



**Missouri State University
Office of Athletic Compliance**

Updated May 20, 2024

Compliance Program

Compliance with NCAA, Missouri Valley Conference and institutional rules is a shared responsibility requiring the support of numerous constituencies both on- and off-campus. In directing this cooperative effort, the Missouri State University Athletics Compliance Office serves to educate key groups and stakeholders about relevant rules and regulations, coordinate policies and procedures to effectively adhere to these rules and regulations and implement systems to monitor the effectiveness of these policies and procedures. The NCAA Constitution dictates that Missouri State University is responsible for the actions of its coaches, administrators, staff, student-athletes, alumni, fans, and friends. With that in mind, it is expected that all persons associated with Missouri State University make a concerted effort to adhere to all pertinent NCAA, Conference and institutional rules and policies. Even inadvertent violations can result in penalties for student athletes and the University. Therefore, we urge everyone to Ask Before You Act.

Compliance Mission Statement

Missouri State University Athletics Compliance Office is charged with coordinating, monitoring, and verifying compliance with all NCAA, Missouri Valley Conference, and institutional rules and regulations, while serving to educate the various internal and external constituencies of the University about these rules and regulations. The Athletics Compliance Office is committed and compelled to the principle of institutional control in the operation of the athletics department in a manner that is consistent with the rules and regulations of the NCAA, the Missouri Valley Conference, Conference USA and Mid America Conference (MAC) and the University.

Principle of Institutional Control

In accordance with the NCAA Constitution, all member institutions maintain a responsibility to effectively manage its intercollegiate programs in accordance with NCAA rules and regulations. This is a shared responsibility between all institutional entities, not just the Athletics Department. Furthermore, the institution is responsible for the actions of its staff members, as well as any individual or organization engaged in the promotion of the institution's athletics interests. Lastly, the University President is responsible for the administration of all aspects of an institution's athletics program, including approval of the budget and audit of all expenditures. Proper control of the athletics program is maintained through a recurring and thorough rules education program, the development of adequate compliance measures, effective monitoring of these measures and quick action should a violation occur. Missouri State University is solidly committed to preserving the integrity of its entire intercollegiate athletics program and those associated with it. Each individual involved in the operation of the athletics program is obligated to maintain a reasonable knowledge of pertinent rules and regulations relating to their job function, to perform their job responsibilities in full compliance with such rules and regulations, and to report any violations of NCAA, conference or institutional rules to the appropriate institutional representatives.

Unethical Conduct

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

A student-athlete is not eligible to compete if s/he demonstrated unethical conduct per NCAA Bylaw 10.1 by evading or intentionally violating NCAA regulations. An institutional staff member who is found to have engaged in unethical conduct per NCAA Bylaw 10.1 is subject to serious disciplinary action.

A. NCAA Bylaw 10.1 – Unethical Conduct NCAA Bylaw 10.1 states that unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

1. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
2. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
3. Knowing involvement in providing a banned substance or impermissible supplement to student athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 18.4.1.4.9; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
4. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
5. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Attestation of Compliance

Each year, the University President must attest (through the NCAA Learning Portal) that he or she understands the institutional obligations and personal responsibilities imposed by Constitution Article 1, E and Constitution Article 6 (Principle of Institutional Control and Responsibility) and Constitution Article 4 (Principle of Rules, Compliance and Accountability).

Additionally, prior to November 1 of each year, the Director of Athletics must attest (through the NCAA Learning Portal) that he or she understands the institutional obligations and personal responsibilities imposed by Constitution Article 1, E and Constitution Article 6 (Principle of Institutional Control and Responsibility) and that all athletics department staff members (full-time, part-time, clerical, volunteer) are aware of the institutional obligations and personal responsibilities imposed the NCAA Constitution. Additionally, directors of athletics will attest that the policies, procedures and practices of the institution, its staff members and representatives of athletics interests are in compliance with the Association's legislation.

Compliance Technology

Teamworks Compliance+Recruiting is a comprehensive compliance solution that assists the institution in logging, tracking and monitoring all areas of compliance including, but not limited to, playing and practice seasons and recruiting. Teamworks Compliance+Recruiting includes a mobile application that is used to automatically log and track calls and text messages to prospects in a particular sport program's database.

All coaching staff members are required to utilize the Teamworks Compliance+Recruiting program, including the mobile application, to log all recruiting activities (e.g., contacts, evaluations, telephone calls, emails, text messages).

The Office of Athletics Compliance are responsible for maintaining the Teamworks Compliance+Recruiting software and to assist coaches with questions/concerns.

Organizational Structure

The office of athletics compliance reports directly to the Director of Athletics. This office also has a dotted line to University Legal Counsel office. The Director of Athletics keeps the University President updated on all matters related to athletics compliance as needed.

Athletic Compliance Staff

Amanda Schmelzer- Assistant AD for Compliance

Pat Doll- Compliance Coordinator

Faculty athletics Representative Jim Hutter, PhD

Coaching Staff Limitations - Designation of Coaching Staff

There shall be a limit on the number of coaches who may be employed by an institution and who may contact or evaluate prospective student-athletes off-campus at any one-time (Bylaw 11.7.5).

The Athletics Compliance Office will require each head coach to complete a Coaching Staff Declaration Form for each academic year. This form will list all countable coaches as well as noncoaching staff members, graduate assistants, and managers.

The Athletics Compliance Office will keep track of all coaches using Teamworks Compliance+Recruiting. Personnel changes may occur during the year and will be updated in Teamworks Compliance+Recruiting.

Items to Remember:

1. All coaches involved in off-campus recruiting activities must be certified pursuant to Bylaw 11.5;
2. If it is necessary to replace a countable coach for reasons other than employment changes, the institution must request approval from the Office of Athletics Compliance;
3. Undergraduate student assistant coaches are also required to sign and turn in annual approval forms specific to these positions.

Non-Coaching Staff Members and Managers

The Office of Athletics Compliance must be notified of all non-coaching staff members and managers.

A noncoaching staff member with sport-specific responsibilities (e.g., director of operations, administrative assistant) is prohibited from participating in on-court or on-field activities (e.g., assist with drills, throw batting practice, signal plays) and is prohibited from participating with or observing student-athletes in the staff member's sport who are engaged in nonorganized voluntary athletically related activities (e.g., pick-up games). (Bylaw 11.7.2)

Head Coach Responsibility

Bylaw 11.1.1.1 states that an institution's head coach is presumed to be responsible for the actions of all institutional staff members who report, directly or indirectly, to the head coach. An institution's head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program who report, directly or indirectly, to the coach.

The Office of Athletics Compliance requires that each head coach signs off and acknowledges that he/she will promote an atmosphere of compliance.

Additionally, the Assistant Athletics Director for Compliance does ask for verification of what each head coach did during the year with their staff and student-athletes to promote an atmosphere of compliance.

Rules Education and Regulations

Rules Education

The Office of Athletics Compliance is a strong proponent of NCAA rules education and believes that education is the most effective means of preventing rules violations. The Office of Athletics is committed to a comprehensive rules education program for all athletics department staff members, student-athletes, representatives of athletics interests, campus constituents and external constituents. This rules education program is designed to provide a working knowledge of the rules. Therefore, as institutional staff members, coaches and student-athletes become better educated, they also assume greater responsibility for their actions.

This program includes, but is not limited to:

1. In-person rules education sessions with coaching staff members on a regular basis during the academic year.
2. In-person compliance meetings with student-athletes.
3. Rules education at athletics department staff meetings.
4. Annual booster brochure.
5. Yearly rules education with the Student-Athlete Advisory Committee (SAAC).
6. Yearly rules education with athletic tutors and mentors.
8. Yearly compliance meetings with various campus departments (financial aid, athletics communications, etc).
9. Regular educational emails.
10. Rules education materials through the use of currently available technological platforms.

11. Periodic educational posts on Missouri State University's Athletics Compliance Facebook and Twitter pages.

The Office of Athletics Compliance will hold a rules education meeting on a specific compliance related topics at a minimum of 4 times per academic year. Attendance at these meetings is open to any institutional staff member; however, the meetings will be directed towards coaches whose attendance at these meetings is strongly encouraged. Coaches who are unable to attend should notify the Assistant Athletic Director for Compliance. Meetings are set up by the Office of Athletics Compliance ahead of time to ensure attendance especially if sport specific. In addition to the review of selected topics, the meetings will also serve to provide pertinent legislative and administrative updates related to athletics compliance.

Athletic liaisons in other departments also receive a yearly education which covers topics and reminders pertaining to the areas of admission, financial aid and eligibility certification. Student-athletes receive a rules education presentation at required preseason team meetings. The Office of Athletics Compliance has developed an informational newsletter directed at representative of athletics interests, or boosters, which has been distributed by the Bears Fund. During each fall semester, the Student-Athlete Advisory Committee (SAAC) receives a Rules Education presentation pertaining to proposed legislation. Feedback received from this session is forwarded to the Missouri Valley Conference Office. The Office of Athletics Compliance Office also provides rules education sessions to tutors and mentors that are employed by the Dr. MJW Academic Achievement. Lastly, the athletics compliance social media and the web page on the Athletics Department web site provides educational pieces and links to pertinent information for all internal and external constituencies of Missouri State University.

