

# **VIRGINIA MILITARY INSTITUTE**



## **ATHLETIC DEPARTMENT COMPLIANCE MANUAL**

**30 November 2005**

## Table of Contents

<b>Section 1.....</b>	<b>4</b>
Conduct Of Athletics Personnel - Definitions .....	4
Conduct Of Athletics Personnel – General Principles .....	5
Conduct Of Athletics Personnel – Recruiting.....	7
Conduct Of Athletics Personnel – Scouting.....	8
Conduct Of Athletics Personnel – Limitations on Number.....	10
Conduct Of Athletics Personnel – Rules Compliance .....	12
Conduct Of Athletics Personnel – Committees/Councils .....	15
<b>Section 2.....</b>	<b>16</b>
Amateurism – General Principles .....	16
Amateurism – Promotional Activities.....	18
<b>Section 3.....</b>	<b>20</b>
Recruiting – Definitions .....	20
Recruiting – General Principles .....	23
Recruiting – Contacts and Evaluations .....	24
Recruiting – Basketball Specific Bylaws .....	27
Recruiting – Football (1-AA) Specific Bylaws .....	28
Recruiting – Recruiting Material .....	30
Recruiting – Implementation: Admissions .....	31
<b>Section 4.....</b>	<b>36</b>
Eligibility – Definitions.....	36
Eligibility – General Principles.....	39
Eligibility – Admission And Enrollment.....	40
Eligibility – Fourth Class Requirements .....	41
Eligibility – Progress Toward Degree (enrolled prior to 1 August 2003).....	42
Eligibility – Progress Toward Degree (enrolled on/after 1 August 2003) .....	44
Eligibility – Transfer Regulations.....	46
Eligibility – Four-Year College Transfers.....	47
Eligibility – Five-Year Rule .....	48
Eligibility – Institutional Responsibility .....	49
Eligibility – Effects of Outside Competition.....	51
Eligibility – Basketball Exceptions.....	52
Eligibility – Football Exceptions .....	53
Eligibility – Soccer (Men’s & Women’s) Exceptions .....	54
Eligibility – Swimming & Diving Exceptions.....	55
Eligibility – Track & Field and Cross Country Exceptions.....	56
Eligibility – Forms (Required).....	57
Eligibility – Forms (Voluntary) .....	58
Ineligibility .....	59
Eligibility – Implementation: Registrar.....	60

<b>Section 5.....</b>	<b>63</b>
Financial Aid - Definitions .....	63
Financial Aid – General Principles .....	64
Financial Aid – Institutional Responsibility .....	67
Financial Aid – Implementation: Squad List Form .....	69
Financial Aid – Implementation: Renewal of VMI Financial Aid .....	70
Financial Aid – Implementation: Grievances and Athletic Appeals.....	72
<b>Section 6.....</b>	<b>73</b>
Awards, Benefits, And Expenses - Definitions .....	73
Awards, Benefits, And Expenses – General Principles .....	74
<b>Section 7.....</b>	<b>76</b>
Playing And Practice Seasons - Definitions .....	76
Playing And Practice Seasons - Clarifications .....	79
Playing And Practice Seasons – Baseball .....	80
Playing And Practice Seasons – Basketball.....	81
Playing And Practice Seasons – Cross Country .....	82
Playing And Practice Seasons – Football.....	83
Playing And Practice Seasons – Lacrosse .....	86
Playing And Practice Seasons – Rifle .....	87
Playing And Practice Seasons – Soccer (Men).....	88
Playing And Practice Seasons – Soccer (Women).....	90
Playing And Practice Seasons – Swimming And Diving.....	92
Playing And Practice Seasons – Track & Field, Indoor/Outdoor.....	94
Playing And Practice Seasons – Wrestling.....	96
Playing And Practice Seasons – Implementation .....	97
Playing And Practice Seasons – Compliance Assistant Internet .....	98

## SECTION 1

### CONDUCT OF ATHLETICS PERSONNEL - DEFINITIONS

#### Coach, cadet assistant (11.01.4)

A cadet-coach is any coach who is a cadet-athlete who has exhausted his eligibility in the sport or has become injured to the point that he is unable to practice or compete ever again, and who meets the following additional criteria:

Enrolled at VMI, where he participated in intercollegiate athletics

Participating as a cadet-coach within the five-year eligibility period

Receiving no compensation or remuneration from VMI other than financial aid that could be received as a cadet-athlete and expenses incurred on road trips that are received by individual team members

Not involved in contacting and evaluating cadet-athletes off post or scouting opponents off post

#### Coach, head or assistant (11.01.2)

Any coach who is designated by VMI's athletics department to perform coaching duties and who serves in that capacity on a volunteer or paid basis

#### Coach, volunteer (11.01.5)

In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from VMI's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of VMI's athletics program (e.g., Keydet Club)

The following provisions shall apply:

Individual is prohibited from contacting and evaluating prospective cadet-athletes off post or from scouting opponents off post

Individual may receive a maximum of two complimentary tickets to home athletics contests in the coach's sport

Individual may receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals, occasional meal, but not training table meals) or meals provided during a prospective cadet-athlete's official visit, provided the individual dines with the prospective cadet-athlete

## **CONDUCT OF ATHLETICS PERSONNEL – GENERAL PRINCIPLES**

### **Athletically related income (11.2.2)**

Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and VMI shall include the stipulation that the staff member is required to provide a written detailed account annually to the Superintendent for all athletically related income and benefits from sources outside VMI

In addition, the approval of all athletically related income and benefits shall be consistent with VMI's policy related to outside income and benefits applicable to all full-time or part-time employees

Sources of such income shall include, but are not limited to:

Income from annuities

Sports camps

Housing benefits (including preferential housing arrangements)

Country Club memberships

Complimentary ticket sales

Television and radio programs

Endorsement or consultation contracts with athletics shoe, apparel, or equipment manufacturers

### **Quotations and pictures used to promote a camp (11.3.2.6)**

A member of VMI's coaching staff may not promote a non-institutional camp or clinic by permitting the use of his quotations and/or pictures in the camp or clinic brochure, unless that coaching staff member is employed by the camp

### **Representing individuals in marketing ability – head coach exception (11.1.4.1)**

A head coach in a sport may contact agents, professional sports teams, or professional sports organizations on behalf of a cadet-athlete, provided no compensation is received for such services

The head coach shall consult with and report his activities on behalf of the cadet-athlete to the Superintendent or an individual or group (e.g., athletics advisory board) designated by the Superintendent

### **Responsibility of head coach (11.1.2.1)**

It shall be the responsibility of the head coach to:

Promote an atmosphere for compliance within the program supervised by the coach

Monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach

Standards of honesty and sportsmanship (11.1.1)

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

Stipulation that NCAA enforcement provisions apply (11.2.1)

Contractual agreements or appointments between a coach and VMI shall include the stipulation that a coach who is 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, including suspension without pay or termination of employment for significant or repetitive violations

Use of tobacco products (11.1.5)

Is prohibited by all game personnel (e.g., coaches, trainers, managers, and game officials) in all sports during practice and competition

## **CONDUCT OF ATHLETICS PERSONNEL – RECRUITING**

### **Annual certification requirement (11.5.1)**

Only those coaches who have been certified may contact or evaluate any prospective cadet-athletes off post

Certification must occur on an annual basis

### **At any one time (11.7.4.3.1)**

It is permissible for a coach to leave post to engage in off-post contact or evaluation before another coach who is off-post actually returns to campus, provided the total number of coaches recruiting on behalf of VMI at any time does not exceed the permissible number

### **Banquets or meetings (11.7.4.4)**

In sports other than football, a coaching staff member who attends a banquet or meeting that is designed to recognize prospects that occurs during a contact or evaluation period is considered an off-post recruiter in the applicable sport, regardless of whether the coach is speaking at the banquet/meeting or only attending the function

In those sports with recruiting calendars (e.g., basketball), a coach is not permitted to attend such a recognition that occurs outside a contact or evaluation period, unless the coach has been asked to speak at the function

### **Certification administration (11.5.1.1)**

Certification procedures shall include a requirement that the coaches shall have passed a standardized national test developed by the NCAA national office covering NCAA recruiting legislation and other bylaws that relate to the recruitment of prospective cadet-athletes as a condition for being permitted to engage in off-post recruiting

## **CONDUCT OF ATHLETICS PERSONNEL – SCOUTING**

### **Basketball (11.6.1)**

Off-post, in-person scouting of opponents is prohibited except as follows:

Regular-season tournaments, double-header events, or postseason tournaments **(11.6.1.1)**

VMI may pay the expenses of a member of its coaching staff to attend a regular-season or postseason tournament or a double-header event in which VMI's intercollegiate team is a participant

Under such circumstances, the individual may scout future opponents also participating in the same tournament at the same site or the same double-header event at the same site, without being subject to the scouting prohibition

Purchasing videotapes – postseason **(11.6.1.2)**

Subsequent to the selection of any postseason championship field until the conclusion of the championship, it shall be permissible for the participating institution to pay the costs of purchasing videotapes or films for scouting purposes from individuals or professional scouting services

### **Football (11.6.1)**

Off-post, in-person scouting of opponents is prohibited

### **Lacrosse (11.6.3)**

It shall be permissible for VMI to pay the expenses of one person to scout each opponent on one occasion

When an individual is being reimbursed to travel by automobile to scout an opponent, others who travel with the individual in the same vehicle to the site are not considered to be receiving transportation expenses

Any coach can scout opponents at his or own expense

Receipt of press-box tickets or complimentary tickets from an opponent shall constitute a countable scouting opportunity **(11.6.5.1)**

### **Other sports (11.6.2)**

VMI shall not pay or permit the payment of expenses incurred by its athletics department staff members or representatives to scout its opponents or individuals who represent its opponents except as follows:

Regular-season or postseason tournaments (11.6.2.1)

VMI may pay the expenses of a member of its coaching staff to attend a regular-season or postseason tournament in which VMI's intercollegiate team is a participant

Under such circumstances, the individual may scout future tournament opponents also participating in the same tournament at the same site

### **Cost of exchanging film in any sport (11.6.4)**

It shall be permissible to pay the costs of exchanging films for scouting purposes in any sport, including the expenses of an individual traveling to pick up game films

Use of commercial entity (11.6.4.1)

It shall be permissible in all sports for VMI to obtain videotapes of a future opponent's athletics contests for scouting purposes from a commercial entity, provided VMI pays no fees or expenses related to obtaining the videotapes except for providing a blank videotape and paying postage costs

## CONDUCT OF ATHLETICS PERSONNEL – LIMITATIONS ON NUMBER

### Countable coach (11.7.1.1.1)

An athletics department staff member must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games, or organized activities directly related to that sport, including any organized staff activity directly related to the sport

### Limitations on number (11.7.4)

There shall be a limit on the number of coaches who may be employed by VMI and who may contact or evaluate prospects off-post at any one time in each sport as follows:

Sport	Head or Assistant Coach	Limit on Off-Post Recruiters
Baseball	3	2
Basketball (see Note 1)	4	3
Football, Division 1-AA (see Note 2)	11	7
Lacrosse	3	2
Rifle	2	1
Soccer, Men	3	2
Soccer, Women	3	2
Swimming and Diving, Men	3	2
Swimming and Diving, Women	3	2
Cross Country/Track and Field, Men	3	2
Cross Country/Track and Field, Women	3	2
Wrestling	3	2

#### Notes:

1. Limit of three off-post recruiters applies both during the academic year and during the July evaluation period

2. A weight (strength and conditioning) coach may conduct flexibility, warm-up, and physical conditioning activities prior to any game and prior to or during any practice or other organized activities without being included in the limitations on number of coaches

### Replacement due to extenuating circumstances (11.7.1.1.1.2)

VMI may replace temporarily or on a limited basis one of its countable coaches if the coach is unable to perform any or all of his duties because of extenuating circumstances (e.g., suspension, prolonged serious illness, pregnancy)

The replacement coach may perform only those coaching, administrative, or recruiting duties, including the telephoning of prospective cadet-athletes, which the replaced coach is unable to perform

Volunteer coach (11.7.4.2.3)

In sports other than football and basketball, VMI may utilize the services of one volunteer coach

## **CONDUCT OF ATHLETICS PERSONNEL – RULES COMPLIANCE**

### Director of Intercollegiate Athletics

A cabinet-level officer reporting directly to the Superintendent

Responsible for the planning, development, administration, and evaluation of VMI's NCAA athletic programs

Manages the activities of the department in conformity with NCAA and conference policies and procedures and those recommended by the Athletic Committee and approved by the Superintendent

### Assistant Athletic Director, Administration

Reports directly to the Director of Intercollegiate Athletics

Demonstrate a detailed knowledge of and proper execution of NCAA, conference, and VMI rules and regulations

Coordinates with the following individuals to certify all initial, continuing, and transfer eligibility for cadet-athletes:

Academic Advisor for Athletes

Director of Admissions

Director of Financial Aid

Faculty Athletic Representative

Registrar

Acts as liaison with the NCAA, Big South and other conferences as appropriate concerning compliance-related matters

Coordinate compliance issues and procedures for investigations into possible violations of NCAA regulations with the Director of Intercollegiate Athletics and the VMI Compliance Committee

Provide information to current and prospective cadet-athletes on eligibility and financial aid as well as NCAA and conference rules and regulations

Conducts annual NCAA and Big South eligibility meetings with cadet-athletes

Maintain records as stipulated by NCAA bylaws, including, but not limited to:

Playing seasons

Weekly activity reports

Recruiting logs

Eligibility checklists

Squad lists

Financial aid

Participation lists

Oversee records stipulated by NCAA bylaws which are maintained by each head coach for their respective sport, including, but not limited to:

Telephone logs

Unofficial visits

Summer employment

Organize and administer a regular rules compliance education program for all athletes, coaches, athletic department staff, and other appropriate staff

Disseminate information on pending and proposed legislation, as well as newly enacted rules, “hot topics,” interpretations, and other compliance-related information as necessary

Maintain the Cadet-Athlete Handbook and the VMI Athletic Department Compliance Manual

#### Assistant Athletic Director, Operations

Reports directly to the Director of Intercollegiate Athletics

Demonstrate a detailed knowledge of and proper execution of applicable NCAA, conference, and VMI rules and regulations as they pertain to athletic operations

#### Senior Women’s Administrator

Reports directly to the Director of Intercollegiate Athletics

Assists the Director of Intercollegiate Athletics in the administration of all phases of the athletic department, with particular emphasis on women’s sports

Demonstrate a detailed knowledge of and proper execution of applicable NCAA, conference, and VMI rules and regulations

#### Head Coach

Reports directly to the Director of Intercollegiate Athletics

Responsible for all aspects of his particular sport, including the administration, supervision, and development of the program, including, but not limited to:

Demonstrate a detailed knowledge of and proper execution of applicable NCAA, conference, and VMI rules and regulations as they pertain to his particular sport

Detailed knowledge and application of rules and regulations for recruiting

Knowledge and application of academic rules for eligibility

Supervision of cadet-athlete’s progress towards a degree

#### Assistant Coach

Reports directly to the head coach

Assists the head coach as directed in the administration, supervision, and development of the program

Be familiar with applicable NCAA, conference, and VMI rules and regulations as they pertain to his particular sport

Demonstrate a detailed knowledge and proper execution of those duties so assigned

#### Faculty Athletic Representative (FAR)

Shall be a member of VMI’s faculty; shall not hold an administrative or coaching position in the athletic department

Demonstrate a broad knowledge of and proper execution of applicable NCAA, conference, and VMI rules and regulations

Shall have three primary roles:

Ensure academic integrity

Facilitate institutional control of intercollegiate athletics

Enhance the cadet-athlete experience

Provide oversight, advice, and guidance in the administration of the intercollegiate athletic program to the Superintendent, Director of Intercollegiate Athletics, and other senior administrative staff

Specific duties and responsibilities include, but are not limited to:

- Permanent member of the Athletics Council

- Involved in the recruitment and hiring of coaches

- Participation in the certification process, both for cadet-athletes as well as coaches

  - Reviews and certifies cadet-athlete eligibility, academic progress, and graduation rates

  - Proctors annual NCAA coach's certification test

- Attends conference meetings; casts institutional votes on various issues, including items involving academics, eligibility, or competition

## **CONDUCT OF ATHLETICS PERSONNEL – COMMITTEES/COUNCILS**

### NCAA Cadet-Athlete Advisory Committee (SAAC)

Reports directly to the Director of Intercollegiate Athletics

Composed of team captains from each of VMI's intercollegiate teams

Senior Women's Administrator shall be present at meetings

Purpose:

Provide cadet-athletes with opportunity for input into issues that affect them directly

Provide its viewpoint on NCAA legislation

Be involved in national and conference student-athlete organizations

### Athletic Council

Advisory body to the Superintendent

Central purpose is to recommend policy in matters pertaining to VMI intercollegiate programs

Composed of the following:

Voting members:

Chairman – serves as faculty athletic representative

Commandant of Cadets

Physical Education Department Representative

Two cadets

Two Alumni Association Representatives

Three members of the faculty

Director of Cadet Affairs

Non-voting members:

Director of Intercollegiate Athletics

Keydet Club Representative

VMI Foundation Representative

Specific duties and responsibilities include, but are not limited to, the following:

Monitor institutional procedures for compliance within NCAA and conference regulations

Review major pending NCAA and conference legislative proposals and regulations

Review VMI athletic regulations and recommend changes

## SECTION 2

### AMATEURISM – GENERAL PRINCIPLES

#### Amateur status (12.1.1)

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

Uses his athletics skill (directly or indirectly) for pay in any form in that sport

Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation

Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received

Receives, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations

Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received

Subsequent to initial full-time collegiate enrollment, enters into a professional draft

Enters into an agreement with an agent

#### Camp/clinic employment, general rule (12.4.3)

A cadet-athlete may be employed by VMI, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation

Out-of-season playing and practice limitations may restrict the number of players from VMI who may be employed in VMI's camp

#### Clear line of demarcation (12.01.2)

VMI's athletics programs are designed to be an integral part of the educational program

The cadet-athlete is considered an integral part of the Corps of Cadets, thus maintaining a clear line of demarcation between college athletics and professional sports

#### Compensation; criteria governing to cadet-athletes (12.4.1)

Compensation may be paid to a cadet-athlete:

Only for work actually performed

At a rate commensurate with the going rate in that locality for similar services

#### Exception for institutional fund-raising activities involving the athletics ability of cadet-athletes (12.1.1.4.3)

Institutional, charitable, or educational promotions or fund-raising activities that involve the use of athletics ability by cadet-athletes to obtain funds (e.g., "swim-a-thons") are permitted only if:

All monies derived from the activity or project goes directly to VMI, member conference, or the charitable, educational, or nonprofit agency

Cadet-athletes receive no compensation or prizes for participation

The provisions of Bylaw 12.5.1 are satisfied

Road racing (12.1.1.3)

“Road racing” is essentially the same as cross country or track and field competition and cannot be separated effectively from those sports for purposes of Bylaw 12

Therefore, a cadet-athlete who accepts pay in any form for participation in such a race is ineligible for intercollegiate cross country or track and field competition

Use of agents (12.3)

An individual shall be ineligible for participation in an intercollegiate sport if he ever has agreed (orally or in writing) to be represented by an agent:

For the purpose of marketing his athletics ability or reputation in that sport (12.3.1)

For representation in future professional sports negotiations that are to take place after the individual has completed his eligibility in that sport (12.3.1.1)

Use of overall athletics skill – effect on eligibility (12.1.1.2)

Participation for pay in competition that involves the use of overall athletics skill (e.g., “superstars” competition) constitutes a violation of the Association’s amateur-status regulations; therefore, an individual participating for pay in such competition is ineligible for intercollegiate competition in all sports

## **AMATEURISM – PROMOTIONAL ACTIVITIES**

### **Camps (12.5.1.7)**

VMI or a privately owned camp may use a cadet-athlete's name, picture, and institutional affiliation only in the camp counselor section in its camp brochure to identify the cadet-athlete as a staff member

A cadet-athlete's name or picture may not be used in any other way to directly advertise or promote the camp

### **Commercial advertisement (12.5.1.4)**

It is permissible for a cadet-athlete's name or picture, or the group picture of an athletics squad, to appear in an advertisement of a particular business, commercial product or service, provided:

The primary purpose of the advertisement is to publicize the sponsor's congratulations to the cadet-athlete or team

The advertisement does not include a reproduction of the product with which the business is associated or any other item or description identifying the business or service other than its name or trademark

There is no indication in the makeup or wording of the advertisement that the squad members, individually or collectively, or VMI endorses the product or service of the advertiser

The cadet-athlete has not signed a consent or release granting permission to use the cadet-athlete's name or picture in a manner inconsistent with the requirements of this section

### **Institutional, charitable, educational, or nonprofit promotions (12.5.1.1)**

VMI or a recognized entity thereof, a member conference, or a non institutional charitable, educational, or nonprofit agency may use a cadet-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the cadet-athlete's participation in intercollegiate athletics, provided the following conditions are met:

The cadet-athlete receives written approval to participate from the director of athletics, subject to the limitations on participants in such activities as set forth in Bylaw 17

The specific activity or project in which the cadet-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, and telephone number may be included with the trademark or logo

Personal names, messages, and slogans (other than an officially registered trademark) are prohibited

The name or picture of a cadet-athlete with remaining eligibility may not appear on VMI's printed promotional items (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

The cadet-athlete does not miss class

All monies derived from the activity or project goes directly to VMI, member conference, or the charitable, educational, or nonprofit agency

The cadet-athlete may accept actual or necessary expenses from VMI, member conference, or the charitable, educational, or nonprofit agency related to participation in such activity

The cadet-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of any nonprofit agency

Any commercial items with names and pictures of cadet-athletes (other than highlight films or media guides) may be sold only at VMI or outlets controlled by the charitable or educational organization

The cadet-athlete and an authorized representative of the charitable, educational, or nonprofit agency sign a release statement ensuring that the cadet-athlete's name, image, or appearance is used in a manner consistent with the requirements of this section

#### Promotions involving commercial locations/sponsors (12.5.1.1.2)

VMI or a charitable, educational, or nonprofit organization may use the appearance, name or picture of an enrolled cadet-athlete to promote generally its fund-raising activities at the location of a commercial establishment, provided:

The establishment is not a cosponsor of the event

The cadet-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity

A commercial establishment would become a cosponsor if they either:

Advertise the presence of the cadet-athlete at the commercial location

Is involved directly or indirectly in promoting the activity

#### Schedule cards (12.5.1.4.1)

An advertisement on VMI's wallet-size playing schedule that includes the name or picture of a cadet-athlete may include language other than the commercial product's name, trademark, or logo, provided the commercial language does not appear on the same page as the picture of the cadet-athlete

## SECTION 3

### RECRUITING – DEFINITIONS

#### Competition site (13.02.2)

Facility in which athletics competition is actually conducted

Includes any dressing room or meeting facility utilized in conjunction with the competition

#### Contact (13.02.3)

Any face-to-face encounter between a prospect or the prospect's parents, relatives, or legal guardian(s) and a VMI staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting

Any such face-to-face encounter that is prearranged (e.g., positions himself in a location where contact is possible) or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's team shall be considered a contact, regardless of whether any conversation occurs

A VMI staff member or athletics representative who is approached by a prospect or the prospect's parents at any location shall not use a contact, provided the encounter was not prearranged and the staff member does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter

#### Contact period (13.02.4.1)

Period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations

#### Dead period (13.02.4.4)

Period of time when it is not permissible to:

Make in-person recruiting contacts or evaluations on or off VMI's post

Permit official or unofficial visits by prospects to VMI's post

The provision of complimentary admissions to a prospect during a dead period is prohibited

During such a dead period a coaching staff member may not:

Serve as a speaker at or attend a meeting or banquet at which prospects are in attendance

Visit a prospect's educational institution

It remains permissible for a VMI staff member to write or telephone prospects during such a dead period

#### Enrolled cadet-athlete (13.02.5)

An individual whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program

#### Evaluation (13.02.6)

Any off-post activity designed to assess the academic qualifications or athletic ability of a prospect, including:

Any visit to a prospect's educational institution (during which no contact occurs)

The observation of a prospect participating in any practice or competition at any site

Evaluation period (13.02.4.2)

Period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospects

No in-person, off-campus recruiting contacts shall be made with the prospect during an evaluation period

Home (13.02.9)

A prospect's "home" is his legal residence

Prospective cadet-athlete (13.02.11)

A student who has started classes for the ninth grade

An individual remains a prospective cadet-athlete until one of the following occurs (whichever is earlier):

Officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution's regular academic year (excluding summer)

Participates in a regular squad practice or competition at a four-year collegiate institution that occurs before the beginning of any term

Officially registers and enrolls and attends classes during the summer prior to initial enrollment and receives institutional athletics aid

Quiet period (13.02.4.3)

Period of time when it is permissible to make in-person recruiting contacts only on VMI's post

No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period

Recruiting (13.02.12)

Any solicitation of a prospect or a prospect's relatives or legal guardians by a VMI staff member or be a representative of VMI's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in VMI's intercollegiate athletics program

Recruited prospective cadet-athlete (13.02.12.1)

Actions by staff members or athletics representatives that cause a prospective cadet-athlete to become a recruited prospective cadet-athlete at VMI are:

Providing the prospect with an official visit

Having an arranged, in-person, off-post encounter with the prospect or the prospect's parent(s), relatives, or legal guardian(s)

Initiating or arranging a telephone contact with the prospect, parent(s), relatives, or legal guardian(s) on more than one occasion for the purpose of recruitment

Issuing a National Letter of Intent or VMI's written offer of athletically related financial aid to the prospect

Representative of athletics interests (13.02.13)

An individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of VMI's executive or athletics administration to:

Have participated in or to be a member of an agency or organization promoting VMI's intercollegiate athletics program

Having made financial contributions to the athletics department or to an athletics booster organization of VMI

Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospects

Be assisting or to have assisted in providing benefits to enrolled cadet-athletes or their families

Have been involved otherwise in promoting VMI's athletic program

Once an individual, independent agency, corporate entity, or other organization is identified as such a representative, they then retain that identity indefinitely (13.02.13.1)

Sports camp, diversified (13.02.1)

Offers a balanced camping experience, including participation in seasonal summer sports and recreational activities, without emphasis on instruction, practice, or competition in any particular sport

Sports camp, specialized (13.02.1.2)

Places special emphasis on a particular sport or sports and provides specialized instruction in the sport(s)

Telephone calls (13.02.14)

All electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls

All electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, facsimiles, pages, text messaging) shall not be considered telephone calls

Visit, official (13.02.15.1)

An official visit to VMI by a prospective cadet-athlete is a visit financed in whole or in part by VMI

Visit, unofficial (13.02.15.2)

An unofficial visit is a visit made at the prospect's own expense

VMI may provide complimentary admissions to an on-post athletics event

## **RECRUITING – GENERAL PRINCIPLES**

### Eligibility effects of recruiting violation (13.01.1)

The recruitment of a cadet-athlete by VMI or any representative of its athletics interests in violation of the Association's legislation, as acknowledged by VMI or established through the Association's enforcement procedures, shall result in the cadet-athlete's becoming ineligible to represent VMI in intercollegiate athletics

