
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ATHLETIC ELIGIBILITY

NUMBER: PRO 4-09

REFERENCE: Board Rule 4.13

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I. GENERAL

The following steps are required in order to meet the eligibility requirements of the NJCAA:

a. REQUEST OF TRANSCRIPTS

Students must complete the NJCAA Eligibility Form. This form has all the necessary information for acquiring transcripts as well as information to accurately complete the NJCAA Eligibility Form. Note: All potential student-athletes must have graduated from an NJCAA certified high school or receive GED certification to be eligible to participate in intercollegiate athletics;

2. Submit the form to the Director of Athletics as soon as it is completed. The student X-ID

c. SPECIAL CONSIDERATIONS

1. Transfer Students. All students who have transferred from another College (either senior College or Community College) must submit an "original" transcript from the College from which they are transferring. This certified transcript must be on file in the Registrar's Office and show on the LSSC transcript. In the case of a College on a quarter system, LSSC must have a copy of the previous College transcript as well. The reverse side of the eligibility form should be completed in full. Due to the Buckley Amendment, it is essential that each student personally request transcripts;
2. Non-High School Graduates. All High school transcripts and College transcripts must be submitted for students who have not graduated from high school or received an equivalency of the same from an NJCAA accrediting agency. Verification of GED test results must be submitted and on file, if applicable;
3. Delayed Enrollment, Break in Enrollment, and Part-time Student Status. Any break in continuous enrollment must be documented. All-inclusive dates must be submitted in chronological order. Employer and address of employer must be included. Use the delayed enrollment form and list students in alphabetical order. According to the NJCAA, a "delayed enrollment" includes any lapse of time (A)4.9 (n)5.2 ak2.3 (in)dd0.7 (tin)2.3 ((g)2.6 rard)2