryout student-athletes will be certified for competition at the Eligibility Committee's next opportunity. The Office of Athletics Compliance will not request expedited reviews from the NCAA Eligibility Center or convene special meetings with the Eligibility Committee to certify non-scholarship student-athletes unless extenuating circumstances require exception (e.g. the program requires additional student-athletes to meet Division I participation minimums). After certification, the Office of Athletics Compliance will update the team's squad list, provide the updated squad list to the League, and distribute an updated eligibility roster verifying the new student-athlete's eligibility to travel and compete with the team.

Male Practice Players

It is permissible for male students to engage in practice sessions with women's teams provided such activities have been approved by the Office of Athletics Compliance. Head coaches shall submit the [Male Practice Player Activation](#) form to the Associate Athletics Director for Compliance. The male student must be certified as eligible for practice in accordance with applicable NCAA eligibility regulations. Additionally, practice apparel shall not be provided to male practice players until after they have been certified for practice.

Transfer Release

In consultation with the head coach and Director of Athletics (or designee), the Associate Athletics Director for Compliance will administer all permission to contact letters and transfer tracers. IUPUI student-athletes who do not have a cumulative GPA of 2.6 or higher will not be granted a full release to due to APR penalties unless the student is transferring to a non-Division I institution. The Associate Athletics Director for Compliance will notify student-athletes who are denied the opportunity to utilize the one-time transfer exception in writing.

Procedures to Appeal the Decision to Deny the Transfer Request

Student-athletes who are denied a full transfer request may appeal the Athletics Department decision to a committee outside of Athletics. If the student-athlete desires to submit an appeal, this appeal must be submitted in writing to the Appeals Committee Chairperson within 30 days from the date contained on the original formal notification. The written appeal, and any supporting documentation supplied by the student-athlete, will be reviewed by The Appeals Committee. The Appeals Committee shall provide written results of the hearing to the student-athlete within 15 business days of receipt of the student's request for an appeal. If a decision is not provided within 15 business days, IUPUI will provide a written release to the student-athlete.

Student-Athlete Exit Interviews

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

Financial Aid

Elements of Financial Aid

Student-athletes may receive up to cost of attendance as calculated by the IUPUI Office of Financial Aid. All elements of financial aid, including book scholarship programs and many uses of the Student-Athlete Assistance Fund, are counted towards cost of attendance.

Awarding Athletic Financial Aid

All academic year athletics financial aid requests are to be submitted to the Office of Athletics Compliance on an IUPUI Grant-in-Aid Request form. This includes all initial, renewal and revised financial aid requests. If a National Letter of Intent is to be offered, this intention must be indicated at that time by the coach. Summer financial aid requests must be requested using the IUPUI Summer Grant-in-Aid Request.

Awards are made only in accord with NCAA regulations and guidelines established by the IUPUI Department of Intercollegiate Athletics. All financial aid renewals shall be postmarked no later than July 1 pursuant to NCAA Bylaw 15.3.5.1. Incoming student-athlete financial aid is issued according to the National Letter of Intent [signing dates](#).

Steps in the academic year Athletics Grant-in-Aid process:

1. The Fiscal Officer will advise each head coach of the next year's funds at the end of each academic year. The head coach for each sport, in cooperation with the Athletics Compliance office and Business office, is responsible for verification that sufficient funds are available to offer the recommended award and for monitoring the permissible number of awards that can be made for his/her respective sport.
2. An IUPUI Grant-in-Aid Request must be completed and signed by the head coach and submitted to the Sport Supervisor. If the awardee is to be issued a National Letter of Intent, it must be indicated on this form.
3. The Sport Supervisor will verify the information provided on the Grant-in-Aid Request, confirm that sufficient funds are available to offer the requested awards, sign the form, and submit to the Office of Athletics Compliance.
4. Grant-in-Aid and National Letter of Intent (NLI) requests shall be submitted to the Office of Athletics Compliance no later than two weeks prior to the initial signing date. Renewal Grant-in-Aid Requests for the next academic year are due no later than June 1st.
5. The Associate Athletics Director for Compliance will ensure that each student is projected to be eligible for athletically related financial aid and that the requested awards should not result in a violation of team financial aid limitations. The Associate Athletics Director for Compliance also ensures that continuing student-athletes' awards are not reduced and that students whose scholarships will not be renewed receive aid cancellation letters from the Office of Scholarships.

6. The Office of Athletics Compliance will prepare an NLI (if applicable) and IUPUI Department of Intercollegiate Athletics Grant-in-Aid offer for signature by the Head Coach, the Associate Athletics Director for Compliance, the Assistant Athletics Director for Fiscal Affairs, and the Financial Aid Authority (Office of Student Scholarships designee).
7. The signed Athletics Grant-in-Aid and NLI (if applicable) will be sent to the student-athlete for signature(s) along with a cover letter. Scholarship documents may be sent by express mail, United States Postal Service, university email, or for incoming students, to the email address the student used to register with the NCAA Eligibility Center.
8. Prospective and continuing student-athletes are expected to return signed scholarship documents to the Office of Athletics Compliance in a timely fashion.
9. An executed copy of each Grant-in-Aid is sent to the Office of Student Scholarships by the Office of Athletics Compliance.
10. The Office of Student Scholarships shall process athletics financial aid in accordance with regular institutional policy and federal law. The Office of Scholarships shall also make adjustments to each student-athlete's account to ensure compliance with NCAA and Summit League legislation, as necessary.
11. The Office of Student Scholarships shall input athletics based aid into Jump Forward. All sports other than basketball and women's volleyball will use average grant-in-aid figures to determine their financial aid equivalencies. However, each scholarship received by a volleyball and basketball student-athlete will be calculated using his or her exact, individualized grant-in-aid and/or cost of attendance figures.
12. The Office of Athletics Compliance shall provide the Summit League office and/or the NCAA with squad lists before each sport's first date of competition.
13. Prior to each academic year, the Office of Athletics Compliance will provide the Office of Scholarships with a list of incoming freshmen, transfer, and continuing student-athletes who are counters that do not meet the minimum academic benchmarks to exempt non-athletics, academic based financial aid. The Office of Scholarships uses this list to ensure that institutional financial aid is classified as countable towards individual and team limits as required by NCAA legislation.

