

**NCAA Division I
Academic Performance Program
Data Review Handbook**



[Effective February 2012]

Note to the reader....

The NCAA Division I Academic Performance Program (APP) Data Review Handbook is designed to assist participating NCAA institutions through the APP Data Review Process. The handbook was created by the NCAA Division I Committee on Academic Performance.

The handbook is organized to provide a brief history of APP and the APP Data Review Process. It is intended to familiarize institutions with the purpose of the data review, participation expectations and requirements, a general timeline and possible outcomes of the review.

We hope that the handbook is useful. If you have any questions regarding the review process please contact:

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Information regarding the APP Data Review Process can be obtained via the Internet at www.ncaa.org on the Committee on Academic Performance portion of the Web site.

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I. INTRODUCTION

Purpose...

The central purpose of the APP is to ensure that the Division I membership is dedicated to providing student-athletes with an exemplary educational and intercollegiate athletics experience in an environment that recognizes and supports the primacy of the academic mission of its institutions, while enhancing the ability of student-athletes to earn a baccalaureate degree [NCAA Bylaw 23.01.1].

The Division I membership is committed to providing higher education for a diverse body of student-athletes within the context of an institution's academic and admissions standards for all student-athletes through a system that rewards those institutions and teams that demonstrate commitment toward the academic progress, retention and graduation of student-athletes and penalizes those that do not [Bylaw 23.01.2].

Review...

Bylaw 23.01.3 and the NCAA Division I Committee on Academic Performance Policies and Procedures require APP data to be submitted for all NCAA Division I teams and all teams/institutions that are in the process of transitioning their membership to Division I and are subject to NCAA Division I legislation. All APP data submitted pursuant to Bylaw 23.01.3 must conform to the committee's policies and procedures. In order to ensure the uniformity and accuracy of submitted APP data, the committee will review APP data submitted by selected institutions annually. Please note that the staff will review the institution's NCAA Division I Academic Progress Rate (APR) and Graduation Success Rate (GSR) data.

Selection...

The NCAA staff/NCAA Division I Committee on Academic Performance Subcommittee on Data Collection and Reporting will select institutions for data review based on the following indicators:

1. Comparison of academic rates previously submitted;
2. Warnings generated by the APP Data Collection Program;
3. Manual review of submitted data;

4. Any data irregularities;
5. Institutions with a team(s) with an APR(s) ranging from 910 to 950; and
6. Random selection.

There are no specified guidelines regarding sample size or selection method. Individuals performing the data review will use an appropriate sample size based on professional judgment in the particular circumstances.

II. THE REVIEW PROCESS

Notifying the institution that it has been chosen for review...

A letter will be sent to the institution's chancellor/president informing him or her that the institution has been chosen to participate in the APP Data Review Process. This letter will also include:

1. A link to the committee's APP Data Review Procedures; and
 2. Request for primary and secondary contacts for the purpose of completing the review.
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Responsibilities of the chancellor/president...

Throughout the APP Data Review Process, the chancellor/president must make it clear, by word and action, that the review is a priority and that the all individuals related to APP data submission are involved and responsible for the review.

- Appointing the institution's primary and secondary contacts. The contacts should be appointed by the chancellor/president or his or her designee. The contacts should have clear authority from and ready access to the chancellor/president. By doing so, the chancellor/president communicates the importance that the institution attaches to the review process and encourages the institution to take the review process seriously. Please note that the primary contact must be a full-time employee of the institution.
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Determining the involvement of the conference office...

Conference office involvement in the APP Data Review Process is optional. The role of the institution's conference office is determined by the institution. (The institution will inform the staff member of the conference office involvement in the process.)

The conference office's role may include:

1. Receiving copies of all correspondence between the institution and the NCAA; and
 2. Participating in the introductory and exit meetings.
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Introductory teleconference...

A staff member will conduct an introductory teleconference with the contacts and others identified by the institution following receipt of the names of the primary and secondary contacts. The purpose of the teleconference is to review the following:

1. The purpose of the APP data review;
2. Committee expectations regarding participation;
3. The decision to include the institution in the review process;
4. The APP data review procedures;
5. Possible on-campus visits;
6. General review timeline; and
7. Possible outcomes of the APP data review.

Prior to the teleconference, the institution will receive an initial request for documentation. The staff will review that request during the call and will answer any questions the institutional contacts may have about the request. The institution will have **four weeks from the introductory teleconference** to respond to that request.

The role of the primary/secondary contacts...

The primary and secondary contacts serve as liaisons between the institution and the staff member throughout the APP Data Review Process. They will collect requested documentation for the staff liaison and answer questions that come up during the review. They are involved in preparing the institution's response to the preliminary findings and carrying out any actions required by the Subcommittee on Data Collection and Reporting as a result of the review.

Scope of data review...

A staff member will review the institution's APR data and GSR data only to verify the accuracy of the data submitted by the institution. The institution will be expected to cooperate with the staff throughout the APP Data Review Process (i.e., providing requested documentation).

Please note that during the review process, the staff has the authority to determine whether a more comprehensive review is required and/or an on-campus visit is necessary. The staff will notify the institution of the need for such a visit.

Preliminary report...

