An institution submits a case to the student-athlete reinstatement (SAR) staff when it:

(1) declares a current or prospective student-athlete ineligible due to a violation affecting eligibility; or
(2) determines a specific waiver is needed.

In all cases, the SAR staff and committees subscribe to the students-first philosophy; attempt to place student-athletes back in the position they were prior to a violation occurring while also evaluating culpability; and review the totality of circumstances to render an outcome that considers student-athlete well-being and fairness. Here is an overview of the SAR process.

**SAR CASE TYPES**

- **Violations affecting student-athlete's eligibility (Bylaws 10-17)**

  - Student-athlete unable to use four seasons of competition/participation within five-year/10-semester/15-quarter period of eligibility
    - Extension of Eligibility Waiver
    - Athletics Activity Waiver (Division I)

- **Student-athlete competes/participates limitedly during a season of competition/participation**
  - Hardship Waiver Appeal
  - Hardship Waiver (Independent Institutions)
  - Season of competition/participation waiver—competition while eligible/ineligible

- **Pre-Enrollment Amateurism Certification Process**

**SAR PROCESS**

1. Institution determines waiver is necessary or violation affecting eligibility has occurred.
2. Institution submits case with required documentation to SAR staff.
3. Case assigned to SAR staff member who collaborates with institution to resolve questions and obtain additional information, if necessary.
4. SAR staff reviews case and considers legislation, committee guidelines, policies and procedures, case precedent, asserted mitigation, and other relevant information.
5. SAR staff issues decision to institution.
6. Institution may accept staff decision, request reconsideration or request appeal.
   
   *(See appeal section on next page)*
**Student-Athlete Reinstatement Process continued**

**DECISION IS MADE**

**APPROVE**

- **ACCEPT THE DECISION**
  - If decision is accepted, institution waives its right to appeal.

**DENY/APPROVE WITH CONDITIONS**

- **REQUEST STAFF RECONSIDERATION**
  - Only an option if new information becomes available that was not reasonably available at time of decision.
  - New documents presenting previously considered information will not be accepted for reconsideration.
  - Institution provides SAR staff with rationale why documentation was not previously available.
  - Institution may request reconsideration within 30 calendar days of receiving decision through RSRO.
  - SAR staff reviews new information and issues decision.

- **REQUEST AN APPEAL**
  - Institution provides SAR staff with written rationale for appeal and letter of support from authority outside athletics (e.g., FAR).
  - Institution must request appeal within 30 calendar days of receiving decision through RSRO.
  - SAR staff drafts decision rationale and forwards case file to Committee on Student-Athlete Reinstatement.

  **Waivers:**
  - appeal reviewed on written record.

  **Violations:**
  - appeal reviewed on written record or via telephonic appeal.

**COMMITTEE RENDERS DECISION, WHICH IS FINAL AND BINDING.**

**COMMITTEE COMPOSITION**

- **5 MEMBERS**
- The Divisions I, II and III Committees for Student-Athlete Reinstatement are each comprised of five members from divisional institutions and conferences, and one Student-Athlete Advisory Committee representative.

**DON’T FORGET!**

- Include case-specific signed Buckley statement.
- Include student-athlete’s written statement.
- “Urgent” means pending competition within 10 days.
- Resolve all interpretive issues prior to submission.
- Call SAR staff with questions: 317-917-6222.

**DISCLAIMER:** Please note, this document is intended as a general process overview and is not inclusive of all SAR policies and procedures. Please see ncaa.org/compliance/reinstatement/student-athlete-reinstatement for additional information.

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