Determination of Room and Board

Each spring, the Director of Internal Operations contacts IUPUI Housing staff to determine the weighted average cost to live on-campus during the following academic year. The Athletics Compliance office combines that amount with the cost of the unlimited meal plan offered by IUPUI Auxiliary Services to determine the maximum permissible amount of room and board. Full scholarship student-athletes residing off-campus receive this amount as a refund processed through their Bursar account. On-campus, full scholarship student-athletes have their actual room charges covered by their athletic scholarships and receive a board allowance up to the cost of the unlimited meal plan. Coaches may allocate a portion of a student-athlete's board check as JagTag dollars. The cost of a meal plan and any JagTag dollars will be deducted from each student-athlete's board allowance.

Textbook Authorization Procedures

Basketball student-athletes receiving full scholarships are entitled to receive textbooks required or recommended for each of their courses. Books must be ordered by the Director of Basketball Academics. Under no circumstances shall student-athletes order their own books. All course required books will be purchased for basketball student-athletes receiving full scholarships. Recommended books will be purchased at the discretion of the Director of Basketball Academics.

Prior to the beginning of each semester, the Director of Basketball Academics sends the course schedules for each basketball student-athlete on full scholarship to the Assistant Manager of the campus bookstore. The campus bookstore will box the required books for each course for each student-athlete. Student-athletes are then instructed to pick up the required textbooks on a specific date. Student-athletes are responsible for checking the receipt and ensuring they receive all the books listed. Student-athletes will sign two copies of the receipt. One receipt is retained by the campus bookstore; the other is kept by the Director of Basketball Academics.

At the conclusion of each semester, student-athletes are instructed to return all athletics issued books to the campus bookstore. The Director of Basketball Academics ensures all books have been returned. Student-athletes with unreturned books will be billed for the “buy back” cost of the book. Any returned book with value will be sold back to the campus bookstore. Books with no resale value are donated to the Campus Library or disposed of appropriately.

Student-athletes who drop or add classes during the same semester are issued under the same procedure. No student will be provided with newly issued textbooks until all outstanding books are returned or appropriately paid for. If a professor assigns a textbook that is not available at campus bookstore, the Director of Basketball Academics will obtain the textbook from another local bookstore or through an online retailer and retain the appropriate signed receipts.

Financial Aid from Outside Sources

Student-athletes must report any source of financial aid from a source other than IUPUI Athletics, IUPUI Admissions, or the student-athlete's parent or legal guardian must be reported by the student-athlete to the Office of Athletics Compliance. Government programs, such as the Pell Grant and 21st Century Program, are exempt from this requirement. The Associate Athletic Director for Compliance provides this information to the Office of Student Scholarships to be accurately reflected in Jump Forward after determining if the award is permissible and countable towards team and individual limitations.

A student-athlete's failure to report financial aid from outside sources may be declared ineligible for competition or experience a reduction of institutional financial aid awarded on the basis of athletics participation. Student-athletes may not receive financial aid in excess of cost of attendance that does not directly result from the Pell Grant.

Maximum Institutional Financial Aid Limitations by Sport

IUPUI must ensure that the total amount of scholarships issued by each sport program does not exceed the NCAA defined maximum allowed for each sport. IUPUI must also ensure that each student's scholarship package does not exceed permissible individual scholarship limitations. The Office of Student Scholarships maintains documentation of student scholarships, verifies that student-athletes do not exceed individual scholarship limitations, and ensures that all scholarships are accurately reflected on Squad Lists. The Office of Athletics Compliance also maintains documentation of student scholarships, ensures student-athletes are

eligible to receive athletically-related financial aid under NCAA and Summit League legislation, and confirms that sport programs do not exceed the NCAA legislated maximums.

Basketball, women’s volleyball and women’s tennis are “head count sports,” or sports that limit the number of students on each team that may receive athletics aid. All other IUPUI sports are “equivalency sports,” or sports that limit the total amount of athletics aid that may be awarded.

Head-Count Sports: Each counter is tallied as one, regardless of the amount of aid they receive. The total number of counters allowed in one academic year are:

Men's Basketball	13
Women's Basketball	15
Women's Tennis	8
Women's Volleyball	12

Equivalency Sports: One full grant-in-aid can be divided among two or more student-athletes. To measure aid against the limits, the grant percentages for all counters in the sport are added, not the number of "heads" or individual recipients. The equivalency limits allowed in one academic year are:

<u>Men's Sports</u>		<u>Women's Sports</u>	
Cross Country / Track & Field	12.6	Cross Country / Track & Field	18.0
Golf	4.5	Golf	6.0
Soccer	9.9	Soccer	14.0
Swimming & Diving	9.9	Softball	12.0
Tennis	4.5	Swimming & Diving	14.0

A **counter** is a student-athlete who must be included against the institution's maximum financial aid limits in a particular sport. A counter fits one of the following descriptions;

- The student-athlete receives financial aid based in any way on athletic ability.
- The student-athlete was recruited, receives institutional aid not based on athletic ability, and participates in varsity intercollegiate competition in men's or women's basketball.

A **non-counter** is a student-athlete who does not have to be included against the institution's maximum financial aid limits. A non-counter fits one of the following descriptions:

- The student-athlete does not receive any institutional financial aid.
- The student-athlete was not recruited, and receives financial aid that is not based in any way on athletic ability.
- In sports other than men's and women's basketball, the student-athlete was recruited and receives financial aid that is not based in any way on athletic ability, regardless of whether the student represents IUPUI in competition.

Renewal of Athletics Financial Aid

Athletics financial aid renewals, reductions and non-renewals for the following academic year must be announced to the continuing student-athlete by the Office of Student Scholarships no later than July 1. IUPUI Athletics does not cancel athletics scholarships for athletics reasons. Athletics reasons include injury, illness, and athletic performance.

Renewal Grant-in-Aid Requests for the next academic year are due no later than June 1st. Head coaches must notify the Associate Athletics Director for Compliance of any reduction in scholarships or decisions to not renew a scholarship by this date. The decision must be supported by adequate documentation (e.g. CARA logs demonstrating missed mandatory team activity, documented violations of written team rules) and must be supported by the Director of Athletics.

The Office of Student Scholarships will formally notify the student-athlete in writing, and must include the opportunity to appeal the decision to a committee outside of Athletics. The written notification for a hearing shall include a copy of the policies and procedures for conducting the hearing, including the deadline by which a student-athlete must request an appeal.

