

Policy and Procedures Guide to Athletic Certification at the University of Kansas, Office of the University Registrar

The Certification Team mindset

We act with integrity; We respect all students; We act as one team;
We have a winning attitude.

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Definitions

Missing Time Statement:

A missing time statement is a notarized document that comes from Athletics. We keep the statement in the students file. It is required when a student athlete has a break in their academic career.

Examples of missing:

- A student did not attend college immediately following high school.
- A student who was not continuously enrolled in college after graduating high school.

48C Document:

This document is on the National Clearinghouse website.

<http://www.ncaaclearinghouse.net/ncaa/NCAA/common/index.html>) It has the prospective athlete's high school academic performance on it. This consists of the student's high school GPA, core courses, and ACT/SAT test scores. We do not determine if the student is eligible or "cleared" by the clearinghouse, this is the NCAA's responsibility.

If the student has not cleared the clearinghouse this would make them a non-qualifier, causing different initial criteria for initial eligibility.

Qualifier:

A student who has met pre-set academic requirements sat by the NCAA. The student then submits information to the Eligibility Center for review. The Eligibility Center will then produce a 48C (see above) document to verify the Qualifier and Armature status of a given student.

CAi:

Compliance Assistant internet. This is the web-site we log PTD information, get seasons used, get to the link to APP/APR. Several departments maintain different aspects of the website. We go through the Compliance Office in Athletics to add or delete users and get passwords.

APR / APP:

Academic Performance Rate / Academic Performance Program

GSR:

Graduation Success Rate

Clock:

The clock is referred to the amount of time a student athlete has to compete. An athlete has 5 years to complete 4 seasons. An athlete's clock starts at the first full time college semester after graduating High School.

Two Year Transfer:

An athlete transferring in from a two year college

Four Year Transfer:

An athlete transferring in from another four year college

Four-Two-Four Transfer:

An athlete who started out at a four year college, transfers to a two year college then transfer to a four year college (like KU).

Big 12 Eligibility Form:

The official form used by all Big 12 Conference schools to report their rosters as eligible or not eligible.

Matriculation Form:

NCAA form used to verify that a student never enrolled full time at any two or four year collegiate institution or if a student was enrolled full time it requests the institution name and full time enrollment date.

ATCT:

KU's student group name in SAKU to indicate an athlete. Go through JoAnne Hickey in to get access added to a user.

ARTS:

Academic Requirements Tracking System – system advisors use to figure out degree progress. This is a program installed on your computer by SSTS.

Get Well:

Once an athlete has been deemed ineligible, they can take appropriate actions to make the bench mark to become eligible for the next semester. This is the act of getting well.

Victim:

Registrar's Office term for an athlete who did not make the 6hour/GPA rule.

ISSS:

Int'l Student & Scholar Services

Level (1-5):

This is a NCAA term determined by how many full time semesters an athlete has been enrolled.

Level 1 = Freshman No full time semesters since graduation High School and their "clock starts"

Level 2 = 2 full time semesters started and not necessarily completed

Level 3 = 4 full time semesters started and not necessarily completed

Level 4 = 6 full time semesters started and not necessarily completed

Level 5 = 8 full time semesters started and not necessarily completed

Note if an athlete is enrolled full time and any point during a semester, it is considered to be a full time semester used off their clock. Even if they drop below full time status on the first day of the semester.

For certification purposes we will look at athletes by full time semesters instead of levels as a student can progress to a higher level either after the fall semester or spring semester.

Freshman Certification Guide 14.3

1. Upon notified from Athletics of a freshman student athlete, print off an ARTS form to verify they are a freshman.
2. After checking the ARTS form and verifying when their clock starts, check and make sure that they are enrolled in at least 12 hours.
3. Next, go to the NCAA Clearinghouse Website address listed below <http://www.ncaaclearinghouse.net/ncaa/NCAA/common/index.html>. Click on Member Institutions button. A password is needed further navigation. Melodie has access to the password. In the left hand side there is a menu, click on "Print 48c's" button and type in the student's SSN number. Print the document and attach it to the ARTS form. In a case where the student is not listed, this means he/she is not registered, making them ineligible to play.
4. After the 48C and ARTS form have been printed, print off a Freshman Certification worksheet from S:\OUR_NCAA_Reports\Forms. The worksheet will ask for High school graduation date, are they certified as

cleared, test score, CORE GPA, CORE courses and full-time status, all of which are on the 48C page. The High School graduation date will be listed on the bottom of the 48C along with the Core Courses and CORE GPA. The Division I Core Courses and GPA is what we need to look at, nothing is to be done with the Division II data. The ACT/SAT scores are located in the middle of the 48C, in a case when there are 2 scores, one ACT and one SAT, you will need to determine which score is higher. To do this you will need the following formulas:

$$\text{ACT- Score}/36 - (\text{ex. Test score of } 19) - 19/36=52$$

$$\text{SAT- Score}/1600 - (\text{ex Test score of } 1100) - 1100/1600=68$$

The highest score will be taken and nothing will be done with the other score.