A student is responsible for his involvement in a violation of NCAA regulations during the student's recruitment, and involvement in a major violation may cause the student to become permanently ineligible for intercollegiate athletics competition at VMI

### Recruiting by representatives of athletics interests (13.01.4)

Representatives of VMI's athletics interests are prohibited from making in-person, on- or off-post recruiting contacts, or written or telephonic communications with a prospect or the prospect's relatives or legal guardians

## **RECRUITING – CONTACTS AND EVALUATIONS**

Recruiting contacts and telephone calls with a prospect by VMI staff members and/or representatives of VMI's athletics interests are subject to the following provisions. **(13.1)**

### Contacts

In all sports:

#### **Letter of Intent signing (13.1.6.7)**

Any in-person, off-post contact made with a prospect for the purpose of signing a letter of intent or other commitment to attend VMI or attendance at activities related to the signing of a letter of intent or other commitment to attend VMI shall be prohibited

#### **Subsequent to Letter of Intent signing (13.1.6.8)**

Subsequent to the calendar day on which a prospect signs a National Letter of Intent with VMI there shall be no limit on the number of contacts by VMI

#### **Contact restrictions (13.1.7.2)**

Recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition

Contact includes the passing of notes to a prospect by a third party on behalf of a VMI staff member

#### **In sports other than football and basketball (13.1.6.1):**

VMI is limited to seven recruiting opportunities (contacts and evaluations combined) per prospect

During April of the junior year in high school, one of the seven recruiting opportunities may include a contact with a prospect on the prospect's high school campus subject to the applicable recruiting calendar

During the senior year of high school, not more than three of the seven opportunities may be off-post contacts at any site and shall include contacts with the prospect's relatives or legal guardians but shall not include contacts made during an official visit

### Four-year college prospects (13.1.1.3)

An athletics staff member shall not make contact with a student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director, regardless of who makes the initial contact

A member institution may contact a student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining permission from the first institution only if at least one academic year has elapsed since the withdrawal **(13.1.1.3.2)**

High school prospects (13.1.1.1)

In all sports other than football and basketball it is permissible to make one in-person, off-post recruiting contact with a prospect on the prospect's high school campus during April of the prospect's junior year in high school (subject to applicable recruiting calendar restrictions)

Thereafter, in-person, off-post recruiting contacts shall not be made with a prospect before July 1 following the prospect's completion of the junior year in high school

Recruiters

All in-person, on- and off-post recruiting contacts with a prospect shall be made only by authorized institutional staff members (13.1.2.1)

An institutional staff member is not permitted to recruit off post until he has been certified on an annual basis as to knowledge of applicable recruiting rules (13.1.2.1.1)

Recruiting calendars (13.1.4)

Establish recruiting dead periods applicable to all sports

Limit contact and evaluation periods in:

- Baseball
- Basketball
- Football
- Lacrosse

Telephone calls initiated by prospects (13.1.3.2.2)

VMI staff members may receive telephone calls placed by a prospect at the prospect's own expense at any time, including before July 1 following the prospect's junior year in high school

Basketball: refer to sport specific bylaw section

Telephone calls to prospects

In all sports:

Official visit exception (13.1.3.3.2)

VMI staff members may make unlimited telephone calls to a prospect during the five days immediately preceding the prospect's official visit to VMI

If more than one call per week occurs under this exception and a scheduled official visit is subsequently cancelled due to circumstances beyond the control of the prospect or VMI (e.g., trip is cancelled by the prospect, inclement weather conditions):

There shall be no institutional violations

It will not affect the prospect's eligibility

However, VMI shall submit a report to the conference office noting the cancellation of the official visit and the reasons for such cancellation

Letter-of-Intent signing date exception (13.1.3.3.3)

VMI staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two days immediately following the initial signing date

Subsequent to Letter-of-Intent signing **(13.1.3.3.4)**

Subsequent to the calendar day on which a prospect signs a National Letter of Intent with VMI (or, if no NLI, VMI's written offer of athletic aid) there shall be no limit on the number of telephone calls

Off-post contact exception **(13.1.3.3.5)**

VMI staff members may make unlimited telephone calls to a prospect on the day a permissible, in-person, off-post contact occurs

In all sports other than football and basketball **(13.1.3.1):**

One telephone call to a prospect may be made during March of the prospect's junior year in high school

Subsequent telephone calls may not be made before July 1 following the completion of the prospect's junior year in high school

Visit (without contact) to prospect's educational institution **(13.1.8.1)**

Such a visit by a coaching staff member counts as an evaluation for all prospects in that sport at that educational institution

## **RECRUITING – BASKETBALL SPECIFIC BYLAWS**

### **Contacts (13.1.6.3)**

During the academic year VMI shall be limited to seven recruiting opportunities (contacts and evaluations combined) per prospect but may not include more than three in-person, off-post contacts during the prospect's senior year

### **High school prospects (13.1.1.1.2)**

Contact with a prospect may not be made prior to the opening day of classes off the prospect's senior year in high school (subject to recruiting calendar restrictions)

### **Recruiting-person days (13.02.7)**

A recruiting-person day is defined as one coach engaged in an off-post recruiting activity of a men's basketball prospect on one day (12:01 a.m. to midnight)

Two coaches engaged in recruiting activities on the same day shall use two recruiting-person days

Men's basketball shall not exceed 130 recruiting-person days

### **Telephone calls initiated by prospects (13.1.3.2.2)**

VMI staff members may accept collect telephone calls placed by prospects, provided the calls are placed not earlier than the conclusion of the prospect's sophomore year in high school

### **Telephone calls to prospects (13.1.3.1.2)**

VMI is permitted to make one telephone call per month to a prospect on or after June 15 of the prospect's sophomore year in high school through July 31 of the prospect's junior year in high school

VMI is permitted to make two telephone calls to a prospect beginning August 1 prior to the prospect's senior year in high school

### **Visit, unofficial (13.7.1.1)**

In men's basketball a prospect may not make unofficial visits during the month of July

### **Visit to prospect's educational institution (13.1.5.1)**

VMI staff members may visit a prospect's educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospects enrolled in the institution or whether any prospect is contacted on that occasion

### **Visits during evaluation period (13.1.5.1.3)**

VMI staff members may visit a prospect's educational institution on not more than one occasion during a particular week within an evaluation period that occurs during the academic year

During the July evaluation period there are no limitations on the number of times a VMI staff member may visit a prospect's educational institution

## **RECRUITING – FOOTBALL (1-AA) SPECIFIC BYLAWS**

### **Contacts (113.1.6.2)**

VMI shall be limited to six in-person, off-post recruiting contacts per prospect at any site and shall include contacts with the prospect's relatives or legal guardians, but shall not include contacts made during an official visit

### **Evaluation activities during contact period (13.02.3.1)**

A visit to a prospect's high school, preparatory school, or an evaluation at any site that occurs during a contact period shall constitute a contact (for all prospects in that sport at the educational institution) for that particular week even if no contact is made with a prospect

### **Evaluation days (13.02.6.2)**

An evaluation day is defined as one coach engaged in the evaluation of any prospect on one day (12:01 a.m. to midnight)

Two coaches making evaluations on the same day shall use two evaluation days

The combined total of such days for all staff members shall not exceed 42

### **Evaluation exception (13.02.6.1)**

Any evaluation that occurs during a contact period by a coaching staff member is a countable contact rather than a countable evaluation

### **High school prospects (13.1.1.1.1)**

One telephone call may be made during the month of May of the prospect's junior year in high school

In-person, off-post recruiting contacts shall not be made with a prospect before July 1 following the prospect's completion of the junior year in high school

### **Telephone calls to prospects (13.1.3.1.1)**

One telephone call to a prospect may be made during the month of May of the prospect's junior year in high school

Additional telephone calls to a prospect may not be made before September 1 of the beginning of the prospect's senior year in high school

Thereafter, such telephone contact is limited to once per week outside of a contact period

During a contact period, such telephone contact may be made at VMI's discretion

VMI staff members may make unlimited telephone calls to prospects during the period 48 hours before and 48 hours after 7 a.m. on the initial signing date for the National Letter of Intent  
**(13.1.3.3.1)**

### **Visit to prospect's educational institution (13.1.5.1)**

VMI staff members may visit a prospect's educational institution on not more than one occasion during a particular week within a contact period, regardless of the number of prospects enrolled in the institution or whether any prospect is contacted on that occasion

Visits during contact period (13.1.5.1.2)

One contact per prospect is permitted during each week of the contact period, either at the prospect's educational institution or any other location (e.g., prospect's home)

## **RECRUITING – RECRUITING MATERIAL**

### **Recruiting material (13.4.1)**

In all sports except basketball, VMI may not provide recruiting materials to a prospect (including general correspondence related to athletics) until September 1 at the beginning of the prospect's junior year in high school

For basketball, the date is June 15 at the conclusion of the prospect's sophomore year in high school

### **Recruiting material, printed (13.4.1.1)**

VMI may provide the following printed material to prospects, coaches of prospects, or any other individual responsible for teaching or directing an activity in which a prospect is involved:

General correspondence, including letters, blank post cards, and VMI note cards may be sent to a prospect only by mail; express mail delivery services is not permitted **(13.4.1.1.1)**

Attachments to general correspondence may include materials printed on plain white paper with black ink

It is not permissible for VMI's Superintendent or athletic director to prepare general correspondence to football prospects

Business cards

Camp brochures, restricted to a single two-sided sheet, not to exceed 17" by 22" when opened in full

Athletic publication, either a recruiting brochure or media guide, but not both

Publication may have only one color printing inside the cover

May not exceed 8 ½ by 11 inches in size and 208 pages in length

Game programs provided only during official and unofficial recruiting visits; may not be mailed

### **Responding to prospect's request (13.4.1.4)**

VMI staff members may respond to a prospect's letter requesting information from the athletics department prior to September 1 at the beginning of the prospect's junior year in high school provided the written response does not include information that would initiate the recruitment of the prospect or information related to the VMI athletics program (e.g., the reply contains an explanation of current NCAA legislation or a referral to the admissions department)

## **RECRUITING – IMPLEMENTATION: ADMISSIONS**

The Director of Admissions and one of the Associate Directors of Admission are actively involved in the recruiting process.

### Coordination and communication

Each sport should designate a coach to serve as a contact person with the admissions office and notify admissions of same early in the fall semester of each year.

The COLLEAGUE software system allows coaches to access screens that will provide the birthdates, phone number, address, admissions status, and reservation status of recruited athletes. Accessing these screens will provide an up-to-date report on the information received and the material needed to complete a student's application or reservation process.

Each team has the capability of running a report at their convenience which indicates the specific students being recruited by that sport at that particular time. It is the responsibility of each coaching staff to update this report by notifying the director of admissions with the names of individuals who should be deleted and/or added. If students are not on the list, the coaching staff must complete and submit an Athletic Evaluation card to the office of admissions.

### Guidelines for admission

Yes must be answered for all of the following to be given consideration in the regular admissions process. These statements constitute the requirements for all applicants.

The student has completed or will complete Algebra I, Algebra II, and Geometry by the end of the current academic year.

The student is now or will be a NCAA qualifier.

The student has achieved a combined score of at least 1000 on the critical reading and math portions of the SAT or a composite score of at least 21 on the ACT.

The student has scored at least 450 on the critical reading and math portions of the SAT or 19 on the English and math portions of the ACT.

The student has a high school reported grade point average of 2.50 or higher.

If a transfer student, he currently has a cumulative college grade point average of 2.80 or higher.

The student has demonstrated good character and has an acceptable disciplinary record.

If the student does not meet the conditions listed above, he can be considered for admission under the special review policy.

### Special review policy

If an applicant does not meet the guidelines for admission listed above, but appears to possess other superior talents or personal characteristics, or has other personal circumstances that would dictate special consideration, the applicant's record is reviewed by the Director of Admissions who will make the final admissions decision. In some cases, the Director of Admissions will consult with the Chief of Staff before a final admissions decision is made.

Students offered appointments under this process are considered to be capable of academic success at VMI and can make an impact on the Institute in such areas as athletics, leadership, socio-economic diversity, public relations, etc. Admissions staff, coaches, faculty, and others associated with VMI can request this review be made on the student's behalf.

### Recruiting procedures

The coaching staff should complete an Athletic Evaluation Card and submit that card to the admissions staff. These individuals:

- Will be entered into the admissions database and coded as potential recruited athletes
- Represent those who will be reported on the Team Report generated by the coaching staff
- Will receive admissions materials and other communications sent to non-athletes
- Will be invited to alumni sponsored functions in their geographic area

Prior to any recruiting visit to VMI, coaches shall provide a copy of the student's transcript, school grading scale, and SAT/ACT scores to the admissions office for review. All information should be submitted at least one full week before the scheduled visit. The coach may want to complete a Prospective Cadet-Athlete Evaluation Worksheet on each recruit to provide some idea as to the academic standing of the student.

If no grading scale is included with the transcript it is the coach's responsibility to obtain a copy from the high school.

The SAT/ACT scores should be either part of the transcript or on a report from the testing agency. Hand-written scores cannot be accepted.

The admissions office will complete a Transcript Evaluation for Prospective Cadet-Athlete form. Coaches will be notified that the student falls into one of three categories:

**Admissible:** Student appears to meet requirements for admission or is deemed admissible under the special review procedures. Final admission decision will be made after a complete review of the student's academic and personal records. Student may visit and sign NCAA National Letter of Intent.

Not admissible at this time: Student does not currently meet minimum requirements for admission and is not deemed admissible under the special review procedures. If the student improves his academic record he may possibly be deemed admissible at a later date.