Graduation and Cancellation of Athletics Financial Aid During Period of Award

Athletics financial aid cannot be reduced or cancelled because of a student-athlete's athletic performance, ability, or for any athletic reason. The institution can immediately reduce or cancel athletic aid if the student-athlete:

1. Engages in serious misconduct that warrants a substantial disciplinary penalty by institution's disciplinary boards;
2. Becomes ineligible to compete in intercollegiate athletics;
3. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement; or
4. Voluntarily withdraws from the sport and/or athletic scholarship. If a student voluntarily withdraws from a team, the head coach (or designee) shall submit a Student-Athlete Roster Deactivation Form, signed by the student-athlete, to the Associate Athletics Director for Compliance. If the student-athlete refuses to sign the Student-Athlete Roster Deactivation form, the head coach may submit documentation substantiating the student's voluntary withdrawal (e.g. CARA logs documenting failure to participate in mandatory team activity) without his or her signature. Requesting permission to contact other collegiate institutions does not constitute voluntary withdrawal.

If any of the above four conditions occur, the institution may reduce or cancel athletics financial aid. Athletics Room & Board award may be reduced at a prorated amount equal to the amount of days the student-athlete was in good standing with NCAA, League, and/or institutional athletics eligibility rules. The former recipient's aid may not be awarded to another student-athlete during the term in which it was reduced or canceled once the academic year begins.

Procedures to Appeal the Decision to Reduce, Cancel, or not Renew an Athletics Grant-in-Aid

Decisions to reduce, to cancel or to not renew an athletics grant-in-aid may be appealed by the student-athlete upon receiving formal notification from the IUPUI Office of Student Scholarships. The student-athlete initiates the appeals process by formally requesting a hearing opportunity. This hearing request must be submitted in writing within 30 calendar days from the date contained on the original formal notification.

Upon being notified of the hearing request, the Chairperson of the Appeals Committee will notify the committee members and request supporting documentation from the student-athlete and the athletics department. The supporting documentation will be reviewed by The Appeals Committee. Following this review, a written decision will be provided by the Chairperson to the student and the athletics department.

If the student-athlete disagrees with the decision of The Appeals Committee, a final appeal may be submitted to the Chancellor's designee in accord with procedures identified at the time of the Eligibility Committee's decision submitted by the Chairperson. The failure of the student-athlete to pursue the appeal as directed or the decision of the Chancellor's designee will terminate the issue.

Athletics Financial Aid for Summer School

Summer financial aid is not included in student-athletes' grant-in-aid agreements. Head coaches must complete the IUPUI Summer Grant-in-Aid Request to issue summer financial aid to student-athletes. Student-athletes may be awarded summer financial aid if the student received athletics aid during the previous academic year, is a first-time recipient of financial aid the following academic year, or if the student is initially enrolling at the institution the following academic year.

Students initially enrolling at the institution, including transfers, must be enrolled in at least six credit hours and may not receive athletics aid for credits needed to certify the student's academic or transfer eligibility the following academic year. Financial aid for room and board must be approved by the Director of Athletics if the student-athlete is enrolled in online courses only. Further, summer athletic scholarships may be revoked if the student withdraws from a course or fails to earn credit in a course.

Awards and Benefits

Receipt by a student-athlete of any award, benefit or expense not authorized by NCAA rules renders that student-athlete ineligible for competition, unless it is demonstrated that the same benefit is generally available to IUPUI's student body or the general public.

Student Athlete Awards

An award is an item given in recognition of athletics participation or performance. All awards provided by an institution, League, or other approved agency must be uniform for all team members receiving the award. No student-athlete shall sell, exchange, or trade a student-athlete award under any circumstances, nor may a student-athlete contribute to the cost of his/her student-athlete award.

Department Senior Dinner Awards

The Department of Intercollegiate Athletics has an awards program for senior student-athletes, which recognizes athletics participation, academic performance and outstanding achievements. Various additional awards will be provided to select student-athletes. The awards are purchased through the Athletics Business Office and are reported annually to the Office of Athletics Compliance using the Student-Athlete Awards - Request for Approval.

Team Awards (Annual Participation or Special Attainment, Contribution to Season)

NCAA rules limit the types of awards, maximum value of the award(s) and number of awards the student-athlete may receive. Therefore, any team awards provided to student-athletes shall be approved by the Office of Athletics Compliance. It is the responsibility of the head coach to submit one of the Student-Athlete Awards - Request for Approval prior to purchasing the award or allowing an outside organization to purchase the awards.

The Assistant Director of Compliance will review the form and enter the information in the IUPUI Student-Athlete Award Summary spreadsheet. The approval decision will be sent (via e-mail) to the head coach and Business Manager, at which time the business office can purchase (or provide payment) for the award.

Postseason, Special Event Participation, and Other Awards

All awards provided by the institution must receive the prior approval of the Office of Athletics Compliance. Head Coaches must submit the Student-Athlete Awards - Request for Approval. Head coaches must specifically designate each member of the team who will receive the award. Only student-athletes who were eligible to participate in the post-season or special event are eligible to receive the award. The Assistant Director of Compliance will review the request, ensure that all student-athletes are eligible to receive the award, enter the information in the IUPUI Student-Athlete Award Summary spreadsheet, and send the approval decision (via e-mail) to the head coach.

Awards provided directly by the NCAA and/or The Summit League constitute a separate award. Head Coaches must submit the Student-Athlete Awards - Request for Approval within one week following the postseason event. Head coaches must specifically designate each member of the team who received the award. The Assistant Director of Compliance will review the form, ensure that all student-athletes are eligible to receive the award, and enter the information in the IUPUI Student-Athlete Award Summary spreadsheet.

All other awards, such as hometown awards, must be approved using the Student-Athlete Awards - Request for Approval form.

Championship Rings

A special championship ring may be provided by the head coach and Director of Athletics (or designee) for members of a championship team or student-athlete who is an individual champion in his/her sport event. The head coach and the sport administrator recommend, within the department guidelines, individuals eligible to receive the ring. The ring design and list of individuals recommended to receive championship rings must be approved by the athletic director or his designee. The head coach must submit the Student-Athlete Awards - Request for Approval to the Office of Athletics Compliance. The Assistant Director of Compliance will send an approval decision (via e-mail) to the head coach and sport administrator.

Regular Season and Postseason Championship Team

Separate awards may be presented to both the regular-season League champion and the postseason League champion, but if the same institution wins both the regular season and the postseason League championship, the combined value of both awards shall not exceed the maximum value of one championship award.

Multi-Sport Student-Athletes

If a student-athlete receives a letter in more than one sport in any year, the athletic department will award only one varsity award per year to the individual. A student-athlete who letters in a second sport will receive a certificate his/her senior year listing the years the student-athlete lettered in that sport.

