

# **NCAA Division I Academic Performance Program Data Collection Guide**



Including Information for  
NCAA Division I Academic Progress Rate, Academic Performance Census and  
Graduation Success Rate

[Effective: August 2011]

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## *INTRODUCTION*

### Description of the Data Collection Programs

1. The NCAA Division I Academic Performance Program (APP) data collection system is an Internet-based software program for the electronic management, submission and reporting of academic performance data that is required by NCAA Bylaw 23. The APP is designed to capture data to satisfy membership requirements related to two NCAA initiatives: the NCAA Division I Academic Progress Rate (APR) and the Academic Performance Census (APC).

Many NCAA Division I institutions employ a software program, such as the NCAA Compliance Assistant (CA), to assist with its athletics compliance needs. If institutions use such software for institutional-eligibility certifications, much of the data necessary to calculate the APR and to meet the submission requirements for the APC are stored in this compliance database. In order to minimize the burden of collecting academic data, automatic electronic migration of data from CA to the APP is available. In addition, electronic importation of data to the APP is available to those institutions using proprietary or "home-grown" compliance software.

2. The graduation rates data collection system is an Internet-based software program designed to collect the necessary information to calculate the Integrated Postsecondary-Education Data System (IPEDS) as well as the Graduation Success Rate (GSR). The GSR was proposed in response to concerns regarding the methodology used to calculate the IPEDS-Graduation Rate Survey (GRS). The GSR is intended as an alternative management tool that more accurately reflects the graduation success of student-athletes. It will include student-athletes who transfer into the institution. Furthermore, the GSR will discount student-athletes who depart the institution and would have been academically eligible had they returned.

The GSR is based on a six-year window for graduation and includes all student-athletes receiving athletically related financial aid entering the institution (i.e., full time, degree seeking), including transfers. For those institutions or teams that do not offer athletically related financial aid, the GSR includes all recruited student-athletes who, on or after the varsity team's first date of competition in the championship segment, are listed on the varsity team's roster.

Collection of this academic data is vital to the success of the overall academic reform process. These systems strive to minimize the administrative burden for member institutions while providing the Division I governance structure with important information on which sound policy decisions can be based.

## ***MEMBERSHIP AND SPORTS SPONSORSHIP ISSUES***

### Members Subject to the APP

Any NCAA member institution that sponsors a Division I sport must report APP data for that team(s). This includes all active Division I members and multidivisional institutions sponsoring Division I sports.

Institutions or teams that are provisional members or in the process of reclassifying to Division I are subject to the APP. Such institutions shall be subject to contemporaneous penalties and rewards after the collection of two years of required data (e.g., APR, APC, GSR). These institutions shall be subject to historical penalties after the collection of three years of the required data. Institutions in the process of reclassifying to Division I must submit the legislatively required data for Division I at the point in the membership process when the institution is required to be in compliance with Division I legislation. These institutions will appear in the public release with all other Division I institutions. The penalty for a reclassifying or provisional member institution that fails to submit data is notification to the NCAA Division I Leadership Council, rather than the championship restriction penalties that exist for current Division I members. Additionally, all institutions subject to submission of APP data, regardless of membership status, are permitted to make requests for adjustments of the data.

For example, if an institution becomes subject to the Division I legislation beginning in the 2010-11 academic year, it is required to submit the required GSR data for the first time based on student-athletes entering the institution in fall 2004. (Revised: October 2010, effective immediately.)

1. For reclassifying institutions, Bylaw 20.5 requires full compliance with all Division I legislation in the first year of a four-year reclassification process (not including exploratory year) (other than scheduling requirements and eligibility requirements for continuing student-athletes completing their final season of competition).
2. For multidivisional institutions, Bylaw 20.4 requires full compliance with Division I legislation for its Division I sports during the second year of a two-year process (other than scheduling requirements).
3. For provisional institutions, Bylaw 20.3 requires full compliance with Division I legislation in the second year of a six-year process.

### New Sports Teams

Division I institutions that add a team are subject to contemporaneous penalties and are eligible for rewards (e.g., Top Ten Public Recognition Program) after the collection of two years of

required data (e.g., APR, APC). Historical penalties will be assessed after the collection of three years of required data.

### Non-NCAA Championship Sports

Only NCAA championship sports sponsored by an institution will be included in the APR and, therefore, are the only sports the APP will accept. This includes only those sports for which an NCAA Division I National Championships or National Collegiate Championships are conducted. An exhaustive list of these sports can be found in the Import Module of the APP of the data collection system. The APR does not include sports categorized as women's emerging sports.

Only NCAA championship sports (both Division I and National Collegiate Championships) offered at the varsity level are included in the data collections. Teams that are considered junior varsity are not included in the APP. Varsity teams that compete in non-NCAA championship sports, including emerging sports (e.g., rugby, squash), are not included in the APR, APC and GSR data collections and are not subject to rewards and penalties.

### Institutions/Teams Transitioning from Division I or Discontinuing a Division I Sport

Institutions are required to provide written notification to the staff of the date of the public announcement and the effective date of a transition from Division I.

Once the staff receives notification from the institution, the institution/team:

1. Will no longer be responsible for submitting APP data (i.e., APR, APC, GSR or head coaches' information) beginning with the academic year the staff receives notice.
2. Will not be subject to new APP penalties, but must impose previously earned penalties that apply to the academic years the team/institution continues to compete as a Division I institution/team.
3. Will not be part of any public release of APR and associated penalties, GSR and head coaches' information.
4. Will not be included in the calculation and/or determination of any penalty filters.
5. Will not be eligible for any NCAA Division I Academic Performance Program Supplemental Support Fund (SSF) monies.
6. Will not be eligible for public recognition for high academic performance.
7. Will no longer submit APR adjustment requests or APP-penalty waivers.

8. Will no longer be required to submit APR Improvement Plans; however, the staff will review any plans submitted by the institution while it remains a Division I institution/sport.

In these situations, the application of the above-mentioned list will be effective beginning the academic year the institution publicly announces its intention to discontinue, drop or transition a team(s) from Division I.

If a team transitioning from Division I membership received a conditionally approved APP-penalty waiver and the determination of whether the team satisfied the established conditions will result in a team having to impose penalties, then the institution must submit APR/APC data, record of implementation of its APR Improvement Plan and request a waiver of the determination that the conditions were not satisfied.

If an institution's transition to another division or athletics organization has been proposed as a multiyear process, once the staff receives notification from the institution, the situation will be considered on a case-by-case basis with the staff providing the NCAA Division I Committee on Academic Performance Subcommittee on Data Collection and Reporting with a recommendation for its review. The staff would take the following into consideration when determining the appropriate APP requirements the institution needs to fulfill:

1. Length of transition from Division I;
2. Timing of notification to the staff;
3. History of academic performance;
4. Whether or not the institution has teams subject to penalties and the types of penalties;
5. Whether or not the institution's teams will continue to compete at the Division I level during the transition; and
6. Other factors deemed appropriate by the staff and/or institution.

The application of the recommendations above generally will be effective beginning the academic year the staff receives notice of the institution's intention to transition from Division I or to discontinue a sport at the Division I level; however, the staff will be provided flexibility in determining the effective date for each requirement based on the timing of notice received by the staff.

### Institutions/Teams Rescinding the Decision to Transition from Division I or Discontinue a Division I Sport

In instances where an institution rescinds its decision to transition from Division I, each situation will be considered on a case-by-case basis with the staff providing the Subcommittee on Data Collection and Reporting with a recommendation for its review with regard to any penalties and their application, once the staff receives notification from the institution. The institution would be required to submit APP data from any year the institution did not submit data while it was in transition. Further, the institution would be permitted to submit corrections, adjustments and penalty waivers as appropriate based on the timing of the notification. *(Adopted: 7/2010 effective for institutions providing notification to the NCAA staff beginning in 2010-11 and beyond.)*

### Institutions that Reinstate Dropped Sport in Subsequent Years

An institution that reinstates a dropped sport(s) must submit APP data according to the following guidelines:

1. If a sport has been inactive at the Division I level for three or more years, the institution would be required to submit APP data for the academic year in which the sport team was reinstated and competition was resumed at the Division I level. The team would be considered to have submitted APP data for the first time, APP data submitted from previous years would no longer be used to calculate the team's (APR) and the team would have the benefit of the squad-size adjustment until four years of APR data is collected, provided the team has a multiyear cohort of 30 or more student-athletes. Additionally, if an institution was subject to an APP penalty at the time the team was discontinued or transitioned to another division, the institution would not be required to impose the penalty.
2. If a sport has been inactive at the Division I level for a period of less than three academic years, the institution would be required to submit APP data for the academic year in which the sport team was reinstated and competition was resumed at the Division I level. Any years of APR data that are within the four-year APR cohort will be used to calculate the new multiyear APR and any penalties the team incurred at the time the team was discontinued will need to be taken at the earliest opportunity. The staff and/or Subcommittee on Data Collection and Reporting also will determine any additional requirements on a case-by-case basis.

## ***DUE DATES***

### Submission

Official submission of the data to calculate the APR and to satisfy the requirements for the APC is due within **six weeks** (42 calendar days) following the first day of classes on campus each fall term and June 1 for GSR and Federal Graduation Rate data.

### Legislated Penalties (Bylaw 23.01.3)

An institution that fails to submit complete APR, APC or GSR data for all applicable teams by the prescribed deadline will not be eligible to enter a team or student-athlete in postseason competition, including the National Collegiate Championships and football bowl games, for the current year and future years until its formal written request appealing the penalty is submitted and approved.

### Notice of Penalties

The NCAA Division I Committee of Academic Performance will notify in writing the chancellor or president of each institution that fails to submit the required APR, APC or GSR data by the respective prescribed deadlines. This notification will be forwarded not later than 30 days after the expired deadline and will indicate that the institution is subject to the penalties prescribed in Bylaw 23.01.3.

### Institutions That Do Not Provide APP Data or Usable APP Data

An institution that does not submit its APR, APC or GSR data by the submission deadline will remain ineligible to enter a team or individual student-athlete in an NCAA championship or other postseason competition for the current year and future academic years until it has submitted the required APR, APC or GSR data. The institution will be required to submit a plan that must include the steps the institution will take in future data collections to ensure timely submission of data or usable data. This plan is not required prior to being reinstated for championships. (Revised: October 2010, effective immediately.)

Institutions or teams that are provisional or reclassifying should refer to the section on membership issues for penalties related to failure to submit usable data, or for submitting data after the deadline.

An institution that submits unusable APR, APC or GSR data will be provided 14 calendar days to submit corrected data on notification that the data was not usable. If the institution fails to submit corrected data it will be subject to the following process:

1. The staff will conduct an on-campus visit to review documentation supporting the institution's APP data and to conduct an educational session regarding the APP data submission requirements and other topics as deemed necessary by the Committee of Academic Performance and/or staff.
2. Following the on-campus visit, the institution will be placed in a one year probationary period, which may include:
  - a. Recurring checks between the staff and the institution's certifying officer;
  - b. Required attendance for institutional representatives at NCAA Regional Rules Seminars and/or participation in APP webinars or other educational opportunities;
  - c. Creation of an academic certification and data improvement plan for review by the staff and/or the Subcommittee on Data Collection and Reporting;
  - d. Submission of midyear academic data;
  - e. Continued ineligibility for postseason competition for all teams;
  - f. Ineligibility for public recognition of any high-performing teams and SSF monies; and
  - g. Any additional corrective measures as determined by the Subcommittee on Data Collection and Reporting.

After the one-year probationary period, the staff will conduct a follow-up visit to determine the reliability of the institution's APP data. If it is determined that the institution's data remains unusable, the institution will remain subject to the conditions imposed during the probationary year. In addition, institutional representatives, including the institution's president, will be required to participate in an in-person meeting with the full Committee on Academic Performance to discuss the issues regarding the institution's data. A report of that meeting shall be provided to the NCAA Division I Administration Cabinet for its consideration. (*Adopted June 2010; effective for institutions selected for data review during the 2010-11 academic year and beyond*).

## ***DATA COLLECTION WAIVERS***

### Waivers/Extensions of Filing Deadlines

Pursuant to Bylaw 23, the Committee on Academic Performance has the authority to grant exceptions/extensions to the filing deadlines prescribed in Bylaw 23.01.3 and in this policies and procedures manual. The decision to waive/extend any deadline will be based on objective evidence that demonstrates extenuating circumstances under which the member institution is unable to meet the required filing deadline.

All requests for waivers/extensions of the filing deadlines will be reviewed by the staff and/or Subcommittee on Data Collection and Reporting.

### Application Procedures

A member institution seeking to waive/extend the prescribed filing deadlines shall submit its request to the NCAA national office via the Committee on Academic Performance portion of the Legislative Services Database for the Internet (LSDBi). All requests shall be submitted electronically to the staff using the online application provided by the NCAA. Any request to waive/extend the prescribed filing deadline must be submitted prior to the original filing deadline.

The request submitted by the institution must include the signature page signed by the chancellor or president. The request shall set forth the reasons the institution believes relief from the required filing deadline(s) is warranted for that academic year and shall provide an alternate date for submission. In addition to the completed online application, the institution may submit additional information believed to be relevant to the institution's request.

### Review Procedures

On receipt of an institution's request, the staff will review the application to ensure it is complete, notify the applicant institution of the status of the request and identify the staff member handling the request.

The staff has the authority to render a decision for all waiver/extension requests involving the filing deadlines. Staff decisions will be based on the following criteria:

1. Mitigating circumstances and whether or not the mitigating circumstances were within the control of the member institution;
2. Length of requested extension, and
3. Number of prior institutional requests for a waiver/extension of the filing deadlines.

The staff and/or Subcommittee on Data Collection and Reporting has the authority to hear, deliberate and decide waiver/extension requests. After reviewing all information, the staff and/or Subcommittee on Data Collection and Reporting will render one of the following decisions.

- 1. Approval:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's request demonstrated evidence that warranted a waiver/extension of the prescribed filing deadline and permits the institution to supply the required academic data by the deadline the applicant institution requested in its waiver/extension request.
- 2. Denial:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's request did not demonstrate circumstances warranting a waiver/extension of the prescribed filing deadlines. The institution is responsible for filing all required academic data by the established deadlines and will be subject to legislated penalties for failure to submit the required academic information by the prescribed deadline.
- 3. Modified approval:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's request demonstrated evidence warranting a waiver/extension of the prescribed filing deadline; however, the staff and/or Subcommittee on Data Collection and Reporting determines the length of the extension requested by the institution is excessive or unrealistic. By issuing a modified approval, the staff and/or Subcommittee on Data Collection and Reporting permits the institution to supply the required academic data by a deadline the staff/ Subcommittee on Data Collection and Reporting determines to be reasonable.

### Appeals of Staff Decisions

After the staff has issued a decision regarding a waiver/extension request, the applicant institution may appeal the decision to the Subcommittee on Data Collection and Reporting using the online appeal module of the LSDBi portal. The Subcommittee on Data Collection and Reporting's determination shall be final and shall not be subject to further review by any other authority.

The Committee on Academic Performance has authorized the Subcommittee on Data Collection and Reporting to review all data collection waiver/extension appeals and to render a decision on behalf of the Committee on Academic Performance.

### Appeal Procedures

All appeals of a staff decision should be filed within 14 calendar days of written notification of the staff's decision. Any appeal filed after 14 calendar days must include an explanation why the appeal was not filed within the prescribed time period. The chair of the Subcommittee on Data Collection and Reporting shall determine whether or not any appeal filed after 14 calendar days shall be heard.

The Subcommittee on Data Collection and Reporting may conduct its deliberations by facsimile, teleconference, email, Internet or in-person meeting. Such deliberations shall involve only Subcommittee on Data Collection and Reporting members and national office staff.

### Reconsideration

After the staff and/or Subcommittee on Data Collection and Reporting have acted on a waiver/extension request, the institution may request the staff reconsider its decision if the institution submits new or additional relevant information. Requests with new or additional relevant information may not be heard by the Subcommittee on Data Collection and Reporting until the staff has reviewed and considered the new information.

### Waiver of Filing Deadline Penalties (Bylaw 23.3)

After receipt of notification that an institution failed to submit the required APR, APC or GSR data by the prescribed deadline, the institution may seek a waiver of the resulting penalties to the Committee on Academic Performance and be reinstated for championships eligibility.

Pursuant to Bylaw 23, the Committee on Academic Performance has the authority to review waivers of the filing deadlines penalties as prescribed in Bylaw 23.01.3. The decision to waive a penalty will be based on objective evidence that demonstrates extenuating circumstances that resulted in the member institution being unable to meet the required filing deadline.

All waivers will be reviewed by the staff and/or the Subcommittee on Data Collection and Reporting.

### Application Procedures

A member institution that seeks to waive the penalty for failing to satisfy the prescribed filing deadline(s) shall submit the online waiver application to the national office only after the applicant institution's required APR, APC or GSR data has been submitted to the national office.

All requests shall be submitted online to the staff and must include the signature page signed by the chancellor or president and shall set forth the reasons why the institution believes relief from the applicable penalties is warranted.

In cases where time is of the essence, it is important for the submitting institution to clearly specify the reason(s) the issue is considered to be time sensitive.

### Review Procedures

On receipt of an institution's request, the staff will review the application to ensure it is complete and will provide to the institution the name of the staff member handling the request. The staff has the authority to render a decision for all waivers of filing deadline penalties. All staff decisions will be based on the following criteria:

1. Mitigating circumstances and whether or not the mitigating circumstances were within the control of the member institution; and
2. Prior requests for waivers/extensions of the filing deadline penalties.

The staff and/or Subcommittee on Data Collection and Reporting has the authority to deliberate and decide waiver requests. After reviewing all information, the staff and/or Subcommittee on Data Collection and Reporting will render one of the following decisions.

1. **Approval:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's request demonstrated evidence that warranted relief from the prescribed filing deadline penalties.
2. **Denial:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's waiver request did not demonstrate circumstances that warranted relief from the prescribed filing deadline penalties. The institution will be responsible for imposing all legislated penalties for failure to submit the required academic information by the prescribed deadline.
3. **Partial approval:** The staff and/or Subcommittee on Data Collection and Reporting determines the institution's request demonstrated evidence that warranted partial relief from the prescribed filing deadline penalties; however, the staff and/or Subcommittee on Data Collection and Reporting may impose a reduced penalty to be applied by the institution.

### Appeals of Staff Decisions

After the staff has issued a decision on a waiver request, the applicant institution may appeal the decision to the Subcommittee on Data Collection and Reporting using the online application. The Subcommittee on Data Collection and Reporting's determination shall be final and shall not be subject to further review by any other authority.

The Committee on Academic Performance has authorized the Subcommittee on Data Collection and Reporting to review all waiver requests and to render a decision on behalf of the Committee on Academic Performance.

All appeals of a staff decision must be requested within 14 calendar days of written notification of the staff's decision. Any appeal filed after 14 calendar days must include an explanation why the appeal was not filed within the prescribed time period. The chair of the Subcommittee on Data Collection and Reporting shall determine whether or not any appeal filed after 14 calendar days will be considered.

The Subcommittee on Data Collection and Reporting shall conduct its deliberations by facsimile, teleconference, email, Internet or in-person meeting. The deliberations of a request shall involve only Subcommittee on Data Collection and Reporting members and national office staff members.

### Reconsideration

After the staff and/or Subcommittee on Data Collection and Reporting have issued a decision on an institution's request, the institution may request the staff to reconsider its decision if the institution submits new or additional relevant information. Appeals with new or additional relevant information may not be heard by the Subcommittee on Data Collection and Reporting until the staff has reviewed and considered the new information.

## ***KEY TERMS***

### Key Definitions

#### *Academic Progress Rate (APR)*

The APR is a term-by-term measure of eligibility, retention and graduation for student-athletes who have received institutional financial aid based in any degree on athletics ability during the academic term(s) in question. For those athletics programs/institutions that do not offer athletically related financial aid, this rate will be calculated on a subset of recruited student-athletes. Data collection for this "snapshot" rate, calculated on a team-by-team basis, will occur at the beginning of each academic year (based on student-athlete academic performance during the previous academic year) and team rates will be reported the following spring. There are several variables required to calculate the APR. First, each institution must determine the term-by-term academic-eligibility status for each student-athlete in the cohort. Second, the question of retention for each student-athlete must be determined by confirming if each student-athlete returned (or continued enrollment) as a full-time student or satisfied a legislated exception for full-time enrollment as of the fifth week of classes or the official census date, whichever is earlier, in the following regular academic term.

### *Academic Performance Census (APC)*

The APC is an annual compilation of academic performance variables (e.g., credit hours, grade-point average) mandated by Division I legislation, which includes submission of data regarding two-year college transfers student-athletes. Results from previous APC data collections have been the basis for Division I academic legislation and policies. Beginning fall 2009, institutions were required to submit and verify information for the Head Coaches' APR Portfolio as part of its APC data. APC data will be collected annually in the fall in conjunction with APR data. (*Revised: October 2008, effective with the collection of 2008-09 APC data*).

### *Graduation Success Rate (GSR)*

The GSR is similar to the IPEDS-GRS, which is defined as a six-year proportion of those student-athletes who graduated versus those who entered an institution on institutional financial aid. The GSR is calculated for student-athletes who received institutional financial aid based in any degree on athletics ability during the academic year in which they entered the institution or, for those athletics programs/institutions that do not offer athletically related financial aid, this rate will be calculated on a subset of recruited student-athletes. This rate differs from the IPEDS-GRS, as it accounts for student-athletes who transfer into an institution while discounting student-athletes who withdraw from the institution and would have been academically eligible to compete had they returned.

Data for the GSR will be collected and rates will be calculated as part of the annual graduation rates reporting process each spring/summer. Beyond combining the pre-existing, six-year rate and the transfer rate for each cohort, it will be necessary to discount student-athletes who withdrew from the institution within the six-year window and would have been academically eligible had they returned (based on NCAA, conference and institutional requirements applicable to each student-athlete).

## **DIVISION I ACADEMIC PROGRESS RATE**

### ***KEY DEFINITIONS***

#### Retention

A student-athlete will be considered "retained" if he or she returns to the member institution for the next regular academic term and is enrolled full time as of the fifth week of classes or the official census date of the institution, whichever is earlier. Student-athletes who meet a legislated exception to the full-time enrollment legislation and otherwise meet this definition are considered retained. Therefore, if a student-athlete withdraws from a member institution prior to five weeks after the first day of classes or the official census date of the institution, whichever is earlier, he or she has not been "retained" by the institution and the retention point will not be

awarded for the previous term. Retention does not require a student-athlete to return to the athletics team, rather it requires the student-athlete to return to the institution as described.

Please be aware that waivers of full-time enrollment are considered legislated exceptions. For example, if a student-athlete received a progress-toward-degree waiver for full-time enrollment due to an education-impacting disability, the student-athlete would still be considered retained if he or she returns or continues enrollment at the certifying institution.

### Academic Eligibility

A student-athlete will be considered eligible if he or she meets all applicable academic-eligibility requirements after completing the term (e.g., NCAA progress-toward-degree requirements, conference academic requirements, institutional good academic standing), including suspension related to any academic offense. This data field answers the question, "Is this student-athlete academically eligible to compete the next regular academic term?" The question must be answered even if the student-athlete or the student-athlete's team does not compete in that academic term. (*Revised: October 2009, effective for the 2009-10 APR cohort, not retroactive to any prior year cohorts.*)

### Exhausted Eligibility

A recruited student-athlete has exhausted his or her eligibility for competition in the sport in which athletics aid was awarded or received institutional athletics aid per Bylaw 15.5.1.6. This includes:

1. A student-athlete who does not use all of his or her seasons of competition but exhausts his or her five-year clock.
2. A partial or nonqualifier who has used all three seasons of competition and fails to earn a fourth season of competition by not completing 80 percent of his or her degree program prior to the start of his or her fifth year.
3. A fall sport student-athlete who concludes his or her competitive eligibility at the end of the fall term and does not return to the institution subsequent to the fall term.
4. A spring sport student-athlete who concludes his or her competitive eligibility at the end of four years. (*Adopted: 4/2007 effective 4/2007 for the 2007-08 APR cohort, not retroactive to any prior year cohorts.*)

### Graduation

A student-athlete is considered "graduated" for purposes of the APR if he or she has completed all graduation requirements (e.g., academic and administrative) and is considered by the institution to have graduated.

### Census Date

The designated day in an academic term when an institution takes official enrollment counts (e.g., drop/add deadline for classes). This is determined by the institution and will vary from institution to institution.

## ***COMPOSITION OF THE APR COHORT***

### Inclusion in the APR Cohort

#### **2003-04 Cohort**

For teams awarding institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of student-athletes who:

- Received institutional financial aid based in any degree on athletics ability and are enrolled full time as of the institution's first day of classes.

For teams that do not offer institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of recruited student-athletes who:

1. Are listed on the varsity team's roster on or after the first date of competition in the championship segment; or
2. Have exhausted eligibility and return to the institution as fifth-year students to complete their baccalaureate degree.

#### **2004-05 and 2005-06 Cohorts**

For teams awarding institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of student-athletes who:

- Received institutional financial aid based in any degree on athletics ability and are enrolled full time as of the institution's fifth week of classes or official census date for that institution, whichever is earlier, or satisfied a legislated exception to full-time

enrollment. (Legislated exceptions to full-time enrollment include progress-toward-degree waivers that permit less than full-time enrollment.)

Exception: Student-athletes who have graduated and have exhausted athletics eligibility shall not be included in the APR cohort even if such student-athletes meet the above criteria.

For teams that do not offer institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of recruited student-athletes who are enrolled full time and:

1. Are listed on the varsity team's roster on or after the first date of competition in the championship segment; or
2. Have exhausted eligibility and return to the institution as fifth-year student-athletes to complete their baccalaureate degree.

### **2006-07 Cohort and Beyond**

For teams awarding institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of student-athletes who:

- Received institutional financial aid based in any degree on athletics ability and are enrolled full time as of the institution's fifth week of classes or official census date for that institution, whichever is earlier, or satisfied a legislated exception to full-time enrollment. (Legislated exceptions to full-time enrollment include progress-toward-degree waivers that permit less than full-time enrollment.)

Exception: Student-athletes who have graduated and have exhausted athletics eligibility shall not be included in the APR cohort even if such students meet the above criteria.

Exception: Student-athletes who are enrolled beyond five years/10 semesters of actual full-time enrollment and have exhausted athletics eligibility shall not be included in the APR cohort even if such students meet the above criteria.

