

Eligibility

Forms & Policies



IUPUI Academic Eligibility Certification Procedures

1. In order to diversify responsibilities to ensure multiple people are involved in the certification process, the Athletics Academic Advisor will be responsible for sending degree audit forms listing each student-athletes' classes to the Recorder of each school.
2. The sign off by the Recorders will be a check and balance to ensure that all classes have been correctly listed, as well as, verification that the student-athlete is still in the same degree program.
3. The forms should be returned to the Associate Athletics Director for Academics so follow up can occur with any that are not returned. The Associate Athletics Director for Academics will forward the completed forms to the Assistant Athletics Director for Compliance, who will coordinate the Eligibility Committee meeting.
4. All incoming transfer students' eligibility will reviewed by the IUPUI Director of Admissions.
5. All incoming freshmen eligibility will be determined by the NCAA Eligibility Center.
6. The Eligibility Committee will then meet to do the formal certification. The Committee will consist of Assistant Athletics Director for Compliance, Associate Athletics Director for Academics, Athletics Academic Advisor, Faculty Athletics Representative, and the Registrar. The Registrar will act as the certifying officer and will sign off on all certifications.

Student-Athlete Personal Information Form

The Student-Athlete Personal Information form provides the following information: local and permanent address, car registration, employment, financial aid history, and enrollment history.

Compliance Office Responsibilities:

- Have each student-athlete complete the personal information form at the team's beginning of the year compliance meeting (prior to first practice).
- Collect and review all forms
- Maintain all student-athletes' files.

Student-Athletes' Responsibilities:

- Complete personal information form prior to first team practice.

Summary of NCAA Regulations-Division I

The Summary of NCAA Regulations contains information about eligibility to compete in Division I athletics and is used in conjunction with the Student-Athlete Statement.

Compliance Office Responsibilities:

- Review and distribute copies of the Summary of NCAA Regulations with all student-athletes at their beginning of the year compliance meeting (prior to first practice).

Student-Athletes' Responsibilities:

- Read through the Summary of NCAA Regulations
- Keep for reference.

Student-Athlete Statement-Division I

The Student-Athlete Statement has five parts: a statement concerning eligibility, a Buckley Amendment Consent, permission for use of student-athletes' likeness, and Affirmation of Valid SAT/ACT score, Affirmation of Status as Amateur Athlete, and Results of Drug Tests. The student-athlete must sign all applicable parts to participate in intercollegiate athletics.

Compliance Office Responsibilities:

- Review and distribute copies of the Student-Athlete Statement with all student-athletes at their beginning of the year compliance meeting (prior to first practice).
- Collect and review all the Student-Athlete Statements prior to the first team practice.
- Maintain all student-athletes' files.

Student-Athletes' Responsibilities:

- Review the Summary of NCAA Regulations before signing the Student-Athlete Statement.
- Ask the Compliance Office any questions before signing the Student-Athlete Statement
- Sign all applicable parts of the Student-Athlete Statement and submit to the Compliance Office prior to first practice.

Drug Testing Consent-Division I

The drug testing consent advises the student-athlete of the NCAA drug testing policy and obtains the student-athlete's consent to be drug tested by the NCAA. The student-athlete must sign this form to participate (practice or compete) in intercollegiate athletics.

Compliance Office Responsibilities:

- Review and distribute copies of the Drug Testing Consent with all student-athletes at their beginning of the year compliance meeting (prior to first practice).
- Answer any questions.
- Ensure parents of minors also sign the drug testing consent form.
- Maintain all student-athletes' files.

Student-Athletes' Responsibilities:

- Read the drug testing consent form and ask any questions before signing the consent form.
- Sign and submit the Drug Testing Consent form to the Compliance Office prior to first practice.

IUPUI Drug Testing Consent Form

The IUPUI Drug Testing Consent form advises the student-athletes of the IUPUI Drug Testing program and obtains the student-athlete's consent to be tested by IUPUI. The student-athlete must sign to participate (practice or compete) in intercollegiate athletics.

Compliance Office Responsibilities:

- Review and distribute copies of the IUPUI Drug Testing Consent with all student-athletes at their beginning of the year compliance meeting (prior to first practice).
- Answer any questions.
- Ensure parents of minors also sign the drug testing consent form.
- Maintain all student-athletes' files.

Student-Athletes' Responsibilities:

- Read the drug testing consent form and ask any questions before signing the consent form.
- Sign and submit the IUPUI Drug Testing Consent form to the Compliance Office prior to first practice.

IUPUI Eligibility Certification Form

The IUPUI Eligibility Certification form is used by the Eligibility Committee to track and certify the academic eligibility of all student-athletes. The IUPUI Eligibility Certification form must be signed off on by the IUPUI Registrar prior to a team competing.

Compliance Office Responsibilities:

- Update the Eligibility Certification form each semester with information provided by the Associate Athletics Director for Academics.
- Convene the Eligibility Committee to review each student-athletes' file prior to the beginning of each term.
- Have the IUPUI Registrar and FAR sign each sport's form prior to their first competition.
- Keep the IUPUI Registrar and FAR aware of any changes throughout the term.