Student-Athlete Meals

Student-athletes may receive meals, outside of regular board procedures, as a result of their athletics participation. All meals other than permissible pre- and post-game meals, meals at SAAC meetings, and meals at department-wide celebratory events (i.e. the annual Senior Dinner and Student-Athlete Appreciation Breakfast) must be approved in writing by the Office of Athletics Compliance. Requests for such meals shall be made using the Meal Request for Approval form. The Office of Athletics Compliance shall determine how to classify the meal.

Meals Incidental to Participation

Institutions may provide student-athletes with meals incidental to their participation when classes are in session and during vacation periods (including pre- and post- season) when student-athletes are required to be on campus for practice and/or competition.

Meals related to competition and team travel are considered meals incidental to participation, but do not require compliance approval. Meals related to home games are permissible beginning the night before the contest and continuing through a post-game meal. Transfers serving a year in residence may receive these meals. Meals related to away contests may be provided at the head coaches' discretion beginning when the team reports for travel through the return to campus. Only student-athletes eligible for competition may receive these meals.

Non-competition related meals incidental to participation typically do not replace breakfast, lunch, or dinner. Meals incidental to participation must be a supplemental meal or snack designed to meet athletes' increased nutritional and calorie needs. It may also be permissible to provide meals missed due to required practice activities, with advance compliance approval. Meals incidental to participation must be funded by the institution.

Nutritional Supplements and Snacks

Institutional staff members may provide nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements contain less than 30% of calories from protein and are limited to sports drinks, energy bars, carbohydrate boosters, and vitamins/minerals that do not contain any banned substance. No form is required to provide nutritional supplements to a student-athlete, however, coaches are responsible for verifying with the Office of Athletic Training that the supplement does not contain any banned substance. Head coaches should also document that any nutritional supplement is permissibly provided; for example, the coaching staff may keep a log identifying any supplements provided along with the percentage of calories from protein.

Snacks may be provided to a student-athlete at any time.

Institutional Banquets

Each spring, IUPUI Athletics hosts an annual awards dinner celebrating the accomplishments of students in their final year of athletic eligibility or academic program. Individual sport programs may hold a banquet honoring seniors, individual student-athlete achievement, or general team accomplishments.

Meals on an Occasional or Celebratory Basis

A student-athlete or team may receive meals on an infrequent basis and in celebration of special occasions. Occasional meals are typically provided by individuals, not by the institution, and should not occur more than twelve times per year (August 1- July 31). The Director of Athletics (or designee) may approve additional occasional meals at his or her discretion.

Occasional Meals Provided by Staff

Institutional staff members may provide student-athletes meals in the Indianapolis area on an infrequent basis and in celebration of special occasions. An institutional staff member may also provide reasonable local transportation to student-athletes to attend such meals. Staff members providing the occasional meal must submit the Meal Request for Approval to the Office of Athletics Compliance prior to the scheduled meal. The Assistant Director of Compliance will review the request and send approval decisions (via e-mail) to the host staff member, head coach and Athletics Business Manager.

Occasional Meals Provided by Representatives of Athletics Interests

Further, student-athletes and teams may receive an occasional family home meal from a representative of athletics interests under the following conditions:

1. The meal must be provided in an individual's home, on campus, or at a facility that is regularly used for home competition and may be catered; and
2. A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.
3. The individual providing the meal receives a written approval of the occasional meal from The Office of Athletics Compliance in response to submission of the Meal Request for Approval form.

Student-athletes must have triggered initial full-time enrollment at IUPUI pursuant to Bylaw 13.02.12 prior to receiving a meal provided by a representative of athletics interests.

Meals Provided by Parents of Student-Athletes

Meals provided on an occasional basis by a member of a student-athlete's family may occur at any location, and need not be counted against the limit on occasional meals. Head coaches must ensure that parents of

student-athletes do not provide meals to impermissible attendees, such as the parents of other student-athletes, student-athletes on a different athletic team, or prospective student-athletes.

Academic Services and Life Skills Programming

NCAA rules require that IUPUI make academic counseling and tutoring services available to all student-athletes, although these services may be provided through regular IUPUI non-athletic student support services, such as the IUPUI [Mathematics Assistance Center](#). Such academic services may be prioritized based on the institution's Academic Progress Rate. IUPUI shall also provide life skills programming to all student-athletes, which shall be organized by the Life Skills Coordinator. IUPUI will not provide academic expenses or services to assist a student-athlete in completing initial or transfer eligibility requirements.

Athletics Equipment & Apparel

IUPUI may provide equipment and apparel to student-athletes to be used for practice and competition. If an item is not to be used for practice or competition it may not be provided to a student-athlete, e.g., fashion apparel. Receipt of equipment or apparel items for any other purpose constitutes an extra benefit and may jeopardize the eligibility of a student-athlete.

IUPUI may not provide equipment and apparel to an individual until he/she has triggered student-athlete status. Such items shall never be issued to prospective student-athletes unless otherwise permissible on an issue and retrieval basis.

Expenses for Practice and Competition

Practice

An institution may provide expenses for practice sessions at the discretion of the athletic director or his designee. Expenses are not appropriate for skill instruction, strength training, or conditioning sessions.

Competition

An eligible student-athlete may receive actual, necessary, and reasonable travel expenses to represent the institution in athletics competition. Travel expenses may not be provided to non-qualifiers, academic redshirts, or any other students ineligible for competition at any time.

Vacation Period and Pre- / Post- Season Expenses

IUPUI may provide the cost of room and board to student-athletes during vacation periods, preseason, and postseason when they are required to remain on campus for organized practice or competition. Student-athletes who are already receiving the full board stipend are not eligible to receive an additional per diem entitlement during mid-semester vacation periods (i.e. Thanksgiving or Spring break). If a student-athlete lives at home during a vacation period, the cost of room and board will not be provided.

Head coaches are responsible for making arrangements for stay over meals/money and housing through the IUPUI Athletics Business Manager. The Business Manager will create a proposed per diem calendar for approval by the Athletics Compliance Office, sport administrator, and head coach.

Benefits, Gifts and Services

Extra benefits are any special arrangement to provide a student-athlete (or their relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition. Examples of non-permissible extra benefits or special arrangements include, but are not limited to:

- Living expenses
- A loan of money in any amount, or signing or co-signing a loan
- Cash or gifts
- Professional services for which a fee would normally be charged, such as free dental or medical services, legal fees, haircuts, automotive services, laundry or dry cleaning.
- Entertainment or the purchase of meals, such as a soft drink or popcorn at an athletic event.
- The use of a telephone or cell phone plan
- Unapproved awards for athletic performance
- Transportation other than reasonable local transportation on an occasional basis
- An honorarium or fee for a speaking engagement or other appearance
- Special discounts or payment arrangements
- A guarantee of bond
- Tickets to an athletic, institution or community event

Complimentary Admissions

NCAA legislation and IUPUI policy govern ticket distribution to coaching staff members, current student-athletes, prospective student-athletes, and individuals affiliated with prospective student-athletes.

