



**NCAA DIVISIONS I AND II**  
**STUDENT RECORDS REVIEW COMMITTEE**  
**2018-19 POLICIES AND PROCEDURES**

**1. Legislated Duties (NCAA Divisions I and II Bylaws 14.1.2.4 and 21.6.5).** The NCAA Student Records Review Committee has authority to establish policies and procedures (applied via the prospective student-athlete review process) related to the review of a PSA's academic credentials (e.g., courses, grades, credits, transcripts, test scores, enrollment history) and to determine the validity of a PSA's academic credentials for meeting initial-eligibility requirements. A review may result in determining a PSA's academic credentials are invalid (i.e., inaccurate, false or misleading) and thus may not be used for initial eligibility.

The committee is also responsible for reviewing PSA review appeals. Its decision is final, binding and conclusive, and is not subject to further review by any other authority.

**2. Responsibilities.**

- a. Assess PSA review policy.
- b. Review appeals of validity review decisions.
  - Adhere to committee policies and procedures.
- c. Provide annual PSA review statistics to the NCAA Division I Committee on Academics and the NCAA Division II Academic Requirements Committee.
- d. As requested, review legislation related to initial eligibility.

**3. Composition (Bylaw 21.6.5.1) and Reporting Lines.**

The committee includes nine members:

- a. One admissions officer of a Division I or II institution;
- b. One staff member of a Division I or II institution or conference office;
- c. One staff member from a Division I institution or conference office;
- d. One representative from the Division II Academic Requirements Committee;
- e. Four representatives from the secondary-school community; and
- f. One member selected at large from either the secondary-school community or a Division I or II institution or conference office.

The committee reports to the Committee on Academics and the Academic Requirements Committee, which annually approve the committee's policies and procedures.

**4. Terms (Bylaw 21.6.5.3).** Committee members are appointed for one four-year term, which generally commences on January 1 after appointment. After serving the initial term, a committee member may be re-appointed to an additional term. An individual who has served two terms on the committee may not serve further. Service runs concurrently with Academic Requirements Committee terms.

- 5. Resignation.** If a committee member resigns, the individual must provide written notice to the staff liaison. Thereafter, procedures to solicit and appoint a new member will be initiated, and a new committee member will be appointed.
- 6. Chair Selection.** The staff liaison solicits nominations from committee members, and the committee appoints a chair based on majority vote. The committee chair serves in such capacity for the remainder of the individual's term.
- 7. Duties.**
  - a. Chair.
    - (1) Review all materials before each teleconference and be prepared for each appeal.
    - (2) Conduct committee teleconferences (e.g., identify conflicts of interest, lead the discussion and deliberation).
    - (3) Determine whether the committee will hear an appeal requested after the deadline.
    - (4) Provide notice of unavailability to participate on a teleconference.
    - (5) Recuse from appeals when appropriate (e.g., conflict of interest).
    - (6) Adhere to committee policies and procedures.
  - b. Committee Members.
    - (1) Review all materials before each teleconference and be prepared for each appeal.
    - (2) Participate in all subcommittee teleconferences and meetings.
    - (3) Provide notice of inability to participate in a teleconference or meeting.
    - (4) Recuse from appeals when appropriate (e.g., conflict of interest).
    - (5) Adhere to committee policies and procedures.
  - c. NCAA Staff.
    - (1) Apply PSA review triggers.
    - (2) Assign and review program tasks.
    - (3) Submit inquiries to the testing agencies.
    - (4) Determine whether to initiate a validity review.
    - (5) Process and render an initial decision for validity reviews.
    - (6) Provide complete materials for validity review appeals.
    - (7) Present validity review appeals to the committee.
    - (8) Provide committee appeal decisions to the involved institution.

