

## 1.0 Academic Advising Program

- 1.1 A strong and clear statement of support by the College President should be communicated to their institution regarding the implementation of academic advising services for student athletes.
- 1.2 Athletic Counselor
  - 1.2.1 Each College of the Los Rios Community College District shall identify and assign the equivalent of 1.0 FTE counselor within the authorized counseling FTE of the Colleges to function as the Athletic Counselor(s).
    - 1.2.1.1 Each Athletic Counselor should actively participate in the California Community College Association of Academic Advisors for Athletes (3C4A).

## 2.0 Program Components

- 2.1 The Application Process
  - 2.1.1 The application process commences with the initial contact with the student athlete and may include appropriate assistance in completion of all pertinent documents, communication with the student's parents, pre-registration information sessions in late spring to access the College summer session if appropriate, and to apply for financial aid in a timely manner if necessary.
- 2.2 The Orientation Program
  - 2.2.1 Orientation sessions will be scheduled for small groups or individual student athletes. The sessions will be conducted by appropriate staff including the Athletic Counselor and the coach(es) of the particular sport.
- 2.3 The Academic Advising Process
  - 2.3.1 The Athletic Counselor is assigned to ensure that each student athlete completes the matriculation process. The Athletic Counselor works with the student athlete from first contact to establish the academic relationship and after a comprehensive review of all academic background data, advises the student of all available options.
- 2.4 The Follow-Up Process
  - 2.4.1 Each College will implement a system for monitoring the continuous enrollment, unit load, attendance and performance in all classes for each student athlete.
    - 2.4.1.1 Performance (grade) checks will be conducted one (1) time per semester at a minimum.

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- 2.4.1.2 Unit load checks will occur at regular intervals, pursuant to the California Community College Athletic Association regulations.
- 2.4.2 Coaches, Athletic Directors, and student athletes will be notified of the data collected. Student athletes dropping below twelve (12) units and/or nine (9) units of general education or degree/certificate specific shall not be allowed to participate in intercollegiate athletics until the deficient condition is resolved.
- 2.5 Coordination and Training
- 2.5.1 In-service training shall be provided for coaches, counselors and other appropriate staff on athletic advising, eligibility standards, transfer, California Community College Athletic Association rules, and code requirements.
- 2.6 Research and Evaluation
- 2.6.1 At the conclusion of each academic year, a report on the academic progress of the District's student athletes will be produced by the Colleges and coordinated by the District Research and Planning Office. The report will include a statistical analysis of units attempted, units completed, and GPA by sport, and other relevant data necessary to evaluate program effectiveness prepared by the District Office of Research and Planning and a status report prepared by the Colleges.
- 2.6.2 Appropriate clerical resources will be assigned to collect, analyze and distribute pertinent data to evaluate student athletes' progress and program success.
- 2.7 Policy Manual
- 2.7.1 The Colleges will develop and maintain a policy manual handbook for student athletes to inform them on policies and procedures required of students who participate in intercollegiate athletics.