Coaching Staff

The maximum numbers of complimentary tickets/admissions for coaching staff members in accord with NCAA regulations and IUPUI policy are listed below. Ticket allocation is based on a coaching staff member's designation on the most recent NCAA Staff Declaration form.

NCAA Staff Designation	NCAA Maximum	IUPUI Policy
Head Coach	Unlimited number of tickets	Determined by the Director of Athletics
Associate Head Coach	Unlimited number of tickets	Determined by the Director of Athletics
Assistant Coach	Unlimited number of tickets	Determined by the Director of Athletics
Volunteer Coach*	Two tickets to home games	Two hard tickets to home games; no away game tickets
Student Coach	Four tickets to home and away games, issued through the current student-athlete Complimentary Admission pass list	Four tickets to home games and up to four tickets to away games, issued through the current student-athlete Complimentary Admission pass list
Noncoaching Staff Member (non-students only)	Unlimited number of tickets	Determined by the Director of Athletics

*Volunteer coaches are not permitted in men's or women's basketball.

Hard tickets, if available in that sport, will be distributed to coaching staff members prior to the beginning of the season. Coaches requesting additional complimentary admissions should submit a written request to the operations staff. If approved, these tickets may be picked up at will call. Additional tickets will not be provided to volunteer coaches or student assistant coaches; staff members are not permitted to request additional tickets in order to accommodate additional guests for volunteer coaches or student assistant coaches.

Coaches and staff are expected to provide their personal complimentary tickets to IUPUI athletic events to family members and personal friends. Under no circumstances are staff members permitted to list personal guests or guests of the sport program as guests of student-athletes. Coaches must have written approval from the Associate Athletic Director for Compliance prior to providing complimentary admission to a prospective student-athlete (other than an immediate family member), an individual associated with a prospective student-athlete, an agent, individual employed by an agent, individual associated with sports betting, or an individual employed by a professional sports team or league. Coaches' tickets may not be provided to prospective student-athletes or any individual associated with a prospective student-athlete unless the coach has a long-standing, personal relationship with the prospective student-athlete or his or her family that began before the prospective student-athlete reached prospect age. Such a relationship must be non-athletic in nature and any benefits provided to the prospective student-athlete and/or his or her family must remain similar to benefits provided prior to the prospective student-athlete's status as a prospect.

Enrolled Student-Athletes

IUPUI may provide student-athletes with up to four complimentary admissions to each home and away contest in the sport in which the student-athlete is eligible to participate, regardless of whether the student-athlete competes in the particular contest for which the tickets are received. During the postseason, the institution may be able to provide student-athletes with up to six complimentary admissions. In the case of tournament play, complimentary admission may be provided to members of the institution's team for all contests at the tournament site, rather than only for those tournament games in which the institution's team participates. Non-qualifiers may receive one complimentary admission to each regular-season home contest during his/her first year in residence. All other student-athletes are eligible to receive complimentary admission, provided they are eligible for practice or competition.

It is not permissible for an institution to provide additional complimentary admissions or to make arrangements for a student-athlete (or friends or relatives) to purchase additional tickets. Additional tickets may be purchased only in the same manner as the general public purchases tickets. Under no circumstances may a student-athlete sell their complimentary admission or purchase additional tickets to sell above face value.

Complimentary admissions will be issued only to individuals designated by the student-athlete by full name in Jump Forward. Prior to home games, the deadline for student-athletes to designate recipients in Jump Forward is 5 p.m. the business day before each home game. Student-athletes must also request tickets through Jump Forward for away games, although head coaches (or designee) may set the deadline at their discretion. Coaches are responsible for providing the opposing team's ticket staff with their complimentary admissions list from Jump Forward.

All individuals must be designated by the student-athlete by first and last name; last minute replacements for another individual who is listed, but not attending, will not be permitted under any circumstances. All individuals receiving complimentary admission must present photo identification to gain admission at the pass gate or entrance. "Hard" tickets will never be issued in conjunction with the complimentary admission program, and all complimentary tickets will be located in the general seating area of the facility. Specifically, tickets will not be provided for special boxes, the bench area, press area, or other special seating areas.

Violations of IUPUI ticketing policy and/or NCAA legislation as it relates to ticketing may adversely affect student-athlete eligibility to compete and may result in revocation of the involved student-athlete(s) access to complimentary admission.

Prospective Student-Athletes

A pass list system must be utilized to distribute admissions to prospective student-athletes. IUPUI Athletics may provide up to three (3) complimentary admissions to a regular-season home game for the prospective student-athlete and those persons accompanying him/her on an unofficial visit to campus. Complimentary admissions issued to prospective student-athletes must be issued on an individual game-to-game basis. Students accompanied by family members during official visits may be eligible to receive additional complimentary admission if the tickets are requested when submitting official visit paperwork prior to the visit. Official visitors will not be issued more than three complimentary admissions unless approved by the compliance office.

In sport programs other than the ticketed event, coaches must request complimentary admissions for ticketed athletics events by submitting a complimentary admissions request via Jump Forward no later than 5 pm on the business day before the game. Coaches of the participating sport program must work with gameday operations staff to submit a complete list of prospective student-athletes by a time that will ensure ticketing and gameday operations will run smoothly.

All individuals receiving complimentary admission on the Prospective Student-Athlete pass list must be listed by first and last name. Prospective student-athletes must present identification to gain admission at the pass gate or entrance. "Hard" tickets will never be issued in conjunction with the complimentary admission program, and all complimentary tickets will be located in the general seating area of the facility. Specifically, tickets will not be provided for special boxes, the bench area, press area, or other special seating areas. Complimentary admission will not be provided to prospective student-athletes during a dead period.

High School, College Preparatory School and Two-Year College Coaches

A maximum of two complimentary admissions may be provided to high school coaches, college preparatory school coaches, and junior college coaches to a home athletics event. The same privilege may be extended to teachers, counselors, and administrators at these institutions, and any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved. All recipients of complimentary admission through the High School, College Preparatory School and Two-Year College Coach pass list must be identified on an individual game-to-game basis via Jump Forward. Ticket requests for individuals associated with prospective student-athletes are due at the same time as the Prospective Student-Athlete list.

