NCAA Division I Academic Performance Program and
Graduation Success Rate Deadline Extensions
Instructions for Member Institutions

This function will permit institutions to request an extension of the deadline to submit NCAA Division I Academic Performance Program (APP) data or Graduation Success Rate (GSR) data. Please note this must be requested prior to the due date for the respective data.

Prior to initiating this process, institutions are encouraged to review the Data Filing Deadline Directive. This directive may be viewed and printed from the following link:


1. Logging In.
   a. Go to NCAA.org and log in to the membership side using your NCAA.org e-mail login ID and password.
   b. Click the NCAA Business Apps – Member Access button found on the home page.
   c. On the Authentication Service screen, enter the same e-mail login ID and password used to log in to the membership side of NCAA.org.
   d. Click the Login button. If the institution's username and password have been forgotten, click on the Forgot Password link and follow the prompts.
   e. Click on "LSDBi" from the options on the left-hand side of the screen under the My Applications tab.
2. **Tabs and Screens.**

   a. After logging into Legislative Services Database for the Internet (LSDBi), the user will see a series of tabs that will allow the user to maneuver among different screens within the LSDBi program.

   ![Legislative Services Database - LSDBi](image)

   b. Click on the **Academic Performance Program** tab. The following list of options will be displayed:

   ![Academic Performance Program](image)

   c. To submit a deadline extension request for GSR data, click the plus sign "+" to the left of **GSR Deadline Extension Form**.

   d. To submit a deadline extension request for APP data, click the "+" to the left of **APP Data Deadline Extension Form**.

3. **Submitting the Extension Request.**

   a. Click **New Application** under the appropriate data category to start the process of submitting the extension request.
b. After clicking New Application, the user will see instructions that explain the steps necessary to submit the extension request.

- Use the "Extension Request" tab to request an extension of the GSR Data Submission Deadline. The "Save" button can be used to save work without sending the request to the NCAA national office.
- Submit the request to the national office by clicking Submit on the Extension Request page. The institutional contact will receive an e-mail confirming receipt of the submission.
- Use the Printable Waiver button on this page to review/print the waiver application.
- Use the Signature Page button to print the signature page and have the President/Chancellor sign the signature page.
- Use the Cover Page button to print a fax cover page. Fax the cover page and signature page to the national office at the fax number that appears on the cover sheet.
- Fax or upload supporting documentation to the national office. Use the cover sheet when faxing documentation to the national office.
- For general information refer to the Division I Committee on Academic Performance webpage.

C. Click the Extension Request tab to enter the application to request an extension of the APP or GSR data submission deadline.
d. Enter the name, title and e-mail address for the individual completing the extension request and the individual who will be the institution's contact for the request. All communication regarding this request will be to the institutional contact.

e. If the submitter and institution contact are the same individual, enter the required information for the submitter and click **Same as Submitter** in the Institution Contact field. The program will automatically populate the institution contact with the same information entered for the submitter. Enter the phone number for the institution contact. **ALL BOLD FIELDS ARE REQUIRED.**

f. Verify the accuracy of the name and e-mail address of the institution's president or chancellor, faculty athletics representative, director of athletics, senior woman administrator, compliance coordinator and conference commissioner. It is important that these fields are accurate
g. because the system will forward information regarding the decision to these e-mail addresses.

h. To make a correction click Update [NOTE: Changing these fields will affect all future NCAA contact with these individuals. DO NOT change these fields unless the information listed is incorrect.]

i. A new screen will be produced that will allow the user to type changes to the list of administrators. Provide the correct name, title and e-mail address for the individual(s). The individual submitting the updated information must include his or her name, e-mail and telephone number in the fields at the bottom of the screen.
j. After completing the form, click **Submit**. This will generate notification to the NCAA national office to update the institutional contact information.

k. After completing the submitter and institution contact fields, click the **Save** button. The user cannot continue to the next field until the **Save** button has been clicked. Saving does not submit information to the NCAA national office. The save function ensures that entered information is not lost.

l. The next section on the screen will allow the user to view the following information that will be supplied to the program: [Note: This information may not be changed by the user.]