Not admissible: Student does not appear to be able to improve academic record sufficient to be admitted to VMI. Student may not visit and should not be recruited.

#### General guidelines for applying

Cadet-athletes must complete the same application and follow the same confirmation procedures as non-athletes.

Signed athletes should apply for admission to VMI immediately after signing a National Letter of Intent.

No coach may indicate to a student, counselor, parent, coach, or any other individual that a student has been admitted, denied, etc. unless specifically authorized to do so by the admissions office.

After acceptance to VMI the student should complete all required forms as quickly as possible to confirm their reservation and make sure all official documents are submitted to the NCAA Clearinghouse to determine initial eligibility to compete.

All appointed applicants must meet all medical requirements before the reservation can be completed. The reservation should be completed by 1 May.

NCAA eligibility does not guarantee admission to VMI. Meeting NCAA standards does not mean individual will be offered admission to VMI.

No recruited athlete will be admitted to VMI who is not eligible to participate according to NCAA regulations.

Additional time is required to complete the application and reservation process for international students. Before an I-20 can be issued to a student he must have submitted completed medical and dental forms required for a reservation and a statement indicating financial support sufficient to meet all costs at VMI. For those international students receiving less than full athletic aid, the letter must reflect financial support equal to or greater than the difference between the cost of education and the amount of the athletic aid.

No signed athlete will be permitted to attend the Summer Transition Program (STP) unless the reservation is complete.

If a coach learns of a legal or disciplinary problem throughout the recruitment and enrollment process, the office of admissions must be notified immediately, no matter how serious the infraction might be.

**VIRGINIA MILITARY INSTITUTE**  
**OFFICE OF ADMISSIONS**

**TRANSCRIPT EVALUATION FOR PROSPECTIVE STUDENT-ATHLETES**

**Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Scholarship Candidate** \_\_\_\_\_ **Walk-On Candidate** \_\_\_\_\_

**EVALUATOR** MORTENSON/ BEITZEL

**Student Athlete** \_\_\_\_\_  
**GPA (OVERALL)** \_\_\_\_\_ **GPA (CORE)** \_\_\_\_\_

**SAT** \_\_\_\_\_ **ACT** \_\_\_\_\_

***PRELIMINARY EVALUATION:***

**ADMISSIBLE:** Student appears to meet requirements for admission as or is deemed admissible under the special review procedures. Final admissions decision will be made after a complete review of the student's academic and personal records. Student may visit and sign NCAA Letter of Intent.

**NOT ADMISSIBLE AT THIS TIME:** Student does not currently meet minimum requirements for admission and is not deemed admissible under the special review procedures. If the student improves his/her academic record, he/she may possibly be deemed admissible at a later date.

May Not Sign NCAA Letter of Intent  
May Sign NCAA Letter of Intent

**NOT ADMISSIBLE:** Student does not appear to be able to improve academic record sufficiently to be admitted to VMI. Student may not visit and should not be recruited.

# PROSPECTIVE STUDENT-ATHLETE EVALUATION WORKSHEET

STUDENT NAME \_\_\_\_\_

SPORT \_\_\_\_\_

- |  |           |          |
|--|-----------|----------|
| 1. Math Requirement                                    | YES _____ | NO _____ |
| 2. SAT Minimum 1000/ACT 21                             | YES _____ | NO _____ |
| 3. 450 Critical Reading/450 Math<br>19 English/19 Math | YES _____ | NO _____ |
| 4. 2.5 Cumulative GPA (Freshman)                       | YES _____ | NO _____ |
| 5. 2.8 Cumulative GPA (Transfer)                       | YES _____ | NO _____ |
| 6. NCAA Qualifier                                      | YES _____ | NO _____ |
| 7. Good Character/Disciplinary Record                  | YES _____ | NO _____ |

English (4)	_____ (9)	_____ (11)
	_____ (10)	_____ (12)

Math (2)	_____ (Geometry)	_____ (Algebra II)
	_____ (Algebra I)	

Natural Science (2)	_____ (9)	_____ (11)
	_____ (10)	_____ (12)

Social Science (2)	_____ (9)	_____ (11)
	_____ (10)	_____ (12)

\*Additional Academic Courses (3)

_____ (Lang. I)
_____ (Lang. II)
_____ (Lang. III)

**TOTAL**

\_\_\_\_\_

\* 1 Additional Course from English, Mathematics or Natural/physical science  
**Total Units Required (14)**

**NCAA CORE GPA** \_\_\_\_\_

## SECTION 4

### ELIGIBILITY – DEFINITIONS

#### Academic year, regular (14.4.3.1.3.1)

Consists of the time beginning with the opening of VMI's fall term and concluding with VMI's spring commencement exercises

#### Academic year in residence (14.4.3.1.1)

Definition for purposes of initiating the requirement for progress toward degree certification is based on full-time enrollment and attendance during any portion of a term in an academic year

Exception is allowed when a cadet-athlete is granted a medical-absence waiver per Bylaw 14.4.3.6-(a) during the first year of academic residence, in which case that term is not counted

To satisfy an academic year of residence, a student shall be enrolled in and complete a minimum full-time program of studies for two full semesters

#### Exception (14.02.4)

An exception is the granting of relief from the application of a specific regulation

Formal approval by the Management Council or an NCAA committee is not required

Action granting the exception may be taken solely by VMI, based on evidence that the conditions on which the exception is authorized have been met

#### Good academic standing (14.01.2.1; 14.02.5)

As determined by VMI's Deputy Superintendent for Academics/Dean of Faculty and the Academic Board, subject to the controlling regulations of VMI, the applicable athletic conference to which VMI is a member, and applicable NCAA legislation

See Standards required to return to VMI under Eligibility – Implementation: Registrar

#### Hardship (14.2.4)

An incapacity resulting from an injury or illness that has occurred under all of the following conditions:

Occurs in one of the four seasons of intercollegiate competition or occurs subsequent to the first day of classes in the cadet-athlete's senior year in high school

The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport and results in incapacity to compete for the remainder of that playing season

The injury or illness occurs when the cadet-athlete has not participated in more than two contests or dates of competition or 20 percent of the VMI's scheduled contests or dates of competition in his sport

#### Intercollegiate competition (14.02.6)

Occurs when a cadet-athlete:

Represents VMI in any contest against outside competition, regardless of how the competition is classified

Competes in the uniform of VMI or, during the academic year, utilizes any apparel or equipment received from VMI that includes VMI identification

Competes and receives expenses from VMI for the competition

**Nonqualifier (14.02.9.2)**

A student who:

Has not graduated from high school or

Presented neither the core-curriculum grade-point average and SAT/ACT score required

**Organized competition (14.2.3.5.3)**

Athletics competition shall be considered organized if any one of the following conditions exists:

Competition is scheduled and publicized in advance

Official score is kept

Individual or team standings are maintained

Official timer or game officials are used

Admission is charged

Teams are regularly formed or team rosters are predetermined

Team uniforms are utilized

A team is privately or commercially sponsored

The competition is either directly or indirectly sponsored, promoted, or administered by an individual, an organization, or any other agency

**Participation in intercollegiate athletics (14.02.8)**

Occurs when a cadet-athlete either practices in or competes in a sport

Eligibility rules for competition may differ from those of practice

**Progress toward degree (14.02.5)**

As determined by VMI's Deputy Superintendent for Academics/Dean of Faculty and the Academic Board, subject to the controlling regulations of VMI, the applicable athletic conference to which VMI is a member, and applicable NCAA legislation

See Standards required to return to VMI under Eligibility – Implementation: Registrar

**Qualifier (14.02.9.1)**

A student who, for purposes of determining eligibility for financial aid, practice, and competition, has met all of the following requirements:

Graduation from high school

Successful completion of a required core curriculum

Specified minimum grade-point average in the core curriculum

Specified minimum SAT or ACT score

**Residence (14.02.10)**

Enrollment in a full-time academic program at VMI during a regular term of an academic year

A summer term may not be used to satisfy a term of residence

**Transfer student (14.02.11)**

A student who transfers from any collegiate institution after having met any one of the conditions set forth in Bylaw 14.5.2

**Unethical conduct (14.01.3.3)**

Consists of, but is not limited to:

Fraudulence in connection with entrance or placement examinations

Engaging in any athletics competition under an assumed name or with intent to otherwise deceive

Dishonesty in evading or violating NCAA regulations

Knowingly furnishing the NCAA or VMI false or misleading information

**Waiver (14.02.12)**

An action exempting an individual or VMI from the application of a specific regulation

Requires formal approval based on evidence of compliance with the specified conditions or criteria under which the waiver is authorized

## **ELIGIBILITY – GENERAL PRINCIPLES**

### **Academic status (14.01.2)**

To be eligible to represent VMI in intercollegiate athletics competition, a cadet-athlete shall be:

- Enrolled in at least 12 credit hours
- In good academic standing
- Maintain progress toward a baccalaureate degree

### **Compliance with other NCAA and Conference Legislation (14.01.3)**

A cadet-athlete shall be in compliance with all applicable provisions of the constitution and bylaws of the NCAA and all rules and regulations of VMI as well as the appropriate conference

### **Ineligibility for use of banned drugs (14.1.1.1)**

A cadet-athlete, who is found to have utilized a substance on the list of banned drugs through a positive drug test administered by the NCAA, shall be declared ineligible for further participation in competition

### **Initial, continuing, and general eligibility requirements (14.01.5.2)**

Beginning with the third year of NCAA's identification of an emerging sport for women (see Bylaw 20.02.5), VMI shall fully comply in that program with all applicable initial, continuing, and general eligibility legislation set forth in Bylaw 14

### **Institutional responsibility (14.01.1)**

VMI shall not permit a cadet-athlete to represent it in intercollegiate athletics competition unless:

- The cadet-athlete meets all applicable eligibility requirements
- VMI has certified the cadet-athlete's eligibility

### **Seasons of competition - emerging sports (14.01.5)**

Beginning with year two of VMI's sponsorship of an emerging sport for women (see Bylaw 20.02.5), VMI shall comply fully in that program with all applicable seasons-of-competition legislation set forth in Bylaw 14.2

### **Track & field and cross country (14.2.3.3)**

Cross country, indoor track and field, and outdoor track and field shall be considered separate sports

### **Unethical conduct (14.01.3.3)**

A prospective or enrolled cadet-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports

### **Validity of academic credentials (14.1.2)**

It is the responsibility of VMI's Registrar to determine the validity of the information on which the eligibility of a cadet-athlete is based

## **ELIGIBILITY – ADMISSION AND ENROLLMENT**

### **Change in eligibility status (14.1.10)**

If a cadet-athlete's academic eligibility changes at the end of a semester, the cadet-athlete shall become eligible or ineligible to compete on the date VMI's Compliance Director officially certifies his eligibility

In a case in which the cadet-athlete becomes eligible at the end of a term, the earliest date on which the individual can become eligible to compete is the day after the date of the last scheduled examination listed in VMI's official calendar

In a case in which the cadet-athlete becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester

### **Correspondence courses (14.1.8.2.7)**

May not be used to meet the minimum 12-hour enrollment requirement

### **Drop/add course (14.1.8.1.2)**

A cadet-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by VMI for all students

### **Eligibility between terms (14.1.8.2.1.2)**

To be eligible for competition that takes place between terms, the cadet-athlete shall have been registered for at least 12 hours at the conclusion of the term immediately preceding the date of competition

### **Practice prior to initial enrollment (14.1.8.1.1)**

A cadet-athlete may practice during the official vacation period immediately preceding initial enrollment, provided the student has been accepted by VMI and is eligible under all VMI and NCAA requirements

### **Special admission (14.1.7.1.1)**

A cadet-athlete may be admitted under a special exception to VMI's normal entrance requirements if the discretionary authority of the Superintendent to grant such exceptions is set forth in an official document published by VMI that describes the admissions requirements

### **Withdrawal or dismissal (14.1.8.1.4)**

A cadet-athlete who withdraws or is dismissed from VMI is considered to be a prospective cadet-athlete eligible for recruitment by other NCAA member institutions and may not continue to practice with VMI's team

## **ELIGIBILITY – FOURTH CLASS REQUIREMENTS**

### Eligibility for financial aid, practice, and competition (14.3.1)

A cadet-athlete who matriculates at VMI with no previous full-time college attendance shall meet the current NCAA Clearinghouse requirements and any applicable VMI and conference regulations to be considered a qualifier and thus eligible for financial aid, practice, and competition during the first academic year in residence

VMI will not accept a prospective cadet-athlete who is a nonqualifier

### Participation prior to certification: recruited cadet-athlete (14.3.5.1.1)

Cadet-athlete may practice, but not compete, for a maximum of two weeks

### Participation prior to certification: non-recruited cadet-athlete (14.3.5.1.2)

Cadet-athlete may practice, but not compete, for a maximum of 45 days

## **ELIGIBILITY – PROGRESS TOWARD DEGREE (Enrolled prior to August 1, 2003)**

(Applies to VMI Class of 2006)

### **Designation of degree program (14.4.3.1.4)**

VMI requires all cadets to declare a program of study upon matriculation

Designation of a specific baccalaureate degree program is accomplished by formal enrollment

Official VMI enrollment records shall constitute the documentation of the program against which progress toward degree shall be measured

VMI's records for all cadet-athlete degree program designations and progress toward degree evaluations shall be retained for inspection (upon request) by an authorized representative of the NCAA

### **Fulfillment of credit-hour requirements (14.4.3.1)**

Eligibility for competition shall be based upon satisfactory completion of six-semester hours of academic credit for the preceding regular academic term

For a cadet-athlete subsequent to his first academic year in residence:

