SECTION 9: STUDENT-ATHLETE

RECRUITING

1. Guiding Principles
   a. First and Foremost the goal is to recruit individuals who want both an academically and athletically challenging collegiate experience. Coaches must accept and acknowledge that the academic environment at the College is very competitive, which dictates the student profile that will be deemed acceptable for admission. Recent class profiles noted that the SAT range for the middle 50% is 1310-1470 for accepted students. It is essential to recruit only those student-athletes who have the credentials to succeed academically, athletically and socially. The student-athlete retention and graduation rate is our most important statistic.
   b. As a public university the College is obligated to recruit and admit a freshmen class which is 65% Virginia residents. The department of intercollegiate athletics supports this institutional initiative and clearly identifies Virginia as a primary recruitment area for all sports.
   c. A second initiative of the College, and therefore the athletic program, is to increase efforts to diversify the campus community. Diversity must be a consideration in recruitment for all sports.
   d. The reality is that recruiting budgets vary by sport, allowing only selected sports to consistently recruit on a national basis. It must be emphasized, however, that no matter what the budget, the priority is to recruit individuals from the Commonwealth of Virginia and Eastern United States.
   e. While the College has begun to increase efforts to recruit foreign students, coaches are not encouraged to actively recruit foreign nationals. Except in rare instances, the department will not financially support recruit travel outside of the United States. Any request for such travel must be approved by the Director of Athletics and the Provost of the College. For particulars on the approval process for foreign travel see the Travel Section of this document. For foreign students who contact the coach with an interest in the program, their primary interest and intent must be to attend college for four years and to earn a degree.
   f. The highest standards of integrity and honesty are expected in all contacts with high school athletes, their families and high school officials. We do not support negative recruiting. Be honest about both the rewards and the challenges of the William & Mary experience. This is especially important when recruiting students who are first generation college applicants and may lack guidance in the recruitment process. To be successful in academics and athletics at the College, students must want to attend William & Mary.
   g. Official visits should be offered only to top prospects that have been approved for admission to the College. All official visits must be approved in advance by the Compliance Office. Refer to the Compliance Manual for the specific procedures required for approval of an official visit.
ADMISSION

1. General Admission Calendar
   a. The College does not have a rolling admission process. Admission applications are required and decisions are made based on the following schedule:
      1. **November 1**: Early Decision applications are due. Decisions are made and students notified in early December.
      2. **January 1**: Regular Decision applications are due. Decisions are made in March and letters of acceptance are mailed for receipt by the prospect no later than by April 1.
         a. For those recruits that require advance notice of acceptance, two “Likely Letter” mailings will take place in the month of February if their applications are complete by **February 1**.
         b. The “Likely Letter” mailings will take place the 2\(^{nd}\) and 4\(^{th}\) week of the month.
      3. **February 15**: Applications received or completed after this date will automatically require an Admission Referral regardless of the qualifications of the applicant.
      4. **April 1**: No official letters of acceptance are mailed between April 1 and May 1 for any waitlisted applicant.
         a. For those recruits that complete their application after April 1 and before May 1, one “Likely Letter” mailing will take place in the third week of April.
      5. **May 1**: Admission and room deposits are due.

2. Athletic Referral System
   a. The recruitment process for student-athletes, including the criteria for selection, is outlined in the Office of Admission policy ‘Admission and Athletic Recruiting at William & Mary’. A full copy of the policy is provided in Appendix 9-A, which is available to any athletics department personnel upon request to the Compliance Office.
   b. The athletic department is allocated a limited number of admission referrals. In recognition of the timing issues inherent in the athletic recruitment process, athletic referrals allow for admission decisions for selected student-athletes outside of the normal admissions schedule noted above.
   c. Prospects considered for admission under the referral system should be both academically qualified and projected to make an impact and contribute athletically. Referrals are not intended to merely fill a roster.
   d. The Compliance Office (CO) is the athletic department liaison to the Admission Office. The Dean of Admission designates an individual as the Admission Office Liaison for athletics (AOL). All communications between the athletic department and the admission office must be channeled through the designated liaison. Only with this communications flow can we assure an accurate and timely exchange of information.
   e. The CO has responsibility for the daily oversight of the athletic referral process for the department. Questions or concerns should first be addressed with the CO.
f. Keep in mind that all prospects to the College must complete the standard admission requirements, which include completion of the admission application and payment of the application fee.

3. Admission Office Review Procedures
   a. The first step in the recruitment process is for the coach to request from the prospect a copy of their high school transcript. The transcript should include his or her academic record through the junior year, proposed senior year classes and an official record of the SAT or ACT report. Admission referral is contingent on continued high standards of academic performance and personal conduct. A prospect originally certified for an admissions referral may require Athletics Admissions Committee review should their academic transcript change following their original evaluation.
   b. Upon receipt of the transcript and SAT/ACT test scores, the coach should complete the Preliminary Student Athlete Evaluation form (PSAE), provided in Appendix 9-B. The completed form and transcript should be forwarded to the CO. The CO will review the information and forward all documents to the AOL.
   c. The AOL will review the materials and provide a written admission rating as well as general comments for admissibility. Coaches should expect an admission evaluation within one week of submitting the information to the Compliance Office through a summary PSA Watch List Report. This document is for internal communication purposes only. Coaches may not share specific admission comments provided on the report with a prospect or provide the prospect with a copy of the admissions comments.
   d. For all prospects rated as “Approved for Admission Referral/Official Visit”, coaches may proceed with normal recruitment efforts.
   e. For prospects rated “committee”, further internal review is required and the prospect must be approved for admission by the Admission Review Committee for Athletics (see #6 & 7 for Committee purpose and process).
   f. Admission is based upon continued academic success. Be aware that for all students, the College requires an official high school transcript after their high school commencement. An offer of Admission can be rescinded if there is a significant downturn in academic performance or personal conduct, including, but not limited to, allegations of cheating or plagiarism.
   g. The Office of Admission does not support the admittance of spring 1st semester freshmen.