Rules Interpretations

Any individual may request a rules interpretation, to include all University employees and members of the general public. Interpretation requests may occur verbally or in writing; whether it is via e-mail, phone call, in person, etc. Written requests are strongly encouraged. However, when complicated issues arise, phone calls or in-person meetings are preferred in order to minimize the chance for potential misunderstandings of the question or answer. All questions or interpretations concerning NCAA legislation should be coordinated through the Office of Athletics Compliance. The primary contact person is the Assistant Athletic Director for Compliance. The secondary contact person is the Compliance Coordinator. The Office of Athletics Compliance Office typically responds within a 24-hour window but may require more time depending upon the complexity of the issue and if an official rules interpretation is required from the Missouri Valley Conference Office or the NCAA.

Policy on Contacting the NCAA and Conference Office

Coaches are reminded that Missouri State University's policy does not permit coaching staff members to contact the NCAA, Conference, or other institutions' compliance offices directly to request rules interpretations or to discuss any compliance related issue. All interpretation requests and compliance inquiries (e.g., questions about waiver processes) must go through the Missouri State University Office of Athletics Compliance.

Rules Violation Policy

Missouri State University is committed to maintaining the integrity of its intercollegiate athletics program, sports teams, coaches, and student-athletes. This commitment requires strict adherence to the Principle of Institutional Control, and consistent with the spirit and intent of NCAA, Conference, and institutional rules and regulations. Proper control of the athletics program is maintained through:

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- Responsible actions by athletics department staff members, administrators, faculty, and other University entities;
- The education of coaches, staff members, student-athletes, and other individuals involved with the operation of the athletics program;
- The development of clear and effective operating systems within the athletics department and the University that provide guidance in how to successfully work within existing rules; and
- The monitoring of these systems to ensure that all athletically-related functions are carried out within the scope and intent of applicable regulations.

Individuals involved in the operation of the athletics program are obligated to maintain sound knowledge of the rules; to act within his or her area of responsibility in full compliance with the governing legislation; and to report all known violations of NCAA, Conference, or institutional rules. Any willful violation of an NCAA, Conference and/or institutional rules shall subject the involved coach, administrative staff member or other University official to immediate disciplinary action or termination of employment. Likewise, student-athletes found to have knowingly violated any NCAA, Conference and/or University regulation are also subject to disciplinary actions pursuant to University policies and procedures.

Any individual, regardless of their affiliation with the University, may report an alleged or suspected rules violation. Such allegations or suspicions may be reported to the Office of Athletics Compliance the Director of Athletics, the Faculty Athletics Representative, or any Assistant or Associate Athletics Director. Should an alleged or suspected rules violation be communicated to any institutional staff member other than those previously mentioned, that individual has an obligation to immediately notify the Assistant Athletics Director for Compliance or the Director of Athletics.

All rules violations will be reported to the appropriate governing bodies with copies to the Faculty Athletics Representative (FAR), Director of Athletics, and Sport Supervisor of the involved sport. Missouri State University will cooperate fully with NCAA and/or Conference representatives whenever suspected violations are investigated.

Recruiting

All recruiting activities shall conform to NCAA rules and regulations. Each staff member involved in the recruitment of prospective student-athletes shall possess a sound working knowledge of all applicable policies and regulations. Due to the complexity of recruiting legislation and the varied nature of the rules between sports, questions will undoubtedly arise. It is imperative that questions related to recruiting be addressed with the Office of Athletics Compliance. Failure to comply with recruiting rules will obviously result in violations, but many times can also result in a prospect being declared ineligible pending reinstatement by the NCAA.

Coaches Certification

Per NCAA Bylaws 11.5.1, 14.3 (freshman academic requirements) and 15.3 (institutional financial aid award), institutional staff members are not permitted to recruit off-campus until s/he received rules education from the office of Athletics Compliance. The annual certification period for coaches to successfully complete the rules education is by July 31st of each year.

Teamworks Compliance+Recruiting Technology

All coaching staff members are required to utilize Teamworks Compliance+Recruiting to log all recruiting activities (e.g. contacts, evaluations, telephone calls, emails, text messages). Coaches are expected to maintain real-time recruiting logs, with consideration given to circumstances outlined in this section.

Recruiting Calendars

Recruiting calendars are emailed to each sport program in August and may be found in the NCAA manual.

Recruiting Activities

NCAA regulations place specific limitations on many recruiting activities. Therefore, each coach will be required to complete appropriate documentation provided by the Office of Athletics Compliance in a detailed and expeditious manner in an effort to effectively monitor rules compliance. Coaches should maintain their own recruiting file for each prospect they are actively recruiting. These files should be kept up-to-date within the Teamworks Compliance+Recruiting software system. All telephone calls should be recorded immediately in Teamworks Compliance+Recruiting.

Coaches should document all circumstances related to the call (e.g. spoke with prospect, left a message, dropped call, etc.). Coaches are reminded that failure to record telephone calls could result in an NCAA violation.

Official Visits

Due to their very nature, official visits command an increased level of scrutiny and expectations from the NCAA and the Missouri State University Office of Athletics Compliance. Coaches are reminded that in addition to complying with all NCAA rules, official visits and their related components must adhere to all institutional policies. Please remember that the University may impose more stringent standards and policies than the NCAA with respect to official visits.

Coaches must submit an Official Visit Request workflow to the Office of Athletics Compliance via Teamworks Compliance+Recruiting at least 48 hours in advance before a prospect can take part in an official visit.

Coaches must turn in a transcript, graduation date, and include the date of birth or Eligibility Center ID number on the Official Visit Request workflow for all high school prospects. Transfers need only a transcript and a copy of the permission to contact document from the previous institution. Please remember that all high school prospects are required to be listed on the Institutional Request List (IRL) before they are provided with an official visit. This process can only be completed by the Office of Athletics Compliance, therefore, visits that occur without the knowledge of the Office of Athletics Compliance will likely result in a violation of this specific bylaw.

If student host money is being requested for a specific official visit, coaches must also complete a Student Athlete Host Agreement Form indicating the amount of money requested for that visit when submitting the Official Visit Request workflow.

If the coach is requesting complimentary admission during the official visit, coaches should request a complimentary ticket through Teamworks Compliance+Recruiting. This should also be noted on the itinerary and pre approval documentation.

The Official Visit Summary Form should be completed by the coach within **seven days** after conclusion of the visit and submitted via TEAMWORKS COMPLIANCE+RECRUITING to the Office of Athletics Compliance. A travel expense form for any expenses relating to the official visit form must be uploaded into TEAMWORKS COMPLIANCE+RECRUITING for approval by the Assistant AD for Business Administration and the Office of Athletics Compliance.

If a prospect cancels an official visit prior to its start, coaches should notify the Office of Athletics Compliance on the Post Visit documentation in the Official Visit Request workflow.

Reminders for Official Visits

1. Transportation - Air travel must be coach or equivalent class only. Use of private aircraft is prohibited. A prospective student-athlete may be reimbursed at the Missouri State University state rate for mileage if driving from the prospect's home. Automobile transportation must be provided using the prospect's vehicle, a staff member's personal or university provided vehicle, or the student-host's vehicle. Special or customized automobiles with televisions, gaming systems or other vehicles with entertainment value shall not be utilized. Off-campus transportation may be provided only on an official visit.

2. Meals - The cost of actual meals, not to exceed three per day, on the official visit for a prospective student-athlete and up to four family members accompanying the prospective student-athlete need not be included in the entertainment expense. Meals must be comparable to those provided to student-athletes during the academic year. An institution may provide, at its discretion, reasonable snacks (e.g., pizza, hamburger) to the prospective student-athlete and up to four family members in addition to the three meals. Any restaurant can be considered excessive depending on the value and size of the meal.

3. Entertainment - An institution may provide entertainment, pursuant to Bylaw 13.6.7.6, on the official visit for a prospective student-athlete and up to four family members accompanying the prospective student-athlete within a 30-mile radius of the institution's main campus. Entertainment and contact by representatives of the institution's athletics interests during the official visit are prohibited. It is not permissible to entertain friends (including dates) of a prospective student-athlete at any time at any site. Entertainment must be provided on a scale comparable to normal student life. Entertainment may be provided only on an official visit. Acceptable entertainment includes movies, videos and video games, bowling, etc. Impermissible entertainment would include the purchasing or providing of drugs and/or alcohol, adult entertainment such as strip clubs, and any other activities that are not permitted under university, local, state and federal law.

4. Lodging - A prospective student-athlete on an official visit and up to four family members accompanying the prospective student-athlete may be provided lodging and meals as lodging and meals are normally provided to regular students. Local commercial facilities may be used but at a scale comparable to that of normal student life and only within a 30-mile radius of the institution's campus. Lodging may not include special accessories (e.g., Jacuzzis, luxury suite) that are not available generally to all guests residing at the establishment. Lodging may only be provided for two nights.

5. Academics - A prospective student-athlete on an official visit is required to meet with a member of the Dr. MJW Academic Achievement Center or a faculty member in their desired degree program.

6. Alcohol/Drugs & Illicit Activities Missouri State University fosters an alcohol and drug free environment. Consumption of alcohol and use of drugs shall be strictly prohibited. The host and the

prospect shall not engage in any illegal activities. Missouri State strictly prohibits the use of sex as a recruiting tool. The use of adult entertainment is also prohibited.

7. Student Host - The student-host must sign the Student Host Form acknowledging both NCAA rules and Missouri State University official visit policies prior to receiving the host money. Student Host must sign the Student Host Form and the Student Host Itemization Form. The required forms shall be uploaded to the Official Visit Request workflow in the post visit documentation.

Complimentary Admissions Bylaw 13.6.7.2 - Official Visits.