   (1) Academic year request is being made.

   (2) Data submission deadline (June 1 for GSR data or six weeks/42 calendar days after the start of the fall term for APP data).

   (3) Number of prior extension requests made for the current academic year.

<table>
<thead>
<tr>
<th>Extension Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year: 2005</td>
</tr>
<tr>
<td>Data Submission Deadline: 04/21/2005</td>
</tr>
<tr>
<td>Number of extension requests for this year: 0</td>
</tr>
</tbody>
</table>

m. The user must enter the new deadline that it is requesting in the **Proposed Deadline Date** field. This can be entered by clicking on the calendar to the right and clicking on the new date being requested. The single arrow advances the calendar one month. The double arrow advances the calendar one year.

n. Enter the number of days of extension being requested in the **Number of Days of Extension** field and the institution's reason for requesting an extension in the **Rationale** field.

o. Click the **Save** button to save the information entered. If the user leaves the screen without saving first, the information may be lost. Saving the information does not submit the information to the NCAA national office.

p. To submit the extension request, click the **Submit** button.
q. After clicking the **Submit** button, the user will be reminded that by submitting no further edits will be permitted and the request will be forwarded to the NCAA national office for processing. To continue and to submit, click **OK**. To go back and to not submit, click **Cancel**.

r. After clicking the **OK** button, the user will see a confirmation screen that confirms the extension request was submitted. The user will be provided with instructions on how to provide additional required information for the request to be processed. In particular, the institution must submit the following via facsimile or via **LSDBi**:

1. President or chancellor signature page (required).

2. Supporting documentation (optional).
4. Signature Page/Supporting Documents/Reports.

An APP or GSR data deadline extension request requires the signature of the institution's president or chancellor, or his or her designee, before the NCAA staff can process the request. The institution may want to provide additional supporting documentation as well. The information below provides instructions on how to produce and submit the signature page and provide supporting documentation.

a. Click the appropriate extension request.

b. Click the academic year for which the waiver is being requested.

- Academic Performance Program System
  - APP APR Data Adjustment Request Form
  - APP Contemporaneous Penalty Waiver (filed before Academic Year 2008)
  - APP Data Deadline Extension Form
    - New Application
    - 2007 - 08

c. Click the applicable waiver number. After initial submission of the waiver, the institution's contact person received this number via e-mail.
The parenthetical information provides the status of the waiver (e.g., submitted, decision).

d. The following options are displayed under the selected waiver:

   - **Report**: Provides a summary of the activity of the request.
   - **Cover Page**: The fax cover page must be used when submitting any information via facsimile to the NCAA national office regarding this case (e.g., signature page or any supporting documents).
   - **Signature Page**: The signature page must be signed by the institution's president/chancellor or designee and faxed to the NCAA national office at 317/917-6074.
   - **Supporting Documents**: Permits an institution to upload supporting documents stored on a computer directly to the NCAA. This feature provides a summary of the supporting documents submitted by the institution in support of the request.
   - **Withdraw Case**: Used by the institution to inform the NCAA that it is withdrawing the request from consideration.

e. **Cover Page/Faxing Supporting Documentation**.

   1. Any documentation submitted via fax for an APP or GSR data extension request must be submitted using the cover page produced from the online application.
   2. Click on **Cover Page**. This will produce a facsimile cover page in a separate window that the institution must use when it submits any document regarding this extension request to the NCAA.
national office. [NOTE: The institution must fax the documents to the fax number noted on the cover page.]

APP Data Deadline Extension Request

To: The National Collegiate Athletic Association
    P.O. Box 6222
    Indianapolis, Indiana 46206-6222
    Phone: 317/917-6222
    Fax: (317) 917-6074

From: University
    Name: ________________________________
    Phone: ______________________________
    E-Mail: ______________________________

RE: Request #104

                                                                                      
                                                                                      
                                                                                      

f. Signature Page.