5. After the Freshman Certification worksheet is completed, place the athletes name on the appropriate sport's eligibility form, only filling out the freshman information at the end of the line. The information entered on the eligibility form is the same as the freshman worksheet. (Core courses, ACT/SAT score and CORE GPA)

Continuous Certification Worksheet Guide

Any student who has spent at least one semester at KU and who remains on the team roster for the next season; or, whose level jumps at the spring semester will need eligibility criteria review.

Once the roster of continuing students is determined, log the information on a spreadsheet; You can copy from the previous year and update appropriately. The spreadsheet should include sport, name, ID, SSN, Ethnicity, Clock Starts, Initial Enrollment at KU, HS Graduation Date. Have our IT person print up the worksheet to include all this information printed on the forms. A SAS merge is used in this process. It collects SSN, Ethnicity from SAKU and merges with the spreadsheet we provide. Then a mail merge is done to print the worksheets. You will need to print an ARTS form for each student you are going review. Note we also use the Continuous Certification Worksheet to track any athlete who was on aid but no longer on the roster. This is to keep documentation on how we determined their status on the APR report.

If the student is finishing their first year of collegiate enrollment, you will not need to have a processed Progress Toward Degree worksheet to accommodate the Continuous Certification. Any higher level needs to have the PTD worksheet compared.

Follow each section of the worksheet. Circle how the student arrived KU (freshman, or the type of transfer). Were they a qualifier?

The seasons used information is obtained from CAI. Seasons used is maintained by the Compliance Office in Athletics. Using the ARTS form count the fulltime semesters the student initially enrolled in since graduating high school. A fulltime semester is defined as a student being enrolled in fulltime hours on the first day of that semester. If they drop below fulltime after the first day of class a fulltime semester is still counted. NOTE: To compete, a student must be enrolled fulltime or be in the final hours if less than fulltime to earn their degree.

In the progress toward degree section on the Continuous Certification Worksheet, you will need to use the current PTD form that should be located in the student's folder. These evaluations are performed prior to the completion of a semester. You need to be very aware that a course marked as counting may have been withdrawn or failed or waiting grade. In this case the course will NOT count. You can only count hours that are passed. Using the ARTS from you have already printed, you can do this comparison. Also if any enrollment has changed since the last PTD was performed, you should email the graduation advisor who did the PTD and verify the degree progress status of that course.

Fill in the appropriate level on the grid. The "Fall" and "Spring" are the PTD hours passed in the just completed regular academic year. Summer hours are hours completed for the current summer. See example: Regular Total = Fall 06 + Spring 07, Summer = Summer 07. HTD total is all degree applicable hours through out the college career. The percent met (% met) is the HTD hours divided by the required hours for the degree. Example: $55/124=44\%$. Cum GPA can be found either on SAKU or the ARTS form. If you need the Cum GPA to include summer hours and Fall has not started yet, ARTS will not include the updated GPA; you will have to get that information from Term History in SAKU. Same applies for any other semester. The Cum GPA does not update on ARTS until the first day of the next semester. If you use SAKU to check GPA, print the page from SAKU. The navigation to enrollment status in SAKU is: Records and Enrollment – Student Term Information – Term History. Make you are looking at Cumulative Statistics and not Term Statistics.

The next section: Required GPA? – Enrolled Full Time_____ are questions to answer forcing you to ensure the NCAA/Big 12 criteria have been met. You get most this information from the PTD section right above it. Enrolled Full Time is from the ARTS form or SAKU, showing they are enrolled full time for the upcoming semester (Fall or Spring). Write in the number of hours of enrollment. If you use SAKU to check Full Time, print the page from SAKU. The navigation to enrollment status in SAKU is: Records and Enrollment – Enrollment Summaries – Enrollment Summary.

