

Eligibility Rules Pamphlet

National Junior College Athletic Association

2018-2019

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National Junior College Athletic Association
Charlotte, North Carolina

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Article V

Student-Athlete Eligibility

Student Requirements for Participation in NJCAA Athletics: In order to participate in an NJCAA sanctioned sport, a student-athlete must be in good academic standing; in accordance with the rules and bylaws of the NJCAA, the member region and the individual institution. He/ she must be an amateur; who has not exhausted his/her eligibility; and who is in good health. The sub-sections of Article V contain rules detailing and defining these requirements.

Section 1 - General Eligibility Regulations

- A. Effective Date: All NJCAA Rules of Eligibility become effective on [new effective date August 1): All grandfather clauses from past bylaw changes were terminated effective August 1, 1989. All participants must meet the terms of the current effective NJCAA bylaws for the year of their participation.
- B. Member colleges must prepare and file individual student eligibility information that is accurate, current, complete and organized into an audit ready file.

Section 2 - Academic Eligibility

- A. General Academic Requirements:
 - A.1. In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.
 - A.2. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
 - A.2.a. Classes utilized for any academic eligibility portion must be:
 - A.2.a.i. Credit or credit equivalent bearing, AND
 - A.2.a.ii. Approved by the college governance structure, AND
 - A.2.a.iii. Listed in the college course archives system, AND
 - A.2.a.iv. Listed on an official college transcript.
 - A.2.b. Courses offered for Continuing Education Units (CEU) may not be used for NJCAA eligibility purposes.
 - A.2.c. Credits offered solely as part of a certificate program and not a college degree program may not be used for NJCAA eligibility purposes.
 - A.3. Academic Year: As defined by the NJCAA, begins on August 1 and concludes July 31 the following year.
 - A.4. Definitions and Requirements:
 - A.4.a. Term: The word "term" as used within Article V refers to official unit of class attendance at a college, typically quarter, semester, or trimester.
 - A.4.a.i. Summer sessions are considered a term and student-athletes who enroll in a summer session full-time, at the same institution utilizing any combination of summer school sessions, shall have that term count as a full-time term for all eligibility rules.
 - A.4.a.ii. Institutions using a modified administrative term will be evaluated by the NJCAA National Office and an interpretation will be ruled.
 - A.4.b. GPA: A student-athlete's grade point average (GPA) shall be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
 - A.4.b.i. GPA is calculated to the 1/100th of a point. Example: 2.87
 - A.4.b.ii. Rounding up the GPA is not permissible.
 - A.4.c. Pass/Satisfactory: Classes graded on a Pass/Fail or Satisfactory/Unsatisfactory which are successfully completed by a student-athlete shall be calculated as "C" grades for the GPA for NJCAA purposes.
 - A.5. Transfer Academic Eligibility: Transfer students must meet the academic requirements of Article V Section 2.D by the 15th calendar day of the term which they choose to participate, to be considered for immediate eligibility. In addition to transfer regulations, student-athletes who transfer must conform with all generally applicable academic regulations.
- B. Entrance Eligibility

- B.1. A student-athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department of education approved general education diploma or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted and approved by the college's registrar. Home School certifying statement per Article V, Section 2. B. 2.f .i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred." This certifying statement must be notarized.
- B.1.a. High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature.
- B.1.b. Student-athletes who have passed a state approved equivalency exam, but have not been awarded the certificate or diploma, may establish eligibility by submitting written proof of their successful completion and the member institution keeping such proof (passing scores) in their audit file.
- B.1.c. Student-athletes who enroll in college prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be eligible for participation. Additionally, any enrollment that takes place prior to meeting the minimum requirements of Article V, Section 2.B.1 shall not be subject to any accumulation or transfer regulations provided the entire term takes place prior to the student meeting Article V, Section 2.B.1.
- B.2. Home School: In determining NJCAA entrance eligibility, the college shall review the student-athlete's home school high school transcript. The home school transcript must clearly display the following information.
- B.2.a. Student's name (first, middle, last) and date of birth
- B.2.b. For each course completed include the following:
- B.2.b.i. Specific course title
- B.2.b.ii. Units of credit for each
- B.2.b.iii. Time frame or semester in which completed
- B.2.b.iv. Grade received
- B.2.c. Description of grading system used such as a grade scale or grade key.
- B.2.d. Graduation date (month/day/year) indicating completion of secondary school education.
- B.2.e. The name of the home school administrator who organized, taught and evaluated course work if not the parent named in item B.2.g below.
- B.2.f. The following statement, or one substantially similar, shall appear above the parent signature line described in item B.2.g below:
- B.2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred."
- B.2.g. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item B.2.h below).
- B.2.h. The transcript must be notarized, and include:
- B.2.h.i. Notary Public signature
- B.2.h.ii. Printed name
- B.2.h.iii. Date
- B.2.h.iv. State and county
- B.2.h.v. Date commission expires
- B.2.i. The transcript must be mailed by the preparer directly to the college Admissions and Records office.
- B.2.j. If assistance is needed in creating a home high school transcript, the following website may be helpful: www.hslda.org.
- B.3. Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.
- B.3.a. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.
- B.3.b. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.

- B.3.c. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.
- B.3.d. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate or club athletics need not be translated as they are not permitted to be used for NJCAA eligibility.

C. Enrollment Eligibility

- C.1. Full-Time Enrollment: Full-time enrollment is defined as 12 or more credit hours. Full-time enrollment must be established on the 15th calendar day of the beginning of the regular term as listed on the college academic calendar and maintained.
- C.2. Full-Time Requirement: Student-athletes must be enrolled in full-time status at the college of participation using any combination of sessions (regular term, mini term, fast track term) within a term. A minimum of nine (9) credits must begin before the end of the published regular season schedule of the student-athletes' chosen sport.
 - C.2.a. Late Enrollment: Student-athletes who are not enrolled full-time on the 15th calendar day of the regular term as published in the college course catalog shall be ineligible for the remainder of the term.
 - C.2.b. Mid-Term Enrollment:
 - C.2.b.i. Student-athletes who are not enrolled full-time at the college of participation when the regular season schedule of the sport of participation begins shall remain ineligible throughout the season schedule, unless the student-athlete enrolls on the first possible enrollment date after one of the following:
 - C.2.b.i.a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - C.2.b.i.b. Their return from an official church sanctioned religious mission.
 - C.2.b.i.c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma.
 - C.2.b.i.d. Their transfer from a college or university which has permanently ceased competition in that sport after the school year begins. ~~an NJCAA member college which has dropped a sport after the school year begins.~~
 - C.2.b.ii. Mid-Term Enrollment Exceptions: Student-athletes who meet one of the four exceptions of (Article V, Section 2.C.2.b.i) shall become eligible at the first possible enrollment date following the approved exception.
 - C.2.c. Examination Enrollment: Student-athletes may utilize credits earned by examination in limited instances.
 - C.2.c.i. Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term.
 - C.2.c.ii. Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three credit hours per term by examination shall be evaluated on a case by case basis, and notice of the student-athletes intent to utilize more than three credit hours by examination shall be submitted for approval to the NJCAA by the member college prior to the start of the term and prior to any athletic participation.
 - C.2.c.iii. Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advance Placement (AP) Examination credits may not be used to fulfill the enrollment requirement.
 - C.2.c.iv. Examination hours earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement.
- C.2.d. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once.
 - C.2.d.i. A repeated class is allowed to be counted towards current term enrollment.
 - C.2.d.ii. In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a pre-requisite, the student-athlete may retake the class as part of a full-time enrollment load in subsequent terms, but only one grade can be used to meet NJCAA accumulation bylaws.
- C.2.e. Remedial and Developmental Studies:

- C.2.e.i. Student-athletes may not take a remedial/developmental course which is lower than a course they have successfully completed and use that class toward NJCAA eligibility.
 - C.2.e.ii. Member colleges that assign grades that signify the student is making progress such as "IP" or "MP" or other symbol defined in the colleges grade scale, may calculate these grades as a "C" grade provided the course is enrolled in and continued in the subsequent term.
 - C.2.e.iii. Credit hours in remedial/developmental courses will count toward a student-athletes second season of eligibility only if successfully completed; only one attempt will be calculated.
 - C.2.f. Intersession and Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment eligibility.
 - C.3. Enrollment in Sport Beginning Between Terms: At member colleges where a sport begins between academic terms, the following regulations shall govern enrollment eligibility:
 - C.3.a. Registration: The student-athlete must be registered in classes as a full-time student in the upcoming term.
 - C.3.b. Academics: The student-athlete must meet all applicable academic requirements.
 - C.4. Withdrawal Regulations: The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes causing the student-athlete to be enrolled in less than a full-time basis (11 credits or less).
 - C.4.a. A student-athlete who drops below full-time enrollment, after the 15th calendar day of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.
 - C.4.a.i. This section applies to any student-athlete who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student-athlete's enrollment being reduced to 11 credit hours or less.
 - C.4.a.ii. When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests.
 - C.4.b. Student-athletes who withdraw completely or to part-time status within 15 calendar days of the beginning of classes AND have not participated in any athletic competition shall not have that term affect their future eligibility.
 - C.4.c. Student-athletes who withdraw completely or to part-time status after 15 calendar days from the beginning of classes OR after they have participated in an athletic competition shall have that term count as a full-time term for all eligibility purposes.
 - C.5. Break of Enrollment & Delay of Enrollment: Student-athletes who take a break of enrollment or delay of enrollment as defined below must submit a statement to be kept in the eligibility audit file which details the student-athlete's activities while he or she was not enrolled, his or her academic and/or work status at that time, and other relevant information. This information should also be submitted in the "NOTES" section by the institution, during the electronic eligibility filing process.
 - C.5.a. Break of Enrollment: This occurs when a student-athlete attends college full-time for at least one term and subsequently enrolls part-time or does not enroll for at least one term, then enrolls again as a full-time student.
 - C.5.b. Delay of Enrollment: This occurs when a student-athlete does not enroll full-time in the term immediately following his/her high school graduation.
 - C.6. Postseason Enrollment Verification: Student-athlete enrollment should be verified 24 hours prior to National Championship/Bowl competition; if a student has maintained and currently is enrolled in full-time status which meets the requirements of Article V, Section 2.C.2, 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National Championship/Bowl competition.
 - C.6.a. Written verification is required and must be signed and dated by the Athletic Director and Registrar.
- D. Academic Progress Eligibility – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.
- D.1. Full-Time Term: A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 15th calendar day of the term or if they have participated.
 - D.2. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation: (Reference Appendix A)
 - D.2.a. Zero (0) Previous Terms of Full-Time College Enrollment: A student-athlete who is in his/her first full-time college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
 - D.2.b. One Previous Term of Full-Time College Enrollment: On or before the 15th calendar day of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR

- D.2.c. Two or More Previous Terms of Full-Time College Enrollment: On or before the 15th calendar day of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR
- D.2.d. Best Hours Accumulation Rule: On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve, OR
- D.2.e. Total Hours Accumulation Rule: On or before the 15th calendar day of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
 - D.2.e.i. 36 total semester hours for a fall season or 48 total semester hours for a spring season, OR
 - D.2.e.ii. 54 quarter hours for a fall sport, 63 quarter hours for a winter sport, or 72 quarter hours for a spring sport.
 - D.2.e.iii. A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of D.2.c or D.2.d to maintain eligibility.
- D.2.f. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple full-time semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 15th calendar day of the term.
 - D.2.f.i. The First Participating Term Accumulation Exception may only be used once to establish a student-athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
- D.3. Second Season Academic Requirements: Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND
 - D.3.a. Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher, OR
 - D.3.b. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
 - D.3.c. If the student-athlete has been enrolled in two quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher.
- D.4. General Academic Requirements:
 - D.4.a. Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used;
 - D.4.b. Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athlete's transcript; hours graded "Incomplete" are not passing grades.
 - D.4.c. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
 - D.4.d. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours so they can be combined to determine the student-athlete's academic eligibility:
 - D.4.d.i. Semester credits shall be converted to quarter credits by multiplying the semester credits by 3/2.
 - D.4.d.ii. Quarter credits shall be converted to semester credits by multiplying the quarter credits by 2/3.
 - D.4.e. Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.
- D.5. Examination Credits for Accumulation:
 - D.5.a. Maximum of eight (8) CLEP Hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
 - D.5.b. Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.
- D.6. Intersession and Accumulation: Intersession hours may be used toward accumulation provided the hours are completed, passed and recorded on a college's official transcript by the 15th calendar day of the term.
- E. Academic Eligibility Exceptions:
 - E.1. Certified Disabled Student-Athlete Exception: A disabled NJCAA student-athlete may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete notifies the member college of his/her disability prior to the beginning of the academic term AND the following regulations in this section are followed:

