

**Policies and Procedures**  
**40 – Eligibility**

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**Policy Number:** 40.20  
**Name:** Eligibility Policy: Interpretations, Appeals and Amendment Procedures  
**Origin:** Eligibility Committee  
**Approved:**  
**Approval Process:** General Assembly  
**Revision Date(s):** June 2003, June 2006, June 2007, June 2009

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40.20.1 INTERPRETATION OF ELIGIBILITY RULES

A member institution may request an interpretation of an Eligibility Rule via its Director of Athletics or designate responsible for eligibility.

40.20.1.1 Procedure for Request

A member institution requiring an interpretation of a CIS Eligibility Rule shall direct an e-mail request for same to the Eligibility Review Officer (ERO) of its Regional Association, detailing the information required to enable an interpretation to be issued. The member must include the respective policy number within the subject line of the e-mail.

In those instances when the request for interpretation originates from the same school as that of the ERO, the e-mail request shall be directed to the CIS Office Representative for consideration.

40.20.1.2 Eligibility Review Officer's Duty

As soon as possible, but within 5 working days of the receipt of such an e-mail request, the ERO or their designate shall issue via e-mail an interpretation of the CIS eligibility rule to the requesting individual at the member institution, and provide a copy of same for confirmation by the CIS Office representative. A copy of the summary of the confirmed decision shall be provided to the ERO and the requesting member.

In those instances when the request for interpretation originates from the same school as that of the ERO and is considered by the CIS Office Representative, a copy of the interpretation shall be provided for confirmation to any one of the other ERO's.

40.20.1.3 Review of Ruling of Eligibility Review Officer or CIS Office Representative

A member institution who is affected by the decision of the ERO or CIS Office Representative may request a final and binding review of that decision by the Eligibility Committee. Such a request must be directed, by e-mail, to the CIS Office Representative

Upon receipt of a request for review, the Eligibility Committee (less the ERO who participated in the initial decision) shall forthwith consider the request and issue, as soon as possible but within 5 working days, a written decision that shall either uphold or revise the decision.

40.20.1.4 Appeals of Decision of the Eligibility Committee

Although final and binding, a member may appeal a reviewed decision of the Eligibility Committee on procedural grounds and in accordance with CIS Appeal Policy 90.50.

40.20.2 RELIEF OF ELIGIBILITY RULES

A member institution may seek relief from any CIS eligibility rule, on behalf of an athlete, for compassionate reasons.

40.20.2.1 Procedures for Request

The request for relief shall be forwarded via e-mail by the Director of Athletics or their designate, and shall be directed to the CIS Office Representative responsible for eligibility, who in turn will distribute the request to the Eligibility Committee. The request shall set out fully the grounds upon which relief is sought, and shall include all of the following:

- a letter of support from the respective Athletic Director and/or coach
- a letter of request from the respective student-athlete
- any supporting medical information or documentation
- game or event reports if appropriate
- a copy of the student's academic transcript(s)
- a copy of the student's "Student-Athlete Acknowledgement Form" (40.30.3.1.3)
- a copy of the student's "Student-Athlete Registration Form" or institutional equivalent (40.30.3.2.3)
- a completed copy of the "Notice of Hearing" form by the student-athlete (40.20.2.3)
- in the case of requests for relief of the transfer rule, the school must obtain a signed copy of "Athlete Eligibility Verification (transfer students)" form (40.30.3.3.3)
- other documents which support the request
- the student-athlete's contact addresses and e-mail addresses

Any documentation that cannot be provided in electronic format can be faxed or mailed to the CIS office.

Member institutions must submit the request and all supporting documentation 3 business days in advance of an Eligibility Committee conference call. The Eligibility Committee will schedule 4 conference calls in September (weekly), 2 conference calls in October (bi-weekly), and one conference call in each remaining month. Additional conference calls may be convened at the discretion of the Committee.


Upon receiving such request, CIS will invoice the institution for a non-refundable administrative fee of \$150. The fee would be used to offset the costs of each conference call that would involve the Eligibility Committee, the respective institution, and the respective athlete(s).

40.20.2.2 Student Participation

Student-athletes are encouraged to participate in the hearing of their compassionate appeal and are required to complete the Student-Athlete Notice of Hearing Form (40.20.2.3).