Two Year Transfer Guide 14.5.4

1. Once Athletics notifies us of the addition, print off an ARTS form with the student's information from past schools on it. Contact Sandra Cherry in Admissions or Corrie Thompson in ISS for the admissions information. This should include the admission application and transcripts from all schools attended. The high school transcript is not necessary.
2. To verify if the student is a qualifier or not go to the following website: https://web1.ncaa.org/eligibilitycenter/college/index_college.html This is where you obtain the 48c Document. It will show the athlete as either a qualifier or not. Sometimes there will be no information about the student at all. Always verify with the Compliance Office in Athletics to make sure the student has not registered with the Eligibility Center.
3. Once the qualifier status of the athlete is determined go to: S:\OUR_NCAA_Reports\Forms to print off the "Two Year Qualifier or Two Year Non-Qualifier form as appropriate.
4. Fill out the top portion with the athletes bio/demo information.
5. Fill out any Qualifier or Non-Qualifier information. Refer back to Freshman certification question #4 if help is needed in remembering where the info is located on the 48C.
6. The Timing Information is the following:
 - a. *Clock Starts*- When the student started their academic career at a college after graduating from High School. You find this by the information provided on the Admissions application and transcripts.
 - b. *FT Semesters*- The number of fulltime semesters, excluding summer, the student has attended. If a student starts out full time and reduced to part time, a full time semester is counted against him/her. Make sure to count semester from the transcripts and not the ARTS form.
 - c. *Seasons Used*- Can be found on CAi. It is needed to be able to track how many seasons of eligibility the player has used.
 - d. *First Semester at KU*- Is the first semester the student enrolled at KU. You find this by looking at the ARTS form or SAKU.
7. Progress Towards Degree is the following:
 - a. *Yes/No*- If the student is going into their 5th semester or higher then circle "Yes". If the student has not yet reached their 5th semester of school, then "No" should be circled.

- b. *Field of Study*- This is the degree that the student is currently pursuing. It is noted on the ARTS form and can be found in SAKU. You can find this information in SAKU by the following navigation: Records and Enrollment – Career and Program Information – Student Program/Plan
 - c. *Cum Hours*- this is the cumulative degree progress hours the student has earned. It can include any college credit earned during High School.
 - d. *Regular Hours*- this is the number of hours the student has earned during the Fall/Spring semesters. DOES NOT INCLUDE SUMMER.
 - e. *Summer Hours*- the number of hours the student earned in the summer.
8. Progress Toward Degree % is the percent of the degree program the student has finished. To figure divide the earned hours by the required hours.
 - a. EXAMPLE: $55/124=44\%$
9. Requirement Check List: These are specific rules established by the NCAA / Big 12. Transfer students must meet these rules going into their first semester otherwise they are not eligible for competition.
10. Waivers: Note any waiver if one is needed to eligibility purposes
11. Circle appropriate Yes/No for eligible and competing. Also copy the form and send to Athletics for their review as an additional check ensuring we are all on the same page.
12. Notes: used for tracking any needed information and the date it was requested; why the student is not eligible; etc...

Four Year Transfer Guide & International Transfers 14.5.5

Note: International Transfers are to be looked at as 4yr qualifiers.

1. Once Athletics notifies us of the addition, print off an ARTS form with the student's information from past schools on it. Contact Sandra Cherry in Admissions or Corrie Thompson in ISS for the admissions information. This should include the admission application and transcripts from all schools attended. The high school transcript is not necessary.
2. To verify if the student is a qualifier or not go to the following website: https://web1.ncaa.org/eligibilitycenter/college/index_college.html This is where you obtain the 48c Document. It will show the athlete as either a qualifier or not. Sometimes there will be no information about the student at all. Always verify with the Compliance Office in Athletics to make sure the student has not registered with the Eligibility Center.
3. Once the qualifier status of the athlete is determined go to: S:\OUR_NCAA_Reports\Forms to print off the "Four Year Qualifier or Four Year Non-Qualifier form as appropriate.
4. Fill out the top portion with the athlete's bio/demo information.
5. Fill out any Qualifier or Non-Qualifier information. Refer back to Freshman certification question #4 if help is needed in remembering where the info is located on the 48C.
6. Timing Information:
 - a. *Clock Starts*- When the student started their academic career at a college after graduating from High School. You find this by the information provided on the Admissions application and transcripts.
 - b. *FT Semesters*- The number of fulltime semesters, excluding summer, the student has attended. If a student starts out full time and reduced to part time, a full time semester is counted against him/her. Make sure to count semester from the transcripts and not the ARTS form.
 - c. *Seasons Used*- Can be found on CAi. It is needed to be able to track how many seasons of eligibility the player has used.
 - d. *First Semester at KU*- Is the first semester the student enrolled at KU. You find this by looking at the ARTS form or SAKU..
7. Progress Towards Degree: (usually figured by a graduation advisors)
 - e. *Yes/No*- If the student is going into their 5th semester or higher then circle "Yes". If the student has not yet reached their 5th semester of school, then "No" should be circled.