- E.1.a. Enrollment: A disabled student-athlete may be considered full-time with enrollment in 6 to 11 credit hours per term, with the enrollment to be determined based on the institution's academic authority evaluation.
 - E.1.a.i. A student-athlete who registers or enrolls in 12 or more credit hours must meet the standard academic requirements prior to participation.
- E.1.b. Accumulation: A disabled student athlete may substitute his/her required full-time hours as established by the academic authority evaluation for the factor of 12 in accumulation requirements which shall be multiplied by the number of modified full-time terms.
- E.1.c. Second Season Participant (relief from the 24 semester/36 quarter hours)

The minimum requirement of credit hours would vary between 12-22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified Disabled Student-Athletes prior to their second season of competition.
- E.1.d. Documentation Requirements: The following documents must be submitted and an approval granted by the NJCAA National Office prior to any participation by the disabled student-athlete in an NJCAA certified sport who does not meet the standard NJCAA requirements:
 - E.1.d.i. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
 - E.1.d.ii. A completed NJCAA Certified Learning Disabled Student-Athlete Request form.
 - E.1.d.iii. Written documentation from an appropriate institutional academic authority (registrar, for example) at the student-athlete's institution of participation dictating that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - E.1.d.iv. Student-athlete's current class schedule.
 - E.1.d.v. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
 - E.1.d.vi. Full and complete documentation of the student-athlete's disability, including:
 - E.1.d.vi.a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
 - E.1.d.vi.b. A copy of the student-athlete's Individual Education Plan (IEP), if applicable.
 - E.1.d.vi.c. Name, position and signature of the qualified individual issuing the diagnosis; this individual's professional credentials must be provided. Athletic department officials may not provide the diagnosis.
 - E.1.d.vi.d. Diagnosis must be current and within three (3) years of application; If specific circumstances of the case indicate that this requirement is unnecessary, an earlier diagnosis may be acceptable.
 - E.1.d.vii. A summary of support services and other accommodations provided by the applicant's institution designed to assist the disabled student-athlete, expected to include:
 - E.1.d.vii.a. Accommodations provided by the institution with respect to the student-athlete's athletic responsibilities, AND
 - E.1.d.vii.b. Academic and other support services provided, AND
 - E.1.d.vii.c. Any institutional accommodations related to adjustments of minimum academic performance requirements.
- E.1.e. Proper Submission: All required information must be submitted to and approved by the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport; and waiver requests must be signed by any two of the following: the Director of Athletics, the College President (Chief Executive Officer), or NJCAA Designated Representative.
- E.1.f. Second Opinion: The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.
- E.2. Eighteen (18) Months Non-Full-Time Attendance Exception:
 - E.2.a. Student-athletes who have not been enrolled in college in 12 or more credit hours for a period of 18 calendar months or more, who have not utilized the certified disabled student-athlete exemption, shall be exempt from first season academic requirements during their first full-time term following non-attendance.
 - E.2.b. Student-athletes who meet the above exception AND whose non-attendance was for the purpose of United States Armed Forces service, a church mission or participation within a recognized foreign aid service shall be exempt from first AND second season academic and accumulation requirements.

- E.2.b.i. Eighteen (18) months of non full-time attendance as a result of United States Armed Forces service, church mission or participation within a recognized foreign aid service must file the request for an exception with the NJCAA National Office.
- E.2.c. The non-attendance exemption may only be used one time, for the first term of full-time enrollment following the break.
- E.2.c.i. A second season student-athlete re-enrolling full-time following eighteen (18) months of non-full-time enrollment must have accumulated 24 credits with an associated 2.00 GPA in prior semesters in order to participate in the first term of re-enrollment.
- E.2.d. Eighteen (18) months of non-attendance shall be measured from the student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term on which the student-athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

Section 3 - Compliance

A. General Rules Compliance:

- A.1. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
 - A.1.a. Institutions/Regions/Conferences may implement rules more restrictive than the NJCAA regulations, but may not implement conflicting rules.
- A.2. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition at an NJCAA member college at any time.
- A.3. Ineligible student-athletes may not dress for or participate in any athletic contest.
- A.4. Student-athletes must not participate with any other team, program or organization, while the student-athlete's sport of participation is in-season, except in the case of the following sports: bowling, golf and tennis.

B. Eligibility Form: The Eligibility Form is designed to include relevant information documenting the eligibility of all student-athletes who have maintained amateur status and meet current NJCAA bylaws and who intend to participate in an NJCAA sponsored sport.

B.1. Electronic Certification of the Eligibility Form:

- B.1.a. Each NJCAA member college must electronically submit the eligibility form within the online NJCAA eligibility system for each of the NJCAA certified sports the college sponsors. The eligibility form becomes official when it is electronically submitted within the online NJCAA eligibility system.
 - B.1.a.i. Student-athlete's signature on the hard copy of the submitted eligibility form shall verify that all information is accurate, truthful and complete; and shall give the college permission to release academic records to the NJCAA, in accordance with FERPA (Buckley Amendment).
- B.1.b. Eligibility certification forms, filing process instructions and online program instructions can be accessed through the NJCAA website at www.njcaa.org/schools.
- B.1.c. Student-Aahletes who have not been electronically submitted either on an original or supplemental eligibility form are not eligible for participation.

B.2. Deadlines for Electronic Submission of Eligibility Forms:

- B.2.a. Completed forms must be electronically submitted prior to participation.
 - B.2.a.i. Other Academic Systems: Those colleges under neither the semester nor quarter academic systems shall file eligibility forms manually with the NJCAA National Office.
- B.2.b. Recertification: If the regular season schedule of a sport extends beyond the last day of a term and continues beyond the 20th day following the end of the term, a second eligibility form for that sport must be submitted prior to participation in the first contest outside of the 20 calendar days after the term.
 - B.2.b.i. Student-athletes who do not meet the academic provisions for eligibility at the completiton of the term become ineligible at the end of the 20th calendar day following the end of the term. Student-athletes may resume participation once they gain eligibility and are submitted in the online eligibility system. NOTE: During the 20 day period, ineligible student-athletes must be dropped from participation if any student-athlete not previously submitted for the fall semester has been added to the eligibility roster. At no time may a student-athlete who lost their eligibility in the fall term and a student-athlete who gained their eligibility in the fall term participate together.

- B.2.b.ii. Trimesters: Colleges which operate on a trimester calendar and whose winter session ends approximately on April 20, may permit student-athletes to finish the season, even those who do not satisfy the provisions of Article V, Section 2.D at the completion of the term.
- B.2.c. A college which does not conduct any scheduled events in a sport prior to a regional or national tournament must electronically submit completed eligibility forms in advance of deadline dates established in Article V, Section 3.B.3.
- B.3. Addition of Participants on Eligibility Forms: Eligibility status of student-athletes is determined at the beginning of each sport season.
- B.3.a. Student-athletes looking to participate, who have been determined to meet the minimum NJCAA participation requirements and are not serving probation, must be electronically submitted in the NJCAA online eligibility system on or before the deadline dates listed below:
- | | | |
|---|--|--|
| <p>Tennis (Women's DIII) : October 5, 2018</p> <p>Cross Country: October 5, 2018</p> <p>Soccer: October 5, 2018</p> <p>Court Volleyball October 5, 2018</p> <p>Football October 26, 2018</p> <p>Half Marathon: November 9, 2018</p> <p>Basketball February 8, 2019</p> <p>Bowling: February 1, 2019</p> <p>Indoor Track & Field: February 1, 2019</p> | | <p>Swimming & Diving: February 1, 2019</p> <p>Wrestling: February 1, 2019</p> <p>Lacrosse: April 5, 2019</p> <p>Outdoor Track & Field: April 5, 2019</p> <p>Baseball: April 12, 2019</p> <p>Softball: April 12, 2019</p> <p>Tennis(Men's DI, DIII & Women's DI): April 12, 2019</p> <p>Beach Volleyball: April 12, 2019</p> <p>Golf April 19, 2019</p> |
|---|--|--|
- B.3.b. Student-athletes so supplemented become eligible at the time of electronic submission of the eligibility form for that student-athlete.
- B.3.c. Submissions of supplemental eligibility forms following the deadline will not be accepted and the student-athlete(s) whose information is untimely submitted shall not be eligible that season.
- B.3.d. Verification through Signature: In signing the Online Eligibility and or Letter of Intent agreement, the student-athlete and college representative is certifying that all provided information is accurate.
- B.3.e. By signing the NJCAA eligibility form, the student-athlete is approving the use and transmittal of all information requested relative to academic compliance, as well as all financial information related to Article VI compliance which may include but not be limited to: federal, state and local financial awards, self-payment documents and/or 3rd party financial documents.
- B.4. Penalties for Late or Omitted Eligibility Forms:
- B.4.a. Late Form: First Offense
- B.4.a.i. Mandatory eligibility audit will be conducted in the sport/s.
- B.4.a.ii. Letter of reprimand to Athletic Director and College President.
- B.4.b. Late Form: Second Offense
- B.4.b.i. Mandatory eligibility audit will be conducted in the sport/s.
- B.4.b.ii. Automatic NJCAA probation for that sport if the second violation occurs within the same academic year.
- B.4.c. Any member college which fails to submit an electronic eligibility form for an entire season shall be subject to disciplinary action by the NJCAA National Office.
- B.5. Non-Participation Form:
- B.5.a. The NJCAA non-participation form shall be submitted online by member colleges and contain the names of all student-athletes who were submitted on an eligibility form, but did not participate during that season.
- B.5.b. Submission of the form is mandatory and must be completed online by July 1 of each academic year.
- B.6. Eligibility Audits:
- B.6.a. The NJCAA National Office will annually audit a minimum of five percent (5%) of the programs in each certified sport.
- B.6.b. When a college is selected for audit, the NJCAA National Office will notify the athletic director of the type of audit; segment 1-Eligibility or segment 2-LOI/Scholarship, or both by telephone and fax/email and the college president (Chief Executive Officer) will be contacted via email.

- B.6.c. The member college must have requested audit ready segment(s) delivered to the NJCAA National Office within 72 hours from the time of initial contact.
- B.6.d. Documents must be sent via overnight certified mail or comparable tracking means.
- B.6.e. The requested segment file must include all of the following general documents:
 - B.6.e.i. The Submitted Copy (not the Preview Copy) of the online eligibility form complete with college seal, student-athlete, athletic director and eligibility chairman; registrar or dean signatures. If the submitted copy is not signed, our office will ask for this form to be signed by all student-athletes.
 - B.6.e.ii. Current copy of the sport schedule (hard copy must be included; we will not look in our records or online to find the schedule).
 - B.6.e.iii. Complete copy of team roster.
- B.6.f. Segment 1 - Eligibility: The hard copy eligibility file must include all of the following individual student-athlete documents and must be grouped by student-athlete.
 - B.6.f.i. All official college transcripts/copy of official college transcripts (past, present and transfer) for all student-athletes listed on the eligibility form. (Foreign transcripts must be translated to English by a professional translation service outside of the institution. The NJCAA will not accept Google Translate.) Datatel is not accepted.
 - B.6.f.ii. Transfer Waivers on all transfer student-athletes where applicable.
 - B.6.f.iii. Current class/student schedules that include the start and end dates for each class for each student-athlete listed on the eligibility form.
 - B.6.f.iv. Proof of high school graduation (final/official high school transcript or copy of final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature), General Education Diploma or a State Department of Education approved high school equivalency test. Home school students refer to Article V, Section B.2. (Foreign transcripts must be translated to English)
 - B.6.f.v. ~~Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for any student-athlete verifying age for amateur status qualification.~~ (Deleted August 1, 2018)
 - B.6.f.vi. Delay statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - B.6.f.vii. Break of enrollment statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - B.6.f.viii. Approval Documentation from the NJCAA of Academic, Medical or Certified Learning Disability Hardship approval and/or 18 Calendar Month Non-College Attendance Rule where applicable.
 - B.6.f.ix. Any other documentation certifying the student-athletes eligibility; or as requested by the NJCAA.
- B.6.g. Segment 2 - Letter of Intent/Scholarship: The hard copy Letter of Intent/Scholarship file must include all of the following individual student-athlete documents and must be grouped by student-athlete.
 - B.6.g.i. Letter of Intent printable report for the audited sport.
 - B.6.g.ii. Signed and submitted Letters of Intent where applicable must be sent for each student-athlete signed to an NJCAA Letter of Intent, regardless if they are certified on the eligibility form.
 - B.6.g.ii.a. The original signed NJCAA Letter of Intent.
 - B.6.g.ii.b. A copy of the electronically submitted NJCAA Letter of Intent.
 - B.6.g.iii. Release Agreements where applicable:
 - B.6.g.iii.a. Release Agreements for any student-athlete your college has released for the current academic year.
 - B.6.g.iii.b. Release Agreements for any student-athlete on this roster who has been released by another member college.
 - B.6.g.iv. Any other financial documentation confirming aid; or as requested by the NJCAA.
- B.6.h. Penalties for Late Submission of Audit Information
 - B.6.h.i. First offense – (within one academic year)
 - B.6.h.i.a. Mandatory audit of all sports within the academic year.
 - B.6.h.i.b. Letter of reprimand to Athletic Director and College President.
 - B.6.h.ii. Second offense – (within same academic year)
 - B.6.h.ii.a. Mandatory audit of all sports within the academic year.