- 8. Academic Inconsistency Notification.** Divisions I and II institutions must promptly report all discrepancies in academic information (e.g., transcripts, grades, courses, credits, test scores, enrollment history) to the NCAA Eligibility Center (Bylaw 14.1.2.5.1). Such notification must be submitted via the Academic Inconsistency Notification Form (available on the Eligibility Center's Member Institution Portal).
- 9. PSA Review Purpose.** The purpose of the PSA review process is to identify academic programs (e.g., computer-based instruction) not designated on a transcript, notify the testing agencies regarding statistical anomalies and determine the validity of academic credentials (e.g., courses, grades, credits, transcripts, test scores, enrollment history).
- 10. Authority.** Only Eligibility Center staff has authority to apply PSA review triggers and render a staff validity review decision. After the Eligibility Center staff renders a validity review decision, only the committee has authority to review an appeal and render a subsequent validity decision. The committee determination is final, binding and conclusive, and is not subject to further review by any other authority (Bylaw 21.6.5.4).
- 11. PSA Review Triggers.** "Academic year" includes the subsequent summer (e.g., 2017-18 includes summer 2018) and "high school" includes all secondary-school programs (e.g., nontraditional, correspondence, online, virtual, independent study).
  - a. Graduated from a high school where no core courses were successfully completed;
  - b. GPA increase of 0.500 or greater from the previous credit-reporting period(s);
  - c. Concurrent enrollment in sequential core courses (e.g., Algebra I and Algebra II) and/or sequential terms of a core course (e.g., Algebra I, Sem 1 and Algebra I, Sem 2) during the same academic term;
  - d. Disproportionate amount of core credits earned in an academic term;
  - e. Two or more repeated core courses in an academic term;
  - f. Four or more repeated core credits during high school;
  - g. More than one academic year between repeated core courses taken post-sixth semester;
  - h. Transfer during an academic year involving a program reporting trimester grades and credits;

- i. Test-score inconsistency (based on NCAA academic certification data);

Final GPA vs. SAT	< 2.0 and $\geq$ 1000 < 2.7 and $\geq$ 1200 < 3.0 and $\geq$ 1300
Final GPA vs. ACT	< 2.0 and $\geq$ 85 < 2.7 and $\geq$ 105 < 3.0 and $\geq$ 115

SAT vs. ACT	< 500 and $\geq$ 85 < 900 and $\geq$ 95 < 1000 and $\geq$ 105
ACT vs. SAT	< 55 and $\geq$ 1000 < 75 and $\geq$ 1100 < 85 and $\geq$ 1200

Note: Test-score triggers apply to individual ACT or SAT scores (not sum or combined scores). The College Board concordance table is used to determine whether a score from the redesigned SAT (March 2016 and beyond) meets a test-score trigger. Further, “Final GPA” refers to the core-course GPA on any final certification the Eligibility Center has released.

- j. Information regarding inaccurate, false or misleading activity related to an individual’s academic credentials (e.g., courses, grades, credits, transcripts, test scores, graduation, enrollment history).

**12. Credit and GPA.** When a PSA review trigger regarding credit and GPA is met, the staff determines whether to send a program task (visible to the member institution in the PSA’s Eligibility Center account). The high school’s response to the program task response determines whether the academic program is forwarded to high school review, the PSA’s final academic certification is released or a validity review is initiated.

Eligibility Center staff has discretion to waive credit and GPA triggers, as necessary, resulting in a program task not being sent (e.g., block-schedule format without a term division).

**13. ACT and SAT Scores.** When a data-based test-score trigger is met, the staff submits an inquiry to the testing agency, along with triggering academic information, and notifies the PSA, as well as the recruiting institution(s) (identified via placement on an active institutional request list). An inquiry based on “Final GPA” will remain submitted even if the PSA’s final core-course GPA subsequently increases (e.g., via an additional core course completed after graduation) and would no longer meet the trigger. Further, the PSA’s final academic certification will remain released if an inquiry is submitted.

The staff also reserves the right to submit an inquiry or review the validity of any ACT or SAT score, regardless of whether a test-score trigger is met, based on information regarding inaccurate, false or misleading activity related to the score. Further, the Eligibility Center, per its terms and conditions, may share any information and/or documentation with the testing agencies, even if no PSA review triggers are met.

**14. Information Regarding Inaccurate, False or Misleading Activity.** Staff may trigger a validity review based on information regarding inaccurate, false or misleading activity related to an individual’s academic credentials, provided there is credible, substantiated documentation that could reasonably lead to invalidation.