All individuals receiving complimentary admission on the High School, College Preparatory School, and Two Year College Coaches pass list must be listed by first and last name; last minute replacements for another individual who is listed, but not attending, will not be permitted under any circumstances. All individuals receiving complimentary admission must present identification to gain admission at the pass gate or entrance. Ideally, coaches will present school identification. "Hard" tickets will never be issued in conjunction with the complimentary admission program, and all complimentary tickets will be located in the general seating area of the facility. Specifically, tickets will not be provided for special boxes, the bench area, press area, or other special seating areas.

Vehicle Monitoring

Every IUPUI student-athlete must submit complete information regarding their access to vehicles to the Office of Athletics Compliance at the beginning of each academic year and upon access to any additional

vehicle(s). Student-athletes are required to provide the following information for each vehicle they have access to on campus, in the Indianapolis area, or in their home community:

- Year, make, model, color, and any customization (e.g. stereo equipment, rims)
- License plate number and state of registry
- Parking pass information
- Name of title holder
- Student-athlete's relationship to the title holder
- Approximate date of purchase
- Financing information
- Dealership or individual from which the vehicle was purchased
- List of individuals who assisted in the selection and purchase of the vehicle (if any)

Supplementary documentation, such as records pertaining to the purchase of the vehicle, must be provided to the Office of Athletics Compliance upon request.

Head coaches are responsible for monitoring unexplained changes in their student-athletes' standards of living, including access to vehicles, and are expected to immediately notify the Office of Athletics Compliance if any changes seem out of the ordinary.

NCAA Special Assistance Fund for Student-Athletes

The Special Assistance Fund was established by the NCAA to directly assist student-athletes in need. The guiding principle of the fund is to meet student-athletes' need in emergencies or other critical needs for which financial assistance is not otherwise available. The Special Assistance Fund will not be used to fund institutional staff salaries, grants-in-aid (other than summer school), or facilities upgrades.

Playing and Practice Seasons

Schedule Approval Process

Head coaches are responsible for scheduling contests in their sport. Below is the process for approving a team's schedule.

1. The Schedule Approval Form must be completed by the head coach and sport supervisor.
2. The Schedule Approval Form must then be submitted by the sport supervisor to the Office of Athletics Compliance via Jump Forward.
3. Compliance staff will review the schedule and ensure that it meets NCAA Division I regulations found in Bylaw 17 and Bylaw 20.
4. Once the Office of Athletics Compliance approves the schedule, it will be forwarded to the Associate Athletics Director for Academics.
5. After an academic advisor has approved the schedule and verifies that it meets the IUPUI Missed Class Time Policy, the form is sent to the Director of Internal Operations.
6. The Director of Internal Operations will provide the form to the IUPUI Athletics Committee for final approval.
7. After the proposed schedule has been approved, a copy of the schedule will be to Sports Information, the Office of Athletic Training, Associate Athletics Director for Academics, the Office of Athletics Compliance, and the IUPUI Athletics Committee. The original form will remain on file with Director of Athletics.

Any changes (e.g., travel time/date changes, etc.) are to be requested using the Schedule Change Form using Jump Forward.

Declaration of Playing and Practice Season(s)

The Assistant Director of Compliance is responsible for oversight of playing and practice season declarations and documentation for all sports. The head coach (or designee) must declare their playing season using Jump Forward prior to each academic year. All changes should be submitted in writing to the Assistant Director of Compliance. Below is the process for declaring the playing and practice seasons:

1. Head coaches completes the Declaration of Playing and Practice seasons in Jump Forward.
2. Using the information provided in Jump Forward, the Assistant Director of Compliance checks for compliance with the following:
 - a. NCAA first permissible dates of practice and competition for the academic year.
 - b. NCAA length of the playing and practice season.
 - c. NCAA maximum and minimum number of contests/dates of competition for the academic year (if applicable).
 - d. Institutional vacation periods and declared out-of-season segments.
3. Based on the information provided in Jump Forward, the Assistant Director of Compliance will send an approval decision to the head coach.
4. If approved, the Assistant Director of Compliance (or designated extern) will create a Playing and Practice Season Calendar. The Assistant Director of Compliance will then email the calendar to the head coach, while keeping a copy on file the compliance office.

Countable Athletically-Related Activities

Countable athletically-related activities (CARA) logs must be submitted via Jump Forward on a weekly basis. Student-Athletes from each sport will be randomly chosen by the Office of Athletics Compliance to verify CARA Logs at the conclusion of each month during the academic year, and periodically during Summer Access.

Institutional staff members, coaches, and student-athletes are able to review [rules education material](#) related to CARA on the compliance website. The following are countable athletically-related activities and may be conducted only within the institution's playing season (except for weight training and conditioning activities as indicated above):

1. Practice
 - a. Team conditioning or physical fitness activities.
 - b. Field, floor or on-court activity.
 - c. Setting up offensive or defensive alignments.
 - d. Activities utilizing equipment relating to the sport.
 - e. Individual workouts required or supervised by a member of the coaching staff.
 - f. Visiting the competition site in the sports of cross country and golf.
2. Competition
 - a. All competition and any associated activities on the day of competition count as three (3) hours regardless of the actual duration of these activities.
 - b. Practice may never be conducted following competition.
 - c. If competition is cancelled pursuant to the playing rules of the involved sport, the competition and any same-day activities associated with the competition shall count as zero hours and may be counted as a day off.
3. Weights/Conditioning
 - a. Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.
 - b. Participation in a physical fitness class conducted or required by a member of the athletics staff.
 - c. Activities conducted under the guise of physical education class work.
4. Films/Videos
 - a. Film or videotape reviews of athletics practices or contests required, supervised or monitored by institutional staff members.
 - b. Discussions or review of game films, motion pictures or videotapes relating to the sport.
5. Participation - Camps/Clinics/Workshops/Community Service
 - a. Required participation in camps, clinics, workshops or community service.
6. Meetings - Athletically-Related Activities
 - a. Meetings initiated by coaches or other institutional staff members on athletically related matters.
 - b. Chalk talks.
 - c. Lectures on or discussion of strategy relating to the sport.
7. Athletically-Related Activities Arranged by Team Members
 - a. On-court or on-field activities called by any member of a team and confined primarily to members of that team that are considered as requisite for participation in the sport (e.g., captain's practices).

[NOTE: No class time may be missed for any of the above countable athletically related activities except for those activities associated with competition.]

