



**Title of Proposed Procedures: Reporting Student-Athlete Eligibility**

**Policy (check one):** New  Revised \_\_\_\_\_ Reformatted \_\_\_\_\_

**Applies to (check all that apply):**

Faculty  Staff  Students

Division/Department:  College

**Topic/Issue:**

BCCC Students must meet current National Junior College Athletic Association eligibility requirements to participate on a certified intercollegiate athletic team.

**Background to Issue/Rationale for Procedure:**

Compliance with all NJCAA rules is the express responsibility of all member colleges. Student-athletes participating on an intercollegiate level in any one of the sports certified by the NJCAA must conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the BCCC is affiliated.

**State/Federal Regulatory Requirements (cite if applicable):**

**(For procedures, cite appropriate approved College Policy addressed)**

**STUDENT ATHLETIC ELIGIBILITY**

**Proposed Procedural Language:**

**Designated Staff:** Student Success Advisor for Athletes and Team Coach

**Duties:**

1. Extract student data from the BCCC student information system.
  - High school graduation
  - Non-high school graduates, verify completion of 12 credits with a 1.75 GPA in a term which occurred after the student-athlete's high school class has graduated.
  - If needed, completion of the NJCAA High School Waiver Form (Form 3.E) for students simultaneously completing in high school and enrolled in 12 or more credits at BCCC.

2. Document data results and retain.
3. For returning students or those other than new students, verify and document that student-athlete meets the credit accumulation and GPA requirements. This should be done prior to the 15<sup>th</sup> calendar day from the beginning date of the term.
4. Verify that the student-athlete has not competed more than two seasons in a given sport at any intercollegiate level.

**Designated Staff:** Athletic Director

**Duties:**

1. Verify and document that each student-athlete participating in a NJCAA certified sport has passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete.
2. Meet with Eligibility Oversight Committee to verify compliance with NJCAA eligibility requirements and regulations.
3. Visit NJCAA On-line Eligibility Portal and report student-athlete eligibility in accordance with all NJCAA rules and regulations.

Athletic Transfer Student Procedures

**Topic/Issue:**

Incoming transfer student/student-athlete eligibility.

**Background to Issue/Rationale for Procedure:**

A transfer student /student-athlete is one who attended any college beyond the first 15 calendar days of a term or participated in an athletic contest and at a later date enrolled and attended classes at another college. Must meet NJCAA requirements.

**State/Federal Regulatory Requirements (cite if applicable):**

**(For procedures, cite appropriate approved College Policy addressed)**

NJCAA regulations.

**Proposed Procedural Language:**

**Designate Staff:** Team Coach

**Duties:**

1. Coach must complete contact notification form if the student is transferring from an NJCAA member institution.
2. Student must receive an NJCAA transfer waiver from the NJCAA member institution he/she was attending.
3. If the student-athlete had signed a Letter of Intent with the previous NJCAA member institution, he/she must obtain a release from said institution.
4. The student-athlete must submit transcripts to the athletic department from all colleges in which the student enrolled. Athletics will submit the official transcript to the Admissions office while retaining a photocopy for departmental records.
5. The Admissions staff will evaluate the official transcript for transferrable credit.

**Designated Staff:** Assistant Athletic Director (AAD)

**Duties:**

1. The AAD will meet with the Admissions Transfer Evaluator and determines if the transfer student/student-athlete has met the eligibility requirements for participation and documents it.
2. The AAD provides the documentation to the Athletic Director for review.

**Designated Staff:** Athletic Director (AD)

**Duties:**

1. The AD reviews the transfer documents to confirm student eligibility compliance.
2. The AD meets with the Eligibility Oversight Committee (EOC) and shares the documents for review and confirmation.
3. The AD inputs the eligibility data in the NJCAA Online Eligibility Portal and submits it.
4. The AD informs the Team Coach of confirmed transfer student eligibility.

**Proposed Implementation Date:** Upon Board Approval

**Approved by the Board of Trustees:** December 15, 2009

**Proposed by:** Dr. Alicia B. Harvey-Smith  
Vice President/Senior Staff Member