4. Athletic Referral Allocations and Processing Procedures:
   a. The athletic department is allocated 117 referrals which are restricted by residency: 73 out-of-state and 44 in-state. The 117 referrals are distributed across all sports. A listing of the athletic admission referral allocations by sport are provided in Appendix 9-C.
   b. Note that the referrals are allocated by residency. An out-of-state referral may be used for an in-state prospect, but the reverse is not true. Also, at no time may a sport extend referral offers beyond the number allocated to the sport.
   c. To allocate an Admissions Referral to a prospect, complete the Admissions Referral Request Form in Appendix 9-D and submit to the CO. The CO will
record the use of the referral in the sport’s specific allocation, verify the prospect’s rating as “Approved for Admission Referral”, and confirm the prospect’s admission application is complete. CO will forward the request to the AOL only after a prospect’s admission application is complete including the Common Application, W&M Supplement, Essays, Test Scores, Teacher Recommendations, and Application Fee paid by the prospect or his/her parent. The Dean of Admission will provide confirmation of the referral request. An official admission decision of acceptance will be sent to a prospect at the same time as other applicants in early or regular decision as applicable. Between April 1 and May 1, no admission acceptance letters shall be mailed to waitlisted prospects or prospects whose applications become complete after March 20.

d. Once a referral request has been submitted to the AOL, the referral is used and may not be reallocated to another prospect. However, upon prior notification and agreement from the AOL, the CO can submit a referral for a prospect as a recruiting inducement or as a means to receive a financial aid package, and provided the prospect ultimately confirms in writing the withdrawal of their application, the referral may be used again.

e. The referral allocations are available until April 15. From April 16-April 30, all remaining referrals revert back to the athletics department and shall be distributed by the CO based on application status, additional referral requests by teams and needs of individual programs.

f. After May 1, if the department has not used all allocated referrals, up to 15 remaining referrals may be used between May 1 and June 1. The allocation of referrals after May 1 is at the discretion of the Assistant AD for Compliance and Educational Services and Associate Athletic Director with approval from the Dean of Admission. A priority will be given to the spring sports but there is no assumed allocation by sport after May 1. It is important for all coaches to ensure that the CO is informed of pending prospects and referral needs which may go beyond the May 1 target date.

g. After June 1, the allocation of athletic referrals is at the discretion of the Dean of Admission. If referrals remain from the original athletic department allocation and spots remain in the freshman class and/or transfer class, athletics may request a maximum of four referrals during the summer.

h. No committee admits will be considered as a summer referral. Keep in mind that in recent years, the freshman class closed by June 1.

5. Managing Athletic Referrals

a. Recruiting is not an exact science and individual team needs or potential prospect pools vary each year. The department makes every attempt to best use the referrals available and to reallocate unused referrals. To assure an equitable and controlled allocation of referrals, all unused referrals revert to a departmental pool and are allocated by the CO in cooperation with the Assistant AD for Compliance and Educational Services and Associate Athletic Director. Sports may not trade or share sport specific admission referrals.

b. Procedure to return a referral to the departmental pool:
1. The coach sends a memorandum or email to the CO confirming the number of referrals by residency that they are returning to the general departmental pool.

2. Due to the restriction of never over-allocating referrals, we cannot reallocate an athletic referral until receiving written confirmation that a sport is forfeiting rights to a referral.

3. To assure that we take best advantage of the available referrals, coaches are encouraged to inform the CO as early as possible if a referral(s) will not be used. Responsiveness could benefit you in a future year. Please communicate immediately and clearly.

c. Procedure to request an additional referral:
   1. To generally secure an extra referral, forward to the ADC a memorandum or email requesting a referral indicating the residency (IN or OUT) and if known, to whom the extra referral will be allocated if received.
   2. The CO reviews all referral reallocations with the Assistant AD for Compliance and Educational Services and the Associate Athletic Director, who has final approval on all referral allocations.
   3. Additional referrals are awarded for a particular recruit, not to a sport generally. The CO will request name of the prospect at the time of distribution. If the sport cannot designate a particular recruit at that time, they will be skipped over until another referral is available and the sport has designated a particular recruit.

6. Admission Review Committee
   a. The Faculty Admission Review Committee is a College-wide committee that is appointed by the Faculty Assembly.
   b. Admission Review Committee for Athletics is a subcommittee of the Faculty Admission Review Committee that deals exclusively with the committee admits for intercollegiate athletics. The role of the subcommittee is to provide a second layer of review for athletic prospects not initially approved for referral by the AOL.
      1. The liaison to the committee is the Dean of Admission.
      2. No athletic personnel are members of the committee or are present for the final deliberations of the committee.
      3. The decision of the Admission Review Committee for Athletics is final.