Satisfactory completion of a cumulative total of academic semester hours equivalent to an average of at least 12-semester hours during each of the previous academic terms in academic years in which the cadet-athlete has been enrolled OR

Satisfactory completion of 24-semester hours of academic credit since the beginning of the previous fall term or since the beginning of VMI's preceding regular two semesters

### **Fulfillment of minimum grade-point average requirements (14.4.3.3)**

A cadet-athlete shall meet the "satisfactory completion" provision of this requirement by maintaining a grade-point average that places the individual in good academic standing, as established by VMI for all students who are at an equivalent stage of progress toward a degree

A cadet-athlete entering his fourth year at VMI is required by Institute standards to have a cumulative grade-point average of 2.0, which exceeds the NCAA requirement of 1.9 or 95 percent

### **Fulfillment of percentage of degree requirements (14.4.3.2)**

A cadet-athlete entering his fourth year at VMI is required by Institute standards to have passed at least 80 hours towards his degree, which exceeds the NCAA requirement of 50 percent of the course requirements in his specific degree program

A cadet-athlete entering his fifth year at VMI is required by Institute standards to have passed at least 108 hours towards his degree, which exceeds the NCAA requirement of 75 percent

### **Hours earned during regular academic year (14.4.3.1.3)**

A cadet-athlete shall earn at least 75 percent of the minimum number of semester hours required for progress toward degree during the regular academic year (which leaves no more than 25 percent allowed during the summer)

Study aboard programs (14.4.3.4.12)

A cadet-athlete shall not be required to complete six-semester hours of academic credit the preceding regular academic term of full-time enrollment during any term or terms of enrollment in a VMI approved study-aboard program

Summer courses at other institutions, prior approval (14.4.3.4.4)

Prior approval by the appropriate VMI academic department heads is required if courses taken during another institution's summer term are to be utilized in determining the student's academic status (i.e., good academic standing and progress toward degree)

## **ELIGIBILITY – PROGRESS TOWARD DEGREE (Enrolled on or after August 1, 2003)**

(Applies to VMI Class of 2007 and later)

### **Calculation of credit hours (14.4.3.4.1)**

Hours earned in the period following the regular academic year at VMI (e.g., hours earned in summer school) may be utilized to satisfy academic credit requirements

### **Designation of degree program (14.4.3.1.4)**

VMI requires all cadets to declare a program of study upon matriculation

Designation of a specific baccalaureate degree program is accomplished by formal enrollment

Official VMI enrollment records shall constitute the documentation of the program against which progress toward degree shall be measured

VMI's records for all cadet-athlete degree program designations and progress toward degree evaluations shall be retained for inspection (upon request) by an authorized representative of the NCAA

### **Fulfillment of credit-hour requirements (14.4.3.1)**

Eligibility for competition shall be based upon satisfactory completion of at least:

6-semester hours of academic credit the preceding regular academic term

18-semester hours of academic credit since the beginning of VMI's preceding regular two semesters

24-semester hours of academic credit prior to the start of the third semester

### **Fulfillment of minimum grade-point average requirements (14.4.3.3)**

A cadet-athlete shall meet the "satisfactory completion" provision of this requirement by maintaining a grade-point average that places the individual in good academic standing, as established by VMI for all students who are at an equivalent stage of progress toward a degree

A cadet-athlete shall present the following cumulative minimum grade-point average, depending upon which year he is entering:

Entering second year: 1.8 (90 percent of 2.0)

Entering third year: 1.9 (95 percent of 2.0)

Entering fourth year: 2.0 (100 percent of 2.0)

### **Fulfillment of percentage of degree requirements (14.4.3.2)**

A cadet-athlete entering his third year at VMI shall have completed successfully at least 40 percent of the course requirements in his specific degree program

A cadet-athlete entering his fourth year at VMI shall have completed at least 60 percent

A cadet-athlete entering his fifth year at VMI shall have completed at least 80 percent

### **Regaining eligibility (14.4.3.1.2)**

A cadet-athlete who does not meet the 24-semester hour requirement may become eligible at the beginning of the next academic term by successfully completing 24-semester hours during the previous two semesters

Study aboard programs (14.4.3.4.12)

A cadet-athlete shall not be required to complete six-semester hours of academic credit the preceding regular academic term of full-time enrollment during any term or terms of enrollment in a VMI approved study-aboard program

Summer courses at other institutions, prior approval (14.4.3.4.4)

Prior approval by VMI's Registrar is required if courses taken during another institution's summer term are to be utilized in determining the student's academic status (i.e., good academic standing and progress toward degree)

## **ELIGIBILITY – TRANSFER REGULATIONS**

### **Conditions affecting transfer status (14.5.2)**

A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

Was officially registered and enrolled in a minimum, full-time program in any quarter or semester, provided the student was present at the institution on the opening day of classes

Attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program, even if enrollment was on a provisional basis and the student was later determined by the institution not to be admissible

Reported for a regular squad practice, announced by the institution through any member of its athletics department staff, prior to the beginning of any quarter or semester, as certified by the athletics director

Participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program

Received institutional financial aid while attending a summer term, summer school or summer-orientation program

### **Disciplinary suspension (14.5.1.3)**

A student who transfers to any NCAA institution from a collegiate institution while the student is disqualified or suspended from the previous institution for disciplinary reasons (as opposed to academic reasons) must complete one calendar year of residence at the certifying institution

### **Residence requirement – general principle (14.5.1)**

A student who transfers to VMI from any collegiate institution is required to complete one full academic year of residence at VMI before being eligible to compete for or to receive travel expenses from VMI, unless:

Student satisfies the applicable transfer requirements OR

Receives an exception or waiver as set forth in this bylaw

### **Use of hours earned during summer terms (14.5.4.2.1)**

Not more than a total of 18-semester or 27-quarter hours of the transferable-degree credit may be earned during summer terms, and

Not more than 9-semester or 13.5-quarter hours of the transferable-degree credit may be earned during the summer term(s) immediately prior to the transfer

## **ELIGIBILITY – FOUR-YEAR COLLEGE TRANSFERS**

### Attendance for one academic year (14.5.5.1.1)

A transfer student from a four-year institution who attended a four-year institution at least one academic year shall be eligible for financial aid and practice at a member institution under the rules of the institution and the conference of which the institution is a member, regardless of the student's qualification status at the time of initial enrollment

### 4-2-4 college transfers (14.5.6)

A student who transfers from a four-year college to a two-year college and then to VMI shall complete one academic year of residence at VMI prior to engaging in intercollegiate competition, unless:

The student has completed a minimum of 24-semester or 36-quarter hours at the two-year college following transfer from the four-year college most recently attended; must be transferable-degree credit to VMI with a cumulative minimum grade-point average of 2.000

One calendar year has elapsed since the student's departure from the previous four-year college

The student has graduated from the two-year college

### General rule (14.5.5.1)

A transfer student from a four-year institution shall not be eligible for intercollegiate competition at a member institution until the student has fulfilled a residence requirement of one full academic year (two full semesters) at the certifying institution

### One-time transfer exception (14.5.5.2.10)

The student transfers to the certifying institution from another four-year collegiate institution, and all of the following conditions are met:

A participant in a sport other than basketball at the institution to which the student is transferring (see Eligibility – Football Exceptions for rules pertaining to football)

Has not transferred previously from one four-year institution unless, in the previous transfer, the cadet-athlete received an exception for discontinued/non-sponsored sport exception

Is in good academic standing and meets progress toward degree requirements

## **ELIGIBILITY – FIVE-YEAR RULE**

### **Eligibility for practice (14.2.2.5)**

A cadet-athlete receiving VMI financial aid after having engaged in four seasons of intercollegiate competition in a sport may continue to take part in organized, VMI practice sessions in that sport without being a counter, provided the individual has eligibility remaining under the five-year rule

### **Five-year rule**

A cadet-athlete SHALL NOT engage in more than four seasons of intercollegiate competition in any one sport **(14.2)**

A cadet-athlete shall complete his seasons of participation within five calendar years from the beginning of the semester in which he first registered for a minimum full-time program of studies in a collegiate institution, with time spent in the armed services, on official church missions, or with recognized foreign aid services of the U.S. government being excepted **(14.2.1)**

### **Five-year rule; determining the start of the five-year period (14.2.1.1)**

A cadet-athlete shall be considered registered at a collegiate institution when he initially registers in a regular term of an academic year for a minimum full-time program of studies and attends his first day of classes for that term

### **Hardship waiver (14.2.4)**

A cadet-athlete may be granted an additional year of competition by the conference or the Academics/Eligibility/Compliance Cabinet for reasons of “hardship”

### **Minimum amount of competition (14.2.3)**

Any competition (including a scrimmage with outside competition), regardless of time, during a season in intercollegiate sport shall be counted as a season of competition in that sport

### **Participation after 21<sup>st</sup> birthday (14.2.3.5)**

Any participation as an individual or a team representative in organized sports competition by a student during each 12-month period after the student’s 21<sup>st</sup> birthday and prior to initial full-time enrollment in a collegiate institution shall count as one year of varsity competition in that sport

## **ELIGIBILITY – INSTITUTIONAL RESPONSIBILITY**

### **Eligibility certification (14.10.1)**

VMI's Superintendent is responsible for approving the procedures for certifying the eligibility of VMI's cadet-athletes under NCAA legislation; procedures are outlined under Eligibility – Implementation: Registrar

Certification of eligibility must occur prior to allowing a cadet-athlete to represent VMI in intercollegiate competition

### **Exception (14.02.4)**

An exception is the granting of relief from the application of a specific regulation

Formal approval by the Management Council or an NCAA committee is not required

Action granting the exception may be taken solely by VMI, based on evidence that the conditions on which the exception is authorized have been met

A request for exception will be initiated by VMI's Athletic Director and forwarded to the Superintendent for disposition

### **Good academic standing (14.01.2.1; 14.02.5)**

As determined by VMI's Deputy Superintendent for Academics/Dean of Faculty and the Academic Board, subject to the controlling regulations of VMI, the applicable athletic conference to which VMI is a member, and applicable NCAA legislation

See Standards required to return to VMI under Eligibility – Implementation: Registrar

### **Ineligibility (14.11.1)**

If a cadet-athlete is ineligible under the provisions of the NCAA constitution, bylaws or other regulations of the NCAA association, VMI's Athletic Director shall be obligated to apply immediately the applicable rule and to withhold the cadet-athlete from all intercollegiate competition

### **Institutional responsibility (14.01.1)**

VMI shall not permit a cadet-athlete to represent it in intercollegiate athletics competition unless:

The cadet-athlete meets all applicable eligibility requirements

VMI has certified the cadet-athlete's eligibility

### **Notification of positive test (14.1.3.3)**

VMI's Athletic Director shall promptly notify in writing the NCAA's vice president for education services regarding a cadet-athlete's disclosure of a previous positive test for banned substances administered by any other athletics organization

### **Progress toward degree (14.02.5)**

As determined by VMI's Deputy Superintendent for Academics/Dean of Faculty and the Academic Board, subject to the controlling regulations of VMI, the applicable athletic conference to which VMI is a member, and applicable NCAA legislation

See Standards required to return to VMI under Eligibility – Implementation: Registrar

Squad-list form (14.10.2)

VMI's Athletic Director shall compile on a form approved by the Management Council:

A list of the squad members in each sport on the first day of competition

Shall indicate the status of each member in the designated categories

A cadet-athlete's name must be on the official form for the student to be eligible to represent VMI in intercollegiate competition

Validity of academic credentials (14.1.2)

It is the responsibility of VMI's Registrar to determine the validity of the information on which the eligibility of a cadet-athlete is based

## **ELIGIBILITY – EFFECTS OF OUTSIDE COMPETITION**

### Outside competition – sports other than basketball (14.7.1)

A cadet-athlete in any sport other than basketball who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year

A cadet-athlete is permitted to practice on such a team **(14.7.1)**

A cadet-athlete may compete outside of VMI's declared playing and practice season as a member of an outside team during any official vacation period published in VMI's catalog **(14.7.1.1)**

### Outside competition as individual/not representing VMI (14.7.1.3)

It is permissible for a cadet-athlete to participate in outside competition as an individual during the academic year in his sport as long as he represents only himself in the competition and does not engage in such competition as a member of or receive expenses from an outside team

## **ELIGIBILITY – BASKETBALL EXCEPTIONS**

### Conditions affecting transfer status (14.5.2)

A recruited student in basketball who receives institutional financial aid is subject to the transfer provisions, except that a basketball prospect (recruited or non-recruited) who is denied admission to the institution for full-time enrollment shall be permitted to enroll at another institution without being considered a transfer student

### High school all-star games, effect on eligibility (14.6)

A cadet-athlete shall be denied the first year of intercollegiate athletics competition if, following completion of high school eligibility in the cadet-athlete's sport and prior to the cadet-athlete's high school graduation, he competes in more than two all-star basketball contests

### Outside competition

A cadet-athlete who participates in any organized basketball competition except while representing VMI in intercollegiate competition becomes ineligible for any further intercollegiate competition in the sport of basketball (14.7.2)

Outside basketball competition, including competition involving teams with fewer than five players, shall be considered "organized" if any one of the conditions listed under Organized Competition in the Eligibility – Definitions section exists (14.7.2.1):

### Outside competition regulations; individuals subject to (14.7.2.2)

Once a cadet-athlete becomes a candidate for VMI's basketball team (i.e., has reported for the squad), or if the student was recruited by VMI in part for basketball ability and subsequently enrolls in VMI, the prohibition against outside organized basketball competition remains applicable until the cadet-athlete's intercollegiate basketball eligibility has been exhausted. This includes time:

- While the student is officially withdrawn from college
- Fulfills a residence requirement subsequent to transfer to another college
- Awaiting transfer
- Enrolled in a nonmember collegiate institution

### Residence requirement – general principle (14.5.1)

A transfer cadet-athlete who satisfies the applicable transfer requirements or receives an exception or waiver as set forth in this section, but initially enrolls as a full-time student subsequent to the first term of the academic year shall not be eligible for competition until the ensuing academic year

### Summer league (14.7.3)

A cadet-athlete may compete during the period between June 15 and VMI's opening day of classes on a team in a league approved by the Management Council provided the cadet-athlete has received written permission from VMI's Athletics Director prior to participation in the league

## **ELIGIBILITY – FOOTBALL EXCEPTIONS**

### High school all-star games, effect on eligibility (14.6)

A cadet-athlete shall be denied the first year of intercollegiate athletics competition if, following completion of high school eligibility in the cadet-athlete's sport and prior to the cadet-athlete's high school graduation, he competes in more than two all-star football contests

### One-time transfer exception (14.5.5.2.10)

The student transfers to the certifying institution from another four-year collegiate institution, and all of the following conditions are met:

A participant in Division 1-AA football at VMI may utilize this exception only if participant transferred to VMI from an institution that sponsors Division 1-A football

Has not transferred previously from one four-year institution unless, in the previous transfer, the cadet-athlete received an exception for discontinued/non-sponsored sport exception

Is in good academic standing and meets progress toward degree requirements

## **ELIGIBILITY – SOCCER (MEN’S & WOMEN’S) EXCEPTIONS**

### Outside competition (14.7.1)

A cadet-athlete may compete outside of VMI’s declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition, provided:

Such participation occurs no earlier than May 1

The number of cadet-athletes from VMI does not exceed five

The competition is approved by VMI’s Athletic Director

No class time is missed for practice activities or for competition

### Season of eligibility – exception (14.2.3.1.2)

A cadet-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA Championship without using a season of competition, provided the individual was academically eligible during the segment that concludes with the NCAA Championship

## **ELIGIBILITY – SWIMMING & DIVING EXCEPTIONS**

### Season of eligibility – exception (14.2.3.2)

Subsequent to the high-school graduation date of the cadet-athlete's class, an individual shall have one year in order to be immediately eligible and retain the opportunity for four seasons of competition upon initial, full-time collegiate enrollment

The student must also meet all applicable NCAA, VMI, and conference eligibility requirements

A student who does not enroll in a collegiate institution, as a full-time student during that one-year period shall be subject to the following:

The cadet-athlete shall be charged with a season of eligibility for each calendar year subsequent to the one-year time period and prior to full-time collegiate enrollment during which he has participated in organized swimming and diving events

Subsequent to the one-year time period, if the cadet-athlete has engaged in organized swimming and diving events, upon matriculation at VMI he must fulfill an academic year in residence before being eligible to represent VMI in intercollegiate swimming and diving competition

## **ELIGIBILITY – TRACK & FIELD AND CROSS COUNTRY EXCEPTIONS**

### Outside competition – exempt teams (14.7.1.4)

Relay teams in track and field are not considered to be outside teams for purposes of this legislation

### Season of eligibility – exception (14.2.3.5.1)

A prospective cadet-athlete who participates in outside competition after his 21<sup>st</sup> birthday and prior to initial full-time enrollment in a collegiate institution during a cross country, indoor track and field or outdoor track and field sports season would be charged with at least one season of competition in the sport in which the student participated

## **ELIGIBILITY – FORMS (Required)**

### Cadet-athlete

Prior to participation in intercollegiate competition each academic year, a cadet-athlete shall sign the following statements in a form prescribed by the NCAA Academics/Eligibility/Compliance Cabinet

Current version of each form may be found on the NCAA website: [www.ncaa.org](http://www.ncaa.org)

Failure to complete and sign the forms shall result in the cadet-athlete's ineligibility for participation in all intercollegiate competition

#### Drug-testing consent form (14.1.4.1)

Cadet-athlete consents to be tested for the use of drugs prohibited by NCAA legislation

#### Eligibility form – international cadet-athletes (14.1.5)

Certification of the eligibility of an international cadet-athlete

#### Cadet-Athlete Statement (14.1.3.1)

Cadet-athlete submits information related to:

Eligibility

Recruitment

Financial aid

Amateur status

Previous positive drug tests administered by any other athletics organizations

Involvement in organized gambling activities related to athletics competition

### Virginia Military Institute

#### Squad-list form (14.10.2)

VMI's Athletic Director shall compile on a form approved by the Management Council:

A list of the squad members in each sport on the first day of competition

Shall indicate the status of each member in the designated categories

A cadet-athlete's name must be on the official form for the student to be eligible to represent VMI in intercollegiate competition

## **ELIGIBILITY – FORMS (Voluntary)**

### Cadet-athlete

#### HIPAA (14.1.6)

Each academic year, a cadet-athlete may voluntarily sign a statement in a form prescribed by the NCAA Academics/Eligibility/Compliance Cabinet in which the cadet-athlete authorizes/consents to VMI's physicians, athletics trainers, and health care personnel to disclose the cadet-athlete's injury/illness and participation information to the NCAA and to its Injury Surveillance System (ISS) for the purpose of conducting research into the reduction of athletics injuries

Current version of form may be found on the NCAA website: [www.ncaa.org](http://www.ncaa.org)

## **INELIGIBILITY**

### **Ineligibility (14.11.1)**

If a cadet-athlete is ineligible under the provisions of the NCAA constitution, bylaws or other regulations of the NCAA association, VMI shall be obligated to apply immediately the applicable rule and to withhold the cadet-athlete from all intercollegiate competition

### **Loss of eligibility (14.11.4.1)**

A cadet-athlete shall be denied eligibility for intercollegiate competition in a sport if he participates in intercollegiate competition in that sport while ineligible under this bylaw or other applicable NCAA legislation

### **Penalty for ineligible participation or receipt of improper aid (14.11.4.2)**

A cadet-athlete who practices or competes in intercollegiate athletics and/or receives VMI athletic financial assistance while ineligible for such aid, practice or competition per Bylaw 14.3 shall be charged with the loss of one year of eligibility for practice and varsity competition for each year gained improperly

## **ELIGIBILITY – IMPLEMENTATION: REGISTRAR**

Academic standards for the Corps of Cadets at the Virginia Military Institute are established by the Academic Board of the Institute and are published by the Provost at the beginning of each academic session in August.

### Dismissal

A cadet who receives a second academic suspension is dismissed from VMI and is ineligible to apply for readmission

### Readmission

Cadets who resign from VMI or are suspended for any reason must apply for readmission by June 1 for fall semester readmission and November 1 for spring semester readmission. These deadlines are strictly enforced.

Cadets must meet the readmission standards as shown on the table below.

Class assignment for readmission will be based on the total hours passed towards graduation. Cadets must meet the academic standards of the assigned class thereafter.

Cadets readmitted for the spring semester must pass at least 12 hours during the spring semester and following summer, in addition to the GPA and cumulative hour requirements, in order to return for the fall semester.

### MINIMUM STANDARDS FOR READMISSION

Semesters Completed At VMI	Hours Passed Towards Graduation	Cumulative GPA
One	12	1.5
Two	24	1.8
Three	36	1.8
Four	58	2.0
Five	70	2.0
Six	87	2.0
Seven	99	2.0
Eight	108	2.0
Nine	120	2.0

### Standards for graduation from VMI

In addition to meeting the residency requirements set forth in the VMI catalog, each cadet must meet all course requirements for his major and he must have a cumulative grade point average in all courses taken at VMI of at least a 2.000

Standards to return to VMI

A cadet in residence must meet three academic standards during each academic year in order to be eligible to return to VMI for the following fall semester:

Must pass a total of at least 24 new semester hours during fall semester, spring semester, and the summer session(s)

Hours passed with a C or better during the prior VMI Summer Transition Program apply towards the 24 hour requirement for new cadets

Hours which are passed and later repeated are only counted during the semester they were originally passed

Must have the cumulative grade point average and total hours as shown in the table below:

MINIMUM STANDARDS BY CLASS

Class	To Return in August	
	GPA	HOURS
Fourth	N/A	N/A
Third	1.5	24
Second	1.8	52
First	2.0	80
Fifth Year	2.0	108

Substitute courses

Approval to substitute courses taken at another college for VMI courses must be obtained in advance from the:

- Heads of the departments in which the VMI courses are taught
- Department head of the cadet's major
- Registrar's office

Transfer credit

Transfer hours from another college are accepted only if the grade earned is a "C" or better  
GPA does not transfer

Sequence of actions taken to certify cadet-athlete's continuing eligibility

Prior to the start of each new semester, VMI's Registrar runs the transcripts and degree audits of all NCAA athletes identified by team in the Colleague Database

Using these transcripts and degree audits, Registrar determines which athletes have completed the VMI requirements for continued enrollment and the NCAA requirements for continuing eligibility

Registrar's Office enters each athlete's academic information into the NCAA Compliance Assistant internet software program for verification of NCAA eligibility

VMI's Academic Adviser to Athletes uses the Colleague Database to download hours passed and cumulative GPAs for all athletes, enters information into athletic database, and uses output as a back-up to Registrar in identifying ineligible athletes

Any discrepancies are resolved between the Registrar, the Academic Adviser to Athletes, and the Compliance Director

Once all issues are satisfactorily resolved, VMI's certifying official certifies the continuing eligibility of VMI athletes

## SECTION 5

### **FINANCIAL AID - DEFINITIONS**

**Cost of attendance (15.02.2)**

An amount calculated by the VMI financial aid office, using federal regulations, that includes the total cost of tuition and fees, room and board, books, supplies, transportation, and other expenses related to attendance at VMI

**Counter (15.02.3)**

An individual who is receiving VMI financial aid that is countable against the aid limitations in a sport

**Full grant-in-aid (15.02.5)**

Financial aid that consists of tuition and fees, room and board, and required course-related books

**Period of award (15.02.7)**

An athletics grant-in-aid shall not be awarded in excess of one academic year

## **FINANCIAL AID – GENERAL PRINCIPLES**

### **Contributions by donor (15.01.4)**

An individual may contribute funds to finance a scholarship or grant-in-aid for a particular sport, but the decision as to how such funds are to be allocated in the sport shall rest exclusively with VMI

It is not permissible for a donor to contribute funds to finance a scholarship or grant-in-aid for a particular cadet-athlete

### **Eligibility of cadet-athletes for VMI financial aid (15.01.5)**

A cadet-athlete must meet applicable NCAA (see Bylaw 14), conference, and VMI regulations to be eligible for VMI financial aid

If these regulations are met, the cadet-athlete may be awarded VMI financial aid during any term in which a cadet-athlete is in regular attendance

### **Eligibility requirement (15.5.10.1)**

To be eligible to represent VMI in intercollegiate athletics competition, a cadet-athlete shall be included on VMI's squad-list form

### **Equivalency limits – men's sports (15.5.3.1.1)**

There shall be a limit on the value (equivalency) of financial aid awards that VMI may provide in any academic year to counters in the following sports:

Baseball	11.7
Basketball (15.5.4.1)	13.0
Cross Country/Track and Field	12.6
Football	See below
Lacrosse	12.6
Rifle	3.6
Soccer	9.9
Swimming	9.9
Wrestling	9.9

Note: For Division 1-AA football there shall be:

An annual limit of 30 on the number of initial counters

An annual limit of 63 on the value of financial aid awards (equivalencies) to counters

An annual limit of 85 on the total number of counters (including initial counters)

### **Equivalency limits – women's sports (15.5.3.1.2)**

There shall be a limit on the value (equivalency) of financial aid awards that VMI may provide in any academic year to counters in the following sports:

Cross Country/Track and Field	18.0
Soccer	12.0
Swimming	14.0

Fees and related expenses for prospects (15.2.1.4)

VMI shall not waive, pay in advance, or guarantee payment of the following expenses for a prospective cadet-athlete:

- Advance tuition payment or room deposit
- Damage deposit for barracks room
- Any other pre-enrollment fees required of prospective cadet-athletes

Increase permitted (15.3.4.2)

VMI financial aid may be increased for any reason prior to the commencement of the period of the award

Once the period of the award begins, aid may only be increased if VMI can demonstrate that such an increase is unrelated in any manner to an athletics reason

No athletics aid – certification required (15.5.1.1)

A cadet-athlete (except for a recruited football or basketball cadet-athlete) who receives VMI financial aid shall not be a counter if there is on file in the office of the athletics director certification by the faculty athletics representative and the director of financial aid that the cadet-athlete's financial aid was granted without regard in any degree to athletics ability

No athletics aid – certification required: football or basketball (15.5.1.2)

In football or basketball, a cadet-athlete who was recruited by VMI and who receives VMI financial aid granted without regard in any degree to athletics ability does not have to be counted until the cadet-athlete engages in varsity intercollegiate competition

For this provision to be applicable, there must be on file in the office of the athletics director certification by the faculty athletics representative, the admissions officer, and the chair of the financial aid committee that the student's admission and financial aid were granted without regard in any degree to athletics ability

One-year limit (15.3.3.1)

If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year

Physical condition of cadet-athlete (15.3.2.2)

Financial aid awarded to a prospect may not be conditioned on the recipient reporting in satisfactory physical condition

If a cadet-athlete has been accepted for admission and awarded financial aid, VMI shall be committed for the term of the original award, even if the cadet-athlete's physical condition prevents him from participating in intercollegiate athletics

Reduction or cancellation not permitted (15.3.4.3)

VMI financial aid based in any degree on athletics ability may not be increased, decreased, or canceled during the period of its award:

On the basis of a cadet-athlete's athletics ability, performance, or contribution to a team's success