During the official visit, a maximum of five complimentary admissions to a home athletics event at any facility within a 30-mile radius of the institution's main campus in which the institution's intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and may be issued through digital ticketing or a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box or bench area is specifically prohibited. A member of the coaching staff must request complimentary admissions for a prospect and their guests during an official visit through Teamworks Compliance+Recruiting. Prospect and their guests are required to show photo ID to receive the tickets.

Activities During an Official Visit

An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) and may not permit a prospective student athlete to engage in any game-day simulations (e.g., running onto the field with the team during pregame introductions) during an official visit. Personalized recruiting aids include any decorative items and special additions to any location outside of athletics facilities the prospective student-athlete will visit (e.g., hotel room, dorm room, student union) regardless of whether the items include the prospective student-athlete's name or picture. An institution may decorate common areas in athletics facilities (e.g., lobby, coach's office, suite in arena) for an official visit, provided the decorations are not personalized and the common areas are not accessible or visible to the general public while decorated.

Student Host

As a student host, you serve as an ambassador for our university athletics teams. Your actions should reflect positively on the athletics department of MSU. You have a responsibility to understand and abide by NCAA rules and institutional regulations:

1. You must be enrolled full time and eligible for athletics competition at MSU.
2. The State of Missouri does not allow the consumption of alcohol for any individual under the age of 21. It is the host's responsibility to discourage such use and report any violations to the coach. A coach may impose a curfew based upon the schedule of the prospect during his/her visit to campus.
3. The use of illegal drugs, strippers/gentleman's clubs or the equivalent, and gambling activities are strictly prohibited during an official visit to MSU.
4. MSU will not tolerate sexual harassment by anyone associated with its athletics teams including prospective student-athletes.

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5. Several student-athletes may host a prospect but only one student-athlete host may be provided a free meal if restaurant facilities are utilized.
6. Money may be provided to cover entertainment expenses for the student host and prospect but may not be used to purchase alcohol or drugs. Neither the prospect nor anyone else may receive money or items of value (i.e., souvenirs or clothing).
7. You may not use vehicles provided/arranged by any institutional staff member or booster. Do not allow a prospect to use your vehicle. A coach can provide you and the prospect with a ride during the official visit. However, you may not transport the prospect or anyone who accompanies the prospect on his/her visit.
8. Hosts should not allow recruiting conversations to occur off campus between a prospect and a booster. If contact is made inadvertently, only an exchange of a greeting is permissible.
9. A prospect may participate in physical workouts or other recreational activities, provided such activities are not organized or observed by the coaching staff and not designated to test the athletic abilities of the prospect.
10. Hosts may receive a complimentary ticket when accompanying a prospect to a campus athletics event.

Unofficial Visits

Prior to every unofficial visit, coaches must complete and submit an Unofficial Visit Pre-Approval and Summary Form via Teamworks Compliance+Recruiting.

During an unofficial visit, the institution may not pay expenses or provide entertainment to a prospect, parent, or legal guardian except for a maximum of three complimentary admissions or provide entertainment except a maximum of three complimentary admissions (issued through a pass list) to an athletics event in which the institution's intercollegiate team competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Admission should be limited to the general seating area of the facility utilized for conducting the event (press box, special seating box, or bench area is prohibited). Requests for complimentary tickets are made through Teamworks Compliance+Recruiting.

Reminders for Unofficial Visits

1. Lodging - A prospective student-athlete may stay in an enrolled student-athlete's dormitory room only if the prospective student-athlete pays the regular institutional rate for such lodging.
2. Meals- A prospective student-athlete on an unofficial visit to an institution may pay the actual cost of meals (or the regular cost of training-table meals) and eat with other prospective student-athletes who are on their official visits or with enrolled student-athletes.

Exception -- Championship Subdivision Football. [FCS] A championship subdivision football program that restricts its total number of official visits to 25 may provide one meal to a football prospective student-athlete in the institution's on-campus student dining facilities without the visit counting as an official visit. The institution also may provide one meal to the prospective student-athlete's family members in

the institution's on-campus student dining facilities without the visit counting as an official visit, provided it is the institution's normal policy to provide such a meal under similar circumstances to all prospective students' family members visiting the campus.

3. Transportation Per NCAA bylaw 13.5.3, it is permissible for a coaching staff member to provide transportation to the prospect and their guest(s) to view practice and competition sites in the prospect's sport. The coaching staff member must accompany the prospect during such a trip.

4. Complimentary Admissions Bylaw 13.7.3.1 - Unofficial Visits. A maximum of three complimentary admissions (issued only through a pass list or requests through Teamworks Compliance+Recruiting) to a campus athletics event in which the institution's team practices or competes.

An additional two complimentary admissions may be provided for a nontraditional family. Per NCAA Bylaw 13.7.3.1.5, Missouri State may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospect (or individuals accompanying the prospect) on an unofficial visit. Tickets may be purchased only in the same manner as any other members of the general public. A member of the coaching staff requests complimentary tickets through Teamworks Compliance+Recruiting for a prospect and their guests during an unofficial visit. Prospect and their guests are required to show photo ID to receive the tickets.

Social Media

Per a NCAA education column on 8/13/08, institutions should note that e-mail is not limited to a traditional email service provided by an institution, website or Internet service provider. Therefore, it is permissible for an athletics department staff member to send electronically transmitted correspondence to a prospective student athlete using a social networking website's (e.g., Facebook) e-mail feature. All other electronically transmitted correspondence including, but not limited to, text messaging, Instant Messenger, chat rooms or message boards (e.g., a user's wall) within a social networking website or through other services or applications remain impermissible for football and track & field. All other sports may communicate with prospects through social media, as long the communication is private, after June 15 (Men's Basketball), September 1 of junior year (Baseball, Women's Basketball, Football, and Softball) or June 1 (all other sports) of the prospect's sophomore year in high school. For example, a coaching staff member with a Facebook account may send electronically transmitted correspondence to a prospective student-athlete's Facebook account using the e-mail inbox feature located on that user's profile page. However, a coaching staff member may not send electronic correspondence to a prospective student-athlete via the wall-to-wall feature on Facebook.

Reminders

- It's permissible for a coaching staff member to e-mail a prospect on the individual's Facebook account or send a direct message on Twitter.
- Coaches may "tweet" general information as long as they do not specifically reference prospects.
- A prospect's name and/or picture may be displayed on the coaching staff member's profile page indicative of a "friend" status.
- Leaving comments on the prospect's profile "wall" is prohibited.
- Institutions may not to make any public comments about the prospect's ability, the contribution that they may make to the institution's team or the likelihood signing with the institution.

Camps and Clinics

Missouri State University athletic department staff are expected to comply with all Missouri State University policies and procedures on the use of University resources. Head coaches and any other Missouri State University Athletic Department member who operates an institutional camp, will be expected to review annually and adhere to all institutional, conference and NCAA rules, policies, and procedures related to camps and clinics.

Per NCAA Bylaw 13.12.1.1 an institution's sport camp or instructional clinic shall be any camp or clinic that is owned and operated by a member institution or an employee of the member institution's department, either on or off its campus, in which prospective student-athletes participate and which:

1. Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition;
2. Involves activities designed to improve overall skills and general knowledge in the sport;
3. Offers a diversified experience without emphasis on instruction, practice, or competition in any particular sport.

Documentation

The Office of Athletics Compliance maintains an Institutional Camp/Clinic Documentation Checklist to ensure that all necessary and required steps have been followed. Anyone wishing to have an institutional camp or clinic must:

1. Submit a Request for Approval workflow in advance of the camp or clinic taking place. This form requires completion of camp, participant and marketing details. An insurance policy must be attached to this workflow and must list Missouri State University Board of Governors as an additional insured. This is outlined in the Camp and Clinic Director Manual. The workflows are submitted through Teamworks Compliance+Recruiting.
2. Submit an Institutional Camp/Clinic Employment List. This form requires a list of camp or clinic employees to be listed along with their camp title, athletics status, pay scale and their responsibilities with the camp.
3. Along with the above forms, camp and clinic marketing materials will need to be submitted for approval. Compliance will review all brochures, advertisements, etc. to ensure dates are accurate and that pictures and images used are acceptable. After the camp or clinic has been approved and has taken place the following must occur:
 - a. Submit an Institutional Camp/Clinic Financial Report. This form will list all financial information required to run the camp or clinic.
 - b. Submit spreadsheet listing all camp or clinic participants and all fees paid by each participant.

Employment of Student-Athletes and Committed Prospects Student-Athletes may be employed in any sports camp or clinic and must meet the following criteria:

- Student-athletes must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments
- Compensation provided to the student-athletes shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience
- A student-athlete who only lectures or demonstrates at a camp/clinic may NOT receive compensation for his or her appearance at the camp/clinic.

Employment of high school, preparatory school, two-year college coaches and other individuals involved with prospective student-athletes High school, preparatory school, two-year college coaches and other individuals involved with prospective student-athletes may be employed provided:

- The individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience
- The individual is NOT paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student- athletes.
- MEN'S BASKETBALL - An institution or staff member shall not employ (either on a volunteer or paid basis) an individual associated with a recruited student-athlete at the institution's camp or clinic unless at least two years (24 months) have elapsed since the PSA's initial full time enrollment at the institution.

Employment of Athletics Staff Members

A member institution's staff member may be involved in sports camps or clinics unless otherwise prohibited by NCAA bylaw 13.12.2.3.