7. Admission Review Committee Process
   a. Prospects who fail to meet one or more of the noted criteria for a referral must be reviewed and approved for admission by the Athletic Admission Review Committee.
   b. For any request for committee review of a prospect rated below full admission office support the head coach must review the file with the CO. Prospects will not be forwarded to the committee if (a) the CO does not approve the request for committee review or, (b) the AOL does not support the applicant for committee consideration.
   c. The AOL will schedule three (3) pre-determined dates for Committee at the beginning of each semester. Additional dates can be scheduled on an as-needed basis subject to the availability of the Committee members.
d. Coaches must inform the CO by 5:00 pm two business days prior to the predetermined date if they have a prospect to present to the Committee (e.g. Monday before a Wednesday Committee meeting; Friday before a Tuesday Committee meeting). If no prospects are slated for presentation by this deadline, the Committee meeting will be cancelled.

e. The Head Coach must meet with the CO the day prior to the Committee presentation to review the outline of the presentation and any supporting materials. The Head Coach should be prepared to address any concerns that the AOL noted in the PSA Evaluation.

f. The Head Coach presentation before the Committee should provide a brief summary of the prospect, their potential athletic impact and an evaluation of their potential for success academically and as a member of the William & Mary community.
   i. A prospect’s most up to date academic information must be presented to the committee so a complete picture of the prospect’s qualifications may be evaluated at that time.
   ii. Please refer to Appendix 9-E for a sample of supporting documentation recommended for committee presentations.

g. The Committee members are free to ask questions of the coach.

h. Following the presentation and any question and answer session, all athletics department personnel are dismissed from the meeting.

i. Immediately following the presentation of each prospect under consideration, the committee will deliberate as a group and vote on the appropriate admission action. Following the final deliberation all decisions will be communicated to the CO, who will then inform the Head Coach of the decision. As a general rule, decisions are made by the end of the business day on which the Committee meeting takes place.

8. Athletic Watch List
   a. The athletic recruitment process does not always mirror the admission calendar. For this reason, there is a “protected” PSA Watch List which allows athletic prospects to remain in the admission pool pending final athletic department recruiting decisions.
   b. All viable prospects for a sport should be maintained on the PSA Watch List Report. The Head Coach is responsible for maintaining an accurate and up to date list at all times.
   c. A copy of each sport’s PSA Watch List Report shall be distributed to the head coach when new PSA Evaluations are performed or on a biweekly basis starting in mid-October to ensure accuracy and completeness.
   d. To add a prospect’s name to the PSA Watch List, the head coach must submit a PSAE for review and processing by the CO.
      i. If not all information is available (e.g. current class schedule, test scores), the minimum requirement to add a prospect to the PSA Watch List is submission of the PSAE with the demographic portion completed in full.
e. To delete a name from the sport list the coach must forward written confirmation to the CO noting the prospect’s full name and Banner ID Number on PSA Watch List Report.

f. The CO and AOL will update the Admissions Banner database in SGASPRT upon receipt of a PSAE to ensure new prospects are added to the PSA Watch List and are properly flagged in the application process.

g. Should there be a delay in the recruiting process and a sport has top prospects that are referable but undecided as of the April 1 admission notification date, prospects on that PSA Watch List will receive a letter from Admissions by April 1 indicating that they are waitlisted by the Admissions Office.

h. After April 1, once a coach removes a prospect who has been officially waitlisted from the PSA Watch List, the prospect will receive a final letter from the Admissions Office indicating the class is closed and he or she is no longer on the College waitlist and is not being considered for admission. It is advised also that the coach communicate to the prospect prior to him or her receiving the letter from admissions that he or she is no longer being recruited.

i. After April 1, if a coach submits a referral for a prospect who has received a waitlist letter from the Admissions Office, the official acceptance letter will not be mailed to the prospect by the Admissions Office until after May 1. One time during the third week of April, the AOL will send a likely letter to prospects who have been referred since April 1 if the coach requests such a letter.

j. Once an applicant receives a rejection letter the admission decision is final. Coaches must assure that their PSA Watch List is accurate and all-inclusive. There will be no exceptions to this policy.

FINANCIAL AID

1) Athletic Department Guidelines

a. Athletic grants-in-aid are merit awards that may range from a partial to a full grant-in-aid. The award is contingent upon eligibility for and participation in intercollegiate athletics.

b. Generally, partial athletic grant-in-aid awards are for flat dollar figures, as opposed to percentages of full grant-in-aid or specific elements of grant-in-aid (e.g. tuition and fees only). Exceptions to this policy must be approved by the Associate Athletics Director.

c. Per NCAA regulations an athletic grant-in-aid may only be awarded for a minimum of one year and must be renewed on an annual basis. Multi-year grants are now permitted by the NCAA, but the College of William & Mary does not authorize multi-year grants at this time. Coaches may not state in the recruiting process that a grant-in-aid is a guaranteed four year award. Coaches may suggest that for individuals who satisfy all Team, College, Conference and NCAA rules for continuance and standards of conduct the general policy of the department is to recommend renewal of an athletic grant-in-aid for up to four years.

d. In special situations, a student may request assistance for a fifth academic year. The student must make an official request to their respective head coach. If the head coach concurs with the student-athlete’s reasons for a fifth year of
grant-in-aid, he/she must forward the request and a statement of personal support to the Director of Athletics for final review and approval.

e. One time in the athlete’s career, the coach may award an athletics grant in aid for less than one year for a student-athlete who has never been on grant-in-aid. Renewals of awards must always be for one year.

f. An athletic grant-in-aid is contingent upon participation. For individuals whose participation is limited due to injury, the athletic grant-in-aid may be continued based on a willingness to work at least 160 hours per semester for the athletic department.

g. Per NCAA regulations, an athletic grant-in-aid may be discontinued immediately if the student chooses not to participate in their sport, if they render themselves ineligible for practice and/or competition, or if they seriously violate standards of conduct by the department, the institution, the State of Virginia or the NCAA. Should this situation occur at any point after the start of classes, the athletic department may reduce the athletic grant-in-aid immediately based on a prorated scale determined by the student accounts office.

h. Financial aid from any and all sources other than one’s parent or legal guardian may be considered countable athletic aid and therefore countable when calculating the NCAA individual and team limits. It is required for all student-athletes to report all outside sources of financial aid to the Compliance Office on an annual basis. Coaches must discuss this regulation with all prospects and ensure that all sources of aid are reported to the Compliance Office prior to when the student-athlete accepts and receives the award. After initial enrollment, all aid must be processed through the Financial Aid Office of the College.

