

**Proposed Mount St Joseph University  
NCAA Eligibility Signing Process  
Submitted for Presidential approval: January 27, 2021**

NCAA regulations pertaining to the process for determining athletic eligibility and designating who can sign the eligibility document are very general. The primary thing they do stipulate is that the process is to be approved by the president or the chancellor. The pertinent regulations are in the attached document.

We have been unable to locate the current policy so the following was drafted. It has been reviewed by and comes with the Academic Committee's support given 1/27/21.

It follows the basic process that is already in place. It provides written documentation of the current procedure and provides flexibility in the Registrar's Office for who can sign the document.

**NCAA Eligibility Certification Process**

1. Coaches provide rosters to Athletic Department.
2. Athletic Department creates eligibility sheet that is sent the Registrar's Office for review.
3. The Assistant Registrar for NCAA Eligibility\* reviews enrollment and other pertinent data for compliance.
4. After verifying eligibility data, forms signed by the Assistant Registrar for NCAA Eligibility\* are sent to the Athletic Department, Head Coach and Faculty Advisor Representative for signatures.

\*or other staff designated by the Registrar.