

## **ACADEMICS**

### **Athletic Academic Services Philosophy**

All Athletic Department personnel will approach their educational mission with enthusiasm, integrity, and professionalism. Absolute confidentiality will prevail, and all sports and student-athletes will be treated equitably.

Athletic Academic Services will demonstrate a positive goal-orientated approach. The belief that winning on the field/court/track and winning in the classroom are compatible and attainable goals will be communicated to the student-athlete by all Athletic Department personnel.

### **Goals and Objectives**

The goal of Athletic Academic Services is to implement a comprehensive academic and personal support program for student-athletes at the University that:

- Enhances satisfactory progress towards graduation and earning a degree
- Promotes academic and educational success in all UM student-athletes
- Serves as a resource center for information regarding academics at the University and current NCAA and Big Sky Conference regulations
- Diminishes eligibility problems

### **Academic Assistance**

This comprehensive academic and personal support program includes the following services:

#### **Academic Advising**

The Office of Athletic Academic Services will assist general, pre-psychology, pre-business, pre-communication, and pre-education majors and incoming student-athletes in building appropriate course schedules which enable the students to pursue their areas of academic interest, progress toward graduation in a timely manner, and satisfy NCAA and Big Sky Conference academic requirements. Also available to design 4/5 year plans for any student-athletes interested.

#### **Academic Enhancement Programs**

- Free tutorial services (provided through the STS Tutoring Program)
- Success Seminars
- Career Workshops
- Referral to other UM resources (i.e. Career Services, DSS, etc.)

#### **Reactive Monitoring**

Reactive monitoring provides the Athletic Academic Service Office, student-athlete, advisor, and coach an opportunity to track the student-athlete's University satisfactory progress toward meeting graduation requirements. Feedback from professors is collected at midterm and academic profiles are distributed to the student's academic team coach.

### **“At Risk” Student-Athlete Program**

The Coordinator of Athletic Academic Services will address the academic needs of student-athletes on an individual basis.

### **Coaches’ Requirements**

- Set appropriate priorities in recruiting to ensure that student-athletes will be in a position to successfully do college work.
- Confer with the Coordinator of Athletic Academic Services on all academic issues concerning student-athletes.
- Motivate student-athletes to perform in the classroom.
- Stay abreast of players’ academic progress, University requirements, and NCAA and Big Sky Conference requirements as they relate to satisfactory progress.
- Plan trips and practices to minimize the impact on classes.
- Take personal responsibility for players’ academic progress.
- Reinforce players’ participation in the various academic support services offered.

### **Initial Certification**

The following steps constitute the initial certification procedures for incoming freshman student-athletes at The University of Montana (UM)

1. Prior to the beginning of each semester, the Compliance Officer requests team rosters from coaches, with new incoming freshman identified and social security numbers provided.
2. The Compliance Officer uses the social security numbers to submit the new students to the NCAA Eligibility Center database. The Compliance Officer apprises coaches of initial eligibility issues.
3. The Compliance Officer monitors initial eligibility statuses of new students via the web. Once a student is certified as a qualifier, the Compliance Officer provides the information to the Faculty Athletic Representative.
4. The clerical assistant in the Registrar’s Office completes the conference eligibility form.
5. The Registrar, the Athletic Director, and the Faculty Athletic Representative sign the conference eligibility form, thus attesting to its completeness and accuracy.
6. Copies of the signed eligibility form are distributed to the conference office, Faculty Athletic Representative, and Intercollegiate Athletics.

### **Transfer Student-Athlete Certification**

The following steps constitute the initial certification procedures for transfer student-athletes at The University of Montana (UM):

1. Prior to the beginning of each semester, the Faculty Athletic Representative and the Compliance Officer request team rosters from coaches and ask the coaches to identify which athletes are transfer students. The Faculty Athletic Representative and Compliance Officer apprise the coaches of the potential and final determination of ineligibility of any transfer student-athlete.
2. For each transfer student-athlete whose name appears on a team roster, the Compliance Officer collects from the Registrar's Office a transcript of credits and grades which includes all previous work transferred from another institution.
3. Using the regulations of UM, the Big Sky Conference, and the National Collegiate Athletic Association, the Faculty Athletic Representative evaluates the transfer student's complete academic record to determine eligibility for financial aid, practice, and competition.
4. Based upon the analysis and judgment of the Faculty Athletic Representative, the clerical assistant in the Registrar's Office completes the conference eligibility form.
5. The Registrar, the Athletic Director, and the Faculty Athletic Representative sign the conference eligibility form, thus attesting to its completeness and accuracy.
6. Copies of the signed eligibility form are distributed to the conference office, Faculty Athletic Representative, and Intercollegiate Athletics.