2) NCAA Grant-in-Aid: The maximum allowable NCAA athletic grant-in-aid is limited to the actual costs as defined below.

a. Tuition and General Fees: The actual cost of tuition and the general fee expense set by the College.

i. For student-athletes receiving a 100% athletic grant-in-aid, a course-related fee for an elective course is the financial responsibility of the individual student. For example, if there is an additional $100 fee for a selected music course, the individual student is financially responsible for the fee.

ii. For student-athletes receiving a 100% athletic grant-in-aid, a course-related fee for a required course relating to a declared major or minor or intended major or minor shall be included in the athletic grant-in-aid limit and shall be covered by the athletics grant-in-aid.

1. If there is an opportunity for the student to receive a scholarship to cover part or all of the fee, the student shall attempt to earn the outside scholarship prior to the athletics department incurring the cost.

2. For example, applied music scholarships are available to music majors and minors each semester through an open tryout process. A student-athlete who is a music major and who
receives a full athletic grant-in-aid must comply with the tryout requirements in an attempt to earn the applied music scholarship and only in the event that the student-athlete is unsuccessful in earning an applied music scholarship will the athletics department cover the required fee associated with the music course.

b. Room: The actual cost of on-campus housing. Although this fee may vary by residence hall, the full amount is considered a permissible athletic expense.
   i. Only full scholarship recipients may authorize payment of their housing deposit against their athletic scholarship.
   ii. To authorize payment of the housing deposit, individuals must go through all steps required by the College relative to housing selection. When the deposit is requested the student must simply note that they are a full grant-in-aid recipient and authorize payment of the deposit against the grant-in-aid.
   iii. If after authorizing payment of the deposit the student changes their housing decision, the individual forfeits the full value of the housing deposit and must personally pay any balance due.
   iv. The required damage deposit, which is refundable, is the individual financial responsibility of all students.

c. Board: The maximum board plan approved for full scholarship student-athletes is the 19-meal plan, or Gold 19 Plan.
   i. Individuals may choose the more expensive Freedom Plan, but they are financially responsible for the additional cost
   ii. If a full grant-in-aid recipient prefers to take a more flexible Block meal plan that is offered at a cost less than the Gold meal plan, they may do so with the balance being distributed through an allotment.
   iii. Meal plans are automatically renewed from fall to spring semester. If a student-athlete chooses a Gold 19 Plan in the fall semester and then elects an allotment for the spring semester, the student-athlete is responsible for proactively canceling the meal plan with dining services.

d. Books: Book scholarships are awarded for full grant-in-aid scholarship recipients only. Exceptions to this policy must be approved by the Associate Athletics Director. The permissible payment is for actual required course related books, not to include supplies. Students who receive books as part of their scholarship must order the books with the Compliance and Educational Services department, pick-up the books at the William and Mary Bookstore and return the books at the conclusion of the semester to the Compliance and Educational Services department as prescribed in Appendix 9-F.

3) Other Institutional Financial Aid
   a. Keep in mind that due to funding limitations, William and Mary does not meet 100% of the need of its student population. Each year the Financial Aid Office will establish a packaging formula which has as a base factor available funding.
b. To establish a need figure the College requires all interested students to submit the FAFSA (Free Application for Federal Student Aid) Form. This is a federally supported form, not a College generated form.

c. Students must submit the form electronically at www.fafsa.ed.gov. For further instructions and applicable deadlines refer to the financial aid website at http://www.wm.edu/financialaid/.

d. Coaches should encourage all prospects to complete and submit the FAFSA Form.
   i. Generally, the PRIORITY deadline for prospective students is **February 15** and the PRIORITY deadline for continuing students is **March 15**.
   ii. Please note that while it is possible to file the FAFSA after these PRIORITY deadlines, it is also possible that a qualified student will not receive institutional aid or will receive a lesser amount than the maximum amount of institutional aid for which he or she qualifies due to the lateness of the application. Please emphasize to your athletes that it is in their best interest to file the FAFSA by the PRIORITY deadlines to ensure their maximum benefit.

e. Need based aid is awarded on an annual basis. Continuing students must re-apply for aid each year.
   i. Gateway--Gateway William and Mary, an innovative financial aid program, puts a quality education within the reach of all Virginians—regardless of their ability to pay. The program provides a combination of institutional, state and federal grants for low- and middle-income students who have the desire to attend a world-class university without incurring debt.
   ii. If you have an in-state prospect who you believe potentially qualifies for the Gateway program, please inform the Compliance Office early in the recruiting process and the Compliance Office will coordinate evaluation with the Admissions and Financial Aid offices.

f. The College does not offer general academic awards for entering students. There are limited exceptions for the very top applicants in the entering class. Information on the Monroe Scholars and Murray Scholars programs is available at: http://www.wm.edu/admission/financialaid/typesofaid/scholarships/index.php. Individuals considered for these scholars programs are considered to be in the top 10-15% and 1%, respectively, of the entering class.

