NCAA STRATEGIES FOR IMPROVEMENT
# TABLE OF CONTENTS

Strategy 1 – Eligibility Certification ............................................................... page 3
Strategy 2 – Booster Club Policies and Procedures .................................................. page 4
Strategy 3 – Rules Compliance Education ........................................................... page 5
Strategy 4 – External Review ............................................................................. page 5
Strategy 5 – Graduation Rates ........................................................................... page 6
  
  Goal 1: Changes In Admission Policy ............................................................. page 6
  Goal 2: Increase Staffing and Training .......................................................... page 7
  Goal 3: Improve Student-Athlete Advising ................................................. page 7
  Goal 4: Alterations in Student-Athlete Registration Process ...................... page 8
  Goal 5: Increase Academic Assistance ...................................................... page 9
  Goal 6: Improve Oral and Written Communications ................................ page 10
  Goal 7: Implementation of New Academic Practices ............................... page 11
  Goal 8: Mentoring Program ....................................................................... page 12

Strategy 6 – Athletic and Academic Conflicts ................................................. page 12

Strategy 7 – Institutional Control of Athletic Revenues ................................ page 13

Strategy 8 – Budget Procedure For External Athletic Revenue ...................... page 13

Attachments

Attachment A: Booster Club Policies and Procedures ...................................... page 16
Attachment B: Sports Services Inc. Comprehensive Athletic Consulting Report page 20
Attachment C: Big West Conference NCAA Compliance Review ................ page 30
Attachment D: CSULB Response to Big West Conference Review ................ page 43
Attachment E: Student-Athlete Orientation Program ..................................... page 49
Attachment F: Mandatory Advising Outline .................................................. page 52
Attachment G: Advising Contract ................................................................ page 59
Attachment H: Mandatory Advising Sheet .................................................... page 61
Attachment I: Advising Template ................................................................ page 65
STATUS REPORT OF THE STRATEGIES
FOR IMPROVEMENT

Eight (8) strategies for improvement were designed by the National Collegiate Athletic Association (NCAA) Committee on Athletics Certification in 1996 to improve the quality of California State University, Long Beach’s (CSULB) athletic program. On June 26, 1997, the University instituted several new policies and action plans in order to meet these requirements. To assist the peer-review team and in accordance with the recommendations set forth in the current NCAA certification process, this report restates each of the eight strategies for improvement, reiterates the “Corrective Action” as developed in 1997 and provides the “Current Status” of the University’s effort to comply with each strategy.

1. Establish means by which to increase the number of institutional personnel that are trained and knowledgeable regarding compliance with NCAA and conference rules, particularly in the area of certification of eligibility.

Corrective Action: The following formalized policy regarding NCAA compliance will be included in the Long Beach State Compliance Manual.\(^1\) In order to achieve progress (compliance) with this goal, please note that a part-time compliance assistant has been added to enhance staffing in this area.

In the event the Assistant\(^2\) Athletics Director of Compliance and Student Services is out of the office for any length of time, members of the Athletic Department will direct any compliance matters to the individuals listed below in the following order:

1. Senior Associate Athletic Director/Senior Women’s Administrator (SWA)
2. Faculty Athletic Representative
3. Administrative Assistant for Compliance and Student Services
4. Assistant Commissioner, Big West Conference
5. Athletics Evaluator (eligibility issues only)

These individuals are qualified to address any questions or concerns regarding NCAA, Big West Conference and institutional regulations through attendance at NCAA Conventions, Regional, Conference and institutional compliance seminars.

All information shall be in writing, retained in a file and given to the Assistant Athletics Director for Compliance and Student Services upon return.

Eligibility and admissions evaluations are performed by the Athletics Evaluator in the Department of Enrollment Services. Previously, only one individual performed this function and, in her absence, the supervisor of the evaluator filled in. Currently, in order to improve and enhance our evaluation process, an additional individual in the Department of Enrollment Services has been trained to assist and to be available in this area as needed.

Current Status: In progress. At California State University, Long Beach, the Office of Enroll-

\(^1\) Currently referred to as Athletic Department Compliance Manual
\(^2\) Currently referred to as Associate
ment Services maintains all official records of student academic progress and holds the primary responsibility for reviewing the academic records of student-athletes to determine eligibility for financial aid, practice, and competition. Assistance with rules interpretation may be obtained from the Associate Director of Athletics for Compliance and Student Services. The final approval and certification of eligibility is the responsibility of the Faculty Athletic Representative.

Since 1996, the Office of Enrollment Services has made several attempts to train additional personnel to assist the Athletics Evaluator within the Evaluations Unit. Unfortunately, none of these attempts has been successful, and the evaluation of eligibility remains in the hands of a single individual. Beginning in the 1997–1998 academic year (AY), as a direct result of the NCAA certification process during the preceding year, the Office of Enrollment Services assigned an additional evaluator to be trained in the certification of student-athletes under NCAA, Conference and Institutional rules. However, this individual announced that she would be going on maternity leave, and the training process was halted prior to the completion of the academic year. In 1998–1999 AY, a second individual began the training process, but asked for and received a reassignment of duties in the 1999–2000 AY after receiving a negative evaluation concerning the accuracy and consistency of her work. During the 2000–2001 AY, the employee who had first begun training in 1997–1998 AY returned and resumed training for athletics certification. She was considered to be making good progress, but within a few months indicated that she would be moving out of the area. Again, her training was halted. During the 2001–2002 AY, a third individual began the training process, but she has now indicated that she will be entering the internship portion of her study for a Master of Social Work (MSW) degree. Accordingly, she has requested a reduction in time base. The Office of Enrollment Services believes she is likely to leave University employment when she completes her MSW degree. As a result, it is probable that the training process will have to be begun anew in the fall of 2002 with yet a fourth individual.

As a result of the NCAA Committee on Athletics Certification review of 1996, the University hired an Administrative Assistant for Compliance and Student Services in the Athletics Department to perform compliance duties, and to serve as a “back-up” to the Associate Athletic Director. As part of the job description for this position, the individual is responsible for specifically defined responsibilities as well as understanding the duties of the Associate Athletic Director in order to fill in on a temporary basis when needed.

2. Document in writing specific policies to ensure appropriate institutional monitoring of all booster club activities and the clubs’ compliance with NCAA, conference, and institutional rules.

Corrective Action: The athletic department has established Booster Club Policies and Procedures. These policies are provided to the booster club presidents each year at their initial meeting. The appropriate athletic department sport’s administrator will be responsible for ensuring adherence to all of these policies and procedures.

Current Status: Completed and ongoing. The Department of Sports, Athletics, and Recreation (SAR) has developed written policies in this area, which are provided as Attachment A. Minor revisions are made as needed to keep the policies current with
the latest changes in NCAA rules.

3. Implement procedures that ensure increased education from athletics department staff in the area of rules compliance for all institutional booster groups.

**Corrective Action:** Departmental staff meetings are held twice a year, updating personnel on NCAA, Big West and department rules and regulations. In addition, memos regarding changes and/or additions to rules are disseminated at various times as needed.

To enhance our rules education efforts for all booster organizations, the following procedures have or will be implemented:

1. Booster Club Policies and Procedures have been developed;
2. Booster Club “Do’s and Don’t’s” have been issued;
3. The sport supervisor attends the booster club meetings. At that time he/she can distribute and discuss any NCAA rule changes or additions that are pertinent to the organization. Also, their attendance assures that booster club actions are in compliance;
4. The Assistant Athletics Director for Compliance periodically attends meetings of the booster clubs and meetings of the booster club presidents.

**Current Status:** Completed and ongoing. SAR now publishes a pocket guide entitled “What You Should Know: NCAA Rules and Regulations,” which is specifically written and designed for the officers and members of booster groups. This guide defines key terms, summarizes the basic rules for boosters to prevent them from inadvertently giving extra benefits to student-athletes, and answers frequently asked questions. Copies of this publication are distributed each year to all booster groups. Additional written information is available to all SAR personnel and booster groups in the Black & Gold newsletter. In this newsletter, a column written by the Associate Athletic Director discusses particular activities and how they must be conducted to comply with NCAA, Conference and Institutional rules.

In addition to the written materials noted above, the Associate Athletic Director for Compliance begins each academic year with a booster-club presidents’ meeting in order to review NCAA rules and any revisions that may have occurred since their last meeting. Finally, the Associate Athletic Director attempts to meet with the entire membership of each booster club at least once during the year.

4. Develop a written policy regarding the periodic evaluation of the institution’s rules-compliance program by a constituency external to the department of intercollegiate athletics.

**Corrective Action:** The following policy regarding NCAA compliance review will be included in the Long Beach State Compliance Manual:

Long Beach State and the Department of Sports, Athletics and Recreation have a genuine commitment to the NCAA and Big West Conference rules and regulations. To ensure that our university maintains proper compliance, a periodic (every two years) evaluation of our program will be conducted by the Big West Conference office, Committee on
Athletics or an appropriate constituency external to Sports, Athletics and Recreation. Results of that report will be issued to the University President, Faculty Athletics Representative, Director of Athletics and Big West Conference Commissioner.

Current Status: Completed. The NCAA Bylaw 22.2.1.3(e), which mandates an evaluation of the CSULB athletics program at least every three years, serves as the written policy governing the periodic evaluation of the institution’s rules-compliance program by an external constituency. Consistent with this rule, an outside consulting firm completed an external review at California State University, Long Beach in 1997. In 2000, the compliance staff of the Big West Conference conducted an external review of CSULB’s rules-compliance program. The reports from the consulting firm, Big West Conference, and CSULB’s response to the Big West Conference’s review are provided as Attachments B, C, and D, respectively.

5. Consistent with the objectives outlined by the institution in its May 3, 1996 response, proceed with the establishment of specific goals for increasing student-athlete graduation rates and means by which to achieve those goals.

Corrective Action: The efforts to improve our graduation rate continue to be a high priority. The following is a series of goals that will assist in the improvement of the student-athlete graduation rate at Long Beach State. It is our intent to work toward attaining these goals as soon as possible and as resources become available. We believe with the implementation of the goals below, and means by which to achieve these goals, our department will be successful in achieving our ultimate goal of graduating student-athletes.

CSULB GOAL 1: CHANGES IN ADMISSIONS POLICY

(1) Corrective Action:
A. General Admission Policy for Long Beach State:
   1. Enforce existing California State University (CSU) admission standards.
   2. Substantially lower number of special admits.
   3. Require all final transcripts as a condition of enrollment.
   4. Require 30 unit breadth pattern for all upper division transfer students who are not fully eligible as first-time freshmen.

B. The Special Admission Policy for the Department of Sports, Athletics and Recreation remains the same, with this added requirement: All student-athlete special admissions will now also be reviewed by the Assistant Vice President for Enrollment Services. Additionally, all special admits will be required to pass 27 units annually with a 2.25 grade point average (GPA) or better to continue to compete.

