Athletics Academic Advisors check classes to ensure attendance by the student-athletes. Based on their knowledge the AAA will determine the frequency with which to check these classes. At a minimum, at least one class should be checked for each student-athlete each day. Work study students and fifth year aid students may assist AAA with this process.

Advisors also prepare and distribute absence letters to professors each time a student-athlete is absent from class for athletics participation.

C. Textbooks
The distribution and collection of textbooks for scholarship athletes' centers around the fact that all textbooks provided to student-athletes as part of a scholarship package are and shall remain the property of FAMU Athletics Department. The Bookstore is supplied with a list of book scholarship recipients. Each student-athlete must present valid picture identification and sign for their books.

If books are not returned by the deadline mandated, the student-athlete assumes the cost of each text at half price. Student-athletes who fail to clear their account jeopardize their privilege to receive books for the following semester. Advisors must keep these records.

Student-athletes who receive textbooks on scholarship are able to purchase their books at the end of the semester for one half of the retail value of the book. Advisors must provide this information to the Athletics business manager.

D. Change of Major
To initiate a change of college/school or major student-athletes who are in good academic standing (2.0 GPA or higher) must:
- Meet with a campus academic advisor
- Meet with an Athletics Academic Advisor to discuss how major changes can impact NCAA eligibility and progression requirements.
- Request approval of both the Dean of the college/school in which they are seeking release and enrollment.

Advisors must ensure that all student-athletes beginning their fifth semester of school have officially declared a major and that they have completed a certain percentage the degree granted by that declared or changed degree program.

E. Good Academic Standing
Good Academic Standing varies depending on the student-athlete's major field of study. The athletics academic advisor ensures that each student-athlete is in good academic standing at the beginning of the Fall and Spring Semester of each academic year. Advisors must again check good academic standing before each competition in the sport to which they are assigned.

F. Satisfactory Progress—Percentage of Degree
Satisfactory progress requirements set forth by the NCAA require that student-athletes are not eligible for competition unless they have met a certain percentage of their requirements for graduation.

Student-athletes in their first two years of enrollment who have not designated a degree program may use classes that apply toward any FAMU degree program.
For student-athletes who enrolled as full-time college student before August 1, 2003, they must complete 25 percent of their requirements for their declared degree by the beginning of their third year of enrollment. They must achieve 50 percent of their degree requirements by the beginning of their fourth year and 75 percent by the beginning of their fifth year.

For student-athletes who enrolled as full-time college student after August 1, 2003, they must complete 40 percent of their requirements for their declared degree by the beginning of their third year of enrollment. They must achieve 60 percent of their degree requirements by the beginning of their fourth year and 80 percent by the beginning of their fifth year.

The athletics academic advisor tracks progress toward degree for each assigned student-athlete.

G. Full-Time Enrollment

Each semester each student-athlete must be enrolled full-time in order to compete in intercollegiate athletics.

The athletics academic advisor tracks full-time enrollment of each student-athlete and ensures that full-time status is maintained throughout the year. This requires checking full-time enrollment prior to each athletics contest of the sport to which the advisor is assigned.

All student-athletes will be required to complete at least six (6) degree applicable hours the preceding semester to be eligible for the upcoming semester. The athletics academic advisor tracks this as well.

H. Classroom Success

Athletics academic advisors assist student-athletes in successfully completing the coursework for which they are registered. This is done with the assistance of the following:

1. Study Hall
   Each student-athlete at FAMU that is a freshman or has a cumulative GPA of less than 2.5 must complete 8 hours of study hall each week. The athletics academic advisor will schedule study hall so that it does not interfere with the team's practices, and will monitor study hall to ensure that work is being performed and will keep track of each student-athlete's attendance.

2. Tutoring
   Some student-athletes will need tutorial assistance to successfully compete a course. It is the athletics academic advisor who pairs tutors with student-athletes and then follows up with the tutors on the progress the student-athlete is making in the tutored course.