4) Combined Packages – Athletic and Need-based Financial Aid
   a. Institutional policy stipulates that any package which combines athletic and other financial aid monies may not exceed an individual’s designated need as determined by the FAFSA. The Director of Financial Aid may retroactively adjust a student's financial aid package to assure compliance with this regulation.

   b. The Compliance Office is the athletic department liaison with the Financial Aid Office. All inquiries concerning financial aid packaging should be directed to the Compliance Office.
5) National Letter of Intent Program
   a. The College of William and Mary participates in the National Letter of Intent (NLI) program. Points of emphasis specific to the program are as follows:
      i. A NLI may only be issued to individuals who are being offered an athletic grant-in-aid.
      ii. Only students who are enrolling in a four-year college for the first time may sign a NLI.
      iii. The NLI must be accompanied by an institutional Financial Aid Agreement (FAA) which specifies the amount of the athletic grant-in-aid.
      iv. Once an individual signs an NLI they have committed to the institution and all recruitment by other programs should cease.
      v. For William and Mary, a NLI may be sent only to individuals who have been approved for admission to the College.
      vi. It is permissible to send the NLI/FAA packet at any time, but the forms may not be signed by the prospect prior to the declared signing date.
      vii. Per NCAA legislation, a prospect must be registered with the NCAA Eligibility Center, added to the Institutional Request List (IRL) and have completed the initial Amateurism Questionnaire for his or her respective sport prior to sending him or her a written offer of athletics aid. The head coach must submit the prospect’s Eligibility Center ID with any request for an NLI to be issued.
      i. Complete the National Letter of Intent Request form in Appendix 9-G and submit to the Compliance Office at least three (3) business days prior to your planned date of mailing.
         1. Keep in mind that both the NLI and FAA are financial contracts. Accuracy is very important.
      ii. The Compliance Office shall prepare the NLI document and Financial Aid agreement and return to the Head Coach. For your reference, provided in Appendix 9-H is the template of the Financial Aid Agreement issued to prospects.
      iii. The Head Coach reviews all forms for accuracy and provides signature approval as appropriate. The Head Coach then returns the documents to the Compliance Office. The AADC confirms the admission status before forwarding the documents to the Associate Athletic Director for budget review, signature approval and processing to the Director of Financial Aid.
      iv. Once signature approvals are complete, the NLI and FAA will be returned to the Head Coach for distribution to the prospect. Distribution is permitted via electronically scanned attachment to an email, overnight mail or regular mail.
   c. NLI Validation—The Compliance Office shall approve the validity of all NLI and financial aid agreements.
i. A faxed or electronically scanned and e-mailed copy with appropriate signatures and dates should be forwarded to the Compliance Office.

ii. The Compliance Office is responsible for forwarding documents to the CAA office for validation.

iii. Upon review and validation from the CAA office, the Compliance Office will email the SID, the sports information liaison, and the head coach confirming permission to post on our website and to release to the media an announcement of a recruiting class.

6) Renewal, Nonrenewal or Reduction of Athletic Grant-in-Aid

a. Notification of renewal, nonrenewal or reduction of an athletic grant-in-aid must be issued by July 1st following the academic year in which any student-athlete who has eligibility remaining received athletic grant-in-aid.

b. Head Coaches must complete the “Proposed Grant-In-Aid” form provided by the Compliance Office by May 1 for fall and winter sports, and May 15 for spring sports. Each student-athlete who received any athletic grant-in-aid for the current academic year shall have a dollar figure or percentage proposed. Student-athletes who graduate or who are not returning to the institution in the following academic year should have a “$0” or “0%”.

i. For nonrenewals or reductions, the Head Coach must attach a memo stating the reason for such nonrenewal or reduction and any supporting documentation that the Head Coach believes would justify the action.

ii. In the event the Associate Athletic Director approves a nonrenewal or reduction of athletic grant-in-aid, the student-athlete shall receive notification of his or her right to a hearing to appeal the Athletic Department’s decision and a copy of the procedures for initiating and conducting such a hearing shall be included with the nonrenewal or reduction letter. [Appendix 9-I(a)]

iii. Request for a hearing is initiated with the Faculty Athletic Representative (FAR) and a student-athlete may use the form in Appendix 9-I(b) to start the process.

c. The Compliance Office will review the “Proposed Grant-In-Aid” for individuals and identify any student-athlete with eligibility remaining who requires a nonrenewal or reduction notification.

d. The Associate Athletic Director and the Compliance Office will review individual and sport totals relative to budget and team equivalency limits and set a meeting with the Head Coach to discuss questions, if any.

e. For returning students currently on athletic financial aid, the Associate Athletic Director will initiate a renewal FAA or a nonrenewal/reduction notification letter.

i. The renewal contract will be signed by the Head Coach, the Associate Athletic Director, and Director of Financial Aid and an electronically scanned attachment shall be e-mailed to the student-athlete’s email@wm.edu address no later than June 20.

ii. The nonrenewal/reduction notification letter shall be signed by the Director of Financial aid and shall be mailed to the student-athlete via
certified mail to the address on file with the institution no later than June 20th.

f. The student-athlete must provide a summer mailing address, and upon receipt of the FAA, he or she must sign and date the contract and return to the Associate Director of Athletics for processing no later than July 15.

7) Newly Initiated Grant-in-Aid procedures
   a. For returning students not currently on aid, the Head Coach may either list the student-athlete at the bottom of the “Proposed Grant-In-Aid” form and the amount of the proposed scholarship or submit an NLI Request Form in Appendix 9-G for processing of the FAA only. Upon review and approval by the Associate Athletics Director, the FAA will be issued in the same manner as the athletic grant-in-aid renewals any time prior to the first day of classes for the subsequent semester.