(1) Current Status: Completed and ongoing.

A. A General admission Policy for Long Beach State has been established and is in place at the University-wide level.

B. The Special Admission Policy for the Department of Sports, Athletics and Recreation (SAR) was established, and later revised April 2002. Exceptions to the policy
units/2.25 GPA) are accepted only with approval from the SAR Academic Committee.

CSULB GOAL 2: INCREASE STAFFING AND TRAINING

(2) Corrective Action: In the Fall of 1995, the staff of the Center for Student-Athlete Services (CSAS) consisted of one director, one half-time clerical position and three peer advisors at 20 to 30 hours per week. In order to more effectively work with our student-athletes, we need to increase the staff to one director, two 40-hour per week Student Services Professionals, one _ _ time Student Services Professional and two 20-hour per week peer advisors. As the number of teams increase, a corresponding increase in professional staff services will be made.

A need exists to develop a comprehensive student-athlete orientation program because the information required to be presented to student-athletes is very complex and lengthy. Components of the training program should include (1) Long Beach State academic rules, regulations, requirements and policies; (2) general education requirements; (3) testing requirements; (4) academic majors and minors; (5) elective courses and their uses; (6) academic probation and disqualification procedures; (7) graduation requirements; (8) freshman issues; (9) transfer issues; (10) NCAA policies, rules and regulations such as the 25%/50%/75%, 25%/50%, the requirement of declaration of major before the fifth semester etc.

Additionally, a weekly staff meeting will be held to disseminate new information concerning academic and NCAA compliance issues; faculty and staff professionals will be invited to speak; and the Assistant Athletic Director of Compliance and/or the Enrollment Services Athletic Evaluator will join the meetings as needed.

(2) Current Status: Completed and ongoing. All areas have been completed; additional measures completed will be noted in the Self-Study Report, Academic Integrity Section. Further, the University has developed a comprehensive student-athlete orientation program (see Attachment E).

CSULB GOAL 3: IMPROVE STUDENT-ATHLETE ADVISING

(3) Corrective Action: It is the responsibility of the CSAS advisors to correctly evaluate the academic work successfully completed by the student-athlete, review the courses enrolled in for the current semester, and project the courses necessary for the following semester, and beyond, so that he/she is able to meet NCAA rules and graduate in a timely manner.

A. Develop specific Long Beach State and NCAA checklists in order to ensure the accuracy of the academic advising.
B. Complete documentation of all academic information relayed to the student-athletes or received from coaches, student-athletes, the Sports, Athletics and Recreation department and University faculty and staff will be placed into the specific student-athlete folder. This will aid in communication of all parties involved.
C. Develop an advising contract so that all appropriate recommended courses for the following semester are noted. Copies of the contract will be distributed to the coach, Director of Compliance, the student-athlete, and the Student-Athlete Folder housed in CSAS.
D. Require mandatory one-hour advising for every student-athlete, which will cover all pertinent academic information and requirements as well as the recommended courses for the following semester, in order to be allowed to register for that semester.

E. Development of the Student-Athlete Information System (SAIS), which will comprise a series of eight computer screens, to be used to track and monitor student-athlete academic progress and athletic eligibility. (Screen 1- Student Data; Screen 2- Transfer Work; Screen 3- General Education and Requirements; Screen 4- Major Requirements; Screen 5- Academic Planner; Screen 6- Eligibility; Screen 7- Student Advising; Screen 8- Eligibility and Graduation Timeline).

F. Computer Technology. This system will require an upgrading of existing computer/printer equipment.

(3) Current Status:
A. Completed and ongoing; Refer to the Mandatory Advising Outline as well as the Student-Athlete Folder Review provided in Attachment F.

B. Completed and ongoing. Student-athlete folders are available for inspection by student-athletes, faculty, and staff in the Center for Student-Athlete Services area.

C. Completed and ongoing. Advising contracts are placed in the student-athlete folders, and are available for review in the Center for Student-Athlete Services area. (refer to Attachment G).

D. Completed and ongoing. Refer to the Mandatory Advising sheet (Attachment H) and the Advising Template (Attachment I).

E. Completed and terminated. After two years of implementation, it was determined that this process was ineffective.

F. Completed. Each station received a new up-to-date computer during the year 2000. Additional support will be forthcoming with the current University-wide upgrade.

CSULB GOAL 4: ALTERATIONS IN STUDENT-ATHLETE REGISTRATION PROCESS

(4) Corrective Action:
A. Priority Registration

Student-Athletes have always been given Special Group Priority status to ensure that they are able to enroll in required classes at a time that allows for the scheduled team practice and competitions. It is important that we continue this priority. Without this they will have a difficult time obtaining classes that will meet the 25%/50%/75% rule.

B. Registration Hold

An athletic registration hold will be placed on all student-athletes and will not be lifted until after the completion of the mandatory advising session. This hold prevents access to the Voice Response Registration (VRR) system. Additionally, if a student-
athlete wishes to make a change in the class schedule, he/she must check with a
CSAS advisor to ascertain the appropriateness of the class change, before the hold is
lifted and the student is allowed to make the change. The hold is then replaced after
the change is made. This process attempts to curtail the problem of student-athletes
enrolling in courses that may have a detrimental effect on their continuing NCAA eligi-

(4) Current Status:

A. Completed and ongoing.

B. Completed and ongoing.

CSULB GOAL 5: INCREASE ACADEMIC ASSISTANCE

(5) Corrective Action: As one component of the effort to assist the student-athletes, CSAS will
be developing and delivering a survey to the athletes at the end of the Spring 1997 semester
that will ask for their input and suggestions for the academic services offered. Additionally, the
CSAS is responsible for a major self-study report due in August 1997 as required by the Aca-
demic Senate of Long Beach State. Components of this self-study will include:

A. Work on coordination with the Learning Assistance Center to facilitate the process of
connecting student-athletes with tutors and study skills specialists.

B. Development of a Supplemental Instruction course on study skills offered for the gen-
eral student body. All student-athletes who are accepted as “special admits” and fresh-
men student-athletes who scored below college level English will be required to enroll
in the SI course.

C. A connection will be made to the Writer’s Resource Lab to offer writing, editing, and
critiquing of papers and research to the student-athletes.

D. A new position will be added to the CSAS as Academic Coordinator for the Men’s and
Women’s Basketball teams. This will be a pilot program and one that hopefully will be
expanded to meet the needs of the other NCAA teams. The position description in-
cludes coordinating all tutorial and study skills assistance with the staff of the Learning
Assistance Center as well as the scheduling and monitoring of study hall.

1. A professional career counselor will be placed in the CSAS for two hours per week.
   It is thought that if student-athletes can understand the purpose/reason for com-
   pleting a baccalaureate degree, other than the wishes of their parents, coaches
   and counselors, more student-athletes may increase their internal focus of control
   and complete the degree.

2. Freshmen: Intensive counseling assistance will be provided to assist student-ath-
letes in their decision-making regarding choice of an appropriate major matching
their interests and abilities, and time constraints management in their role as a
NCAA student-athlete.

3. Junior/Seniors: Counseling to begin the graduation process will be provided, in-
cluding the understanding of the need to have other possible career options be-
sides a career as a professional athlete.

4. Career Connections: A joint workshop between the Career Development Center and major corporations will be expanded. Plans include one career workshop every semester.

(5) Current Status:
A. Completed and ongoing. A concerted effort has been made to increase the number of referrals at the Learning Assistance Center (LAC), which provides walk-in tutoring, one-on-one tutoring, and study skills assessment and assistance. Since 1995, the usage rates for academic assistance have systemically increased over the last seven years. During the Fall 1995 semester, 23 student-athletes utilized 54 academic assistance sessions; in the Spring 1998 semester, 71 student-athletes participated in 526 sessions in the LAC; and, the current estimate indicates that approximately 70-90 students use the LAC with between 350-600 sessions each semester.

B. A supplemental instruction course emphasizing study skills was offered after the NCAA Certification review in 1996, but proved to be impractical for students. As an alternative to the course, a learning strategist provided assistance to student-athletes in Spring 2002 to help meet the specific needs of these individuals.

C. Completed and ongoing. The Writer’s Resource Lab is available to student-athletes under the direction of the English Department and staffed with graduate English majors. The Lab offers the opportunity for any student to receive assistance in organization, structure, and other essential requirements for effective writing skills.

D. An Academic Coordinator for Men’s and Women’s Basketball was established in 1997, and is currently available to all student-athletes. The Coordinator functions to provide student-athletes with assistance in areas such as academic-related decision-making, the graduation process, and possible career options.

CSULB GOAL 6: IMPROVE ORAL AND WRITTEN COMMUNICATIONS

(6) Corrective Action: The importance of continuing written and oral communications among the staff of CSAS, SAR, coaches, faculty and student-athletes is critical.

A. All statistical information concerning student-athlete academic progress will be provided to the CSAS director by the Office of Institutional Research. Information will be provided to the appropriate coach and administrator after each semester and after the summer sessions. This information will include:

1. Academic Summary: Teams at-a-glance (Average GPA of each team)
2. Academic Summary: Each student on each team
3. Student-Athlete Probation Summary (student-athletes under 2.0 GPA)
4. Academic All-Star List (those student-athletes who earn 3.0+ with 12 units or more completed)
5. Academic Summary: Special Admits
B. Additional pertinent student-athlete information

1. Testing requirements completed/still remaining
2. Registration holds other than athlete advising
3. Units/requirements remaining for graduation
4. Student/athlete candidates for graduation
5. Faculty grade check responses when applicable

C. Revise the Student-Athlete Survival Guide. Information presented to be more relevant, readable and usable.

(6) Current Status:
A. Completed and ongoing.
B. Completed. This information is disseminated to head coaches from their CSAS staff.
C. Completed. The Student-Athlete Survival Guide is made available in CSAS area.

CSULB GOAL 7: IMPLEMENTATION OF NEW ACADEMIC PRACTICES

(7) Corrective Action:
A. Freshmen
   1. All special admits or those student-athletes with low SAT/ACT scores will be placed into a Study Skill Supplementary Instruction class each Fall semester.
   2. All freshmen must take Math and English, at the appropriate level, beginning in their first semester at Long Beach State.
   3. All undeclared freshmen will take the Major Preference Profile survey to begin major exploration.

B. Student-Athlete Orientation

A new freshmen student-athlete orientation program will be implemented, along with the following components:

1. Group mentoring program for freshmen.
2. Computer workshop: Internet and e-mail.
3. Registration in targeted freshmen courses.

(7) Current Status:
A. Freshman
   1. For a two-year period, a class was made available to student-athletes. As noted earlier, this course was cancelled and substituted with a Specialist in an attempt to better meet the needs of the student-athletes.
   2. All freshman student-athletes are placed into appropriate-level Math and English
courses.