- B.6.h.ii.b. Letter of Reprimand to Athletic Director and College President.
- B.6.h.ii.c. Automatic audit requirements for all sports through the following academic year.
- B.6.h.ii.d. Further sanctions as deemed appropriate.
- B.6.h.iii. Frequency: Eligibility audits will be conducted at a frequency deemed necessary by the NJCAA National Office.
- B.6.h.iv. Probation: A member college who has been placed on probation will have audits conducted on the sport which is on probation as well as an additional three (3) sports at the college. In the case where the college has less than four (4) sports, audits will be conducted for all sports;
- B.6.i. NJCAA member colleges that fail to clear an audit within seven (7) calendar days from the date of the NJCAA National Office initial review of the audit, are not eligible for postseason play.

C. Transfers

C.1. General Transfer Provisions

- C.1.a. Student-athletes who have been enrolled full-time and attended any college beyond the first 15 calendar days of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes.
- C.1.b. Student-athletes may not participate in the same sport during the same academic year at two different colleges.
 - C.1.b.i. In the event that the student-athlete's initial college of participation permanently ceases competition in that sport, the student-athlete is exempt from this rule.
 - C.1.b.i.a. Documentation of the prior college's cancellation of the sport must have been filed with the NJCAA National Office.
 - C.1.b.ii. Fall participation in the following NJCAA sports shall not prevent spring participation, provided the student-athlete satisfies all other transfer provisions: baseball, bowling, golf, lacrosse, softball, and tennis.
- C.1.c. Grade scale: A transfer student-athlete whose prior college graded with a plus/minus (+/-) scale and transfers to a member college who does not utilize such a system must calculate the student-athlete's GPA including such pluses and minuses as were recorded on the previous college transcript.
- C.1.d. Transcripts: Official college transcripts or copies of official college transcripts from a transfer student-athlete's prior college must be used. Unofficial transcripts and grade reports are not acceptable for NJCAA eligibility.
- C.1.e. Confirmation of Transfer Status: Following transfer all NJCAA member colleges must verify a student-athlete's transfer status, including, but not limited to, the student-athlete's seasons of participation. The NJCAA highly recommends using the NJCAA Transfer Tracking Form for all transfer students.

C.2. Transfer Probation/Probation Term

- C.2.a. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College must meet the academic requirements of Article V, Section 2.D to be considered for immediate eligibility following transfer.
- C.2.b. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College who does not meet the academic requirements of Article V, Section 2.D must serve a 16 week probationary period and complete one academic term.
 - C.2.b.i. A student-athlete serving a probationary period at a member college that has a regular academic term less than 16 weeks must meet the 16 week period, regardless of finishing the academic term in less weeks.
 - C.2.b.ii. A student-athlete who successfully completes a probationary period and now meets all academic progress requirements, may be added to the eligibility form at the beginning of the next term provided all NJCAA participation requirements have been met.
 - C.2.b.iii. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfers before or within the first 15 calendar days of the term, must serve a 16 week probationary period and meet all academic progress requirements before they are eligible to participate in athletics.

C.3. Transfers from an NJCAA member college

- C.3.a. If the student-athlete was signed to a Letter of Intent (LOI), at any time, in the previous, current or upcoming academic year, a fully executed NJCAA Transfer Waiver is required. An NJCAA Letter of Intent Release does not exempt the student-athlete from meeting this requirement.

D. Violations & Penalties

- D.1. Violations discovered within a 24 month period following the end of a member college's sport season when the violation occurred will be subject to penalties and procedures outlined below in Sections D.2 and D.3. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred will be subject to the penalties and procedures outlined in D.5 The end of a member college's sport season is defined by Article VII, Section 2.A.3.
- D.2. In Season Violations:
 - D.2.a. An NJCAA member college which plays an ineligible student-athlete, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated. Final results of forfeited contests are only required to be adjusted when the sanctioned college was initially victorious.
 - D.2.b. An NJCAA member college which plays an ineligible student-athlete or violates any other NJCAA bylaw or regulation shall additionally be subject to further penalty as the NJCAA National Office deems advisable under the circumstance.
- D.3. Postseason Violations
 - D.3.a. An NJCAA member college which plays an ineligible student-athlete during Regional, District, or National Championship/Football Bowl competition, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated AND shall be placed on probation for the season following discovery of the ineligible player's participation.
 - D.3.b. The following policies dictate procedure when a participant is discovered to be ineligible. during or after Regional competition:
 - D.3.b.i. If a student-athlete participant is discovered to be ineligible during Regional competition, or at a time thereafter, AND five or more calendar days prior to the National Championship/Football Bowl Competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals who are eligible and have qualified on an individual basis remain qualified as individuals.
 - D.3.b.ii. If a student-athlete participant is discovered to be ineligible less than five days prior to National Championship/Football Bowl Competition, or during such competition, the ineligible student-athlete shall immediately be disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to reflect forfeited contests.
 - D.3.b.iii. If a student-athlete is discovered to be ineligible during or within 24 months after the National Championship/Football Bowl Competition, standings and placings for other teams and participants at the event shall remain unaffected.
 - D.3.b.iii.a. Offending member college shall surrender all placements / awards presented / garnered at the National Championship / Football Bowl Competition to the NJCAA. Any offending student-athlete shall surrender all placements / awards to the NJCAA.
- D.4. Individual Awards: Ineligible student-athletes of a member college found to have been in violation of NJCAA bylaws shall surrender all individual national awards to the NJCAA.
- D.5. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred may be penalized inclusive of, but not limited to, the sanctions listed below in lieu of contest forfeitures. All outcomes and results of contests/events will remain unaltered. The end of a member college's sport season is defined by Article VII, Section 2.A.3.
 - D.5.a. Offending member college surrenders all national awards from the National Championship/Football Bowl Competition.
 - D.5.b. Ineligible student-athletes of the offending member college surrenders all individual national awards to the NJCAA.
 - D.5.c. Offending member college's sport program placed on probation for two consecutive seasons.
 - D.5.d. Financial penalty to the offending member college not to exceed \$1,000.00 determined by the NJCAA Executive Committee.
 - D.5.e. Reduction of Letters of Intent for two consecutive seasons for the sport program of the offending member college.
 - D.5.f. Reduction of competition dates for two consecutive seasons for the sport program of the offending member college.
- D.6. An NJCAA member college that certified, and/or allowed to participate, a student-athlete in violation of NJCAA amateur regulations shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended as defined by Article VII, Section 2.A.3, the offending member college will be prohibited from postseason participation in the next academic year.

- D.6.a. If violation is discovered after 24 months following the end of a member college's sport season when the violation occurred, the offending member college and any ineligible student-athletes will face penalties outlined in D.5.
- D.7. Forfeitures: The following policies shall govern games which are forfeited due to the participation of an ineligible student-athlete.
 - D.7.a. Notification: A member college who must forfeit games must notify all opponents against whom a game must be forfeited.
 - D.7.a.i. Member and non-member opponents must be notified.
 - D.7.a.ii. Forfeiture letters must be written on college letterhead and contain the athletic director's signature, verifying the forfeited game(s).
 - D.7.a.iii. Forfeiture letters should contain all information the forfeiting college deems pertinent; Letters must contain the sport and date of game being forfeited.
 - D.7.a.iv. A copy of the forfeiture letter must be forwarded to the NJCAA National Office and the appropriate Regional Director, and may be done via mail, fax or e-mail.
 - D.7.a.v. Victories: Where team games are being forfeited, only victories are to be forfeited.
 - D.7.b. Double Forfeitures: Should both teams participating in a game later be required to forfeit, both teams shall record the contest as a forfeit and there shall be no victor.
 - D.7.c. Statistics: Game and individual statistics from forfeited games will be handled in accordance with specific sport rules.
 - D.7.d. Individual Sport Forfeitures: A student-athlete participating in an individual sport (bowling, cross country, etc.) shall forfeit all place and rank in any event in which he/she participated as an ineligible student-athlete, and shall be recorded as though he/she did not participate.
 - D.7.d.i. In instances where the individual sport was also part of team participation, the team's place, rank, and scores shall also be forfeited.
- D.8. Reporting Member College Violations:
 - D.8.a. Member colleges may report violations they feel are being committed by other member colleges.
 - D.8.a.i. NJCAA member colleges and members of NJCAA leadership can report/challenge/question a violation of other NJCAA member colleges.
 - D.8.a.ii. Challenges to or questions regarding other member colleges related to NJCAA bylaws, rules and regulations shall be made in writing to the NJCAA National Office or Regional Director and must contain the following:
 - D.8.a.ii.a. Name and address of member college presenting challenge/question, AND
 - D.8.a.ii.b. Name and address of member college being challenged/questioned, AND
 - D.8.a.ii.c. Any background facts involved in the challenge/question, AND
 - D.8.a.ii.d. The material factual basis (proof) involved in the challenge/question, AND
 - D.8.a.ii.e. Citation of bylaws, rules and regulations involved in the challenge, AND
 - D.8.a.ii.f. Any other matter or documentation deemed appropriate.
 - D.8.a.ii.g. The report must be signed by the member college's Athletic Director and President.
 - D.8.a.ii.h. Decision Procedures: The NJCAA National Office shall provide a written decision concerning any challenge/question to the member college which was challenged/questioned and their Regional Director.

Section 4 - Amateur Status of NJCAA Student-Athletes

- A. Amateur athletes are those who engage in sports for the physical, mental, and/or social benefits they derive from participation and to whom athletics is an avocation and not a source for personal financial remuneration. Only amateur athletes are permitted to participate in the certified sports of the NJCAA.
 - A.1. An athlete must maintain amateur status at all times once they reach their 19th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.
 - A.2. A student-athlete in an individual sport may receive an award for winning and/or participating in an event while not representing his/her institution. Subject to the NJCAA award limitation of \$350 for an established tournament/event and provided the award is permissible under the rules of the amateur governing body of the event. The amount of the award must be less than or equal to the student-athlete's expenses for participating in the competition.
 - A.3. Individual Sports
 - A.3.a. The NJCAA recognizes the following as individual sports: Bowling, cross country, golf, half marathon, tennis, track and field, swimming and diving and wrestling.