- f. *Field of Study*- This is the degree that the student is currently pursuing. It is noted on the ARTS form and can be found in SAKU. You can find this information in SAKU by the following navigation: Records and Enrollment – Career and Program Information – Student Program/Plan
 - g. *Cum Hours*- this is the cumulative degree progress hours the student has earned. It can include any college credit earned during High School.
 - h. *Regular Hours*- this is the number of hours the student has earned during the Fall/Spring semesters. DOES NOT INCLUDE SUMMER.
 - i. *Summer Hours*- the number of hours the student earned in the summer.
8. Progress Toward Degree %:
- j. If the student is a clock starter F03 or forward, new rules apply. They need to meet 40/60/80 percent of degree requirements depending on their level.
 - k. *If* the student's clock started before F03, old rules apply. They need to meet 25/50/75 percent of degree requirements depending on their level.
 - l. To determine a student's level you count academic years since their clock started. One academic year is two consecutive regular term semesters. Example: Fall 06 and Spring 06. Consecutive regular term semesters can also be Fall 05 and Fall 06 if the student sat completely out of school for the Spring 06 semester (for example).
 - m. Transfer GPA – You will get this information from the ARTS form.
9. Requirement Check List: The student MUST meet all these requirements in order to be eligible for competition:
- n. *Waiver*: this is the Transfer Residence Requirement Waiver and is obtained from Compliance.
 - o. *One-Time Transfer*: This is obtained from Compliance and is included on the Transfer Residence Requirement Waiver. This is information from the previous school verifying the student did not transfer from any other school, thus the "One Time Transfer Waiver" is met. (most 4 year transfer students use this waiver to be immediately eligible for competition) If this waiver is not met, you need to refer to the NCAA manual to determine what other exception or waiver the student will need to use. You should contact Compliance to obtain any other waiver that the student needs to meet.
 - p. *Satisfactory Progress*: Progress Toward Degree (PTD), If the student is in his/her third level or higher PTD must be met.
 - q. *Enrolled full-time*: make sure the athlete is enrolled full-time for the current semester.

Note there are Big 12 as well as NCAA requirements that need to be met. The athlete must also meet one of the NCAA 4 year exceptions or waivers to be immediately eligible for competition, otherwise the Athlete will have to spend one year in residence prior to competition eligibility.

Once you have determined the student athlete has met all requirements he/she may be added to the eligibility form for official certification.

4-2-4 Transfer Guide 14.5.6

1. Once Athletics notifies us of the addition, print off an ARTS form with the student's information from past schools on it. Contact Sandra Cherry in Admissions or Corrie Thompson in ISS for the admissions information. This should include the admission application and transcripts from all schools attended. The high school transcript is not necessary.
2. To verify if the student is a qualifier or not go to the following website: https://web1.ncaa.org/eligibilitycenter/college/index_college.html This is where you obtain the 48c Document. It will show the athlete as either a qualifier or not. Sometimes there will be no information about the student at all. Always verify with the Compliance Office in Athletics to make sure the student has not registered with the Eligibility Center.
3. Once the qualifier status of the athlete is determined go to: S:\OUR_NCAA_Reports\FORMS to print off the "4-2-4 Year Qualifier or 4-2-4 Year Non-Qualifier form as appropriate.
4. Fill out the top portion with the athletes bio/demo information.
5. Fill out any Qualifier or Non-Qualifier information. Refer back to Freshman certification question #4 if help is needed in remembering where the info is located on the 48C.
6. The Timing Information is the following:
 - r. *Clock Starts*- When the student started their academic career at a college after graduating from High School. You find this by the information provided on the Admissions application and transcripts.
 - s. *FT Semesters*- The number of fulltime semesters, excluding summer, the student has attended. If a student starts out full time and reduced to part time, a full time semester is counted against him/her. Make sure to count semester from the transcripts and not the ARTS form.
 - t. *Seasons Used*- Can be found on CAi. It is needed to be able to track how many seasons of eligibility the player has used.