Reduced/Free Admissions

An institution, members of its staff or representatives of its athletics interests shall not give free or reduced admission privileges to a prospect who is an athletics award winner or any individual being recruited by the institution. A prospect is a student who is entering the 9th grade.

- MEN'S BASKETBALL, SOFTBALL, AND WOMEN'S VOLLEYBALL, a Prospective Student Athlete is considered to be a student who has started classes for the seventh grade.

Exceptions:

1. Discounts based on objective criteria. An institution may only offer discounted admission to its camps and clinics based on objective criteria unrelated to athletics abilities (e.g., registration prior to a specific date, online registration, attendance at multiple sessions, group discounts), provided such discounts are published and available on an equal basis to all who qualify. A prorated rate is considered a discount, and therefore, must be published and available on an equal basis to all who qualify (e.g., prorated one day camp fee for a three day camp).
2. Institutional Staff Members' Children. Children of institutional staff members may receive free or reduced admission to the institution's camp or clinics regardless of whether the child is of prospect age.
3. Camp Instructors' Children. An institution may provide free or reduced admission to its camps or clinics to the child of a coach who is an instructor in the camp or clinic, provided the opportunity is available to all children of all coaches instructing in the camp or clinic.

Non-Institutional Camps and Clinics

Per NCAA sport specific guidelines below, a member of the coaching staff may work non-institutional camps or clinics but must first receive approval from the Office of Athletics Compliance. A Non-Institutional Camp/Clinic Request for Approval workflow will need to be submitted in order to receive approval from the Office of Athletics Compliance. Keep in mind that employment at such camps is permissible on the condition that the non-institutional camp is operated in the same manner as an institutional camp or clinic. The Assistant AD for Compliance will ensure that such is the case for each

requested non-institutional camp, and will communicate a decision based on facts gathered to the respective coach.

Coaches Clinics

Institutional coaching staff members are permitted to conduct and/or speak in a coaching clinic. Prior to conducting or speaking at a coaching clinic, an institutional staff member must notify the Office of Athletics Compliance to verify the coaching clinic is conducted in a manner consistent within the NCAA rules and regulations.

Local Sport Clubs

Institutional coaching staff members are permitted to participate in a local sports club with some requirements. Prior to participating in the local sport club, the institutional staff member must complete a Local Sports Club Approval Form and submit all required supplemental documents (e.g., list of club employees, list of club members, competition schedule, promotional materials, and other documents as listed) to the Assistant AD for Compliance. The Assistant AD for Compliance will review all materials and verify that the coaching staff member's participation with the local sport club meets all NCAA requirements.

Admissions

All prospective student-athletes (PSAs) must be admitted to Missouri State University by the Office of Undergraduate Admissions. PSAs must meet regular admission requirements of Missouri State University in order to be admitted.

Admission Requirements

Freshman

If you have a high school cumulative grade point average of 3.00+, congratulations. You are guaranteed admission, as long as you have taken our required high school courses. This means you do not need to send us an ACT or SAT test score for admission purposes. However, you may consider sending test scores to possibly qualify for freshman scholarships. To see the possibility of scholarships, click here: <https://www.missouristate.edu/FinancialAid/Scholarships/Freshman.htm>

Transfer

If you have earned 24 or more transferrable credit hours following high school graduation, you will qualify for admission if you have a cumulative grade point average of 2.00 or higher on your transferable credit. If you have earned fewer than 24 transferable credit following high school graduation, you must meet our freshman admission requirements. You will also be required to participate in SOAR, our freshman orientation program.

International

If you have a high school cumulative grade point average of 3.00+, congratulations. You are guaranteed admission, as long as you have taken our required high school courses. The TOEFL score minimum requirements are 61 internet based score or more and the IELTS score minimum is 5.5 for undergraduate applicants.

Official proof of any degree, diploma, certificate and/or transcript must be submitted for your file in the original language and a translated copy. **If you have completed less than one year of study at a**

postsecondary institution, regardless of location or length of time attended, you must request these records as well. You must request official documents from each school you have attended (see below).

Official documents: To qualify as official, documents must be sent to the Missouri State Office of International Services directly from the issuing institution. **Official copies must arrive before registration for classes.**

Prospective Student-Athlete (PSA) Preliminary Academic Evaluation Requirements and Certification

Prior to an official visit and/or offer of athletic aid, the Office of Athletics Compliance (for all incoming freshmen) and the Assistant Athletics Director for The Dr. MJW Academic Achievement Center (for all incoming transfers) will perform an academic evaluation in order to determine if he/she will meet minimum admission standards for the institution and applicable NCAA eligibility requirements (initial eligibility or transfer eligibility).

The Assistant Athletics Director for Compliance will coordinate coursework/transcript evaluations for all first-time, full-time prospective student-athletes (both domestic and international). A preliminary evaluation pertaining to countable core coursework (as identified by NCAA legislation), test score(s) and sliding scale index for domestic prospective student-athletes will be completed by this office.

The Office of Athletics Compliance does not evaluate international coursework. The evaluation of international coursework comes from the NCAA Eligibility Center. If the Office of Athletics Compliance has questions about any international coursework, those questions are sent to the International Student Services office on campus. The Assistant AD for Compliance and/or the Assistant AD for Dr. Mary Jo Wynn Academic Achievement Center will work in conjunction with the corresponding International Student Services Office and Office of Admissions contact on providing transcripts for preliminary review (if necessary) from a University admission standpoint.

Initial Eligibility

Student-athletes must initially enroll at Missouri State University as a high school graduate or transfer student from another college.

1. **High School Graduates:** In order to be immediately eligible for practice, financial aid, and competition, a student-athlete must meet the NCAA requirements to be certified by the NCAA Eligibility Center as a Final Qualifier and receive a final amateurism certification.
2. **Transfers:** All transfer student-athletes are evaluated on a case-by-case basis to determine eligibility per NCAA and Conference rules and institutional policies. The Office of Admissions evaluates the academic record of all students who are interested in transferring to Missouri State University. The Office of the Registrar will evaluate and verify all transfer student-athletes under NCAA and Conference eligibility rules.
3. **Continuing Student-Athletes:** In order to maintain academic eligibility after a student-athlete's initial progress-toward-degree requirements.

Eligibility Certification Process

Certification for Practice Eligibility

1. Freshmen
2. Admitted to the institution.
3. Enrolled in minimum of 12 hours of academic credit.
4. Deemed a Final Qualifier or Academic Redshirt by the NCAA Eligibility Center.
5. Final Amateurism Certification decision rendered by the NCAA Eligibility Center.
6. Completed all medical documentation with the Athletic Training Office (i.e., completed physical, sickle cell).
7. Completed all required NCAA paperwork.
8. Received final clearance from the Office of Athletics Compliance.

Transfers Requirements

1. Admitted to the institution.
2. Enrolled in at least 12 hours of academic credit.
3. Transfers meet all NCAA transfer requirements for practice eligibility.
4. Completed all medical documentation with the Athletic Training Office (i.e., completed physical, sickle cell).
5. Completed all required NCAA paperwork.
6. Received final clearance from the Athletics Compliance Office.

Continuing Student-Athletes Requirements

1. Enrolled in at least 12 hours of academic credit, unless student-athlete meets exception to full-time enrollment. A Final Academic Semester or Final Academic Year Form is required if a student-athlete is not full-time but in their final academic semester. This form is required to be completed by the student-athlete's academic advisor.
2. Good academic standing.
3. Updated medical documentation with the Athletic Training Office (e.g., completed physical, sickle cell).
4. Completed all required NCAA paperwork.
5. Received final clearance from the Athletics Compliance Office

Student-athletes will be certified for competition by the Office of the Registrar, Dr. MJW Academic Achievement Center, and Office of Athletics Compliance.

Summer Prospective Student-Athlete Approvals

Prospective student-athletes are not permitted to use any facility at Missouri State University during the summer months until approved by the Office of Athletics Compliance and the Athletic Training Room. The prospective student-athlete must be cleared with athletic training and either enrolled in summer school at Missouri State University or have a signed National Letter of Intent/Grant-in-Aid form.

Timing of Certification

Student-athletes must be certified to compete each semester. All certification will be based on the student athlete's academic record as of the first day of class for each academic term. Priority of certification is determined based on a teams' first competition date. However, it is the Office of Athletics Compliance policy to attempt to certify each team 24-hours prior to the first competition date.

- a. Fall Certification: All sports will be certified no later than 24 hours prior to the first date of competition in each sport.
- b. Between Term Certification – Holiday Break: All sports participating in post-season competition that occurs between terms will be certified in accordance with all applicable NCAA rules and timelines.
- c. Spring Certification: All sports will be certified no later than 24 hours prior to the first date of competition in each sport.
- d. Between Term Certification – Summer Vacation Period: All sports participating in post-season competition that occurs between terms will be certified in accordance with all applicable NCAA rules and timelines (e.g., NCAA Track Meet, College World Series).
- e. Late Certifications: Student-athletes who are added to the team after the initial certification of the respective team is completed and signed OR student-athletes who were not ready to be certified at the time of initial certification will be certified for competition on a case-by-case basis.
- f. Late Roster Additions: The Assistant AD for the Dr. MJW Academic Achievement Center will work with the Assistant AD for Compliance of roster additions during the academic year. An addendum of certification will be issued by the Office of the Registrar/Office of Athletics Compliance.
- g. Pending Certifications: If a student-athlete is not ready to be certified when initial team certification occurs, the Office of Athletics Compliance will monitor eligibility status daily until the student-athlete is ready to be certified or it is determined that the student-athlete is not eligible for the applicable term/year.