IUPUI Registrar Responsibilities:

- Review each student-athletes' academic file to ensure NCAA eligibility.
- Sign each sport's form prior to their first competition.

IUPUI Eligibility Roster

The IUPUI Eligibility Roster is distributed to all coaches and staff members after the Eligibility Committee has certified each team. The Eligibility Roster indicates which athletes are eligible for practice, travel, and competition. Eligibility Rosters will be updated throughout the semester.

Compliance Office Responsibilities:

- Complete and distribute Eligibility Rosters to coaches and staff at the start of each semester and as updates occur.

Coaches' Responsibilities:

- Read each Eligibility Roster as they are received.
- Know the eligibility status of each student-athlete.

Transfer Release

IUPUI needs a transfer release from a potential 4-year college transfer student-athlete's previous institution before any direct or indirect contact can be made, regardless of who initiates the contact. This applies to all sports.

Note: A permission to contact letter is different than a full release. After receiving permission to contact, a full release is still needed.

IUPUI student-athletes who do not have a cumulative GPA of 2.6 or higher will not be granted a full release due to APR penalties.

Coaches' Responsibilities:

- Provide the compliance office all necessary information to contact an institution for a release.

Compliance Office Responsibilities:

- Complete and send the transfer release form.
- Notify the coach after the previous institution has granted a release.

The Summit League Intra-Conference Transfer Policy

Per Summit League Bylaw 10.1, any student-athlete who wishes to transfer from one Summit League Member school to another must first receive a release from his or her Director of Athletics. If the release is granted, the student-athlete will be required to serve one complete academic year of residence at the second Member school before becoming eligible to compete. If the release is not granted, the student-athlete will be required to complete two full academic years in residence before becoming eligible to compete for the second school. The student-athlete may practice and receive financial aid during the year(s) of residence.

This regulation does not apply to student-athletes who transfers from a League Member to a two-year college and then to another League Member.

NCAA General Amateurism and Eligibility Form for International Student-Athletes

The General Amateurism and Eligibility Form for International Student-Athletes is required by each international student-athlete who is participating in intercollegiate athletics at IUPUI for the first time. This form should be completed by each international student-athlete participating in athletics for the first time PRIOR to the first practice.

International Student-Athlete's Responsibilities:

- Read and accurately complete all the sections of the General Amateurism and Eligibility Form.
- Ask the compliance office any questions you may have.

Compliance Office Responsibilities:

- Assist student-athletes with completing form.
- Review and analyze information provided on form.
- Present form to the IUPUI Registrar to verify and sign.

Outside Activity Form

[The Outside Activity Form](#) is to be completed by a coaching staff member who (or who's team) is wanting to participate in a charitable, promotional, or other activity. This includes speaking engagements and appearances.

Coaches' Responsibilities:

- Complete the outside activity form for ANY event you or your student-athletes will be involved in and submit it to the compliance office at least **TWO WEEKS** before the activity.

Note: the activity is not approved until both the compliance office and the sport supervisor has approved the request.

Compliance Office Responsibilities:

- Review all requests and forward to sport supervisor for approval.
- Forward approved requests to coach.

Outside Competition Approval Form

In all sports, it is impermissible to participate on an amateur, non-collegiate team during the academic year. Doing so would render the student-athlete immediately ineligible. Student-athletes, who are outside of the declared practice and playing season, may participate on an outside team during an official university vacation period (winter break, spring break). These vacation periods must be published in the institution's catalog. Additionally, there are sport specific restrictions.

[The Outside Competition Approval Form](#) must be submitted to the Compliance Office prior to a student-athletes' participation on an outside team.

Please note that forms are sport specific:

- [Basketball Summer League Form](#)
- [Soccer Summer League Form](#)
- [Other Outside Competition Form](#)

Student-Athlete's Responsibilities:

- Read and accurately complete the sport-specific Outside Competition form.
- Provide number of IUPUI teammates that will participate on the team with you.
- Have form signed by the Head Coach.
- Submit for to the Compliance Office at least **TWO WEEKS** before the start of the outside competition.

Head Coaches' Responsibilities:

- Review and sign all Outside Competition forms prior to submission.

Compliance Office Responsibilities:

- Review each Outside Competition form submitted to ensure eligibility is not jeopardized.
- Maintain file of all outside competition.

Fee-For-Lessons Approval

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis provided:

1. Institutional facilities are not used;
2. Playing lessons are not permitted;
3. The student-athlete keeps accurate records and provides the institution documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year;
4. The compensation is paid by the lesson recipient (or the recipient's family) and not any other individual or entity;
5. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
6. The student-athlete does not use his or her name, picture, or appearance to promote or advertise the availability of fee-for-lessons sessions.

Any student-athlete interested in providing fee-for-lesson instruction must contact the Compliance Office and gain approval prior to commencing any activity involved with fee-for-lesson instruction.