3. Major Preference Profile surveys are completed as needed whenever student-athletes have difficulty in selecting a major. Most student-athletes do not require assistance in selecting a major. Over the last few years, less than five percent of the student-athletes have changed their major.

B. Student Orientation, Advising and Registration (SOAR)

1. Group mentoring is provided through the HEADS UP program.

2. Student-athletes now enter the University with a vast knowledge of computer skills and do not appear to require education related to basic computer technologies. As such, a workshop in computer skills has not been provided. However, CSAS/SOAR issues e-mail addresses to each student-athlete.

3. Student-athletes are placed in developmentally appropriate classes.

CSULB GOAL 8: MENTORING PROGRAM

(8) Corrective Action: These programs will be utilized to promote connections among our athletes and to help the student-athlete acclimate to university life. The program will include upper classmen facilitating group discussions on topics such as student-athlete roles, dealing with the transition from high school to a university and the challenges of playing at a Division I institution.

**Please note that these goals were in place prior to the responses provided here. We have already made progress toward meeting a few of these goals and we will continue to move forward in increasing our graduation rate and meeting all of the above goals.

(8) Current Status: Completed.

6. Document in writing policies and procedures specifically designed to minimize conflicts between athletic participation and academic participation and academic schedules.

Corrective Action: Pursuant to NCAA regulations and consistent with Athletic Department academic priorities, the following academic attendance policies shall guide the action of coaches and department staff. Those coaches responsible for scheduling activities can and should be very influential in enhancing our student-athlete’s ability to succeed academically, leading to the goal of improved graduation of Long Beach State student-athletes.

1. Encourage and assist, wherever possible, all efforts to maximize the academic success of our student-athletes.
2. Season schedules should give academic concerns prime consideration and should minimize class time missed.
3. Conscientiously schedule team travel to minimize missed class time. Formulate the team schedule so as not to exceed 12 days of missed class time per
semester, insofar as possible. Missing entire weeks of class time should be avoided.

4. Practices should not begin prior to 2 p.m. Monday through Friday.

5. The week prior to mid-term and finals week should be a light schedule of home events, rather than away events.

6. Where possible, arrange departures to allow as many classes and meals to be taken on campus.

7. The welfare of student-athletes must be of primary concern and the schedule should not place an undue hardship by playing too many contests in any given time-frame, or too many road trips in a row, etc.

8. The administrator over each sport must approve the team travel schedule prior to confirmation of schedules.

Current Status: Ongoing. The eight guidelines listed above are in place. When possible, practices are typically scheduled after 2:00 p.m. However, a few exceptions exist. Other items may need to be addressed and adjusted, and should be completed prior to the peer review visit in 2003.

7. Establish means by which to assure appropriate institutional control (including prior instructional approval of athletic expenditures) of all revenues raised on behalf of intercollegiate athletics.

Corrective Action: In order to ensure appropriate institutional control (including prior institutional approval of athletic expenditures) of all revenues raised on behalf of intercollegiate athletics, funding and expenditures must meet the following approvals:

1. Intercollegiate athletic booster club board approval – to ensure that goods or services have been received and that the expenditure falls within booster club bylaw expenditure criteria.

2. Assistant/Associate Athletic Director – for review and expenditure approval.

3. Business Manager3 – to determine fund availability and ensure compliance with NCAA regulations.

4. CSULB Foundation allowability staff – for independent confirmation of funds and to assure that the expenditure is in compliance with requirements of the Foundation, CSULB (Long Beach State), sponsors, donors, auditors, principles of internal control and legal mandates.

Current Status: Completed and ongoing.

Additionally, Athletic department expenditures are also subject to stringent purchasing guidelines whereby all proposed purchases over $1,000 require three phone quotations and those over $2,000 require three written quotations.

8. Establish budget-planning procedures that take into account all revenues raised on behalf of intercollegiate athletics.

3 Currently referred to as Associate Athletic Director/Chief Financial Officer
**Corrective Action:** All external revenues received on behalf of intercollegiate athletics must be deposited into the CSULB Foundation. Each month, a revenue and expenditure report will be provided to the appropriate athletic administrator and booster club representative for review. The actual revenue and expenditures for the previous twelve months form the basis for next year’s budget. Any adjustments to projected revenue and expenditures must be approved by the appropriate athletic administrator, booster club representative and athletic business manager.

**Current Status:** Completed and ongoing.
BOOSTER CLUB POLICIES AND PROCEDURES
CALIFORNIA STATE UNIVERSITY
LONG BEACH
BOOSTER CLUB POLICIES

MEETINGS

- Booster Club Presidents will meet quarterly with the Compliance Officer and designated SAR administrators.

- Booster Club Presidents are ex-officio members of the 49er Athletic Association Board.

- The appropriate Sport Supervisor will be in attendance at all booster club meetings to assist and monitor activities in accordance with NCAA, Big West Conference, and institutional rules.

- The Compliance Officer will attend at least one membership meeting per year of each booster club.

BANQUETS AND EVENTS

- When selecting dates for an event please consider upcoming major athletic events, other campus events and the University President’s schedule. All dates must be cleared with your Sport’s Administrator, the Head Coach, and the Compliance Officer.

- Please review flyers with the Sport’s Administrator and Compliance Officer prior to distribution. Also before distribution, insure that the Secretary for the 49er Athletic Association receives a copy for possible RSVP’s. If your flyer indicates a tax deduction, you must include the exact amount that is deductible. All checks must be made payable to your organization or the 49er Athletic Association.

- It is suggested you advise Sports Information as soon as possible with the details of your event for possible inclusion in a press release.

- We will provide your organization with labels should you require them. A request for the labels must be submitted to the Director of the 49er Athletic Association at least seven days in advance. We will also provide you with letterhead; however, your organization will be responsible for buying the stationery. Notify your Sport’s Administrator in writing and your request will be submitted to the Business Office for Processing. The charges for the letterhead and postage will be deducted from your club’s account.

- The administrator must work with the Booster Club President or a representative on all aspects of an event (i.e., time, date, place, program and deadline for reservations).

- All contracts must be reviewed with your Sport’s Administrator and signed by the Booster Club President.
• All fundraising events included with dinners and banquets (i.e. silent and live auctions, raffles, etc.) must be cleared through your administrator.

INVITATIONS

• The following persons/tables will be provided complimentary tickets to each organization’s dinner or banquet:
  
  _ One table for the Athletics Department (your sport’s administrator will determine the guests for this table)
  _ Players (please consult with compliance officer regarding NCAA regulations)
  _ Coaches
  _ Trainer of your sport
  _ Sports Information Director of your sport

• It is always a good idea to include a space for sponsoring a player on your reservation form

• The following persons cannot receive complimentary tickets to booster events:
  
  A current player’s guests and/or parents

  A recruit cannot receive a complimentary dinner or be introduced (EXCEPTION: If the recruit is on an official visit and the awards banquet is held on campus, the recruit may receive a complimentary dinner)

• All complimentary dinners must be approved by your Administrator and Compliance Officer.

• Following is a suggested mailing list for banquets and events:
  Mailing lists must be approved by the Director of the 49er Athletic Association

  -University President and spouse
  -University Vice Presidents
  -49er Athletic Association Members
  -Booster Club members of your sport
  -Season ticket holders of your sport
  -Key community people (i.e. Mayor, City Council)
  -Media people (Be specific. Advise them that they must pay if you are not offering complimentary tickets)
  -Parents

• Membership rosters and mailing lists are property of the University. All rights of privacy must be observed.

RECEPTIONS

• Pre-game, post-game and half-time receptions must be cleared with your Sport’s Administrator at the beginning of your season. To schedule the use of space on the concourse or Ukleja Room contact the Director of the Pyramid.
• Receptions being held on the concourse which last longer than one hour past the conclusion of a game will be charged for additional athletics personnel who must stay over to break down the facility.

BUS TRIPS

• Please consider other campus events before organizing parking for bus trips. Remember that you must notify your administrator of any upcoming or scheduled bus trips.

• A flyer announcing your trip must be submitted to the 49er Athletic Association secretary to accept possible RSVP’s.

NEWSLETTER

• A copy of your newsletter should be submitted to the Compliance Officer.

CONSTITUTION AND BYLAWS

• Each booster organization must have a copy of their constitution and bylaws on file with the Compliance Office.

MEMBERSHIP

• Include with your membership application the following statement:

  I/We agree to abide by all NCAA, Long Beach State, and Booster Club rules and regulations. Failure to do so may lead to revocation of Booster Club membership.

FINANCIAL PROCEDURES

• All monies collected from functions and membership should be deposited within 3 days after the event and any bills should be submitted to the Athletics Business Manager no later than 60 days following the event. You may obtain an advance for your event if you submit your request in writing to your Sport’s Administrator two weeks in advance.
February 12, 1997

Bill Shumard, Director of Athletics
Mary Ann Tripodi, Assistant Athletic Director of Compliance and Student Services
Long Beach State University

Dear Bill and Mary Ann:

Enclosed is the Final Report of Sports Services Inc.'s Rules-Compliance Evaluation for Long Beach State University.

We would make the following general comments:

- The SSI Team was most impressed with the articulate and focused character of the athletics staff at Long Beach State University. Each staff member eagerly demonstrated a broad range of experience and deep knowledge of the meaning and mission of intercollegiate athletes as a major component of the educational process. The team also recognized a clear consistency between each and all of the interviews conducted, which demonstrated a general consensus and balance of knowledge between and among the Athletics staff.

- In the opinion of the SSI Team there is a genuine commitment to NCAA rules compliance that is clearly evident at Long Beach State University. Staff and coaches are committed to doing things the right way, and the character of that commitment is clearly focused on the opportunities for, and the well-being of, student-athletes.

We enjoyed our evaluation visit and the opportunity to interact with your staff and selected campus officials.

Sincerely,

[Signature]

Lynn Snyder

cc: Dr. Michael Beachley
SPORTS SERVICES INC.
Rules-Compliance Evaluation
Long Beach State University
February 12, 1997

I. PURPOSE

On November 6, 7, 1996, the Consulting Team from Sports Services, Inc. (SSI), conducted an on-site review of the compliance program at Long Beach State University. The Team visited with 16 members of the staff and administration of the institution, 11 members of the coaching staff, and conducted 13 interviews. The purpose of SSI's Compliance Program Evaluation is expressed in two objectives:

1.) To provide meaningful input to the Long Beach State University Intercollegiate Athletics Department in identifying rules-compliance strengths and, when appropriate, to recommend program modifications, and

2.) To meet NCAA Certification guidelines of Bylaw 23.2.1.7 requiring institutions to conduct a periodic rules-compliance evaluation by individuals outside the athletics department.

II. PARTICIPANTS

The following individuals were participants in the Rules-Compliance Evaluation:

A. Consultants

Dr. Lynn Snyder, President, Sports Services Inc.
Dr. Michael Beachley, Associate Director of Athletics, Oregon State University.