Full Time Monitoring

The Office of Athletics Compliance will receive a report from the registers office should a student athlete drop below full time. A student athlete is unable to drop a class without the approval of the academic advisor as well as the athletics academic advisor and coach.

Financial Aid

The amount of a full athletics grant-in-aid (scholarship) and cost of attendance is determined in accordance with NCAA regulations based on the institutionally prescribed charges for tuition and fees, room, board, books and other expenses for all Missouri State University students. This process for determining the institutional amount of a full grant-in-aid/cost of attendance will be shared collectively between the Assistant AD for Compliance, and the Athletics Department liaison in the Financial Aid Office as the information becomes available throughout the year.

Room and Board

Grant-In-Aid Room and Board: The room and board amount for on-campus is determined by the University. Each housing option is a different amount. Each residential meal plan option is a different amount depending on the amount of meals offered. The costs of these meal plans are approved by the Board of Governors annually.

The room amount for off-campus student-athletes is determined by calculating the average cost per housing option. The board amount for off-campus student-athletes is determined by calculating the average cost per resident meal plan option. The calculations are included on the GIA/COA Amounts spreadsheet.

Cost of Attendance Room and Board

The room and board amount for on-campus and off-campus is determined by the Office of Financial Aid using the federal formula. If an off-campus student athlete is receiving room and board, then these numbers are based on the off-campus cost of attendance figures.

Books

The value of the book scholarship is established by Bylaw 15.2.3 and listed as \$800 for a full academic year (\$400 per semester).

Transportation/Miscellaneous: The transportation and miscellaneous amount is determined by the Office of Financial Aid annually. The Office of Financial Aid uses a federal formula to determine these costs.

NLI and Scholarship Requests

A scholarship and/or NLI request will include a cover letter from the Office of Athletics Compliance. When issuing a scholarship or NLI, the Office of Athletics Compliance confirms that all NCAA bylaws regarding transfers and prospects who have signed a NLI previously have been met. The bylaws can be found in the NCAA manual in Bylaw 15.

NLI Document The NLI document is created in the National Letter of Intent (NLI) website:

<https://web3.ncaa.org/ECMIP/exec/nliReportAction>.

When creating a NLI, follow these steps:

- Click the 'NLI Signing' menu.
- Choose the appropriate sport and increase your search limit if needed. • Make sure the correct recruitment cycle is chosen.
- Click 'Go Search'.
- This will bring up all of the prospective student-athletes for that particular sport on the Missouri State University Institutional Request List (IRL).
- Check the student.
 - o Fill in Issuance Date
 - o Select yes or no from the drop down menu for Two-Year College Transfer
 - o If, prospective student-athlete is a two-year college graduate an expected graduation date is required.
- Click 'Create NLI Document'.
- The NLI will populate all of the prospect's information in a pdf format.
- On the first page of the pdf, put an 'X' in the appropriate blank for the sport/signing period.
- Print one copy for the packet. The prospective student-athlete is required to sign and return the document within seven days from issuance date. The parent/legal guardian's signature is also required if the prospective student-athlete is under the age of 21.

Scholarship Award Letter

The Request for Scholarship workflow is launched in Teamworks Compliance+Recruiting. The award letter is a word document generated by the Office of Athletics Compliance. The document will include the following:

- Prospective Student-Athlete's Name
- Prospective Student-Athlete's Student ID Number (if s/he has applied)
- Sport
- Academic Year(s)
- Athletics Award Specifics

The prospective student-athlete is required to sign and return the document within seven days from issuance date if accompanying a NLI.

Revisions to Scholarship Award

If at any time prior to the start of classes or the start of preseason practice, whichever is earlier, a coach decides they want to revise a student-athletes athletically-related financial aid, they must submit a request through Teamworks Compliance+Recruiting.

Coaches are reminded that after a student-athlete signs an aid agreement; the award may not be reduced during the period of the award unless the reason for reduction/cancellation is permitted per Bylaw 15.3.4.2.

Cancellations and Reductions at Conclusion of Academic Year

At the conclusion of the academic year, athletically-related financial aid on a one year agreement may be reduced or not renewed at the discretion of the Head Coach and with the signed approval of the Director of Athletics. In these cases, there is a form assigned to each specific instance that must be completed and returned to the Assistant Athletics Director for Compliance and then forwarded to the Athletics Department liaison in the Financial Aid Office. Cancellations or non-renewals will require completion of correct form in Teamworks Compliance+Recruiting indicating reason for reduction.

Cancellations and Reductions During Period of Award

A student-athlete's athletically-related financial aid may only be reduced or cancelled during the period of the award for specific reasons.

These include:

- Rendering oneself ineligible for intercollegiate competition
- Fraudulent misrepresentation of any information on an application, letter of intent, or official University records
- Engaging in serious misconduct warranting substantial disciplinary penalty
- Voluntarily withdrawing from a sport and/or the University

Financial Aid Appeals

To establish the procedure by which the Intercollegiate Athletics Scholarship Appeals Committee will hear appeals from student-athletes involving the non-renewal or reduction of athletic scholarships. Upon notification of a reduction or cancellation of athletically-related financial aid, the Missouri State University Office of Financial Aid will provide written notification to the student athlete informing them of this decision, and the opportunity for an appeal, in accordance with NCAA Bylaw 15.3.2.3.

In order to invoke their right to a hearing, the student-athlete must submit written correspondence to the Office of Financial Aid notifying them of their request for an appeal. This written notification must be received within 5 business days from the date of letter issued by the Office of Financial Aid that informed the student-athlete of the reduction, cancellation, or non-renewal of their athletics scholarship. The student-athlete's written request for a hearing opportunity must be accompanied by a statement detailing the basis for the appeal. After receipt of the written request for a hearing opportunity from the student-athlete, the Office of Financial Aid will coordinate with the Director of Athletics to schedule a date for the hearing opportunity. The date of this hearing opportunity shall be no more than 30 days from the date of receipt of the student-athlete's written request to appeal. The date of hearing shall be communicated to the student-athlete by the Office of Financial Aid. Both the student-athlete and the head coach will be permitted to actively engage in the hearing opportunity, whether it be in-person or via telephone. Should either party refuse the opportunity to appear in-person, they will be required to submit all documentation to the appeals committee prior to the date of the hearing opportunity supporting their respective position or rationale on the matter. Only the student-athlete and the head coach will be permitted to address the appeals committee. No other person(s) may serve or advocate in support or on behalf of either party. The student-athlete and the coach will present their position to the appeals committee separately. Both parties are encouraged to present supporting evidence and documentation, if available. The coach and the student-athlete will not be afforded the opportunity to directly address or question one another. All dialogue and questioning will be directed to and from the appeals committee. The student-athlete will present their position first, followed by the coach. After both parties have been heard, the appeals committee may request additional follow-up questions or consultation with either side. Once the appeals committee has completed its investigation, the student-athlete and the coach will be released. The committee will deliberate and consider only the information presented by each party until a final decision is reached. The appeals committee may consider all options when adjudicating a student athlete's appeal, and shall have the authority to consider full denial, full approval, or its own amendments to the terms, duration, amount, etc. of the reduction, cancellation, or non-renewal of athletics aid. The decision of the appeals committee is considered final and no further appeal opportunity shall exist. A decision letter informing the student-athlete of the outcome will be generated by the Office of Financial Aid within 5 days after the hearing date. The composition of the Intercollegiate Athletics Scholarship Appeals Committee will be determined solely by the Athletics Department liaison for Financial Aid, who shall also serve as the chair of the appeals committee. Membership on the Intercollegiate Athletics Scholarship Appeals Committee may change on a yearly basis. The Assistant Athletics Director for Compliance will only serve as a legislative liaison for the committee. This person only fields questions for the appeals committee and does not have voting rights.

Exhausted Eligibility Aid (5th Year) Per NCAA bylaw 15.5.1.6, in order to be eligible for exhausted eligibility aid, a student-athlete must have:

(a) exhausted his/her eligibility;

(b) remaining credit hours towards his/her degree in order to graduate. All student-athletes eligible for exhausted eligibility aid must complete a Fifth Year Application in Teamworks Compliance+Recruiting. Aid is not guaranteed. Once the application is submitted, the Assistant Athletics Director for Compliance and Assistant AD for Dr. MJW Academic Achievement Center will review the application and determine the exhausted eligibility award.

Medical (Non-Counter) Aid NCAA bylaw 15.5.1.3 permits a student-athlete to receive athletics aid without becoming a counter if the student-athlete has an incapacitating injury or illness that results in the student-athlete's inability to compete ever again. Sufficient contemporaneous medical

documentation must support this determination and should be accompanied by a letter from a doctor attesting to such. A copy of this letter and corresponding documentation should be placed in the respective student-athlete's file in the Office of Athletics Compliance Office. The student-athlete must still meet eligibility requirements to receive athletics aid. Medical non-counters will be required to serve in an administrative capacity within their sport or athletics department as a condition of their receipt of athletics aid. However, medical non-counters shall not serve in any capacity that may require physical or sport-related activities (e.g. medical non-counters may not throw batting practice, hold blocking bags, throw bounce passes, etc.)

Summer School

Summer school athletic aid is **NOT** guaranteed. Registration does not guarantee payment, it only holds classes. All university deadlines still apply such as change of schedule, dropping a course, etc. Summer school athletic aid may be applied to Intersession or Session I, II, III, or IV classes. All summer classes must serve a specific purpose (i.e., eligibility, degree requirement, etc.). Dropping or failing a summer class may affect future summer school athletic aid and the value of that course may be charged to your university account. It is your responsibility to complete this request process. Failure to do so may result in all summer school costs becoming your responsibility. Scholarship student-athletes are eligible for three (3) credit hours. You must have received aid in the spring prior and/or the subsequent fall.

