



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Recruitment and Retention of Student-Athletes
<i>AP Number:</i>	AP 3.45.01
<i>Adoption Date:</i>	5/8/24
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Board Policy Title & No.:</i>	Athletic Mission and Principles, BP 3.45
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to establish criteria for recruiting student-athletes to Pima Community College and criteria for maintaining student-athlete eligibility and retention. This AP also defines the expectations and responsibilities of Athletic Department staff in the recruiting and retention process.

SECTION 1: Geographical Areas of Concentration

- 1.1 Pima Community College Head Coaches will focus primarily on recruiting student-athletes from Southern Arizona, defined as the State of Arizona south of the Gila River, and will endeavor to maintain 60% of their active roster from that area.
- 1.2 Student-athletes that reside in Western Undergraduate Exchange (WUE) states are eligible for recruitment and WUE requirements will be followed.

- 1.3. Student-athletes from out of the Southern Arizona area must demonstrate to the Head Coach and the Athletics Director the ability to meet financial obligations with Parent or guardian notification as well as FAFSA information beyond the value of their PCC scholarships.

SECTION 2: Criteria for Recruitment

The following criteria will be considered by the Head Coach to determine the viability of a Student-Athlete's success at Pima Community College:

- 2.1 Evaluating the potential for academic progress toward a degree, maintaining eligibility, and academic retention semester to semester and year to year:
 - a. Success at previous institution.
 - b. Transcript evaluation by the Registrar.
 - c. Status within the NCAA Initial Eligibility Center.
- 2.2 Athletic Ability.
- 2.3 Determination of character strength as observed by the Head and Assistant Coaches, consultation with coaches at the previous institution, and, when possible, recommendations from faculty and administration at the previous institution.

SECTION 3: Student-Athlete Academic Success

- 3.1 Registration
 - 3.1.1 Incoming freshmen or transfer student-athletes will be given their PCC A# immediately upon acceptance to facilitate the registration and scholarship process.
 - 3.1.2 The Head Coach of each program will coordinate with the Academic Adviser for Athletics to set a date for the course registration process for all of his/her student-athletes. Each incoming student-athlete will be encouraged to register for a PCC summer English or Math course.
 - 3.1.3 All student-athletes will declare a course of study pursuing an AA degree as an AA degree rarely fails 4-year college transfer criteria.
 - 3.1.4 The Head Coach will work in conjunction with the Academic Adviser assigned to ensure that the student-athlete is registered for a minimum

full-time program of studies of a minimum of 12 transferable credits. Whenever possible, the student will register for 15 credits per semester following the PCC 15 to Finish model.

- 3.1.5 Registration for spring semester begins during the previous fall semester, usually in early October. Each program will have a designated time when the student-athletes will meet with the Academic Adviser and register all at one time.
- 3.1.6 Registration for fall semester begins during the previous spring semester, usually in early March for returning student-athletes, late March and into May and June for incoming student-athletes. Each program will have a designated time when the student-athletes will meet with the Academic Adviser and register all at one time.

3.2 Academic Progress

- 3.2.1 The Eligibility Liaison, Financial Aid Coordinator, the Athletic Department Academic Adviser, the Head Coach, the Athletic Director, the Sports Information Director, and the Head of Sports Injury Management will conduct an orientation session with each team the first week of classes in the fall semester.
- 3.2.2 The Head Coach, Eligibility Liaison, and Academic Advisor work in conjunction to monitor student-athlete academic progress beginning the first day of his/her classes freshman year and will emphasize that the student-athlete continues to meet PCC and NJCAA progress toward degree benchmarks, G.P.A., and completed credits required to retain athletic eligibility.
- 3.2.3 Classroom performance and grade checks will be required of student-athletes with the voluntary cooperation of each professor.
- 3.2.4 The Academic Adviser will work with the student-athlete to ensure that, whenever possible, scheduled meeting times for courses do not conflict with the practice or travel schedules for her/his program.
- 3.2.5 At the end of each semester, the department will collate individual student-athlete and team GPAs. Said GPAs will be compared to student-body-at-large GPAs.

3.2.6 At the beginning of each subsequent semester, the Registrar will collate individual student-athlete retention rates. Said student-athlete retention rate will be compared to student-body-at-large retention rates.

3.2.7 The consistently updated Department of Athletics Policy and Procedures Manual is in *Google Docs* for our staff members to share. “Academic Guidance:” page 40.

3.3 The Student Athlete Learning Center

3.3.1 The Student Athlete Learning Center is a distraction-free environment in which student-athletes can focus on completing academic coursework.

3.3.2 Full-time coaches monitor the Center whenever it is open to student-athletes.

3.3.3 The Head Coach also will be notified should any disciplinary issues involving a student-athlete on the roster occur within the Center.

3.3.4 Any student-athlete in need of assistance or academic support will contact the Academic Advisor immediately.