B. Long Beach State University Representatives

Susan Alvarez, Eligibility Certification Evaluation Officer
Dr. Dan Barber, Chair Committee on Athletics
Dr. David Bernstein, Faculty Athletics Representative
Sharon Clark, Eligibility Certification Evaluation Officer
Mark Edrington, Executive Director of the Pyramid
Gayle Fenton, Director of the Center for Student Athlete Services (CSAS)
Jeff Giacomi, Athletics Ticket Office Manager
Bill Husak, Associate Athletic Director/Executive Director of the 49'er Athletic Association
Marilyn Jensen, Associate Vice President/Dean of Undergraduate Studies
Gloria Kapp, Director of Admissions and Financial Aid
Daphne Muehle, Administrative Trainee 49's Athletic Association
Jesse Powell, Financial Aid Counselor
Bill Shumard, Director of Athletics
Paula Smith, Assistant Commissioner, Big West Conference
Jim Sugitan, Athletics Business Manager
Mary Ann Tripodi, Assistant Athletic Director of Compliance and Student Services

Eleven (11) members of the Long Beach State University Coaching Staff

III. SCHEDULE

The SSI Team conducted the following interviews with Long Beach State University representatives:

**Wednesday, November 6:**

2:00 - 3:00  Bill Shumard/Mary Ann Tripodi
3:00 - 3:45  Bill Husak
4:00 - 4:45  Marilyn Jensen/Gayle Fenton
6:00 - 8:30  Mary Ann Tripodi

**Thursday, November 7:**

8:00 - 8:45  Jim Sugitan
9:00 - 10:00 Coaches
10:00 - 10:45 Jeff Giacomi, Mark Edrington, Daphne Muehle
11:00 - 11:45 Dr. Dan Barber
12:00 - 1:15 Dr. David Bernstein/Mary Ann Tripodi
1:30 - 2:15  Dr. David Bernstein
2:15 - 3:00  Susan Alvarez/Sharon Clark
3:00 - 3:45  Gloria Kapp/Jesse Powell
4:00 - 5:00  Bill Shumard/Mary Ann Tripodi

IV. CONCLUSIONS

The SSI Team draws the following conclusions from the visit on the Long Beach State University campus with regard to the extent to which the institution is in compliance with NCAA rules.

A. Both the athletics department staff and university support personnel are quite knowledgeable regarding NCAA rules and are dedicated to an athletics program that complies fully with those rules.
B. Individuals interviewed were candid in their responses, willing to identify potential areas of concern, and interested in system improvement. The Team saw this to be a healthy environment for a progressive rules-compliance program.

C. The Team noted the staff exhibited a great deal of pride in the manner in which they conduct their affairs and a spirit of staff "cooperation and pride." This corporate perspective is valuable in assuring that an athletics staff devotes an appropriate level of commitment and attention to quality.

D. In the view of the SSI Team, Long Beach State University is in substantial compliance with NCAA rules, policies, and acceptable standards of procedure.

V. AREAS OF REVIEW

The SSI Team evaluated areas of rules-compliance through personal interviews and a review of applicable printed materials.

The Team attempted to test the breadth of understanding of rules compliance on the part of the staff by seeking consistency between the various reports, and the degree to which staff members understood what was expected of other members of the Athletics administration. To this end, the Team received input in each of the following areas from a number of individuals, both those with primary as well as secondary responsibilities in these areas.

The following are general comments regarding each area reviewed. Section VI. offers specific recommendations which the Team believes could strengthen the specific area reviewed.

A. Eligibility/Financial Aid

Eligibility monitoring is well coordinated with the University Admissions, and Registrars Offices. However, the Team recognizes a need to review the current relationships and systems in place regarding the monitoring of financial aid.

B. Student Academic Service

An academic services unit is a key component to assuring student-athlete eligibility and compliance to NCAA rules. Indeed, a comprehensive student-athlete academic program staffed by knowledgeable individuals can set the tone for student-athlete awareness of NCAA requirements. Long Beach State University is currently staffed by individuals with extensive experience. There is every indication that the staff of the unit are energetic and responsive to the career planning and eligibility needs of student athletes. At the same time the Team recognizes the need to establish an academic service program more in tune with the unique requirements of student-athletes.
C. Business Affairs

Athletics Business Office personnel are well aware of accountability issues related to NCAA requirements and have the necessary resources to monitor critical recruiting and fund disbursement activities. Business staff demonstrated a clear understanding of NCAA rules.

D. Ticket Office

The ticket office is fully aware of both NCAA student-athlete and recruit ticket policies and has the procedures in place to both monitor and account for such activities. It was clear to the Team that the ticket offices staff has a history of understanding and applying NCAA rules as they relate to the ticketing office milieu.

E. Organizational Structure/Governance/Oversight

The Team conducted a number of conversations regarding the current organizational structure, particularly in the areas of inter-departmental communications and institutional control. We were impressed by the communications that take place within the athletics department and with appropriate University constituencies. It is clear that the athletics department enjoys a high degree of respect and subsequent cooperation with university staff.

F. Rules Education

A number of individuals were questioned regarding rules education. Those questioned had a clear understanding of the rules education program and were individually committed to compliance issues.

G. Recruiting

Recruiting procedures (official visit documentation, contacts and evaluations, monitoring of accounts, etc.) were discussed with several participants. The Team observed a high level of understanding of both NCAA recruiting and documentation requirements.

H. Booster Clubs

Through the 49'er Athletic Association, whose Executive Director reports to the Director of Athletics, Long Beach State University is implementing procedures to strengthen institutional control over the collection and disbursement of all outside resources.
I. Governance

The Team recognizes and supports the department’s effort to involve the Committee on Athletics in their role of “oversight and broad policy formulation.” Of special note is the role of the Committee on Athletics as outlined in the 1995 LBSU NCAA Certification Self-Study Report.

VI. RECOMMENDATIONS

The following recommendations are offered for consideration. These recommendations are proposed as enhancements to the present rules-compliance program at Long Beach State University.

A. Organization

1. All personnel interviewed expressed a great deal of respect for the Assistant Athletics Director for Compliance and Student Services, and her knowledge and commitment to rules-compliance. The Team recognizes this to be a most healthy relationship between a staff and the department’s primary compliance administrator.

At the same time Ms. Tripodi’s “plate is full.” When asked, “who’s responsibility is that?” too often the response was “Mary Ann’s.” Recognizing the budget constraints inherent in athletics, we recommend consideration for the position of Compliance Assistant in this area, as soon as possible.

2. The Team is aware of the existence of Long Beach State’s Compliance Committee. The role of the Compliance Committee is to investigate and report any allegation of rules violation, and to suggest appropriate action to the Director of Athletics in a timely manner. LBSU is one of the first Universities to develop such a body - a commendable accomplishment.

The Team wishes to encourage development of a Compliance Council, which would include more members of the athletics department as well as other university personnel. The Compliance Council would be charged with reviewing proposed policies and procedures of the compliance program, and to serve as a sounding board for new ideas and concerns of the Compliance Coordinator. It is suggested that such a Council be composed of a broad range of athletics personnel including non-administrative staff members such as coaches, clerical, and other support staff. The establishment of this Council provides opportunities for other staff to be involved and participate in compliance program decisions, and makes a clear statement of commitment to rules compliance as a corporate value, it being understood that the best contributors of such a body are those persons who actually conduct the compliance business as a daily activity.
3. It is recommended that the current Policy and Procedures Manual be reviewed to clarify specific staff responsibilities in rules-compliance. A comprehensive “Who to Contact” section can assist in identifying areas of responsibility in a number of areas. A sample “Who to Contact” is enclosed as Appendix #1.

B. Eligibility/Financial Aid

Some improvements in monitoring are suggested below. However, on the whole, the system in place is adequate to catch and handle problems as they arise in a timely fashion.

Based on individual interviews the Team recommends three areas for review and/or action:

1.) A review of current procedures for determining countable aid as stipulated by NCAA legislation and the establishment of written procedures to insure proper accountability for outside awards throughout the academic year.

2.) The relationship between the athletics and the Financial Aid Office should be reviewed to establish an adequate “checks and balances” to insure NCAA compliance. The review should include individual responsibilities as well as documented operating procedures.

3.) Although the Eligibility Evaluation staff is doing an outstanding job in insuring LBSU athletes are meeting the very complex requirements for NCAA eligibility, the Team recommends a timely review between Eligibility Evaluation personnel and CSAS personnel to insure both offices are meeting the dual responsibilities of advising/course selection and eligibility requirements.

Further, the Team is concerned with the apparent lack of “back-up” support for those currently involved in University eligibility processing and recommends the training of additional personnel to be able to conduct this important function if the need arises.

C. Student Academic Services

Although the Center for Student Athlete Services does an outstanding job in both general counseling and the monitoring of eligibility requirements, several coaches expressed concern that current University tutorial services are not meeting the needs of student-athletes. Specifically, the coaches expressed concern for: 1.) the adequacy of individual and group tutoring sessions, i.e. more individual attention. 2.) the monitoring of student-athlete attendance and progress, and 3.) the scheduling of tutoring sessions to meet the often unique time requirements related to both practice and competition.
Furthermore, most coaches agree that they feel left out of the loop insofar as involvement in the academic life of their students are concerned. The Team finds this to be an issue of note, recognizing the special relationship which exists between student and coach. Without a more direct involvement by coaches and athletics staff, students are known to experience less of a relationship between their academic life and their athletic responsibilities.

Realizing the importance placed by Long Beach State University on the academic progress of student-athletes, the Team recommends that the position of Academic Coordinator be placed under the administrative control of the Athletics Department to insure that support services more closely meet the needs of student-athletes, as well as creating a closer involvement of the coaching staff with their athletes. We also believe such a structure can help the often difficult task of coordinating such services with University contingencies and the athletics staff. Emphasis needs to be placed on tutoring/study hall services directly related to student-athletes.

D. Rules Education

Although coaches and administrative staff displayed a clear understanding of NCAA rules-compliance requirements, the Team recommends a “pro-active” program to address rules-compliance issues to be directed by the Compliance Coordinator and coordinated with the Compliance Council.

E. Business Office

Although the Business Affairs Office currently reviews recruiting expenses, it is recommended formal policies and procedures be established. The agreed upon procedures would become part of the Department Policies and Procedures Manual. Included in such a procedure would be a spot check of bookstore billings, phone credit cards, and on-campus recruitment billings (with emphasis on trade-outs); three areas of high vulnerability for possible abuse.

F. Booster Clubs

As noted earlier the Team found the Athletics Department to be in compliance as it relates to oversight responsibilities related to the disbursement and accountability of 49’er athletic funds. We also note the diligence of the Executive Director in his current project of reorganizing the structure of the 49’er Board of Directors and Bylaws. The Team recommends:

1.) Completion of the 49’er reorganization and re-write of the organization’s Bylaws.