Fifth Year Athletic Aid

Fifth-year athletic financial aid is **NOT** guaranteed. Registration for classes only holds classes -- it does not guarantee payment. You will be contacted once a decision has been reached. Fifth-year athletic financial aid is awarded based on funds available. NCAA academic eligibility requirements must be met in order to receive aid.

Each student-athlete:

- Must be enrolled in a minimum of 12 hours (unless it is your last semester);
- Must have passed a minimum of 24 hours during the previous academic year;
- Must maintain a minimum cumulative GPA of 2.00; and
- Must have at least 80% of specific degree requirements completed.

Other Financial Aid

Scholarships from an Outside Source

If a student-athlete receives a scholarship/award from an outside source, they must report it to the Office of Athletics Compliance and the Office of Financial Aid.

Grants

Student-athletes can receive the following grants without counting against team limitations:

PELL

If a student-athlete does not meet the above criteria to be exempt from team limitations, the coach must give permission for the student-athlete to receive the grant and the grant must count against team limitations.

Participation Record and Preliminary Roster Declaration

At the conclusion of the fall and spring semesters the Office of Athletics Compliance verifies participation with the Media Relations Department and enters participation information into Teamworks Compliance+Recruiting. The Assistant AD for Compliance will request each sport to forward projected rosters to the Office of Athletics Compliance for the following year. The Office of Athletics Compliance will use the roster update to prepare a preliminary squad list in Teamworks Compliance+Recruiting once it becomes time to rollover.

Roster Additions - Coaches must submit the request to the Office of Athletics Compliance. Coaches are reminded that submission of an Add to Team request does not permit the student athlete to begin participation in practice activities (see Certification of Practice Eligibility for certification of practice process). Upon receipt of the request, the Athletics Compliance Office will add the student-athlete to Teamworks Compliance+Recruiting. Added student-athlete will then be assigned the required student-athlete paperwork via Teamworks Compliance+Recruiting.

Male Practice Players

The head coach or his/her designee must notify the Office of Athletics Compliance if they wish to add male practice players to their program. The coaching staff will provide the Office of Athletics Compliance with names of who they wish to add as a male practice player.

The Office of Athletics Compliance Office will review the student's record for:

- Full-Time Enrollment
- Eligibility within Five-Year Clock
- 2-4 Non-qualifier requirements (if applicable) If the student meets the above criteria, the student must meet with athletic training, in which they will determine if the student is medically able to participate. The Office of Athletics Compliance will add them Teamworks Compliance+Recruiting and notify the appropriate areas of the addition.

Roster Deletion – A coach must submit a roster deletion through Teamworks Compliance+Recruiting. This should be done the same day that the student athlete is deleted from the roster.

Transfer Regulations

Notification of Transfer Policy

A student-athlete may initiate the notification of transfer process by providing the Office of Athletics Compliance with written notification of transfer through Teamworks Compliance+Recruiting. The Student athlete must complete the required NCAA Transfer module imbedded in the workflow. Once submitted, the Office of Athletics Compliance will enter the student-athlete's information into the NCAA national transfer database within two business days of receipt of the written notification of transfer. The notification of transfer must be entered into the transfer portal within the legislated transfer window, as determined by the NCAA and posted within the Notification of Transfer workflow. Questions regarding transfer portal windows and exceptions to entering the portal outside of the transfer portal window should be directed to the compliance office.

Services and Benefits for Potential Transfer Student-Athletes Following Notification of Transfer

The services and benefits student-athletes receive following Notification of Transfer submission requests may be dependent on the status with their respective team and may be reviewed on an individual case-by-case basis. The Athletic Department representatives (e.g., coach, sport administrator, compliance office staff) may require a determination of student-athlete's status (e.g., withdraw, cut, remain) prior to established deadlines.

Declaration of Playing season & CARA

Prior to the start of practice or classes, whichever is earlier, the head coach will be required to complete the Playing and Practice Season Declaration Form. The Assistant Athletics Director for Compliance will indicate start and end dates and will approve competition schedules. If a coach elects to divide their playing season into two segments in accordance with NCAA bylaws, then the Assistant Athletics Director for Compliance will complete the second portion of the form during the month of December. Coaches will also indicate their week designation (e.g., Sunday – Saturday, Monday – Sunday) on this form.

Countable Athletically-Related Activities

All coaches are responsible for adhering to NCAA rules and regulations related to countable athletically-related activities per the stipulations set for in NCAA Bylaw 17 and its subsets. Teamworks Compliance+Recruiting is a comprehensive compliance solution that assists the institution in logging, tracking, and monitoring all areas of compliance including, but not limited to, playing and practice seasons and recruiting. All sport programs are required to utilize the Teamworks Compliance+Recruiting program to document all countable athletically-related activities.

Practice Logs Submission of weekly practice log to the Office of Athletics Compliance will be required for any week that classes are in session, regardless of whether or not the team is inside or outside of their declared playing and practice season. Coaches are required to enter in all countable athletically related activity on team calendars within Teamworks Compliance+Recruiting. In addition, coaches will be required to submit their weekly log via Teamworks Compliance+Recruiting once all events for the week have been entered into the team calendar. Student-athletes are chosen at random to verify hours and activities. Once the student-athlete signs off, the log is sent to the Office of Athletics Compliance for

review and approval. The Office of Athletics Compliance will review for accuracy and approve the log or deny if there are any issues.

Out-of-Season Activities during Final Examinations For those teams who are outside of their declared playing and practice season, all athletically-related activities are prohibited beginning one week prior to the start of final exams and until examinations are completed for each individual student-athlete. Please note that any Study Day built into the academic calendar for a particular day is included in this calculation.

Voluntary Activities and Safety Exception

Voluntary Activities To be considered a “voluntary” activity, all of the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity; [Note: Coaches may not observe voluntary activities]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for student-athletes who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

Outside Competition

NCAA rules require the review of any outside competition by a student-athlete. Any student-athlete that wishes to compete individually or on a team outside of Missouri State University should complete the Student-Athlete Outside Competition Form and submit the form via Teamworks Compliance+Recruiting for The Office of Athletics Compliance approval prior to the participation and/or competition.

Name, Image and Likeness (NIL)

Effective August 28, 2021 and amended August 28, 2022, Missouri’s House Bill 297—Name, Image, Likeness (NIL) law for colleges and institutions—allowed intercollegiate student-athletes the ability to earn compensation for the use of their NIL. Consistent with Missouri State law and Interim NCAA Policy, MSU adopted a Student-Athlete Name, Image, Likeness Rights and Athletics Reputation Policy that can be found at <https://www.missouristate.edu/Policy/Chapter6/Op6-09-student-athlete-name-image-likeness-policy.htm>. Before any agreement is signed and before compensation is provided all student-

athletes must disclose contracts through Opendorse. The institution provides MSU Bears NIL Marketplace as an online resource to maximize NIL support for all student-athletes. For more information about MSU Bears NIL Marketplace and to complete your Opendorse profile account, visit <https://missouristatebears.com/news/2023/2/21/general-missouri-state-athletics-joins-forces-with-opendorse.aspx>.

Awards and Benefits

The NCAA has strict guidelines regarding permissible awards and benefits that may be provided to student athletes. Furthermore, the NCAA has specific regulations prohibiting the receipt of extra benefits or special arrangements by student-athletes or their family, friends or relatives. Receipt of an extra benefit is a serious matter which can compromise a student-athlete's eligibility and tarnish the integrity of the institution.

Participation Awards and Special Achievements

Athletic awards given to individual student-athletes shall be limited to those approved or administered by the NCAA, Conference, Missouri State University, or an approved agency, and shall be limited in value and number as specified by the NCAA. Awards received for intercollegiate athletics participation may not be sold, exchanged, or assigned for another item of value, even if the student-athlete's name or picture does not appear on the award. The Office of Athletics Compliance monitors athletics awards to ensure the number and value of such awards complies with NCAA regulations. NCAA rules govern the permissible value of all awards presented to student athletes. This includes awards for championships, participation or recognition awards.

Complimentary Admissions for Current Student-Athletes

As per Bylaw 16.2.1.1, each student-athlete is provided the opportunity to designate four complimentary admissions tickets for all regular season contests to a guest(s) of their choice. Student-athletes must request complimentary tickets through Teamworks Compliance+Recruiting, indicating who will be in receipt of the complimentary admissions. The student athlete must list the individual's name and relations on the pass list. The pass list is approved by the compliance office 8 hours prior to the event. After that time, no names can be added to the complimentary ticket list.

As per Bylaw 16.2.1.1.1, for postseason events, an institution may provide each student-athlete with six complimentary admissions to all intercollegiate athletics events at the site of participation. The Ticket Office serves as the primary point of contact for the operations and management of the complimentary admissions process for student-athletes while the Office of Athletics Compliance supports that office as needed. In line with current legislation, complimentary admissions are only issued via a pass list for guests designated by a student-athlete. At no point are hard tickets issued to those identified on a pass list. Photo identification must be provided to the Ticket Office when securing admission at the complimentary admissions station. At that time, a ticket stub or other means of ticket identification will be provided in order to assist with seating assignments, if applicable. ** Violation of these rules can affect a student-athlete's eligibility.