### **Continuing Eligibility**

The following steps constitute the continuing eligibility certification procedures for student-athletes at The University of Montana (UM):

1. After the official posting of grades each regular academic term, the Coordinator of Athletic Academic Services sorts and reviews transcripts for all student-athletes on the team roster who will be continuing with the team for the following term. The Coordinator then provides a copy of the transcripts to the Faculty Athletic Representative.
2. Using the regulations of UM, the Big Sky Conference, and the National Collegiate Athletic Association, an Academic Eligibility Committee (AEC) comprised of the Faculty Athletic Representative, Coordinator of Athletic Academic Services, athletic academic advisor, and Associate Athletic Director/SWA use the up-to-date transcript to determine if the continuing student-athlete has met minimum academic progress requirements.
3. The Faculty Athletic Representative and Coordinator of Athletic Academic Services receive twice weekly from the Information Technology Office an official

- report which indicates the credit hours and UM GPA being carried by each student-athlete.
4. Based on the guidance and judgment of the Faculty Athletic Representative and Coordinator of Athletic Academic Services, the clerical assistant completes the conference eligibility form.
  5. The Registrar, the Athletic Director, and the Faculty Representative sign the conference eligibility form, thus attesting to its completeness and accuracy.
  6. Copies of the signed eligibility form are distributed to the conference office, Faculty Athletic Representative, and Intercollegiate Athletics.
  7. The Faculty Athletic Representative notifies the Financial Aid Office and Athletic Department of any student-athlete ineligible for practice, competition, and/or financial aid.

### **Procedures for Completion of Big Sky Conference Eligibility Reports**

1. Faculty Athletic Representative (FAR) provides the Assistant Registrar copies of data summary sheets of academically eligible athletes for inclusion on draft Big Sky Conference (BSC) eligibility reports.
2. The transcript of each ineligible athlete is retained by the Office of Athletic Academic Services until the academic record of the ineligible athlete has changed. Summary data sheets of now eligible athletes are forwarded to the Assistant Registrar for inclusion on the draft eligibility reports.
3. Associate Athletic Director/SWA forwards to the Assistant Registrar NCAA reports declaring the eligibility of initially enrolled athletes for inclusion of their names and information on the draft BSC eligibility reports.
4. Associate AD/SWA refers to the AEC transcripts of two-year and four-year transfers for determination of eligibility. Summary data sheets of eligible transfers are forwarded to the Assistant Registrar for inclusion on the draft BSC eligibility reports.
5. Associate AD/SWA refers to the AEC transcripts and other pertinent academic information for all recruited and non-recruited walk-on athletes for determination of eligibility. Summary data sheets of eligible walk-ons are forwarded to Assistant Registrar for inclusion on the draft BSC eligibility reports.
6. Assistant Registrar prints copies of draft Big Sky eligibility reports and circulates them to the AEC for checking of accuracy and completeness (i.e., names, eligibility entries, years of eligibility, and first-competition dates). Necessary changes are made.
7. Assistant Registrar prints copies of the final Big Sky eligibility reports and circulates them to the Registrar, the FAR, and the Associate AD/SWA for signatures and mailing to the Big Sky Conference, where they must be received within three weeks of the first scheduled competition in each sport.

8. Based on subsequent information received and processed as detailed above regarding continuing students regaining eligibility, initial enrollees, transfers, and walk-ons, Assistant Registrar will prepare periodically addenda to the BSC eligibility reports, which will be checked and signed prior to mailing to the BSC office. The final addenda will be received by the BSC office prior to the final day of the semester.