- A.3.b. The NJCAA allows NJCAA athletes to participate in individual sports in a professional event, so long as the NJCAA student-athlete competes under amateur declaration and does not accept any award/winning which exceeds the allowances of the NJCAA. (See Art V, Sec. 4.A.2 for limits)
- A.4. An athlete loses amateur status and shall be deemed permanently ineligible for competition in an NJCAA certified sport if any of the following criteria applies once the athlete reaches their 19th birthday or once they enroll in college as a full-time student, whichever comes first:
 - A.4.a. The athlete used/uses his/her athletic skill (directly or indirectly) for pay in any form in that sport; OR
 - A.4.b. The athlete accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation; OR
 - A.4.c. The athlete signs a contract or makes a commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; OR
 - A.4.d. The athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation; OR
 - A.4.e. The athlete competes on any professional athletics team; OR
 - A.4.f. The athlete enters into a professional draft; OR
 - A.4.g. Try out with a professional sports organization or team while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport (in this instance the academic year is defined as beginning at the start of the fall term and ending at the end of the spring term including any intervening period); OR
 - A.4.h. Contracts in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport OR
 - A.4.i. Competes professionally or contracts to compete professionally in a sport regardless of its format.
- A.5. A professional team is defined as any organized team that provides any of its player's more than actual and necessary expenses for participation on the team or declares itself to be professional or semi-professional.
 - A.5.a. Actual and necessary expenses are limited to the following, the value of which must be documented and commensurate with fair market value in the locality of the player(s) and must not be excessive in nature:
 - A.5.a.i. Meals directly tied to competition and practice held in preparation for such competition;
 - A.5.a.ii. Lodging directly tied to competition and practice held in preparation for such competition;
 - A.5.a.iii. Competition and practice apparel, equipment and supplies;
 - A.5.a.iv. Coaching and instruction;
 - A.5.a.v. Transportation;
 - A.5.a.vi. Facility usage;
 - A.5.a.vii. Entry fees.
- A.6. Whenever the amateur status of a student-athlete is questionable and before competition begins in an NJCAA certified sport, it is the responsibility of the member college where the student-athlete is enrolled to clear the status of the student-athlete in question and to maintain documents confirming the student-athlete meets all requirements for participation in the NJCAA as an amateur.
- B. Rules Governing Amateur Status of Student-Athletes: In determination of amateur status the following guidelines have been established.
 - B.1. Student-athletes are permitted to:
 - B.1.a. Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
 - B.1.b. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athletic interests.
 - B.1.c. Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic interests.
 - B.1.d. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).
 - B.1.e. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
 - B.1.f. Have their names or pictures appear in books, films, or other publications without jeopardizing their amateur status, under the following conditions:
 - B.1.f.i. Appearance in such publication is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.

- B.1.f.ii. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
- B.1.f.iii. The student-athlete is not paid.
- B.1.f.iv. The student-athlete has signed a release statement detailing the conditions under which his/her name or image may be used and has filed a copy of that statement with the institution he/she attends.

B.2. Student-athletes must not:

- B.2.a. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
- B.2.b. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
- B.2.c. Be engaged in employment arranged by a member college or any representative of its athletic interests.

B.3. Professional Organizations – Agents – Advisors

- B.3.a. Limited negotiations with a professional organization, agent or advisor shall not cause a student-athlete to be deemed ineligible, subject to the following:
 - B.3.a.i. Written Agreement: If a student-athlete or a representative of the student-athlete reach a written agreement of any type with a professional sports organization or with an agent or advisor to represent the student-athlete, their eligibility at an NJCAA member college will be immediately forfeited.
 - B.3.a.ii. Gifts & Services: A student-athlete will be ineligible if they or a representative of the student-athlete accept transportation, meals, lodging, entertainment or gifts from any professional sports organization, agent or advisor.
 - B.3.a.iii. Advisor: It is permissible for a student-athlete to have an unpaid advisor, without jeopardizing his/her eligibility. Advisor may be utilized for advice, including advice regarding a proposed contract. Such advisor must not solicit contracts or tryouts, make direct contact with a professional sports organization or enter a financial agreement with the student-athlete of any kind. Additionally, the advisor must not have a contract with a professional sports organization.
 - B.3.a.iv. Professional Sports Organization: These regulations dictate the relationships of student-athletes and their parents or guardians with professional organizations.
 - B.3.a.iv.a. Negotiation: A student-athlete or a representative for the student-athlete may negotiate directly with a professional sports organization provided no agent is involved, and no contract is agreed upon, either orally or in writing.
 - B.3.a.iv.b. Gifts & Services: A student-athlete who receives items of value, including but not limited to, meals, transportation, lodging, or entertainment expenses for the student-athlete or his representatives from the professional sports organization will jeopardize their NJCAA eligibility.

- B.4. Penalty: An NJCAA member college, who after an investigation has been found to have allowed to participate a student-athlete in violation of amateur status bylaws shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended, the member college will be prohibited from postseason participation in the next academic year.

C. Participation in All-Star and Open Competition and Camps

- C.1. Athletic Event Questionnaire: Prior to sponsoring any all-star game or international contest, a member college, conference or region serving as the host must file an NJCAA Athletic Event Questionnaire with the NJCAA National Office.
- C.2. Staff Participation: No member college shall permit any employee to participate directly or indirectly in the management, coaching, officiating, supervision, promotion, or player selection of an all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office.
- C.3. Facilities: No member college shall make facilities available for all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office.
- C.4. Open Competition: Any open competition in any NJCAA certified sport, in which a student-athlete or student-athletes participate as representatives of a member college must be listed on the published sport schedule of the college, AND the student-athlete(s) must satisfy all NJCAA rules of eligibility and be submitted on the member college's eligibility form.
 - C.4.a. Unattached Student-Athlete: A student-athlete who is not representing an NJCAA member college may participate unattached in "open" or "exhibition" competition, without an NJCAA Athletic Event Questionnaire on file.

- C.4.a.i. A college may not furnish any assistance, including but not limited to, equipment, transportation, lodging, or meals for students who participate in such events.
 - C.4.a.ii. Use of Member College Name: A student-athlete who participates as an unattached student-athlete may not identify him/herself with the member college name.
 - C.5. All-Star Game: Prior to participation by an NJCAA student-athlete in any all-star game in any NJCAA certified sport, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.
 - C.5.a. A student-athlete participating in a region or conference sponsored all-star game, must be eligible and must have been submitted on NJCAA online eligibility even if the all-star game is conducted during the non-championship season.
 - C.6. Olympic Tryouts: A student-athlete may participate in official tryouts or trials involving national teams sponsored by the appropriate national governing body of the United States Olympic Committee or equivalent without jeopardizing future eligibility.
 - C.6.a. While participating in such trials and tryouts, an NJCAA member college must not furnish any assistance, including but not limited to, equipment, transportation, lodging, or meals, for the benefit of the athlete participating in the trial or tryout with the exception of a school issued uniform.
 - C.7. State Games: Student-athletes may participate, coaches may be involved and facilities may be used in relation to the official state games of the member college's state, under the following regulations:
 - C.7.a. Requirements of the Games:
 - C.7.a.i. State Games must be the one and only "Official State Games" of that year.
 - C.7.a.ii. State Games must be multi-sport.
 - C.7.a.iii. State Games must request approval from the NJCAA National Office via the NJCAA Event Questionnaire AND from the appropriate state athletic commission.
 - C.7.a.iv. The competition must be organized and scheduled by the appropriate state athletic commission or an otherwise qualified body, other than the state games authority.
 - C.7.b. Regulations for Involvement of NJCAA Coaches & Staff:
 - C.7.b.i. Participation: An NJCAA coach may not participate on the same team as current student-athletes or student-athletes signed to an NJCAA Letter of Intent.
 - C.7.b.ii. Administration: An NJCAA coach may be involved in the administration of the event, if the event is held on the member college campus.
 - C.7.b.iii. Practice: Practice for State Games must occur in compliance with all other NJCAA off season practice regulations.
 - C.7.c. Regulations for Participation of Student-Athletes:
 - C.7.c.i. Off Season: Participation must be during the off season of the student-athlete(s) sport of participation.
 - C.7.c.ii. Limits: There is no limit to the number of student-athletes from each NJCAA member college who may participate in the State Games.
 - C.7.d. Expenses & Equipment:
 - C.7.d.i. Expenses: No member of the member college's staff, or representative of its athletic interests may provide, or be involved in providing expenses to any student-athlete, including transportation.
 - C.7.d.ii. Equipment: No college equipment may be used at the site of the State Games, unless the games are located at the member college; no college apparel may be used under any circumstances at any site.
 - C.7.e. Impermissible Recruiting: No participant may sign an NJCAA Letter of Intent at the State Games location during the State Games event.
- D. Participation in Region or Conference Sponsored Sport Showcase
 - D.1. An NJCAA Region or Conference may sponsor a sport showcase for players from their member schools for a specific sport. The event will be used to promote active student-athletes for recruitment to senior colleges or professional sport teams.
 - D.2. Parameters:
 - D.2.a. Event
 - D.2.a.i. An NJCAA Event Questionnaire is required to be completed and filed with the NJCAA National Office at least 30 days prior to Region or Conference sponsored sport showcase.
 - D.2.a.ii. Sport showcases are limited to skill demonstration activities. No game or simulated game competition is permitted.
 - D.2.a.iii. A sport showcase must be scheduled and conducted outside of the sports regular season. The regular season in this case includes region and national championship play.

- D.2.a.iv. The sport showcase must be listed on the college official sport schedule but does not count against their allowable games/dates.
- D.2.a.v. Member colleges may furnish assistance (equipment, transportation, lodging and meals) to the student-athletes to participate in such events. A member college must document the assistance provided to participants and provide the information at the request of the NJCAA National Office.
- D.2.a.vi. No outside entity is permitted to run and or assist the operation of this event.
- D.2.b. Student-Athlete
 - D.2.b.i. All student-athletes participating must be sponsored by an NJCAA member institution where they are currently enrolled.
 - D.2.b.ii. All student-athletes participating in the Region or Conference sponsored sport showcase must have a valid physical on file. The physical, in order to be valid, must indicate the student is cleared for athletic participation and not be more than 13 months old.
 - D.2.b.iii. Student-athletes participating solely in a Region or Conference sponsored sports showcase will not be charged with a season of NJCAA participation.
 - D.2.b.iv. NJCAA eligibility is not required to be submitted for participation in a Region or Conference sponsored sport showcase.

E. Penalties for Violations of this Section:

- E.1. Student-athletes who violate this section may be subject to disciplinary action imposed by the NJCAA National Office, and may include termination of eligibility in NJCAA sponsored activities.
- E.2. Member colleges who violate this section may be placed on probation for a period of one year. (Article I Section 3.A.1.a)

Section 5 - Seasons of Eligibility

- A. Student-Athlete Seasons of Participation: Student-athletes may participate in a maximum of two seasons at any intercollegiate level (varsity, JV or club). Participation beyond two seasons is prohibited. Maximum is based on seasons of athletic participation without regard to student-athlete's length of college attendance.
 - A.1. Participation in any fraction of any official contest during the academic year shall constitute one (1) season of participation in that sport.
 - A.1.a. In the NJCAA, a scrimmage shall not qualify as an official contest and participation in a scrimmage or scrimmages alone shall not constitute one year of NJCAA participation.
 - A.1.b. In the NJCAA, a student-athlete who dresses for an event, but does not enter the event, has not participated.
 - A.1.c. In the NJCAA, it is not permissible for an ineligible student-athlete to be in uniform and/or participate in pre-game activities or an official contest.
 - A.1.d. When determining NJCAA eligibility, participation in a sport at a varsity, junior varsity or club level shall count against a student-athlete's maximum seasons of participation.
 - A.2. Non-Participant / Red Shirts: A student-athlete may "red shirt" without being charged a season of participation, provided that he/ she complies with these regulations:
 - A.2.a. Definition: As defined by the NJCAA, a red shirt student-athlete is a student-athlete who is eligible to and may practice, but who has not been submitted on the eligibility form, and who must not participate in any official competition.
 - A.2.b. Open Competition: A red shirt student-athlete may not utilize college funds, equipment, etc. in open competition.
 - A.2.c. Partial Season Red Shirt: The NJCAA does not utilize a partial season red shirt under any circumstance; any student-athlete who participates in any portion of a season shall be charged a season of eligibility.
 - A.3. Multi-Season Sports: In sports with separate record, split seasons that do not carry over from fall to spring during the academic year, the seasons of participation shall be counted separately for each by sport season.
 - A.4. Foreign College Participation: A student-athlete who participates in a season or portion of a season in intercollegiate athletics at a foreign college has used one season of eligibility in that sport, including but not limited to, the following sports:
 - A.4.a. Any sport participation at a Canadian College
 - NOTE: Transcripts from colleges/universities in Canada or from US Territories for any transfers regardless of previous participation/non-participation are required in the NJCAA eligibility process.
 - A.5. Club Sport Participation: Participation in any fraction of an extramural club sport season shall constitute one (1) season of participation for that sport.

