NCAA Division I Academic Progress Rate Adjustments
Instructions for Member Institutions

This function will permit institutions to request adjustments to student-athlete's NCAA Division I Academic Progress Rate (APR) eligibility and/or retention points. Please note that institutions cannot request APR adjustments until after it has confirmed the accuracy of its APR data and made any corrections to the data based on errors or omissions.

Prior to initiating this process, institutions are encouraged to review the APR Adjustment Directive. This directive can 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.

b. Click on the Academic Performance Program tab. The following list of options will be displayed:
c. Click the plus sign "+" to the left of **APP APR Data Adjustment Request Form**.

d. Indicate the academic year of the adjustment request. Institutions may request adjustments for any year that make up the current multiyear APR cohort.

e. Instructions are on the **Home** tab and explain the steps necessary to submit the adjustment request.

3. **Submitting an APR Adjustment Request.**

a. Click the **Adjustments Form** tab to select the academic year for which the institution would like to request an adjustment and click the **Set Academic Year** button. If an institution wants to submit an adjustment request for another academic year, a new application will have to be created for each academic year.
b. 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.

c. 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 in the **Phone** field. **ALL BOLD FIELDS ARE REQUIRED.**

d. 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 because the system will forward information regarding the decision to these e-mail addresses.
e. 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.]

f. 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.

g. After completing the form, click **Submit**. This will generate notification to the NCAA national office to update the institutional contact information.
h. 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 national office. The save function ensures that entered information is not lost.

i. After saving, the APR adjustment summary field will appear at the bottom of the screen. It provides a list of the institution's teams and the following information for each team:

1. The number of student-athletes in the team's cohort for the academic year;
2. The number of student-athletes that did not earn eligibility and/or retention points; and
3. The number of student-athletes for which the institution has submitted adjustment requests. When first entering this field, it will have all zeros.

<table>
<thead>
<tr>
<th>Sport</th>
<th>S-A's in Cohort</th>
<th>S-A's that lost Eligibility or Retention Points</th>
<th>S-A's that have Adjustment Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Football</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>5</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

j. Click on the team for which the institution desires to make adjustment request(s).

k. A screen listing the student-athletes who lost retention and/or eligibility points on a term-by-term basis in that sport will be displayed.
1. Click on the name of the student-athlete to request an adjustment for that student-athlete. A screen for the selected student-athlete will be displayed.

m. In the **Select the Type of Adjustment** field, select eligibility and/or retention. **This is a required field.**

n. Select the reason the student-athlete lost the eligibility, retention or both points by clicking the arrow to the right of the text box under **Select Reason for Adjustment**. This will produce a drop-down list of reasons (e.g., natural disaster). Select the item that best summarizes the rationale warranting the adjustment. If none of the items are appropriate, select **Other**. If more than one item is appropriate, select **Multiple**. **This is a required field.**

o. In the text box under **Explanation of Extenuating Circumstances**, enter the explanation of the circumstances that caused the student-athlete to lose the eligibility, retention or both points. **This is a required field.**
Click the Save button. If you do not click the Save button, your work may be lost.

Click the Back button to return to the list of student-athletes for the team. Repeat the steps above for each student-athlete that an adjustment will be requested.

After information is entered for all applicable student-athletes on this team, return to the screen that lists each of the institution’s teams by clicking the Back button. Continue the process for each team, until all of the institution’s adjustment requests have been inputted and saved.

If all required information is entered for adjustment request(s) for all teams and student-athletes, click the Submit button to submit the request. Do NOT submit until information has been entered for all team(s) and student-athlete(s) the institution wants to make an adjustment request for.

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 national office for processing. To continue and submit, click OK. To go back and not submit, click Cancel.

After clicking OK, the user will see a screen confirming the adjustment request was submitted. Instructions are provided regarding the additional required
information in order for the request to be processed. In particular the institution must submit the following via facsimile or via the LSDBi waiver portal:

(1) Institutional signature page (i.e., institution's president/chancellor, faculty athletics representative, director of athletics, senior woman administrator or compliance coordinator) (required).

(2) Supporting documentation (optional).

v. An e-mail will be sent to the institutional contact with a case number confirming submission of the APR adjustment request.

4. Signature Page/Supporting Documents/Reports.

An APR adjustment request requires the signature of the institution's president/chancellor, faculty athletics representative, director of athletics, senior woman administrator or compliance coordinator 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 how to provide supporting documentation.

a. Click the APP APR Data Adjustment Request Form.

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

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:

- APP Data Deadline Extension Form
- New Application
- 2004 - 05 Waiver# 80 (Submitted)
- Report
- Cover Page
- Signature Page
- Supporting Documents
- Withdraw Case

1. **Report**: Provides a summary of the activity of the request.

2. **Cover Page**: The fax cover page must be used when submitting any information via facsimile to the national office regarding this case (e.g., signature page or any supporting documents).

3. **Signature Page**: The signature page must be signed by the institution's president/chancellor, faculty athletics representative, director of athletics, senior woman administrator or compliance coordinator and faxed to the national office at 317/917-6074.

4. **Supporting Documents**: Permits an institution to upload supporting documents stored on a computer directly to the national office. This feature provides a summary of the supporting documents submitted by the institution in support of the request.

5. **Withdraw Case**: Used by the institution to inform the national office that it is withdrawing the request from consideration.

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

1. Any documentation submitted via fax for an APR adjustment request must be submitted using the cover page produced from the APR adjustment 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 APR adjustment request to the national office.  
   [NOTE: The institution must fax the documents to the fax number noted on the cover page.]
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/chancellor, faculty athletics representative, director of athletics, senior woman administrator or compliance coordinator and faxed to the national office at 317/917-6074.

   (2) Fax the executed signature page and cover sheet to the national office 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 national office.

(6) A confirmation prompt will appear. Click **OK** if the correct file has been identified for transfer to the 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 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 for each student-athlete with a denied adjustment request. Enter the rationale into the text box below each student-athlete that is being appealed. 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 national office for processing. If the user wants 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 institutional signature page (i.e., president/chancellor, director of athletics, faculty athletics representative, senior woman administrator or compliance coordinator) with fax cover sheet (required).

   ii. Supporting documentation.
To submit the appeal signature page or any supporting documents follow the directions in Section 4 of this document.

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 APR adjustment 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.

To request reconsideration of the APR adjustment 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 APR adjustment 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.


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