40.20.2.3 Student-Athlete Notice of Hearing Form

~ this form will be provided to the student-athlete when his/her hearing date has been determined ~

		<b>Student-Athlete Notice of Hearing</b> Compassionate Appeal Hearing	Form: 40.20.2.3 2009-2010
<b>40.20.2 RELIEF OF ELIGIBILITY RULES</b>			
A member institution may seek relief from any Canadian Interuniversity Sport eligibility rule, on behalf of an athlete, for compassionate reasons.			
<b>40.20.2.2 Student Participation</b>			
Student-athletes are encouraged to participate in the hearing of their compassionate appeal and are required to complete the Student-Athlete Notice of Hearing Form (40.20.2.3).			
To:	CIS Director of Operations	<a href="#">Click for Instructions</a>	
Fax:	(613) 562-5669	Page 1 of 1	
Date:	<input type="text"/>		
From:	<input type="text"/>		
	Name of Student-Athlete / Appellant		
	<input type="text"/>		
	E-Mail of Student-Athlete (for confirmation purposes)		
Subject:	Compassionate Appeal Hearing		
Please be advised that the CIS Eligibility Committee has scheduled a compassionate appeal hearing for TBA. The telephone conference call hearing schedule is as follows: TBA			
The number to call for the hearing is TBA. (or if you are calling from a 416 area code, the number is TBA) You will also need to provide the following access code: TBA			
Please complete the following in advance of your hearing, for which you are invited and encouraged to participate. Please return, by fax, to (613) 562-5669.			
		<b>YES</b>	<b>NO</b>
		(initial only)	
1) I received the hearing notice, agenda, and copy of request for relief:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I intend to participate in the hearing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) I understand that the decision of the Eligibility Committee shall be final and binding:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I agree to provide access to my academic records subsequent to my hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student-Athlete's Signature:	<input type="text"/>		
Student Athlete's Printed Name:	<input type="text"/>		
Date:	<input type="text"/>		

40.20.2.4 Confidentiality

Where the facts supporting a request are of a highly confidential and sensitive nature, the written request shall be marked "Confidential" and only the CIS Office Representative responsible for eligibility shall review its content. The CIS Office Representative responsible for eligibility shall make a recommendation to the Eligibility Committee as to the disposition of the request. CIS shall make every effort to preserve the confidentiality of a request under this sub-section.

40.20.2.5 Ruling of Request

The Eligibility Committee will consider the request and render a decision.

In those instances when a request for relief originates from the same school as that of an Eligibility Committee member, the member shall inform the Committee of his / her designate (in accordance with the respective Conference regulations) that will participate in the consideration of the request and the rendering of a decision.

The decision of the Eligibility Committee shall be final and binding, and will be distributed to all Member Association Athletic Directors and the respective Regional Association Judicial Review Committee or equivalent (confidential requests excepted).

40.20.2.6 Relief of Eligibility Rules (Participation Thresholds)

If a student-athlete suffers a season-ending injury after surpassing current eligibility thresholds outlined in rule 40.10.4.1.2, they may submit a compassionate appeal, using Season-Ending Injury Form (40.20.2.7) to regain eligibility under the following parameters:

- The maximum number of competitions that will be allowed in order to consider a season-ending injury appeal will be 25% of their conference schedule; however, **with the exception of football**, every competition (both conference and non-conference) that an athlete participates in will count towards the maximum number. **In the sport of football**,

**a player may participate in one pre-season exhibition game without having that competition contribute to the above calculation.**

- Such appeals can only be forwarded upon the conclusion of the competitive season.
- If a student-athlete was not part of a school's program in the academic year in which they submit their appeal, they cannot apply for this appeal.
- A student-athlete who may have lost one semester of school because of the injury should be able to demonstrate academic success by completing half (1/2) the regular 18 credit hour requirements.

40.20.2.7 Season-Ending Injury' Form - Request to Regain a Year of Eligibility

~ to obtain an electronic copy of this form, please go to [www.universitysport.ca/e/pol\\_proc/\\_40\\_eligibility.cfm](http://www.universitysport.ca/e/pol_proc/_40_eligibility.cfm) ~

<b>CIS</b>		<b>'Season-Ending Injury' Form</b> Request to Regain a Year of Eligibility		Form: 40.20.2.7 2009-2010
Pursuant to eligibility regulation 40.20.2.6, if a student-athlete suffers a season-ending injury after surpassing current eligibility thresholds outlined in rule 40.10.4.1.2, they may submit a request, via this form, to regain their year of eligibility. Each request will be subject to the parameters listed in regulation 40.20.2.6. If these parameters are met along with this completed form, and there are no extenuating circumstances as determined by the National Office, the student-athlete shall regain their year of eligibility. In the event the request is determined to have extenuating circumstances, the request shall be forwarded to the Eligibility Committee to be heard as a Compassionate Appeal to determine if the student-athlete shall regain their year of eligibility.				
<a href="#">Click for instructions</a>		*** Fax this completed form to the CIS Office at (613) 562-5669 ***		
<b>1. This section to be completed by the Athletic Director or their Designate</b>				
Name of Student-Athlete: <input style="width: 100%;" type="text"/>				
E-Mail of Student-Athlete: <input style="width: 100%;" type="text"/>				
Submitting Institution: <input style="width: 100%;" type="text"/>				
Sport in Question: <input style="width: 100%;" type="text"/>				
Year of Eligibility in Question (example 2008-09): <input style="width: 100%;" type="text"/>				
Injury / illness suffered (please be specific): <input style="width: 100%;" type="text"/>				
Date of the injury or illness that incapacitated the student-athlete (dd/mon/yyyy): <input style="width: 100%;" type="text"/>				
State the number of conference competitions the student-athlete's team participated in during the season: (conference only, excluding exhibition and playoff competitions) <input style="width: 100%;" type="text"/>				
State the number of competitions the student-athlete participated in (or appeared on a gamesheet): <input style="width: 100%;" type="text"/>				
List all date(s) and all opponent(s) the student-athlete competed against for the year in question:				
Date (dd/mon/yyyy)	Opponent	Date (dd/mon/yyyy)	Opponent	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
List all seasons of competition, including season of injury, that the student-athlete has been charged eligibility, within CIS and other post-secondary jurisdictions. (Example: 2001-02)				
1	2	3	4	5
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
State the number of academic credits/hours/courses completed during the year in question (please specify credits, hours or courses): <input style="width: 100%;" type="text"/>				
If the number of credit hours completed during year in question is below 18, please explain reasons why: <input style="width: 100%;" type="text"/>				