2.) A review of rules-compliance communications with 49’er members to establish more formal communications on a regular basis.
3.) If the institution chooses to maintain the various booster clubs as they currently exist, the Team would recommend that a Board of Directors be structured to seat the various presidents of these separate clubs. This structure would assure a more organized collection of groups, and provide a more streamlined means of monitoring and disseminating information.

G. General Observation

The Team recommends a review of all Buckley Amendment releases currently required for student-athlete signatures and the manner in which staff are notified of such releases. Although releases are currently being required, there appears to be a need to clarify the availability of information and primary responsibilities for the collection of such information. Additionally, some confusion exists among staff regarding their corporate responsibility as protectors of student information, especially regarding the release to family members. Specifically, department policies need to address releases related to academic records, financial information, honors, medical information, and sports information releases. When completed, the agreed upon procedures should become part of the Policies and Procedures Manual.

The NCAA Manual requires that all Division I institutions shall make available general academic counseling and tutoring services to all recruited student-athletes (16.3.1). Further, NCAA revenue sharing provides funds for academic enhancement, with the understanding these funds are for enhancement of programs rather than the creation of programs. With this in mind the Team recommends the annual NCAA enhancement revenue be available to upgrade CSAS in the areas of tutoring and study hall services as recommended by the coaches and previous sections of this report.
BIG WEST CONFERENCE NCAA COMPLIANCE REVIEW
INTRODUCTION:

Kaia Hedlund and Erica Satterfield of the Big West Conference conducted a NCAA compliance review for Long Beach State University at the invitation of Athletics Director Bill Shumard. The review consisted of a preliminary visit July 12, as well as an evaluation visit to Long Beach State’s campus. The on-site evaluation took place on August 14-15, 2000.

During the visit, key institutional personnel both inside and outside the athletics department were interviewed, including:

Susan Alvarez  
Sharon Clark  
Julie Cochran  
Tom Enders  
Gayle Fenton  
Ted Kadowaki  
Gloria Kapp  
Bob Livingstone  
Cindy Masner  
Dr. Robert Maxson  
John Radcliffe  
Dr. Don Schwartz  
Bill Shumard  
Wayne Stickney-Smith  
Mary Ann Tripodi  

Associate Director, Evaluation and Enrollment Services  
Athletics Evaluator, Enrollment Services  
Head Coach, Women’s Soccer  
Assistant Vice President, Enrollment Services  
Director, Student Athlete Services  
Associate Athletics Director, Chief Financial Officer  
Director, Financial Aid  
Head Coach, Men’s Golf  
Associate Athletics Director, Senior Woman Administrator  
President  
Administrative Assistant, Compliance/Student Services  
Faculty Athletics Representative  
Director of Athletics  
Student-Athlete, Track and Cross Country  
Assistant Athletics Director, Compliance/Student Services

In addition, Hedlund and Satterfield reviewed selected compliance-related documents and records before and during the visit. Following this initial assessment, Hedlund and Satterfield conducted group discussions with key individuals, both inside and outside the athletics department, to discuss alternatives for addressing potential problem areas. As a result of these discussions, various athletics department administrators and other institutional personnel will continue to develop, implement and refine policies and procedures designed to strengthen Long Beach State’s control in key compliance areas and to enhance the overall integrity of the athletics program.
The following forms and files were reviewed prior to and during the campus visit.

- Long Beach State Compliance Manual
- Long Beach State Student-Athlete Survival Guide
- Long Beach State Admissions pre-evaluation forms
- Long Beach State Special Admissions Policy
- Long Beach State Student-Athlete Information Sheet
- CSULB Athlete Assistance Program, Statement on Drug/Alcohol Abuse and Consent Form
- Long Beach State Athletics Department Academics Requirements
- Long Beach State Student-Athlete Code of Conduct
- Long Beach State Student-Athlete Off-Campus Conduct Policy
- Samples of Financial Aid files
- Samples of Employment files and forms
- Samples of Student-Athlete eligibility certification records
- Forms used to monitor full-time status

It is important to note that this review is intended to assist Long Beach State in examining and improving its compliance program. It should not be viewed as a comprehensive “audit” or “seal of approval” relative to the institution’s compliance efforts. Even the most sound compliance program cannot eliminate completely an institution’s vulnerability to inadvertent rules violations. This self-study and external review can enhance, however, the institution’s abilities to prevent or detect violations, and to take appropriate actions should violations occur, consistent with the provisions of NCAA Constitution 2.8.1.
SUMMARY

The following is intended to summarize Long Beach State’s current compliance strategies, as well as actions that may be implemented or considered by the institution to address vulnerabilities in each of the areas selected for review. Specific and more detailed alternatives have been discussed with institutional representatives. These will be reflected in the materials and strategies subsequently developed and implemented by Long Beach State.

It should be noted that no evidence of NCAA violations was observed. The suggestions included in this document are for the use of the institution to assist in enhancing the compliance program and, unless otherwise stated, are not required by the Big West Conference.

In addition, the Big West Conference has observed that Long Beach State appears to present a true commitment to overall excellence in its athletics program. The leadership of the institution and the athletic department is well respected by coaches and student-athletes as well as institutional staff and affiliates. The commitment to compliance is simply a part of an overall commitment to excellence. No amount of monitoring or paperwork can prevent violations when there is no commitment to comply with NCAA or institutional rules and regulations.
OBSERVATIONS AND RECOMMENDATIONS:

Program Administration

Observations:
It appears that Long Beach State has a well-defined commitment to compliance. Much of this stems from the positive influence and the clear messages from President Maxson. It was evident that the President had clearly articulated the importance of compliance to the coaches and staff members. The Athletics Administrators appear to be well respected and committed to compliance within an overall “team” atmosphere.

Suggestions for Improvement:
The reviewers were impressed with the professionalism and ability of Compliance Coordinator Mary Ann Tripodi. It appears that Ms. Tripodi is well-respected and well-supported by campus administration. While there is no evidence that the current reporting line of Compliance Coordinator to Director of Athletics has created any problems whatsoever, it should be noted that this reporting line could lead to a compromising situation. It is suggested that the Compliance Coordinator report in some manner to an entity outside of the Athletics Department. A dual reporting line may be possible and may involve the Faculty Athletics Representative or the President himself.

Compliance is far too important and complex of a task to assign completely to one individual. It is suggested that some of the compliance-related tasks could be assigned to other individuals and monitored by the Compliance Coordinator.

All employment contracts or letters of appointment for coaches and administrators should include stipulations that mandate self-reporting of all NCAA rules violations.

All coaches should be required to attend periodic rules seminars and their knowledge of the rules should be evaluated in some manner. Make it very clear that deliberate or malicious violations will not be tolerated and will be cause for dismissal.
Recruiting

Observations:
It appears that sufficient checks and balances are in place to provide adequate risk management in the area of recruiting. The key component here is a commitment to compliance and education. The system must be set up to remind and catch inadvertent violations before they occur.

Mary Ann Tripodi, Assistant Athletics Director for Compliance, is designated as the recruiting coordinator. Her tasks include ensuring that recruiting policies and procedures are strictly adhered to. She serves as the liaison through whom information and communication flows between individuals and/or offices involved in the recruitment process. She reviews documentation that coaches are required to complete to ensure adherence to NCAA, conference and institutional regulations. Ms. Tripodi uses the NCAA Compliance Software to track the number of grants-in-aid offered to prospective student-athletes compared to the NCAA financial aid limitations per sport through the submission of preliminary aid requests by coaches.

Coaches are required to maintain and submit periodically a master list of all prospective student-athletes to the Compliance Coordinator. These lists are forwarded to the appropriate offices. Coaches keep files and submit reports to the Compliance Coordinator. It is suggested that follow up audits be done on a periodic basis to assure that coaches records, business office records and compliance office records are in accord.

Coaches are required to log telephone calls to prospective student-athletes specifying the date(s) and frequency and submit monthly reports to the Compliance Coordinator.

Nearly all hotel and restaurant meals used for recruiting are provided through trade-out agreements with local businesses. It appears that recruiting expenditures for official visits cannot take place without written approval by the Compliance Coordinator and the Assistant Director of Marketing. These individuals take specific steps to assure that all expenditures are within NCAA limits and prospects are eligible to receive the benefit of these expenditures.
Suggestions for Improvement:
It was noted that there was no apparent method in place to deal with the myriad of rules that would apply to multiple-sport athletes. An excellent system appears to be in place to check phone calls by different coaches in the same sport; however, no such system seems to be in place to assure the same checks for prospects recruited by multiple coaching staffs.

NCAA bylaws 13.3.1.2 & 30.1 require that member institutions provide their graduation rate data to prospects and their parents. Coaches are required to provide this information directly to the prospects however, the institution has no way in which to confirm that this is being done. It is suggested that steps be taken to add the graduation rates as a step that is taken within another established process. For example, a line could be added to the official visit and off-campus contact forms where the coach would indicate when the form was sent. This would serve as a regular reminder to send the form and should not require much additional time or effort.

It is generally advised that one travel agency be used for all recruiting travel. While this concept appears to be unworkable at this time, it is suggested that all travel agents utilized be made aware of specific NCAA rules and University procedures.

LBSU may wish to conduct entrance interviews of incoming student-athletes and exit interviews of departing student-athletes to identify possible irregularities in the recruitment process. Student-athletes’ responses could be compared with existing recruiting records.

Coaches should be required to document all official visit activities. Student-athletes involved in the recruiting process should be trained in NCAA rules and LBSU policies and procedures. Student hosts and coaches are required to sign receipts for official-visit entertainment allowances. Consider requiring hosts to account for all recruiting entertainment expenditures. This is not specifically required by NCAA rules; however, it may help to assure that funds are spent in an efficient manner and within NCAA rules.
Financial Aid

Observations:
It appears that there is a good working relationship between the athletics and financial aid offices. The Compliance Coordinator has read-only access to financial aid records and completes squad lists using information from this database.

The institution does an excellent job of monitoring employment activities that are reported by student-athletes in their pre-season meetings. Monitoring of student-athlete employment is a nearly impossible task due to the seasonal and part-time nature of the jobs. Continuous follow-up is required to determine if student-athletes obtain new employment during the term. The process should be as simple as possible for the student-athletes as well as the individual monitoring the employment in order to increase compliance with established procedures. College students often obtain employment on a cash basis; therefore no records (pay-stubs etc.) may be available. Education of boosters, coaches and student-athletes is the real key in this area.

Suggestions for Improvement:
Because most of the equivalency sports have not been fully funded in the past, there has been very little risk of over awarding in these sports. Many students receive need-based aid and that appears to be monitored effectively. It is suggested that with the new fee referendum and additional fundraising that scholarship funding may approach the NCAA dictated maximums. This will make it far more important to have up to date, accurate accounting of all non-athletics aid as well as aid where athletics is a criteria for award.