For teams that do not offer institutional financial aid based in any degree on athletics ability, the APR cohort is comprised of recruited student-athletes who are enrolled full time and:

1. Are listed on the varsity team's roster on or after the first date of competition in the championship segment; or
2. Have exhausted eligibility and return to the institution as fifth-year students to complete their baccalaureate degree. (*Adopted: 1/2007 effective 1/2007 for the 2006-07 APR cohort, not retroactive to any prior year cohorts.*)

### Noncounters on Athletics Aid – Inclusion in the APR Cohort

Noncounters who meet the cohort definition are included in the APR cohort. Fifth-year student-athletes who have exhausted eligibility but return to complete graduation requirements also are included in the APR if they are receiving athletics aid (for those institutions/teams that offer athletics scholarships).

The following questions and answers clarify this application:

#### **Question No. 1**

*Do medical noncounters have to re-enroll full time to earn the retention point?*

Yes. Retention for a student-athlete requires full-time enrollment unless he or she meets a legislated exception to full-time enrollment. Progress-toward-degree waivers of full-time enrollment are considered legislated exceptions.

#### **Question No. 2**

*If a student-athlete in the cohort initially attends the institution for eight weeks, then receives a medical withdrawal for a serious medical condition, is this student included in the cohort? What if a medical-absence waiver was never submitted because the student did not return to the institution?*

This student-athlete is in the cohort since he or she received athletics aid and was enrolled full time as of the fifth week of classes or official census date, whichever is earlier. The student-athlete's lost APR point(s) may be addressed through the adjustment process.

### Revocation of Scholarship During the Term

#### **Question No. 1**

*If a student-athlete begins the academic year on athletics aid, but the aid is revoked during the term, is the student-athlete included in the APR calculation for that term? For example, an incoming student-athlete is certified as a qualifier, receives athletics aid and attends classes. However, the student-athlete is declared ineligible midyear due to invalidation of his or her test score and he or she does not receive aid from that point forward. As a condition of reinstatement, the student-athlete will repay the aid received during the fall term. Is the student-athlete included in the team's APR cohort for the fall term, even though the aid will be repaid?*

Such a student-athlete would not be included within the APR cohort, in that the cohort is intended to be comprised of student-athletes who receive only permissible institutional

athletically related financial aid. For teams that offer athletics financial aid, the APR cohort was developed to include only student-athletes who received athletically related financial aid and to exclude recruited student-athletes not awarded athletically related financial aid. This included student-athletes who were ineligible to receive athletically related financial aid. To remain consistent with the original design of the APR cohort, student-athletes impermissibly awarded athletically related financial aid are not included in the cohort. If this student-athlete receives athletics aid in subsequent years, he or she will enter the APR cohort for those terms during which he or she receives athletics aid.

### **Question No. 2**

*If a student-athlete begins the spring term full time and on athletics aid, but the student-athlete drops to a part-time status in the middle of the semester and athletics aid is revoked due to part-time status, is the student-athlete included in the APR calculation for that term?*

Because the student-athlete received permissible athletics aid and was enrolled full time as of the institution's fifth week of classes or official census date for that institution, the student-athlete will be included in the team's APR for that term.

### **Question No. 3**

*A student-athlete begins the academic year on athletics aid written for the full academic year. The institution includes an academic component in the aid award, requiring the student-athlete to attend study hall in order to keep the aid. If the student-athlete fails to meet the academic component, the aid may be canceled under NCAA legislation. If the aid is canceled midway through the academic term, is this student-athlete included in the APR cohort for that academic term?*

Because the student-athlete received permissible athletics aid as of the fifth week of classes or the official census date, whichever is earlier, the student-athlete would be a part of the team's APR cohort for that academic term. If the aid was canceled prior to the fifth week of classes or the official census date, the student-athlete should be removed from the team's APR cohort for that academic term. If the aid was canceled after the fifth week of classes or the official census date, the student-athlete's lost APR point(s) maybe addressed through the APR adjustment process.

### **Student-Athletes Who Quit Nonscholarship Teams**

*Is a student-athlete who quits a nonscholarship team at the end of the fall term included in the spring cohort?*

For teams not awarding any athletics aid, a student-athlete is considered in the cohort if he or she is on the team at any point on or after the first date of competition during that term only. He or

she will not be included in the APR cohort during the spring term since the student-athlete was not on the team.

#### Recruited Student-Athletes Whose Standardized Test Scores are Invalidated—Nonscholarship Teams

*Is a recruited student-athlete whose standardized test score was invalidated following the team's first date of competition in the championship segment and who was subsequently determined to be a nonqualifier included in the APR cohort?*

No. A recruited student-athlete whose standardized test was invalidated following the team's first date of competition in the championship segment and who was subsequently determined to be a nonqualifier should not be included in the APR cohort for nonscholarship teams. (*Adopted: 10/2008 effective 10/2008 for the 2008-09 APR cohort, not retroactive to any prior year cohorts*)

#### Student-Athletes Receiving Athletically Related Financial Aid for Only One Term

*If a student-athlete received athletics aid in the fall term but not for the spring term (e.g., quits team, aid canceled) and remains enrolled at the institution for the spring term, is he or she in the APR cohort in the spring term?*

Because the student-athlete received athletically related financial aid for the fall semester, he or she will be included in the team's APR for that term only. He or she will not be included in the APR cohort during the spring term since no athletically related financial aid was received.

#### Student-Athletes Receiving Preseason Expenses or Summer Athletics Aid

*Does the receipt of preseason expenses or athletics aid during a summer term trigger a student-athlete's inclusion in the cohort?*

The receipt of preseason expenses and athletics aid during the summer term would not result in a student-athlete being included in the cohort. The trigger for including a student-athlete in the cohort is the receipt of athletically related financial aid during a regular academic term.

#### Student-Athletes Receiving Athletics Aid Contingent on Meeting Nonathletics Criteria

*If a student-athlete is offered and accepts athletically financial aid contingent on satisfying some nonathletics criteria prior to receiving any athletics aid, is he or she in the APR cohort?*

Provided the student-athlete meets all other criteria to be included in the APR cohort, that student-athlete shall be included in the APR cohort for that term or terms, whether the stated nonathletics criteria are met or not.

*(Adopted: 7/2008 effective 7/2008 for the 2007-08 APR cohort, retroactive to any prior year cohorts).*

### Student-Athletes Receiving Outside Aid

#### **Question No. 1**

*Should student-athletes who receive no athletics aid but receive outside aid that is countable against the team limit (e.g., athletics participation considered a major criterion) be included in the APR cohort?*

Student-athletes whose only countable aid is outside aid would not be included in the cohort. The cohort is comprised of student-athletes who receive institutional financial aid based in any degree on athletics ability. Because the outside scholarship is not considered institutional aid, the student-athlete is not included in the APR cohort for that team.

#### **Question No. 2**

*Should a student-athlete who has exhausted eligibility and receives athletics aid from the Student-Athlete Opportunity Fund or NCAA degree-completion program be included in the APR cohort?*

A student-athlete who is receiving aid from the Student-Athlete Opportunity Fund to offset expenses normally covered by an athletics scholarship (i.e., tuition, fees, room, board and/or books) WOULD be included in the cohort, provided he or she is receiving the monies from the fund within six years after his or her initial full-time collegiate enrollment, the monies are awarded during the academic year, and the student-athlete has not yet enrolled beyond five years/10 semesters of actual full-time enrollment.

Since the requirement is to be considered part of the cohort and is based on the student-athlete receiving institutional athletics financial aid, receipt of funds from the NCAA degree-completion program would NOT result in the student-athlete being included as part of the cohort.

### Recruiting Definition

For teams that do not offer athletics aid, "recruited" is defined per Bylaw 13.02.12.1 as follows:

Actions by staff members or athletics representatives that cause a prospective student-athlete to become a recruited student-athlete at that institution are:

1. Providing a prospective student-athlete with an official visit;

2. Having an arranged, in-person, off-campus encounter with a prospective student-athlete or the prospective student-athlete's parent(s), relatives or legal guardian(s);
3. Initiating or arranging a telephone contact with the prospective student-athlete, the prospective student-athlete's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
4. Issuing a National Letter of Intent or the institution's written offer of athletically related financial aid to the prospective student-athlete. Issuing a written offer of athletically related financial aid to a prospective student-athlete to attend a summer session prior to full-time enrollment does not cause the prospective student-athlete to become recruited.

#### Alternative Definition of Cohort or "Recruited" Student-Athlete

Pursuant to Bylaw 23, the Committee on Academic Performance has the authority to approve an alternative definition of a "recruited" student-athlete or an alternative identification of a cohort of student-athletes to be used to calculate a team's APR and/or GSR. The decision to approve any alternative definition will be based on objective evidence that the NCAA cohort definition does not adequately address the unique characteristics of the applicant institution or conference. All such requests will be reviewed by the staff and/or the Subcommittee on Data Collection and Reporting. If an institution desires to use an alternative definition of a cohort or "recruited" student-athlete for APR purposes, it must make such a written request to the Committee on Academic Performance. Please see the section within this guide on requesting an alternative definition of a cohort or "recruited" student-athlete for APR purposes

#### Multisport Student-Athletes

A multisport student-athlete receiving athletics aid will be included in the cohort of the sport in which his or her aid counts toward the team limit. For example, if a student-athlete competes in football and outdoor track, his aid would count toward the football team limit and he would, therefore, only be included in the football APR cohort.

For multisport student-athletes, the "recruited" label should be sports specific. In other words, the student-athlete is only in the cohort(s) for the sport(s) in which he or she was recruited.

#### Student-Athletes in Cross Country, and Indoor and Outdoor Track and Field

Although athletics aid awarded in cross country, and indoor and outdoor track and field count against a single athletics aid total, an institution's cross country, and indoor and outdoor track and field teams each have a separate APR. The APR for each sport is comprised of student-athletes who receive athletics aid in either cross country, indoor or outdoor track and field and are on each respective team's roster as of the first date of competition of the championship segment. [Note: For institutions that do not offer athletics aid, the APR for each sport is comprised of

recruited student-athletes who are on the team's roster as of the first date of competition of the championship segment.] Each team is evaluated separately, even though in most cases many of the student-athletes are the same, to avoid penalizing all teams if one team were to underperform academically.

The following examples demonstrate this application:

**Example No. 1**

A student-athlete receives athletics aid and is on the cross country team roster on the first date of competition for the championship segment. The student-athlete is also on the indoor and outdoor track and field rosters on the first date of competition in the championship segment for these sports. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country, indoor track and field and outdoor track and field.

**Example No. 2**

A student-athlete receives athletics aid and is on the outdoor track and field roster on the first date of competition for the championship segment. The student-athlete is also on the indoor track and field roster on the first date of competition of the championship segment, but does not participate in cross country and, thus, is not on the cross country roster. In which APR cohort(s) should the student-athlete be included?

Answer: Indoor track and field and outdoor track and field.

**Example No. 3**

A student-athlete receives athletics aid and is on the cross country, and indoor track and field roster on the first date of competition for the championship segment (assuming the institution's indoor track and field season begins in the fall). The student-athlete withdraws from the institution after the fall term. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country and indoor track and field for the fall term.

**Example No. 4**

A student-athlete receives athletics aid and is on the cross country roster on the first date of competition of the championship segment. The student-athlete is not on the team's roster on the first dates of competition of the championship segments for either indoor or outdoor track and field. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country.

**Example No. 5**

A student-athlete is on the cross country, and indoor and outdoor track and field rosters on the first dates of competition of the championship segments. The student-athlete's institution offers athletics aid in these sports; however, the student-athlete does not receive athletics aid. In which APR cohort(s) should the student-athlete be included?

Answer: None, because the student-athlete is not receiving athletics aid.

**Example No. 6**

A student-athlete's institution does not offer athletics aid in any sports. The student-athlete was recruited and was on the cross country, and outdoor track and field rosters on the first dates of competition of the championship segments. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country, and outdoor track and field.

**Example No. 7**

A student-athlete was included only in the cross country APR cohort for the 2005-06 academic year. The student-athlete exhausted his or her eligibility for cross country in 2005-06. The student-athlete returned for his or her fifth year and is receiving athletics aid for the 2006-07 academic year. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country.

**Example No. 8**

A scholarship student-athlete is on the cross country, and outdoor track and field rosters on the first dates of competition of the championship segments. The student-athlete exhausted his or her eligibility for indoor track and field. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country, and indoor and outdoor track and field.

**Example No. 9**

A scholarship student-athlete was included in the cross country, and indoor and outdoor track and field APR cohorts for the 2005-06 academic year. The student-athlete exhausted his or her eligibility for cross country, and indoor and outdoor track and field in 2005-06. The

student-athlete returned for his or her fifth year and is receiving athletics aid for the 2006-07 academic year. In which APR cohort(s) should the student-athlete be included?

Answer: Cross country, and indoor and outdoor track and field.

#### Student-Athletes Returning for a Sixth Year

Student-athletes who have completed five years or 10 semesters/15 quarters of actual full-time enrollment and have exhausted athletics eligibility are not included in the APR cohort, even if they continue to receive athletically related financial aid. If the student-athlete has athletics eligibility remaining in the sixth year, generally due to a five-year clock extension, he or she would be a part of the cohort if he or she meets the definition of inclusion in the cohort (i.e., receiving athletics aid and enrolled full time or meets a legislated exception to full-time enrollment).

As a reminder, if after five years the student-athlete has not earned his or her degree, he or she will not earn the eligibility point for the last term of the fifth year. Earning a degree in year six would help a team with its GSR and IPEDS-GRS, but the APR's goal is graduation in five years, consistent with the current Division I progress-toward-degree standards.

### ***ALTERNATIVE IDENTIFICATION OF COHORT OR DEFINITION OF RECRUITED STUDENT-ATHLETE***

#### Introduction

Pursuant to Bylaw 23, the Committee on Academic Performance has the authority to approve an alternative definition of a recruited student-athlete or identification of a cohort of student-athletes to be used to calculate a team's APR. The decision to approve any alternative definition will be based on objective evidence that the NCAA applicable cohort definition does not adequately address the unique characteristics of the applicant institution/conference.

All such requests will be reviewed by the staff and/or the Subcommittee on Data Collection and Reporting.

#### Application Procedures

A member institution/conference seeking to apply an alternative definition of recruited student-athlete or identification of cohort for purposes of calculating APR and/or GSR shall submit in writing a request to the national office.

All such institutional requests must be signed by the chancellor or president and must set forth the reasons why the institution believes an alternative definition of recruited student-athlete or

identification of student-athletes for the APR and/or GSR cohort is warranted. The request also must include a proposed alternative definition of recruited or identification of student-athletes for the APR and/or GSR cohort.

All such conference requests must be signed by the conference commissioner and must set forth the reasons why the conference believes an alternative definition of recruited student-athlete or identification of an alternative cohort for purposes of calculating APR is warranted. The appeal also must include a proposed alternative definition of recruited or identification of student-athletes for the APR cohort.

In cases where time is of the essence, it is important for the submitting institution or conference to clearly specify the reason(s) the issue may be time sensitive.

#### Review Procedures

On receipt of the request, the staff will review the information to ensure it is complete and will notify the applicant institution/conference of the name of the staff member handling the request.

The staff has the authority to render a decision for all requests. All staff decisions will be based on the following criteria:

1. Demonstration that the suggested definition is used for other institutional, Association and/or governmental purposes (e.g., NCAA Division I athletics certification, institution or conference data collection);
2. Demonstration that failure to use the alternative definition or identification of student-athletes is inconsistent with the intent of the APP; and
3. Demonstration that the request provides for inclusion of a population of student-athletes actively solicited by the institution to compete on its athletics teams.

The staff and Subcommittee on Data Collection and Reporting have the authority, pursuant to the authority provided by the Committee on Academic Performance to hear, deliberate and decide requests for an alternative definition. After reviewing all information, the staff and/or Subcommittee on Data Collection and Reporting will render for the current academic year one of the following decisions:

1. **Approval:** The staff and/or Subcommittee on Data Collection and Reporting determines that the institution's request demonstrated evidence warranting the use of an alternative definition of recruited student-athlete.
2. **Denial:** The staff and/or Subcommittee on Data Collection and Reporting determines that the institution's request did not demonstrate circumstances warranting the use of an

alternative definition of recruited student-athlete. The institution will be responsible for applying the definition of recruited student-athlete noted in Bylaw 13.02.12.1.

- 3. Modified Approval:** The staff and/or Subcommittee on Data Collection and Reporting determines that the institution's request demonstrated evidence warranting the use of an alternative definition of recruited student-athlete; however, the alternative definition recommended by the institution was not sufficient and a modification was necessary. By issuing a modified approval, the staff and/or Subcommittee on Data Collection and Reporting permits the institution to use the modified alternative definition of recruited student-athlete.

#### Appeals of Staff Decisions

After the staff has acted on a request, the applicant institution/conference may appeal the decision to the Subcommittee on Data Collection and Reporting. The Subcommittee on Data Collection and Reporting's determination shall be final and shall not be subject to further review.

The Committee on Academic Performance has authorized the Subcommittee on Data Collection and Reporting to review all appeals and render a decision on behalf of the Committee on Academic Performance.

#### Appeal Procedures

All appeals of a staff decision must be filed within 14 calendar days of written notification of the staff's decision. Any appeal filed beyond this period must include an explanation of why the appeal was not filed within the prescribed time period. The chair of the Subcommittee on Data Collection and Reporting shall determine whether or not any appeal filed after 14 calendar days will be considered.

#### Review Procedures

The Subcommittee on Data Collection and Reporting shall conduct its meetings and deliberations by facsimile, teleconference, email, Internet or in-person meeting. Deliberations shall involve only Subcommittee on Data Collection and Reporting members and national office staff.

#### Reconsideration

After the staff and/or Subcommittee on Data Collection and Reporting have issued a decision, the institution/conference may ask the staff to reconsider its decision if the institution/conference submits new or additional relevant information. Requests with new or additional relevant information may not be heard by the Subcommittee on Data Collection and Reporting until the staff has reviewed and considered the new information.

## ***RATE CALCULATION***

### Rate Calculation – General

Each student-athlete in the APR cohort has the ability to earn two points for each regular academic term of full-time enrollment. One point is awarded if the student-athlete is academically eligible to compete the following regular academic term. The other point is awarded if the student-athlete is retained by the institution (i.e., returns to school as a full-time student as of the fifth week of classes or the official census date of the institution, whichever is earlier) in the next regular academic term. Student-athletes who graduate will be given both the eligibility and retention points for the term in which they graduate, while those who leave after five years of enrollment (i.e., 10 full-time semesters or 15 quarters) without graduating will not earn any points for their last term of enrollment in that fifth year. At the start of each academic year, each Division I team's APR will be calculated by adding all points earned by student-athletes in the team's cohort and any delayed-graduation points and dividing that number by the total possible points that could have been earned. The raw APR is multiplied by 1,000 to achieve the final APR.

Beginning fall 2007, the APR was based on four years of data for most institutions (i.e., 2003-04, 2004-05, 2005-06 and 2006-07). Every year thereafter, the most current year's data will be added and the oldest year of data will be removed, creating a four-year rolling rate.

### Rate Conversion for Final APR – Semester Schools

Translating the scores from decimals to whole numbers aids in the understanding and interpretability of scores. This translation does not alter the meaning of the scores; rather, it puts the scores in terms that are more understandable. In order to achieve final APR for semester schools, raw APR are multiplied by 1,000.

#### **Example:**

Raw APR of .97 x 1,000 = 970 final APR

#### **Question No. 1**

*Why total the rate over a number of years instead of averaging the rates?*

Teams' multiyear APR will be determined by adding the numerators and denominators for all included years and then dividing the overall numerator by the overall denominator to calculate the multiyear rate. This is the statistically correct way of creating a multiyear rate. This method will take into account the differences in numbers of student-athletes in the calculation from year to year and also accounts for teams with smaller cohort sizes. This approach is more accurate and weighs each student-athlete equally.

## **Question No. 2**

*Is a rate calculated for every team?*

The APR will be calculated for every Division I varsity team in NCAA championship sports and National Collegiate Championships, including Division I teams sponsored by non-Division I programs.

### Calculation of APR for Quarter Schools

During initial development of the assessment component of the NCAA's academic reform package, the APR was envisioned as a single annual check of academic eligibility and retention for each student-athlete. However, in the process of finalizing the APR, strong membership support arose for a term-by-term measure of academic performance that allowed a student-athlete to accrue APR points with each academically successful term and that provided a more direct correspondence with the current Division I progress-toward-degree standards.

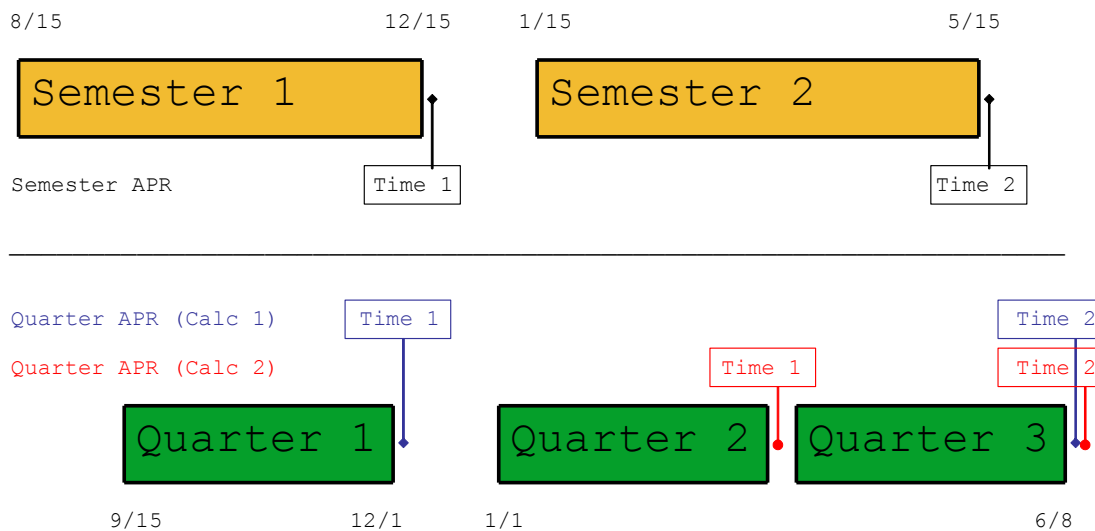
The decision to make APR a term-by-term rate created a computational complexity in that student-athletes at semester schools can earn up to four points each year (eligibility and retention at the end of each of two semesters) while students at quarter schools can each earn up to six points (eligibility and retention at the end of each of three quarters). Significant study of this issue by outside statisticians, the NCAA Data Analysis Research Network, the NCAA Research Committee and the Committee on Academic Performance resulted in clear consensus that quarter schools would unfairly benefit from being able to accrue up to six points per year for each student.

A revised computation of APR for quarter institutions was approved by the Committee on Academic Performance in July 2005 and by the NCAA Division I Board of Directors in August 2005. The details of the formula are presented in a companion document on the Committee on Academic Performance Web site.

The underlying framework for the revised calculation involves a rather simple idea of basing the APR of quarter squads on two assessments during the year rather than three. An end-of-year assessment was chosen as one of the time points because various progress-toward-degree benchmarks are only required to be assessed at that time, because eligibility and retention losses are much more likely at that point in the year, and because it was the only natural assessment point common to both calendar systems. Rather than choosing a single midyear assessment point for quarter squads that takes less of the academic year (end of fall quarter assessment) or more of the academic year (end of winter quarter assessment) into account compared to the midyear assessment performed at semester schools, the quarter squad calculation uses data from both midyear eligibility/retention checks.

Essentially, a rate is calculated using the fall and spring assessments (quarter APR Calculation 1 below) and then averaged with a rate calculated from the winter and spring assessments (quarter APR Calculation 2). The table below displays for a number of student-athlete academic trajectories possible on a quarter squad in a given year, how Calculation 1 (termed the fall-spring calculation in the table) and Calculation 2 (the winter-spring calculation) would work in each case. The points are summed across the two calculations (column labeled eight-point scale) and then numerators and denominators are divided by two to map the components of the quarter squad APR onto a semester-like four-point scale. As can be seen from the examples, the results of the spring assessment contribute more heavily to a student-athlete's APR contribution at the quarter school than do either of the other assessments.

### Mapping of Quarter Calendar to Semester Calendar



Notes: Length of bar represents length of academic term (approximately 10 weeks or 50 class days for quarter schools; approximately 15 weeks or 75 class days for semester schools). Chronology of an example academic year shown from left to right.

The following table is provided as a rough guide of possible individual student-athlete outcomes.

