

Faculty Athletic Representative

COMPLIANCE RESPONSIBILITIES

Financial Aid

- *Review criteria established for outside aid*

Initial Eligibility

- Adhere to admissions and eligibility standards
- Approves certification of eligibility certificate

Continuing Eligibility

- Assist with Legislative interpretation

Compliance Rules Education

- Knowledgeable of MEAC and NCAA rules
- Educates institution faculty and administration regarding NCAA rules and regulations.
- Review compliance and self study process
- Liaison with NCAA and MEAC staffs
- Oversee investigations
- Conducts Exit Interviews for all student athletes who exhausted eligibility

Assistant Athletic Director for Compliance

Compliance Responsibilities

Financial Aid

- Review aid award recommendations
- Monitor individuals and team limits
- Coordinate appeals of financial aid non-renewals

Recruiting

- Monitor recruits records and expense statement
- Provide legislation interpretation
- Review recruiting practices and procedures
- Conducts exit/entrance interview with student athletes
- Manage Letter of Intent program

Initial Eligibility

- Provides rules education for all incoming student athletes
- Monitor Initial Eligibility academic and amateur statuses
- Monitor certification process
- Provide legislative interpretations

Continuing Eligibility

- Review participation rosters
- Educate coaches on eligibility requirements
- Inform coaches of eligibility problems
- Monitor standards for continuing eligibility

Compliance Rules Education

- Knowledgeable of MEAC and NCAA rules and regulations
- Establish and maintain rules education program
- Develop interpretation process
- Monitor all programs effectiveness

Assistant Athletic Director for Academics

Compliance Responsibilities

Recruiting

- Review PSA's academic credentials
- Interview all visiting PSA
- Review PSA qualifying status

Initial Eligibility

- Verify any major changes in SAT/ACT scores
- Complete initial review of PSA transcripts
- Review certification process
- Receive general eligibility material from Eligibility Center

Continuing Eligibility

- Provide academic resources
- Maintain copies of all academic records
- Coordinate advisement with faculty advisor
- Monitor eligibility
- Monitor Full time enrollment
- Review off campus summer courses
- Assist in degree declaration program
- Update coaches with student athlete academic progress

Compliance Rules Education

- Knowledgeable of MEAC and NCAA rules
- Report any irregularities to the FAR or the Office of Compliance

Coaches

COMPLIANCE RESPONSIBILITIES

Financial Aid

- Make financial aid recommendations
- Provide roster change to the Office of Compliance
- **Provide NCAA squad list material to the Office of Compliance**

Recruiting

- Know MEAC and NCAA rules
- Submit up-to-date recruiting records to the Office of Compliance
- Secure prospect's letter of intent
- Inform student athletes of material needed for admissions and Eligibility

Initial Eligibility

- Educate PSA, parents and High School on NCAA rules
- Assist with collecting data for admissions
- Complete participation roster

Continuing Eligibility

- Prepare and submit Participation roster to the Office of Compliance
- Educate student athletes on NCAA rules
- Inform the Office of Compliance regarding revisions of roster

Compliance Rules Education

- Know the Rules
- Monitor and document playing and practice season logs
- Report all violations to the Office of Compliance

Registrar

COMPLIANCE RESPONSIBILITIES

Financial Aid

- Determine academic eligibility for receipt of aid
- Provide NCAA squad list information to the Office of Compliance

Initial Eligibility/ Continuing Eligibility

- Generate and review credits , terms, season of competition, academic standing and declaration of degree for eligibility
- Review off campus summer school courses
- Certify eligibility

Compliance Rules Education

- Know the rules and apply them
- Report all violations to the FAR or the Office of Compliance

Financial Aid Office

COMPLIANCE RESPONSIBILITIES

Financial Aid

- Review aid recommendations
- Award Financial aid
- Notify student athletes of financial aid
- Determine certification of outside aid
- Participation in financial aid appeals process
- Execute NCAA squad list
- Chair the Appeals Committee
- Determine Financial Aid limits

Recruiting

- Signs Financial Aid Agreement
- Coordinates institution need based aid
- Identifies all sources and types of financial aid to PSA

Compliance Rules Education

- Knowledgeable of NCAA and MEAC rules
- Report any irregularities to the FAR or the Office of Compliance

Office of Admissions

COMPLIANCE RESPONSIBILITIES

Recruiting

- Assist with the initial review of PSA's academic credentials
- Review PSA application
- Make final admission decision

Initial Eligibility

- Monitor the Eligibility Center Process
- Record and review all application material
- Make admission decision
- Send matriculation letters to Eligibility Center

Continuing Eligibility

- Monitor full time status

Compliance Rules Education

- Knowledgeable of NCAA and MEAC rules
- Report any irregularities to the FAR or the Office of Compliance

Senior Woman Administrator

COMPLIANCE RESPONSIBILITIES

Financial Aid

- Review financial aid recommendations
- Monitor financial aid limits

Recruiting

- Interview all PSA
- Review academic transcripts of PSA

Initial Eligibility

- Monitor full time status of Student athletes
- Review Eligibility Center information
- Educate Student Athletes regarding MEAC and NCAA rules

Continuing Eligibility

- Monitor eligibility process

Compliance Rules Education

- Oversee Champs Life skills program
- Knowledgeable of NCAA and MEAC rules
- Share NCAA Rules & Regulations with the Student Athlete Advisory Committee
- Monitor all program effectiveness
- Review Student Athletes Exit Interview procedures

Director of Athletics

COMPLIANCE RESPONSIBILITIES

Recruiting

- Contact previous institution for permission to contact
- Approves Official Visits

Initial Eligibility

- Initiate entrance interview with student athletes

Compliance Rules Education

- Know the rules and apply them
- Assist in booster, parents and student-athlete education
- Member of Compliance Committee
- Report any violations to the Office of Compliance