Happy Halloween!

From the DII Compliance Calendar
1. Review and confirm all permission to contact and/or transfer release requests for upcoming spring semester. (As needed)
2. Collect roster changes and update squad lists. (Continual)
3. Review proposed legislation for NCAA Convention. (After November 15)
5. Monitor full-time enrollment. (Continual)
6. Monitor official and unofficial visits. (Continual)
7. Monitor contacts and evaluations. (Weekly or Monthly)
8. Monitor countable-athletically related activities. (Weekly or Monthly)

**Monthly Rules Education Session- Gambling and Sports Wagering.**

Another reminder that Academic Performance Census (APC) is Due 12 weeks after the 1st day of classes. I have sent everyone that has student-athletes that are early academic qualifiers a reminder that official final transcripts are due to the NCAA office by November 15 this is per NCAA Bylaw 14.3.1.1.1.1.

To let everyone know, our NCAA Contact Maritza Jones is no longer our NCAA contact. Her husband is now a Commissioner and their family has moved to Florida. We have an interim NCAA contact and that is Leslie Schuemann. I will continue to work with Leslie so that we can get you the correct interpretations.

I ask that you please review the NSIC procedures for NCAA Violations. I am not sure if we are all on the same page when it comes to reporting violations. When you discover a violation it is to be reported to me ASAP. Please review the process in this newsletter. Thank You!

I hope things are going well on campus. Please remember if you need anything please contact me and I will help you in any way. Have a safe and Happy Halloween!

Good luck and Go NSIC!
Melissa Sewick, NSIC Assistant Commissioner for Compliance
**New Membership Portal Webinar**

In order to demonstrate the new features and enhancements, as well as answer any questions you may have about the new portal, the NCAA Eligibility Center will be hosting a Webinar November 4. Information regarding the Webinar is listed below.

New Membership Portal Webinar  
4 to 5 p.m. Eastern time Wednesday, November 4  
Please dial in and log on five to 10 minutes prior to the start time using the following information.

Please follow the link below to join the meeting. You may click on the link directly or cut and paste the link into your browser:  
https://www.livemeeting.com/cc/vcc/join?id=w9824968&role=attend&pw=A982496

To hear the audio for the conference, please use the following toll-free number and passcode:  
Audio dial-in number: 800/765-0709  
Passcode: 9824968

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**NCAA Violation Reporting Process**  
**Please review this process**

1. All violations should be sent to the NSIC Conference Office immediately.
2. Level I violations will be sent to Chris Strobel, NCAA enforcements immediately by the NSIC Conference Office.
3. Level II violations will be sent to Chris Strobel, NCAA enforcements quarterly by the NSIC Conference Office.
4. Once a letter is received by the conference office along with the institution I will then contact the compliance administrator to begin follow up.

Quarters:  
January - March  
April - June  
July - September  
October - December

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**Eligibility Center**

Thank you for your feedback on the Eligibility Center urgent certification process. The EC staff reviewed the policy for Division II, and made changes to assist with the urgent certification of prospects with competition pending. As of last week, Division II institutions are no longer instructed to contact their conference office with urgent requests. Instead, institutions can contact the Eligibility Center via phone and request the urgent certification. At the time of the call, the EC staff will ensure that all documentation has been received for the academic certification (e.g. test scores, transcripts) and that the student has requested final amateurism certification by signing the Bylaw 10.1 statement. Once the EC staff member verifies that the file is complete, they will place the file in line for review and will do what they can to meet the competition deadline.
**NSIC Rules Education:**

(Q) What is the quarter to semester conversion?
(A) **Institution switching from quarter to semester system**

Date Issued: August 24, 1988  
Date Published: August 24, 1988  
Type: Staff Interpretation  
Item Ref: a

**Interpretation: Generate Archive Request**

a. Institution Switching from Quarter to Semester System: Reviewed a situation in which a student-athlete who is ineligible under Bylaw 5-1-(j)-(6)-(ii) [satisfactory progress] at the beginning of the fall term based upon the number of quarter hours satisfactorily completed the previous academic year wishes to be certified eligible under satisfactory progress at the beginning of the spring term per Bylaw 5-1-(j)-(6)-(iii) [satisfactory-progress certification at midyear], noting that the institution was on a quarter-based system the previous academic year and is switching to a semester-based system for the current academic year; determined that the following example would serve as illustration of the proper application of Bylaw 5-1-(j)-(6) under these circumstances:

The general rule is that the hours satisfactorily completed on the quarter basis should be converted to a semester basis using the equivalency that three quarters equals two semesters. For example, a student-athlete who satisfactorily completes 21 quarter hours in two quarters during the previous academic year is considered to have completed 10.5 semester hours per one semester (see calculations below). Consequently, such a student-athlete would be required to satisfactorily complete 13.5 semester hours during the fall semester of the current academic year in order to be certified eligible at the beginning of the spring semester.

**Calculations**

2 semesters = 3 quarters  
1 semester = 3/2 quarters  
1 quarter = 2/3 semesters

Similarly:

1 quarter hour = 2/3 semester hours  
1 semester hour = 3/2 quarter hours

\[
\text{quarter hours per semester} = \frac{(\text{quarter hours})}{(\text{# of quarters} \times \frac{2}{3})} = \text{quarter hours per semester} \\
\text{semester hours per semester} = \left(\text{quarter hours per semester}\right) \times \left(\frac{2}{3}\right)
\]

**Example:**

21 quarter hours in 2 quarters

\[
\frac{21}{2 \times \left(\frac{2}{3}\right)} = 15.75 \text{ quarter hours per semester} \\
15.75 \times \left(\frac{2}{3}\right) = 10.5 \text{ semester hours per semester}
\]
Student-athlete may finish season if attendance is calculated to a fraction

Date Issued: August 30, 1982
Date Published: August 30, 1982
Type: Official Interpretation
Item Ref: r

Agreed that a Division II or III student-athlete may remain eligible for all of the student's final semester or quarter under the provisions of Bylaw 4-1-(b) if the combination of semesters and quarters of previous attendance leaves such student-athlete with any fraction of the 10th semester or 15th quarter of eligibility remaining at the beginning of that final semester or quarter.

(Q) The drug testing statement requires a parent/guardian signature if the student is a minor. What legal entity/source do we refer to when determining what we (Compliance) use. In this particular state, a minor is anyone under 19. If the student signs the form, but is considered a minor, can he/she practice until the parent/guardian sign and send the form back to the institution?
(A) The institution should use the definition of a minor in the institutions state and have the document signed by the parent of a student who triggers minor status in that state. The SA cannot practice or compete until the document is signed by all parties.

(Q) One of our tennis SA qualified for the Intercollegiate Tennis Association (ITA) National Small College Championships. May we pay the expenses to have a “hitting partner” accompany her?
(A) No, this would be an extra benefit

(Q) We are starting to use only online media guides for all our sports. Many of our coaches want to have something in hand that they can bring recruiting then to give the prospects. 1. If we give them a flash drive or a portable storage device with the media guide on can we also provide for them another printed recruiting material? I did call the NCAA on this for Division I and I was told no. They indicated you could only have one piece of recruiting material. So you could give them the portable storage device and then also print off a copy of the cover of the media guide and hand them that but you couldn’t hand them any other printed recruited material. I was not sure if that was the same for Division II. 2. If we can provide them another type of printed recruited material in conjunction with the storage device are there any restrictions? 3. If we have the media guide online and available for anyone to access but do not provide prospects with a mini storage device with a copy of that electronic media guide can we have other printed recruiting materials that may or may not direct a prospect to our website to view that electronic media guide?
(A) Division II does not preclude an institution from providing multiple recruiting documents, this legislation is specific to Division I. In regard to providing the information on a portable storage device like a flash drive the storage devices used for this purpose may not exceed the minimum standard capacity necessary to store the media guide and recruiting materials (e.g. information of 103 megabytes should be stored on a standard 128 megabyte flash drive). Providing a flash drive with excess memory space beyond the available minimum standard is considered an impermissible offer or inducement pursuant to NCAA Bylaw 13.2.1.
Happy Trick-r-Treat!

Hope you and your family have a safe night!
Please send any newsletter suggestions to me. And any thoughts or concerns *