E1	R1	E2	R2	E3	R3	F,S calc	W,S calc	8 Point scale	4 Point scale
N	A					0/1	0/1	0/2	0/1
N	C					1/2	1/2	2/4	1/2
N	N					0/2	0/2	0/4	0/2
N	Y					1/2	1/2	2/4	1/2
Y	A					1/1	1/1	2/2	1/1
Y	C					2/2	2/2	4/4	2/2
Y	G					2/2	2/2	4/4	2/2
Y	N					1/2	1/2	2/4	1/2
Y	T					1/1	1/1	2/2	1/1
Y	Y					2/2	2/2	4/4	2/2
		N	A			0/1	0/1	0/2	0/1
		N	C			1/2	1/2	2/4	1/2
		N	N			0/2	0/2	0/4	0/2
		N	Y			1/2	1/2	2/4	1/2
		Y	A			1/1	1/1	2/2	1/1
		Y	C			2/2	2/2	4/4	2/2
		Y	G			2/2	2/2	4/4	2/2
		Y	N			1/2	1/2	2/4	1/2
		Y	T			1/1	1/1	2/2	1/1
		Y	Y			2/2	2/2	4/4	2/2
				N	A	0/1	0/1	0/2	0/1
				N	C	1/2	1/2	2/4	1/2
				N	N	0/2	0/2	0/4	0/2
				N	Y	1/2	1/2	2/4	1/2
				Y	A	1/1	1/1	2/2	1/1
				Y	C	2/2	2/2	4/4	2/2
				Y	G	2/2	2/2	4/4	2/2
				Y	N	1/2	1/2	2/4	1/2
				Y	T	1/1	1/1	2/2	1/1
				Y	Y	2/2	2/2	4/4	2/2
N	Y	N	N			1/4	0/2	1/6	0.5/3
N	Y	N	Y			2/4	1/2	3/6	1.5/3
N	Y	Y	G			3/4	2/2	5/6	2.5/3
N	Y	Y	N			2/4	1/2	3/6	1.5/3
N	Y	Y	Y			3/4	2/2	5/6	2.5/3
Y	C	N	C			3/4	1/2	4/6	2/3

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Y	C	Y	C			4/4	2/2	6/6	3/3
Y	G	Y	C			4/4	2/2	6/6	3/3
Y	Y	N	A			2/3	0/1	2/4	1/2
Y	Y	N	N			2/4	0/2	2/6	1/3
Y	Y	N	Y			3/4	1/2	4/6	2/3
Y	Y	Y	A			3/3	1/1	4/4	2/2
Y	Y	Y	G			4/4	2/2	6/6	3/3
Y	Y	Y	N			3/4	1/2	4/6	2/3
Y	Y	Y	T			3/3	1/1	4/4	2/2
Y	Y	Y	Y			4/4	2/2	6/6	3/3
		N	Y	N	N	0/2	1/4	1/6	0.5/3
		N	Y	N	Y	1/2	2/4	3/6	1.5/3
		N	Y	Y	N	1/2	2/4	3/6	1.5/3
		N	Y	Y	Y	2/2	3/4	5/6	2.5/3
		Y	C	N	C	1/2	3/4	4/6	2/3
		Y	C	Y	C	2/2	4/4	6/6	3/3
		Y	Y	N	A	0/1	2/3	2/4	1/2
		Y	Y	N	N	0/2	2/4	2/6	1/3
		Y	Y	N	Y	1/2	3/4	4/6	2/3
		Y	Y	Y	G	2/2	4/4	6/6	3/3
		Y	Y	Y	N	1/2	3/4	4/6	2/3
		Y	Y	Y	Y	2/2	4/4	6/6	3/3
N	Y	N	Y	N	N	1/4	1/4	2/8	1/4
N	Y	N	Y	N	Y	2/4	2/4	4/8	2/4
N	Y	N	Y	Y	G	3/4	3/4	6/8	3/4
N	Y	N	Y	Y	N	2/4	2/4	4/8	2/4
N	Y	N	Y	Y	Y	3/4	3/4	6/8	3/4
N	Y	Y	Y	N	N	1/4	2/4	3/8	1.5/4
N	Y	Y	Y	N	Y	2/4	3/4	5/8	2.5/4
N	Y	Y	Y	Y	G	3/4	4/4	7/8	3.5/4
N	Y	Y	Y	Y	N	2/4	3/4	5/8	2.5/4
N	Y	Y	Y	Y	Y	3/4	4/4	7/8	3.5/4
Y	C	Y	C	N	C	3/4	3/4	6/8	3/4
Y	C	Y	C	Y	C	4/4	4/4	8/8	4/4
Y	G	N	C	Y	C	4/4	3/4	7/8	3.5/4
Y	G	Y	C	N	C	3/4	3/4	6/8	3/4
Y	G	Y	C	Y	C	4/4	4/4	8/8	4/4
Y	Y	N	Y	N	N	2/4	1/4	3/8	1.5/4
Y	Y	N	Y	N	Y	3/4	2/4	5/8	2.5/4
Y	Y	N	Y	Y	G	4/4	3/4	7/8	3.5/4

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Y	Y	N	Y	Y	N	3/4	2/4	5/8	2.5/4
Y	Y	N	Y	Y	Y	4/4	3/4	7/8	3.5/4
Y	Y	Y	G	N	C	3/4	3/4	6/8	3/4
Y	Y	Y	G	Y	C	4/4	4/4	8/8	4/4
Y	Y	Y	Y	N	A	2/3	2/3	4/6	2/3
Y	Y	Y	Y	N	N	2/4	2/4	4/8	2/4
Y	Y	Y	Y	N	Y	3/4	3/4	6/8	3/4
Y	Y	Y	Y	Y	A	3/3	3/3	6/6	3/3
Y	Y	Y	Y	Y	G	4/4	4/4	8/8	4/4
Y	Y	Y	Y	Y	N	3/4	3/4	6/8	3/4
Y	Y	Y	Y	Y	T	3/3	3/3	6/6	3/3
Y	Y	Y	Y	Y	Y	4/4	4/4	8/8	4/4
N	N			N	N	0/4	0/4	0/8	0/4
N	N			N	Y	1/4	1/4	2/8	1/4
N	Y			Y	Y	3/4	3/4	6/8	3/4
Y	A			Y	Y	3/3	3/3	6/6	3/3
Y	N			N	N	1/4	1/4	2/8	1/4
Y	N			N	Y	2/4	2/4	4/8	2/4
Y	N			Y	G	3/4	3/4	6/8	3/4
Y	N			Y	N	2/4	2/4	4/8	2/4
Y	N			Y	Y	3/4	3/4	6/8	3/4
Y	Y			Y	G	4/4	4/4	8/8	4/4
Y	Y			Y	Y	4/4	4/4	8/8	4/4

Table created by Donald Morrison, faculty athletics representative, University of California, Los Angeles. Supplemented in August 2009 by NCAA research staff.

$E_n$  = Eligibility status at the end of term  $n$  within a given academic year.

$R_n$  = Retention status at the end of term  $n$  within a given academic year.

Y = Student-athlete was eligible or retained after that term.

N = Student-athlete was not eligible or retained after that term.

G = Student-athlete graduated that term.

A=APR point was adjusted.

T=Retention point automatically adjusted due to transfer.

C=Continuing/Post-baccalaureate student-athlete.

Blank = Student-athlete not in cohort during that term.

F,S calc = Partial APR contribution for student-athlete based on fall and spring E,R checks.

W,S calc = Partial APR contribution for student-athlete based on winter and spring E,R checks.

8-point scale = Sum of points earned/possible under each calculation.

4-point scale = Actual APR contribution for student-athlete.

### Impact on APR Retention Point of Student-Athlete Who Withdraws Early in a Term

For APR data, a student-athlete will be considered to be "retained" if he or she returns to the member institution for the next regular academic term and is enrolled as a full-time student or meets a legislated exception to full-time enrollment as of the fifth week of classes or the official census date of the institution, whichever is earlier. Therefore, if a student-athlete withdraws from a member institution prior to five weeks after the first day of classes or the official census date of the institution, whichever is earlier, he or she has not been "retained" by the institution and the retention point will not be awarded for the previous term.

#### **Example**

*A student-athlete was a women's volleyball player and received athletics aid at Institution X for 2006-07. At the end of spring 2007, student-athlete earned the eligibility point. The student-athlete re-enrolled full time at Institution X for fall 2007 and received athletics aid. She then withdrew from Institution X two weeks after the first day of classes. Institution X's official census date is four weeks after the start of the term; as a result, the student-athlete did not earn her retention point for spring 2007, because she was not enrolled as a full-time student at Institution X for the next regular term as of the institution's official census date. Further, the student-athlete will not be included in the cohort for the 2007 fall semester because she withdrew prior to the institution's census date.*

### Determining Eligibility for a Student-Athlete Who Leaves the Institution

If a student-athlete departs the institution, the eligibility point is awarded for his or her last term of enrollment if the student-athlete would have been academically eligible to compete the next regular academic term. In other words, the institution must determine what academic-eligibility rules the student-athlete would have been subject to if he or she had returned (i.e., institutional, conference and NCAA), apply those standards to the student-athlete's academic record and determine if he or she would have been academically eligible to compete if he or she had returned.

### Determining Eligibility for Student-Athletes Who Depart an Institution or Quit the Team Without Declaring a Degree

*A student-athlete transfers from Institution A to Institution B between his or her fourth and fifth semesters (or sixth and seventh quarters) without declaring a degree at Institution A. May Institution A apply the degree of its choice to the student-athlete's academic record for purposes of determining the student-athlete's eligibility for data collection?*

If a student-athlete leaves an institution or quits the team and remains at the institution without declaring a degree at the time degree declaration is legislatively required, an institution may consider the student-athlete's academic record using any of the institution's degree programs for purposes of determining if the student-athlete would have met all required academic-eligibility requirements. If, in using this degree, the student-athlete would have been academically eligible, the institution will be awarded the eligibility point for purposes of the APR.

#### Determining Eligibility for Student-Athletes Who Return to an Institution Subsequent to Graduation

*A student-athlete graduates from Institution A during the fall term and returns to the institution to complete his or her athletics eligibility in the spring term. How is the student-athlete's eligibility calculated if the student-athlete begins coursework toward a second baccalaureate degree?*

Once a student-athlete has graduated, he or she is always awarded the retention point for any subsequent terms of enrollment, even if the graduated student-athlete transfers to another Division I institution and enrolls in graduate school. The eligibility point is earned if the student-athlete is academically eligible to compete in the subsequent academic term (e.g., passes at least six hours of degree credit, remains in good academic standing).

#### Year of Residency

##### **Question No. 1**

*A student-athlete transfers to Institution X, enters in the fall term and must serve one year of residency (e.g., does not satisfy a transfer exception). The student-athlete is retained for the spring term and meets all applicable academic-eligibility requirements to be eligible for competition in the spring term (e.g., six-hour and grade-point-average requirements) but is serving a year of residency and is not able to compete in the spring. Does this student-athlete earn the eligibility APR point for the fall term?*

If the student-athlete would have been academically eligible to compete except for the transfer residency requirement, the student will receive the eligibility point for the fall term.

##### **Question No. 2**

*A student-athlete is a partial or nonqualifier at Institution X entering in the fall term and must serve one year of residency (e.g., does not satisfy initial-eligibility requirements). The student-athlete is retained for the spring term and meets all applicable academic-eligibility requirements, but is serving a year of residency and is not able to compete in the spring. Does this student-athlete earn the eligibility APR point for the spring term?*

If the student-athlete is academically eligible to compete except for the residency requirement, the student will receive the eligibility point for the spring term.

#### Fall Term Certification in the Sport of Baseball

A baseball student-athlete who was not academically eligible to compete in the fall term per Bylaws 14.4.3.1.3.1, 14.4.3.1.4.2, 14.4.3.1.5, 14.4.3.2.3.1 and 14.4.3.3.2.1 may earn the eligibility point for a term in that academic year if he would have been academically eligible to compete in the subsequent term of the same academic year but for the fall only certification requirement. (*Adopted: 10/2007 effective 8/2008 for the 2008-09 APR cohort.*)

#### Progress-Toward-Degree Waivers – Eligibility Point

*If a student-athlete is academically eligible for a term based on receiving a progress-toward-degree waiver, does the student earn the eligibility point for the prior term?*

Student-athletes who receive conference or NCAA waivers of academic requirements earn the eligibility APR point based on the granting of the waiver. [Note: This assumes all other applicable academic-eligibility requirements have been met.] Further, the point is earned if the progress-toward-degree waiver has been granted prior to the APR data submission date. If the waiver was granted after the APR data submission date, the lost eligibility point may be addressed through the adjustment process.

#### Progress-Toward-Degree Waivers – Retention Point

*If a student-athlete is permitted to enroll in less than a full-time course load due to a progress-toward-degree waiver, is he or she considered to be retained and part of the APR cohort?*

Student-athletes who receive a progress-toward-degree waiver that permits them to be enrolled part time, any other waiver that permits less than full-time enrollment or who met a legislated exception to the full-time enrollment requirement are considered retained at the time of enrollment at the institution in a subsequent regular academic term.

#### Miscellaneous APR Calculations

##### **Example No. 1**

*A student-athlete enrolled full time in the fall semester, earned eligibility and returned for the spring semester. The student-athlete enrolled full time in the spring, withdrew in the sixth week*

*of the semester after the census date and did not earn any hours. The student-athlete does not return to the institution the next fall term.*

This student-athlete would earn "2/2" in fall and "0/2" in spring, assuming the student-athlete did not earn the eligibility point.

### **Example No. 2**

*In the fall term, a student-athlete enrolled full time and earned the eligibility point; however, the student-athlete did not enroll in the spring. The student-athlete then returned to school full time the next fall.*

The student-athlete earned "1/2" points for the fall term and would not receive the retention point. The student-athlete is not in the cohort for the spring term.

### **Example No. 3**

*A student-athlete enrolled full time in the fall term and was not academically eligible for the spring term. The student-athlete did not enroll in the spring term. The student-athlete attended summer classes and became eligible for the fall term. Then, the student-athlete returned full time in the next fall term.*

This student-athlete earned "0/2" points for the fall term and remained "0/2" despite regaining eligibility during the summer. The eligibility point is based on eligibility going into the next regular academic term, which was spring. The student-athlete was not included in the spring cohort, so he or she was "0/2" for the entire academic year.

### **Example No. 4**

*A student-athlete enrolled full time in the fall term and participated in a study-abroad program sponsored or affiliated with the institution in the spring term. He or she earned eligibility for the next academic year and was retained in the next fall term.*

The student-athlete earned "2/2" points for the fall term and earned "2/2" points for the spring term.

[Note: The student-athlete must be participating in a study-abroad program that is affiliated with the student-athlete's institution. If a student-athlete participated in a study-abroad program that is independent of the student-athlete's institution, the student-athlete would lose the retention point and earn "1/2" points.]

### **Example No. 5**

*A student-athlete on athletics aid was enrolled full time in the fall term and attended classes for 15 days, which is after the official census date, at Institution A. The student-athlete subsequently transferred prior to Institution B's census date and prior to the fifth week of classes and completed the fall term at Institution B.*

The student-athlete is included in the fall cohort at Institution A and Institution B. The student-athlete was enrolled full time as of the fifth week of classes or the official census date, whichever is earlier at both institutions.

### **Example No. 6**

*A student-athlete was enrolled in the winter term and was academically eligible to compete at the end of the term. The student-athlete spent the spring term in a co-op program as part of his or her degree program. He or she was considered to be enrolled full time by the institution, but received no credit hours for the co-op program and will need a progress-toward-degree waiver in order to be eligible the following fall.*

The student-athlete earned a "2/2" for the winter term and is part of the spring cohort if he or she was on athletics aid. However, since the student-athlete earned no credit hours, he or she is a "1/2" for the spring term unless a progress-toward-degree waiver is granted. If a progress-toward-degree waiver is granted, the student-athlete will earn "2/2" points.

### **Example No. 7**

*Following the completion of the fall term, a football student-athlete graduates and exhausts his eligibility. The student-athlete enrolls full time in the spring and is on athletics aid. Is the student-athlete in the APR cohort for the spring term?*

The student-athlete would not be in the APR cohort for the spring. Student-athletes who have graduated and have exhausted athletics eligibility shall not be included in the APR cohort even if such students appear to meet criteria to be included in the APR cohort.

## ***LEGISLATED EXCEPTIONS/ALLOWABLE EXCLUSIONS***

A legislated exception is any deviation from NCAA standards allowed by the legislation itself or a waiver of the legislation. Legislated exceptions/allowable exclusions include student-athletes who:

1. Have spent time in the armed services;

2. Have participated in official religious missions;
3. Have served with recognized foreign aid services of the U.S. government;
4. Meet the requirements for an NCAA pregnancy exception at the time of departure;
5. Meet the requirements for an athletics activities waiver (not an international competition waiver); or
6. Are deceased or permanently disabled.

Sample APR Calculation Involving Legislated Exceptions

*Student-athletes, who leave school, do not meet a legislated exception to the five-year rule and later return, receive how many APR points?*

The following sample provides a sample calculation.

	Fall Semester	Spring Semester	Total Points Earned/ Total Possible Points
<b>Year One</b>	E + R = 2	E + R = 2	4/4
<b>Year Two</b>	E + R = 2	E = 1	3/4
<b>Year Three</b>	No attendance – does NOT meet exception.		Not included in APR this year.
<b>Year Four</b>	E + R = 2	E + R = 2	4/4

Understanding Points for Legislated Exceptions/Allowable Exclusions

**Example No. 1**

<b><i>Semester One ("2/2")</i></b>	
Retention	Yes
Eligibility	Yes
<b><i>Semester Two ("1/1")</i></b>	
Retention	Legislated Exception/Allowable Exclusion
Eligibility	Yes
<b>Point Total</b>	<b>"3/3"</b>

**Example No. 2**

<b><i>Semester One ("2/2")</i></b>	
Retention	Yes
Eligibility	Yes
<b><i>Semester Two ("0/1")</i></b>	
Retention	Legislated Exception/Allowable Exclusion
Eligibility	No
<b>Point Total</b>	<b>"2/3"</b>

**Example No. 3**

<b><i>Semester One ("1/1")</i></b>	
Retention	Legislated Exception/Allowable Exclusion
Eligibility	Yes
<b><i>Semester Two ("0/0")</i></b>	
Retention	N/A
Eligibility	N/A
<b>Point Total</b>	<b>"1/1"</b>

**Example No. 4**

<b><i>Semester One ("0/1")</i></b>	
Retention	Legislated Exception/Allowable Exclusion
Eligibility	No
<b><i>Semester Two ("0/0")</i></b>	
Retention	N/A
Eligibility	N/A
<b>Point Total</b>	<b>"0/1"</b>

**International Competition and Olympic Sports Waivers – Retention**

[Bylaws 14.2.1.4, 14.4.3.6-(b) and 14.4.3.7]

*If a student-athlete is granted a waiver per Bylaws 14.2.1.4, 14.4.3.6-(b) or 14.4.3.7 and therefore is not enrolled for an entire regular academic term, is the APR retention point awarded for the prior term? For example, a student-athlete is in the APR cohort in the 2007 fall semester, but in preparation for the 2008 summer Olympics, receives an Olympic Sports waiver for the 2008 spring semester. How is the retention point considered for the 2007 fall semester?*

Student-athletes who receive an Olympic Sports waiver per Bylaw 14.4.3.7 will not have their retention point considered as part of the APR calculation for the term prior to the waiver. In the example, if this student-athlete is academically eligible to compete in the 2008 spring term the student would receive one out of one point (i.e., "1/1") for the fall term. The retention point

would not be calculated. This is consistent with the calculation for student-athletes who are allowable exclusions to the graduation rate calculation or legislation exceptions to the five-year clock. Further, such student-athletes would not be included in the cohort for the spring term.

If an institution receives an athletics activities waiver for a student-athlete that participated in the Olympics, the institution should follow all prompts in the APP system related to Legislated Exception/Allowable Exclusion to address the lost retention point. If an institution does not receive or has yet to apply for an athletics activities waiver, the institution will lose the retention point; however, the institution would be permitted to file an adjustment request during the appropriate period to address the lost retention point.

Note: If an athletics activity waiver is not granted for a student-athlete, the institution would be permitted to file an adjustment request during the appropriate period to address the lost retention point, even if the student-athlete was granted a progress-toward-degree waiver.

#### Medical-Absence Waivers [Bylaw 14.4.3.6-(a)]

*If a student-athlete is granted a medical-absence waiver per Bylaw 14.4.3.6-(a), is the student-athlete included in the cohort? For example, if a student-athlete in the cohort initially attends the institution for nine weeks, withdraws for a serious medical condition and is granted a medical-absence waiver on his or her return in the spring term, is this student-athlete included in the cohort?*

Yes. The student-athlete is included in the cohort for the term(s) in which the medical-absence waiver applies. Any lost APR points should be addressed through the APR adjustment process. *(Adopted 4/2009 effective with the collection of the 2008-09 APR data, not retroactive to any prior year cohorts.)*

#### Calculating Data When Legislated Exception Criteria are Not Satisfied

*How should an institution calculate the APR for a student-athlete who uses an exception to the full-time enrollment requirement and subsequently does not fulfill the conditions of that requirement (e.g., a student-athlete enrolled in less than a full-time program of studies required to complete graduation requirements does not graduate in that term)?*

The student-athlete would not earn the eligibility point for the term in which he or she enrolled in less than a full-time program of studies and failed to graduate. However, the student-athlete would earn "2/2" in the term in which graduation occurs. Losing the eligibility point would be consistent with the application of the exception for less than full-time enrollment for the final semester of a student-athlete's baccalaureate degree program. Such a student-athlete who fails to complete all degree requirements during the term forfeits eligibility in all sports.

Missed-Term Exception [Bylaw 14.4.3.5-(a)]

An institution may request, one time during a student-athlete's career, an APR adjustment to a lost retention point, based on the following criteria:

1. The student-athlete must meet all criteria for the missed-term exception as outlined in Bylaw 14.4.3.5-(a);
2. The student-athlete must return to the institution as a full-time student in a subsequent term; and
3. The student-athlete must have lost the retention point but earned the eligibility point in his or her last term in the APR cohort prior to departure. (*Adopted: 4/2007 effective 4/2007 for the 2006-07 APR cohort, not retroactive to any prior year cohorts.*)

Application of the missed-term exception adjustment:

**Question No. 1**

*Is the institution required to apply the missed-term exception to determine the academic eligibility of a student-athlete when he or she re-enrolls at the institution?*

An institution is not required to apply the missed-term exception in order to request an adjustment for the lost retention point. As long as the student-athlete qualifies for the missed-term exception pursuant to Bylaw 14.4.3.5-(a) and the criteria listed above are met, an institution may request an adjustment for the retention point for the term prior to missing the term(s).

**Question No. 2**

*May an institution request an adjustment for the retention point on more than one occasion for the same student-athlete based on the missed-term exception criteria?*

No. An institution may request an adjustment to a lost retention point based on the missed-term exception criteria one time during a student-athlete's academic career.

**Question No. 3**

*May an institution request an adjustment of the retention point based on the missed-term exception criteria for a student-athlete who is not enrolled for consecutive terms in more than one academic year? For example:*

*Fall 2006 – student-athlete enrolled; eligible but not retained.*

*Spring 2007 – student-athlete not enrolled.*

*Fall 2007 – student-athlete not enrolled.*

*Spring 2008 – student-athlete returns to institution.*

An institution is permitted to request an adjustment for the retention point based on the missed-term exception criteria for a student-athlete who is not enrolled full time in multiple, regular academic terms.

#### **Question No. 4**

*Is an institution permitted to request adjustments for the retention point based on the missed-term exception criteria for any academic year cohort included in the institution's multiyear APR cohort?*

This policy was effective starting with the 2006-07 APR cohort that was submitted fall 2007 and is not retroactive to any prior year cohorts. Thus, beginning fall 2007, an institution may request an adjustment for a retention point based on the missed-term criteria for a term missed by a student-athlete during the 2006-07 academic year and subsequent missed terms thereafter.

### ***STATUS CHANGES INCOMPLETE GRADES, GRADE CHANGES AND GRADUATION ISSUES***

A student-athlete is awarded one point for eligibility if the student-athlete is academically eligible to compete in the following regular academic term. Any change to a student-athlete's spring-term-eligibility status must occur not later than the time APR data is submitted in the fall in order to capture the earned eligibility point and any change to a student-athlete's fall or winter-term-eligibility status must occur not later than the sixth week of the subsequent regular academic term in order to capture the earned eligibility point. For example, a student-athlete who was not eligible at the beginning of the spring semester due to an incomplete grade from the fall semester must complete the necessary coursework to become eligible within the first six weeks of the spring term to earn the APR eligibility point for the prior fall term.

### Incomplete Grades – Posting for APR Calculation

#### **Example No. 1**

A basketball student-athlete receives athletically related financial aid during the 2007-08 academic year. At the conclusion of the 2008 summer term, he or she received an "incomplete" in one class that must be completed in order for him or her to be eligible to compete in the fall and be awarded the eligibility point for the spring term. At the institution, an "incomplete" credit is posted in the term that the student-athlete initially enrolled in the course. Thus, in this instance, the grade would post for the 2008 summer term. As long as the grade was posted prior to the APR data submission date, the student-athlete should be credited with earning the eligibility point for the spring. If the grade is posted after the APR data submission date, the institution may request an adjustment for the lost eligibility point and must provide mitigation explaining why the "incomplete" was not restored before the APR submission date.

#### **Example No. 2**

A softball student-athlete receives athletically related financial aid during the 2007-08 academic year. At the conclusion of the 2007 fall term, she received an "incomplete" in one class and renders herself ineligible for the spring term. This student-athlete completes the class in a subsequent summer term. Academic eligibility is based on satisfying institutional, conference and NCAA requirements. This student-athlete was not eligible for the entire spring term and completed the class in a subsequent term. Therefore, this student-athlete would not have earned the eligibility point for the 2007 fall term, regardless of the term in which the completed course grade was applied.

## **GRADUATION ISSUES**

### Graduation Defined

A student is considered "graduated" for purposes of the APR if he or she has completed all graduation requirements (e.g., academic and administrative) and is considered by the institution to have graduated. This definition provides for students to be considered "graduated" when the institution defines the student as graduated.

*How is graduation included as a component in the rate?*

Student-athletes who graduate earn more APR value for their team than student-athletes who do not. Only graduates will be given the maximum possible points for their time at an institution.

### Graduation "Required" After Five Years of Enrollment

After completion of a student-athlete's 10th full-time semester/15th full-time quarter of actual full-time enrollment, the student-athlete must graduate in order to earn the APR eligibility point for the 10th semester/15th quarter. A student-athlete who completes five years of enrollment and does not graduate will lose the eligibility point for the 10th semester or 15th quarter.

#### **Question No. 1**

*May a student-athlete use the summer after his or her 10th semester/15th quarter in order to graduate and earn the eligibility point?*

A student-athlete may use summer hours completed after his or her 10th semester/15th quarter to complete graduation requirements, as long as they are completed prior to the beginning of the next regular academic term. Student-athletes who graduate at any time during the summer are included in the last full-time term the student-athlete was enrolled during the regular academic year for APP purposes.

#### **Question No. 2**

*May a student-athlete return to the institution in the fall term to graduate and earn the retention point?*

If a student-athlete returns in the fall term to graduate, the student-athlete will be a "1/2" for the prior spring term. If the student-athlete graduates that fall term, he or she may earn a delayed-graduation point for his or her team, provided the criteria are met.

#### **Question No. 3**

*How does use of a missed-term exception affect the requirement to graduate within five years of enrollment?*

For APR purposes, a student-athlete has five years **of actual full-time enrollment** (i.e., 10 semesters/15 quarters) in which to graduate. The term to which a missed-term exception is applied does not count against the five-year period for graduation.

#### **Question No. 4**

*How does the use of a term in which a student-athlete is allowed to be enrolled part time due to a progress-toward-degree waiver affect the requirement to graduate within five years of full-time enrollment?*

A term in which a student-athlete is permitted to be enrolled less than full time due to a progress-toward-degree waiver is still considered a full-time term of attendance for purposes of the APR. For example, a student-athlete with an education-impacting disability is granted a progress-toward-degree waiver to be enrolled part time and the student-athlete uses the part-time enrollment option during two regular terms during his or her academic career. At the conclusion of his or her fifth year of full-time enrollment, the student-athlete must graduate in order to earn both points because the two part-time terms were legislated exceptions.