- A.6. Prep Schools:
- A.6.a. A student-athlete may participate in a sport at a Preparatory Academy or prep school the first year out of high school and prior to enrollment in college without the prep school participation counting against the student-athlete's NJCAA seasons of eligibility.
- A.6.b. Participation in a sport at a Preparatory Academy or prep school the second year out of high school and all subsequent years shall be counted as seasons of participation against the student-athlete's NJCAA seasons of eligibility.
- B. Hardships: A Hardship Waiver is available to a student-athlete, who is unable to complete a season of competition or did not satisfy one of the eligibility rules as a result of circumstances beyond his/her control.
- B.1. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules.
- B.1.a. The injury or illness must be season ending in nature with accompanying medical documentation which supports this conclusion including the following information provided in a statement provided and signed by the student-athlete's doctor:
- B.1.a.i. Name of the patient, AND
- B.1.a.ii. Date(s) the patient was seen by the doctor, AND
- B.1.a.iii. Detailed diagnosis of the injury, AND
- B.1.a.iv. Plan of treatment for the injury, AND
- B.1.a.v. Projected recovery time.
- B.1.b. An applicant for a medical hardship should use Hardship Form #1 available on the NJCAA MVP admin site.
- B.2. Non-Medical Hardships (#2): A second hardship exception is available for student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student-athlete's control.
- B.2.a. Approval: All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.
- B.2.b. An applicant for a non-medical hardship should use Hardship Form #2 available on the NJCAA MVP admin site.
- B.3. Limitations:
- B.3.a. Regular Season Percentage: Hardship applicant must not have participated in more than 20% of the allowable sport schedule as per the NJCAA Sport Procedures Chart (Appendix B).
- B.3.a.i. The NJCAA Sport Procedures Chart identifies those sports which count dates of competition vs. games.
- B.3.a.ii. Allowable sport schedule (games or dates) is to be divided by 5 and rounded up to the next complete game (for example 20% of a 56 game schedule is 11.2 or 12 games).
- B.3.a.iii. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.
- B.3.b. Hardship applicant must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason.
- B.3.c. The injury/illness or situation must be season ending in nature.
- B.4. Member college shall apply for hardship immediately following the completion of the season for which hardship is requested.
- B.4.a. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.
- B.5. Hardship Application: The hardship applications must contain the following information:
- B.5.a. Appropriate NJCAA Hardship Request form, AND
- B.5.b. A letter from the Athletic Director explaining the situation, circumstances and amount of participation, AND
- B.5.c. All of the student-athlete's post-secondary/college transcripts, AND
- B.5.d. Documented proof of the hardship, AND
- B.5.d.i. Documentation must be that from a physician or medical records where applicable, or letters of verification from other individuals familiar with the student-athlete's hardship and without an athletic interest.
- B.5.e. Printed sport season schedule of completed contests with the student-athlete's participation in each contest indicated on the schedule.
- B.6. The NJCAA may not grant a hardship on the basis of an injury or other situation which did not occur while the student-athlete was a participant at or attending an NJCAA member college.

- C. Participation at a college offering Four-Year Programs: Student-athletes enrolled at a member college which offers certain four-year academic programs directly, and not through a satellite program or separate college, may participate in NJCAA sports despite being a Junior or Senior academically.
 - C.1. Seasons: Eligibility shall be determined by seasons of participation, (Article V, Section 5).

Section 6 - Postseason

- A. Participation of Fall Tournament Qualifiers in Spring National Championships
 - A.1. A student-athlete, who qualified through a fall tournament for participation in a spring national championship, may participate in the championship provided he/she is enrolled as a full-time student athlete at the college which he/she qualifies during the semester or quarter that the spring national championship is held.
- B. Substitutions for National Championships
 - B.1. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
 - B.2. Where national qualifying is done on the basis of team play (basketball, baseball, etc.) anyone listed on the NJCAA eligibility form shall be allowed to be used as a substitute.
 - B.3. If a student-athlete qualifies as an individual winner and is also a member of a winning team (golf medalist and a member of the winning team, top individual qualifier in cross country race and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.
- C. Postseason Competition
 - C.1. Once a college team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Regional Director and the NJCAA National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
 - C.2. Postseason competition is that period of time after a team's last regular season date of competition where play advances a team to an NJCAA National Championship Event/Tournament.
 - C.3. All regional postseason events will be at the direction of the Regional Director.
 - C.3.a. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the Regional Directors involved.
 - C.3.b. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA rules of that sport.
 - C.4. At-large bids in those team sport championships as defined in Article X are prohibited. Any exception to this rule must be approved by the NJCAA Executive Committee.
 - C.5. No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.
 - C.6. If a participating college has a written institution policy against Sunday competition, the tournament shall be adjusted to accommodate that college and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.

Section 7 - Health

- A. Physical Examination: All student-athletes participating in any of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations.
 - A.1. A physical must be administered and filed with the athletic department at the college of participation prior to the first practice of each calendar year in which the student-athlete participates.
 - A.2. A cardiovascular screening is recommended as part of the physical exam.
 - A.3. A physical is valid for 13 months from the date of its administration.

- A.4. A student-athlete must always have a valid physical on file in order to practice or participate in NJCAA sanctioned sports.
 - A.4.a. A student-athlete who does not pass his/her physical is ineligible and may not practice, dress or participate in any contest.
 - A.4.b. The physical examination requirement applies to all in season and off season practices, workouts and contests.
- B. Penalty: A student-athlete who has not passed a valid physical exam is an ineligible student-athlete, and a member college who plays such athlete is subject to all penalties for playing an ineligible student-athlete including forfeiture of games. Further penalties will be applied if such ineligible participation was known by the member college.
- C. A member institution may provide preseason physicals to student-athletes. Reimbursement directly to the student-athlete for preseason physicals is not permissible.
- D. Minor Illnesses: A member institution may provide access to medical care for minor illnesses. A minor illness is defined as any condition that does not prevent a person from carrying out their normal functions for more than a short period of time; such as colds, sore throats and flu, not to include dental or vision.
 - D.1. There is a \$100 cap on expenses per illness.
 - D.2. Reimbursement directly to the student-athlete for medical care is not permissible.
- E. Flu Shots: Member institutions may provide flu shots to student-athletes.
 - E.1. Reimbursement directly to the student-athlete for the flu shot is not permissible.

Article VI

GRANTS-IN-AID AND RECRUITMENT

For purposes of this section the term athletic staff is defined as any individual employed and or associated at a member college's athletic administrative staff, the coaching staff, a volunteer or any individual who represents the athletic interests of an institution.

Section 1. Scholarships & Grants-in-Aid

A. General Requirements and Definitions for Scholarships & Grants-in-Aid:

- A.1. Athletic Scholarship Definition: An athletic scholarship is defined as any institutional athletic aid given to any student, from any source, on the basis of his / her athletic capabilities or athletic association.
- A.2. Governing Documents: Grants-in-aid are subject to these bylaws, the rules of the member institution, and the terms of the scholarship agreement, the written agreement conveying the grants-in-aid.
- A.2.a. The scholarship agreement must take the form of the NJCAA Letter of Intent.
- A.2.b. Filing: The NJCAA Letter of Intent must be electronically submitted in the NJCAA online Letter of Intent system for all athletic scholarship recipients. Said NJCAA Letter of Intent must be submitted prior to any expenditure of funds or conveyance of benefits takes place.
- A.3. Admittance: A student-athlete who receives an athletic grants-in-aid and does not meet the admittance requirements which are applicable for the entire general student population may have their LOI/athletic grant in aid withdrawn by the college. Documentation must be on hand to document the student's failure to meet the admission standards.
- A.4. Administration: Grants-in-aid must be administered by the member institution through the office or department which administers financial aid to all enrolled students.
- A.4.a. Regardless of source of scholarship funds (college, booster club, foundation, civic group, private citizen, etc.) the scholarship must be administered and disbursed through the college's office of financial aid or business office.
- A.5. Deadlines: Written notice of the terms of the original Grant-in-Aid for that academic year shall be given to the student-athlete via the NJCAA Online Letter of Intent system prior to any benefit being provided. ~~and no later than the 15th calendar day of the term the student-athlete is receiving aid. (Deleted August 1, 2018)~~
- A.5.a. ~~Late Awarding of Grants-in-Aid: Grants-in-aid may only be awarded beyond the 15th calendar day deadline upon written receipt of special permission from the NJCAA National Office. (Deleted August 1, 2018)~~
- A.6. Terms & Renewals of Grants-in-Aid:
- A.6.a. Term: Written agreement conveying the grant-in-aid shall be in effect for one full academic year (August 1 to July 31).
- A.6.b. Renewal: Renewal of the grant-in-aid must be given in writing, in the form of an appropriate year NJCAA Letter of Intent on or before June 15th.
- A.6.b.i. Scholarship renewal, if awarded, must be awarded no later than June 15th. In the case where the student-athlete is not resigned to a second year scholarship on or before June 15th, the student-athlete automatically becomes recruitable by other NJCAA member colleges on June 16th.
- A.7. Vacated Grants-in-Aid: Vacated grants-in-aid may be awarded to a different student-athlete at the beginning of the subsequent full term.
- A.7.a. This includes scholarship recipients whose grant-in-aid is terminated for failure to maintain eligibility.
- A.8. Ineligible Student-Athletes: A member college may terminate a student-athlete's aid for failure to maintain academic eligibility, but is not compelled to do so.
- A.9. Manager Scholarships: Scholarships provided to managers are permissible and are not regulated by the NJCAA Letter of Intent bylaws, however athletic participation in any regularly scheduled event shall cause a manager on scholarship to be treated as a scholarship student-athlete, subject to all NJCAA Letter of Intent regulations, and retroactive as a countable scholarship in the maximum permissible for the sport.

B. Permissible Aid:

- B.1. Athletic Scholarship and Grants-in-Aid Guidelines by Division: Divisional play is designated by sport, not by school or athletic department.
- B.1.a. Division Allowances:

- B.1.a.i. Division I programs may provide a maximum grant-in-aid consisting of:
 - Tuition and course related fees,
 - Room and board,
 - Course related books,
 - Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus,
 - Transportation costs one time per academic year to and from the college by direct route.
- B.1.a.ii. Division II programs may provide a maximum grant-in-aid consisting of:
 - Tuition and course related fees,
 - Course related books,
 - Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus.
- B.1.a.iii. Division III programs may not provide any athletic scholarship/aid of any kind.
- B.1.b. Housing Arrangements: Division II/III programs may not offer room and/or board through a fee, voucher, or any other system.
- B.1.c. Housing Materials: Division II/III programs may provide information regarding housing, so long as no arrangements are made by the member college.
- B.1.d. Multi-Sport Student-Athletes at Multi-Division Member Colleges: A multi-sport athlete whose sports of participation are in different divisions may receive at most the maximum scholarship aid allowable at the lowest division in the sports in which the student-athlete participates.
- B.1.e. Summer School: If athletic aid is to be utilized for summer school, such aid must be included on the NJCAA Letter of Intent or scholarship agreement.
 - B.1.e.i. For the purpose of scholarships, summer sessions shall be considered part of the academic year ending on July 31.
- B.2. Non-Athletic Scholarships and Grants-in Aid: Institutional aid may be awarded to any student-athlete reported on an NJCAA Eligibility form under the following guidelines and not be a counter under NJCAA Sports Procedures Chart.
 - B.2.a. ~~Student-athlete may not receive a paid athletic recruiting visit, AND~~ (deleted August 1, 2018)
 - B.2.b. Aid must be available to the entire student population, AND
 - B.2.c. Aid must not be awarded based on athletic capabilities, performance or participation, AND
 - B.2.d. Aid must be officially recorded in and administered by the college's office of financial aid and business, AND
 - B.2.e. Aid must be awarded either on the basis of need, as verified by the college's office of financial aid OR for outstanding academic achievement, with criteria including maintaining a cumulative 3.00 GPA on a 4.00 scale published in the college catalog, office of financial aid, and/or foundation scholarship materials.
- B.3. "Adopt a Player – Host Family" Programs: Programs may be instituted by a member college under the following conditions:
 - B.3.a. Program is approved by the college administration,
 - B.3.b. Program is open to ALL students,
 - B.3.c. Program is administered by the institution with no direct affiliation to the athletic department,
 - B.3.d. Athletic department staff play no part in the arrangement of host families,
 - B.3.e. Athletic department personnel may not serve as host family or adoptive parent,
 - B.3.f. No financial, fiduciary, or monetary transactions may transpire between "parent/host" and "adopted" student-athlete,
 - B.3.f.i. Includes, but is not limited to: loans, co-signing of loans or leases, long distance telephone calls and provision of tickets.
 - B.3.g. "Adoptive parent" must not take student-athlete on trips involving excessive mileage and/or expense.
 - B.3.h. "Adoptive parent" may not provide tickets or gifts of any kind.
- B.4. Additional Benefits: The following benefits may be provided to all student-athletes:
 - B.4.a. Awards: Individual and team achievement awards not exceeding a cumulative annual reasonable market value of \$500 per student athlete may be awarded.
 - B.4.b. Insurance: General athletic-related medical coverage may be provided to all student-athletes by the college, regardless of the division of participation.
 - B.4.c. Team Meals:

- B.4.c.i. Member colleges may provide up to a maximum of two (2) team non-game day related meals per term, with the cost per student-athlete not to exceed the standard meal allowance provided to a college employee on official business.
- B.4.c.ii. Member colleges may provide one meal per day to all student-athletes participating in a home athletic contest on game day.
- B.4.c.iii. Member colleges may provide all student-athletes meals/reimbursement which do not count against B.4.c.i, when they are required to attend organized team practice sessions and competitions, per the following guidelines:
 - B.4.c.iii.a. Outside of the academic calendar as posted in the college catalog.
 - B.4.c.iii.b. Inside of the academic calendar:
 - B.4.c.iii.b.1. Only when the college is closed per the academic calendar, not to include Saturday and Sunday.
 - B.4.c.iii.b.2. May be used one time not to exceed seven (7) consecutive days in the fall term and may be used one time not to exceed seven (7) consecutive days in the spring term.
 - B.4.c.iii.c. Meal reimbursement is not permissible during the off-season.
- B.4.c.iv. Meal reimbursement may not exceed \$15 or the cost of campus dining normal meal charge.
- B.4.d. Campus Housing: Member colleges may permit all student-athletes to return to their on campus residences when they are required to attend organized team practice sessions or competitions that are outside of the academic calendar as posted in the college catalog.
- B.4.e. Entertainment: When traveling for intercollegiate competition, while in season, a member college may expend money for reasonable entertainment as approved through the regular financial approval procedures and processes of the college as authorized or approved by the College President.
- B.4.f. Complimentary Admissions: An institution may provide four (4) complimentary admissions per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether a student-athlete competes in the contest.