It appears that summer school aid is distributed through booster club accounts. It should be noted that Title IX issues must be considered here as well as with the awarding of regular athletics aid. In addition, it is essential that the financial aid procedures that are followed for all other aid (monitoring, eligibility etc.) are in effect for summer school aid. The only difference would be the source of the funding, not the accounting.
Certification of Eligibility

Observations:
The process for certifying initial eligibility seems to be very efficient. The Compliance Coordinator and Faculty Athletics Representative coordinate with the Athletics Evaluator to complete the process. As has been noted in previous reviews there appears to be a lack of a trained “backup” for Sharon Clark, Athletics Evaluator in Enrollment Services. Many different individuals can accomplish the admissions process itself; however, the preparation of information used to certify eligibility for incoming students is only done by one individual. This appears to work well as the one individual is experienced and efficient; however, it is advised that others be trained to cover part of the load during crunch times and step in when Ms. Clark is unavailable.

Monitoring full-time enrollment is an important task. LBSU has an excellent system to assure that student-athletes do not practice or compete while enrolled in less than a full-time program of studies.

Suggestions for Improvement:
Continuing eligibility, such as the degree-requirement check, is complex and must be done by someone trained in this area. This should be done in the same manner and by the same unit that would complete degree audits for all individuals on campus. It is acknowledged that degree audits are not done for other students until the individual applies for graduation. Since the athletics academic services unit does not report to the athletics department it is possible that the individuals in this area be utilized to a certain extent to alleviate workload concerns and institute a “double check” for continuing eligibility. It is not suggested that the individuals responsible for advising student-athletes be directly involved in the direct determination of student-athletes’ eligibility. This could be conceived as a conflict of interest that may be within NCAA rules but may not be in the best interest of student-athlete welfare.

Require that the equipment manager release gear to student-athletes and training room services become available only on the basis of an approved list provided by the Compliance Coordinator.

Require coaches recruiting student-athletes who have not graduated from junior college to obtain necessary high-school academic records (e.g., transcripts, test scores) to properly identify partial and nonqualifiers transferring from junior colleges for which qualifier status is an issue.
Camps and Clinics

Observations:
As in the areas mentioned previously, there was no evidence that rules violations have taken place or may take place in the future. However, it should be noted that there is almost no method to monitor camps and clinics operated by LBSU coaches that are independent of the University. Many of the coaches operate outside camps and clinics as a way of generating additional income. Coaches take vacation during the camps and have rental agreements to operate their business on-campus. There is very little monitoring of these camps except for review of brochures after they have been printed. The institution requires prior approval of all current or prospective student-athletes working in the camps. Other than these measures there is no way for the University to know who is hired to work these clinics, what provisions are made for payment by prospects or what sort of advertisement takes place. Perhaps the greatest risk lies in the fact that large amounts of revenue come in to these camps and there are no checks to make sure that money is not distributed in a manner that may be contrary to NCAA regulations. There are no audits of income or expenditures made available to the University other than the prior written approval of outside athletically related income by the chief executive officer as required in NCAA bylaw 11.3.2.1.

It is noted that financial concerns and preexisting contracts are a major factor in decisions made to gain greater control of camps and clinics. The following are ideas that may help in developing priorities and a game plan to move towards better monitoring of camps and clinics. From a compliance standpoint the greatest priority would be monitoring of income and expenditures. It would not be necessary for the Athletics Department to take complete control of the camps and clinics program or assume a large financial or workload burden.

Suggestions for Improvement:
All revenue, contributions and other income and expenditures for athletics should be channeled through the regular institutional budgetary management and accounting procedures.

Monitoring responsibilities should be assigned to a single individual in the athletics department and/or other institutional office with the knowledge and/or inclination to apply NCAA sports camps and clinics legislation.

Policies and procedures should be developed for the involvement of athletics staff members and student-athletes in private or another institution’s sports camps and clinics. Require them to receive prior approval from the institution’s camps and clinics coordinator.

Accept only checks, money orders or credit cards (no cash) as payment for registration fees.
Pertinent NCAA legislation (e.g., "senior prospects", free and reduced admissions) should be included in sports camp and clinic literature and brochures sent to prospective campers.

Pertinent legislation relative to employment restrictions may be included in contracts or invitations and confirmation letters sent to or to be signed by camp and clinic employees.

Athletics staff members owning or operating sports camps and clinics may be required to submit for prior approval a camp description that includes some or all of the following:

1. Purpose and type of camp or clinic (i.e., specialized, diversified or developmental) as defined by NCAA legislation, including the sport(s) to be covered.

2. Dates of camp or clinic and facilities and equipment to be utilized.

3. Characteristics of campers (e.g., prospects, senior prospects, athletics award winners) and any restrictions on participants (e.g., age, sex, number).

4. Methods of soliciting participants.

5. Transportation or travel expenses of participants.

6. Number, names and characteristics (e.g., student-athletes, coaches) of employees.

7. Method, source and amount of payment for employees (e.g., stipend, honoraria, travel expenses, cash advances, institutional payroll).

8. Responsibilities of employees (e.g., instructing, supervising, officiating, lecturing).

9. Registration fees (including deposits, refund policies and any consideration for free and/or reduced admissions, scholarships, group rates and discounts).

10. Room and board arrangements for participants and employees.

11. Any awards and or merchandise provided for campers or clinic attendees.

12. Concession arrangements (e.g., types of merchandise, expected revenues, concession employees).

Require athletics staff members and student-athletes employed in or attending (e.g., coaches evaluating prospects) sports camps and clinics not owned or operated by the institution (i.e., private or other institutions' camps or clinics) to provide information concerning some or all of the following:
1. Individual, organization or institution sponsoring, establishing or conducting the camp or clinic.

2. Location and inclusive dates.

3. The type of camp or clinic (i.e., open, invitation, specialized, diversified, developmental).

4. Camp or clinic brochures and/or advertisements.

5. Specific responsibilities (e.g., director, lecturer, instructor).

6. Characteristics of campers (e.g., prospects, senior prospects, athletics award winners).

7. Registration fees (including deposits, refund policies and any consideration for free and/or reduced admissions, scholarships, group rates and discounts).

Require all camp and clinic employees to provide information regarding compensation received directly and other compensation received in the form of housing, meals, transportation and entertainment including any compensation based on the number of campers the coach sends to the camp or clinic.

Consider developing a separate sports camps and clinics manual or handbook that includes all pertinent NCAA regulations and institutional policies and procedures, including all forms/documents that are to be completed and submitted for review and/or approval. These brochures may be available from an outside source as well.

Require camp operators/owners to maintain and submit to the institution’s camps and clinics coordinator documentation pertaining to the institution’s camp or clinic, including some or all of the following:

1. A complete camp or clinic description.

2. A final list of registrants, no-shows, free or reduced admissions recipients, and refunds.

CLOSING

For Long Beach State to continue to enhance its compliance efforts, it is recommended that senior-level institutional administrators review this report and provide support to institutional personnel who will follow through on its contents. In doing so, Long Beach
State is encouraged to develop and submit to the Long Beach State Athletics Compliance Committee, in approximately one month, a brief "plan of action." In its plan, Long Beach State should specify both the timetables and individuals responsible for implementing each agreed-upon alternative.

Following review of the "plan of action," the Compliance Committee may wish to forward results in summary form to the Big West Conference to facilitate a coordinated effort in monitoring Long Beach State's progress. To help the institution adhere to its plan, Long Beach State is encouraged to prepare and submit a brief status report at the six-month mark, summarizing the institution's progress in relation to the adopted "plan of action." The institution also may wish to send with its report compliance-related policies, procedures and materials developed in conjunction with implementation of the plan.

Throughout this enhancement phase, the Big West Conference Staff is prepared to assist Long Beach State by:

1. Reviewing the institution's "plan of action" and progress reports for implementing agreed-upon recommendations form the review process.

2. Evaluating selected compliance forms, procedures and materials developed by the institution.

3. Coordinating conference involvement in on-going support of the institution's self-study efforts, if applicable.

In conclusion, the development of a sound compliance program begins with senior-level administrators assuming leadership roles in establishing an institutional commitment to compliance initiatives. Because the challenge for any compliance program is to keep pace with legislative changes and updated compliance strategies, the effectiveness of Long Beach State's compliance program should be evaluated on a continuing basis and revised where necessary. As the institution reviews its program regularly, evidence should be found to verify that adopted policies and procedures are indeed functioning.

Long Beach State should feel free to contact the Big West Conference office if there are any questions or concerns pertaining to the compliance review or this report.

11/17/00
February 26, 2001

Dennis Farrell, Commissioner  
Big West Conference Office  
2 Corporate Park, Suite #206  
Irvine, CA 92606

Dear Dennis:

As you are aware, I received the Big West Conference’s Compliance Review back in November. Since that time, the University’s Compliance committee has thoroughly considered the report’s thoughtful suggestions.

Enclosed please find the University’s Course of Action in response to the suggestions received. We are very appreciative of the constructive manner in which the report was presented, and we are already in the process of implementing the plan as we prepare for the second phase of the NCAA Certification process that will take place over the next few years.

Again, Dennis, thank you for your staff’s excellent work. It provides our athletics program and campus community with the structure and direction needed as we approach this critical task.

Warmest personal regards.

Sincerely,

[Signature]