### Incomplete Grades – Graduation

#### **Example No. 1**

*A basketball student-athlete received athletically related financial aid during the 2006-07 academic year. At the conclusion of the 2007 summer term, he or she received an "incomplete" in one class needed to earn his or her degree. At the institution, an "incomplete" credit is posted in the term in which the student-athlete initially enrolled in the course. Thus, in this instance, the grade would post for the 2007 summer term. The student-athlete's five-year period to obtain his or her degree ended in summer 2007. What is the impact of the incomplete on the institution's APR?*

If the student-athlete finished the incomplete prior to the APR submission date and, per institutional policy, the grade for the course was posted on the 2007 summer term – which would have added the credit hour(s) necessary for graduation – he or she earned the eligibility point for spring 2007 once that grade was posted and the institution considers the student-athlete a graduate in the previous term. If the grade was posted after the APR submission date, the institution may award a delayed-graduation point for the student-athlete during the next academic year's APR data submission.

#### **Example No. 2**

*An institution's particular degree program requires that students complete an internship prior to graduation. Many of the institution's student-athletes who have completed their eligibility and are enrolled in this degree program register for the internship during the summer, but do not complete it and take an "incomplete" so that they can complete the internship during the fall semester. However, because they are actually registered for the internship during the summer and the internship is the final piece needed to complete the degree, student-athletes are not actually registered for any classes during the fall. What is the impact of the incomplete on the institution's APR?*

If student-athletes do not complete the internship by the end of the summer term and are not enrolled in the fall term, they do not earn the retention point. However, institutions have the opportunity to change data prior to the APP data submission deadline if "incompletes" are

replaced with grades/credits posted back to the term. Accordingly, if the student-athletes in question eventually finish their internships and institutional policy allows for the "incomplete" to be replaced with grades/credits posted to the summer term, the team may be able to earn the "lost" point by requesting a delayed-graduation point.

### Other Graduation Calculation Issues

#### **Example No. 1**

*A student-athlete is enrolled in the 2006 fall semester, is not retained for the 2007 spring semester and then graduates summer 2007. Will he or she earn the graduation points (two points) for the 2007 fall semester?*

Provided the student-athlete is considered a graduate prior to the start of the next academic year (in this case, fall 2007), which this student-athlete did, then the student would be a "2/2", reflected as a graduate for the 2006 fall term, though technically he or she graduated summer 2007. This is consistent with how summer graduates are treated when their last regular full-time term is spring. If they graduate in summer after that spring, they are a "2/2" in the spring term.

#### **Example No. 2**

*A student-athlete completed all coursework for graduation in the 2006 fall semester but graduation was not conferred until the 2007 spring semester. Will he or she earn the graduation points (two points) for the 2006 fall semester?*

Provided the student-athlete had completed all graduation requirements (administrative and academic) prior to the start of the next academic term (in this case, spring 2007), which this student-athlete did, then the student would be a "2/2," reflected as a graduate for the 2006 fall term, though technically he or she "graduated" in spring 2007.

#### **Example No. 3**

*A student-athlete completed all coursework for graduation except for four units in the 2006 fall semester. He or she then completed a course at a junior college in the winter intersession, transferred those credits back to the original institution and graduated in the 2007 spring semester. Will he or she earn the graduation points (two points) for the 2006 fall semester?*

Provided the student-athlete graduated prior to the start of the next academic year (in this case, fall 2007), then the student would be a "2/2," reflected as a graduate for the 2006 fall term, though technically he or she graduated spring 2007.

#### **Example No. 4**

*A student-athlete receives all incomplete grades for the 2006 fall semester, which is his or her tenth full-time term of collegiate enrollment. He or she then completes all the necessary coursework to remove the incomplete grades and graduated in the 2007 spring semester. Will he or she earn the graduation points (two points) for the 2006 fall semester?*

Provided the student-athlete is considered a graduate prior to the start of the next academic year (in this case, fall 2007), which this student-athlete did, then the student would be a "2/2," reflected as a graduate for the 2006 fall term, though technically he or she graduated summer 2007. This is consistent with how summer graduates are treated when their last regular full-time term is spring. If they graduate in summer after that spring, they are a "2/2" in the spring term.

#### **Example No. 5**

*A student-athlete graduated from Institution A with eligibility remaining, transferred to Institution B per Bylaw 14.1.9 and received athletics aid to participate in athletics at the second institution. How is this student-athlete reflected in Institution B's APR?*

1. The student-athlete is included in the cohort for Institution B since he or she received athletics aid.
2. The student-athlete will automatically receive the retention point for each semester that he or she continues after graduation.
3. The student-athlete will receive the eligibility point if he or she meets NCAA, conference and institutional requirements for graduate student-athletes (e.g., Bylaw 14.1.8.2.1.4).

A graduate student who has earned an undergraduate degree will always earn the retention point. The eligibility point will be earned based on meeting whatever academic-eligibility rules are applicable (i.e., six hours).

#### **Example No. 6**

*A student-athlete who attends an institution for five years and exhausts his or her eligibility but does not graduate receives how many points for the last term of the fifth year?*

If the student-athlete returns for his or her sixth year, he or she will lose the eligibility point since he or she did not graduate in five years. However, since the student-athlete was retained, he or she will receive the retention point.

If the student-athlete withdraws from the institution, he or she will lose both the eligibility and retention points since the student-athlete did not graduate in five years and was not retained.

**Example No. 7**

*A student-athlete only needed a few credits to graduate in spring 2007 and thus, enrolls less than full time. Will he or she earn the retention point for the 2006 fall term?*

Taking only those courses required to graduate is a legislated exception to the full-time enrollment legislation (Bylaw 14.1.8.2.1.3). If the student-athlete meets this bylaw, he or she meets an exception to the full-time enrollment legislation and, therefore, is considered retained. Additionally, the student-athlete also must be included in the cohort during the spring term.

**Example No. 8**

*During the fall semester, a student-athlete enrolled in 12 hours, later dropped to nine hours and passed eight hours. The student-athlete did not enroll for the spring semester. During the summer, the student-athlete attended and graduated. How is this student-athlete reflected in the institution's APR?*

For the fall semester, the student-athlete will earn the eligibility and retention points because he or she graduated before the next fall semester. The institution will receive credit for the student-athlete's graduation. For the spring semester, the student-athlete is not in the cohort.

**Example No. 9**

*Following the completion of the fall term, a student-athlete graduates and exhausts his or her eligibility. The student-athlete enrolls full time in the spring and is on athletics aid. Is the student-athlete in the APR cohort for the spring term?*

The student-athlete would not be in the APR cohort for the spring. Student-athletes who have graduated and have exhausted athletics eligibility shall not be included in the APR cohort even if such students appear to meet criteria to be included in the APR cohort.

***DELAYED-GRADUATION POINTS***

Introduction

An institution will be awarded an APR point (i.e., "1/0") for a former student-athlete who completed 10 semesters or 15 quarters of actual collegiate enrollment without graduating and returns to the institution and graduates or continues enrollment at the institution and graduates.

This point will be awarded to the team's APR in the academic year (i.e., term) the former student-athlete graduates, provided the former student-athlete meets the criteria listed below.

The criteria are as follows:

1. The former student-athlete must graduate from the institution fall 2006 or later.
2. The former student-athlete cannot satisfy the definition to be included in the team's APR cohort in the term in which he or she graduated from the institution.
3. The former student-athlete must have lost either the eligibility or retention point in his or her last term in the APR cohort, or would have lost a point if the student-athlete departed prior to the implementation of the APR in 2003-04 or prior to when the institution was first required to submit APR data (e.g., multidivisional, reclassifying or provisional institution). (Note: If the lost eligibility or retention point was adjusted, then no APR point was actually lost, so no delayed point can be awarded.) (*Adopted: 7/2006 effective 7/2006.*)

[Note: In order for an institution to award the delayed-graduation point, the former student-athlete must graduate from the original institution where he or she lost the APR point(s) or from a state university-system institution or branch campus with the same federal identification number.]

#### Requests for Delayed-Graduation Points from Prior Cohort Years

Institutions are permitted to request delayed-graduation points for any academic year cohort included in the institution's multiyear APR cohort. Such requests will be permitted only during data submission, and delayed-graduation points awarded from prior academic year(s) will not affect the status of any previously earned penalties or incentives. Further, an institution may request relief from a penalty based on the awarding of additional delayed-graduation points in subsequent academic year(s) if the penalty has not been imposed. Retroactive incentives are not available. Corrected data will be included in the calculation of the APR for the current academic year and any applicable subsequent years. Institutions who wish to request relief from a penalty based on the awarding of additional delayed-graduation points in subsequent academic year(s) should consult the NCAA Committee on Academic Performance Policies and Procedures for more information.

Please note that if a team with a single-year APR of 1000 is subsequently awarded delayed-graduation points, such points will be added to the team's multiyear rate. (*Adopted: 7/2006 effective 7/2006.*)

## ***CALCULATING THE APR FOR FIVE- AND SIX-YEAR DEGREE PROGRAMS***

### General

#### **Question No. 1**

*What is the definition of a five- or six-year baccalaureate degree program?*

If the student-athlete's academic program is identified in the institution's official catalog as a five- or six-year baccalaureate degree program, it should be treated as such for purposes of determining the student-athlete's APR eligibility points. In addition, any baccalaureate degree program that requires at least 150-semester or 225-quarter hours to complete is considered a five-year baccalaureate degree program, according to NCAA legislation.

#### **Question No. 2**

*How are APR points awarded for student-athletes enrolled in five- and six-year programs?*

A student-athlete enrolled in a five- or six-year degree program will earn an eligibility point in a term if the student-athlete is academically eligible to compete the following regular academic term based on applicable eligibility requirements for five- or six-year baccalaureate degree programs. A student-athlete enrolled in a five- or six-year degree program will earn a retention point if the student-athlete is retained as a full-time student the following regular academic term.

#### **Question No. 3**

*How is the APR eligibility point determined for a student-athlete enrolled in a five- or six-year degree program during the last term of his or her fifth year?*

The APR eligibility point normally is awarded only if a student-athlete graduates at the conclusion of five years. A student-athlete enrolled in a five- or six-year degree program who is completing his or her fifth year, will be awarded a point for eligibility in the last term, provided he or she meets the academic requirements outlined below.

### Five-Year Degree Programs

A student-athlete in a five-year degree program, or a degree that requires a minimum of 150-semester or 225-quarter hours for completion, must meet the following academic requirements to be awarded an eligibility point for the last regular academic term of his or her fifth year:

<b>Academic Requirements</b>	<b>Date of Initial Collegiate Enrollment</b>
60 percent of Degree Completed Good Standing	Before August 1, 2003
83 percent of Degree Completed Good Standing	After August 1, 2003

**Example**

A student-athlete initially enrolled in XYZ University in fall 2002 and is pursuing a baccalaureate degree program that requires 225-quarter hours. At the end of the student-athlete's fifth academic year, spring 2007, the student-athlete has completed 189-quarter hours and is in good standing as defined by the institution. The student-athlete should be awarded an eligibility point for the spring term because he or she is in good standing and has completed 60 percent of his or her degree program at the end of the fifth year.

Six-Year Degree Programs

A student-athlete in a six-year degree program will be awarded a point for eligibility at the end of his or her fifth year provided the student-athlete is in good standing and has completed all requirements of the designated degree program for years one through five.

**Example**

Student-athlete B is enrolled in a six-year degree program that requires the student-athlete to complete 208-semester hours. During the sixth year of the degree, the student-athlete is required to complete two rotations for 40-semester hours. At the conclusion of student-athlete B's fifth year, he or she has completed all of the academic requirements of his or her degree except for the two required rotations. The institution may award the eligibility point for this student because he or she has completed all of the requirements for the designated degree programs for years one through five and has only the requirements for the sixth year remaining.

**SAMPLE APR CALCULATIONS**

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Total Points Earned/ Total Possible Points and Explanation</b>
<b>SA 1</b> The five-year graduate.	<i>Fifth year of enrollment, last season of eligibility, eligible for spring term and retained.</i> E + R = 2	<i>Fifth year, last term of eligibility and graduates.</i>  G + G = 2	"4/4"
<b>SA 2</b> The four-year graduate.	<i>Fourth year of enrollment, last season of eligibility, eligible for spring and retained.</i> E + R = 2	<i>Fourth year, last term of eligibility and graduates.</i>  G + G = 2	<i>Retention or no retention, the student receives the maximum two points this term since he or she graduated.</i> "4/4"
<b>SA 3</b> The four-year graduate continues to the fifth year.	<i>SA graduated in four years (has baccalaureate) and is eligible to compete in fifth year. SA meets midyear eligibility requirements (e.g., six hours) after fall term and is retained.</i>  E + G = 2		<i>Graduates who have remaining eligibility automatically receive the retention point. The eligibility point is based only on eligibility requirements for graduates.</i>  <i>If this SA leaves midyear, he or she receives "2/2" points.</i>  <i>If this SA is retained for the full year and meets the eligibility requirements in both terms, this SA would receive "4/4" points.</i>

	Fall Semester	Spring Semester	Total Points Earned/ Total Possible Points and Explanation
<p><b>SA 4</b> The three-year graduate continues to the fourth year.</p>	<p><i>SA graduated in three years (has baccalaureate) and is eligible to compete in fourth year. SA meets eligibility requirements (e.g., six hours) in fall term and is retained.</i> E + G = 2</p>		<p>See above.</p>
<p><b>SA 5</b> Military service interrupts five-year clock.</p>	<p><i>SA enrolls for fall semester, but prior to completing term is called to active military service and is unable to complete the term.</i> -----</p>	<p><i>SA does not enroll spring semester.</i> -----</p>	<p><i>SAs who begin a term but are unable to complete the term due to a legislated five-year exception are not included in the team's rate for the uncompleted term.</i></p>
<p><b>SA 6</b> Religious mission interrupts five-year clock.</p>	<p><i>SA enrolls full time, earns eligibility and returns for spring semester.</i>  E + R = 2</p>	<p><i>SA enrolls full time and would be eligible for following fall term but is not retained due to serving a religious mission for the following academic year.</i>  E = 1</p>	<p><i>SA receives "3/3" points for the year. The retention point in spring term of departure would not be calculated since military and mission work are exceptions to the five-year rule.</i></p>
<p><b>SA 7</b> Departs institution after second year and does NOT meet a legislated exception to the five-year clock rule.</p>	<p><i>SA enrolls full time, earns eligibility and returns for spring semester.</i>  E + R = 2</p>	<p><i>SA enrolls full time and would be eligible for the following fall term but is not retained and does NOT meet an exception to the five-year clock rule.</i>  E + = 1</p>	<p><i>SA does not earn the retention point as the student was not retained the following fall term.</i>  "3/4"</p>

	Fall Semester	Spring Semester	Total Points Earned/ Total Possible Points and Explanation
<b>SA 8</b> The five-year nongraduate departs.	<i>Fifth year of enrollment, SA enrolls full time, earns eligibility and returns for spring semester.</i>  E + R = 2	<i>SA does not earn degree at end of five years and is not retained.</i>  NG + NG = 0	<i>Five-year SA exhausts eligibility, does not earn degree and is not retained a sixth year.</i>
<b>SA 9</b> The five-year nongraduate is retained.	<i>Fifth year of enrollment, SA enrolls full time, earns eligibility and returns for spring semester.</i>  E + R = 2	<i>SA does not earn degree at the end of five years but is retained to sixth year.</i>  NG + R = 1	<i>Five-year SA exhausts eligibility, does not earn degree and returns for a sixth year of enrollment.</i>  "3/4"
<b>SA 10</b> Allowable exclusion: deceased student-athlete.	<i>SA enrolls for fall semester, but prior to completing term the SA dies.</i>  -----		<i>SAs who begin a term, but who are unable to complete the term due to an allowable exclusion are not included in the team's rate for the uncompleted term.</i>
<b>SA 11</b> The sixth-year nongraduate is retained.	<i>Not part of APR cohort.</i>	<i>Not part of APR cohort.</i>	<i>SA who is retained beyond the fifth year and who is on athletics aid is not included in the APR cohort.</i>

SA = Student-athlete

E = Eligible

G = Graduates

R = Retained

----- = Not enrolled this term at this institution

NG = Nongraduate after five years

Note: Eligibility for purposes of this chart is defined as academically eligible to compete.

# 2011 NCAA Division I Academic Progress Rate Data Collection Instructions

## *DATA COLLECTION ON TWO-YEAR COLLEGE TRANSFERS*

### Introduction

Beginning with the 2008-09 APR/APC data submission, institutions were required to submit additional academic data for student-athletes in the sports of baseball, football and men's and women's basketball who transferred to the submitting institution immediately from a two-year college. During the 2008-09 data collection, institutions were required to provide data on all two-year college transfer student-athletes in the cohort in these four sports. In subsequent years, the additional data will only be required for those two-year college transfer student-athletes who entered the institution in the academic year for which data is being submitted. This data will be collected for an additional two-year period (i.e., data to be submitted fall 2011 and fall 2012). At the end of this two-year period, the Committee on Academic Performance will determine if any changes should be made to the list of data collection elements and/or to the data collection process.

### Data Collection Items

The following information will be collected on each two-year college transfer student-athlete:

1. Number of two-year college(s) attended (full time and part time).
2. Names of two-year college(s) attended (full time and part time).
3. Total number of credits earned at two-year college(s).
4. Total number of English credits earned at two-year college(s) and the number of these credits that were transferable to the four-year institution.
5. Total number of math credits earned at two-year college(s) and the number of these credits that were transferable to the four-year institution.
6. Total number of science credits earned at two-year college(s) and the number of these credits that were transferable to the four-year institution.
7. Total number of physical education activity credits earned at two-year college(s) and the number of these credits that were transferable to the four-year institution.
8. Total number of transferable credit hours applicable toward the student-athlete's declared degree program at the four-year institution at the time of transfer.

9. Total number of remedial credits the student-athlete is required to take at the entering four-year college.
  - In which of the following subjects was the student-athlete required to complete remedial coursework after transferring from the two-year college?
    - (1) English.
    - (2) Math.
    - (3) Science.
    - (4) Other.
10. Overall two-year college grade-point average.
11. Four-year college degree transfer credit grade-point average.
12. Did the student-athlete graduate from the two-year college?
13. Total number of terms of full-time enrollment by the student-athlete at the two-year college where he or she graduated/most recently attended.
14. Total number of credit hours earned at the two-year college where the student-athlete graduated/most recently attended.
15. Total number of credits earned during the academic term (regular or summer) immediately prior to transfer at an institution other than the two-year college from which the student-athlete graduated.
16. Number of seasons of competition used at the two-year college(s).
17. NCAA initial-eligibility status (i.e., qualifier, nonqualifier, did not register, was not certified).

The following information contains questions and answers to assist the membership in its understanding of the data collection for two-year college transfer student-athletes.

### **Question No. 1**

*Why are institutions being asked to submit this additional data?*

Since June 2007, four separate groups within the NCAA governance structure have initiated reviews of issues impacting the academic performance of two-year college transfer student-athletes. Each group noted the need for additional research regarding the academic performance of two-year college transfer student-athletes, specifically their performance at their respective two-year college(s). However, there are limited data available on the two-year college academic performance of student-athletes. Without comprehensive data on two-year college transfer student-athletes, the membership's ability to provide thorough analysis regarding the academic preparation and success of two-year college transfers is limited. The collection of these data is essential in understanding the academic profiles of two-year college transfers and would provide reliable data to various governance groups as they consider policies and legislative changes regarding two-year college transfers.

### **Question No. 2**

*Why are the additional academic data only being collected for four sports?*

The four identified sports have the largest number of transfer students from two-year colleges. In addition, it is anticipated that data from these sports will be sufficient for obtaining the research to inform policy decisions.

### **Question No. 3**

*Does this data submission require institutions to submit data on all two-year college transfer student-athletes in all years that make up the multiyear APR cohort?*

No. Institutions are required to provide data on all two-year college transfer student-athletes in the 2010-11 cohort in the four sports, if the student-athlete enrolled at the submitting institution during the 2010-11 academic year. For example, if a two-year college student-athlete transferred, enrolled full time in the fall of 2008 at the Division I institution, competed while on athletics aid and graduated in the spring of 2010, the institution would not be required to provide data on this student-athlete since the student-athlete is not in the 2009-10 APR cohort.

### **Question No. 4**

*Does the institution need to submit any documentation (e.g., transcripts, credit evaluation) to the national office?*

No. An institution is not required to submit any documentation to the national office for this specific data collection. However, institutions are encouraged to maintain the documentation on campus in the event of an APP Data Review.

**Question No. 5**

*What if an institution does not submit any data or incomplete data on its two-year college transfers?*

If an institution fails to submit any data or submits incomplete data on its two-year college transfers, it will render all of its teams ineligible for championships. The institution must submit the requisite data and then request reinstatement for championships. If an institution is unable to obtain the requisite data or encounters issues with this data collection, the institution should contact the NCAA academic and membership affairs staff.

**Question No. 6**

*What if the institution is unable to obtain requisite information until after the APR/APC data has been submitted?*

This information must be completed and submitted with the institution's APR data. If this timeline cannot be met, the institution should request an extension of the data submission deadline.

**Question No. 7**

*Does the additional academic data have to be submitted for a student-athlete who initially attended a four-year institution, then transferred to a two-year college and then transferred to the submitting institution (i.e., 4-2-4 transfer)?*

Yes; however, the submitting institution needs to only report the additional academic data for the student-athlete's attendance at the two-year college. Credits earned by the student-athlete from the first four-year institution should not be entered into the new data fields regarding two-year college attendance; however, they should be included in the total transfer credits field.

**Question No. 8**

*Does the additional academic data have to be submitted for a student-athlete who initially attended a two-year college, then transferred to a different four-year institution and then transferred to the submitting institution (i.e., 2-4-4 transfer)?*

Institutions are required to supply the additional academic data only for student-athletes who transferred directly from a two-year college to the current institution.

**Question No. 9**

*What is difference between total credit hours, transferrable credit hours and degree credit hours?*

Total credit hours are those credits hours the student-athlete earned at the two-year college(s). Transferrable credit hours are only those credit hours earned at the two-year college(s) that transferred into your institution. Degree credit hours are only those credit hours earned at a two-year college that transferred into your institution and were applied to the student-athlete's designated degree program at the time of transfer.

**Question No. 10**

*Should hours earned at a two-year college prior to initial full-time collegiate enrollment be included in these data?*

Yes. All two-year college hours should be reported regardless of when the student-athlete earned them (e.g., high school dual enrollment, prior to initial full-time enrollment).

**Question No. 11**

*What if the student-athlete transferred to the submitting institution prior to being required to designate a degree program?*

The submitting institution should report all credits that would transfer into any degree program at the four-year institution and the grade-point average in those courses.

**Question No. 12**

*What if the student-athlete changed majors after his or her first term at the submitting institution?*

The degree credit hours and degree grade-point average fields should reflect the student-athlete's degree program at the time of transfer.

**Question No. 13**

*What is the difference between overall grade-point average, degree specific grade-point average and transferrable grade-point average?*

The overall grade-point average is the total grade-point average based on all coursework at the two-year college(s). The degree specific grade-point average should be calculated using only the

grades in courses earned that apply directly to the student-athlete's designated degree program at the four-year institution. The transferrable grade-point average is not a requirement for the additional academic data, but is the grade-point average earned in all courses that transferred into the institution as defined in Bylaw 14.5.4.5.3.2 (calculation of grade-point average for transferable credit).

#### **Question No. 14**

*How is the overall two-year college grade-point average determined?*

If the student-athlete only attended one two-year college, then the cumulative grade-point average at that two-year college should be reported. If the student-athlete attended more than one two-year college, the submitting institution should calculate the overall two-year college grade-point average by adding total grade points earned at all two-year colleges divided by total credits attempted for a grade at all two-year colleges.

For example:

John attended two-year college A. John attempted 27 credit hours for a grade, however, only earned 24 credit hours and earned 70 grade points. His grade-point average at two-year college A is  $70/27 = 2.59$ .

John then transferred to two-year college B. John attempted 40 credit hours for a grade and earned 40 credit hours and earned 98 grade points. His grade-point average at two-year college B is  $98/40 = 2.45$ .

His overall two-year college grade-point average is  $(70 + 98) / (27+40) = 2.51$ .

#### **Question No. 15**

*What if the student-athlete received an initial-eligibility waiver and was considered to be a partial qualifier?*

Please indicate the student-athlete was a nonqualifier for purposes of this data collection.

#### **Question No. 16**

*What if the student-athlete did not have a final academic certification from the NCAA Eligibility Center?*

The student-athlete should be reported as not being certified or as not registering with the NCAA Eligibility Center.

**Question No. 17**

*May I import the data from Compliance Assistance (CA)?*

No. The majority of these data fields are currently not available in CA.

**Question No. 18**

*What should be reported if the student-athlete was charged with a season of competition but did not actually compete? For example, the student-athlete competed after his or her 21<sup>st</sup> birthday prior to initial full-time enrollment and was charged with a season of competition.*

Only the number of seasons in which the student-athlete actually participated at a two-year college should be reported.

**Question No. 19**

*What is considered to be a physical education activity credit?*

Physical education activity courses are courses which involve body movement produced by skeletal muscles resulting in energy expenditures through organized group or class activities (e.g., swimming, team sports, weight lifting). Physical education theory or pedagogy courses should not be reported as physical education activity courses.

**Question No. 20**

*What is considered an English credit?*

Courses that were offered in the two-year college's English department and were earned (both college level and remedial) should be reported as English credit hours earned. Courses that transferred into the submitting institution's English department should be reported as English credit hours transferred. A course that transferred into another department but met a writing requirement would not be considered an English course (e.g., history course with a writing component).

**Question No. 21**

*What is considered a math credit?*

Courses that were offered in the two-year college's mathematics department and were earned (both college level and remedial) should be reported as math credit hours earned. Courses that transferred into the submitting institution's mathematics department should be reported as math

credit hours transferred. A course that transferred into another department but met a quantitative requirement would not be considered a math course. (e.g., logic course offered in the philosophy department).

**Question No. 22**

*What is considered a science credit?*

Courses that were offered in the two-year college's natural or physical science departments (e.g., biology, chemistry, physics, geology) and were earned (both college level and remedial) should be reported as science credit hours earned. Courses that transferred into the submitting institution's natural or physical science departments should be reported as science credit hours transferred. Social science courses (e.g., psychology, sociology) and health science courses (e.g., nursing, exercise science) would not be considered a science course.

**Question No. 23**

*What is considered a remedial course?*

A course is remedial if it does not count as college-level credit and does not count toward any degree program at the institution. Generally a remedial course is a prerequisite for courses that are countable toward any degree program. Remedial courses may also be referred to as "college-preparatory," "compensatory," "developmental" or "review."