Charitable and Promotional Activities

Per NCAA Bylaw 12.5.1, a member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture, or appearance to support its charitable

or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

1. The Athletics Promotional Activity Waiver must be properly completed and signed prior to the activity occurring. The form must be signed by a representative of the organization holding the promotion.

2. The student-athlete's participation is subject to the limitations on participants in such activities as set forth in Bylaw 17;

3. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo. Personal names, message and slogans (other than an officially registered trademark) are prohibited;

4. The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;

5. The student-athlete does not miss class;

6. All money derived from the activity or project must go directly to the member institution, member conference, or the charitable, educational or nonprofit agency;

7. The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;

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

9. Any commercial items with names or pictures of student-athletes (other than highlight films or media guides according to NCAA Bylaw 12.5.1.7) may be sold only at the member institution at which the student-athlete is enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture, or likeness (e.g., name on jersey, name or likeness on a bobble head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and

10. The student-athlete and an authorized representative of the charitable, educational or nonprofit agency affirm that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of Bylaw 12.5.

Apparel and Equipment

The purchasing of all apparel and equipment must comply with all NCAA rules and regulations regarding the purchasing, issuing and retention of all athletic equipment and apparel. The purchasing of all equipment and apparel must also comply with all university purchasing rules and regulations and all purchases must be submitted and approved through the Sr. Associate AD/SWA office. A student-athlete may retain athletics apparel items, but not equipment, at the end of the individual's intercollegiate participation. Furthermore, student-athletes will be responsible for returning all equipment issued to them at the conclusion of the academic year. Failure to do so will result in applicable charges being placed on the student's University account, thus prohibiting registration or receipt of transcripts, until the equipment is returned or the balance paid in full. Student-athletes may, however, retain and use institutional athletics equipment during the summer at the discretion of the coach.

All equipment and uniforms utilized by university sports teams and staff members are the property of MSU. Donated items are not exempt from this policy or the student-athlete equipment retention policy. Equipment managers and/or coaches, depending on the sport, must maintain a MSU equipment spreadsheet for each student-athlete who will receive any equipment, uniform or practice item. Each item must be individually noted on the spreadsheet with required information. The equipment manager or coach (or designee) will be required to maintain a complete inventory system (spreadsheet) of all apparel and equipment items and always kept current.

Student-Athlete Employment Policy

All student-athletes who secure a job must notify the Office of Athletics Compliance of all employment via Teamworks Compliance+Recruiting. All student-athlete employment arranged directly or indirectly by coaches, administrators, or boosters must be approved by the Office of Athletics Compliance in advance of the student-athlete's start date.

Fee for Lesson Instruction

NCAA Bylaw 12.4.2.1 Fee-for-Lesson Instruction. A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used;
2. Playing lessons shall not be permitted;
3. The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
4. Instruction to each individual during a group lesson is comparable to the instruction that would be provided during a private, one-on-one lesson.
5. The student-athlete does not use his or her name, picture, or appearance to promote or advertise the availability of fee-for-lesson sessions.

Student-athletes are required to notify the Office of Athletics Compliance prior to those lessons beginning. The student-athlete should be compensated at a rate commensurate with the going rate in that locality for similar services. Upon request, the student-athlete must provide documentation of payment and other records related to the fee-for-lesson instruction/employment to the NCAA, Conference, and/or Missouri State University.

Occasional Meals

Per Bylaw 16.5.2.4, a student-athlete or the entire team in a sport may receive an occasional meal on infrequent and special occasions from a representative of Athletic Interest. Per Bylaw 16.5.2.3, an institution may provide meals and snacks (beyond the institution's definition of cost of attendance) to a student athlete at any time.

Coaches and anyone wishing to provide an occasional meal to student-athletes must submit a completed Compliance Meal Form to the Office of Athletics Compliance at least 24 hours in advance of the meal. The appropriate coach or individual will be notified when the meal is approved.

Meals Incidental to Participation

Per NCAA Bylaw 16.5.2.3.1, an institution may provide a student athlete with cash for a meal in conjunction with competition or a meal missed due to practice activities in a manner consistent with cash provided by the institution to institutional staff members on away-from-campus trips.

Representatives of Athletics Interests

NCAA Bylaw 13.02.16 A representative of athletics interests is 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 the institution's executive or athletics administration to:

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

NCAA Bylaw 13.02.16.1 Once an individual, independent agency, corporate entity or other organization is identified as such a representative, the person, independent agency, corporate entity or other organization retains that identity indefinitely.

Permissible Activities

Occasional Meals

Per Bylaw 16.5.2.4, a student-athlete or the entire team in a sport may receive an occasional meal on infrequent and special occasions from a representative of Athletic Interest.

Employment of Student-Athletes Boosters may provide employment to Missouri State University student-athletes during the summer and during the academic year. The student-athlete must complete the student-athlete employment form in Teamworks Compliance+Recruiting. Compensation must be paid only for actual work performed and at a rate commensurate with the going rate in that locality for services of like character. A booster may not provide a student-athlete a benefit (such as lunch or transportation to work) that is not available to all employees performing the same work.

Incidental Contact with Prospective Student-Athletes

The general rule is that there may not be any recruiting contact, on or off campus, between a booster and a prospect. A “contact” is officially defined in NCAA Bylaw 13.02.4 as a face-to-face encounter between a prospect, a prospect’s parent or guardian, and an institutional staff member or booster in excess of an exchange of a greeting. However, there are limited circumstances where incidental contact between boosters and prospects are inevitable and is permissible as long as there is no recruiting activity

Non-Permissible Activities

Recruiting - Only coaches and Athletics Department staff, not boosters, may be involved in the recruiting process. This ban includes making calls and initiating contacts. The only exception is a booster may have a telephone conversation with a prospect only if the prospect initiates the call. The telephone call may not be prearranged by an institutional staff member, and the booster is not permitted to have a recruiting conversation with the prospect.

Boosters may not contact a student-athlete at another institution for the purpose of encouraging a transfer to Missouri State University.

Extra Benefits Boosters may not provide any type of extra benefit to a prospect or current Missouri State University student athlete or his or her family or friends.

Examples of extra benefits include, but are not limited to:

- Cash
- Gifts of any kind
- A vehicle or use of a vehicle
- Transportation to or from a summer job
- Free or reduced cost goods or services
- Arranging, providing, or co-signing a loan
- Free or reduced cost housing
- Providing holiday or birthday gifts

Entertainment - Any entertainment provided by a booster to prospects and student-athletes is considered an extra benefit and is prohibited.

Examples of entertainment include, but are not limited to:

- Free or reduced movie tickets
- Free or reduced admission to events (e.g. game, concert)
- Purchase of meals at commercial establishments • Expenses for any service.

Sports Wagering

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletic competition:

1. Staff members of the institution’s athletics department.
2. Non-athletics department staff members who have responsibilities within or over the athletics department (e.g. chancellor or president, faculty athletics representative, individual to whom athletics reports);

3. Staff members of a conference office; and
4. Student-athletes

Tobacco Policy

Per NCAA and MSU policy, the use of tobacco is prohibited in connection with any intercollegiate team function (meetings, practices, games or informal workouts on and off the grounds of MSU). This also includes team related activities in the training room, locker room, and weight training facilities. The Department of Intercollegiate Athletics also strongly encourages its student-athletes to abstain from tobacco use in their private lives.

Academics

Graduation Rates, Academic Performance and Graduation Success Rates

Pursuant to NCAA Bylaw 14.01.4, "The central purpose of the academic performance program is to ensure that the Division I membership is dedicated to providing student-athletes with exemplary educational and intercollegiate-athletics experiences in an environment that recognizes and supports the primacy of the academic mission of its member institutions, while enhancing the ability of male and female student-athletes to earn a four-year degree." The Academic Progress Rate (APR) is a term-by-term measure of eligibility, retention and graduation for student-athletes who have received institutional financial aid based in any degree on athletics ability during the academic term(s) in question. The NCAA Graduation Success Rate (GSR) is designed to show the proportion of student-athletes on any given team who earn a college degree. The GSR takes into account incoming transfers who graduate from a different institution other than the one they first enrolled at and transfers who leave an institution in good academic standing. The Federal Graduation Rate (FGR) is compiled by the U.S. Department of Education and is used as an indicator of academic success for college student-athletes. FGR measures the percentage of first-time, full-time freshman who graduate within six years of entering their original four-year institution. The FGR treats transfers as nongraduates for the original institution, even if the student-athlete later graduates from another institution. It also does not include transfer student-athletes at the new institution where he/she does graduate. The Office of Athletics Compliance is the final authority to determine the APR while GSR/FGR for the institution final authority is the Institutional Research Office. The offices of Institutional Research, Dr. MJW Academic Achievement Center, Office of Athletics Compliance and Banner system, serve active roles in data collection for all three programs.

APR PROCEDURES: Dr. MJW Academic Achievement Center serves in the primary role of data collection in regards to APR. The Office of Athletics Compliance/ Dr. MJW Academic Achievement Center conducts the review and submission of data.

1. The office of Athletics Compliance conducts the initial set up of the APR cohort by importing the data from Teamworks Compliance+Recruiting into the APP system. The eligibility point and retention point is entered into the system based on institutional information on each student athlete.
2. The Athletics Compliance Office collects information on former student-athletes that transferred from the institution or left to participate in professional sports. The information is kept on file in the Office of Athletics Compliance.