- Because of an injury that prevents the recipient from participating in athletics
- For any other athletics reason

**Reduction or cancellation permitted (15.3.4.1)**

VMI financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

- Renders himself ineligible for intercollegiate competition
- Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement
- Engages in serious misconduct warranting substantial disciplinary penalty
- Voluntarily withdraws from a sport at any time for personal reasons

**Retroactive financial aid (15.3.1.3)**

VMI financial aid awarded to an enrolled cadet-athlete subsequent to the first day of classes in any term may not:

- Exceed the remaining room and board charges and educational expenses for that term
- Be made retroactive to the beginning of that term

**Summer term as additional award (15.3.3.2.1)**

It is necessary to make an additional award for a summer term, inasmuch as a VMI is limited to the award of financial aid for a period not in excess of one academic year

**Voluntary withdrawal (15.5.5.4.1)**

VMI may replace a counter who voluntarily withdraws from the football team by providing the financial aid to another student who already has enrolled at VMI and is a member of the football squad

For this replacement to occur, the counter must:

- Withdraw prior to the first day of classes
- Provide VMI with a signed statement releasing VMI from its obligation to financial aid and verifying the voluntary nature of the withdrawal

**Withdrawal from VMI (15.3.1.2)**

A cadet-athlete who withdraws from VMI may not receive financial aid during the remainder of the term

## **FINANCIAL AID – INSTITUTIONAL RESPONSIBILITY**

### **Academic honor awards (15.5.3.2.1.1)**

There must be on file in the office of the Director of Athletics certification by the Director of Financial Aid that academic honor awards are part of VMI's normal arrangements for academic scholarships, awarded independently of athletics ability, participation and interests and in amounts consistent with the pattern of all such awards made by VMI

### **Financial aid authority precedent (15.3.3.1.1)**

A staff member may inform a prospect that:

The athletics department will recommend to the financial aid authority that the prospect's financial aid be renewed each year for a period of four years

The financial aid authority has usually followed the athletics department's recommendations in the past

The prospect must be informed, however, that the renewal will not be automatic

### **Hearing opportunity (15.3.2.4)**

VMI's Director of Financial Aid shall notify the cadet-athlete in writing of the opportunity for a hearing when VMI financial aid based in any degree on athletics ability is:

Reduced or cancelled during the period of the award

Reduced or not renewed for the following academic year

VMI shall have established reasonable procedures for promptly hearing such a request

The responsibility for conducting the hearing shall not be delegated to:

VMI's athletic department

Faculty athletics committee

### **Injury or illness policy (15.3.3.1.2)**

It is not permissible for VMI to assure the prospect that it automatically will continue a grant-in-aid past the one-year period if the recipient sustains an injury that prevents him from competing in intercollegiate athletics

A VMI representative may inform the prospect of the regular VMI policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation

### **Institutional obligation (15.3.5.1)**

The renewal of VMI financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective

VMI shall promptly notify in writing each cadet-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous year whether the grant has been renewed or not renewed for the ensuing academic year

Notification of financial aid renewals and non-renewals must come from VMI's Director of Financial Aid and not from the athletics department

Squad-list form (15.5.10.2)

VMI's athletic director shall compile a list, on a form approved by the Management Council, of the squad members in each sport on the first day of competition and shall indicate thereon the status of each member in the categories listed

Written statement requirement (15.3.2.3)

In all cases, the VMI agency making the financial aid award shall give the recipient a written statement of the amount, duration, conditions, and terms of the award.

The chair of the regular committee or other agency for the awarding of financial aid to students generally, or the chair's official designee, shall sign or electronically authorize the written statement

## **FINANCIAL AID – IMPLEMENTATION: SQUAD LIST FORM**

### Sequence of actions taken to complete squad list form

The Compliance Director, using Compliance Assistant Internet (CAi), will populate each sport with the cadet-athletes participating for the given academic year, notifying the Director of Financial Aid once the updates have been made.

The Director of Financial Aid will then enter the appropriate financial aid data for each cadet-athlete.

Next the Compliance Director will review the financial aid data with the respective head coach from each sport, coordinating between the coach and the Director of Financial Aid to resolve any discrepancies.

Once all financial aid data is correctly entered and verified the Compliance Director shall obtain the following signatures for each squad list:

- Director of Financial Aid
- Faculty Athletic Representative
- Head Coach
- Compliance Director
- Director of Intercollegiate Athletics

After obtaining all necessary signatures an e-mail will be sent to the Big South stating that the squad list has been completed, verified, and is on file in the VMI athletic office.

Note: squad list must be completed at least three days prior to the first intercollegiate competition in each sport.

## **FINANCIAL AID – IMPLEMENTATION: RENEWAL OF VMI FINANCIAL AID**

### Deadline for applying for need-based financial aid

Cadet-athletes who receive grant-in-aid classified as financial with full grant (FWA), which requires the recipient to apply for aid through the VMI financial aid office and to execute all required documents from that office, must adhere to the following deadlines:

January 1 of each year: start of application period

March 1 of each year: deadline for applications for entering cadet-athletes

April 1 of each year: deadline for applications for returning cadet-athletes

Not applying for financial aid through the VMI financial aid office or failure to meet the above deadlines shall result in the following consequences:

Entering cadet-athletes:

In-state: athletic financial aid not to exceed one half the total cost of full grant-in-aid

Out-state: athletic financial aid not to exceed one quarter the total cost of full grant-in-aid

Returning cadet-athletes:

Athletic financial aid not to exceed what was paid the previous year

In the event no financial aid was previously paid, limits applied to entering cadet-athletes will be utilized

### Institutional requirement/written statement requirement

VMI has established a target date of 15 June as the mailing date for notifying in writing each cadet-athlete regarding continuation/termination of athletic financial aid for the coming academic year.

The Compliance Director will, prior to the end of the spring semester, coordinate with the head coaches to compile a list of returning cadet-athletes with the associated athletic financial aid amount for each. Information will include:

Amount of athletic financial aid

Duration (not to exceed one academic year)

Conditions

Terms

The above information will then be provided to VMI's Director of Financial Aid, who will generate, sign, and then mail a letter to each cadet-athlete who received athletic financial aid the previous academic year and who has eligibility remaining.

In addition, the letter shall contain information on the following:

The opportunity for a hearing when athletic financial aid is reduced or not renewed for the following academic year

The procedures for requesting such a hearing

How such a hearing shall be conducted

VMI's policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation.

### Items required for VMI need-based financial aid

VMI application for financial aid

Completed needs-analysis form (the form can be obtained from the financial aid office or your high school)

Signed copy of parents' tax return or statement they are not filing

Signed copy of the student's tax return or statement that student is not filing

Note: The VMI Financial Aid Office will assist you in submitting the necessary forms

### Timeline for need-based financial aid

November/December

Pick up following from financial aid office:

Free application for financial aid (FF)

VMI Financial Aid Application

Take home during Christmas break and complete

January/February

Complete tax returns and send copy to VMI Financial Aid Office

Complete FF and send to College Scholarship Services

Complete VMI financial aid application and take to financial aid office

February

Check with financial aid office on status of your file

March

Do not leave for Spring furlough without determining status of **your** financial aid file

Awarding begins in March

April/May

Check with the Financial Aid Office on the status of your file

You should receive notification on your award to include loan information

If you are not eligible for need-based aid, you will be notified

May/June

Submit loan application to financial aid office for processing

Remember loans must be verified by the Financial Aid Office then sent to the lender - allow yourself 4 to 6 weeks.

## **FINANCIAL AID – IMPLEMENTATION: GRIEVANCES AND ATHLETIC APPEALS**

### Cadet-athlete rights

An NCAA cadet-athlete is entitled to bring the following matters before VMI's Athletic Appeal and Grievance Committee:

Complaints against a member of the VMI coaching staff, Athletic Director, or any member of the Athletic Department which cannot be resolved by the Athletic Department

Appeals regarding:

Athletic financial aid

Transfer release decisions regarding contacting another collegiate institution

### Procedure for grievances and appeals

(1) Written notification must be submitted by the cadet-athlete to the Faculty Athletic Representative (FAR) within 15 business days of the grievance or receipt of written notification from the Athletic Director on the transfer issue.

(2) Each year the Chief of Staff will select a standing committee of five faculty and staff members who are not on the Athletic Council or members of the athletic department. From the five, the Chief of Staff will select three to hear the grievance or appeal within three business days of the FAR's receipt of the written request for review. The FAR will conduct the meetings, but does not have a vote in the decision.

(3) The Athletic Appeal and Grievance Committee will receive an educational briefing by the Assistant Athletic Director for NCAA compliance prior to conducting a hearing.

(4) The committee will convene and hold a hearing within ten business days. It will permit the Athletic Director and the cadet-athlete to appear in person before the committee. The committee will consider any written submissions that the Athletic Director and the cadet-athlete might offer. In addition, the committee may call any person it believes has information or knowledge that could assist with its consideration of the grievance or appeal.

(5) After the hearing, the committee will reach a decision by a majority vote. The committee's decision shall be communicated in writing to the cadet-athlete within ten business days of the hearing.

(6) Decisions resulting from these hearings may be appealed to the Superintendent, whose decision is final.

## SECTION 6

### **AWARDS, BENEFITS, AND EXPENSES - DEFINITIONS**

**Award (16.02.1)**

An item given in recognition of athletics participation or performance

**Excessive expense (16.02.2)**

An expense not specifically authorized under regulations of the Association concerning awards, benefits, and expenses

**Extra benefit (16.02.3)**

Any special arrangement by a VMI employee or a representative of VMI's athletics interests (Keydet Club) to provide a cadet-athlete, his relative, or friend a benefit not expressly authorized by NCAA legislation

**Pay (16.02.4)**

The receipt of funds, awards, or benefits not permitted by governing legislation of the Association for participation in athletics

## **AWARDS, BENEFITS, AND EXPENSES – GENERAL PRINCIPLES**

### **Athletics equipment (16.11.2.5)**

A cadet-athlete may not accept athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, shirts) from a manufacturer or commercial enterprise

Such items may be provided to VMI, to be utilized by VMI's team in accordance with accepted practices for issuance and retrieval of athletics equipment

### **Awards prior to enrollment (16.1.1.1)**

Awards received by an individual prior to enrollment shall conform to the rules of the amateur sports organization that governs the competition, but may not include cash that exceeds actual and necessary expenses

### **Awards subsequent to completion of athletics eligibility (16.1.1.4)**

Award limitations apply to enrolled cadet-athletes who have exhausted their collegiate athletics eligibility

### **Awards while enrolled full-time (16.1.1.2)**

Awards limitations apply to awards received by a cadet-athlete while:

Enrolled during the academic year (i.e., from the beginning of the fall term through completion of the spring term, including any intervening vacation period) as a regular student in a minimum full-time academic load

Representing VMI at any other time

### **Complimentary admissions**

VMI may provide four complimentary admissions per home or away intercollegiate athletics event to a cadet-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the cadet-athlete competes in the contest **(16.2.1.1)**

Shall be provided only through a pass list for individuals designated by the cadet-athlete **(16.2.1.2)**

### **Eligibility effect of violation (16.01.1)**

Receipt of an award, benefit, or expense allowance not authorized by NCAA legislation renders the cadet-athlete ineligible for athletics competition in the sport for which the improper award, benefit, or expense was received

A cadet-athlete shall not receive any extra benefit

If a cadet-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports

### **Entertainment services (16.11.2.2.3)**

A cadet-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general

Institutional awards banquets (16.1.6)

VMI may conduct awards banquets to commemorate the athletics and/or academic accomplishments of its cadet-athletes

Miscellaneous benefits (16.11.1.11)

VMI may provide or arrange for occasional meals to team members provided by the parent of a cadet-athlete at any location

Participation awards (16.1.4.1)

Awards for participation in intercollegiate athletics may be presented each year

Awards for participation in special events may be provided only to cadet-athletes eligible to participate in the competition

Preseason practice expenses (16.5.2)

VMI may provide the cost of room and board to cadet-athletes who report for preseason practice prior to the start of the academic year, it being understood that the individual has been accepted for admission to VMI at the time such benefits are received

Reasonable refreshments

VMI may provide the parents (or legal guardians) of a cadet-athlete with reasonable refreshments (e.g., soft drinks, snacks) on an occasional basis (16.6.1.5)

VMI may provide cadet-athletes with reasonable refreshments (e.g., soft drinks, snacks):

For cadet-athlete educational and business meetings

On an occasional basis, for celebratory events (e.g., birthdays) (16.11.1.9)

Team entertainment (16.7.1)

VMI may pay the actual costs (but may not provide cash) for reasonable entertainment that takes place:

Within a 100-mile radius of where a team plays or practices in connection with an away-from-home contest or en route to or from such a contest

Within a 30-mile radius of VMI's Post during vacation periods when the team is required to reside on Post and classes are not in session

Travel expenses to visit family member (16.6.1.3.1)

VMI may pay transportation, housing, and meal expenses for a cadet-athlete and his teammates to be present in situations:

In which a family member or legal guardian of the cadet-athlete suffers a life-threatening injury or illness

In the event of a family member's or legal guardian's death

Uniformity of awards (16.1.2)

Awards presented by VMI, a conference, or other approved agency must be uniform for all team members receiving the award

## SECTION 7

### PLAYING AND PRACTICE SEASONS - DEFINITIONS

#### Athletically related activities, countable (17.02.1)

Any required activity with an athletics purpose involving cadet-athletes and at the direction of, or supervised by, one of VMI's coaching staff (including strength and conditioning coaches)

Must be counted within the weekly and daily limitations

Administrative activities (e.g., academic meetings, compliance meetings) are not considered such activities