**Question No. 24**

*Should remedial English, math and/or science courses be reported in the total number of credits earned at the two-year college?*

Yes. Remedial hours the student-athlete completed at the two-year college should be included in reporting the total number of hours earned. However, remedial courses are generally not transferrable to a four-year institution; therefore, they should not be reported as transferrable or degree credit hours.

**Question No. 25**

*What should be reported if the submitting institution does not accept any credit hours from two-year colleges?*

The institution must report zero for the degree credit hours, transfer credit hours and degree grade-point average fields. The institution will not be able to submit its APP data if these fields are blank.

**Question No. 26**

*Is part-time attendance at a two-year college included in determining the total number of two-year colleges attended?*

Yes. Please include all two-year colleges that the student-athlete attended including high school dual enrollment and attendance prior to initial full-time enrollment.

**Question No. 27**

*What if the student-athlete earned an associate of science or an associate of applied science instead of an associate of arts degree?*

If the student-athlete received an associate degree prior to transferring to the submitting institution, the student-athlete should be reported as a two-year college graduate.

**Question No. 28**

*Should any hours earned at another four-year institution be reported in the data?*

The majority of data fields should only include two-year college courses and information. However, if the student-athlete enrolled in courses at a four-year institution the term immediately prior to transferring to the submitting institution, those credit hours should be reported in the data field titled:

**"Total number of credits earned during the academic term (regular or summer) immediately prior to transfer at an institution other than the two-year college from which the student-athlete graduated/most recently attended."** For example, a student-athlete may have been dually enrolled at a four-year institution his or her last term at the two-year college. Those credit hours earned at the four-year institution during that term should be reported in this field.

**Question No. 29**

*If a student-athlete attended a two-year college using semester terms and the submitting institution is a quarter institution, should the number of terms the student-athlete attended the two-year college be reported in semesters or quarters?*

The submitting institution should convert the terms to its academic calendar (semesters or quarters). For example, if a student-athlete attended a two-year college for four semesters and transferred to a quarter institution, the submitting institution should report six terms at the two-year college (1 semester = 3/2 quarters and 1 quarter = 2/3 semester).

**Question No. 30**

*Are institutions required to submit the data for transfer student-athletes who attended a two-year college in a foreign country?*

No. A two-year college in a foreign country is considered to be a four-year college for NCAA transfer purposes.

## ***HEAD COACHES' APR PORTFOLIO***

### Introduction

During its January 2009 meeting, the NCAA Division I Board of Directors approved a publicly available database for reporting the APR for all Division I head coaches. During the 2008-09 APR/APC data collection institutions were required to submit the names and employment dates for all head coaches in the sports of baseball, men's and women's basketball, football and women's indoor and outdoor track and field. During the 2009-10 APR/APC data collection, institutions were required to submit data for all other sports as well as the updated 2009-10 data for the original six sports. This data is required for all head coaches employed from August 1, 2003, to the present.

For purposes of this data, only coaches officially employed by a Division I institution as a head coach will be included in the database. A head coach designated as an "interim," will not be included in the portfolio for the "interim" period. Therefore, there may be dates for which there was no "head coach" for this study.

Head coaches will have the opportunity to review their employment history and single-year APR data during a designated time period, to be specified.

Beginning with the 2010-11 data collection, institutions need only update the head coach data for sports in which there was a coaching change within the last academic year. Additionally, institutions must verify the accuracy of the data and make any corrections prior to submitting the 2010-11 APR/APC data. If corrections are needed after the institution has submitted its APR/APC data, institutions may request changes during the 14-day correction phase.

The following information contains questions and answers to assist the membership in its understanding of the data collection for head coaches.

### **Question No. 1**

*Why are institutions required to submit additional data for the original six sports reported last year?*

Moving forward, institutions will be required to submit yearly updates to their coaching information. The information is drawn from the membership database so institutions who keep its information current within the database will have the appropriate information displayed in the APR/APC system. Institutions will still be required to verify that the data reported is correct.

**Question No. 2**

*Can this data be imported from CA?*

No. However, the majority of head coaches' data are already prepopulated in the institution's APP data collection site, so this is not part of a CA import.

**Question No. 3**

*How were the head coaches' data that are prepopulated in the data collection system obtained?*

The information is obtained from the NCAA membership database and sports sponsorship forms submitted by the institution.

**Question No. 4**

*Should an "interim" head coach be reported?*

No. Only permanent head coaches should be reported in the data collection system. There may be time periods in which the institution reports no head coach for a sport.

**Question No. 5**

*If a sport had co-head coaches, should both coaches' names be reported?*

Yes. All head coaches should be reported. The data collection system will allow overlapping employment periods and the ability to enter multiple head coaches for an academic year for a sport.

**Question No. 6**

*Will head coaches be able to view their employment dates and the team's single-year APRs?*

Yes. Head coaches will have an opportunity to view their employment dates with the institution(s) and the team's single-year APRs, but not that of other coaches, prior to the public release. However, head coaches will not be able to make corrections to the data. All corrections regarding their employment dates must be submitted by the institution.

**Question No. 7**

*Is there an appeals process available to the head coach if he or she wishes to appeal the team's APRs?*

No. Coaches will have the opportunity to review employment dates; however, there will not be an opportunity to appeal the information reported in the APR portfolio. Such opportunities for appeals would have been available during the annual APP Data Collection Process (e.g., data corrections and adjustments).

**Question No. 8**

*How will head coaches who are no longer employed at a Division I institution be notified of the opportunity to review their employment dates and APRs?*

The NCAA will notify all coaches through their respective coaches' association and a public notice on the NCAA Web site of their opportunity to review data. That notification will advise coaches who are not currently employed at an NCAA member institution, to fill out a form with their contact information and will receive log-in information.

**Question No. 9**

*What does an institution need to do if the head coach listed in the data collection site appears correct but the name is misspelled?*

The institution should report the misspelling by clicking on the button "Report Misspelling." The NCAA staff will review the request and make the necessary corrections to the head coach's name. An NCAA staff member will contact the individual making the request to notify them of the change.

**Question No. 10**

*Is the employment start date the date the head coach signed the employment contract, or the date the coach began duties as a head coach?*

The employment start date should be the date on which the coach started duties as a head coach.

**Question No. 11**

*Is the employment end date the date on which the coach was no longer employed by the institution or the date on which the coach was no longer the head coach?*

The employment end date is the date on which the coach was no longer the head coach of that sport.

**Question No. 12**

*What if an institution does not submit any data or incomplete data for the head coaches?*

Since this information is considered part of the APC data collection, if an institution fails to submit any data or submits incomplete data on its head coaches, it will render all of its teams ineligible for championships. The institution must submit the requisite data and then request reinstatement for championships.

**Question No. 13**

*Will institutions be able to submit corrections to the data after submission of all APR/APC data?*

Yes. Any corrections to the head coaches' employment data must be submitted during the institution's regular corrections period with any corrections to an institution's APR data. Institutions are permitted to request corrections to APC and APR data for any academic year, including academic years not included in the current multiyear APR calculation. Only institutions (not individuals) may request the corrections.

**Question No. 14**

*Will the APR for head coaches be reported as an average for all years they were employed at the institution?*

No. The APR reported will be the team's single-year APR for each academic year (August 1 through July 31) the head coach was employed at the institution.

**Question No. 15**

*When will the head coaches' APR be reported publicly?*

The head coaches' APR is currently available on the NCAA Web site and will be updated annually each spring.

**Question No. 16**

*Does the institution need to submit any documentation (e.g., contracts, employment records) to the national office?*

No. An institution is not required to submit any documentation to the national office for this specific data collection. However, institutions are encouraged to maintain the documentation on campus for purposes of an APP Data Review.

**Question No. 17**

*If an institution sponsors one or two sports at the Division I level, are they required to submit this data for those sports?*

Yes. This data collection applies to its Division I teams even though the institution is a Division II or Division III institution.

**Question No. 18**

*If an institution used to sponsor a sport and dropped it or transitioned it to another division, are they required to submit this data for those sports?*

Yes. Institutions will be asked to provide the information for each of the years in which the sport was an active Division I team. If the sport was dropped or transitioned prior to the 2003-04 academic year, the institution will not be required to provide the information for that year. However, if the APR from an academic year for the team is not reported as part of the institution's APR report, it will not be included as part of the public release of this data.

## ***CORRECTING SUBMITTED DATA***

### Introduction

After submission and validation of an institution's APR/APC information, an institution is provided a 14 calendar-day period to review its data for any errors or omissions and submit any APR adjustments.

### Corrections

Institutions are permitted to request corrections to APR data for all academic years. Such corrections will be permitted only during the correction/adjustment period. Please note that submitting corrections to data from prior academic years will not affect any data reports that have already been made public, although the multiyear APR may be impacted. Please contact Maria DeJulio (913/397-7668 or mdejulio@ncaa.org) directly for any requests for data corrections to academic years **outside** the current multiyear cohort (i.e., 2003-04, 2004-05, 2005-06 and 2006-07). These specific requests cannot be submitted through the APP Data Collection Portal.

### Adjustments

Institutions are permitted to request APR adjustments during the same 14 calendar-day period in which they submit corrections. APR adjustments are submitted via LSDBi. Please refer to the Committee on Academic Performance Web site for technical instructions regarding submitting APR adjustments.

### Effect of Corrections on Previously Earned Penalties and/or Rewards

Corrections to data for prior years generally will not affect the status of any previously earned penalties or rewards. However, if an institution discovers that a correction to a prior year's data would have resulted in the team not being subject to a previously earned penalty that has not yet been applied, it may request relief from the previously earned penalty. To request relief, an institution must submit a written request to the NCAA Division I Committee on Academic Performance Subcommittee on Data Collection and Reporting and provide any necessary supporting documentation. Corrected data will be included in the calculation of the APR for the current academic year and any applicable subsequent years. (*Adopted: 1/2007*)

### Technical Instructions

Institutions may request corrections as follows:

1. Click on the tab titled "Corrections/Adjustments/Penalty Waivers" in the APP Data Collection System.
2. If your institution has changes or corrections to request to the data, click on the "Submit Corrections" button. Changes must be requested within 14 calendar-days of the date the institution received the data validation email. If your institution has no changes or corrections to the data, click on the "No Corrections to Data" button. **DO NOT** click on this button until your institution is ready to confirm the accuracy of the data.
3. To request corrections, click on the "Add More Corrections" link.

**a. To Request a Correction to Data for a Student-Athlete:**

- (1) Click on the "Edit Student" link.
- (2) Select the academic year you wish to request corrections for student-athletes.
- (3) Once the academic year is selected, a list of student-athletes will appear for all teams in alphabetical order.
- (4) Locate and click on the edit link of the student-athlete's name you wish to request a correction to his or her APR data.
- (5) Once the student-athlete's name has been selected, a text box will appear. In the text box, please provide information on the corrections that are needed for this student-athlete for the selected academic year.
- (6) Click on the "Save" button located at the bottom of the screen. This information is only saved and has yet to be submitted to the NCAA research staff. **If the user does not enter any text into the box, an error message will appear. Information must be entered into the text box in order for the correction to be saved. If the user fails to click the "Save" button before moving to another screen, any information entered and/or changes will be lost.** If the user selected a student-athlete in error, the user may click on the Internet browser's "Back" button or click on "Return to Corrections Main Page" to resume entering corrections.

- (7) Once a correction has been saved, the student-athlete's name will appear in the area entitled, "Changes That Have Not Been Submitted Yet."
- (8) At this time, the user may continue to enter additional corrections or click the "Submit Unsubmitted Corrections" link to submit any pending corrections to the NCAA research staff. An institution may submit corrections multiple times during the 14 calendar-day correction period.

**b. To Remove a Student-Athlete:**

- (1) Click on the "Remove Student" link.
- (2) Select the academic year you wish to remove student-athletes.
- (3) Once the academic year is selected, a list of student-athletes will appear for all teams in alphabetical order.
- (4) Locate the student-athlete's name you wish to remove from your institution's APR data for the selected academic year and click on the "Remove" link.
- (5) Once the student-athlete's name has been selected, a text box will appear. In the text box, please provide information on why the student-athlete should be removed from your institution's APR data for the selected academic year.
- (6)
- (7) Click on the "Save" button located at the bottom of the screen. This information is only saved and has yet to be submitted to the NCAA research staff. **If the user does not enter any text into the box, an error message will appear. Information must be entered into the text box in order for the correction to be saved. If the user fails to click the "Save" button before moving to another screen, any information entered and/or changes will be lost.** If the user selected a student-athlete in error, the user may click on the Internet browser's "Back" button or click on "Return to Corrections Main Page" to resume entering corrections.
- (8) Once a correction has been saved, the student-athlete's name will appear in the area entitled, "Changes That Have Not Been Submitted Yet."

- (9) At this time, the user may continue to enter additional corrections or click the "Submit Unsubmitted Corrections" link to submit any pending corrections to the NCAA research staff. An institution may submit corrections multiple times during the 14 calendar-day correction period.

**c. To Request a Correction to the Financial Aid, Head Coach, Nonretained/Ineligible Student-Athlete Info, Transfer and Delayed-Graduation Point Tabs:**

- (1) Click on the "Edit Other" link.
- (2) Select the type of correction you wish to request.
- (3) Select the academic year you wish to request corrections.
- (4) Once the academic year is selected, a text box will appear. In the text box, please provide information on what changes need to be made and the reason why.
- (5) Click on the "Save" button located at the bottom of the screen. This information is only saved and has yet to be submitted to the NCAA research staff. **If the user does not enter any text into the box, an error message will appear. Information must be entered into the text box in order for the correction to be saved. If the user fails to click the "Save" button before moving to another screen, any information entered and/or changes will be lost.** If the user selected this option in error, the user may click on the Internet browser's "Back" button or click on "Return to Corrections Main Page" to resume entering corrections. Once a correction has been saved, the requested correction will appear in the area entitled, "Changes That Have Not Been Submitted Yet."
- (6) At this time, the user may continue to enter additional corrections or click the "Submit Unsubmitted Corrections" link to submit any pending corrections to the NCAA research staff. An institution may submit corrections multiple times during the 14 calendar-day correction period.

**d. To Add a Student-Athlete:**

- (1) Click on the "Add Student" link.
- (2) Select the academic year you wish to add student-athletes to your institution's APR data.

- (3) In order to add student-athletes, the institution must submit an Excel spreadsheet with the required information for each student-athlete to be added. An Excel spreadsheet may be downloaded by clicking on the "Empty Spreadsheet" link. An institution may upload multiple documents.
  - (4) Once the spreadsheet has been completed, the user must upload the spreadsheet by clicking on the "Browse" button and locating the spreadsheet and clicking on the "Upload File" button. A text box is available to provide a description of the file.
  - (5) Once the file has been uploaded, the file will appear in the area entitled, "Saved Adds List." The user may delete this file. However, once the file has been submitted, the file will no longer appear in this area and the user will no longer have access to it.
  - (6) At this time, the user may continue to enter additional corrections or click the "Submit Unsubmitted Corrections" link to submit any pending corrections to the NCAA research staff. An institution may submit corrections multiple times during the 14 calendar-day correction period.
4. To submit corrections to the NCAA research staff.
  - a. Click on the "Submit Unsubmitted Corrections" link. Once this is done, all correction requests that are waiting to be submitted will be sent to the NCAA research staff, who are notified via email to begin making the requested corrections, pursuant to the APP policies and APR guidelines. An institution may submit corrections multiple times during the 14 calendar-day period.
  - b. Once corrections have been made by the research staff, the institution will be sent an email which directs the user to enter the APP Data Collection System and confirm that the corrections have been made to the data as requested.
5. To view all correction requests and their status, click on the "All Corrections Submitted to Date." This will provide the institution a listing of all correction requests, their status and if they have been submitted to the research staff. The page is divided into the following areas:
  - a. "Completed Changes."
  - b. "Changes Not Completed."

c. "Additions Not Completed."

d. "Completed Additions."

The user may click on the student-athlete's name to view the correction request made by the institution.

6. To complete the correction phase or if your institution has no further corrections to request:

a. Your institution should change its corrections status from "More Corrections to Submit" to "Submitted All Corrections." This will inform the research staff that your institution has no more corrections to submit.

b. Once corrections have been made by the research staff, the institution will be sent an email which directs the user to enter the APP Data Collection System and confirm that the corrections have been made to the data as requested.

c. Once the user has confirmed that all the corrections have been made, click on the tab titled "Corrections/Adjustments/Penalty Waivers" in the APP Data Collection System. Click the "Correction Processing Complete" button. If the institution is still within the 14 calendar-day period, APR adjustments may still be submitted.

7. Corrections that result in an APR adjustment request.

If a submitted correction removes an eligibility and/or retention point that the institution would then like to request as an APR adjustment, please contact NCAA staff member Binh Nguyen at [bnguyen@ncaa.org](mailto:bnguyen@ncaa.org) or 317/917-6686.

## ***TECHNICAL INSTRUCTIONS***

### Log In

1. Go to NCAA.org and log in to the membership side using your NCAA.org email login ID and password (single-source sign-on).
2. Go to the My Application Links section and click on the application "APP." found on the home page.
3. The user will be taken to a screen that prompts acknowledgement that the user has read and understood the terms pertaining to the use of the APP. Please contact the NCAA with questions about these terms. If the user understands and accepts the information provided here, click "Accept Terms" to enter the APP.
4. If the user is the first person this year from the institution to access the APP, the user will be required to provide the first day of classes for the 2011 fall term and 2012 fall term at the institution before continuing.
5. The user will see the current year's APP data and may navigate the program using the tabs.

### Member Set Up

Before entering or importing any student-athlete data, some options need to be set in the "Member Set-Up" tab of the program.

1. Academic calendar: If the institution has quarter terms instead of semesters, set the academic calendar option to quarter.
2. Grade-point-average scale: If the institution does not use a four-point grading scale, enter the appropriate data in the grade-point-average scale field.
3. School grants athletics aid: If the institution does not grant athletically related financial aid, set the "School Grants Athletics Aid" option to "No."
4. If the institution does grant athletically related financial aid but does not grant such aid in certain sports, select those sports by clicking on them in the left selection box and clicking the top arrow button to move them to the list on the right. Student information will be required for these sports based on recruited status.

5. NCAA CA User: If the institution wants to import data from CA, set the field to "Yes." If the institution wants to import data from a file, set the field to "No."

### Entering Student-Athlete Records

There are three different ways to enter student-athlete records into the APP.

1. "New Student" button on the "List" tab: Use the "New Student" button manually to enter student-athlete records. All fields with a yellow background are required fields.
2. CA import: If the institution's athletics department uses the CA software, it may import data from the CA program. The user must set the option "NCAA CA User" to "Yes" in the "Member Set-Up" tab in order to enable import of data from CA.
3. Import from text file: An import function is provided for institutions using software other than the CA software to track student-athlete data. This import requires a tab-delimited file to be exported from the institution's software.

### List Tab

1. Adding student records: To add student records, click on the "New Student" button to create a new record. Manually enter the student-athlete's information. All fields with a yellow background are required fields. [Note: If the student-athlete was in a prior year's APP data, see the Student-Athletes in Multiple Years of APP Data Collection section to roll the student-athlete's record over from the prior year into the current year to ensure the student-athlete's data is linked from year-to year.]
2. Editing a student record:
  - a. To edit a student record, click on the student-athlete's name in the name column.
  - b. Only 10 percent of the total student-athlete records are displayed on the list screen at one time. To navigate to a group of student records, there are links at the top of the student list that will allow access to other student records.
3. Sorting: To sort student records on the list screen by name, student ID or NCAA ID, click on the heading in the appropriate column.
4. Filtering: Student records can be filtered by name, sport, NCAA ID or student ID. Click on the "Search" button on the top right-hand corner of the student-list screen to filter the records to match the criteria specified.

### Viewing Data from Previous Academic Years

There is a drop-down list box at the top right-hand corner of the student-list screen that will allow read-only access to the institution's previous year data if the institution participated in the previous year's APP program. Select the year from this drop-down list in order to view previous year data.

### Student-Athletes in Multiple Years of APP Data Collection

1. Student-athletes that were in the previous year's data collection may be brought into the new academic year in several ways.
  - a. Student-athlete records may be copied from one academic year to the next. This option is available if the "NCAA CA User" option on the "Member Set-Up" tab is set to "No."
  - b. Copying from the previous year will create a new year record and copy associated sport records for the student-athlete.
    - (1) Click on the "Copy Records from Previous Year" link on the "Import" tab.
    - (2) The program will indicate that it is processing.
    - (3) If the copy is successful, a "Reverse Import" link will be displayed in the results window with a message indicating "Copy Complete."
    - (4) The user should then delete any student-athletes who are not in the cohort for this year's data collection. Deleting the student-athlete record will delete the student-athlete's data for the current year only.
2. Import functions will link student-athletes in previous year's data collection.
  - a. CA import:
    - (1) When an import from CA is performed, the program will first attempt to link the student-athlete based on the unique CA identifier that is assigned by the program and is not visible to the user of the program.
    - (2) If the CA identifier is not present (new student-athlete or institution's first year using CA), the program will link the student-athlete record using the NCAA ID. Student-athlete's must have an NCAA ID in CA in order for the data to be imported.

- b. Text file import:
  - When a full text file import is performed (available if the "NCAA CA User" option on the "Member Set-Up" tab is set to "No"), the program will match the student-athlete record based on NCAA ID.

### Student-Detail Screen

1. General.
  - a. All fields required for data submission on the detail screen are indicated with a yellow background.
  - b. Always use the "Save" button to save any changes that have made before leaving the detail screen.
  - c. A student-athlete record may also be added by clicking the "New Student" button on the student-detail screen.
  - d. To delete a student-athlete record, click the "Delete Student" button on the student-detail screen.
2. Student demographic information.
  - a. Student ID: This field is optional for the user's reference.
  - c. NCAA ID: This field is required. This is the ID established by the NCAA Eligibility Center and available on the student-athlete's initial eligibility records (academic and/or amateurism). Click the "Lookup NCAA ID" link to find the student-athlete's NCAA ID. If the student-athlete has transferred to your institution and appears in another institution's APR data, a warning will appear. If the warning appears and the student-athlete is not a transfer, please verify the NCAA ID.
  - d. Name: Student-athlete's name.
  - e. Gender: Select the appropriate gender.
  - f. Ethnicity: Select the appropriate ethnicity category for the student-athlete.

- g. Initial full-time enrollment:
    - (1) Any institution: Select the term and year when the student-athlete first attended any college or university full time.
    - (2) Current institution: Select the term and year when the student-athlete first attended the user's institution full time.
    - (3) Transfer institution type and transfer credits: These fields will appear if initial full-time enrollment at any institution and initial full-time enrollment at the user's institution are different. Indicate the transfer institution type and the total number of credits that transferred into the institution when the student-athlete initially enrolled at the user's institution. The credits reported in this field do not have to be degree applicable.
    - (4) If the current reporting year is the student-athlete's first year of collegiate full-time enrollment at your institution, please indicate if the student-athlete participated in the user institution's summer bridge program, which is a student-athlete's enrollment in coursework in the summer prior to initial full-time enrollment at your institution that is funded by athletics aid.
    - (5) If the student-athlete did participate in the user institution's summer bridge program, report the hours attempted, hours earned, remedial hours, term grade-point average and cumulative grade-point average at the end of the summer bridge term(s).
  - h. Major: Select the student-athlete's major from the drop-down list. If the user is familiar with the Classification of Instructional Programs (CIP) codes, enter the CIP code in the box following the major selection list.
3. Student-athlete status.
- a. Indicate whether or not the student-athlete meets the cohort definition for the terms.
  - b. The student-athlete status may affect data entry of other fields. If the student-athlete did not meet the cohort definition, the fields pertaining to that academic term will become grayed out and not required.

4. Academic year information.
  - a. Hours attempted: The number of credit hours in which the student-athlete enrolled.
  - b. Hours earned: The number of credit hours completed by the student-athlete.
  - c. Remedial hours: The number of credit hours considered remedial coursework. **These hours should also be included in the hours attempted and hours earned categories.**
  - d. Grade-point average: The grade-point average earned for the term.
  - e. Cumulative grade-point average: The student-athlete's cumulative grade-point average at the end of the term.
  - f. Total hours required for degree: Total credit hours required across academic years to complete the designated degree.
  - g. Cumulative credit hours earned toward degree: Total credit hours earned across academic years that apply to the designated degree.

\*If an institution has a student-athlete who completed degree applicable coursework in the summer prior to initial full-time enrollment that was not a participant in the user institution's summer bridge program, those hours should be reported in the "**Cumulative Credit Hours Earned Toward Degree**" field. Please also include CLEP, AP and college courses completed in high school in this field if they were applicable toward the degree.

5. Eligibility/retention status.
  - a. Academic eligibility: **Yes/No:** For each term, determine the student-athlete's academic-eligibility status at the beginning of the next regular academic term. **A student must meet all applicable academic-eligibility requirements (e.g., institutional, conference and NCAA) in order to receive a "Yes" in this field.** Academic eligibility may differ from eligibility to compete on campus. Be sure to make this designation for those that have separated from the team or the institution (only for the term following separation). For those that separated from the team or institution, the appropriate question to ask is: "Would the student-athletes have been academically eligible to compete had they returned?"

**Reason(s) for Academic Ineligibility:**

If a student-athlete was not academically eligible for a term(s), please indicate the reason for the student-athlete's ineligibility. Please note that more than one option may be selected.

The student-athlete was academically ineligible due to:

- (1) NCAA requirement.
- (2) Conference requirement.
- (3) Institutional requirement.

b. Retention status:

A student-athlete is retained for purposes of the APR if he or she returns to the member institution for the next regular academic term and is enrolled as a full-time student (or meets a legislated exception to full-time enrollment) as of the fifth week of classes or the official census date of the institution, whichever is earlier. Student-athlete's who have left a team are considered to be retained if they are still enrolled full-time at the institution as of the fifth week of classes or the official census date of the institution, whichever is earlier.