3. Dr. MJW Academic Achievement Center shares the initial data with the Office of Athletics Compliance for review. Once that review and any applicable changes are complete, the draft of data is shared with the Sr. Associate AD/SWA and the head coaches
4. The Office of Athletics Compliance completes the financial aid and head coaches information in the APP system.
5. After any recommended changes are made, the data is submitted in the APP system.
6. The Office of Athletics Compliance and Dr. MJW Academic Achievement Center work together on any applicable adjustments and/or waivers during those respective phases.
7. Final data is shared with head coaches, Sr. Associate AD/SWA, the Director of Athletics, the Faculty Athletics Representative, and the University President, as well as any other necessary constituents.

GRADUATION RATE PROCEDURES: The Office of Institutional Research (IR) serves in the primary role of data collection for graduation rates. The offices of Athletics Compliance and Dr. MJW Academic Achievement Center assist in the data collection phase and review the final information before submission.

1. The Office of IR conducts the initial collection of data for both NCAA and Federal Graduation Rates.
2. The Office of Athletics Compliance and Dr. MJW Academic Achievement Center assist with information pertaining to student-athletes that left the institution, if the SA left academically eligible and with eligibility remaining.
3. The Office of Athletics Compliance and Dr. MJW Academic Achievement Center review the GSR cohort to ensure the eligibility information is correct and answers any SA-specific questions from the Office of IR.
4. The Office of IR is responsible for submitting the final data for the NCAA and Federal Graduation Rates.

Missed Class Policy

Athletic schedules (including practice and competition) will be developed to minimize the number of classes a student-athlete must miss. Every reasonable effort will be made by institutional representatives to influence scheduling of athletics events, so they do not conflict with the final examination period. With exception of conference post-season and NCAA championship events, athletic competition shall not be scheduled from Monday through noon on Thursday of the final examination period. When student-athletes miss class due to participation in intercollegiate athletics, their instructors will receive notice in advance of their absence. Student-athletes assume full responsibility for the academic material covered and assignments made during their absence.

Waivers

It shall be at the discretion of the Office of Athletic Compliance and the Senior Associate Athletic Director to file a waiver if relief is warranted on the basis of the information available. It is not guaranteed that waivers will be filed at the request of the student athlete or coach if given that the factual information would not be favorable for a waiver based on case precedent made available to the membership through the NCAA legislative site.

Initial Eligibility A student-athlete may have the initial-eligibility requirements waived based on objective evidence that demonstrates circumstances in which a student's overall academic record warrants waiving the normal application of NCAA Bylaw 14.3. The Office of Athletics Compliance, Dr. MJW Academic Achievement Center, and other athletics department members will work cooperatively to propose, write and submit a waiver of the initial eligibility requirements for the prospective student-

athlete to the NCAA Initial Eligibility Waiver Committee. This NCAA Committee's determination of the validity of waiver shall be final, binding and conclusive and shall not be subject to further review by any other authority.

Progress Toward Degree A student-athlete may have the progress-toward-degree requirements waived based on objective evidence that demonstrates circumstances in which a student-athletes' overall academic record warrants waiving the normal application of NCAA Bylaw 14.4. The Office of Athletics Compliance, Dr. MJW Academic Achievement Center, and other athletics department members will work cooperatively to propose, write and submit a waiver of the progress-toward-degree requirements for the student-athlete to the NCAA Progress-Toward-Degree Waiver Committee. This NCAA Committee's determination of the validity of waiver shall be final, binding and conclusive and shall not be subject to further review by any other authority.

Subcommittee For Legislative Review (SLR) The Legislative Council Subcommittee for Legislative Relief may approve a member institution's request to provide flexibility in the application of the NCAA bylaws based on objective evidence that demonstrates circumstances that are extraordinary in nature. The Office of Athletics Compliance, Dr. MJW Academic Achievement Center, and other athletics department members will work cooperatively to propose, write and submit a waiver of legislative relief for a student-athlete, team or situation to the NCAA Legislative Council Subcommittee for Legislative Relief. This NCAA Committee's determination of review by any other authority.

Hardship A student-athlete may be granted an additional year of competition by the Conference for reasons of hardship. According to NCAA Bylaw 12.8.4, a hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- The injury or illness occurs prior to the first competition of the second 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;
- In team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition or 30% (whichever is greater) of the institution's scheduled or completed contests or dates of competition in his or her sport.
- In individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30% (whichever is greater) of the maximum permissible number of dates of competition set forth in Bylaw 17 plus one date for a conference championship.

Medical Absence A student-athlete may be granted a progress-toward-degree waiver by the Conference for reasons of medical absence per NCAA Bylaw 14.4.3.7. The credit hours required under the progress-toward-degree regulation may be prorated at nine hours per term of actual attendance during an academic year in which a student misses a term or is unable to complete a term as a full-time student as a result of an injury or illness. Such an exception may be granted only when circumstances clearly supported by appropriate medical documentation establish that a student-athlete is unable to attend a collegiate institution as a full-time student as a result of an incapacitating physical injury or illness involving the student-athlete or a member of the student-athlete's immediate family. Credits earned by the student during this term to which the waiver applies may be used to satisfy the 24-/36-hour, percentage-of-degree, and grade-point average requirements.

Incidental Expense The Legislative Council Subcommittee for Legislative Relief may approve a member institution's request to provide additional expenses, which may include reasonable local transportation incidental to a student-athlete's participation in intercollegiate athletics. Specific incidental expenses that have been previously approved may be processed by an institution or conference. Documentation of each approval is kept on file at the Conference office. Student-athlete may request additional financial aid (with no obligation to repay such aid) from a fund established pursuant to a special financial need program approved by the Leadership Council to assist student athletes with special financial needs. The institution may provide reasonable local transportation in conjunction with financial assistance approved under this program.

International Competition A student-athlete may be granted a progress-toward-degree waiver by the Conference for reasons of international competition per NCAA Bylaw 14.4.3.7. The credit hours required under the progress-toward-degree regulation may be prorated at nine hours per term of actual attendance during an academic year in which a student is not enrolled for a term or terms or is unable to complete a term as a full-time student as a result of participation in the FIFA World Youth Championships, Pan American Games, Olympic Games, World Championships, World Cup or World University Games (including final Olympic tryouts and the officially recognized training program that directly qualifies participants for those tryouts.) This waiver provision may be applied to not more than two semesters or three quarters. Credits earned by the student during the term or terms to which the waiver applies may be used to satisfy the 24-/36-hour, percentage-of-degree, and grade-point average requirements.

Team Travel

Missouri State University Athletic Department policy at least 24 hours prior to the travel date, an official travel party list, a travel itinerary, must be submitted to the Administrative Assistant, Office of athletics Compliance and/or Senior Woman Administrator.

Only those persons listed as the official travel party may travel with the team. The list should include any staff members or guests accompanying the team. Only student-athletes who are eligible and officially certified for competition, according to NCAA and Conference rules and regulations, are permitted to travel with the team. The team travel list should only include eligible student-athletes, coaches, managers, trainers and athletic administrators. It is not acceptable to pay for spouses (unless in a coaches contract), children, boosters, friends, etc. with university funds. The non-eligible members must pay for themselves. If department funds pay for non-eligible members to travel and the non-eligible member does not have a documented team travel assignment, the value of the trip will be added to the related eligible member's taxable wages.

All student-athletes must travel to and from an away competition with their team and must stay with their team at the assigned hotel. However, exceptions may be made for separate travel arrangements for a student-athlete to return from an athletic competition at the discretion of the head coach, with the approval of Sr. Associate AD/SWA.

In order for a student-athlete to travel separate from the team, he or she must submit the student-athlete permission to travel form. This form requires the following signatures:

- Student-Athlete's parents/legal guardians (if the student-athlete is under 18 years of age)
- Head Coach

- Athletic Director or his/her designee

The original copy of this form is maintained in the student-athlete’s file in the coaches office. This form releases the Department of Athletics from any liability or risk involved in alternate travel plans. All requests for alternate travel plans must be submitted and approved by the head coach and Athletic Director or his or her designee no later than 24 hours prior to the scheduled athletic competition listed on the form.

Exit Interviews

NCAA regulations require that Division I institutions conduct exit interviews with all student-athletes whose athletics eligibility has expired. The purpose of the interviews is to determine how student-athletes feel about their experiences in the intercollegiate athletics program and to gain insights on the strengths and weaknesses of the athletics program. The Faculty Athletics Representative (FAR), Director of Athletics and Sr. Associate AD/SWA will conduct in person exit interviews. Exit interviews will be conducted following each competitive season with the student-athletes whose eligibility has expired via online survey monkey.

Intercollegiate Athletics Medical Network

The Missouri State University (MSU) Athletic Medical and Rehabilitation Department (AMR) consist of athletic trainers who are board certified through the National Athletic Trainers Association and licensed in the State of Missouri by the Missouri State Board of Healing Arts. Under the direction of the team physicians, they *are* involved in the care of all illnesses, injuries, and/or conditions affecting the physical or mental status of a student-athlete, especially if the condition affects the individual’s ability to participate in athletics. MSU Intercollegiate Athletics utilizes a specific medical network to provide care to the MSU student-athletes. The MSU medical network consists of AMR, MSU’s Magers Health and Wellness Center and Mercy Hospital - Springfield. Any services provided, such as but not limited to, rehabilitation, surgery, pharmacy, labs, diagnostic testing or physician evaluation, within these three entities, is considered within the MSU medical network. The MSU team physicians have sole responsibility for determination of athletic participation, treatment protocols, and criteria for return to competition.

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