- u. *First Semester at KU-* Is the first semester the student enrolled at KU. You find this by looking at the ARTS form or SAKU.
- 7. Progress Towards Degree is the following:
 - v. *Yes/No-* If the student is going into their 5th semester or higher then circle “Yes”. If the student has not yet reached their 5th semester of school, then “No” should be circled.
 - w. *Field of Study-* This is the degree that the student is currently pursuing. It is noted on the ARTS form and can be found in SAKU. You can find this information in SAKU by the following navigation: Records and Enrollment – Career and Program Information – Student Program/Plan
 - x. *Cum Hours-* this is the cumulative degree progress hours the student has earned. It can include any college credit earned during High School.
 - y. *Regular Hours-* this is the number of hours the student has earned during the Fall/Spring semesters. DOES NOT INCLUDE SUMMER.
 - z. *Summer Hours-* the number of hours the student earned in the summer.
- 8. Progress Toward Degree % is the following:
 - aa. *If* the student is a clock starter F03 or forward, then they are new rules and need to 40/60/80% of degree progress.
 - bb. *If* the student’s clock started before F03, then they are old rules and need to be 25/50/75% of degree progress.
- 9. The Required Check-list needs to have all checked in order for the student to be eligible for competition. Notice the Big 12 check-list section that also needs to have checks in order for them to be eligible.

Progress Toward Degree 14.4

Progress Toward Degree (PTD) is an evaluation of a student’s degree progress. Once a student athlete starts their 5th semester of collegiate enrollment, they must start achieving set percentage milestones.

After 20th day each semester, we will send a report to the Athletics Center that includes the student athlete name, I.D. number, and active and/or future date program/plans. This will allow Athletics to review the student athlete’s field of study code and ensure they are in the correct program. We will need feedback from Athletics in time to get any changes made. Melodie will make any major/degree changes that occur within Liberal Arts. If it’s anything else it needs to be made with in the school or professional school.

Examples of where the change is to be made:

CLAS major/degree to another CLAS major/degree (includes undecided and Pre-majors)	Melodie
CLAS major to a professional school	Admitting Prof. School
Professional School to CLAS	CLAS
Major Change with in Professional School	Professional School

Use CAi and the Big 12 Eligibility Forms to get team rosters and establish who is in degree progress. Remember we are always looking ahead. Those students who are currently in their second level and above will have to be evaluated. The 40/60/80 % milestone need to be met by the beginning of the 5th, 7th, 9th semesters respectively. Students who are in their freshman year do not need to have their degree progress evaluated.

Once you have established a roster of student athletes who need to meet degree progress, create a spreadsheet with their information. You can just copy the previous years spreadsheet and make updates to reflect the current academic year by adding or deleting appropriate students. This spreadsheet tracks the returned PTD's and collects their PTD information all in one document.

Give the electronic spreadsheet to the OUR IT person to run a SAS program to merge the student names and other information on a worksheet. A worksheet will be generated for each student as well as each program/plan for each student. Make sure to double check that each worksheet is logged on the spreadsheet before you send them out.

The worksheets need to be separated and by school and alphabetized.

Contacts for each school:

Business:	Jason O'Connor	4-7441
CLAS:	Karen Ledom	4-3513
	A-C Chris Bishop	4-4224
	D-G Angie Claussen	4-3509
	H-L	4-8035
	M-R VACANT	4-3503
	S-Z Lauren	
Pharmacy:	Gene Hotchkiss	4-3591
Fine Arts:	Rita Riley	4-2954
Engineering:	Abby Coffin	4-2927
Journalism:	Lynne Tidwell	4-7921
Architecture:	Barb Seba	4-5130
Nursing:	Cyndie Schudel	6-1620
Social Welfare:	Vicky Mignot	4-8976

After the athletes enroll each fall and spring semester, the worksheets are sent out to the schools. Establish a due date when the worksheets are to be returned to the Registrar's Office. When the schools send back the completed PTD worksheets, you need to make sure you come up with the same number the evaluator does. You are basically checking addition. Do this by using the ARTS form that the evaluator attached to the worksheet. They often will round up the percentage and this is not correct. If the percent is 39.98% the athlete has earned 39% not 40% of their degree requirements. If you have any questions about the courses and hours that are counted or not counted, contact the appropriate evaluator to go over the ARTS to ensure we are all on the same page.

Once you have double checked the addition, date stamp with the "Copied to Athletics on....." stamp and make a photo copy of the worksheet and all supporting documents. Send the copies to Athletics attn: Dino Bell for their files. Then log the information from the worksheet to the spreadsheet. You are then ready to file the PTD in the student's folder.