C. Impermissible Aid:

- C.1. Student-athletes may not receive assistance in cash or kind, which is not administered by the member institution or which exceeds the permissible limits listed in Article VI, Section 1.B.1.a.
 - C.1.a. This section does not prohibit assistance to a student-athlete by anyone on whom the student-athlete is naturally or legally dependent.
 - C.1.b. Loans: No college personnel, nor representative of a member college's athletic interest may provide or co-sign a loan for a student-athlete or student-athlete's family.
 - C.1.c. Legal Counsel & Bail: No college personnel, nor representative of a member college's athletic interest may post bail or provide legal counsel for a student-athlete.
- C.2. Aid to Family: Student-athlete's family may not receive assistance in cash or kind related to the student-athlete's athletic potential, performance or participation.
- C.3. Employment:
 - C.3.a. Illegitimate Employment: Student-athlete may not be engaged in employment for which they receive greater compensation than market value, or in which they are not required to work as hard as others in similar employment, or which is otherwise not legitimate employment.
 - C.3.b. Employment Arrangements: No member college nor any representative of its athletic interests may arrange employment for any student-athlete or recruit.
- C.4. Housing Arrangements: Housing arrangements of any type with any member of the athletic staff or any individuals representing the athletic interests of a member institution are not permitted.
 - C.4.a. Athletic staff (Divisions II & III) may provide at a maximum, off campus housing contact information in the local vicinity to current and prospective student-athletes.

D. Cancellation and Modification of Grants-in-Aid:

- D.1. Permissible Cancellation of Aid: Aid may be cancelled under the following circumstances:
 - D.1.a. The student-athlete becomes academically ineligible based upon academic progress requirements of Article V Section 2.d; OR

- D.1.b. The student-athlete is determined by member institution's general disciplinary authority, following standard college procedures, to have committed serious misconduct unrelated to athletic ability which warrants permanent suspension or dismissal from athletic program; OR
- D.1.c. The student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport; OR
- D.1.d. The student-athlete graduates.
- D.2. Impermissible Cancellation and Reduction of Aid: Aid may NOT be cancelled or reduced during the term of the grant-in-aid for the following reasons:
 - D.2.a. The student-athlete is injured; OR
 - D.2.b. On the basis of athletic performance; OR
 - D.2.c. Violations of team policy or conflict with the coaching staff or athletic department not procedurally administered by the general college disciplinary authority unless covered in an addendum to the NJCAA Letter of Intent which was signed along with the NJCAA Letter of Intent.
- D.3. Modification of the Grant-in-Aid: Any time a student-athlete's aid is modified, the modification must be recorded through the online Letter of Intent program.
 - D.3.a. Increased Benefits: The Letter of Intent may be edited at any time to increase benefits.
 - D.3.b. Reduced Benefits: A reduction of benefits may only take place with approval from the NJCAA National Office.

Section 2. Letters of Intent

An NJCAA Letter of Intent serves to document the commitment between a member college and a student-athlete.

A. General Information & Definitions:

- A.1. Maximums: Limits on the total number of Letters of Intent and scholarships allowed for each NJCAA sport are listed on the NJCAA Sports Procedures Chart.
- A.2. Signing Dates: The earliest dates for signing a recruit to a Letter of Intent are established by sport and listed on the NJCAA Sports Procedures Chart
 - A.2.a. Under no circumstance may the member college enter into a scholarship agreement or contract of any type prior to the official Letter of Intent signing date for the sport.
- A.3. Term: The Letter of Intent is an institutional agreement awarded for a maximum of one (1) academic year (August 1 to July 31).
- A.4. Addenda: A member college may attach an addendum or addenda to the NJCAA Letter of Intent, which shall be considered valid, provided such addenda are attached to the properly executed NJCAA Letter of Intent and concurrently signed by the student-athlete with the NJCAA Letter of Intent.
- A.5. Precedence: The NJCAA Letter of Intent shall take precedence over all regional or conference Letters of Intent, however regions and/or conferences may impose more stringent regulations than current NJCAA regulations.
- A.6. Expenditure of Funds: A member college may not expend any funds on a student-athlete prior to signing and proper submission of the Letter of Intent.
 - A.6.a. Funds expended on the student-athlete's official recruiting visit as detailed in Article VI, Section 3.B.1 are excepted.
- A.7. Club Teams: Club sport programs may not utilize the NJCAA Letter of Intent.

NOTE: This does not apply to student-athletes previously signed to a Letter of Intent prior to a member college declaring club status after the start of a varsity season.

B. Proper Filing: The NJCAA Letter of Intent must be filed in electronic and paper forms according to the below procedures:

- B.1. Signature Requirements: The paper Letter of Intent becomes valid upon the student-athlete's signature, subject to the following requirements:
 - B.1.a. The member college's Director of Athletics must sign and date the Letter of Intent prior to presentation to the student-athlete for signature.
 - B.1.b. The student-athlete (and parent/legal guardian of student-athlete under the age of 18) must sign the Letter of Intent within fourteen (14) calendar days of the Letter of Intent creation date.
- B.2. The College President or Designated Representative must sign the Letter of Intent prior to electronic submission.
- B.3. Electronic Submission Requirements: The procedure for electronic submission may be found at <https://mvp.njcaa.org/njcaaweb/MvpHelp?section=loi>
 - B.3.a. Deadline: The Letter of Intent must be submitted electronically within 21 calendar days of the student-athlete's signature.

- B.4. Letters of Intent with No Aid Given: Should a college and student-athlete choose to utilize the NJCAA Letter of Intent despite no aid being provided to the student-athlete, the Athletic Scholarship portion must be completed and the box indicating “No Athletic Aid” shall be utilized.
- C. Recruitable Athletes:
- C.1. High School Student-Athletes: A student-athlete must have completed his/her junior year of high school or the home school equivalent in order to:
- C.1.a. Validly sign and commit to an NJCAA Letter of Intent.
- C.1.b. Receive an official recruiting visit to an NJCAA member college.
- C.2. Member College: An athletic staff member or any representative of a member college’s athletic interests must not make contact, for any reason:
- C.2.a. With any student-athlete that is in season or enrolled in the term which the sport season ends at an NJCAA member college, regardless of being signed to a Letter of Intent or not, OR
- C.2.b. With a student-athlete who is signed to an NJCAA Letter of Intent.
- C.3. Committed Student-Athletes: A Student-athlete or other representative of the student-athlete shall not make contact with another NJCAA member college or its representatives for any reason:
- C.3.a. While the student-athlete is in season or is enrolled in the term which the sport season ends, OR
- C.3.b. While the student-athlete is signed to an NJCAA Letter of Intent.
- C.3.c. The student-athlete shall notify any recruiter if he/she has signed a Letter of Intent and all NJCAA member institutions shall cease recruitment upon notification of the student-athlete’s commitment.
- D. Release Agreements:
- D.1. A student-athlete who has signed an NJCAA Letter of Intent may be released from his/her commitment under the following conditions:
- D.1.a. The release agreement must be signed by the student-athlete, (and parent, when the student-athlete is under the age of 18) the athletic director and the president of the member institution, if:
- D.1.a.i. The student-athlete transfers to another NJCAA institution;
- D.1.a.ii. The member college checks the “Other” box on the Release Agreement. If this box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
- D.1.b. The student-athlete’s signature is NOT required under the following conditions:
- D.1.b.i. The student-athlete fails to enroll at the member college, OR
- D.1.b.ii. The student-athlete loses academic eligibility, OR
- D.1.b.iii. The student-athlete graduates from the member college, OR
- D.1.b.iv. The student-athlete withdraws from the member college, OR
- D.1.b.v. The student-athlete is disciplined by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.
- D.2. The NJCAA Release Agreement must be electronically submitted to the NJCAA National Office for all student-athletes no longer intending to receive aid.
- D.3. Unconditional: The member college may not add conditions or stipulations to the release agreement, including, but not limited to, limitation upon the student-athlete’s subsequent college of attendance.
- E. Multiple Letters of Intent & Enrollment at Alternate Member College:
- E.1. Multiple Valid NJCAA Letters of Intent: If more than one NJCAA Letter of Intent is signed prior to the execution of an NJCAA Release Agreement the student-athlete will immediately become ineligible to compete for one academic year.
- E.2. Non-Member Letters of Intent: The NJCAA Letter of Intent may be voided if the student-athlete signs a Letter of Intent with a non-member college.
- E.3. Enrollment at Alternate Member College: If a student-athlete enrolls at an NJCAA member college other than the member college to whom the student-athlete committed, prior to fulfilling the terms of the original Letter of Intent, the student-athlete shall be restricted from having any athletic contact with any member of the attending college’s athletic department.
- F. Simulated Letter of Intent Signing: No member of the college coaching staff or representative of the member college’s athletic interest may take part in or originate any event or make any statement implying that a student-athlete has signed an NJCAA Letter of Intent, including but not limited to, pictures and/or articles appearing in news and/or social media.

Section 3. Recruitment

A. General Information & Definitions

- A.1. Recruiting is defined as any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletic interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletic program.
 - A.2. Impermissible Inducement: No member institution shall permit a prospective student-athlete to be solicited or recruited to attend such institution by the promise of gift or any aid or inducement other than that of a grant-in-aid as permitted by these bylaws.
 - A.3. Recruiting by Outside Organizations or Individuals: A member college must not cause or permit any outside organization, agency or group of individuals to utilize, administer or expend funds for any recruit or prospective student-athlete.
 - A.3.a. This includes, but is not limited to, providing transportation, entertainment, or gifts to potential prospective student-athletes, to their friends, or to their relatives.
 - A.4. Expenses: All funds utilized for recruitment purposes must be authorized by a college official and compliant with college financial policies and procedures.
- B. On Campus Recruiting
- B.1. Official Visits: A visit is classified as "Official", if any benefit is provided or funds are expended by the institution or its representatives to facilitate the visit of the prospective student-athlete and/or if the prospective student-athlete has athletic contact with current student-athletes.
 - B.1.a. A member institution may pay for one official visit by a recruit to the college campus subject to these regulations:
 - B.1.a.i. Duration: The official visit may not exceed two (2) days and two (2) nights.
 - B.1.a.ii. Eligible Recruit: Recruit must have completed his/her junior year of high school or home school equivalent to be hosted on an official recruiting visit by a member college.
 - B.1.a.iii. Scope: Official visit must be limited to the campus and the local community where the member college is located.
 - B.1.a.iv. Member institution may pay a recruit's actual costs for reasonable expenses incurred when traveling to and from campus on the official visit, as further detailed below.
 - B.1.b. Permissible Expenses/ Benefits:
 - B.1.b.i. Transportation:
 - B.1.b.i.a. A member institution may only provide transportation to a recruit as part of the official visit.
 - B.1.b.i.b. Neither the member institution, nor any representative of its athletic interests may provide a vehicle for use by a recruit or by a student host.
 - B.1.b.i.c. Travel between recruit's home and member institution:
 - B.1.b.i.c.1. Must be by direct route.
 - B.1.b.i.c.2. Member college may pay for commercial airfare at a class not exceeding coach; Private or charter air travel may not be utilized.
 - B.1.b.i.c.3. Any member of the college's athletic staff may provide transportation between campus and commercial transportation to the region or area.
 - B.1.b.i.c.4. Any member of the college's athletic department may provide automobile transportation for the recruit between the recruit's home or high school and the member institution.
 - B.1.b.i.c.5. When a recruit travels by automobile on an official visit, the institution may reimburse round-trip expenses at the same mileage rate it reimburses its own personnel.
 - B.1.b.ii. Meals: College officials may provide meals for a recruit during the official visit. Cost and value of meals may not exceed the amount provided a college employee when traveling on college business.
 - B.1.b.iii. Housing: College officials may provide housing for a recruit during the official visit.
 - B.1.b.iv. Entertainment:
 - B.1.b.iv.a. A member institution may entertain a recruit at a scale comparable to that of normal student life, restricted to campus or the immediate local community.
 - B.1.b.iv.b. A member institution may not provide the recruit with admission in a manner other than normal general public admission, to the institution's games, during the official visit.
 - B.1.b.iv.c. A member institution may neither arrange nor permit admission to professional, external collegiate sports contests or external entertainment type events.
 - B.1.b.v. Athletic Contact: Recruit may have athletic contact with current student-athletes.