### **Satisfactory Progress Requirements**

I. To determine eligibility for competition, practice, and financial aid, use the following NCAA and Big Sky regulations:

A. Credit-hour requirements (14.4.3.1)

- Analysis if applicable to a midyear transfer, a student after one year in residence at UM, or a student after one season of competition at UM.
- Basis of analysis is the student's academic record at the beginning of the fall term or any other regular term.
- Student must satisfactorily complete six semester credits the preceding regular academic term (excludes summer and wintersession) in which the student has been enrolled full-time.
- Student must complete 24 semester credits, of which not more than 6 credits earned during the summer, prior to the start of the student's second year of collegiate enrollment. After the first year, the student must complete 18 semester credits per year (credits earned during summer may not be used to fulfill the 18-credit requirement).
- Credits from another school may not be used in satisfying credit requirements.

B. Designation of degree program requirement (14.4.3.1.5)

- Student must present documentation of declaration of major by the beginning of the student's fifth semester.
- After the beginning of the fifth semester, student cannot meet the credit-hour requirement with free electives in excess of the degree program cap on free electives.

C. Fulfillment of percentage of degree requirements (14.4.3.2)

- Student entering third, fourth, and fifth year must have completed respectively 40% (48 credits), 60% (72 credits), and 80% (96 credits) in the *students specific degree program* (not just cumulative credits).
- This requirement applies to both continuing and transfer students.
- Credits earned at another school may be used in satisfying the percentage of degree requirement.

D. Minimum grade-point average requirements (14.4.3.3)

- UM and conference grade-point rules supersede NCAA rules.
- Analysis is applicable to transfer and continuing student-athletes.
- Credits earned at another school may not be used in satisfying the GPA requirement. Use the UM record only.
- Student must fulfill the following cumulative GPA requirements:
  - a 1.6 cumulative GPA by the beginning of the student's second term,
  - a 2.0 cumulative GPA by the beginning of the student's second year of collegiate enrollment, and
  - a 2.0 cumulative GPA thereafter

## UM Student-Athlete Calculator Check Out Policies

- **Calculators are available for student-athlete use only.**
- Student-athletes may check out calculators for use for the entire semester.
- **Calculators must be returned no later than the LAST day of finals week.**
- Failure to return calculator on time will result in loss of the privilege for the next semester.
- Please report any problems with the calculator upon return.

### CALCULATOR CHECKOUT AGREEMENT

I have read and fully understand the policies for use of UM Athletics calculators. I agree to comply with these policies and realize that failure to do so will result in loss of this privilege for the next semester. **Furthermore, if I lose, permanently damage, or otherwise fail to return this CALCULATOR, I agree to pay the replacement cost of \$100.00 to Intercollegiate Athletics.**

Calculator # \_\_\_\_\_ Check-out Date \_\_\_\_\_

Name \_\_\_\_\_ ( Please Print) Telephone Number \_\_\_\_\_

Return Date \_\_\_\_\_ Student Athlete Signature \_\_\_\_\_

## UM Student-Athlete Laptop Computer Check Out Policies

- **Laptop computers are available for student-athlete use only.**
- Student-athletes may check out computers to use while traveling for competition outside of Missoula.
- Computers may be checked out one working day prior to the trip departure date, beginning at 8:00 A.M.
- **Computers must be returned no later than 5:00 P.M. one working day following return to Missoula.**
  - Example:
    - Team leaves on Thursday for Friday game out of town and returns Saturday P.M.
    - Computer may be check out anytime after 8:00 A.M. on Wednesday
    - Computer must be returned by 5:00 P.M. Monday.
  - Failure to return computer on time will result in loss of laptop privilege for the remainder of the semester.
  - Please report any problems with the computer upon return.
  - Save your work on you own disk or CDR, not on computer hard drive.
  - In the event that more than one team is traveling at a given item, computers will be allocated so all teams have access. Please share with your teammates in this situation.
- ★ **The computers have both modem and wireless internet capabilities.**
- ★ **Any charges related to internet access or use is the responsibility of the student-athlete (e.g. long distance charges or obtaining an internet service provider).**

### LAPTOP COMPUTER CHECKOUT AGREEMENT

I have read and fully understand the polices for use of UM Athletics laptop computers. I agree to comply with these polices and realize that failure to do so will result in loss of this privilege for the remainder of the current semester. Furthermore, if I lose, permanently damage, or otherwise fail to return this computer, I agree to pay the replacement cost of \$2400.00 to Intercollegiate Athletics.