ATCT Student Group and 12 Hour Limit

The ATCT group and 12 hour hold go hand in hand in the timing and procedure of placement. Student Athletes who are on aid and or competing will be identified in the student groups as well as have the 12 hour hold placed on their record. This ATCT code is also used to aid in pulling information for reporting as well as gathering information for certification reasons. We base this information on the roster we get from CAI and do 2 audits on the ATCT and 12 hour hold during each semester to make sure we have not missed anybody.

ATCT – Student Group

The ATCT Student group code identifies students as athletes.

All student athletes are identified in our student record system (SAKU) as a student group called "ATCT. The navigation to that group is: Records and Enrollment – Career and Program Information – Student Groups. Enter the student ID to pull up the screen. You will have to add a row if the student belongs to another student group. Enter ATCT in the student group field and save. To remove the code add a row at the effective date level and populate the box with "Inactive". Doing it this way maintains the date in which you did this process. We only remove the code if we receive a delete notification from the

Compliance Office in Athletics, on an athlete who is not on aid, or when students don't return for the next semester or academic year for what ever reason.

12 hour hold

This "hold" prevents student athletes from dropping below 12 hours either on their own (on-line) or in the SRC (Student Records Center). If a student has been granted permission from their counselor in Student Support Services (Athletics) we will temporarily remove the hold and place it back once the student has finished adjusting his/her record. It's best to put a reminder on your Outlook task to give yourself a reminder to put the hold back on. We also require email documentation to release the hold. The counselors in Student Support Services can verify that it's OK for the athlete to drop or adjust the schedule but it's preferable to receive this "OK" via email. If we receive this "OK" in person or on the phone we (The Certification Team) will email the counselor to follow up the conversation to ensure it is documented. The 12 hour hold is put on for all student athletes who are on aid and or competing. This process has to be done every semester

To place the hold in SAKU, go to Records and Enrollment – Student Term Information – Term Activate a Student. Select the Enrollment Limit tab and ensure you have the correct student and semester pulled up. Click on the Override Unit Limits box to place a check mark and then tab to Min Total Units and populate with the number 12. For summer we put 20 to make sure the athlete does not alter his/her schedule as often summer work is needed for eligibility reasons. To release the hold just un-click the Override Unit Limits box and save. We would only permanently remove the hold if a student is deleted from the roster and NOT on aid. We also take the hold off if a when students don't return for the next semester or academic year for what ever reason.

Delete Forms

1. When receiving the delete form for the athlete first check on CAI if the athlete is on athletic aid. If the athlete is on athletic aid just file the paperwork and do nothing else. We will still have to track these students as they will affect the APR report.
2. If the athlete is **not** on athletic aid, you can remove the ATCT student group indicator. To do this, go to Records and Enrollment, Career and Program Information, Student Groups. Using the athlete's KUID pull up the record and remove the ATCT code by clicking on the minus (-) button and then save. To remove the 12 hour hold, go to Records and

Enrollment, Student Term Information, Term Activate a Student. Using the same KUID remove the 12 hour hold by deselecting the check box under the Enrollment Limit tab. This will allow the student to drop below 12 hours if needed.

How To Do Add Forms:

1. When you receive the add form from the Compliance Office in Athletics, print off the Athletic Check In/Out form from the shared drive. Follow the steps outlined on that form.
2. Print an ARTS form to check the student's status. Check for the following:
 - Fulltime status
 - Clock
 - New Freshman, Continuous, Transfer, Graduate
 - International Transfer
3. If the student is a domestic transfer, contact Sandra Cherry in Admissions, to have her send over a copy of the student's folder. International transfer folder requests are requested through Corrie Thompson. You should receive the application and all transcripts at the very least. More than likely you will receive a copy of the entire folder. Log your request in the spreadsheet called Folder Copy Requests. Make sure to log that you have received the information as well.
4. If the student is a transfer, check the transcript(s) to ensure there is no missing time; that they were full time each semester; look for any correspondence work as this can't be counted for degree progress. Look for the AA degree if they are a two year transfer. Check the graduation date noted on the application to make sure there is no missing time between graduating high school and starting full time college.
5. If the student is in their 5th full-time semester or above, send a Progress Toward Degree to the appropriate school as soon as possible. It's always a good idea to double check with Athletics to make sure the Field of Study code is what the student should be reviewed as. Once the PTD is received back in our office send a copy to Dino Bell in Athletics. Be sure to date stamp the day the PTD was received and date stamp when it was copied to them for tracking purposes.
6. Check to see if the student is a qualifier. If so, print off the 48C and attach it to the paperwork. If the student is not a qualifier follow appropriate rules. ALL STUDENTS ENTERING A BIG 12 SCHOOL AS A FRESHMAN MUST BE A QUALIFIER. It's a good idea to verify with Athletics that a student is definitely NOT a qualifier if you don't find a 48c for them.
7. After all the paperwork has been received, review for eligibility using the appropriate worksheet (2yr, 4yr, 4-2-4 yr transfer, freshman, continuing)

