MSU OFFICE OF COMPLIANCE SERVICES

PROCEDURES FOR REQUESTING A RULES INTERPRETATION

Requesting a Rules Interpretation.
- Any individual (e.g., athletic department staff member, student-athlete, University employee, representative of the University's athletics interests, member of the community) may request a rule interpretation.
- The individual may request the interpretation verbally or in writing.

To Whom Shall a Rules Interpretation be Requested
- All requests for interpretation of NCAA regulations should be handled through the Office of Compliance Services. In the event that neither the Associate Director of Athletics for Compliance Services, the Compliance Coordinator, nor the Assistant Compliance Coordinator are available and the situation necessitates an immediate resolution (i.e., it's an emergency), one of the other designated individuals (i.e., Director of Intercollegiate Athletics, Faculty Athletics Representative, or Senior Women’s Administrator) may be contacted to request an appropriate interpretation.
- The Office of Compliance Services shall maintain a written record of all requested interpretations. The record shall consist of the following:
  o Date that the request was made and by whom.
  o Detailed summary of the nature of the request.
  o Detailed summary of the response.

Requests for Interpretive Support from the NCAA and Big Ten Offices.
- Only designated institutional representatives are authorized to contact the NCAA and Big Ten offices regarding NCAA regulations. Specifically, NCAA Bylaw 5.4.1 and its relevant interpretations provide that only five individuals are authorized to request NCAA rules interpretations on behalf of the University. The five authorized representatives must be designated in writing each year to the NCAA national office, and may include: chief executive officer, faculty athletics representative, athletics director, senior woman administrator, compliance coordinator, and/or designated substitute(s) for the chief executive officer and/or athletics director.
- At Michigan State University, the five individuals who have been designated by the institution and are authorized to request interpretations from the NCAA national office are:
  o Lou Anna K. Simon – President (Designee: Holly Baumgartner - Compliance Coordinator)
  o Mark Hollis – Director of Intercollegiate Athletics (Designee: Jill Gainey – Assistant Compliance Coordinator)
  o Jennifer Smith – Associate Director of Athletics for Compliance Services (Designated - Compliance Administrator)
  o Michael Kasavana – Faculty Athletics Representative
  o Shelley Appelbaum – Senior Associate Director of Athletics (Designated - Senior Women’s Administrator)

These same individuals have been designated by the institution and are authorized to contact the Big Ten Conference office for rules interpretations.

Please be advised that the provisions of the NCAA's regulation combined with institutional policy would preclude a member of the coaching staff from contacting either the NCAA national office or the Big Ten Conference office to request a rules interpretation.