Robert C Maxson  
President

c: Bill Shumard  
Don Schwartz  
Tom Enders  
Gayle Fenton
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<tr>
<td><strong>RECRUITING</strong></td>
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<td><strong>1. There is no apparent method in place concerning the myriad of rules that apply to multiple-sport athletes.</strong></td>
<td>The Committee concluded that the Athletic Department should develop procedures that speak to regulations relating to multiple-sport athletes.</td>
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<td><strong>2. The NCAA requires member institutions to provide graduation rate reports to prospective student-athletes and their parents. Currently, CSULB does not provide this kind of information to prospective student-athletes and their parents.</strong></td>
<td>The Athletic Department currently provides graduation rate data to coaches. However, the Committee recommends that packets, including information on graduation rates be sent to all prospects. The Coordinator in the Athletic Business Office should include a copy of the report with the National Letters of Intent. Another option is to have coaches send the data with the “Five-Visit Letter” that is required with official visits and a notation should be placed on the Official Visit Request Form.</td>
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<td><strong>3. The Athletic Department should use one travel agency that has knowledge of specific NCAA rules and University procedures.</strong></td>
<td>This is not a reasonable recommendation. The Athletic Department uses a number of travel agencies. The Athletic Business Office is attuned to the regulations regarding travel, and is the logical agency designated to maintain compliance.</td>
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<td><strong>4. The Athletic Department should conduct entrance interviews of incoming athletes as well as exit interviews of all departing athletes.</strong></td>
<td>The Committee concurred with this suggestion with regard to exit interviews. However, the Committee did not agree with this suggestion as it relates to entrance interviews. Each fall the Compliance Coordinator meets with each team and reviews recruiting regulations as it relates to each new athlete which, allows the opportunity to discover any violations.</td>
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<td><strong>5. Documentation of all official visit activities. Student-athletes acting as hosts should be trained for this process.</strong></td>
<td>The Committee concurred with this recommendation and agreed that the coaches should be required to turn in an itinerary for the official visit.</td>
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<td>SUGGESTIONS</td>
<td>COURSE OF ACTION</td>
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<td><strong>PROGRAM ADMINISTRATION</strong></td>
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<td>1.  A dual reporting line to an entity outside the Athletic Department for the Compliance Coordinator should be established.</td>
<td>The Compliance Committee disagreed with this suggestion. No changes in the reporting line are recommended at this time. The Committee believes the current structure is effective.</td>
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<td>2.  Because of the level of the complexity included in the area of athletic compliance, it was suggested that the assignment of various compliance tasks be given to another individual within the Athletic Department.</td>
<td>The Committee concurred with this suggestion. Additional duties are being assigned to the Compliance Assistant.</td>
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<td><strong>FINANCIAL AID</strong></td>
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<td>1.  With the passing of the athletics referendum, equivalency sport athletes have a greater risk of being over-awarded. An accurate accounting of non-athletics aid, as well as aid where athletics is a criteria for an award, is important.</td>
<td>The Committee felt that the communication between the Compliance Coordinator and the Financial Aid Office is adequate. However, the Committee believes that an increase in the frequency of financial aid reports should be increased. In addition, head coaches of equivalency sports will be provided with information in order to have a better understanding of countable athletic aid.</td>
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<td>2.  Summer school aid is distributed through booster club accounts, and Title IX issues must be considered. Procedures for monitoring summer aid should be followed, along with regular athletic aid. The only difference is in the source of funding, and accounting should be the same.</td>
<td>The Committee felt that the Athletic Business Office has adequate procedures in place to monitor summer school aid, which is charged to each sport’s operating budget. The booster club funds are funneled into those accounts upon the approval of the booster club president.</td>
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<td>CERTIFICATION OF ELIGIBILITY</td>
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<td><strong>1.</strong> Back-up personnel is needed in Enrollment Services during high volume times when the Athletics Evaluator in that office is unavailable.</td>
<td>The Committee concurred with this suggestion. An employee is currently being trained to serve as a back-up for the Athletics Evaluator in Enrollment Services. It is recommended that training for this individual be completed as soon as possible.</td>
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<td><strong>2.</strong> Continuing eligibility checks should be completed by an individual trained in the process, and by the unit responsible for completing degree audits for all CSULB students.</td>
<td>The Committee concluded that CSAS should serve as the agency responsible for completing indirect checks. However, the Faculty Athletics Representative should check the calculations before the sign-off is completed.</td>
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<td><strong>3.</strong> Require an equipment manager to release equipment to student-athletes, and that the Training Room services become available upon the approval of the Compliance Coordinator.</td>
<td>The Committee agrees with the recommendation regarding the distribution of equipment. A procedure will be developed for coaches. A process has been implemented by the Compliance Coordinator to provide the Training Room with a list of athletes approved for treatment on a weekly basis.</td>
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<tr>
<td><strong>4.</strong> Employment contracts or letters of appointment for coaches and administrators should include a requirement mandating self-reporting of NCAA violations to the Compliance Coordinator.</td>
<td>The Committee agreed that this requirement should be stipulated in the employment contracts for coaches and Athletic Department staff. A separate statement will be attached to the annual employee evaluation form of all Athletic Department personnel.</td>
</tr>
<tr>
<td><strong>5.</strong> All coaches should be required to attend periodic rules seminars. Coaches should also be evaluated regarding their knowledge of NCAA guidelines.</td>
<td>Big West Conference conducts rules seminars every other year, while the Compliance Coordinator updates the coaches at the annual fall department meeting and on an as-needed basis. The Committee did not recommend further action by the Athletic Department.</td>
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<td>CAMPS AND CLINICS</td>
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<td>1. All revenue, contributions, and other income and expenditures for Athletics should be channeled through the regular institutional budgetary management and accounting procedures.</td>
<td>The Committee concurred with this suggestion. Within the coaches' employment and sports camps and clinics contracts, there will be requirements to provide the names and compensation for all employees; approval of camp/clinic brochures by the Compliance Officer; and approval by the Director of Athletics of all student-athletes employed.</td>
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<td>2. Monitoring responsibilities should be assigned to a single individual in the Athletic Department and/or other institutional office with the knowledge to apply NCAA sports camps and clinics legislation.</td>
<td>The Committee concurred with this suggestion. The Compliance Assistant has been assigned the duties in question.</td>
</tr>
<tr>
<td>3. Policies and procedures should be developed for the involvement of Athletics staff or student-athletes in another institution's sports camps and clinics. These individuals should be required to receive prior approval from the coordinator of camps and clinics.</td>
<td>The Committee concurred with this response. The Compliance Office will develop the policy and procedures for sports camps and clinics.</td>
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STUDENT-ATHLETE ORIENTATION PROGRAM
(SOAR)
LONG BEACH STATE
STUDENT ORIENTATION, ADVISING, & REGISTRATION
SOAR

SOAR is a comprehensive orientation, advising, and registration program that is intended to ensure the smooth transition and incorporation of the high school or community college student to our four year institution.

ADVISEMENT & REGISTRATION

The advisement and registration portion of the program is conducted by peer academic advisors who are carefully selected and trained for this task. Group advising sessions focus upon general education, major requirements, the selection of classes and registration. Transfer students meet with faculty members from their areas of concentration who offer guidance and support. Both freshmen and transfer students receive a catalog, schedule of classes and an academic planner. Students leave campus with a printout of their class schedule, a photo identification card and an e-mail account.

ORIENTATION TO CAMPUS LIFE

Students are invited to attend a program that is designed to orient them to campus life and the myriad support services available. Participants are encouraged, through a variety of activities, to begin the process of integration into university community,

Bill Boylen, Asst. Director
SOAR

STUDENT-ATHLETE ORIENTATION

It is expected that most of the prospective student-athletes will attend CSULB’s summer SOAR program. After the completion of the SOAR workshops, a CSAS counselor academically advises the NCAA student-athletes, one-on-one, into their first semester courses. Completion of required academic testing, required medical
inoculations, General Education courses, major courses and NCAA academic requirements are just some of the topics discussed during this advising session. Most importantly, suggestions are made for the most appropriate course selections that fit into their practice schedules.

For entering out-of-state or international student-athletes, academic advising may be completed by telephone or email as many of these students can not afford to come to CSULB for one day during the summer for the SOAR program.

As there are many student-athletes that are admitted late in the summer months after SOAR is over, the CSAS works closely with the English, Math, and Communication Studies departments to ensure class space in required courses for these student-athletes.

All prospective student-athletes are tracked throughout the summer months to ensure that the required placement tests are completed, enrollment in SOAR, and any other academic requirement is met before the fall semester begins. The same process is completed during the month of January for those prospective student-athletes entering the University in the spring semester.
MANDATORY ADVISING OUTLINE
CENTER FOR STUDENT-ATHLETE SERVICES
FALL 2001

ACADEMIC COUNSELING RESPONSIBILITIES

General Academic Counseling Tasks

1. Evaluates past academic progress (courses and grades) & NCAA eligibility.

2. Evaluates current courses/success in courses & NCAA eligibility.

3. Projects & recommends future academic requirements and NCAA eligibility.

4. WPE requirement (Writing Proficiency Exam)
   - Referrals for assistance.
   - Monitors successful completion of WPE requirement.
   - Must be attempted by the time a student completes 75 units.

5. Decision on choices of majors & future career paths.
   - Declaring majors by established deadlines/deadlines for impacted majors
   - Assists with application for impacted majors, graduate programs, etc.
   - Major Change form to Enrollment Services athletic evaluator.
   - Determine eligibility within majors.

6. Graduation requirements
   - Advise on filing process and fee payment through Enrollment Services.
   - Meet specified deadlines for filing grad check.
   - Program Planners from academic department.
   - Advising into appropriate courses to meet graduation requirements.

7. Work with faculty department advisors
   - Changes in degree requirements and/or course substitutions.
   - Problems with faculty issues.
   - Student-athlete attendance issues while traveling.
   - Discuss course selection for semester for specific degree.
   - Coordinates prospective student-athlete recruit visits with specific faculty members.

8. Written Academic reports to coaching staffs
   - Registration: Which team members are not enrolled in at least 12 units or who enrolled in wrong courses for eligibility and ac. progress
   - Academic difficulties
   - Testing requirements and results.
9. Academic Probation Status
   CSULB: 2.0 Cum GPA
   SAR: 2.0 Semester GPA

10. Major requirements
    Catalog determines required courses (Title 5)
    Monitor difference in degree requirements as new 120 degree unit requirement is
    implemented in Fall 2001.

11. GE requirements
    1993 GE Pattern
    1999 GE Pattern

12. Electives
    Number of elective units allowed determined by specific major.
    Upper division or lower division electives
    SAR units
    KPE activity units

13. Faculty Grade Checks Process
    Once a semester for every student-athlete
    Coach or counselor can request multiple Faculty Grade Checks throughout semester.

14. NCAA academic requirements
    12/24 degree applicable units each academic year
    25%/50%/75% for academic progress
    90%/95% GPA

15. Summer school advising
    Requests for payment of tuition through SAR.
    Concurrent Enrollment for approval of eligibility by Enrollment Services
    Athletic Evaluator by specified deadline.
    Registration of appropriate courses.

16. Financial monitoring for registration
    Balance Due holds
    Full scholarships
    Partial scholarships
    Financial Aid
    Student-athlete responsible for tuition.
17. Orientation/SOAR
   Monitoring of SOAR attendance dates and fee payment.
   Close collaboration with SOAR staff.
   Morning meeting with student-athletes before SOAR program.
   Afternoon one-on-one academic advising session to ensure proper placement of
   first semester courses.
   Prepares student-athlete academic file to monitor degree progress and eligibility.
   Monitors registration holds.

18. Referrals for academic assistance, tutoring and study skills specialist:
   Learning Assistance Center
   Writer's Resource Lab

**Freshmen Student-Athlete Academic Counseling Tasks**

1. Entry level tests: EPT & ELM
   Completed by established deadlines.
   Coordination of out-of-state freshmen student-athletes.

2. Medical Inoculations
   Measles inoculation or documentation completed in first year.
   Hepatitis B inoculation series or documentation completed in first year.

3. Pre-Bac courses for freshmen
   Math 001, Math 010, English 001E
   Must complete within 1st year (two academic semesters).

4. Foreign Language/Visual Performing Arts course requirement for freshmen
   Those freshmen who have not completed requirement in high school
   must be completed in first academic year.

