



## **NAIA Eligibility Tips & Resources for Athletic Staff**

**NAIA website - <http://naia.cstv.com>**

For eligibility issues/questions go to: Membership Services and then select Legislative Services. The official Policy Handbook can be found there, for downloading or reference.

The Registrar's Office provides Athletics with all the forms necessary for eligibility, as well with deadlines for submission. The forms are:

- Certificate of Clearance
- Official Eligibility Certificate
- Entering Freshmen Eligibility Certificate
- Transfer Player Eligibility Statement\*
- Non-resident Student or Enrollment Gap form\*

*\* Requires an interview between the new student and the FAR.*

The Registrar uses the Eligibility Certification Processing Software from NAIA to record all team members' eligibility data and produce the certificates. The Registrar also makes the final submission of all eligibility paperwork to NAIA. Jessica will be entering athletes' information into the IFAS system, starting this fall.

The Registrar will provide, upon request, midterm grade information to Athletics for use in trouble-shooting future eligibility issues.

The FAR will issue the Reasonable Accommodation policy reminder to all faculty at the start of each semester.

The Registrar, FAR, Athletic Director, and Director of Academic Advising will coordinate an information session for all fall and/or spring athletes and coaches at the beginning of each semester.

The Registrar will serve as a resource to the Athletic staff for eligibility questions and/or research. However, students should work with their coaches and their academic advisors, or if necessary with the FAR, to resolve course load or gpa issues that might affect eligibility.

New recruits must be admitted to Dominican before their eligibility is officially reviewed. Eligibility questions that arise during the recruitment phase may be directed to the FAR, who, in turn, may decide to consult with the CALPAC eligibility chair or the Registrar.

Whom to contact:

FACULTY ATHLETIC REP: Dr. Chris Leeds 482-3532

DIR. ACADEMIC ADVISING: Everil Robertson 257-1388

REGISTRAR: Shannon Gerry 485-3244 or Marianne Stickel 458-3722

THE BASIC REQUIREMENTS FOR NAIA: Student athletes must:

- 1) maintain a full-time course load (12 units minimum) every semester
- 2) *pass* 24 units minimum every academic year (“the 24-hour rule”)
- 3) maintain a cumulative gpa of 2.0 minimum to play a 3<sup>rd</sup> or 4<sup>th</sup> season
- 4) pass 48 units minimum in major and/or general ed. to play 3<sup>rd</sup> or 4<sup>th</sup> season

COMMON PROBLEMS WITH ELIGIBILITY:

Late registration – No enrollment, no participation. It’s that simple.

Dropping below full-time course load – affects eligibility immediately

Not passing all enrolled courses in a semester – may affect future eligibility

Withdrawing from too many units – might help gpa, but not the 24-hour rule

Repeating classes – units count only once, so this may affect 24-hour rule

Taking beyond the allowed maximum of PE units (8 total, inc. transfer)

Time conflicts between class time & practice time (& work time?)

Away games that cause absences from class

*For transfer students only:* Sometimes you can fall short of meeting the 24-hour rule in your 2<sup>nd</sup> semester, even when you were fine in your first semester, if not all of your units were accepted for transfer.

**SOME SOLUTIONS for students:**

Enroll in enough units to give provide a cushion if they don’t pass everything

Make up as many dropped or failed units in the next semester as they can

Plan to take courses in summer or in a winter inter-session if they do not pass 12 units in any given semester. (Whether they fail or withdraw)

*This must be approved by your academic advisor and the Registrar*

Find out how many PE units they can take at Dominican without maxxing out.

*(Do take PE in every semester you can, but if you transferred in any PE, ask your advisor or the Registrar how many more PE units you can take) 8 is the limit.*

If they need to repeat a class, they should take enough additional units to make up for the shortfall of units that will result.

*(The original units and the original grade points remain on the record until the class is successfully repeated. Then, the original units & gpa are erased)*

Consult with the Academic Advising Center (AASC) staff about a CLEP exam, when they need units, but cannot make them all up by taking classes.

*(There are limits on the number of units they can gain this way)*

Work with their academic advisor and/or the AASC to resolve any time conflict problems in their class schedule.

Know the “reasonable accommodation” policy that DU faculty have adopted for athletes – *respect it and use it, but don’t abuse it.*

Know what academic resources are available to students at Dominican, so they can take advantage of everything we have to offer.

Ask for help at the first sign of an academic problem. Don’t wait till mid-terms to address these issues.