8) Cancellation or Reduction of Athletic Aid During the Term of the Award
   a. An athletic grant-in-aid shall be reduced or cancelled during the term of the award if the recipient: (1) renders himself/herself ineligible, (2) fraudulently misrepresents information on an admissions application, letter of intent or financial aid agreement (3) engages in serious misconduct warranting substantial disciplinary action or, (4) voluntarily withdraws from the sport.
   b. Any reduction or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or financial aid authorities of the institution and the student-athlete has had an opportunity for a hearing as specified by NCAA bylaws. Please refer to Appendix 9-I(a) for the Procedures for conducting the Hearing.
   c. Student-athletes who voluntarily quit the team during an academic term shall have their grant-in-aid discontinued immediately. A Voluntary Termination of Aid Agreement must be sign and submitted by the student-athlete prior to processing the cancellation. [Appendix 8-B(c)]The financial aid package will be prorated based on the date at which the student quits the team. For information or questions contact the Associate Athletic Director.
   d. An athletic scholarship may be cancelled if a student fails to meet academic continuance standards or renders himself or herself ineligible for competition per William and Mary and/or NCAA regulations.
   e. An athletic scholarship may be cancelled if a student-athlete fails to meet department or team standards of conduct. It is essential that the head coach follow proper procedures to advise students of issues and required corrective action and to document in writing conversations and agreements. The policies and procedures for dealing with conduct issues are reviewed in the previous section on Team Management.

9) Changes in Domicile
   a. If a scholarship student-athlete applies for a change in domicile (i.e. out-of-state trying to achieve in-state tuition status), he or she must notify the Head Coach and Athletic Administration in writing before making application. Additionally, scholarship student-athletes must notify the same parties of every update.
b. If a scholarship student-athlete successfully earns in-state status, his/her athletic scholarship must be adjusted if it results in an overaward of a full in-state grant-in-aid. Even if it does not result in an overaward, it still may be adjusted to reflect the equivalency of the previous out-of-state status.

HOUSING AND MEALS

1. General Guidelines
   a. Student-athletes are encouraged to live on-campus and to register for a meal plan provided by the designated food service provider.
   b. All students (including student-athletes) follow the same residence life policies relative to selecting housing accommodations and roommate selection. Coaches may not designate a particular housing assignment or rooming assignment. Students may request a particular roommate but there is no guarantee that all requests will be honored.
   c. All housing decisions are at the discretion of the Office of Residence Life. Student-athletes or parents who have concerns relative to housing, be it roommate selection, dorm assignment or denial of housing should contact the office of Residence Life. Athletics will not intervene in these matters and there are no special privileges for student-athletes.
   d. Housing Damage Deposits
      i. Per the Student Housing Agreement, "As a condition of the room occupancy all students must pay the College a $75.00 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This deposit shall be refunded within 30 days of termination of this Contract, if and when the resident will not be residing in a College residence during the subsequent semester and provided there are no damages to the premises and the student's college account is current. Damage claims upon final departure will be deducted from the $75.00 deposit. Damage charges during occupancy will be billed directly to the resident."
      ii. A full grant-in-aid does not cover the $75.00 Room Damage Deposit because it is a refundable deposit that would benefit the student-athlete. Furthermore, if there is damage to the room, the full grant-in-aid scholarship cannot apply to the charges.

2. Allotments
   a. In special circumstances, scholarship student-athletes may, with head coach and athletic department approval, live off campus and receive an allotment payment for off-campus housing and/or a meal allotment in lieu of a meal plan.
   b. The housing allotment is equivalent to the average cost of on-campus undergraduate housing as determined by the Financial Aid Office of the College. Regardless if the student-athlete is an undergraduate or graduate student, the housing allotment will be the same for all student-athletes.
   c. The meal allotment is equivalent to the actual cost of a Gold 19 meal plan as determined by the food service provider.
   d. The athletic department will issue 8 equal monthly payments/4 per semester.
The first allotment check will be processed for payment no later than the first day of classes each semester. Payments will be made by the first of the month in September, October, November and December for the first semester. The payments for second semester will be made by the first of the month in February, March, April and May. There is no monthly allotment in January.

Allotment checks will be forwarded to a student by mail at their assigned College box only. We will not forward checks to an alternate address.

If a fifth year athlete does not have a CSU box, he/she must make arrangements to pick the check up in person from the Athletics Business Office or the Athletic Compliance Office.

e. The Allotment Request Form and Procedures for Processing an Allotment Request are provided in Appendix 9-J.
f. Requests must be received by the Compliance Office by July 15 to receive the first payment on time by September 1. Changes to allotment requests between terms must be requested by December 15 to receive first payment on time by February 1 for the spring semester.

ACADEMIC SUPPORT SERVICES
1. Scope of the Program
   a. The College is committed to the concept of self-determination and firmly supports the belief that each individual must take responsibility for his or her actions and choices. Although students are responsible for establishing and setting the course for their academic programming, it is important and essential that individuals access all available resources to assist in the decision process. Specific to academic advising, the College is committed to the belief that an important professional obligation of the faculty is to advise students.
   b. The athletic department provides an academic support program with the primary function of providing a strong link to existing institutional services. The role of the Director of Academic Support is to serve as the primary link to the Academic Advising Office and to provide programming to educate and assist students. The specific job responsibilities of the Director include: (1) campus liaison to various campus entities, (2) plan and direct the new student transition program, The Academy, (3) provide individual academic counseling and (4) monitor student-athlete academic performance for NCAA progress toward degree requirements and the College eligibility requirements.
   c. Athletic Academic Support Services include:
      i. Recruiting presentation and coordination of faculty presentations/meetings for on campus visits.
      ii. Student-athlete orientation services
      iii. Convenient access and referral to campus resources
      iv. Individual assistance with class registration and program planning
      v. Assistance with problem resolution and scheduling issues
      vi. Study Hall assignments and supervision
      vii. Tutorial services
viii. On-site computers for registration or laptop for loan while traveling for athletic competition

2. *The Academy*—New Student-Athlete Transition Program: All freshman student-athletes are required to participate in *The Academy*. Transfer student-athletes are encouraged to participate in all or some of the programming offered in *The Academy* and may be required if he or she was admitted after review by the Athletic Admissions sub-committee.
   a. *The Academy* is a semester long program of workshops and study sessions designed to assist student-athletes in the transition from high school to college, and specifically to William and Mary.
   b. The workshop series includes topics such as time management, study skills, the College Honor Code system and judicial procedures for violations of the Honor Code, note-taking skills, test-taking strategies, and preparing for finals, among a few.
   c. As part of *The Academy* and under the guidance of the Director of Academic Support, students will develop and implement an individualized study plan.