6. University 100 for freshmen
   Must be completed in first academic year at CSULB.

7. GE Foundation courses for freshmen
   Written English
   Oral Communication
   Critical Thinking
   College-level math
   Must be completed with a grade of “C” within 1st 36 units.
Transfer Student-Athlete Academic Counseling Tasks

2. Measles inoculation
   Inoculation or documentation must be completed in first year.

3. Declaring major and determining eligibility
   Transfer student-athletes who have not been advised into appropriate courses
   may have difficulty meeting NCAA academic requirements in
   chosen major.
   U.C. system
   General Education Certification: CSU or IGETC
   Full certification or partial certification

Special Student-Athlete Population Tasks

1. International student-athletes
   CIE holds: Registration/medical insurance/Visa holds

2. Partial qualifiers: Graduation requirements must be completed within four
   years in order to return for 5th year of eligibility.

3. Non qualifiers: Graduation requirements must be completed within four
   years in order to return for 5th year of eligibility.

4. Special Admits
   GPA requirements in 1st year: 2.25 GPA
   Units completed in 1st year: Successful completion of 27 units.
   Monitoring/documenting

5. Student-Athletes with Learning Disabilities
   Coordination for testing with Disabled Students Services.
   Meetings with DSS counselors on academic problematic areas.
   Assistance in referrals for tutorials and study skills.
CENTER FOR STUDENT-ATHLETE SERVICES

STUDENT-ATHLETE FOLDER REVIEW

12 UNITS PER SEMESTER (satisfactory progress)

24 UNITS PER YEAR (satisfactory progress)

25%/50%/75% DEGREE COMPLETION

SEMESTER GPA (SAR probation)

LONG BEACH STATE GPA (CSULB probation)

GENERAL EDUCATION COURSES (EPT/ELM Testing)

MAJOR COURSES (Which courses are offered Fall or Spring)

ELECTIVES IF APPROPRIATE

YEAR OF ELIGIBILITY

DEGREE AUDIT (681)

CURRENT SEMESTER COURSES (109)

CHECK AVAILABILITY OF COURSES (105)

CHECK FOR SUMMER SCHOOL IF NEEDED

RECHECK TRANSFERABLE WORK (143)

CHECK FOR GRADUATION REQUIREMENTS (WPE)

CHECK FOR CORRECT GRADUATION DATE

✓ CHECK FOR COMMENTS & ATH. HOLDS (148)
✓ CHECK ALL HOLDS ON SCREEN 193
CENTER FOR STUDENT-ATHLETE SERVICES

STUDENT-ATHLETE SPECIAL POPULATIONS
CHECK LIST FOR FOLDER REVIEW AND ADVISING

FRESHMEN

1. University 100 completion within first year
2. EPT/ELM requirement completed before enrollment in courses.
3. Appropriate levels of English (A1) and Math (B2) are recommended including Pre-bac courses:

   Pre-bac courses completed within first year
   English 001E, Math 001, Math 010

4. All GE FOUNDATION courses (A1, A2, A3, B2) must be completed within first 36 units with a grade of "C" or higher.
5. Begin discussion of major; use GE courses to begin exploration for major
6. If a freshman has not completed UN. 100 by the second semester, he/she will be disenrolled from all enrolled classes for their 3rd semester.

SOPHOMORES

1. Check for 25% of degree completion at end of 4th semester
2. Mandatory declaration of major at end of 4th semester (before 5th semester) - SEE CAREER DEVELOPMENT CENTER
3. Check for completion of English and Math requirements and GE Foundation courses

JUNIORS

1. Check for 50% degree completion at end of Junior year (3rd year)
2. WPE requirement by 65 units
3. Check for success in chosen major

SENIORS

1. Check for 75% degree completion at end of 4th year (if student will participate in 5th year after a red shirt year)
2. Go over all graduation requirements, make sure s-a is on track
3. Explain procedure for filing graduation check
4. Discuss 5th year scholarship: Degree Completion Program
5. Attend Career Workshop in spring semester
6. See Career Development Center: Interviewing techniques, job placement

CSAS 11/00
ADVISING CONTRACT

Student-Athlete  Sport  Date

Major  Year of H.S. Graduation

THE FOLLOWING CLASSES RECOMMENDED FOR: _________ semester

<table>
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<tr>
<th>Course (Dept. &amp; Number)</th>
<th>Units</th>
<th>MAJ/GE/EL</th>
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The preceding schedule was arranged in consultation with CSAS, contingent upon the completion of the current semester's classes. I understand it is my responsibility not only to pass these classes, but also to maintain AT LEAST a 2.0 cumulative GPA, in order to maintain NCAA, Big West & S.A.R. eligibility. If any changes are made to this schedule without consulting a CSAS advisor, I take responsibility for any detrimental effects it may have on my ability to participate in intercollegiate sports here at LBS.

Student Signature  Advisor Signature

COPIES TO:  -Student-  -Coach-  -CSAS-  -Dir. of Compliance-

PE1-63 1250 Bellflower Blvd. Long Beach, CA 90840 310.985.4777
MANDATORY ADVISING SHEET
CENTER FOR STUDENT-ATHLETE SERVICES  
Mandatory Advising

I. Evaluations of NCAA Student-Athlete Academic Folders

A. Prior NCAA eligibility determination by Sharon Clark, Enrollment Serv.
B. General Education courses still needed for graduation
C. Declaration of major by the 5th semester
D. Major courses still needed for graduation
   • Lower Division courses
   • Upper Division courses
E. Elective units still needed for graduation, if applicable
F. GPA
   • Semester
   • Cumulative
G. Academic probation status, if applicable
   • University probation
   • SAR probation
H. Units in progress
I. Transfer units
J. Advanced Placement units
K. Testing status
   • ACT/SAT
   • EPT/ELM
   • WPE
L. Measles & Hepatitis B requirement
M. University 100 course requirement for freshmen or those transfer students with less than 24 units
N. Graduation requirements
O. Application for graduation
P. Application for the SAR Degree Completion Program
Q. Tracking of Freshmen Requirements

*NOTE: Please see Freshmen Tracking Grid*
R. Registration holds

- CSAS advising hold
- Measles/Hepatitis B hold
- Center for International Education hold (international students)
- Balance Due hold
- Other University holds

S. NCAA Satisfactory Progress calculations: 12/24
T. NCAA Percentage calculations: 25%/50%/75%
U. Suggested academic courses to meet university requirements/NCAA eligibility for the summer sessions
W. Suggested academic courses to meet university requirements/NCAA eligibility for the next semester
X. Check status of Special Admit student-athletes
Y. Check status and special requirements of international student-athlete
Z. Planning ahead for completion of baccalaureate degree (3 semesters)
AA. Fill out General Education Worksheet
BB. Fill out Major Department Program Planner
CC. Fill out Calculation Worksheet
DD. Priority Registration Date and Make-up Date

NOTE: Complete documentation of all advising appointment discussions; all telephone calls or messages from faculty members, student-athletes, or coaching staffs; all changes in academic status will be noted in the Student-Athlete Academic Folder.

II. Components of the Mandatory Advising Sessions in CSAS

After a complete evaluation of the Student-Athlete Academic Folder, the CSAS counselor schedules a one hour, one-on-one appointment with the student-athlete.

A. Explanation of the NCAA academic requirements
B. Discussion of the student-athlete’s current standing for NCAA eligibility
C. Discussion of GPA standing
D. Explanation of CSULB academic degree requirements

- General Education requirements
- Major course requirements
- Elective units if applicable

E. Discussion (Freshmen/Sophomores) of descriptions and choices of majors
F. Discussion of Minors, Certificates, and Credentials
G. Discussion of career directions (especially important for Juniors/Seniors)
H. Discussion of transition success into CSULB with Freshmen: Academic, Athletic, and Social
I. Discussion of academic transition with transfer student-athletes
J. Discussion of special administrative requirements of international student-athlete
K. Need for referrals
   • Learning Assistance Center for tutors and study skills assistance
   • Learning Strategist for specialized academic assistance for at-risk Freshmen or other at-risk student-athletes
   • Writers Resource Lab
   • Disabled Students Services for testing and services
   • Counseling & Psychological Services
   • Career Development Center
   • Specialized meeting with faculty member
L. Discuss plans for life after NCAA athletics
   • Professional athletics
   • Professional position in business
   • Graduate school
   • Teaching credential
M. Discuss final academic requirements for graduation
   • General Education
   • Major courses
   • Elective units
   • WPE test completion
N. Discuss suggested course categories for next semester that will work with practice/competition schedule
O. Discuss summer school options (if course taken outside of CSULB, must complete Concurrent Enrollment Form before course begins)
P. Application for graduation one year before final semester
Q. Application for Degree Completion Program for student-athletes who have competed for CSULB for two years, have completed NCAA eligibility, are in good academic standing, and have 30 units or less to complete.
Folder Documentation

Date

S-A Folder Evaluation

INITIAL

1. **Eligibility:** Take from Sharon Clark's eligibility binder
   a. Year of Eligibility
   b. Red-Shirt year
   c. 25%/50%/75%
   d. Satisfactory Progress

2. **Special Notes:**
   a. Special Admit
   b. SAR Probation
   c. LBS Probation
   d. Problems with eligibility
   e. Learning Disability → Testing Status, etc.

3. **General Education:** Units still needed.

4. **Major:** (If declared or if making a decision)
   NOTE: If S-A is a Freshman/Sophomore and is deciding between more than one major complete simple calculations on 2/3 to show S-A eligibility status depending on major.
   A. L.D.
   B. U.D.
   C. Option (if applicable – example: Business)

5. **Electives:** Either A or B
   A. How many determined by choice of major
   B. No Electives
   C. Total of SAR & KPE Activities still left

6. **Testing:**
   A. If problem with EPT/ELM
   B. WPE

7. **Registration Holds:** If other than "Athletic"
   A. CIE
   B. Balance Due: Cause & Amount
   C. Testing
   D. Pre-bac Completion
   E. Document
   F. Etc.
8. **Suggested Courses:** List courses after checking availability
   A. Summer School: if applicable or needed
   B. Following Semester
   NOTE: If Student-athlete has earned 90 units or is within 3 semesters of graduation, complete an approximation of what the last 3 semesters will look like.

9. **Graduation:**
   A. Grad Check Filed
   B. Course plan set
   C. Degree Completion if Appropriate

10. **After each Semester:** Complete an Academic Review
    A. How Many Units earned
       How many are degree applicable
    B. GE/ MAJ /EL
    C. GPA: Semester/Cumulative
    D. Any Special Notes: (D/F/U/IN, etc.)
MANDATORY ADVISING TEMPLATE
CSAS

Folder Documentation

Date

S-A Folder Evaluation

INITIAL

Eligibility:

Special Notes:

HIGHLIGHTED

General Education:

Electives:

Testing:

Registration Holds:

Suggested Courses: List courses after checking availability

Graduation:
After each Semester: Complete an Academic Review