Laptop Computer # \_\_\_\_\_ Check-out Date \_\_\_\_\_

Name \_\_\_\_\_ ( Please Print) Telephone Number \_\_\_\_\_

Return Date \_\_\_\_\_ Student Athlete Signature \_\_\_\_\_

## Financial Aid

### **NCAA & CONFERENCE LEGISLATION**

1. All applicable regulations will be followed.
2. Limitations on the number of grants allowable in each sport can be found in the NCAA Manual.
3. UM and Big Sky grant limitations may be less than NCAA limits.
4. No written agreements for athletic aid can be offered for a term greater than one academic year.
5. No athletic aid can be offered to a four-year college transfer unless UM has a written release from the student-athlete's former institution.
6. Athletic aid should not be offered to incoming freshman until there is reason to believe they can meet the freshman eligibility requirements.
7. All offers of athletic aid must be approved by the Athletic Director or Associate Athletic Director for Compliance.
8. NCAA rules require an athlete to be academically eligible and registered for 12 credits or the number of credits needed to graduate if the student-athlete is enrolled in his/her last term to receive athletic aid.

### **NATIONAL LETTER OF INTENT**

1. UM Utilizes the NCAA National Letter of Intent (NLI) and is bound to uphold its rules and regulations.
2. Once a letter is signed by an athlete, recruiting contact with that individual must cease by all except the institution that signed him/her.
3. A NLI must always be accompanied by a Financial Aid Agreement (FIA).
4. No FIA or NLI can be signed before the date applicable for a sport.
5. The NLI must be signed within 14 days of issue, and returned to UM to forward to the Conference office within 21 days of being signed.
6. The NLI is binding on the institution and the student-athlete. A release process is available, but athletic eligibility can be adversely affected.
7. A prospect can sign only one valid NLI as a high school prospect, and then again may sign one as a prospective junior college recruit.
8. The NLI and FIA cannot be issued prior to the signing date except to allow delivery in time to be signed on the applicable date.
9. An announcement regarding the signing of an NLI cannot be made until both the FIA and NLI are in our possession.
10. A UM coach or the University cannot schedule or be present at a press conference to announce the signing of a letter by a prospect.

### **ATHLETIC GRANTS-IN-AID**

1. PROCESS
  - a. Coach completes a TFA for Athletics Aid in writing and gives to the Compliance Office for approval.
  - b. Athletic Academic Services reviews TFA.
  - c. Athletic Business Affairs personnel type NLI and FIA, being sure to note exact terms of the award.
  - d. Athletic Director or Associate Athletic Director/SWA signs the NLI and FIA and then forwards the FIA to the Director of Financial Aid for his/her signature.



- e. Once all signatures are obtained; issue date is typed, and documents are mailed to student-athlete.

## 2. DURATION AND AMOUNT OF AID

- a. Athletic aid can be offered for a maximum of one year.
- b. Athletic aid may be awarded to a student-athlete for a period of less than one academic year only under one of three exceptions:
  - 1. Midyear enrollment
  - 2. Final semester
  - 3. One-time exception
- c. The maximum amount of aid is set by the NCAA and Conference to be tuition, fees, room, board, and the purchase amount of required course-related textbooks for the year.
- d. UM aid may be partial or full, and can be for any specific amount within the limits above, as long as it is precisely stated.
- e. Aid cannot be reduced or altered during the term of the award for athletic reasons.
- f. Aid may be cancelled during the term of the award in the event a student voluntarily withdraws from his/her sport.

## 3. AID AUTHORIZATION

- a. FIA's are issued in accordance with recruiting dates with specific dollar amounts based on the current figures available. Amounts are subject to change pending approval of fee schedules by the Board of Regents.
- b. Athletic Business Office prepares Award Summary sheet. The information is given to Financial Aid to input to the Banner system for schedule bills. All schedule bills are e-mailed to student-athletes.
- c. Student-athletes make appropriate changes in class schedule through Cyberbear or Registration Center.