3. Academic Support Study Lounge
   a. The Academic Support Study Lounge is located in Room 221 in William and Mary Hall. It is open to student-athletes during business hours of the building. The priority use of the space is for individual study space, group study and presentation space, meetings with tutors and computer and printer access for student-athletes.
      i. Required study hall hours may be fulfilled in the Academic Support Study Lounge only with prior approval by the Director of Academic Support.
   b. All other requests for uses must be submitted through the facility request form and reviewed by the Director of Academic Support prior to confirmation of reservation.
   c. Reservations for the presentation space are through a sign up in the Academic Support Graduate Assistant office and it is limited to one (1) hour during peak times.

4. Study Hall
   a. The department, under the direction of the Director of Academic Support, operates and supervises a study hall program for selected individuals.
   b. After the first semester, student-athletes on academic probation, academic warning, or those with a cumulative grade point average below 2.5 or a semester grade point average below 2.25 are required to attend study hall on a daily basis, Monday through Thursday evenings. Others that are deemed by the Director of Academic Support as requiring additional academic attention may be required to attend a lesser number of study hall sessions on a weekly basis (e.g. one time a week).
   c. A written statement of study hall policies is distributed at the first meeting and all participants are expected to comply with all requirements. Individuals who fail to meet the stated expectations are subject to suspension from practice and/or competition.
i. After two unexcused absences in a semester, a student-athlete must meet with the Director of Academic Support before being eligible for practice.

ii. After three unexcused absences in a semester, a student-athlete must meet with the Associate Athletic Director before being eligible for practice.

5. Tutors
   a. Academic tutors are available for any student-athlete who requests additional help with a particular class or subject matter.
   b. The Director of Academic Support shall maintain an active list of available tutors by specialty area and shall manage the hiring of new tutors when necessary.
   c. The Director of Academic Support shall approve salaries and hours worked for all tutors.
   d. Student-athletes (or Head Coaches on behalf of a student-athlete) should request the assistance of a tutor through the Director of Academic Support or the designated graduate assistant, who will provide contact name and information to the student-athlete.
   e. It is the student-athlete’s responsibility to schedule an appointment with the tutor and to show up at the tutoring session on time and prepared.

6. Faculty Advising Program
   a. Academic advising for all students is coordinated by The Office of Academic Advising. The Office seeks to assure a ratio of no more than 12 students to 1 freshman advisor. All students are required to meet all guidelines regarding meetings with their faculty advisor.
      i. Students are required to meet with their academic advisors prior to registration for each of their first four semesters.
      ii. The faculty advisor will provide academic, personal and professional goal-setting assistance.
      iii. Once a student selects a major they must also select a faculty advisor with expertise in their chosen area of concentration. Keep in mind that all student-athletes must declare a major by the start of their fifth collegiate semester.
   b. For more information: http://www.wm.edu/academicadvising/

7. Dean of Students Office
   a. The Dean of Students office provides various services to the student population. The Study Skills Counseling program is coordinated through this office. Other services include the following:
      i. Four day campus wide new student orientation program.
      ii. Individual counseling on skill enrichment topics.
      iii. Intensive academic intervention program.
      iv. Professional testing services available by appointment.
      v. Coordination of the Disability Services program.
   b. For more information: http://www.wm.edu/deanofstudents/

8. Multicultural Affairs Program

17
a. The Director of Multicultural Affairs provides leadership to the following services and programming.
   i. Peer mentorship program to support multicultural students.
   ii. Multicultural Lecture Services and Student Welcome program.
b. For more information: http://www.wm.edu/multiculturalaffairs/

9. Writing Resources Center
a. The Center is coordinated by the English Department Faculty with trained upperclassmen available for consultation.
b. Services include assistance with written assignments from brainstorming paper topics to helping with final touches.
c. The Center also has a communications studio to assist with oral presentations including the capability to video tape an oral presentation to include review and critique by a consultant.
d. For more information: http://www.wm.edu/wrc/

CLASS ATTENDANCE
1. General Guidelines
a. Student-athletes are required to attend all classes, beyond those missed for scheduled athletic competitions. It is the responsibility of the student to meet this obligation. Coaches have no obligation and in fact are discouraged from personally going to classroom sites to assure attendance. A self-reporting spot check and continual reminders of the importance of class attendance from coaches are encouraged.
b. Head Coaches should establish practice and competitive schedules to avoid conflicts with the academic schedule of involved student-athletes. Refer to the scheduling section for specific guidelines in establishing a competitive schedule.
c. Coaches may encourage individuals to schedule classes to accommodate a particular practice slot, however it must be emphasized that students should not alter or change an academic interest to accommodate a practice preference.
d. Regular season games and conference championships are generally not scheduled during the final examination periods.
e. It is the responsibility of the individual student to work with individual professors relative to missed class time. Students requiring athletic department confirmation of a scheduled competition should contact the Director of Academic Support.

2. Policies governing missed class due to competition.
a. Regular Season: The departmental policy relative to missed class time during the regular academic year is distributed to all student-athletes through the Student-Athlete Handbook. The policy is provided in Appendix 9-K.
b. Final Examination Period: In some situations, teams qualifying for post season play may encounter a conflict with the examination schedule. The policy governing procedures relative to championship competition during the examination period is provided in Appendix 9-L.
i. The coach and student-athletes must work with the Director of Academic Support relative to final examination conflicts.

ii. Professors may reschedule an examination but are not required to do so. If an examination may not be rescheduled it can be deferred.

