Process Name: Determining Athletic Eligibility
Date: October 27, 2005
Time: 2:59 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: At the beginning of each semester, the Athletic Director provides the Registrar with a spreadsheet of students seeking to participate in a specific sport of intercollegiate athletics. The Registrar’s Office is responsible for gathering the certain information so a determination can be made as to whether a student is eligible to participate in a specific season and sport.

Basic rules of eligibility for which the Registrar’s Office is concerned:

1. Undergraduate must have a cumulative grade point average of 2.0 or higher on a 4.0 scale.

   Graduate must have a cumulative grade point average of 3.0 or higher on a 4.0 scale.

2. Student must not be on academic or disciplinary probation or suspension.

3. Undergraduate must be enrolled in a minimum of 12 semester hours at the time the certification form is prepared and delivered to the Athletic Director.

   Graduate must be enrolled in a minimum of 12 semester hours at the time the certification form is prepared and delivered to the Athletic Director.

4. If an undergraduate is identified as being in their third or fourth season of competition, enrollment in developmental course(s) cannot count as part of the 12 semester hours.

5. A maximum of one repeated course with a grade of D may count toward the 12 or 9 semester hour requirement. Repeating a course in which a grade of C or better was earned cannot be counted toward the 12 or 9 semester hour requirement.

Any questions about number of terms enrolled, seasons played, or credit earned during an inter-term are directed to the Registrar.

Procedure:

Spreadsheet format (Columns):

   Name, SSN, Enrolled Freshman, Cum GPA, Terms, Att Hrs, Passed Hrs, Percent, Previous Seasons, Hours Enr., Transfer, and Dev Crs Passed.
Terms used:

**Enrolled Freshman:** Is this the student’s first semester in college since graduation from high school? If Yes, place X in column. Do not count attendance at another institution during high school or the summer between graduation and the first fall semester. A new student in Spring must not have attended another college or university the Fall semester.

**Cum GPA:** Calculate the cumulative grade point average for all courses taken at a college or university. Include any developmental courses in which a grade was received. You must include SRSU developmental courses.

**Terms:** Number of Fall/Spring terms in which the student was enrolled full time, including the current semester at SRSU. Do not count terms before the date of high school graduation.

**Attempted Hours:** Total number of hours attempted from all institutions attended. Include any hours attempted while still in high school.

**Passed Hours:** Total number of earned hours from all institutions attended. Include any hours attempted while still in high school.

**Percent:** Divide Passed Hours by Attempted hours to determine Percent of Completion. Enter value in column as a whole percentage. You may round to the nearest whole number (i.e. 93.4 equals 93%).

**Previous Seasons:** Normally this data will be provided by the athletic department. Leave blank.

**Hours Enrolled:** Total number of hours at the time the eligibility list is prepared. This includes college level and developmental course.

**Transfer:** If the student has transfer hours from another college after the graduation date, place an X in the column.

**Developmental:** Enter the total number of semester credit hours of all developmental course completed at any institution attended. This will include hours for courses in which no grade was received.
1. The above information can be found on SIS screens 136 (Transcript), 118 (Academic Statistics), and 122 (Initial Statistics) for students who have attended only Sul Ross.

2. Transfer students must have their file pulled and reviewed in order to gather grade point information and other term data.

3. If a transfer student is missing any official transcript, leave all columns blank. Transfer students must have all data on file in Registrar’s Office before eligibility will be determined. No exceptions.

4. When all data is entered in the spreadsheet it should be given to the registrar to review before submitting to the Athletic Director.

5. Any questions about a student’s potential eligibility should be directed to the Registrar for clarification.

6. This office is not required to pre-determine if a prospect is eligible for participation in intercollegiate athletics. Any inquiries by prospects, parents, or coaches should be directed to the Athletic Director.

Electronic Inputs: None

Manual/Paper Inputs: GPAs, terms of competition, no hours developmental course, manually calculated.

Key Decision Points (list all): Cumulative GPA, number terms of competition, percent of completion of program, etc.

Related Policy(s): NCAA Division III Eligibility Rules, SRSU Athletic Eligibility Rules

Interface to Other Systems: None

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: Eligibility worksheet.

Customer(s): NCAA, Conference Officials, Athletic department, Athletic Committee, Executive Officer of SRSU.
### Sul Ross State University  
**Business Process Analysis – Student Module**

<table>
<thead>
<tr>
<th>Regulatory Items:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency/Volume:</td>
<td>Beginning of Fall and Spring terms.</td>
</tr>
<tr>
<td>Potential Break Points:</td>
<td>Missing transcripts, missed repeated course, miscalculated cumulative GPA.</td>
</tr>
<tr>
<td>Automation:</td>
<td>Minimal</td>
</tr>
<tr>
<td>Issues:</td>
<td>No SIS supported programs or rules tables. Too many ways to mess up. Too many athletes with poor academic performance at previous institutions.</td>
</tr>
</tbody>
</table>

**NOTE:** In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.