**Special Status:**

- (1) Legislated exception/allowable exclusions – include student-athletes who:
  - (a) Left an institution to serve in the armed forces;
  - (b) Left an institution to participate in official religious missions; (c) Left an institution to serve with recognized foreign aid services of the U.S. government;
  - (d) Meet the requirements for an NCAA pregnancy exception at the time of departure;
  - (e) Meet the requirements for an athletics activities waiver (this is not an international competition waiver); or
  - (f) Are deceased or permanently disabled.
- (2) Graduated this term: Use this status if the student-athlete earns a Bachelors of Arts (B.A.)/Bachelors of Science (B.S.) degree in this term

- (3) Post-B.A./B.S.: Use this status if the student-athlete was enrolled as a post-baccalaureate student after earning his or her B.A./B.S. degree.
- (4) Medical absence: Received a medical-absence waiver per Bylaw 14.4.3.6-(a) for the term and did not return full time to the institution based on the same criteria for which the waiver was granted.
- (5) Missed-term exception: The student-athlete was not retained, but met all criteria for the missed-term exception per Bylaw 14.4.3.5-(a) and subsequently returned to the institution. (See below for additional details.)
- (6) Transfer: Use this status if the student-athlete was not retained but met all transfer adjustment criteria. Answer all questions related to the transfer adjustment criteria. (See below for additional details.)
- (7) Professional athletics: Use this status if the student-athlete was not retained but met all professional athletics departure criteria. Answer all questions related to the professional departure criteria. (See below for additional details)

**Nonretention Reasons:**

- (1) Reason for not returning to institution: If the student-athlete was not retained, indicate the reason why they did not return.
- (2) If the student-athlete left the institution by choice, indicate the reason for the separation from the institution. Please note that making the selection does not preclude the institution from having to file an APR adjustment request, if applicable.
- (3) If the student-athlete met the legislated-exception/allowable-exclusion condition, indicate the reason why.

6. Student-athlete sport(s) information.

- a. To add a sport, click on the "Add Sport" button.
- b. Select the sport from the drop-down list.
- c. Indicate whether or not the student-athlete received athletically related financial aid for the sport added, or if the institution does not grant athletically related financial aid, indicate whether or not the student-athlete was recruited.

By indicating "Yes," the student-athlete will be included in the APR cohort for this sport.

- d. Select the athletics status for the student-athlete in this sport.
  - e. Indicate if the student-athlete exhausted his or her eligibility for the associated sport during or at the end of the academic year.
  - f. If the student-athlete participated in more than one sport, repeat the process clicking on the "Add Sport" button. However, only indicate "yes" for received athletics aid for the sport in which the student-athlete's athletics aid was counted toward the team maximum. For student-athletes who participated in cross country and indoor and outdoor track, the financial aid is countable against the common team maximum and the received athletics aid field should be indicated as "yes" for each sport for which the student-athlete met the cohort definition.
  - g. To delete a sport, click on the "Delete" link at the end of the sport line.
7. Comments.

The comment box is available to add notes to a student-athlete's record. The notes may reflect the reason for a warning (e.g., missed term) or any information the institution would like to record for the student-athlete's APP data.

### Automatic Adjustments

Institutions may enter information during the data collection process for student-athletes who meet all of the criteria for the automatic adjustment to the retention point for transferring or for pursuing professional athletics as a vocation as long as the student-athlete meets the criteria outlined below for the applicable adjustment.

1. Adjustments for student-athletes who transfer:
  - a. The student-athlete transfers immediately to another four-year institution, which must be supported by documentation of the student-athlete's full-time enrollment at the subsequent institution;
  - b. The student-athlete attended the original institution for a minimum of one academic year;

- c. The student-athlete earned the eligibility point in the last term of enrollment prior to transfer; and
    - d. The student-athlete presented a cumulative grade-point average of 2.6 or higher at the time of departure.
  2. Adjustments for student-athletes who depart an institution to pursue professional athletics as a vocation:
    - a. The student-athlete was not retained due to participation in professional athletics as a vocation; and
    - b. The student-athlete earned the eligibility point in the last term of enrollment prior to departure.
  3. Adjustments for student-athletes who were granted a medical-absence waiver:
    - The student-athlete was not retained due to the medical circumstances for which the medical-absence waiver was granted in accordance with Bylaw 14.4.3.6-(a).
  4. Adjustments for student-athletes who meet the criteria for the missed-term exception.
    - a. The student-athlete was not retained and met the criteria for the missed-term exception per Bylaw 14.4.3.5-(a).
    - b. The student-athlete subsequently returned to the institution full time in a regular academic term.

Adjustment requests that meet the criteria as outlined above do not require any additional mitigation for the lost retention point in order to be approved.

**Instructions:**

1. Locate the student-athlete detail screen for the student-athlete who meets all the criteria for either adjustment.
2. In the appropriate term, select is the applicable adjustment category, from the drop-down menu for "Retention" status.

Once this is selected, the criteria for the adjustment will appear in the form of questions for the user to answer to indicate whether the student-athlete met all the criteria. If an

institution answers "No" to any of the questions, this will appear as an error when the user attempts to save the student-athlete's data. In order to resolve this, the institution should select "No" from the drop-down menu in the "Retention Status for The Student-Athlete" and then select the appropriate "Reason for Not Returning to an Institution."

- If the student-athlete did not meet the criteria for the transfer adjustment, select "Transfer to Another Institution – Does not Meet Adjustment Criteria" from the drop-down menu.
3. If the student-athlete did not meet the criteria for the professional athletics adjustment, select "Left Institution by Choice (Known not to Transfer)" from the drop-down menu. Additionally, select "Professional Athletics (does not meet adjustment criteria)" from the drop-down menu for "Reason for Leaving Institution by Choice."

If an institution later receives new information, the institution may submit an adjustment request for the student-athlete via LSDBi during the corrections/adjustment phase. *[Adopted 1/2008 effective with the collection of the 2007-08 APR data (i.e., for student-athletes enrolled in the 2007-2008 academic year), not retroactive to any prior year cohorts. Revised 4/2009 effective with the collection of 2008-09 APR data.]*

Remember to click the "Save" button before leaving the screen. At the time the institution submits its APR/APC data it will immediately reflect any automatic adjustments. [Completing the Transfer Tab for Two-Year College Transfer Academic Data](#)

Additional academic data is required for student-athletes in the sports of baseball, men's and women's basketball and football who transferred to the user's institution from a two-year institution. This data cannot be imported from CA. It may be imported in a tab-delimited file.

1. Transferable credit hours toward degree: Credit hours earned at all two-year colleges that transferred into your institution and were applicable toward the student-athlete's designated degree program.
2. Degree specific grade-point average: The grade-point average in two-year college courses that transferred into the institution and were applicable toward the student-athlete's designated degree program.
3. Earned Associate of Arts (A.A.) degree? Was the student-athlete awarded an A.A. degree prior to enrollment at your institution?

4. full-time terms at most recent two-year institution: Total number of terms of full-time enrollment by the student-athlete at the two-year institution where he or she graduated/most recently attended.
5. Total number of credit hours earned at the two-year institution where the student-athlete graduated/most recently attended.
6. Total number of credits earned during the academic term (regular or summer) immediately prior to transfer at an institution other than the two-year college from which the student-athlete graduated/most recently attended: Total credits earned at another two-year or four-year institution in the term immediately prior to transfer to your institution.
7. NCAA initial-eligibility status: Select qualifier, nonqualifier or was not certified/did not register.
8. Remedial credits required at your institution: Number of remedial credit hours the student-athlete is required to enroll in at your institution. Zero is an acceptable entry.
9. In which of the following subjects was the student-athlete required to complete remedial coursework after transfer from the two-year institution: Check the box next to the academic subject(s) in which the student-athlete must enroll in remedial courses.
10. Number of two-year institutions attended (full and part time): Total number of two-year institutions the student-athlete attended both full time and part time. Exclude four-year institutions. Names of two-year institutions attended (full and part time): Type the name(s) of all two-year institutions the student-athlete attended both full time and part time.
11. Total credits: Total credits the student-athlete earned at all two-year institutions, including credits that did not transfer to your institution.
12. English earned: Total English credits earned at all two-year institutions
13. English transferred: Total English credits that transferred to your institution.
14. Math earned: Total math credits earned at all two-year institutions.
15. Math transferred: Total math credits that transferred to your institution.
16. Science earned: Total science credits earned at all two-year institutions.

17. Science transferred: Total science credits that transferred to your institution.
18. Physical education activity earned: Total physical education activity credits earned at all two-year institutions
19. Physical education activity transferred: Total physical education activity credits that transferred to your institution.
20. Overall grade-point average: Overall two-year college grade-point average.
21. Seasons of competition used: Number of seasons of competition used at the two-year college(s).

*(Adopted 10/2008 effective with the collection of the 2008-09 APR data (i.e., for all two-year college transfer student-athletes included in the 2008-09 APR cohort).*

\*Please see the related question and answer section related to the data collection on two-year college transfers.

#### Completing the Nonretained Ineligible Student-Athlete Info Tab

Institutions are required to provide additional information (e.g., value of countable aid) for all student-athletes who were not retained and did not earn the eligibility point ("0/2") during their last term. The screen will list all student-athlete(s) who earned "0/2" APR points (not retained and would not have been academically eligible to compete the next regular academic term) during any term.

1. Aid equivalency: Enter the amount of total financial aid awarded to the student-athlete and countable against the team's financial aid limit for the 2009-10 academic year. This number must be in decimal or whole-number format (e.g., 1.0, .50, .26). This is a required field for all equivalency sports. Head-count sports will default to "N/A." If the student-athlete did not enroll for all terms of the academic year, the aid amount must be reported based on the amount of countable financial aid the student-athlete was initially awarded at the beginning of the academic year, not just the amount that the student-athlete actually received.
2. Exhausted eligibility: Using the pull-down menu, indicate whether the student-athlete exhausted his or her eligibility for competition in the sport in which the aid was awarded or received institutional athletics aid per Bylaw 15.5.1.6. For this purpose, a student-athlete is considered to have exhausted his or her athletics eligibility if he or she has met any of the following criteria:

- a. A student-athlete who does not use all of his or her seasons of competition but exhausts his or her five-year clock.
  - b. A partial or nonqualifier who has used all three seasons of competition and fails to earn a fourth season of competition by not completing 80 percent of his or her degree program prior to the start of his or her fifth year.
  - c. A fall-sport student-athlete who concludes his or her competitive eligibility at the end of the fall term and does not return to the institution subsequent to the fall term.
  - d. A spring-sport student-athlete who concludes his or her competitive eligibility at the end of four years.
3. Medical noncounter: Using the pull-down menu, indicate whether the student-athlete is receiving institutional athletics aid per Bylaw 15.5.1.3 (counter who becomes injured or ill).
  4. Permanently ineligible: Using the pull-down menu, indicate whether the student-athlete is receiving institutional athletics aid per Bylaw 15.5.1.8 (aid after student-athlete becomes permanently ineligible).
  5. Returned full time fall 2011: Using the pull-down menu, indicate whether the student-athlete enrolled at the institution for the 2011 fall term and was a full-time student-athlete as of the fifth week of classes or the institution's official census date, whichever is earlier. The student-athlete does not have to be on athletics aid or a member of an intercollegiate athletics team.
  6. Receipt of Aid Per Bylaw 15.5.1.7: Men's basketball student-athletes only: Using the pull-down menu, indicate whether the student-athlete received institutional athletics aid per Bylaw 15.5.1.7 (aid after departure of head coach – men's basketball) in the academic year for which APP data is being reported.

After entering all requested information, click the "Save" button to save all information. If the user fails to click the "Save" button before moving to another field, all information entered may be lost.

#### Head Coaches' Data

Click on the "Head Coaches' Data" tab to verify the head coach data for all sports the institution sponsors starting with the 2003-04 academic year. Update head coach data for any head coaching changes that occurred during the last year. Once all changes have been made, click the

box next to "The Head Coach information has been verified and is correct" and click the "Verified" button.

**Instructions:**

**1. Verifying Head Coaches' Data.**

- a. Click on the plus sign "+" next to each sport listed to review the head coach data.
- b. If a head coach change occurred since APP/APC data was submitted last year, change the head coaching dates by clicking on the drop-down boxes under "Coaching End Month" and selected the accurate month. The year will automatically be populated to the appropriate year based on the month selected. For example, if the head coaching change occurred last December, the year will automatically populate as 2010.
- c. Click the "Update (sport)" button to save the changes.
- d. Repeat the steps for each sport in which a head coaching change occurred.
- e. If the institution employed multiple head coaches for some or all academic years, all head coaches for all academic years must be listed. If the institution employed co-head coaches with overlapping employment dates, both coaches must be listed with their individual employment dates as head coach.

**2. Adding a New Head Coach.**

- a. To add the new head coach click the "Add Coach from Database" button to search for the head coach's name.
- b. Type at least the first letter of the head coach's first name and last name in the appropriate text boxes and select the sport to be searched. Click the "Query" button. By selecting the sport from the drop-down box, it will limit the search to coaches in the database for that sport. To search all sports, select the "All Sports" option from the drop-down box.
- c. A list of head coaches in the NCAA database will appear. If the head coach's name appears, click on the name. To verify it is the correct person, the names of other institutions at which the coach has been employed as a head coach will appear. If the name appears multiple times because he or she has been employed at multiple institutions, any of the entries may be selected to add the coach to the institution's list of head coaches.

- d. A new screen will appear. From the drop-down box, select the starting month for which he or she began employment as the head coach at the institution. The year will automatically be populated to the appropriate year based on the month selected.
- e. Click the "Save Coach" button.
- f. Repeat process if another head coach needs to be added to the sport list.
- g. If the head coach's name is not found using the search function, click the "Add Coach Not Found in Database" button at the bottom of the list of coaches.
- h. A new screen will appear. Enter the required information.
- i. Click the "Save" button.
- j. The head coach's name will appear on the list of head coaches for the sport; however, the status will be listed as "Pending – Cannot Modify." The NCAA staff will review the name of the coach and contact the person submitting the coach's information if there are any additional questions.
- k. Repeat process if another head coach needs to be added to the sport list.

### **3. Head Coach's Name Misspelled.**

- a. If the coach's name provided is misspelled, go through the steps to add the correct name of the coach from the database by clicking the "Add Coach from Database" button and following the steps listed above. Delete the record in the institution's data that is misspelled.
- b. If the correct spelling is not located in the database, click on the "Report Misspelling" button to the right of the coach's name for the appropriate coach.
- c. A new screen will appear. Enter the correct spelling of the first and/or last name in the text box(es). Enter the email address of the individual submitting the correct spelling of the name.
- d. Click the "Report Misspelling" button. The NCAA staff will review the corrected name and make the necessary changes. If the staff has any questions regarding the request, they will contact the individual submitting the misspelling via email.

#### **4. Verifying the Head Coach Data is Accurate.**

- a. After reviewing the head coaches for all sports listed and making any corrections, click the check box next to the statement "The head coach information has been verified and is correct."
- b. Institutions can verify the data is correct even if an added coach is labeled as "Pending – Cannot Modify."
- c. Click the "Verified" button.

\*Please see the related question and answer section related to the data collection for head coaches.

#### Entering Delayed-Graduation Point

Click on the "Delayed-Graduation Point" tab and enter student-athletes who meet the conditions for earning the delayed-graduation point on the screen. Remember to click the "Save" button before leaving the screen. This information will be submitted to the NCAA with all other APR/APC data at the time the institution submits its data.

There are two different ways to enter student-athlete records into the delayed-graduation point module:

1. "Find Student-Athlete in APP Database" Button: Use this button to search student-athlete records that are already in the APP database. This option will search for student-athletes meeting the criteria for the delayed-graduation point. If this search does not retrieve a student-athlete, please review the student-athlete's record or contact the NCAA.
2. "Add Student-Athlete Not in APP Database" Button: Use this button to add a student-athlete manually that is not in the APP database. If this option is selected, a box will appear with questions that must be answered before a student-athlete may be added. If a student-athlete is determined to be eligible for the delayed-graduation point, a blank record will appear and the student-athlete may be added to the module. For the student-athletes who meet the four noted conditions, enter the following information.

#### **Sport:**

Using the pull-down menu, enter the sport the student-athlete was in the APR cohort (or would have qualified to be in the cohort if prior to 2003-04). For student-athletes who were in the cohort for more than one sport, click on copy and enter the student-athlete

under each sport (e.g., the same student-athlete will be listed on the screen multiple times, once for each sport).

**NCAA ID:**

Enter the student-athlete's NCAA ID (optional).

**Foreign student:**

Answer the question, "Is this a foreign student?" on the pull-down menu.

**Student ID:**

Enter the student-athlete's student ID here. (optional)

**First name:**

Enter the student-athlete's first name.

**Last name:**

Enter the student-athlete's last name.

**Graduation year:**

Enter the academic year the student-athlete graduated from the institution. [Note: If the student-athlete did not graduate from the user's institution, he or she does not satisfy the conditions to be included on the list of student-athletes earning the delayed-graduation point.]

**Graduation term:**

Enter the specific term the student-athlete graduated from the user's institution.

**Last year in cohort:**

Enter the last academic year the student-athlete was in the team's APR cohort, (or would have qualified to be in the cohort if prior to 2003-04). If the student-athlete departed prior to 1985-86, please contact Maria DeJulio of the NCAA research staff.

**Last term in cohort:**

Enter the last academic term the student-athlete was in the team's APR cohort, (or would have qualified to be in the cohort if prior to 2003-04).

### Completing the Import Financial Aid Tab

In order to properly calculate Occasion-Two Historical Penalties, which includes financial aid restrictions, the collection of the 2010-11 APP data requires institutions to verify the total amount of countable aid awarded to all teams in the current reporting year. Please note that all fields are required and this information will be submitted to the NCAA with all other APR/APC data at the time the institution submits its data.

#### **Instructions for CA Users:**

1. Log into the APP Data Collection System by using your NCAA single-source sign-on.
2. Import your institution's APP information, including financial aid data at the student-athlete level, from CA for the 2010-11 academic year, if not already imported.
3. Click on the "Import Financial Aid" tab and the screen will list all the teams at the institution and the countable aid awarded for the 2010-11 academic year that needs to be verified and saved by the institution.
4. Financial aid data for all teams for applicable years will already be populated from CA. For each sport, please verify that the amount of countable aid awarded for the 2010-11 academic year is correct.
5. If your institution edits any data, the numbers must be entered in decimal or whole-number format (e.g., 1.0, .50, .26). For head-count sports (e.g., baseball, basketball), the numbers should be entered as whole numbers regardless of the amount of financial aid actually received. If your institution does not award athletics aid to any team(s), the institution should enter "0" in all data fields.
6. Once an institution has verified that the financial aid information is correct, it should click on the "Save Values" button. **If the user fails to click this button before moving to another screen, any information entered and/or changes to original financial aid values displayed will be lost.** An institution will NOT receive a confirmation stating that the information was saved. If an error message is displayed, please verify that the information displayed is correct or contact the NCAA for assistance. All errors must be corrected before APP data can be submitted. **An institution must complete this step in order to submit its APP data to the NCAA.**

### Instructions for Non-CA Users:

1. Log into the APP Data Collection System by using your NCAA single-source sign-on. Then enter student-athlete information for the 2010-11 APP cohort through any of the methods available.
2. Once the student-athlete information for the 2010-11 APP cohort has been entered and saved, click on the tab titled "Import Financial Aid" and the screen will list all the teams at the institution and the countable aid awarded for the 2010-11 academic year that needs to be entered and saved by the institution.
3. For each sport, please enter the amount of countable aid awarded for the 2010-11 academic year.
4. All numbers must be entered as a decimal or whole number (e.g., 1.0, .50, .26). For head-count sports (e.g., basketball), the numbers should be entered as whole numbers regardless of the amount of financial aid actually received. If your institution does not award athletics aid to any team(s), the institution should enter "0" in all data fields.
5. Once an institution has verified that the financial aid information is correct, it should click on the "Save Values" button. **If the user fails to click this button before moving to another screen, any information entered and/or changes to original financial aid values displayed will be lost.** An institution will NOT receive a confirmation stating that the information was saved. If an error message is displayed, please verify that the information displayed is correct or contact the NCAA for assistance. All errors must be corrected before APP data can be submitted. **An institution must complete this step in order to submit its APP data to the NCAA.**

### Importing Student Records

**\*\*\*IMPORTANT NOTE\*\*\*** It is strongly advised to perform the validate function available on the validation/submission tab after performing an import to identify missing data elements or errors. The import may be reversed before updates have been made to the data. Once updates have been made, the import is irreversible. The validate function will identify missing data elements. Additionally, items may be identified that would be errors if data was submitted but may not be errors if only one term was imported.

1. Importing from CA.
  - a. Use the "Import Data from the CA" button to import all data for the academic year to date. This import may be performed multiple times and will not overwrite previously imported data or data entered, except for the "Total Hours Required for

Degree" and "Cumulative Credit Hours Earned Toward Degree" fields if they are present and not indicating zero in the degree progress module of CA.

- b. Importing for a term after the initial import: If the first import was completed before other terms' data were entered, the user may use the "Import Spring Term" or "Import Summer Term" buttons to import data for the specific term. This will import all data to date but will also specifically overwrite any existing data for the specified term in APP with what is current in CA.
  - c. Importing terms from text file: This function can be used by schools that do not enter academic data in the degree-progress module of CA. Specific formatting and import instructions for the term import are provided in the "Import" tab of the program. This import also has update capabilities if a school uses the CA degree-progress module to track academic information but would like to import retention or eligibility or other required APP elements. Please see the import instructions on the "import" tab.
  - d. Reversing an import: If data did not import correctly the user will see error messages in the screen indicating why the import did not work. The message will indicate the line in the file and type of error. If the import was successful; however, the user wants to change the import data, the user may use the reverse import function to undo the import. A reverse import will only reverse records that have not been updated in the APP or were added and not updated by the import.
    - (1) After an import is performed, an option to reverse the import will appear in the import results window as well as messages indicating errors and the number of student records that were imported.
    - (2) An import also may be reversed later by using the "Reverse an Import" link. After this link is clicked, it should display reverse import options for any import that has been performed and still reversible. Click on these links if the user wishes to reverse the import.
2. Full import from a text file (available on the import tab when "CA User" in the member set up is set to "No").
- a. General:
    - (1) If the institution uses quarters rather than semesters, before performing the import it is necessary to change the setting in the member set-up tab for academic calendar from "Semester" to "Quarter."

- (2) If the institution does not grant athletically related financial aid, but does recruit athletes, **before** performing the import, change the setting in the member set-up tab for school grants athletics aid from "Yes" to "No."
- (3) If the institution grants athletically related financial aid but does not grant athletics aid for some sports, select the sports for which the institution does not grant athletics aid in the member set-up tab **before** performing the import. Only NCAA championship sports that the institution sponsors will be accepted by the APP. An exhaustive list of NCAA championship sports can be found on the "Import" tab.
- (4) Supply a tab-delimited file with fields in the order shown in the import-file-format document. Click on the "Browse" button to locate a file on the user's local computer. After selecting the appropriate file, click "Import."
- (5) Messages will be displayed with an import ID number, an option to reverse the import and messages indicating the number of records imported. If an error message is displayed, then most likely the file is not formatted correctly. This can result from fields that are in the wrong order, fields that are missing or fields formatted incorrectly (spaces or letters in a number field). A message will be displayed indicating the type of error so that the user can make the appropriate changes to the import file.
- (6) Fields should include no leading or trailing spaces.
- (7) Fields noted as "Number" in the import-file-format document may be blank (containing only a tab character).
- (8) Fields that are blank and not a "number" may also be left blank (containing only a tab character).
- (9) Check the imported data to make sure that it has been imported properly.
- (10) The text-file import will also allow update of fields if records are already present in the APP program. If this functionality is desired, fields to be updated should contain data and other fields *except* for the NCAA ID that are not to be updated should be blank, containing only a tab character.

- b. Multisport student-athletes:
  - If a student-athlete is to be included in more than one sport's cohort during the academic year, repeat the last three fields – *Sport Code, Received Aid, Athletics Status and Exhausted Eligibility* as many times as necessary.
- c. Reporting for multiple terms:
  - (1) Student records are linked on the import using the student-athlete's NCAA ID. If there are multiple terms to report for a student, another record should be added to the file. The only field necessary in addition to the term fields (*Hours Attempted, Hours Earned, Grade-Point Average, Remedial Hours and Cumulative Grade-Point Average*) is the student NCAA ID. If a record with the student's NCAA ID already exists, the program will update any non-null fields.
  - (2) This data may be supplied in one file, or an import may be performed for each term. As long as the NCAA ID is matched, the program will associate the term with the appropriate student. A second term record may update other records (student, year or sport) if data is present in these fields, causing them to no longer be reversible. Therefore it is advised to import one term of data initially if the user is not sure that the file format is correct.
- d. Reversing an import:
  - (1) If a file is imported but the data does not appear to have imported correctly, the import may be reversed. Click on the "Reverse an Import" link. Imports that have been performed should appear in the display window with their associated import ID and an option to reverse the import.
  - (2) Click on the "Reverse Import" link with the appropriate import ID associated with it. Messages should appear indicating that the reversal was successful.

## Reports

1. In the "Reports" tab of the program, reports are available to view the preliminary APR and to view the detailed information entered for each student-athlete.

2. Official APR reports will be available following data submission and verification that all corrections have been completed.
3. The reports may be viewed by sport or for all students-athletes.
4. Additional reporting options may become available in the future.
5. The reports are in PDF format and require the Adobe Acrobat reader program which is available as a free download at:

<http://www.adobe.com/products/acrobat/readermain.html>

#### Validating/Updating Student-Athlete Points Earned/Points Possible

Use the validate function on the validation/submission tab to identify errors or missing data before performing final submission. This function allows data to be checked for completion and errors throughout the data entry period. There are two distinct sections to the report generated by the validation function: errors and warnings. Existing errors, listed first in the report, will prohibit the institution from performing the final submission process until all noted errors are corrected. Warnings, listed second, will allow the institution to continue with the submission process. The user may sort the listed errors and warnings by sport or by student-athlete name. It is strongly suggested to use the validation function throughout the data entry process to ensure the submission of accurate data. The validate function will also perform the update of points calculation for each student-athlete that can be viewed on the preliminary APR report.

#### Submission

1. When all data is complete and validated (after the retention status is determined at the beginning of the 2011 fall term), it may be submitted to the NCAA. [Note: Institutions will be asked to provide data necessary to determine contemporaneous penalties applicable to its athletics teams (i.e., student-athletes who are "0/2," amount of aid awarded to each "0/2" student-athlete and identification of student-athletes who are medical noncounters) prior to data submission.]
2. Submission must be performed by an institution official designated by the chancellor/president.
3. Use the "Submit" button on the submission tab to submit the APR/APC data to the NCAA.
4. After the button is pressed, warning and error messages may appear in the results window.