The following activities are considered non-countable athletically related activities and are not counted in the weekly or daily time limitations:

1. Training table or competition related meals.
2. Physical rehabilitation, medical exams or treatment.
3. Dressing, showering or taping
4. Study table, tutoring session or meetings with academic advisors.
5. Meetings with coaches on non-athletic matters.
6. Travel to and from practice and competition or visiting the practice site in sports other than cross country and golf.
7. Public relations activities, e.g., media days.
8. Serving as a student host or other recruiting activities.
9. Voluntary individual workouts that are not required by coaching staff members. They may be monitored by the strength and conditioning staff. A coach may design a voluntary general workout program for a student-athlete (as opposed to a specific workout program for specific days).
10. Individual consultation with a coach initiated voluntarily by the student athlete, provided the coach and the student-athlete do not engage in athletically related activities.
11. Use of an institution's facilities provided the activities are not supervised or held at the direction of a coach.
12. Supervision of weight training and assisting in conditioning by the strength and conditioning staff. This staff must perform these duties on a department-wide basis.
13. A coach may provide a videotape to a student-athlete that includes a personalized message and athletically related information, e.g., discussion of plays, general workout programs, lecture on strategy relating to the sport, without such activity constituting athletically related activity, providing the viewing of the videotape is voluntary.

Time Limits for Countable Athletically Related Activities:

1. Within the Declared Playing Season
 - a. A written record of countable athletically related activities for each student-athlete is required, i.e., IUPUI CARA Log.
 - b. A maximum of four (4) hours per day and 20 hours per week (except during preseason practice and an official vacation period).
 - c. One day off required per week (except during NCAA Championships and preseason practice).
 - d. All competition and any activities associated with the competition count as three (3) hours, regardless of the actual duration of the activities.
 - e. Practice may never be conducted following competition.
 - f. No class time is ever to be missed for practice activities.
 - g. Daily and weekly hour limitations do not apply during pre-season practice prior to the first day of classes or during an institution's official vacation period. If such vacation periods occur during any part of a week in which classes are in session, then the daily and weekly hour limitations must be observed during the portion of the week and a day off must be provided.
2. Outside the Declared Playing Season (during the academic year)
 - a. A written record of out-of-season activities for each student-athlete is required, i.e., IUPUI CARA Log.
 - b. Coaches may require up to eight (8) hours per week of the following countable activities only:
 - i. Weight-training and conditioning, and

- ii. Up to (2) hours of skill-related instruction

Note: No other countable activities may be engaged outside of the declared playing/practice season.

In sports other than cross country and track, it is not permissible for a student-athlete to be involved in weight training and conditioning activities at the direction of or supervised by a coaching staff member in the student-athlete's sport. For example, swimmers may not condition in the pool. In track and cross country, conditioning activities, other than weight training, are limited to normal running activities and may not include any equipment related to the sport, e.g., starting blocks, batons, hurdles, etc.

No staff member shall require a student-athlete to participate in any type of physical countable athletically related activity, including conditioning activity or missed practice sessions, without staff supervision. Strength and conditioning, when conducted at the National Institute for Fitness and Sport and supervised by a NIFS employee, and swimming activities at the Indiana University Natatorium supervised by a certified lifeguard, are considered staff supervised activities. All IUPUI Athletics staff members are required to maintain valid certification in CPR, AED use, and first aid.

NCAA Sports Sponsorship Requirements

In order to be counted toward the above NCAA minimum sports sponsorship requirements for Division I, a team shall engage in at least a minimum number of contests against other four-year institutions each year.

Team Sports	Minimum Number of Contests	Maximum Number of Contests
Basketball*	25	27 or 29
Soccer	11	20 (5 dates in Spring)
Softball	27	56 (8 in Fall)
Volleyball	19	28 dates (4 dates in Spring)

Individual Sports	Minimum Number of Contests	Maximum Dates of Competition	Minimum Number of Participants
Cross Country	6	7	5
Golf	8	24	5
Swimming/Diving	6	20	11
Tennis	12	25	5
Track and Field (Indoor & Outdoor)	12 (including at least 4 indoor and 4 outdoor meets)	18	14

In individual sports, the team must also include a minimum number of participants in each contest. Basketball may not schedule more than four contests, including scrimmages and exhibitions, against non-Division I teams. In sports other than basketball, men's swimming and diving, and men's track, teams must schedule 100% of the minimum number of contests against Division I programs and 50% of contests

beyond the minimum against Division I opponents. In men's swimming and track, teams must complete a schedule consisting of at least 50% Division I opponents.

IUPUI is also required to meet all League regulations involving scheduling.

Travel Itineraries

Head Coaches must submit a Travel Itinerary for every away trip using Jump Forward. Only those student-athletes who have been certified for competition and travel shall travel with the team. Ineligible student-athletes may not travel as a manager or other type of member of the travel party.

Summer Access (Basketball ONLY)

Head coaches (or designees) in the sport of basketball are required to declare a summer access period in which student-athletes may engage in required weight-training, conditioning and skill-related instruction for up to eight weeks (not required to be consecutive weeks). Participation in such activities, shall be limited to a maximum of eight hours per week with not more than two hours per week spent on skill-related instruction.

The head coach shall submit the Summer Access Declaration form to the Associate Athletics Director for Compliance at least two weeks prior to the start of Summer Session I. The Assistant Athletics Director will verify that the information provided meets NCAA regulations and that all student-athletes selected to participate are eligible. Upon approval, the Associate Athletics Director for Compliance will send an email to the head coach with the summer access eligibility roster.

Basketball coaches are required to submit weekly CARA logs to the Office of Athletics Compliance each week throughout the summer. Student-athletes will be selected to verify the logs submitted by the coaching staff.

Foreign Tours

All sports may participate in competition during a foreign tour once every four years. All trips must be approved by Indiana University and have an approved Foreign Tour Declaration form on file with compliance. Head coaches must also submit a list of student-athletes participating on the trip and finalized trip dates with the Foreign Tour Declaration form.

Timing and Limitations of Tour

All foreign tours must be scheduled during the summer vacation period or during an academic year vacation period published in the institution's official catalog. All travel to and from the tour must take place during the vacation period. Tours conducted during the summer are considered to have occurred during the following academic year.

No more than 10 days of practice are permitted prior to departure for a foreign tour. Further, teams are limited to no more than 10 dates of competition/contests during the tour. Contests may not be scheduled against other American teams, other than teams composed of U.S. armed forces personnel stationed abroad.