If the student meets the outlined requirements you may add to the eligibility form. If not, email Dino to advise him of what the student is missing.

8. Our common practice is to notify Athletics of any missing information or have the student certified ASAP.
9. If the student is a transfer also check for any needed waivers or special by-laws that have to be met like a One Time Transfer.
10. Remember to email Athletics any requests or concerns about an athlete's eligibility to ensure a paper-trail for documentation.

NCAA MATRICULATION FORM **TEST SCORES TAKEN AFTER HS GRADUATION**

This form serves as the documented procedure for signing off on the NCAA form verifying the Registrar's Office has no knowledge that a student has enrolled full-time at a 2 or 4 year institution.

In order for the University Registrar to sign off on the NCAA form we require the following to take place:

Student Athlete must have a current admission application on file at the University of Kansas. A copy of the application needs to be on file with the Office of the University Registrar.

If there is missing time involved, a notarized Missing Time Statement must accompany a copy of the admission application. If student is international a completed Missing Time Statement with student's signature will be sufficient until the Student is on campus and is able to get another statement notarized.

Graduation Success Rate (GSR) & Academic Performance Rate (APR)

GSR

Every June the GSR report is due to the NCAA. We work closely with Athletics and the Office of Institutional Research and Planning (OIRP) to obtain the information that is reported. There are a few instances (Pre-APR days) where we need to go back and see if the student would have been eligible had they remained at KU. These are the students who left KU prior to graduating. You will need to go pull the most previous PTD form and print an ARTS form and figure if the student was meeting the requirements when he/she left. Keep in mind some of these are "old rules" students. We then have a meeting with OIRP, Athletics and OUR to ensure we are all on the same page and that we agree the

information is accurate. If for some reason we do not have a current PTD for a particular student, we need to send a PTD request to the appropriate school (if the student was entering his/her 5th semester at the time they did not return to KU. Note: OIRP pulls in the majority of the report information as they already have this information. We then only have to do some minor clean-up and verifications. Documentation is kept with the athlete files (Progress Toward Degree, Cert sheets etc....)

APR

At the time we are looking at each athlete for eligibility status for the upcoming academic year we enter the PTD hours and GPA information in CAI for each student. Once the scholarship only athletes are pulled into the APP side OUR will go back and double check the numbers and assign points, indicate who has graduated etc. We then meet with Athletics and go over the points to make sure we all agree on the information that has been entered. If Athletics does not agree with our numbers / point assignment OUR will note the difference and investigate what needs to be changed to make sure we too agree. Sometimes the counselors in athletics are aware of an upcoming change or incoming course or grade that we are not aware of. This is due to the fact they work closely with the student. Try to have all information ready to go prior to 20th day even though the report is not due until the 6th week of class. This allows for time to get everything resolved and all the error/warning lists that go with the APR report taken care of. Documentation is kept on the continuous certification worksheet. You will note the full 4 (or 2) points and the worksheet backs up the criteria; or if the athlete earns less than the full amount of points possible you need to indicate in the appropriate area why. There is also a place to document the points on the Check in / Check out sheet if needed.

Major Interest Change Forms (CLAS and Pre majors only)

The Athletic counselors will send over major interest change forms once a student athlete has decided. Melodie updates the codes on SAKU. Once the code is updated, file the form in the student's file. Then send out a Progress Toward Degree to get the updated information on the student's degree progress.

Post Season / 6 Hour Rule / Foreign Tour

There is a shared document in place to log all athletes for each of the above situations.