(1) Click **Signature Page**. This will produce a signature page in a separate window that the institution must print and have signed by the institution’s president or chancellor.

APP Data Deadline Extension Request

Signature Page
University
RE: Request #104

The institution’s chancellor/president or his or her designee must sign the submission of the NCAA Division I Academic Performance Program (APP) Data Deadline Extension Request. Please fax the executed signature page to the NCAA using the waiver cover page.

Signature of President/Chancellor or Designee

Title

Date
(2) Fax the executed signature page and cover sheet to the NCAA at the fax number indicated on the cover sheet.

g. **Uploading Documents Electronically.**

(1) Click **Supporting Documents**.

(2) A screen will appear titled **Uploading Supporting Documents**.

(3) To upload documents, click the **Browse** button. A list of the files on the user’s computer will appear. Click on the file to be uploaded. This will enter the name of the file on the field to the left of the **Browse** button.

(4) Enter a short description of the file in the **File Description** box. This description will be used to identify the file in the list of supporting documents.

(5) Click the **Upload File** button to transfer the file to the NCAA national office.

(6) A confirmation prompt will appear. Click **OK** if the correct file has been identified for transfer to the NCAA national office.

(7) If additional help is needed, click **Instructions**.
(8) This screen also will provide the user with a complete list of each document that the institution has submitted regarding the request/waiver.

(9) To view a document listed, click on the name of the document.

5. Decision E-Mails and Appeals.

After the NCAA national office staff receives all required documentation, the staff will render a decision and communicate that decision via e-mail to the designated institutional contact, president/chancellor, director of athletics, faculty athletics representative, senior woman administrator, compliance coordinator and conference commissioner. If the staff’s decision does not grant the relief requested by the institution, the decision e-mail will provide the institution with information about appealing the staff’s decision.

a. Appealing a Staff Decision.

(1) If an institution wishes to appeal the staff decision, it must log into LSDBi and click on the appropriate extension request link.

(2) Click the applicable academic year and waiver number.

(3) Click Appeal.
(4) The user will see the field to request an appeal. Complete the form, noting that all bolded fields are required.

(5) After completing the form, click **Submit Appeal**.

(6) After clicking **Submit Appeal**, the user will be reminded that by submitting, no further edits will be permitted and the appeal will be forwarded to the NCAA national office for processing. If the user wishes to continue, click **OK**.

(7) After clicking **OK**, the user will receive confirmation that the appeal was submitted and will be provided with instructions necessary to provide the additional required documents:

i. Completed president/chancellor signature page with fax cover sheet (required).
ii. Supporting documentation.

(8) To submit the signature page or any supporting documents, follow the directions in **Section 4** of this document.

(9) After receipt of all required documentation, the NCAA Division I Committee on Academic Performance Subcommittee on Data Collection and Reporting will render a decision and communicate that decision via e-mail to the designated institutional contact, president/chancellor, director of athletics, faculty athletics representative, senior woman administrator, compliance coordinator and conference commissioner. Subcommittee decisions are final.

b. Reconsideration.

After the staff and/or subcommittee have acted on an extension request, the institution may request the staff reconsider its decision if the institution submits new and/or additional information. The subcommittee may not consider requests with new and/or additional information until the staff has reviewed and considered the new information.

(1) To request reconsideration of the extension request, the institution must inform the assigned case administrator that it has new, additional information. The case administrator will then open the
case, if warranted, to permit the institution to submit the new, additional information.

(2) The case administrator will review the new, additional information to determine if reconsideration is warranted. If the extension request is reconsidered, the staff member will notify the institution via e-mail of the decision. The institution will then have the opportunity to appeal the new staff decision.

6. **Help.**

Please contact academic and membership affairs at 317/917-6222 if you need assistance.