- B.1.c. Parents and Guardians: A member college must not incur any expenses related to a recruit's parent or guardian traveling with him/her on the official visit.
- B.1.d. Greens/Court fees: Under no circumstances may a member college pay greens/court fees for a recruit.
- B.2. Unofficial Visit: A visit is classified as "Unofficial" provided the following are met:
 - B.2.a. No expense or benefit is provided for the recruit.
 - B.2.b. No athletic contact takes place between recruit and current student-athletes.
 - B.2.c. Should a committed student-athlete make an unofficial visit to an alternate member college, the Athletic Director and any other representative of the member college's athletic interests must not meet or contact the committed student-athlete.
- C. Off Campus Recruiting:
 - C.1. Locations: Athletic department staff may visit a prospect at any location for recruiting purposes.
 - C.2. Expenditure of Funds: Staff member may only expend funds necessary for his/her own expenses and may not expend funds or provide benefits to the recruit or the recruit's representatives.
- D. Impermissible Contact:
 - D.1. Member Colleges & Staff: Members of the athletic staff or any representative of the institution's athletic interests must not make contact for any reason with:
 - D.1.a. Any NJCAA student-athlete that is in season or enrolled in the term during which the sport season ends at an NJCAA member college, OR
 - D.1.b. Any student-athlete who has signed an NJCAA Letter of Intent.
 - D.2. Student-Athletes: Student-athletes or any representative of the student-athlete's athletic interests must not make contact with another NJCAA member school or its representatives for any reason while:
 - D.2.a. The student-athlete is in season or is enrolled in the term which the sport season ends regardless of being signed to a Letter of Intent or not, OR
 - D.2.b. The student-athlete is signed to an NJCAA Letter of Intent.
 - D.3. Penalties: A member college who actively recruits an unrecruitable student-athlete shall be subject to the following penalties:
 - D.3.a. Any Letter of Intent between the student-athlete in question and the recruiting college will be immediately cancelled.
 - D.3.b. The student-athlete may not sign any Letter of Intent at the recruiting college in any sport for a period of one (1) calendar year.
 - D.3.c. The student-athlete may not participate, practice, or be involved with any athletic team at the member college for a period of one (1) calendar year.
 - D.3.d. Member college will have future available Letters of Intent reduced.
 - D.3.e. Coach(s) may be suspended.

Section 4 - Tryouts and Auditions

- A. General Information & Definitions:
 - A.1. Audition Definition: An audition is any organized recruiting event for prospective student-athletes that is open to the general public held in an effort to fill roster spots on one or more of a member college's athletic teams. An audition is not related to an official or unofficial visit.
 - A.2. Physical Examination: A prospective student-athlete participating in an audition must provide verification that he/she has received a physical examination administered by a qualified health care professional within 13 months prior to the tryout/audition.
 - A.3. Location: A member college must conduct auditions of prospective student-athletes only on its campus or at a site at which the member college has been approved to conduct its practices or competition as their "Home Venue".
 - A.4. Participation of current student-athletes: Current student-athletes or student-athletes who are signed to an NJCAA Letter of Intent may not participate in auditions.
- B. Duration & Maximums:
 - B.1. Auditions may not exceed two (2) hours per individual.
 - B.2. A college may conduct a maximum of two (2) auditions per sport per academic year.
 - B.3. A college may conduct a maximum of one (1) audition per prospective student-athlete per year.
- C. Expenditure of Funds:
 - C.1. A member college may not expend funds on prospective student-athletes prior to, during, or after the tryout/audition.
 - C.1.a. Includes, but not limited to, provision of transportation, meals, souvenirs and gifted clothing or equipment.

- C.2. A member college may provide equipment and/or clothing to prospective student-athletes while participating in an audition on an issuance and retrieval basis.
- D. Eligible Prospective Student-Athletes:
 - D.1. A prospective student-athlete must have completed his/her junior year in high school or home school equivalent to participate in an audition.
 - D.2. A member college must determine if auditions are allowed by the prospective student-athlete's State High School Activities Association/School District before allowing the prospective student-athlete to participate in the audition.

Section 5 - Booster Clubs

- A. Records: The financial records of booster clubs and similar organizations which assist athletic programs must be open, available and accounted for by college officials.
- B. Institutional Approval: All transactions of a booster organization or individual which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses and grants-in-aid, must be approved through the standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) of the college as authorized or approved by the president.
- C. Grants-in-Aid: All booster club funds used for grants-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. The Booster Club may not give money directly to a student-athlete and may not provide assistance in excess of the terms of a Letter of Intent in compliance with Article VI, Section 1.B.1.a.

Section 6 - Violations & Enforcement

- A. A member college which violates any portion of Article VI shall be subject to such penalty as the NJCAA National Office deems advisable under the circumstances.
 - A.1. Maximum Penalty: The maximum penalty shall be a period of probation for a period of one year.
 - A.2. Acts by Outside Individuals and Organizations: Responsibility for the observance of these bylaws shall be upon the member college, including acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff.

NJCAA ACADEMIC PROGRESS REQUIREMENTS

Season of Participation

First Season of Participation

Second Season of Participation

Of Previous Full-Time

Zero (0) Previous terms of full-time enrollment.	High school graduate and current enrollment of 12 or more credits. *	Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*
One (1) Previous term of Full-time enrollment.	Accumulation of 12 or more credits with an associated GPA of 1.75 or better .*	Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*
Two (2) or more previous terms of full-time enrollment.	<ol style="list-style-type: none"> 1) Earn 12 credits with a 2.0 GPA or better in the previous full-time term. <p>OR</p> <ol style="list-style-type: none"> 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12. * <p>OR</p> <ol style="list-style-type: none"> 3) Accumulation of 24 semester credits with an associated GPA of 2.0 or better for the initial term of participation.* <p>OR</p> <ol style="list-style-type: none"> 4) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility.* 	<ol style="list-style-type: none"> 1) Earn 12 credits with a 2.0 GPA or better in the previous term.* <p>OR</p> <ol style="list-style-type: none"> 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12.* <p>OR</p> <ol style="list-style-type: none"> 3) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility.* <p>as well as: Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*</p>

* Must meet all NJCAA academic and athletic requirements for eligibility and participation in addition to the stated requirements.

APPENDIX B

2018-2019 NJCAA Sports Procedures

Sport	Start Date	Game Date 2018-2019	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Letter of Intent Signing Date
Baseball (Fall) Men	Aug 10	Aug 22	◆◆◆August 22	Nov 15	76 Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring		24	November 1
Baseball (Spring) Men	Jan 10	Jan 25	Last Friday in January	NJCAA Tourney				
Basketball Men/Women	Oct 1	Nov 1	◆◆November 1	NJCAA Tourney	30 Games	4 Dates	15	November 1
Beach Volleyball (fall) Women	Aug 10	Aug 22	◆◆◆August 22	Nov 15	4 Dates in the Fall		10	November 1
Beach Volleyball (Spring) Women	Jan 10	Feb 1	Feb 1	April 30	16 Dates in the Spring			
Bowling Men/Women	Sept 10	Sept 28	Last Friday in September	USBC Tourney	22 Dates	0	12	November 1
Cross Country Men/Women	Aug 1	Aug 22	◆◆◆August 22	NJCAA Meet	10 Dates	0	10 Combined (Cross Country & Half Marathon)	November 1
Football (Fall) Men	Aug 1	Aug 22	◆◆◆August 22	Last Bowl Game	11 Games	2	85	1st Wednesday in February
Football (Spring) Men	Jan 15	None	None	None	20 Days of practice	0		
Golf (Fall) Men/Women	Aug 1	Aug 22	◆◆◆August 22	Nov 15	30 Dates Fall and Spring Combined		8	November 1
Golf (Spring) Men/Women	Jan 10	Jan 25	Last Friday in January	NJCAA Tourney				
Half Marathon Men/Women	Aug 1	Aug 22	◆◆◆August 22	NJCAA Meet	3 USA Track approved road races		10 Combined (Cross Country & Half Marathon)	November 1
Lacrosse (Fall) Men/Women	Aug 15	Aug 22	◆◆◆August 22	Nov 1	22 Dates		20	November 1
Lacrosse (Spring) Men/Women	Jan 15	Feb 21	February 21	NJCAA Tourney				

Sport	Start Date	Game Date 2018-2019	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/Scholarships	Letter of Intent Signing Date
Soccer (Fall) Men/Women	Aug 1	Aug 22	◆◆◆August 22	NJCAA Tourney	22 Games/Scrimmages		24	November 1
Soccer (Spring) Men/Women	Feb 1	Feb 1	February 1	April 30	0	4 Dates		
Softball (Fall) Women	Aug 10	Aug 22	◆◆◆August 22	Nov 15	40 Playing Dates with a maximum of 30 dates in the Spring		24	November 1
Softball (Spring) Women	Jan 10	Jan 25	Last Friday in January	NJCAA Tourney				
Swimming Men/Women	Sept 15	Sept 15	September 15	NJCAA Meet	22 Dates		15	November 1
Tennis (Fall) Men/Women	Aug 1	Aug 22	◆◆◆August 22	Nov 15	35 Dates combined Fall and Spring		###	November 1
Tennis (Spring) Men/Women	Jan 10	Jan 25	Last Friday in January	NJCAA Tourney				
Track & Field (Indoor) Men/Women	Oct 1	Nov 1	November 1	NJCAA Meet	20 Dates combined Indoor / Outdoor		20	November 1
Track & Field (Outdoor) Men/Women	Oct 1	Jan 25	Last Friday in January	NJCAA Meet				
Court Volleyball (Fall) Women	Aug 1	Aug 22	◆◆◆August 22	NJCAA Tourney	32 Dates with a maximum of 28 dates in the Fall		14	November 1
Court Volleyball (Spring) Women	Feb 1	Feb 1	February 1	Apr 30				
Wrestling Men	Oct 1	Oct 26	Last Friday in October	NJCAA Tourney	20 Dates	3 Dates	20	November 1

The numbers listed above are the same for each Division (I, II & III).

- > Division I may grant the number of scholarships listed above.
- > Division II may grant the number of scholarships listed above, but are limited to tuition, course related fees, course related books and up to \$250 in course required supplies.
- > Division III may not offer athletic scholarships.
- > **NOTE:** See Article VI, Section 1.B.1.a. for NJCAA athletic scholarship division allowances.

** Number of Contests refers to regular season games only and does not include postseason competition.

*** Numbers in the Letter of Intent Signees/Scholarships column are separate for men and women.

An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article VI, Section 1.A.1. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

Definition of "Administered": The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid and business office.

Division I Tennis will be limited to a maximum of nine Letters of Intent/Scholarships. Three of the nine scholarships given may be a maximum of tuition, course related fees, room and board, course related books, up to \$250 in course required supplies and transportation costs to and from the college by direct route one time per academic year. Six of the nine scholarships are limited to tuition, course related fees, course related books and up to \$250 in course required supplies.