3. Photocopying/faxing
   The athletics academic advisor assists the student-athlete with any photocopying or faxing that is necessary for the successful completion of his/her coursework.

I. GPA Requirements

For student-athlete entering college before August 1, 2003, they must have a minimum GPA that equals no less than 90 percent of the minimum GPA required to graduate by the
beginning of their year of enrollment, and 95 percent of the minimum GPA by the
beginning of their fourth or subsequent year of enrollment.

For student-athletes entering college after August 1, 2003, they must have a minimum GPA
that equals no less then 90 percent of the minimum GOPA required to graduate by the
beginning of their second year of enrollment, 95 percent of the minimum GPA required for
graduation by the beginning of their third year of enrollment and 100 percent of the GPA
required for graduation by the beginning of their fourth or subsequent year of enrollment.

Athletics Academic advisors track GPA requirements for all of their student-athletes.

J. Major Declaration
The NCAA requires each student-athlete to declare a major program of study by the
beginning of the fifth semester of study. The athletics academic advisor must ensure that
the student-athlete has completed the proper FAMU paperwork to be formally listed in a
degree program by the required date. From that date until graduation, the athletics
academic advisor will track to ensure that the student-athlete is making progress toward
that specified degree program.

K. Mid-Year Certification
The NCAA requires that each student-athlete is certified each semester. The athletics
academic advisor tracks the student-athletes progress during the semester to ensure that at
the end of the semester the student-athletes had completed six (6) hours of degree
applicable coursework with the appropriate GPA for their year in school.

Reports:
The following reports are due at the stated frequency to the Head Coach of each sport and
the SWA.

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Life Skills:
There are four component areas to life skills and programming must be implemented in each of these areas.

Commitment to Academic Excellence: To support the academic progress of the student-athlete toward intellectual development and graduation.

Commitment to Athletics Excellence: To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

Commitment to Personal Development: To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth and decision-making skills.

Commitment to Career Development: To encourage the student-athlete to develop and pursue career and life goals.

Commitment to Service: To engage the student-athlete in service to his or her campus and surrounding communities.

Student-Athlete Advisory Committee
Advisors supervise the programs developed by the SAAC.
A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and polices that affect student-athletes' lives on NCAA member institution campuses. An athletics academic advisor serves as the advisor for this organization and assists with implementation of the SAAC's yearly agenda. All athletics academic advisors are encouraged to attend all SAAC sponsored functions.

LOSS OF ONE ADVISOR
The loss of one advisor would require the other advisors to pick up additional sports and possibly additional assignments. This would mean a larger student/advisor ratio and the possibility of losing a few student-athletes because it may take longer to discover an NCAA problem and it may be discovered too late in the semester to rectify it. The loss of one advisor would hurt the current program about it would not devastate it. FAMU could still operate a fully functioning athletics academic advising program with little harm to student-athletes with the loss of one advisor.

LOSS OF TWO ADVISORS
The loss of two advisors would mean doubling the work of the remaining two advisors and would make it a lot harder for student-athletes to receive the individual attention to their academic progress that is now required with the NCAA continuing eligibility requirements. This hand-on attention in needed especially at the middle point of the semester and at the end of the semester, when grades are usually generated.

The loss of two advisors could mean to loss of additional student-athletes because of eligibility problems that may be detected too late in the process to correct whereas as currently we have enough persons following individual student-athletes records that attrition is at a minimum.
It is understandable that one advisor may be lost to budget cuts and the all advisors will have to pick up additional duties without additional pay; however, the loss of two advisors could mean the loss of student-athletes which could mean the loss of sport sponsorships [if all student-athletes lost were on the same team] because of NCAA requirements regarding a minimum number of participants to count as a sport.

This sports sponsorship is the main way that FAMU earns money from the NCAA. Additional funds are earned based on the number of student-athletes who are eligible for the Pell Grant, and for the total number of sports in which FAMU competes. With state budget cuts the athletics department is in no position to lose MEAC or NCAA monies. And the loss of two advisors could mean the loss of that additional revenue.