5. All errors must be corrected before the submission can be processed. After errors are corrected, the submission may be attempted again by clicking the "Submit" button.
6. Warnings will not stop a submission. Warning messages indicate that a data element may be incomplete. After warnings have been reviewed, click the "Submit" button to finalize submission.
7. To complete submission after errors are resolved, click the "Submit" button again. Warning messages may be displayed again but if the user has verified that these warnings are acceptable, click "Submit" to finalize submission. After successful submission of all required APP data, the system will provide the following message to the user:

"Your data has been successfully submitted to the NCAA as of: (date and time of submission)."

**Data Submission is Not Completed Until This Message Appears.**

#### Logging Out

To logout of the APP Data Collection Web site, click on the "SSO logout" button. This will return the user to the NCAA Applications Authentication Service Web site. To enter the APP Data Collection Web site the user must login again using the single-source sign-on.

To exit the APP Data Collection Web site but not logout of NCAA applications, click the "Close" button. This will return the user to the Applications Account Maintenance Tool Web site where the user will view the list of applications, including APP, that are available.

#### Contact Information

Please direct all inquiries to Maria DeJulio, NCAA research contractor (913/397-7668 or [mdejulio@ncaa.org](mailto:mdejulio@ncaa.org)) or Binh Nguyen (317/917-6613 or [bnguyen@ncaa.org](mailto:bnguyen@ncaa.org)).

### ***REQUESTS FOR ADJUSTMENTS OF APR***

Pursuant to Bylaw 23, the Committee on Academic Performance has the authority to provide exceptions or adjustments to the calculation of the APR prescribed in Bylaw 23.02.1. The decision to approve any exception/adjustment to the calculation of the APR will be based on objective evidence that demonstrates that the normal process for accounting for the academic eligibility of the institution's student-athlete(s) and its success in retaining and graduating its student-athletes should not apply. The Committee on Academic Performance's decision shall be final, conclusive and not subject to further review by any other authority.

The staff and/or the Subcommittee on Data Collection and Reporting will review all requests for exceptions to the calculation of the APR prescribed in Bylaw 23.02.1.

#### Adjustment Request Procedures

A member institution seeking an exception or adjustment to the normal calculation of the APR shall submit an online application to the national office after it has submitted its APR/APC data for each academic year for which the institution is seeking an adjustment. Requests to adjust the normal calculation of the APR shall be considered for each cohort that comprises the multiyear APR.

All requests shall be submitted to the staff via the LSDBi portal within 14 calendar days after the institution has verified that its APR/APC data is accurate. If an institution discovers additional adjustments after this date, they can be submitted during the adjustment period the next academic year. Institutions are permitted to request adjustments for previous academic year cohorts that comprise the institution's multiyear APR cohort only during the adjustment period.

The online adjustment application submitted by the institution will produce a signature page that must be signed by the chancellor or president, or his or her designee, director of athletics, senior woman administrator, director of compliance or faculty athletics representative and must be provided to the national office. The adjustment application shall set forth the reasons the institution believes that an exception to the normal calculation of the APR is warranted. In addition to the information included on the form, the institution may submit additional information and supporting documentation it believes is relevant to the request. The staff and/or Subcommittee on Data Collection and Reporting may request additional pertinent information before it reaches a final determination. (*Revised: February 2010, effective with requests submitted fall 2010*)

In some circumstances (i.e., degree program discontinued, dropped sport), no additional documentation must be submitted to the NCAA. In these instances, the director of athletics and the faculty athletics representative must certify in writing that the student-athlete met the

conditions set forth in this section and must maintain the certification on file in the athletics department.

### Review Procedures

On receipt of an institution's request, the staff will review the application to ensure it is complete, email the applicant institution the status of the request and identify the staff member handling the request. No final decision will be rendered until the staff has received all required documentation.

The staff has the authority to render a decision for all adjustment requests. Staff decisions will be based on the following criteria:

1. The adjustment directive approved by the Committee on Academic Performance (Appendix A);
2. Mitigating circumstances and whether or not the mitigating circumstances were within the control of the member institution/team and/or student-athlete(s); and
3. Academic performance of the individual student-athlete.

The staff and/or Subcommittee on Data Collection and Reporting has the authority to consider, deliberate and decide APR adjustment requests. After reviewing all information, the staff and/or Subcommittee on Data Collection and Reporting will render one of the following decisions.

1. **Approval:** The staff and/or Subcommittee on Data Collection and Reporting determined that the institution's request demonstrated evidence that warranted an adjustment of the normal calculation of the APR for particular student-athlete(s)
2. **Partial approval:** The staff and/or Subcommittee on Data Collection and Reporting determined that the institution's request demonstrated evidence that warranted partial relief from the normal calculation of the APR. By issuing a partial approval, the staff and/or Subcommittee on Data Collection and Reporting is adjusting part of the normal calculation of the APR.
3. **Conditional approval:** The staff and/or Subcommittee on Data Collection and Reporting determined that the institution's request demonstrated evidence that warranted an adjustment to the normal calculation of the APR if specifically stated conditions are met by institution/ team(s) and/or student-athlete(s). The staff and/or Subcommittee on Data Collection and Reporting will outline such conditions in its decision notification. Institutions/team(s) and/or student-athlete(s) that fail to meet the stated conditions will result in the decision converting to a denial and the APR being recalculated using the

normal method prescribed in Bylaw 23.02.1. In such circumstances, the institution/team(s) immediately will be subject to any penalties resulting from the recalculation of the APR.

- 4. Denial:** The staff and/or Subcommittee on Data Collection and Reporting determined that the institution's request did not demonstrate circumstances that warrant an exception to the normal calculation of the APR prescribed in Bylaw 23.02.1.

### Appeals of Staff Decisions

The Committee on Academic Performance has authorized the Subcommittee on Data Collection and Reporting to consider all appeals of staff decisions involving requests to adjust the normal application of the APR prescribed in Bylaw 23.02.1.

After the staff has issued a decision on an adjustment request, the applicant institution may appeal the decision to the Subcommittee on Data Collection and Reporting. The Subcommittee on Data Collection and Reporting's determination shall be final and shall not be subject to further review by any other authority.

The Subcommittee on Data Collection and Reporting shall conduct its deliberations by facsimile, teleconference, email or in person. Such deliberations shall involve only Subcommittee on Data Collection and Reporting members and national office staff members.

### Appeal Procedures

A member institution that seeks to appeal a staff decision shall submit the online waiver appeal application to the national office. All appeals shall be submitted using the online procedures provided by the NCAA. The online appeal application will produce a signature page, which must be signed by the chancellor or president, director of athletics, senior woman administrator, faculty athletics representative or director of compliance and be provided to the national office. The appeal must set forth the specific grounds on which the appeal is based and the rationale for the appeal. *(Revised: February 2010, effective with requests submitted fall 2010)*

The grounds for appealing a staff decision are limited to the following criteria:

1. The staff deviated from its approved procedures, or
2. The findings of the staff are erroneous.

All appeals of a staff decision must be requested within five calendar days of electronic notification of the staff's decision. Any appeal filed after five calendar days must include an explanation of why the appeal was not filed within the prescribed time period. The chair of the

Subcommittee on Data Collection and Reporting shall determine whether or not any appeal filed after five calendar days will be considered.

#### Review Procedures

If a staff decision is appealed, a summary of the case, the institution's notification of appeal and any supporting documentation submitted by the institution will be sent to a member of the Subcommittee on Data Collection and Reporting. The Subcommittee on Data Collection and Reporting member will be responsible to review the institution's appeal. The Subcommittee on Data Collection and Reporting member can affirm the staff's original decision, at which time the appeal is considered denied and final, or request the Subcommittee on Data Collection and Reporting review the appeal. If the Subcommittee on Data Collection and Reporting reviews an appeal, a simple majority will be necessary for a decision.

#### Reconsideration

After the staff and/or Subcommittee on Data Collection and Reporting have issued a decision on an adjustment request, the institution may request the staff to reconsider its decision if the institution submits new or additional relevant information. The Subcommittee on Data Collection and Reporting may not consider requests with new or additional relevant information until the staff has reviewed the new information.

#### Effect of Prior Years' Adjustments on Previously Earned Penalties and/or Rewards

Adjustments to data for prior years will not affect the status of any previously earned penalties or incentives. Adjusted data will be considered in the calculation of the most recent multiyear APR and any applicable subsequent years.

However, if an institution discovers that an adjustment to a prior academic year's data would have resulted in the team not being subject to a previously earned penalty that has not yet been applied, it may request relief from the previous penalty. To request relief, an institution must submit a written request to the Subcommittee on Data Collection and Reporting and provide any necessary supporting documentation. (*Adopted: 7/2006; revised 1/2007*)

## NCAA GRADUATION RATES DATA COLLECTION SYSTEM

### *INTRODUCTION*

#### Introduction

Official submission of student-body graduation rates (IPEDS-Graduation Rate Survey), enrollment, student-athlete graduation rates, GSR and Academic Success Rate (ASR) data is required by **June 1, 2011**.

The IPEDS-GRS still must be reported to the NCAA and to prospective student-athletes. The NCAA will continue to report the federal rate to each of our member institutions in a format that meets the requirements of federal law.

The NCAA membership passed legislation stipulating that all member institutions provide the information contained in its federal GRS form to the NCAA. Additionally, all Division I members are required to provide supplemental information that will allow the NCAA to calculate the GSR, and Division II members are required to provide supplemental information that will allow the NCAA to calculate the ASR. The penalty for not providing data by the prescribed due date (i.e., June 1, 2011) will be ineligibility of an institution's athletics teams and student-athletes for competition in NCAA championships and other postseason competition (e.g., bowl games) conducted for the academic year.

Collection of this academic data is vital to the success of the overall academic reform process. These systems strive to minimize the administrative burden for member institutions while providing each division's governance structure with important information on which sound policy decisions can be based.

### *AMENDING SUBMITTED DATA*

#### Introduction

If an institution discovers an error to its data after the reporting deadline (i.e., June 1, 2010), the institution should contact Maria DeJulio ([mdejulio@ncaa.org](mailto:mdejulio@ncaa.org) or 913/397-7668) about the possibility of making that correction to the institution's data. In addition, institutions will be given the opportunity to review its report for accuracy and will be provided a time period to make any changes to that report.

## ***TECHNICAL INSTRUCTIONS***

### Log In

Link to the data collection system from the Internet at: <https://web1.ncaa.org/GSR/exec/login>.

### Username and Password

The username and password are the same used for NCAA academic and membership affairs information (sports sponsorship, membership changes, etc.) and revenue distribution.

### Navigating through the System

Tabs are located at the top of the screen and are viewable at all times while in the data collection system.

**Home:** Returns the user to the main log-in page.

**Help/instructions:** Allows the user to access the Instructions/Glossary and FAQ's.

**Contact info:** Allows the user to enter his or her contact information (i.e., name, phone number and email).

**Data collection/import:** Allows the user to enter data on the institution's student-body graduation rates, enrollment data and student-athlete GSR and to import data from APR, academic tracking system (ATS) or a text file.

**View data:** Allows the user to view data entered for the institution's student-body graduation rates, enrollment data and student-athlete GSR.

**Reports:** Allows the user to access the institution's reports, exporting functions, chancellor/president's signature page and detailed instructions on how to verify the institution's reports.

**Submit:** Submits data to the NCAA. Once data are submitted, the user may only view the submitted data and no further changes are permitted.

**Logout:** Exits the user out of the application.

### Entering the Student-Body Graduation Rate Data

1. Pull down the menu under the "Data Collection/Import" tab and click on "Student-Body Graduation Rate."
2. Enter the numbers in the categories as described below within each ethnicity category for men and women for the 2003-04 cohort. Click the "Save" button when data entry is completed.
  - a. **Enrolled:** Report only the number of full-time, first-time students seeking a bachelor's or equivalent degree who entered the institution the 2003 fall term.
  - b. **Graduated:** Of those students reported above, report the number of students who have completed their bachelor's or equivalent degree within 150 percent of time or by August 31, 2009.
  - c. **Exclusions:** Report the number of students who left your institution because of one of the following reasons:
    - (1) The student is deceased or is permanently disabled and unable to return to school;
    - (2) The student left your institution to serve in the armed forces;
    - (3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or
    - (4) The student left your institution to serve on an official religious mission.
  - d. **Transfer out (optional):** If your institution has information on students who transferred out of your institution, report the number of students who transferred out of your institution (without a degree) within 150 percent of normal time to completion.

### Entering Enrollment Data

1. Pull down the menu under the "Data Collection/Import" tab and click on "Enrollment Data."
2. Enter the numbers in the categories as described below. The total student-athletes column will be calculated after the numbers are entered for those students who received

athletically related aid for 2010-11 and the data are saved. Remember to click the "Save" button after data entry is completed.

- a. Enter the number of full-time baccalaureate degree-seeking students enrolled at your institution as of the official enrollment date (i.e., fall 2010) in the student-body column for each ethnicity category for the men and women. This should be the total number of undergraduates, not just freshmen.
- b. Enter the number of students listed in the student-body column that received athletically related aid for football in the football column for each ethnicity category (men only).
- c. Enter the number of students listed in the student-body column that received athletically related aid for basketball in the basketball column for each ethnicity category for the men and women.
- d. Enter the number of students listed in the student-body column that received athletically related aid for baseball in the baseball column for each ethnicity category (men only). (This does not include women's softball.)
- e. Enter the number of students listed in the student-body column that received athletically related aid for cross country/track in the cc/track column for each ethnicity category for the men and women.
- f. Enter the number of students listed in the student-body column that received athletically related aid for all other sports combined in the other column for the men and women.

#### Entering Student-Athlete GSR Data

#### **Instructions for Institutions that have APR Data for the 2004-05 Cohort (i.e., Division I Institutions and Multidivisional Institutions that Sponsor a Division I Sport).**

1. Pull down the menu under the "Data Collection/Import" tab and click on "Import from APP/ATS/Text file." Click on the link "Copy Records from APP/ATS." The data will automatically be imported from the APP data collection system into the GSR collection system for any student-athlete in the APP data collection system having an initial full-time enrollment at any institution of 2004-05. The student-athletes will be placed into their appropriate categories as determined by their enrollment and ethnicity in the APP data collection system (IPEDS – fall freshmen, midyear freshmen, transfers from two-year or four-year institutions, nonscholarship). Please only use this function if your institution sponsors a Division I sport and has APR data for the 2004-05 cohort.

2. After the data have been imported, the student-athletes' data and final outcome will need to be verified. A list of sports will appear on the screen after the data have been imported from APP. Click on any sport to begin verification for that sport. Alternatively, pull down the menu on the "Data Collection/Import" tab and click on "Student-Athlete Graduation Success Rate." Select a sport using the drop-down box in the upper-left corner and begin verifying the data fields that have been populated by the import will have a number other than zero in the enrolled column. Click on the number in the enrolled column to view the names of the student-athletes. Click on a student-athlete's name and verify their information.

If a student-athlete listed should NOT be in this GSR cohort/data collection, click the radio button under the remove column for that student-athlete. A pop-up box will appear asking you to confirm that the student-athlete should be deleted from the cohort/category. Click "Ok" to delete the student-athlete or click "Cancel" to cancel the deletion. If an institution inadvertently deletes a student-athlete from the data, the student-athlete can no longer be added to the data set or re-imported. The institution should contact Maria DeJulio for further assistance.

To add a student-athlete who was not imported from the APP data collection system and should be included in this GSR cohort, click on the numeric field in the appropriate category (e.g., two-year transfer) and click the "Add Student" button. Complete the information to add the student to the cohort. Use the "Lookup NCAA ID" link at the top of the page to add the NCAA ID number to the student-athlete's record. The GSR/ASR ID field **IS** a required field. Use your institution's student ID number for that field. Click the "Save" button to save the student-athlete's record. Entering student-athlete's final outcome.

- a. **Enrolled:** This column will include the number of student-athletes who initially enrolled and received athletics aid who were seeking a bachelor's or equivalent degree. All student-athletes will have a default status of enrolled. Please review the list of student-athletes in each sport, ethnic category and reporting category to ensure the list of student-athletes to be reported for GSR is correct.

If a student-athlete neither graduated, left eligible nor was an allowable exclusion, the outcome should remain "Enrolled." **A student-athlete may not have more than one outcome.** Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button.

- b. **Graduated:** Of those student-athletes reported as enrolled, report those student-athletes who have completed their bachelor's or equivalent degree within 150 percent of time, or by August 31, 2010. Click on the student-athlete's name

to change the final result from "Enrolled" to "Graduated." Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button

**c. Exclusions:** Of those student-athletes reported as enrolled, report those student-athletes who left your institution because of one of the following reasons:

- (1) The student is deceased or is permanently disabled and unable to return to school;
- (2) The student left your institution to serve in the armed forces;
- (3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or
- (4) The student left your institution to serve on an official religious mission.

Click on the student-athlete's name to change the final result from "Enrolled" to "Exclusion." Please note that pregnancy or Olympic waivers are NOT allowable exclusions for purposes of graduation rates. Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button

**d. Left Eligible:** Of those student-athletes reported as enrolled, report those student-athletes with athletics eligibility remaining who **left your institution prior to receiving their baccalaureate degree and who would have been academically eligible to compete the next regular academic term had they returned to your institution.** The institution must determine what academic eligibility rules the student-athletes would have been subject to if they had returned, apply those standards to the student-athlete's academic record and determine if he or she would have been academically eligible if he or she had returned. This includes all NCAA, conference and institutional academic eligibility rules. DO NOT include student-athletes who exhausted their eligibility and departed the institution prior to receiving their baccalaureate degree.

Click on the student-athlete's name to change the final result from "Enrolled" to "Left Eligible." Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button. After completing all data verification, additions and deletions for a sport, select a new sport using the drop-down box in the upper-left corner.

### **Federal Rate**

Repeat the same process as noted above to enter final outcomes for student-athletes who entered into your institution the 2004 fall term as first-time, full-time baccalaureate degree-seeking student-athletes who received athletically related financial aid for any period of time during their entering year. Please report for each sponsored sport.

### **Freshman Midyear Enrollees**

Repeat the same process as noted above to enter final outcomes for student-athletes who entered into your institution the 2005 spring semester or the 2005 winter/spring quarter as first-time, full-time baccalaureate degree-seeking student-athletes who received athletically related financial aid their first term at your institution. Please report for each sponsored sport.

### **Incoming Transfers from a Two-/Four-Year Institution**

Repeat the same process as noted above to enter final outcomes for student-athletes transferring into your institution who received athletically related financial aid their first term at your institution and who initially enrolled full time at any institution the 2004 fall term. These student-athletes can enter your institution at any time during the academic year. For example, if a student-athlete initially enrolled at another institution the 2004 fall term and transferred to your institution at any point after that and received athletics aid, the student will be reported in the 2004 cohort as a transfer student-athlete. Institutions no longer place transfer students in cohorts based on transferrable credit hours and class placement starting with the 2004 cohort.

Report transfer student-athletes separately based on the type of institution the student-athlete last attended full time prior to enrollment at your institution, either two year or four year. Please report for each sponsored sport

### **Nonscholarship Student-Athletes (Division I/III)**

If your institution does not offer athletics aid to student-athletes OR does not offer athletics aid in a specific sport, report those student-athletes who were recruited by the institution and were on the team's roster on or after the first date of competition in the championship segment.

### **Instructions for Institutions that do not have APR Data for the 2004-05 Cohort and All Other Division II and Division III Institutions.**

1. You will need to create a file to import student-athlete data into the graduation rates data collection system. Pull down the menu under the "Data Collection/Import" tab and follow the instructions for creating a file with the required data elements and importing that data into the system. There are instructions on how to create a file, as well as a

sample file and format. Since the first cohort in the Division II ATS collection is 2006, Division II institutions will have to import its ASR data using this text file. Division II members who use CA will also find instructions on how to export many of the required variables from CA.

2. After the data have been imported, the student-athletes' data and final outcome will need to be verified. A list of sports will appear on the screen after the data have been imported from file. Click on any sport to begin verification for that sport. Alternatively, pull down the menu on the "Data Collection/Import" tab and click on "Student-Athlete Graduation Success Rate." Select a sport using the drop-down box in the upper-left corner and begin verifying the data

Fields that have been populated by the import will have a number other than zero in the enrolled column. Click on the number in the enrolled column to view the names of the student-athletes. Click on a student-athlete's name and verify their information.

If a student-athlete listed should NOT be in this cohort/data collection, click the radio button under the remove column for that student-athlete. A pop-up box will appear asking you to confirm that the student-athlete should be deleted from the cohort/category. Click "Ok" to delete the student-athlete or click "Cancel" to cancel the deletion. If an institution inadvertently deletes a student-athlete from the data, the student-athlete can no longer be added to the data set or re-imported. The institution should contact Maria DeJulio for further assistance.

To add a student-athlete who was not imported from the APP data collection system and should be included in this cohort, click on the numeric field in the appropriate category (e.g., two-year transfer) and click the "Add Student" button. Complete the information to add the student to the cohort. Use the "Lookup NCAA ID" link at the top of the page to add the NCAA ID number to the student-athlete's record. The GSR/ASR ID field **IS** a required field. Use your institution's student ID number for that field. Click the "Save" button to save the student-athlete's record.

3. Verifying student-athlete's final outcome.
  - a. **Enrolled:** This column will include the number of student-athletes who initially enrolled and received athletics aid who were seeking a bachelor's or equivalent degree. Please review the list of student-athletes in each sport, ethnic category, reporting category and final outcome to ensure the list of student-athletes to be reported is correct. If any changes are made, click the "Save" button to save any changes and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button.

If a student-athlete neither graduated, left eligible nor was an allowable exclusion, the outcome should remain "Enrolled." **A student-athlete may not have more than one outcome.** Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button.

- b. Graduated:** Of those student-athletes reported as enrolled, report those student-athletes who have completed their bachelor's or equivalent degree within 150 percent of time, or by August 31, 2010. Please review the list of student-athletes in each sport, ethnic category, reporting category and final outcome to ensure the list of student-athletes to be reported is correct. If any changes are made, click the "Save" button to save any changes and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button
- c. Exclusions:** Of those student-athletes reported as enrolled, report those student-athletes who left your institution because of one of the following reasons:
- (1) The student is deceased or is permanently disabled and unable to return to school;
  - (2) The student left your institution to serve in the armed forces;
  - (3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or
  - (4) The student left your institution to serve on an official religious mission.

Please note that pregnancy or Olympic waivers are NOT allowable exclusions for purposes of graduation rates. Please review the list of student-athletes in each sport, ethnic category, reporting category and final outcome to ensure the list of student-athletes to be reported is correct. If any changes are made, click the "Save" button to save any changes and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button

- d. Left Eligible:** Of those student-athletes reported as enrolled, report those student-athletes with athletics eligibility remaining who **left your institution prior to receiving their baccalaureate degree and who would have been academically eligible to compete the next regular academic term had they returned to your institution.** The institution must determine what academic eligibility rules the student-athletes would have been subject to if they had returned, apply those standards to the student-athlete's academic record and

determine if he or she would have been academically eligible if he or she had returned. This includes all NCAA, conference and institutional academic eligibility rules. DO NOT include student-athletes who exhausted their eligibility in the sport in which they are included in the GSR cohort and departed the institution prior to receiving their baccalaureate degree.

Please review the list of student-athletes in each sport, ethnic category, reporting category and final outcome to ensure the list of student-athletes to be reported is correct. If any changes are made, click the "Save" button to save any changes and to return to the list of student-athletes in that category. To return to the main sport page, click the "Summary Page" button

After completing all data verification, additions and deletions for a sport, select a new sport using the drop-down box in the upper-left corner.

### **Federal Rate**

Repeat the same process as noted above to verify final outcomes for student-athletes who entered into your institution the 2004 fall term as first-time, full-time baccalaureate degree-seeking student-athletes who received athletically related financial aid for any period of time during their entering year. Please verify for each sponsored sport.

### **Freshman Midyear Enrollees**

Repeat the same process as noted above to verify final outcomes for student-athletes who entered into your institution the 2005 spring semester or the 2005 winter/spring quarter as first-time, full-time baccalaureate degree-seeking student-athletes who received athletically related financial aid their first term at your institution. Please verify for each sponsored sport.

### **Incoming Transfers from a Two-/Four-Year Institution**

Repeat the same process as noted above to verify final outcomes for student-athletes transferring into your institution who received athletically related financial aid their first term at your institution and who initially enrolled full time at any institution the 2004 fall term. These student-athletes can enter your institution at any time during the academic year. For example, if a student-athlete initially enrolled at another institution the 2004 fall term and transferred to your institution at any point after that and received athletics aid, the student will be reported in the 2004 cohort as a transfer student-athlete. Institutions no longer place transfer students in cohorts based on transferrable credit hours and class placement starting with the 2004 cohort.

Report transfer student-athletes separately based on the type of institution the student-athlete last attended full time prior to enrollment at your institution, either two year or four year. Please verify for each sponsored sport.

### **Nonscholarship Student-Athletes (Division I/III)**

If your institution does not offer athletics aid to student-athletes OR does not offer athletics aid in a specific sport, report those student-athletes who were recruited by the institution and were on the team's roster on or after the first date of competition in the championship segment.

### **Nonscholarship Student-Athletes (Division II)**

Report the number of student athletes who entered your institution as first-time, full-time freshmen in 2004 but did not receive athletics aid [as defined in NCAA Bylaw 15 (financial aid)] for the selected sport. Only those student-athletes not receiving athletics aid who are listed on your institution's squad list as of the first date of competition in the championship segment of that sport should be included. This would include any students who entered your institution for the first time during the winter or spring quarter/semester.

### **Reversing an Import**

Pull down the menu on the "Data Collection/Import" tab, and click "Import from APP/ATS/Text File." Select the import to reverse by clicking the drop-down box next to "Choose Import to Reverse." Imports are sorted by number and date. Click the "Reverse" button. Reversing an import will only affect the graduation rates data in this year's collection. It will not affect any data that is contained in the APP/ATS data collection system.

### **Final Submission of Data**

Once data have been entered and verified for each page, click the "Submit" tab to finalize submission to the NCAA. Your institution will receive an email notification to confirm the NCAA's receipt of your institution's data. Please be aware that once data have been submitted, no additional changes to the data may be made. **DO NOT SUBMIT DATA UNTIL ALL INFORMATION IS ENTERED, INCLUDING STUDENT-BODY GRADUATION RATE AND ENROLLMENT DATA.**

### **View Data**

Pull down the menu under the "View Data" tab to select the data set to view. Once an institution submits its data, the institution will still be able to view its data reports in the data collection portal, but will not have the ability to change its data.

