

**GUIDELINES: PROSPECT NOTIFICATION FORM**

**Office of Athletic Compliance**

**Purpose:**

**This form will notify the Compliance Office and Academic Advisors of prospective student-athletes. Additionally, it will serve as a request for an academic evaluation of those prospects . If the prospect is a high school prospect, then the Compliance Office will complete an Initial Eligibility Evaluation. If the prospect is a transfer student, then both the Compliance Office and Mastodon Academic Performance Center will complete a Transfer Evaluation Form.**

**Use:**

**This form is to be used for those prospective student-athletes that the coach is seriously recruiting, but have not yet taken an official visit or signed a National Letter of Intent.**

**Benefits:**

**The information provided by the academic evaluation and the eligibility status check will assist in increasing the efficiency and effectiveness of the coach's recruiting efforts. It will provide the coaching staff with an understanding of what the prospect needs to be eligible, where a prospect currently stands in regards to eligibility, and finally, where the prospect is deficient.**

**Procedure:**

- 1. Complete the Prospect Notification Form.**
- 2. Submit the completed form, transcript(s), and test scores (if necessary) to the Compliance Office.**
- 3. An evaluation of the prospect's academic requirements will be completed by the Compliance Office.**
- 4. If the prospect is a transfer student, the Compliance Office will notify the Mastodon Academic Performance (MAP) Center of the recruitment of the prospect.**
- 5. The Compliance Office will send the Transfer Evaluation Form with the prospect's eligibility requirements to the MAP Center in order to attain transferable credit and percentage of degree information.**
- 6. The MAP Center will provide a completed copy of the Transfer Evaluation Form and the evaluated transcript to the Compliance Office and Coach.**

**Notice:**

MAP Center advisors work with individual Department Advisors to determine applicable degree credit. Therefore, while the Compliance Office and MAP Center advisors will work to complete evaluation requests submitted on or after August 1, the Compliance Office and MAP Center can make no guarantees that eligibility decisions will be made prior to the beginning of Fall semester classes if submission occurs after this date. Likewise, for Spring enrollees, there is no guarantee that eligibility decisions will be made prior to the beginning of of Spring semester classes if submission occurs after November 15.