<b>2. This section to be completed by the Attending Physician (please initial the appropriate boxes)</b>		YES NO (initial only)
1a) Was the student-athlete under medical care prior to the injury or illness that initiated this request?	<input type="checkbox"/>	<input type="checkbox"/>
1b) If yes, was the student-athlete medically released for participation prior to the injury/illness in question?	<input type="checkbox"/>	<input type="checkbox"/>
2) Was the injury/illness of such a nature to incapacitate the student-athlete from competing during the remainder of the sport season in question?	<input type="checkbox"/>	<input type="checkbox"/>
3) On what date did you examine the student-athlete after the injury/illness AND recommend no further competition for the remainder of the season?	<input style="width: 100%;" type="text"/>	
4) When, in your judgement, will the student-athlete be medically fit to return to competitive athletics?	<input style="width: 100%;" type="text"/>	
Physician's Signature	<input style="width: 100%;" type="text"/>	
Physician's Printed Name	<input style="width: 100%;" type="text"/>	
Date	<input style="width: 100%;" type="text"/>	
<b>3. This section to be completed by the Athletic Director or their Designate</b>		
I hereby certify that the above information is complete and accurate:		
Athletic Director's / Designate's Signature	<input style="width: 100%;" type="text"/>	
Athletic Director's / Designate's Printed Name	<input style="width: 100%;" type="text"/>	
Date	<input style="width: 100%;" type="text"/>	
<b>FOR OFFICIAL USE ONLY - DO NOT WRITE / TYPE IN THIS SPACE</b>		
<input type="checkbox"/>	The above request is GRANTED	
<input type="checkbox"/>	Authorized By	
<input type="checkbox"/>	Date	

40.20.3 AMENDMENTS TO ELIGIBILITY RULES

40.20.3.1 General

Directors of Athletics and coaches should engender respect for the local, provincial and national rules and policies under which interuniversity sport is conducted. If it is felt that Eligibility Rules are not realistic or viable, then a request for an amendment to an Eligibility Rule may be initiated.

40.20.3.2 Sport Specific Eligibility Rules

CIS provides the opportunity for each of its recognized sports to have sport specific Eligibility Rules, which are applicable only to this sport provided that they do not violate CIS Eligibility Rules.

40.20.3.3 Procedure for Request

40.20.3.3.1. A request for a change or amendment of an Eligibility Rule shall be in writing and accompanied by rationale.

40.20.3.3.2 All requests for changes or amendments to Eligibility Rules shall be considered by the Eligibility Committee. Proposed changes to sport-specific Eligibility Rules must initially be reviewed by the appropriate CIS Coaches Association who will forward the proposed change to the CIS Office with a request to circulate the information to the Eligibility Committee. The Eligibility Committee shall review all proposed changes and amendments to Eligibility Rules and make its recommendations to the General Assembly.

40.20.3.3.3 A request for a change or amendment shall be submitted far enough ahead of the scheduled sport event to allow time to review and act to affect a useful change.

40.20.3.3.4 Any member may request that a change or amendment to an Eligibility Rule be considered at a meeting of the General Assembly providing that the General Assembly agrees to consider the motion by a two-thirds majority vote.

40.20.4 VIOLATIONS OF ELIGIBILITY RULES

40.20.4.1 Procedures for Dealing with Complaints relating to Violations of Eligibility Rules

A complaint relating to a violation of an Eligibility Rules shall be dealt with in accordance with Policy 90.40.

40.20.4.2 Eligibility infractions which are the result of breaching minimum standards for academic course loads will be given eight (8) days from the date the infraction occurred to correct without penalty. If the infraction is not corrected, then the “date of the infraction” is in fact the date the infraction occurred.