## ***REPORTS***

After the data are submitted to the NCAA, the draft reports that will be published in the fall will be made available. Pull down the "Reports" menu and select either the "Institution Report" or the "GSR/ASR" report. Information regarding verification of the reports and the chancellor/president signature form are also available under this tab. If there are any errors in the reports, please contact Maria DeJulio to request corrections.

To export data into an Excel spreadsheet, click on the "Export Page" link on the "Reports" tab. Follow the directions to export the specific data set.

## ***CONTACT INFORMATION***

Please direct all inquiries to:

Maria DeJulio, NCAA research contractor (913/397-7668 or [mdejulio@ncaa.org](mailto:mdejulio@ncaa.org))

## ***FREQUENTLY ASKED QUESTIONS***

The following information contains frequently asked questions and answers to assist the membership with the collection of graduation rates data.

### **Question No. 1**

*Our institution recently dropped a sport/reclassified from Division I to Division III and is no longer awarding athletics aid in that particular sport or throughout the athletics program for all sports. What data do we need to submit?*

Your institution is required to complete the federal IPEDS section for student-athletes up to and including the last freshman cohort for which your institution awarded athletics aid. For example, if the last freshman class that was awarded athletics aid was the class entering fall 2005; then, the 2005 fall cohort would be the last cohort for which your institution would be required to submit IPEDS data.

### **Question No. 2**

*Is an institution/sport that becomes an active Division I institution/sport after 1997 required to submit GSR data for years prior to becoming a Division I institution/sport? For example, a Division II institution became an active Division I member in July 2004. Is the institution required to provide GSR data for years prior to the 2004-05 academic year?*

Yes, institutions new to Division I are required to submit GSR data at the point in the membership process when the institution or team is required to be in compliance with Division I legislation. For example, the institution is required to submit GSR data beginning in the 2004-05 academic year since that is the academic year in which the institution began to comply with all Division I legislation. In this situation the institution is required to provide data beginning with the 1998-99 cohort. (Revised: October 2010, effective immediately.)

### **Question No. 3**

*Our institution began to report APR data for the 2005-06 cohort. Since our institution does not have a 2004-05 APR cohort, which is being reported this year, what data reporting requirements do we need to meet?*

Your institution would be required to report the following data for the 2004-05 cohort:

1. Student-body graduation rate data.
2. Student-athlete graduation rate data.
3. Student-athlete enrollment data.
4. Student-body enrollment data.
5. Student-athlete GSR data.

### **Question No. 4**

*When our institution imported data from the APP data collection system into the graduation rates data collection system, the import included student-athletes who should not be reported in this data collection year's GSR cohort. Why did this occur?*

Student-athletes are imported from the APP data collection system based on their initial full-time enrollment at any institution/your institution and inclusion in the APR cohort. If the student-athlete's first term at any institution/your institution was entered incorrectly in the APP data collection system, corrections will need to be made to the APR data and the student-athlete should be deleted from the cohort in the GSR system. The institution should review the files it maintains on campus to verify the accurate cohort.

### **Question No. 5**

*Is our institution required to submit data for sports that are not being used to meet sports sponsorship requirements?*

Yes, institutions must report data for ALL sports even if the sport is not being used to meet NCAA sports sponsorship requirements.

**Question No. 6**

*Our institution awards athletics aid in a non-NCAA sponsored sport. How does our institution report graduation rates, GSR and ASR data for that sport?*

If your institution awards athletics aid in a non-NCAA sponsored sport, your institution is required to report their graduation rates in order to comply with federal reporting requirements. Your institution will need to import its data using a text file. Instructions for creating the file may be found under the "Data Collection/Import" tab.

**Question No. 7**

*Our institution's census (enrollment) date is after the fifth week of classes. Should a student-athlete who was included in the APR data be included in the GSR data if he or she withdrew after the fifth week of classes but before the census (enrollment) date?*

No, the APR definition for inclusion in the cohort is different than the federal or GSR definition. Only student-athletes who were enrolled as of the institution's census (enrollment) date should be included in the graduation (federal and GSR) cohorts.

**Question No. 8**

*Our institution has a non-scholarship freshman who was on a team's roster for only the freshman year – he either quit or was removed from the team. Does our institution still need to include this student-athlete when reporting graduation rates data?*

Yes, such a student-athlete remains in the cohort, regardless of the number of years he or she participated in a sport.

**Question No. 9**

*What do we do if we have multiple records for the same student-athlete within the same APR cohort?*

Your institution will need to delete all records except for one within the GSR data collection portal after you have imported the records from the APP data collection system and request a correction to your institution's APR data for that cohort.

**Question No. 10**

*What is the GSR/ASR ID number?*

This is a unique identification number that your institution needs to create and enter for student-athletes who are not in a reporting year's APR/ATS cohort, but should be included in the reporting year's GSR/ASR cohort. This should be a unique number and we recommend that you use your institutional or school identification number for that student-athlete in order to avoid duplicate numbers.

**Question No. 11**

*How are multisport student-athletes reported?*

Multisport student-athletes should be reported only ONCE and should be placed in the sport for which they received athletics aid as freshmen. If a student-athlete received athletics aid in more than one sport during the freshman year, the federal hierarchy should be followed (i.e., football, basketball, baseball, cross-country/track, all other sports) and the student-athlete should be reported accordingly.

A student-athlete who did not receive athletics aid as a freshman but was recruited or on a roster as of the first date of competition, should be reported in that sport. Institutions should use the federal hierarchy for a freshman student-athlete who participated in more than one sport without receiving athletics aid. If the freshman student-athlete did not receive athletics aid, but participated in more than one of the "other" sports, the institution should select a sport to place the student-athlete.

**Question No. 12**

*If a student-athlete leaves our institution to serve in the armed forces for another country, can he or she be reported as an allowable exclusion?*

Yes, a student-athlete who leaves your institution to serve in any country's armed forces may be reported as an allowable exclusion.

**Question No. 13**

*Our institution has a female student-athlete who became pregnant and was indicated as an allowable exclusion in APR. Is pregnancy also an allowable exclusion for graduation rates, GSR and ASR?*

No, allowable exclusions for graduation rates, GSR and ASR are limited to military service, death or permanent disability, religious mission and foreign aid service. Pregnancy is NOT considered an allowable exclusion for this data report and cannot be reported as such.

**Question No. 14**

*If a student-athlete was diagnosed with cancer, would this be considered an allowable exclusion?*

Yes.

**Question No. 15**

*Our institution had several student-athletes who were medical noncounters who continued to receive athletics aid after their freshman year. Are these student-athletes considered allowable exclusions for GSR reporting?*

No, these student-athletes would not be considered allowable exclusions for the GSR since they are not permanently disabled and were able to return to your institution.

**Question No. 16**

*Our institution has a student-athlete who received a medical-absence waiver for an entire academic year. In prior APR data collections, these student-athletes were not included within the APR cohort. Is this the same for GSR reporting?*

No, student-athletes who receive a medical-absence waiver should be included within the GSR cohort if they meet the definition to be included within the GSR cohort.

**Question No. 17**

*Our institution has a student-athlete who left the institution academically ineligible because of incomplete grades on his transcript. He returned to our institution to make up the coursework and received passing grades. Can our institution report the student-athlete as "Left Eligible?"*

No. Both GSR and ASR data submissions require institutions to report on those student-athletes with athletics eligibility remaining who left their institutions prior to receiving their baccalaureate degree and who would have been academically eligible to compete in the next regular academic term had they returned to their institutions. Since these student-athletes would have been academically ineligible to compete had they returned to their institutions, they would be noted as academically ineligible for GSR or ASR reporting and cannot be reported as "Left Eligible."

**Question No. 18**

*A student-athlete left the institution academically ineligible; however, the student-athlete received an APR adjustment for the lost eligibility point. Can that student-athlete be reported as "Left Eligible?"*

No, adjustments in the APR do not apply to the GSR. Since this student-athlete left the institution academically ineligible to compete had he or she returned to the institution, he or she would be noted as academically ineligible for GSR reporting and cannot be reported as "Left Eligible."

**Question No. 19**

*A student-athlete graduated from another four-year institution and then transferred to our institution seeking a second baccalaureate or graduate degree. Should this student-athlete be included in our institution's reporting of graduation rates data?*

No, the student-athlete has already graduated from another institution and should be excluded from your institution's GSR. Graduation rates, GSR and ASR reporting are for undergraduate students and student-athletes only.

**Question No. 20**

*How are the sports of cross country, indoor and outdoor track and field reported for the GSR? In the past, these three sports have been combined when reporting the IPEDS-GRS/federal graduation data. Will the GSR also combine these three sports when reporting data?*

Yes, the GSR will continue to combine these three sports. However, if cross country, indoor or outdoor track and field teams fall into the historical-penalty structure and the GSR is needed for one of these three sports; then, that institution may be required to provide the data necessary to separate the graduation rate by sport.

**Question No. 21**

*Our institution has a student-athlete who received athletics aid for indoor and outdoor track, but left the team before the first date of competition and remained enrolled at the institution. Therefore, the student-athlete was not included in the APR cohort; however, does our institution need to report the graduation information for this student-athlete?*

Yes, since the student-athlete received athletics aid, your institution is required to report graduation rates data for the individual and will need to add the student-athlete to the specific sport within the graduation rates data collection system.

## **NCAA Division I Academic Progress Rate Adjustment Directive**

### **Background.**

The NCAA Division I Academic Progress Rate (APR) is a metric that awards points for academic eligibility/graduation and retention. Eligibility is important as it measures a student's progress toward a degree at regular intervals. Retention is a crucial part of the APR because of the following:

1. The pilot data reflected that retention is an even stronger component of graduation than eligibility.
2. By awarding points for retention, potential issues related to "run-offs" and "recruiting mistakes" could be monitored and addressed.
3. Term-by-term retention points allow for a student-athlete to receive "credit" for every term he or she returns, even if he or she eventually transfers or is not retained for any reason. This "partial-credit" model has been seen as a significant improvement over the Federal Graduation Rate and is a very important consideration when assessing eligibility + retention for the APR calculation.

The NCAA Division I Committee on Academic Performance has approved this directive to provide guidance to the NCAA staff and the NCAA Division I Committee on Academic Performance Subcommittee on Data Collection and Reporting in reviewing APR adjustment requests. The committee recognizes that there may be some legitimate reasons why student-athletes are not retained and do not maintain academic eligibility, and in these instances, a student-athlete's lost points should be adjusted.

### **Guiding Principles.**

Adjustments to a team's APR will be considered based on circumstances surrounding individual student-athletes. Adjustments generally will be reviewed in the context of whether the mitigating circumstances surrounding the individual student-athlete are beyond the control of the student-athlete and/or the team/institution.

### **Effect of Adjustment.**

The APR is calculated by evaluating each student-athlete in the NCAA Division I Academic Performance Program (APP) cohort. Each student-athlete is able to earn two points for each regular academic term he or she is in the cohort. The eligibility point is awarded if the student-athlete is academically eligible to compete in the next regular academic term (even if he or she has no competition in that term). The retention point is awarded if the student-athlete is retained by the institution in the next regular academic term (i.e., returns to the institution as a full-time student as of the institution's census date or the fifth week of classes, whichever is

earlier). Student-athletes who graduate in a term are awarded both points for that term. If a student-athlete remains in the APP cohort after graduation, he or she is always awarded the retention point for having graduated. A student-athlete who earns both points in an academic term is recorded as "2 for 2".

A student-athlete who was not retained by an institution (did not return to the institution or did not return as a full-time student) in the next regular academic term and did not graduate will be a "1 for 2" (1/2) or a "0 for 2" (0/2) depending on whether he or she earns the eligibility point. Likewise, a student-athlete who completed a term and was retained, but was not eligible will be a 1/2. A student-athlete who did not complete an academic term, and therefore did not earn eligibility, and was not retained should be reported as 0/2. In all of these circumstances, it may be possible to request an adjustment to a lost point or points. Approval of an adjustment request does not result in the awarding of any lost eligibility and/or retention points. Rather it removes the lost points from both the numerator and the denominator. Thus the 1/2 becomes a "1 for 1", or the 0/2 becomes a "0 for 1" or "0 for 0". Please note some adjustment criteria require the earning of the eligibility point in order for the request to be considered.

### **Circumstances Warranting an Adjustment of the Eligibility or Retention Point.**

Adjustments will be granted only if stated conditions described below are met.

#### 1. Academic Term Not Completed.

A student-athlete who did not complete a regular academic term due to circumstances outside of his or her control (e.g., student-athlete suffers from a serious medical condition early in the academic term) and failed to earn the eligibility and/or retention point may be considered for an adjustment in the following situations. In all circumstances, contemporaneous documentation must be included. If relief for the lost retention point is being requested, the documentation must clearly indicate that a student-athlete was unable to be retained by the institution as a result of the mitigating circumstances. If relief for the lost eligibility point is being requested, the documentation must clearly demonstrate how the mitigating circumstances impacted the student-athlete's academic performance. The following mitigation will be considered:

- a. An incapacitating injury or illness to the student-athlete or an immediate family member, which is clearly supported by contemporaneous medical documentation. The documentation must clearly indicate that a student-athlete was unable to be academically successful and/or retained as a result of the incapacitating physical or mental circumstances.

**Note: If an institution has received an approved medical-absence waiver from the conference office (or in the case of an independent institution, by**

**the NCAA Division I Progress-Toward-Degree Waivers Committee), which coincides with when the student-athlete lost the APR point(s), the adjustment request should be filed in the APP data collection system. All other requests should be filed through the Legislative Services Database for the Internet (LSDBi) portal.**

*(Adopted: 2/2010 effective with the 2009-10 APR data submitted fall 2010 and will not apply to any prior cohorts.)*

- b. A natural disaster (e.g., earthquakes, floods).
- c. Extreme financial difficulties as a result of a specific event (e.g., layoff, death in the family) experienced by the student-athlete or by an individual on whom the student-athlete is legally dependent. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual on whom the student-athlete is legally dependent.
- d. Harassment. This circumstance must be clearly supported by contemporaneous objective documentation (e.g., police report).
- e. Participation in the following Olympic or international competition:
  - (1) Official Pan American, World Championships, World Cup, World University Games and Olympic training, tryouts and competition;
  - (2) Officially recognized training and competition, qualifying for final Olympic tryouts; or
  - (3) Official tryouts and competition involving national teams sponsored by the appropriate national governing bodies of the U.S. Olympic Committee or, for student-athletes representing another nation, the equivalent organization of that nation.

The Olympic or international training, tryouts and competition must occur within one year of the student-athlete's departure from the institution.

*(Adopted: 4/2009 effective 4/2009 for the 2008-09 APR cohort, retroactive to any prior year cohorts).*

- f. Other unforeseen events and/or circumstances beyond the student-athlete's and/or institution's control that led to lost eligibility and/or retention points in a term that the student-athlete did not complete.

2. Academic Term Was Completed, Student-Athlete Not Eligible.

A student-athlete who completed a regular academic term as a full-time student may receive an adjustment to a lost eligibility point if one of the reasons listed below applies. In all circumstances, contemporaneous documentation must be included. The documentation must clearly demonstrate how the mitigating circumstances impacted the student-athlete's academic performance. (Note: A student-athlete is not required to earn the retention point). The following mitigation will be considered:

- a. The student-athlete was rendered academically ineligible and the institution was not able to submit a progress-toward-degree waiver (e.g., transfer, withdrawal, no pending competition).
- b. An incapacitating injury or illness to the student-athlete or an immediate family member, which is clearly supported by contemporaneous medical documentation. The documentation must clearly indicate that a student-athlete was unable to be academically successful as a result of the incapacitating physical or mental circumstances.

**Note: If an institution has received an approved medical-absence waiver from the conference office (or in the case of an independent institution, by the Progress-Toward-Degree Waivers Committee), which coincides with when the student-athlete lost the APR point(s), the adjustment request should be filed in the APP data collection system. All other requests should be filed through the LSDBi portal.**

*(Adopted: 2/2010 effective with the 2009-10 APR data submitted fall 2010 and will not apply to any prior cohorts).*

- c. Extreme financial difficulties as a result of a specific event (e.g., layoff, death in the family) experienced by the student-athlete or by an individual on whom the student-athlete is legally dependent. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual on whom the student-athlete is legally dependent.
- d. A natural disaster (e.g., earthquakes, floods).

- e. Other unforeseen events and/or circumstances beyond the student-athlete's and/or institution's control that impacted the student-athlete's ability to be academically successful.

3. Academic Term Completed, Student-Athlete Not Retained.

Student-athletes who completed a regular academic term as a full-time student but were not retained (did not return to the institution or did not return as a full-time student) may receive an adjustment to a lost retention point if one of the reasons listed below applies. In all circumstances, contemporaneous documentation must be included. The documentation must clearly demonstrate how the mitigating circumstances impacted the student-athlete's ability to be retained by the institution. (Note: A student-athlete is required to earn the eligibility point). The following mitigation will be considered:

- a. The student-athlete's degree program was discontinued. This circumstance must be supported by documentation from the institution's registrar's office indicating that the student-athlete was enrolled in the specific degree program and the date the degree program was discontinued.
- b. The student-athlete's degree program was not offered at the original institution. This circumstance must be supported by documentation from official institutional sources indicating that the student-athlete's degree program was not offered at the original institution and the student-athlete is enrolled in the degree program at the next four-year institution.
- c. The student-athlete's sport was discontinued. This circumstance must be supported by documentation from the institution's director of athletics indicating when the sport program was discontinued and when the announcement of the discontinuation was made.
- d. An incapacitating injury or illness to the student-athlete or an immediate family member, which is clearly supported by contemporaneous medical documentation. The documentation must clearly indicate that a student-athlete was unable to be retained by the institution as a result of the incapacitating physical or mental circumstances.

**Note: If an institution has received an approved medical-absence waiver from the conference office (or in the case of an independent institution, by the Progress-Toward-Degree Waivers Committee), which coincides with when the student-athlete lost the APR point(s), the adjustment request should be filed in the APP data collection system. All other requests should be filed through the LSDBi portal.**

*(Adopted: 2/2010 effective with the 2009-10 APR data submitted fall 2010 and will not apply to any prior cohorts).*

- e. A natural disaster (e.g., earthquakes, floods).
- f. Extreme financial difficulties as a result of a specific event (e.g., layoff, death in the family) experienced by the student-athlete or by an individual on whom the student-athlete is legally dependent. These circumstances must be clearly supported by objective documentation (e.g., decree of bankruptcy, proof of termination) and must be beyond the control of the student-athlete or the individual on whom the student-athlete is legally dependent.
- g. Harassment. This circumstance must be clearly supported by objective documentation (e.g., police report).
- h. Participation in the following Olympic or international competition:
  - (1) Official Pan American, World Championships, World Cup, World University Games and Olympic training, tryouts and competition;
  - (2) Officially recognized training and competition, qualifying for final Olympic tryouts; or
  - (3) Official tryouts and competition involving national teams sponsored by the appropriate national governing bodies of the U.S. Olympic Committee or, for student-athletes representing another nation, the equivalent organization of that nation.

The Olympic or international training, tryouts and competition must occur within one year of the student-athlete's departure from the institution.

*(Adopted: 4/2009 effective 4/2009 for the 2008-09 APR cohort, retroactive to any prior year cohorts).*

- i. The student-athlete was not retained by the institution in one regular academic term, but he or she later returned. The student-athlete must qualify for the missed-term exception pursuant to NCAA Bylaw 14.4.3.5-(a). The student-athlete must return to the institution as a full-time student in a subsequent term and meet all criteria for the missed-term exception. A student-athlete may only have the retention point adjusted one time during his or her academic career based on this mitigation.

**Note: If a request meets all criteria for adjustment of the lost retention point, it should be filed in the APP data collection system. All other requests should be filed through the LSDBi portal.**

*(Adopted: 2/2010 effective with the 2009-10 APR data submitted fall 2010 and will not apply to any prior cohorts).*

- j. The student-athlete was not retained due to other unforeseen events and/or circumstances beyond the student-athlete's and/or institution's control.

4. Professional Athletics Opportunities.

- a. Initial professional sports opportunity.

The student-athlete completed an academic term and was not retained due to participation in professional sports as a vocation. (Note: A student-athlete is required to earn the eligibility point). Such participation may be demonstrated by the following:

- (1) Signed contract with a professional sports team or organization;
- (2) Established pattern of acceptance of prize money for competition;
- (3) Documented declaration of intent to compete as a professional in an individual sport (e.g., tennis, golf); or
- (4) Other evidence determined by the staff/committee to confirm the individual's professional sports vocation.

The following actions, alone, do not sufficiently demonstrate participation in professional sports as a vocation:

- (1) Signing a contract with an agent;
- (2) Signing a commercial endorsement agreement;
- (3) Declaring for a professional sports draft; or
- (4) Participating in professional sports tryouts.

**Note: If a request meets all criteria for adjustment of the lost retention point, it should be filed in the APP data collection system. All other requests should be filed through the LSDBi portal.**

b. Second professional sports opportunity.

The student-athlete returned to the original institution in a regular academic term following his or her initial departure to pursue professional athletics as a vocation and subsequently lost a point(s) due to the pursuit of another professional sports opportunity, provided the student-athlete earned the eligibility point in the term in which he or she first departed the institution to pursue professional athletics. Such participation may be demonstrated by the documents listed below. Please note that this documentation must clearly indicate that the student-athlete could not complete the regular academic term due to the second professional athletics opportunity (e.g., indicate the timing of the opportunity). If the term was completed, the student-athlete must have earned the eligibility point in order for the retention point to be adjusted (see letter a above).

- (1) Signed contract with a professional sports team or organization;
- (2) Established pattern of acceptance of prize money for competition;
- (3) Documented declaration of intent to compete as a professional in an individual sport (e.g., tennis, golf); or
- (4) Other evidence determined by the staff/committee to confirm the individual's professional sports vocation.

The following actions, alone, do not sufficiently demonstrate participation in professional sports as a vocation:

- (1) Signing a contract with an agent;
- (2) Signing a commercial endorsement agreement;
- (3) Declaring for a professional sports draft; or
- (4) Participating in professional sports tryouts.

*(Adopted: 1/2008 effective 1/2008 for the 2007-08 APR cohort, retroactive to any prior year cohorts).*

- c. Student-Athletes Impacted by the National Basketball Association (NBA) Lockout.

The student-athlete completed the 2011 spring term and was not retained due to pursuing professional basketball as a vocation. (Note: A student-athlete is still required to earn the eligibility point). Such pursuit may be demonstrated by the following:

- (1) The student-athlete was drafted by any professional basketball league;
- (2) For undrafted student-athletes, documentation verifying the student-athlete was invited to and/or participated in 2011 NBA Draft Combine; and
- (3) For student-athletes who do not meet either of the above criteria, it would be acceptable documentation if the student-athlete signs a contract with a professional sports team or organization within one year following the end of the lockout in the respective sport.

This adjustment is only available for those student-athletes who were not retained after the 2011 spring semester or quarter who pursued professional basketball as a vocation.

5. Transfer.

- a. The student-athlete was not retained because he or she transferred to another institution and meets the following criteria:

- (1) The student-athlete earned the eligibility point in the last term of enrollment prior to transfer.
- (2) The student-athlete was enrolled at the institution for at least one academic year prior to transfer.
- (3) The student-athlete immediately transferred to another four-year institution. This requires full-time enrollment at the new institution at the next available regular academic term. The student-athlete presents a cumulative grade-point average at the original institution of at least 2.6.

**Note: This adjustment request is not filed through the LSDBi portal, but rather it is filed in the APP data collection system.**

- b. The student-athlete was not retained because he or she transferred to another institution and meets the following criteria:
- (1) The student-athlete earned the eligibility point in the last term of enrollment prior to transfer.
  - (2) The student-athlete was enrolled at the institution for at least one academic year prior to transfer.
  - (3) The student-athlete immediately transferred to another four-year institution. This requires full-time enrollment at the new institution at the next available regular academic term.
  - (4) The student-athlete presents a cumulative grade-point average at the original institution of at least 2.0, but less than 2.6 and satisfies a rigorous review of academic factors (e.g., number of transferable credit hours accepted by the next institution and applicable to the student-athlete's designated degree program, positive trends in the student-athlete's academic performance, academic performance each term of full-time enrollment, student-athlete's academic success compared to other students with similar admissions profiles, academic support services at the next institution and a reasonable expectation of graduation within five years of initial full-time enrollment).

**Note: This adjustment will be subject to a high review standard and will be filed through the LSDBi portal.**

- c. The student-athlete was not retained because he or she transferred to another institution and meets the following criteria:
- (1) The institution from which the student-athlete transferred received an approval of a NCAA Division I Legislative Council Subcommittee for Legislative Relief waiver of the residency requirement under Bylaw 14.8.2-(e) and the committee recommended approval of the waiver request.
  - (2) The student-athlete immediately transferred to another four-year institution. This requires full-time enrollment at the new institution at the next available regular academic term.

*(Adopted: 7/2009 effective 7/2009 for the 2008-09 APR cohort, not retroactive to any prior year cohorts).*

**Circumstances that Do Not Warrant an Adjustment of the Retention Point.**

Circumstances that are generally considered to be within the control of the student-athlete and/or the institution include, but are not limited to, the following:

1. Student-athlete transferred to another institution for any reason not included in the section above.
2. Student-athlete departed the institution due to lack of playing time, or desire to play for a different coach.
3. Student-athlete departed the institution due to a coaching change.
4. Student-athlete departed the institution because he or she was placed on academic suspension.
5. Student-athlete departed an institution because of disciplinary actions taken at the institution (e.g., crime, academic fraud, dismissed from team, positive drug test).
6. Student-athlete departed an institution because his or her team is subject to disciplinary measure (e.g., infractions sanctions).
7. Student-athlete departed an institution because his or her athletically related aid was not renewed or was reduced.

**Reconsideration.**

An institution is permitted to request the staff reconsider APR adjustment requests that were previously denied if the APR adjustment directive is changed and the change would have affected the outcome of the original adjustment request. An institution may not request retroactive relief from contemporaneous penalties or retroactive incentives based on the award of an adjustment to data made to subsequent academic year(s). Requests for reconsideration will not be heard by the subcommittee until the staff has reviewed and considered the request. Please note that participation of a student-athlete in professional sports as a vocation is not mitigation for reconsideration of APR adjustment requests when the student-athlete failed to earn the eligibility point.

**Staff Authority in APR Adjustment Requests.**

The committee has provided the staff with the authority to use its discretion in the application of this directive. Exceptions to this directive may be applied when warranted, in the staff's judgment, by the unique circumstances of a specific request. Further, the committee has

afforded the staff the authority to award eligibility and/or retention points as appropriate, depending on the unique circumstances of the request.