## 4. ROOM AND BOARD PAYMENTS

- a. On campus student-athletes will have their account credited with the appropriate amount directly by the business office. No deposits are required of student-athletes whose on-campus housing has been paid for.
- b. Room can be provided only to the extent of the regular double room rate, and meals are written at a full Lommasson Plus meal plan to all on campus athletes. An increase of the meal plan is done on an individual basis.
  - 1. Head Coach receives request from student-athlete for additional meal-plan allocation.
  - 2. Student-athlete's food service account is reviewed by Athletic Business Affairs Office and Coach.
  - 3. If warranted, student-athlete's account is increased through a memo to Dining Services and a copy to Financial Aid.
- c. Off-campus residents will receive four checks each semester for their room and board stipend. These will be mailed to a local address at the end of each month of the semester.

## 5. TERMINATION OF FINANCIAL AID

*All rules regarding termination of financial aid are given in the NCAA Manual and Student-Athlete Handbook.*

## 6. COACHES' RESPONSIBILITIES

- a. It is the coach's responsibility to make sure in advance of a scholarship offer that the athlete is admissible and is eligible to receive aid and compete.
- b. The coach must be sure the proper steps are followed in making a formal scholarship offer.
  1. Proper approval and signatures obtained.
  2. Proper dates and deadlines observed.
  3. The FIA and NLI are accurate and the packet includes a departmental letter.
  4. Commitments are honored and aid is not capriciously terminated.
  5. No individual receives an over-award for aid and team limits are observed.

### **Book Scholarship Loan Program**

#### **STUDENT-ATHLETE INSTRUCTIONS**

All student-athletes awarded books in their scholarship from The University of Montana Athletic Department will receive required textbooks only. There is no dollar limit on required books. Student-athletes are requested to confirm their next semester's schedule of classes at the end of each semester, usually when returning books. After the final pre-registration date for each semester, the Athletics Business Office prints out each student's class schedule. It is from these that books are picked up for the student-athlete. Information as to the location for book pickup and return will be relayed via team meetings, bulletin boards and memos to each head coach.

#### **Class Changes:**

**ADDED COURSES:** You must request a Permission-to-Charge slip from the Athletic Business office and take the slip to the Bookstore at UM and pick up any additional required books as needed. The Bookstore returns purchase slips and bills the Athletic Business Office monthly.

**DROPPED COURSES:** You must also **return** the texts purchased for any dropped courses at this time in order to be credited for the full amount of these returned books. Return books to the Athletic Business Affairs Office. All textbooks from dropped courses **MUST** be returned by the date set by the Bookstore. Failure to do so can result in loss of current and future athletic eligibility and/or book ban privileges.

#### **Returning Books/End of Semester:**

All required textbooks and course related materials provided through a book loan athletics scholarship must be returned to the Athletic Business Affairs Office or the designated area during finals week for Fall and Spring semesters. **DO NOT RETURN YOUR BOOKS TO THE BOOKSTORE!** Please return them as soon as possible after your last final exam to avoid congestion. All textbooks and related materials are due by the last scheduled day of final exams.

Any unreturned books will be charged to you on your next Schedule Bill at 75% of the purchase price. A **HOLD** will be placed on your records if you have unreturned books including graduating students.

If you wish to keep a book, check with the book buyer at the UC Bookstore first and then relay the buyback price to the Athletic Business Affairs Office. You will be charged the amount the Bookstore is paying for its return.

### **Big Sky Conference Special Assistance Fund Policy for Insurance Coverage**

Beginning with the 2004-05 school year and thereafter, the department will reimburse eligible student-athletes for medical insurance coverage for one semester per year only. The student-athlete will be responsible for funding the other semester per year.

## Procedures for Awarding Athletic Aid Summer School and Degree Completion

1. Student-athletes wishing to receive scholarship funds for summer school or degree completion completes the appropriate application, available from the Associate Athletic Director, Compliance & Student Services.
2. Student's eligibility to receive funds is verified.
3. Associate Athletic Director for Development verifies the funding request follows account guidelines if named scholarship funds are being used.
4. Upon approval of the request, an award sheet is prepared and delivered to the Financial Aid Office.
5. For UM Foundation accounts as funding source, secure funds using one of the procedures below:
  - a) Process a Check Request payable to The University of Montana, Attn: Financial Aid (*request a check for pickup*). Send check with copy of student aid agreement to Financial Aid Office, **OR**
  - b) Send financial aid award summary to Financial Aid Office with direct Index Number for the fund and/or Banner detail code.