◆◆ If November 1st falls on a Saturday or Sunday, the preceding Friday will be utilized as the official start date for men's and women's basketball.

◆◆◆ If August 22nd falls on a Friday, Saturday or Sunday, the preceding Thursday will be utilized as the official start date for fall sports including: fall baseball, cross country, football, fall golf, half marathon, fall lacrosse, soccer, fall softball, fall tennis and volleyball.

A signee of an NJCAA Letter of Intent counts towards the overall maximum number of individuals in that sport regardless of the amount of athletic scholarship.

Article VII

MEMBER COLLEGE SPORT POLICIES AND GUIDELINES

Section 1 - Sport Procedures

- A. Termination of a Sport or Season: If circumstances cause an NJCAA member college to terminate its participation in a sport or season the member college shall notify the NJCAA National Office in order to ensure eligibility, website and organization records are accurate.
- B. Multi-Sport Participants: A student-athlete who receives institutional athletic aid shall count against the total number of scholarships allowed in each sport in which the student-athlete participates.
 - B.1. Exemption: Cross Country, Half Marathon and Indoor & Outdoor Track & Field shall be exempt from the above as outlined in the NJCAA Sports Procedures Chart counting requirement.
- C. Limits and Dates Established in Sports Procedure Chart: The Sports Procedures Chart contains the following limits and dates as applicable for each individual sport: (APPENDIX B)
 - C.1. Starting date for practice,
 - C.2. Starting date for games,
 - C.3. Ending date for practice and/or games,
 - C.4. Number of contests allowed per season,
 - C.5. Number of Letters of Intent allowed per academic year,
 - C.6. Letter of Intent signing date for each sport.
- D. Additional Sport Specific Procedures: The following limitations shall apply in addition to those listed in the NJCAA Sports Procedures Chart:
 - D.1. Tennis: Men's and women's tennis shall be allowed a maximum of three (3) full-scholarships, and six (6) partial scholarships, limited to tuition, fee, course related books and up to \$250 in course required supplies.
 - D.2. Outdoor Track and Field: Meets conducted following the NJCAA Indoor Track and Field National Championship Meet shall be considered outdoor track and field events, for all records and statistics, even if conducted indoors due to weather.

Section 2. - Practices & Scrimmages

- A. Practice:
 - A.1. General Information & Definitions:
 - A.1.a. Practice Definition: Practice is any meeting, activity, or instruction involving sports related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member(s) of an institution's coaching staff.
 - A.1.b. Enrollment: Practice participants must be enrolled/registered in the current term at the college.
 - A.1.c. Physical examination: Practice participants must have a valid physical on file.
 - A.1.d. Coach Definition: Any individual who represents the college on behalf of the athletic department, including but not limited to, instructing individual/team sport skills, provide strategy and coach against competition on game day, provide video, statistics, scout opponents, recruit, provide fitness training for a sport team or an individual athlete.
 - A.1.d.i. All coaches, regardless of classification (head, assistant, part-time, volunteer) are subject to all NJCAA regulations and limitations.
 - A.1.d.ii. Outgoing Coach: A coach whose contract is expiring, or has expired, shall be subject to all NJCAA regulations and limitations.
 - A.1.d.iii. Incoming Coach: A coach where an agreement (either verbal or written), has been made, but whose contract has not yet begun, shall be subject to all NJCAA regulations and limitations.
 - A.2. In Season Practice: In Season practice begins the first day practice is allowed for that particular sport as defined in the NJCAA Sports Procedures Chart and concludes when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - A.2.a. Limits: The NJCAA recommends that all member colleges limit in season practices and contests to a combined twenty (20) hours per week, on the basis of the philosophical ideal of the student-athlete.
 - A.2.b. In Season Activities: Participation by one or more coaches and/or one or more student-athletes in the following activities is confined to the time period defined as in season, and are subject to in season regulations.
 - A.2.b.i. Field, floor, course, track, pool or on court activity, OR
 - A.2.b.ii. Activities conducted as a physical education class which is open exclusively to members of an intercollegiate team, OR

- A.2.b.iii. Leadership activities if they are conducted at a site on or off an institution's campus for no more than 48 hours contact time. Leadership activities with a measurable outcome such as a ropes courses and/or other related leadership development activities are permitted once per athletic team per academic year. Expenses may be paid for leadership development activities.
- A.3. Off Season Practice: Off Season practice begins when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - A.3.a. Voluntary: All off season activities must be voluntary.
 - A.3.b. Location: All off season activities must be limited to on campus, or at the designated home facility.
 - A.3.c. Eligible Participants: A participant in off season activities must be enrolled/registered in the current term at the college and have a valid physical on file.
 - A.3.d. Funds: No college funds or benefits may be used or provided for any current or prospective student-athlete during the off season.
 - A.3.e. Equipment: No college equipment may be used off campus for any current or prospective student-athlete.
 - A.3.f. Coaching Contact: Members of the college coaching staff, may have limited off season contact with student-athletes under the following restrictions:
 - A.3.f.i. Off Campus Contact: No member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent with the following exceptions:
 - A.3.f.i.a. Staff member may:
 - A.3.f.i.a.1. Observe without participation,
 - A.3.f.i.a.2. Coach against the student-athlete,
 - A.3.f.i.a.3. Participate against the student-athlete.
 - A.3.f.i.b. Staff member may not:
 - A.3.f.i.b.1. Coach, practice or participate with any current student-athlete or one who has signed a valid NJCAA Letter of Intent.
 - A.3.f.ii. On Campus Contact: Individual and team off season activities (practice or conditioning, inclusive of weight training) shall be limited to a maximum of eight (8) hours per week in direct contact with a member of the college coaching staff, with the following activities excepted:
 - A.3.f.ii.a. Meetings: Meetings or discussions between one or more student-athlete(s) and one or more coaching staff member(s) regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about offseason conditioning activities,
 - A.3.g. Funds and Services: The college may not provide or recompense funds, or transportation services for a student-athlete's participation in off season competitions or camps, including but not limited to, services listed below:
 - A.3.g.i. Camp fees: Individual or team camp fees must not be paid for by a member college.
 - A.3.g.ii. Vehicles: A student-athlete may not be provided rides in a college vehicle or coach's vehicle.
 - A.3.g.iii. Room and Board: A member college may not provide or recompense a student-athlete for room or board.
 - A.3.g.iv. Equipment: A student-athlete may not utilize college equipment, including but not limited to, uniforms or practice gear,
 - A.3.g.v. Fundraising: A member college or its representatives may not be involved in raising alternate funds for participation in off season activities.
 - A.3.h. Physical Education/Fitness Activity Courses: Participation by student-athletes in regular physical education, fitness and activity classes/programs that are conducted by a member of the coaching staff will not be considered practice of any kind and not subject to practice regulations provided:
 - A.3.h.i. The course is listed in the institutions catalog;
 - A.3.h.ii. The course is open to all students at the institution;
 - A.3.h.iii. The course appears on a current class schedule;
 - A.3.h.iv. Class hours and programs have been publicized in an appropriate publication detailing class descriptions of the institution.

- A.3.i. Off Season Tryouts for Current Student-Athletes: Off season tryouts are permissible, subject to all regulations of off season practice.
 - A.3.i.i. Off season practice, including off season tryouts, must not be mandatory for current student-athletes or student-athletes signed to a Letter of Intent, and is subject to current term enrollment, valid physical examination on file and hours per week maximum contact in Article VII, Section 2.A.3.f.ii.
- A.4. Open Gyms: Are defined by the NJCAA as an institutional opportunity for all students to have the ability to experience. Open gyms must meet the following criteria:
 - A.4.a. Playing sites/venues must be open to all students currently enrolled at the college.
 - A.4.b. Open gym activity must be publicized through all normal communication channels within the campus.
 - A.4.c. Open gym activity must be for a designated time period.
 - A.4.d. Coach(es) may be present but may not have athletic contact with students.
- B. Scrimmage: A scrimmage is a contest or athletic contact with individuals from outside the institution which is conducted to prepare a team for regular and or postseason competition; an eligibility form is not required if the scrimmage rules listed below are followed:
 - B.1. Scheduling: All scrimmages must be included on the official schedule as published by the athletic department, and designated as a scrimmage on such schedule. The official schedule is defined as the schedule listed on the school website as well as the schedule listed on the NJCAA website.
 - B.1.a. Scrimmage Timing: The first scrimmage date shall fall on or after the "start date" listed in the sport procedures for that sport. The final scrimmage shall take place no later than the final date allowable for in season practice.
 - B.2. Awards and Championships: No awards of any kind may be given to the participants and no championship play of any kind may be carried on.
 - B.3. Participating Student-Athletes: Participating student-athletes must be enrolled/registered in the current term at the college he/she is representing, and must have a valid physical on file.
 - B.4. Classification:
 - B.4.a. Reciprocity: Both colleges must agree to, and classify the competition in the same manner, either scrimmage or regular season.
 - B.4.b. Permanence: Once the contest is classified and completed either as a scrimmage or an official game, it may not be changed.
 - B.5. Combined Practices: Any member college which engages in a combined practice with any outside individual or organized team, including a non-member college, must treat said practice as a scrimmage and follow all scrimmage regulations.

Section 3 - Junior Varsity

- A. Student-Athletes: Student-athletes who participate in an NJCAA Junior Varsity program must adhere to all generally applicable rules governing student-athletes and such participation shall count toward maximum seasons of participation.
- B. Administration: If a member college elects to field a Junior Varsity program in one or more sports, the following procedures must be followed:
 - B.1. Eligibility Forms: Eligibility forms must be filed for all student-athletes.
 - B.2. Maximum Games: A student-athlete's total combined Junior Varsity and Varsity games of participation must not exceed the number of total allowed games established for their chosen sport in the NJCAA Sports Procedures Chart.
 - B.3. Record Keeping: The member college shall keep records of all Junior Varsity participation.
 - B.4. Schedules: The member college must publish a schedule for the Junior Varsity program.
 - B.5. Audits: When a program is selected for an eligibility audit, Junior Varsity eligibility information is combined and must be submitted with the respective varsity sport.

Section 4 - Club Teams: A team sponsored by a member college that competes in extramural competition (competition against individuals and teams external to the college community)

- A. Club Teams and the NJCAA Club Declaration Form: Any one of the NJCAA certified sports may be declared a club sport by properly submitting the NJCAA Club Declaration form to the NJCAA National Office and the appropriate Regional Director prior to the beginning of the sport's season schedule.
 - A.1. Mid-Season Club Declaration: In limited instances where a member college sport program suffers hardship, the NJCAA may allow a member college to declare a sport a club sport during the season, however the member college must first request to make such declaration in writing to the NJCAA National Office and receive approval of such request.

- B. Club and Varsity Participation: A member college may not sponsor a club team and varsity team in the same sport during the same academic year (A team may not participate as a club team in the fall, and varsity in the spring, for example).
- C. Student-Athlete Participation:
 - C.1. Seasons of Participation: Participation in a club sport (includes four-year and/or two-year colleges) shall count as one (1) season of participation in that sport; student-athletes participating in club sports shall be subject to the two-year limit on participation.
 - C.2. Participation in Regional, District, or National Competition: Student-athletes who participate in a club sport may not participate in NJCAA postseason competition.
 - C.3. Student-athletes who participate in a club sport do not qualify for hardship consideration, individual postseason honors and are not recognized in national statistics. Teams who participate as a club sport do not qualify for team postseason honors and are not recognized in the national statistics.

Section 5 - Non-NJCAA Sanctioned Games

- A. Alumni Games: Member colleges are permitted to hold one alumni game/match per academic year/per sport. Alumni games are not considered regular season contests or scrimmages of a college sport for any purpose and shall not be counted in the college's record or statistics. All participants making up the alumni team must actually be alumni of the program and/or college.
- B. Recreation Leagues: Teams/Individuals associated with member institutions must not participate in non-intercollegiate leagues under any circumstances, during the NJCAA official sport season. Member colleges may participate against recreation teams as part of the published sport schedule, but are not permitted to join the league.

Section 6 - Polls

- A. The National Poll shall honor the submitted rankings within regions.
- B. National/Coaches Association Rankings shall be structured as follows:
 - B.1. Women's Lacrosse will rank five (5) teams
 - B.2. Men's Lacrosse will rank ten (10) teams
 - B.3. Division I Men's and Women's Basketball will rank twenty-five (25) teams
 - B.4. Division I and II will rank twenty (20) teams in each sport
 - B.5. Division III will rank ten (10) teams in each sport