Eligibility of Student-Athletes

Continuing student-athletes are eligible to participate in a foreign tour if they meet one of the following criteria:

- The tour takes place during the academic year and the student-athlete is eligible.
- The tour takes place during the summer and the student-athlete was eligible for intercollegiate competition during the previous academic year.
- The tour takes place during the summer, the student-athlete was enrolled at the institution during the previous academic year, and will be eligible during the upcoming academic year.

Incoming student-athletes are eligible to participate in a foreign tour if they meet one of the following criteria:

- The tour is during the academic year, the tour begins after the permissible starting practice date in the sport involved or after the first day of classes of his or her first regular term, and the student-athlete is eligible.
- **BASKETBALL ONLY:** The tour is during the summer, the student-athlete has earned at least three hours of acceptable degree credit during the summer term at the certifying institution, and he or she is eligible for competition during the following academic year.

Expenses

An institution may provide a student-athlete with up to \$20 per day to cover incidental expenses incurred in connection with a foreign tour. Such expenses are limited to a maximum of 21 days. An institution may also purchase passports for its student-athletes, if required for travel. Student-athletes may retain possession of these passports.

Representatives of Athletics Interests

NCAA rules define a "booster" as an individual who is known (or should have been known) by a member of IUPUI's executive or athletics administration to:

1. Have participated in or to be a member of an agency or organization promoting IUPUI's athletics program;
2. Have made financial contributions to the IUPUI Department of Athletics or to an IUPUI athletics booster organization;
3. Be assisting or to have been requested (by the IUPUI Department of Athletics staff) to assist in the recruitment of prospects;
4. Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families, or
5. Have been involved otherwise in promoting the IUPUI athletics program.

Once an individual is identified as such a representative, the person retains that identity indefinitely. NCAA interpretations include spouses of coaching staff members and parents of currently enrolled student-athletes in the definition of "booster."

"Boosters" and Recruiting

NCAA regulations prohibit representatives of an institution's athletics interests from involving themselves in recruiting activities. Put simply, the IUPUI community must leave recruiting efforts to countable, certified coaches. If a "booster" identifies a prospective student-athlete he/she believes the IUPUI coaching staff should consider, he/she should simply alert the coaching staff to that prospect and remain uninvolved in the recruiting process.

Representatives of athletics interest are prohibited from the following:

- Making in-person, on- or off- campus recruiting contact with a prospect and his or her parents or legal guardians
- Writing, telephoning, or contacting a prospect and his or her parents or legal guardians on social media
- Contacting a prospect's coach, principal or counselor in an attempt to evaluate a prospect academically or athletically
- Providing any type of benefit to a prospective student-athlete or his or her family or friends

"Boosters" and Extra Benefits for Enrolled Student-Athletes

The NCAA has specific regulations regarding the receipt of extra benefits or special arrangements by currently enrolled student-athletes or the relatives or friends of student-athletes. An extra benefit is any special arrangement to provide a student-athlete (or relatives or friends) a benefit not authorized by NCAA legislation. Receipt of an extra benefit by a student-athlete may result in that student-athlete being declared ineligible for competition.

Examples of non-permissible extra benefits or special arrangements "boosters" may not provide to student-athletes include, but are not limited to:

1. Room, board or transportation costs, e.g. a stay in a rep's home or a ride to campus.

2. A loan of money in any amount or signing or cosigning a note with an outside agency to arrange a loan.
3. Cash, pre-paid bank cards, or gifts.
4. Typing or other costs associated with school projects or reports.
5. Professional services for which a fee would normally be charged, e.g., free dental or medical services, haircuts, automotive services, laundry or dry cleaning.
6. Entertainment and meals at commercial establishments, e.g. a soft drink at an athletics event or a sandwich at a local restaurant.
7. The use of a telephone or computer.
8. Awards for athletic performance.
9. An honorarium or fee for a speaking engagement or other appearance.
10. A special discount payment arrangement or credit on a purchase, e.g., airline ticket, clothing.
11. A guarantee of bond.
12. A benefit connected with off-campus housing, e.g., television sets, electronic equipment, room furnishings, specialized recreational facilities.
13. Special access to tickets to an athletics, institution or community event, e.g., state high school tournament tickets, professional basketball or football game tickets, etc.
14. The use of personal property, e.g., boats, summer homes, automobiles, etc.

The only permissible benefit which may be provided to a student-athlete by a "booster" is a pre-approved "occasional" meal for a student-athlete or the entire team under the following conditions:

1. The meal must be provided in the home (as opposed to a restaurant) or on-campus;
2. Meals must be restricted to infrequent and special occasions, and
3. Institutional staff members may provide transportation to student-athletes to attend such meals. A "booster" may not provide transportation to a student-athlete to attend the meal function unless the meal function is at the home of that "booster."

Spouses of Coaches as "Boosters"

The spouse of a coach is presumed to be a representative of the institution's athletics interests. NCAA regulations prohibit a "booster" from making face-to-face contact, written correspondence or telephone contact with a prospective student-athlete. Therefore, a coach's spouse is prohibited from being involved in the recruiting process (e.g., a spouse may not call or write a prospective student-athlete after his/her official visit to campus). There are some limited exceptions to this which permit a spouse to be involved in the recruitment of prospective student-athletes in the following ways:

1. A spouse may accompany the coach to evaluate a prospective student-athlete off-campus, e.g., high school basketball game, provided the spouse does not attend the event for evaluation purposes, receives no expenses from the institution, makes no contact with the prospective student-athlete and does not act as a recruiter for the institution.
2. A spouse may have off-campus face-to-face contact with a prospective student-athlete who is on an official visit within a 30 mile radius of the campus, even when the spouse is not in the presence of the coach.

There are no exceptions for a spouse of a coach to provide an extra benefit or special arrangement to an enrolled student-athlete. Other than the permissible occasional meal, a coach's spouse may not provide anything to a student-athlete.

Parents of Currently Enrolled Student-Athletes as "Boosters"

Parents of currently enrolled student-athletes may be considered "boosters". If a parent of a PSA should contact the parent of a currently enrolled student-athlete, he/she may not discuss athletics or enter into a recruiting conversation. Parents of currently enrolled student-athletes may not have pre-arranged off-campus contact with prospective student-athletes or their family members, and if such contact occurs, the contact should not be in excess of a brief greeting. Coaches should take care to avoid contact between parents of current and prospective student-athletes, unless that contact occurs on campus and is not at the direction of the coaching staff.

If the parent of a student-athlete is a family friend of the parent of a PSA, they may maintain their normal prior relationship; however no recruiting activities may take place. Parents are encouraged to contact the Office of Athletics Compliance if they have questions regarding maintaining their current relationships with prospects and their families.