SUMMER SCHOOL

1. General Guidelines: Financial Aid for summer school is the exception, not the rule. The priorities for awarding summer school scholarship are:
   a. Courses needed for graduation or to remain on four year graduation track.
   b. Difficult course subject that is more manageable during summer session.
   c. Committee admits that need slower pace during academic year to remain in good academic standing.
   d. Ability to improve cumulative grade point average for continuing eligibility purposes.

2. Per NCAA regulations, only student-athletes receiving athletic aid during the preceding academic year are eligible for an athletic summer school grant and only at a proportion equivalent to the athletic grant-in-aid amount received during the academic year, as opposed to equivalent to all countable aid.
   a. In most cases, William and Mary limits summer school awards to tuition grants only. Individual students are financially responsible for all housing, meal, and book expenses.
   b. Exceptions to this policy shall be considered in cases of financial need as determined by the FAFSA. In no case will a summer school allotment be provided. Grant-in-aid for housing and meals will be made only for actual costs for on campus room and board.

3. The Associate Athletic Director has budget oversight responsibility for summer school funding.

4. Requests, Processing and Appeal Procedures.
   a. The Director of Academic Support shall manage summer school requests from student-athletes and requirements for eligibility, and he/she shall prepare the summer school distribution priorities based on the budget provided.
   b. All summer school requests must be submitted by student-athletes by April 1.
      i. Requests received between April 2 and May 18 will not be considered priority and will be subject to available funding.
      ii. Requests received one week prior to the first day of classes in Summer Session I or after will only be considered for Summer Session II if funding is available.
   c. The requests will be reviewed and approved by the Director of Academic Support and the respective Head Coach by May 1. Notification of summer school grant-in-aid awards will be communicated by the Director of Academic Support via e-mail to the student-athlete by May 1.
      i. Changes to original application (e.g. course selection, change from Summer Session I to Summer Session II) must be re-submitted and approved through the above process.
   d. The Request for Summer School Tuition Assistance form and procedures for processing a request are provided in Appendix 9-M.
e. All students receiving athletic grant-in-aid for summer school shall be required to sign a Performance Contract requiring class attendance, grade reporting, and study hall attendance if required by the Director of Academic Support. In the event that the student-athlete receives an unsatisfactory grade (generally below a B-), the student-athlete may be required to reimburse the athletic department for the summer school grant-in-aid if he or she failed to meet the requirements listed in the Performance Contract. See Appendix 9-N for a copy of the Summer School Grant-In-Aid Performance Contract.

f. Student-athlete applicants who are denied funding for summer school may appeal the decision to the Assistant AD for Compliance & Educational Services and the Assistant AD for Business Affairs within 10 business days of the notification of denial.

5. Summer Bridge Program for Incoming Freshmen Student-Athletes
   a. The purpose of the Summer Bridge Program is to provide an academic foundation to incoming scholarship athletes who would benefit from a gradual transition from high school to college prior to the combined demands of athletics and academics. This opportunity is for potentially at-risk student-athletes because of their background and academic history. This is not intended as a recruiting tool for any incoming freshman and it should not be offered as a guaranteed opportunity during the recruiting process. Selection is determined by the Athletics Director and Associate Athletics Director for Internal Operations at the recommendation of the Assistant AD for Compliance & Educational Services.
   b. Qualifications:
      1. Have required Committee Approval to be admitted OR
      2. Meet at least two of the following criteria:
         a. First-generation college students
         b. Diverse racial, ethnic, and geographic backgrounds
         c. Low-income families (as determined by FAFSA application and Pell Eligible)
         d. Limited access to college preparatory/AP course offerings at graduating high school as determine by objective evaluation of course catalog
         e. Been approved for referral with recommendation for program from Admissions Liaison
         f. Faced unusual adversities (requires statement from prospect as well)
   c. Process:
      1. Head Coach submits an application for Summer School Scholarship for Incoming Freshmen along with statement of recommendation and any supporting documentation by February 1, 2012. Applications are provided in Appendix 9-O.
   d. Program Details:
      1. Each participant will enroll in and complete six hours of credit, as determined by the Director of Academic Support, in summer session II (typically from the first week in July through the first week in August).
2. Participants are expected to get a C+ or better in all courses. Participants will be financially responsible for tuition and fees if no credit is earned for a course and may be subject to reimbursement for any grade lower than a 2.0.

3. Each participant will have 4 hours of study hall per week.

4. Each participant will have a weekly 30 minute update meeting with Academic Support Summer Bridge Coordinator.

5. Each participant will be required to actively engage in transition programs up to two hours per week as determined by the Assistant AD for Compliance and Education Services (e.g. Writing workshops, research and citing).

6. Each participant will be required to live on campus and be on a meal plan.

**STUDENT PARKING**

1. William and Mary students are not permitted to bring a car to campus until their junior year of residence. Exceptions to this policy are governed by the Office of Parking services. Individuals requesting a waiver to this policy must submit a waiver request which is available on the parking services website.

2. The athletic department will provide a letter of support for an exception to the parking regulation only in instances where the primary practice and competitive venue is at an off campus site not serviced by the College bus service. Currently the only sports considered in this classification are golf, baseball, soccer and lacrosse.

3. The policy relative to processing athletic department supported waivers is provided in Appendix 9-P. Athletic department support does not guarantee permission to purchase a decal to park on campus. The decision concerning the waiver request rests solely with the parking committee.