#### Athletically related activities; time limits – playing season (17.1.5)

Countable activities shall be limited to a maximum of:

Four hours per day

Twenty hours per week

#### Athletically related activities, voluntary (17.02.13)

All of the following conditions must be met for any activity to be considered "voluntary":

Cadet-athlete must not be required to report back to any athletics department staff member (coach, strength coach, trainer, or manager) any information related to the activity

No staff member who observes the activity may report back to the cadet-athlete's coach any information related to the activity

Activity must be initiated and requested solely by the cadet-athlete

Attendance and participation (or lack thereof) may not be recorded for the purpose of reporting such information to coaching staff members or other cadet-athletes

Cadet-athlete may not be subjected to penalty if he elects not to participate

Neither VMI nor athletics department staff may provide recognition or incentives (e.g., awards) to a cadet-athlete based on his attendance or performance in the activity

#### Classes, opening day of (17.02.11.3)

Defined as the first day of classes as listed in VMI's official catalog

Required RAT matriculation is not considered to be the opening day of classes

#### Competition, intercollegiate (17.02.8)

Considered to have occurred when cadet-athlete does any of the following:

Represents VMI in any contest against outside competition, regardless of how competition is classified (e.g., scrimmage, exhibition, or joint practice session with another team)

Competes in the uniform of VMI

During the academic year utilizes any apparel or equipment received from VMI that includes VMI identification

Competes and receives expenses (e.g., transportation, meals, room or entry fees) from VMI for the competition

#### Day (17.1.5.3.1)

Defined as a calendar day (i.e., 12:01 a.m. to midnight)

Day, competition (17.1.5.3.2)

All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities

Day off required – playing season

All countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference championship (17.1.5.4)

A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during that day (17.1.5.4.1)

It is permissible to utilize a vacation day to satisfy the day-off-per-week requirement (17.1.5.4.4)

Day off required – outside playing season

All countable athletically related activities are prohibited during two calendar days per week (17.1.5.5)

Limitations, hour

Applicable during final-examination periods (17.1.5.3.7)

Not applicable during:

Preseason practice (17.1.5.3.5) occurring prior to the first day of classes

Vacation periods and between terms (17.1.5.3.6)

Season, playing (17.1.1)

Composed of both practice and competition

Period of time between date of VMI's first officially recognized practice session and date of VMI's last practice session or date of competition, whichever occurs later

Only time within which VMI is permitted to conduct countable athletically related activities

Sports, individual (17.02.12.2)

Cross Country

Rifle

Swimming

Track and Field

Wrestling

Sports, team (17.02.12.1)

Baseball

Basketball

Football

Lacrosse

Soccer

Sunday (17.02.11.1)

Excluded from the counting of days

Week (17.1.5.3.3)

Defined as any seven consecutive days to be determined at VMI's discretion

## **PLAYING AND PRACTICE SEASONS - CLARIFICATIONS**

### No class time missed for practice activities (17.1.5.6.1)

Except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest

### Use of tobacco products (17.1.7)

Use by a cadet-athlete:

Is prohibited during practice and competition

Will result in disqualification for remainder of that practice or competition

## **PLAYING AND PRACTICE SEASONS – BASEBALL (17.4)**

Length of playing season: 132-day season; may consist of two segments

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by conclusion of NCAA Division I Baseball Championship

Maximum number of contests: 56

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than four cadet-athletes with eligibility remaining to practice or compete on an outside, amateur baseball team

## **PLAYING AND PRACTICE SEASONS – BASKETBALL (17.5)**

Length of playing season: limited to period of time between start of preseason practice and the end of the regular playing season

Preseason practice: shall not commence on-court preseason practice sessions prior to the Saturday nearest October 15.

First contest date: shall not play its first contest prior to 136 days (including Sundays) prior to the Division I Men's Basketball Championship game (held in November each year)

End of regular playing season: the last contest shall not be played after the Division I Men's Basketball Championship

Maximum number of contests: 28

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than two cadet-athletes with eligibility remaining to compete on the same outside team in a summer basketball team in a certified league

## **PLAYING AND PRACTICE SEASONS – CROSS COUNTRY (17.7)**

Length of playing season: 144-day season; may consist of two segments

Preseason practice: shall not commence practice prior to date that permits a maximum of 21 units prior to first scheduled contest

First contest date: September 1 or the preceding Friday if September 1 falls on a Saturday, Sunday, or Monday

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests: 7

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than two cadet-athletes with eligibility remaining to compete on the same outside, amateur team

Track and field cadet-athletes participating in cross country: cadet-athletes must participate fully in cross country practices, otherwise such practices must be counted under track and field

## **PLAYING AND PRACTICE SEASONS – FOOTBALL (17.11)**

Length of playing season: limited to the period of time between the start of preseason practice and the end of the regular playing season

### Preseason practice:

Shall not commence practice prior to date that permits a maximum of 35 units prior to first scheduled contest

May not engage in more than 29 on-field practice sessions

First contest date: shall not play first contest prior to the Thursday preceding Labor Day

End of regular playing season: last contest shall not be played after the second Saturday or Sunday in December

Maximum number of contests: 11; twelve contests shall be permissible during those years in which there are 14 Saturdays during the season (next such year is 2008, then 2013)

Limit on number of participants (Division I-AA): 90 cadet-athletes who may engage in practice activities prior to VMI's first day of classes

Five-day acclimatization period: preseason practice shall begin with a five-day acclimatization period for all football cadet-athletes

### Preseason activities after five-day acclimatization period:

Subsequent to five-day period, VMI may practice in full pads. However, VMI may not conduct multiple on-field practice sessions (e.g., two-a-days or three-a-days) on consecutive days

Cadet-athletes shall not engage in more than three hours of on-field practice activities on those days during which one practice is permitted

Cadet-athletes shall not engage in more than five hours of on-field practice activities on those days during which more than one practice is permitted

On those days that VMI conducts multiple practice sessions, cadet-athletes must be provided with at least three continuous hours of recovery time between the end of the first practice and the start of the last practice that day

“Walk-throughs” (Division I-AA): on-field walk-throughs shall not exceed a total of two hours per day on the days one practice is conducted and one hour per day on the days multiple practice sessions are conducted

Weekly hour limitations – outside of playing season during academic year:

Activities between the last contest and the start of summer conditioning are limited to required weight-training, conditioning, and the review of game film

Participation in such activities shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent on the viewing of film

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Certified strength and conditioning coaches, including countable coaches, may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Summer conditioning period: between the start of summer conditioning and the start of preseason practice period, VMI shall conduct its out of season conditioning period as follows:

VMI shall count back nine weeks from the first permissible reporting date for preseason practice date; designate one week as cadet-athlete discretionary time

During the remaining eight weeks cadet-athletes and prospects who have signed a National Letter of Intent may be involved in non-mandatory weight training and conditioning activities that are conducted by VMI's strength coach for no more than eight hours per week; VMI may loan clean apparel to all prospects who qualify for involvement in such activities

Spring practice:

Fifteen postseason practice sessions are permissible

VMI is not required to count any day during which countable athletically related activities are limited solely to required conditioning activities and/or review of game film

Practice sessions must meet the following conditions:

All practice sessions are conducted within a period of 29 consecutive days

Only 12 practice sessions may involve contact, and such contact shall not occur prior to the third practice session

The non contact practice sessions may involve headgear as the only piece of protective equipment

The amount of time a cadet-athlete may be involved in such postseason countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week

Strength and conditioning coaches conducting non-mandatory practice session:

Required to have CPR and first aid certification

Member of VMI's sports medicine staff (e.g., athletic trainer, physician) must be present during all non-mandatory conditioning activities (i.e., running, not lifting)

Sports medicine staff member must be empowered to have the unchallengeable authority to cancel or modify the workout for health and safety reasons

## **PLAYING AND PRACTICE SEASONS – LACROSSE (17.15)**

Length of playing season: 132-day season; may consist of two segments

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by conclusion of NCAA Division I Lacrosse Championship

Maximum number of contests: 17

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than five cadet-athletes with eligibility remaining to practice or compete on an outside, amateur lacrosse team

## **PLAYING AND PRACTICE SEASONS – RIFLE (17.16)**

Length of playing season: 144-day season; may consist of two segments

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests: 13

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

Safety exception:

A coach may be present during voluntary individual workouts in VMI's rifle range (without the workouts being considered as countable athletically related activities) when a cadet-athlete is shooting

Coach may provide safety or skill instruction but cannot conduct the individual's workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

## **PLAYING AND PRACTICE SEASONS – SOCCER (MEN) (17.19)**

Length of playing season: 132-day season; may consist of two segments

Preseason practice: shall not commence practice prior to date that permits a maximum of 21 units prior to first scheduled contest

First contest date:

Currently: September 1 or the preceding Friday if September 1 falls on a Saturday, Sunday, or Monday

Effective August 1, 2006: Friday prior to the 11<sup>th</sup> weekend prior to the start of the NCAA Division I Men's Soccer Championship

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests:

20 contests during the segment in which the NCAA championship is conducted

VMI may play up to three soccer scrimmages or exhibition games (which shall not count toward the win-lost record) prior to the first scheduled contest provided such scrimmages are conducted during the declared playing season and are counted against the maximum number of contests

5 dates of competition during another segment

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than five cadet-athletes with eligibility remaining to practice or compete on an outside, amateur soccer team

## **PLAYING AND PRACTICE SEASONS – SOCCER (WOMEN) (17.19)**

Length of playing season: 132-day season; may consist of two segments

Preseason practice: shall not commence practice prior to date that permits a maximum of 21 units prior to first scheduled contest

First contest date: Friday prior to the 11<sup>th</sup> weekend prior to the start of the NCAA Division I Women's Soccer Championship

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests:

20 contests during the segment in which the NCAA championship is conducted

VMI may play up to three soccer scrimmages or exhibition games (which shall not count toward the win-lost record) prior to the first scheduled contest provided such scrimmages are conducted during the declared playing season and are counted against the maximum number of contests

5 dates of competition during another segment

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

May permit not more than five cadet-athletes with eligibility remaining to practice or compete on an outside, amateur soccer team

## **PLAYING AND PRACTICE SEASONS – SWIMMING AND DIVING (17.22)**

### Length of playing season:

144-day season; may consist of two segments

Exception: A diver may engage in diving sessions beyond the conclusion of VMI's 144-day playing and practice season, provided the cadet-athlete does not engage in more than a 144-day playing and practice season

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests: 20

### Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

### Safety exception:

A coach may be present during voluntary individual workouts in VMI's pool (without the workouts being considered as countable athletically related activities) when a cadet-athlete is engaged in swimming and diving

Coach may provide safety or skill instruction but may not conduct the individual's workouts

### VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

## **PLAYING AND PRACTICE SEASONS – TRACK & FIELD, INDOOR/OUTDOOR (17.26)**

Length of playing season: 156-day season for indoor and outdoor track and field combined; may consist of two segments

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by conclusion of NCAA Division I Track and Field Championships for each segment (indoor and outdoor)

Maximum number of contests:

18 per season (indoor or outdoor)

May not include more than six two-day meets that shall each count as a single date

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

Safety exception:

A coach may be present during voluntary individual workouts in VMI's regular practice facility (without the workouts being considered as countable athletically related activities) when a cadet-athlete is engaged in field events

Coach may provide safety or skill instruction but cannot conduct the individual's workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

Cross country/track and field participants: track and field cadet-athletes listed as participants for cross country must participate fully in cross country practices, otherwise such practices must be counted under track and field

## **PLAYING AND PRACTICE SEASONS – WRESTLING (17.29)**

Length of playing season: 144-day season; may consist of two segments

Preseason practice: with start of VMI's first day of classes

First contest date: with start of VMI's first day of classes

End of regular playing season: by last date of final examinations for regular academic year

Maximum number of contests: 16, which may include not more than two two-day meets that shall each count as a single date of competition each

Weekly hour limitations – outside of playing season during academic year:

Only a cadet-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted

Participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts

Safety exception:

A coach may be present during voluntary individual workouts in VMI's regular practice facility (without the workouts being considered as countable athletically related activities) when a cadet-athlete is engaged in wrestling

Coach may provide safety or skill instruction but may not conduct the individual's workouts

VMI vacation periods and summer:

Cadet-athletes may not participate in any countable athletically related activities outside the playing season during these time periods

Strength and conditioning coaches who are not countable coaches and who perform such duties on a department-wide basis may design and conduct specific workout programs for cadet-athletes, provided such workouts are voluntary and conducted at the request of the cadet-athlete

Out of season:

Participation by cadet-athlete in individual skill-related instruction is permitted

No more than four cadet-athletes from same team involved in skill-related instruction with their coach(es) at any one time in any facility

## **PLAYING AND PRACTICE SEASONS – IMPLEMENTATION**

### Length of playing season:

Segments, if permitted, to be determined by head coach of each respective sport

Number of days in playing season to be calculated using Compliance Assistant Internet (CAi) software

### Preseason practice: CAi will be used to determine the start date for practice:

For those sports which involve units prior to the first scheduled contest (cross country, football, and soccer)

For basketball, which utilizes the Saturday nearest October 15

First contest date: to be verified by CAi once date has been entered into software

### End of regular playing season:

For sports with specific end date, to be verified by CAi once entire schedule has been entered into software

For sports without specified end date, the date of last final examination will be entered into software

Maximum number of contests: to be verified by CAi once entire schedule has been entered into software

## **PLAYING AND PRACTICE SEASONS – COMPLIANCE ASSISTANT INTERNET**

### Steps in using Compliance Assistant Internet (CAi):

Create new academic year

Enter VMI's academic calendar

Create playing season for each of VMI's NCAA sports

Enter contests

Create segment(s)