After the staff has completed its review of the APP data, they will provide the institution with a preliminary report of its findings. The preliminary report will be organized to:

1. Identify the specific area reviewed and the definition of each area;
2. The documentation used in the review;
3. The staff's findings; and
4. The staff's recommendations.

The institution will have **two weeks** to respond to the preliminary report.

Corrections...

Institutions are permitted to make corrections to its data after receiving the staff's preliminary report, provided the institution agrees with the staff's findings. The staff will notify the institution that it may make the agreed upon corrections prior to the subcommittee review. All unresolved issues will be reviewed by the subcommittee.

Subcommittee review...

The subcommittee will review the institution's preliminary report and responses. Please note the subcommittee can make any or all of the following findings:

1. **No Action Required.** Based on the results of the review, the subcommittee considers the institution's APP data to be in substantial conformity with the applicable NCAA legislation and the committee's policies and procedures and the institution is not required to take any action regarding its APP data in a particular area.
 2. **Recommended Action.** Based on the results of the review, the subcommittee considers the institution's APP data to be in general conformity with the applicable NCAA legislation and the committee's policies and procedures, but recommends the institution implement steps to ensure that the institution's APP data remains in conformity with all applicable legislation and policies and procedures.
 3. **Required Actions.** Based on the staff's findings of the review, the subcommittee does not consider the institution's data to be in conformity with applicable legislation and the committee's policies and procedures. The institution is required to take one of the following actions:
 - a. Make required changes for data submitted in the future;
 - b. Amend previously submitted data; or
 - c. Amend previously submitted data and make required changes for data submitted in the future.
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Final report...

The subcommittee will provide the institution with a final report of its findings. The report will be organized by topical area and academic year and will provide the subcommittee's findings in each area and any action for the institution regarding these findings. See the "Subcommittee Review" section for actions that can be taken by the subcommittee.

If an institution fails to take the required action(s) within the stated period, the institution's data will be considered invalid and the institution will be considered to have not submitted its APP data and will be ineligible for any NCAA championship or bowl game until the required action is taken.

III. ON-CAMPUS REVIEW OF APP DATA

Notification of intent to conduct an on-campus review...

The staff has the authority to determine that an on-campus review of APP data is necessary at any point in the process. The staff will inform the institution's chancellor/president of the decision to conduct a visit.

Length of the visit...

The APP data review visits will generally take place over a two-day period. Every effort will be made to establish a schedule in advance that reflects accurately the length and scope of the visit. Unanticipated events may require changes in the schedule at the time of the visit; therefore, the staff has the authority to modify the schedule as necessary within the established time period.

The introductory meeting...

The NCAA staff will conduct an informal meeting at the beginning of the visit with the institution's chancellor/president, primary and secondary contacts and any individuals the chancellor/president elects to invite. The purpose of the meeting is to introduce the staff member(s) and to provide a brief outline of what the staff will be doing while on campus.

Exit meeting...

The staff will conduct an informal meeting at the end of the visit with the institution's chancellor/president, primary and secondary contact and any other individuals at the chancellor/president's discretion. The purpose of the meeting is to provide general impressions of the visit and to share information, including any serious problems that were discovered during the visit, which may be contained in the staff's formal written preliminary report. Finally, the staff should provide information regarding the next steps in the process and the anticipated timetable.

Education session...

The staff will conduct an informal educational session regarding APP data submission during the in-person visit. The institution may invite participants at its discretion. The purpose of the educational session is to discuss issues that arose from the data review and to provide the institution's staff with an opportunity to ask questions regarding the APP data submission process. Please note, this session is not intended to cover general NCAA interpretive questions nor to discuss the merits of the APP program.

Costs...

The costs related to APP data review will be shared by the institution and NCAA.

The institution is responsible for:

1. Work-related needs (e.g., copiers, meetings rooms, computers, Internet access, printers) for the staff member(s) during the visit.
2. All costs associated with preparation and providing requested documentation.

The NCAA is responsible for:

- Expenses of staff member(s) related to the data review visit.

IV. ETHICAL CONSIDERATIONS

The following guidelines have been established for data review visits in an effort to protect the integrity of the APP Data Review Process:

1. All aspects of the data review visit are to be treated as confidential. This confidentiality extends to evaluation materials provided by the institution (including institutional responses to the staff's findings); issues identified by the staff/subcommittee; the staff's files and notes; and conversations with the institution.
2. Institutions should not offer, and NCAA staff members may not accept, gifts or gratuities of any kind.

V. RULES VIOLATIONS

The staff/subcommittee will advise the institution of any information discovered during the review concerning possible violation(s) of NCAA legislation that may affect the accuracy and/or integrity of the institution's APP data. The staff/subcommittee will also advise the institution of its obligation to self-report violations. The subcommittee may delay issuing all or part of its final report until the institution has determined whether a violation has occurred and the effect, if any, the violation has on the institution's APP data.

The staff/subcommittee may refer potential violation(s) of NCAA legislation that may affect the accuracy and/or integrity of the institution's APP data to the NCAA enforcement staff for review. If the staff/subcommittee refers a potential violation to enforcement, the subcommittee may delay issuing all or part of its final report until the institution has determined whether a violation has occurred and the effect, if any, the violation has on the institution's APP data.