These documents are located: S:\OUR_NCAA_Reports\ForMS

Post Season 6 hour rule:

14.1.10.2 Eligibility for Postseason Competition -- Between Terms.

To be eligible to compete in a postseason event (e.g., conference tournament, bowl game, National Invitation Tournament, NCAA championship) that occurs between regular terms (including summer) a student-athlete shall have satisfactorily completed six-semester or six-quarter hours of academic credit during the preceding regular academic term of full-time enrollment (see Bylaw 14.4.3.1). (Adopted: 4/28/05 effective 8/1/05, Revised: 12/12/06, 1/8/07 effective 8/1/07, 4/26/07 effective 8/1/07)

14.1.10.2.1 Less than Full-Time Enrollment.

A student-athlete who was enrolled in less than a minimum full-time program of studies pursuant to an exception or waiver during the term immediately prior to the postseason event is subject to the following requirements: (Adopted: 1/8/07 effective 8/1/07)

- (a) If the student-athlete was enrolled in at least six credit hours, he or she shall have satisfactorily completed six semester or six quarter hours of academic credit; or
- (b) If the student-athlete was enrolled in less than six credit hours, he or she shall have satisfactorily completed the number of semester or quarter hours of academic credit in which he or she was enrolled.

Post Season Certification Instructions:

Collect all competing athletes for effected sport and compare ARTS form with current PTD. Depending on the timing such as Football, you may have to check daily for updates. We have an internal (OUR) form for Fall/Spring 6 hour / GPA / postseason check to ensure you have looked at the necessary criteria. Fill out the form and log on the shared document. Once the form is complete for the appropriate sport, have The University Registrar sign and date. Forward to Dino so he too can obtain the rest of the signatures. This internal document (excel) is used to share with coaches etc. so they are informed of any eligibility changes on their roster. We have to work close with Compliance and Athletics to coordinate the timing of when we need to report the student athletes who are not eligible. The date of the post season competition can vary every year.

General 6 hour rule:

14.4.3.3.1 General Rule. A student-athlete who is entering his or her second year of collegiate enrollment shall present a cumulative minimum grade-point average (based on a maximum 4.000) that equals at least 90 percent of the institution's overall cumulative grade-point average required for graduation. A student-athlete who is entering his or her third year of collegiate enrollment shall present a cumulative grade-point average (based on a maximum of 4.000) that equals 95 percent of the institution's overall cumulative minimum grade-point average required for graduation. A student-athlete who is entering his or her fourth or later year of collegiate enrollment shall present a cumulative minimum grade-point average (based on a maximum of 4.000) that equals 100 percent of the institution's overall cumulative minimum grade-point average required for graduation. If the institution does not have an overall grade-point average

required for graduation, it is permissible to use the lowest grade-point average required for any of the institution's degree programs in determining the cumulative minimum grade-point average.

The minimum grade-point average must be computed pursuant to institutional policies applicable to all students.

14.4.3.1 Fulfillment of Credit-Hour Requirements.

Eligibility for competition shall be determined based on satisfactory completion of at least: (Revised: 1/10/92, 10/31/02 effective 8/1/03; for those student-athletes first entering a collegiate institution full time on or after 8/1/03, 3/10/04, 4/28/05)

(c) Six-semester or six-quarter hours of academic credit during the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled full time at any collegiate institution (see Bylaw 14.1.10 for postseason certification). (Adopted: 10/31/02 effective 8/1/03; for those student-athletes first entering a collegiate institution full time on or after 8/1/03, 3/10/04, 4/28/05)

General 6 hour rule certification instructions:

This rule applies to all athletes even if they are not competing as it can also effect the APR point assignment. Check all athletes by comparing a current ARTS form off the current PTD. This will establish that the student has met the required 6 progress toward degree hours. We have an internal (OUR) form for Fall/Spring 6 hour / GPA / postseason check to ensure you have looked at the necessary criteria. There is also a SAS program that can be ran to get the updated CUM GPA as it does not post on the ARTS until the first day of the next semester.

Foreign Tour Certification:

The eligibility of student-athletes on the tour shall be governed by the following (see Bylaw 14.2.3.6):

- a) If the tour takes place during the summer, the student-athletes shall have been eligible for intercollegiate competition during the previous academic year or shall have been enrolled at the institution as a full-time student during the previous academic year and have established by the beginning of the tour that he or she is eligible for competition the academic year immediately following the tour; or (Revised: 8/11/98 effective immediately for tours conducted during the 1998-99 academic year and thereafter)
- b) (b) If the tour takes place after the academic year has started, the student-athletes shall be regularly enrolled in the institution and eligible for intercollegiate competition.

Foreign Tour Certification instructions:

Use the shared document to log the roster of those who are going on the Foreign Tour. This form verifies in-house that the student(s) are eligible to compete. Use the guide lines listed in "a" and "b" above to determine if a student is eligible for Foreign Tour competition.