Individual review documents obtained as part of the Eligibility Center's high school review process (per NCAA High School Review Committee policy) may trigger a validity review only for courses under extended-evaluation status (pending individual review) at enrollment.

**15. Validity Reviews.** Eligibility Center staff may initiate a validity review in the following scenarios: (a) when the high school's response to a program task is inconsistent with a PSA's official academic record; (b) when staff receives an Academic Inconsistency Notification Form from an institution; and/or (c) when staff receives information that an academic credential may be inaccurate, false or misleading. In such scenarios, Eligibility Center staff may request the following (via the institution) to determine the validity of the academic credential:

a. Information and Documentation (not all inclusive):

- (1) Academic programs offered at the high school or within the school district;
- (2) High school policies, bell schedule and academic calendar;
- (3) Class schedule;
- (4) Statements from the PSA, high school administrators, teachers, tutors, proctors, parents, guardians and/or other involved individuals;
- (5) Attendance records;
- (6) Instructor grade books;
- (7) Transcripts;
- (8) Evidence regarding course or standardized test completion;
- (9) Documentation from the Ministry of Education;
- (10) Interviews with the PSA, high school administrators, teachers, tutors, proctors, parents, guardians and/or other involved individuals; and/or
- (11) Other information determined on a case-by-case basis.

Note: Staff may notify, involve or share any information or documentation with other national office staff members (e.g., enforcement) and/or the testing agencies.

b. Representatives.

- (1) An institution may designate a non-staff representative to assist with a validity review by adding the individual to its list of Eligibility Center contacts, which the institution is responsible for managing, and providing the institution's NCAA organization ID to the non-staff representative. Unless stated otherwise, all provisions applicable to institutional staff members are applicable to the institution's non-staff representative for the validity review process.
- (2) A PSA may designate a representative to assist with a validity review by providing Eligibility Center staff a signed release authorizing it to share the PSA's information with the representative. Unless stated otherwise, all provisions applicable to the PSA

are applicable to the PSA's representative for the validity review process. A PSA's representative is authorized to participate in the process to the same extent the PSA would otherwise be eligible to participate without representation.

- (3) Any other individual or entity requested to provide information as part of a validity review may designate a representative who is authorized to assist the individual only to the extent of the individual's own involvement in the validity review process.
- c. **Standard of Review.** For an academic credential to be invalidated, the evidence must highly and substantially support it is inaccurate, false or misleading.

The standard of review is applied based on available documentation for an academic credential. A minimum percentage of coursework or level of documentation is not required.

d. **Decisions.**

- (1) Validate: The evidence does not highly and substantially support the academic credential is inaccurate, false or misleading. Thus, it may be used for initial eligibility.
- (2) Invalidate: The evidence highly and substantially supports the academic credential is inaccurate, false or misleading. Thus, it may not be used for initial eligibility.

A validity review may be canceled in some scenarios (e.g., no response to request for information, no active IRLs). Thereafter, it may be re-opened, provided there is an active IRL and the institution submits a complete response to any outstanding request.

## 16. **Reconsiderations/Appeals.**

- a. Reconsiderations. The institution may request reconsideration of a validity review decision (staff or committee) based on new relevant information that was not reasonably available to any involved individual at the time of the previous decision. The request must include (a) a statement on letterhead explaining why the institution believes the information is new, relevant and was not reasonably available to any involved individual at the time of the previous decision, and (b) supporting documentation.

The staff has discretion to determine whether the institution's submission meets the threshold. If so, staff will re-open the review and render a reconsideration decision; however, if not, staff will deny the reconsideration request. If the committee has previously rendered an appeal decision, staff may consult the committee chair (or the remaining committee members if the chair has a conflict of interest) regarding whether a subsequent reconsideration request meets the threshold.

- b. Appeals. The institution has 30 calendar days after receiving written notice of a validity review decision (initial or reconsideration) to submit a written appeal request to staff. An appeal request submitted more than 30 calendar days after written notice of the decision must include a letter of explanation regarding the institution's failure to submit the request within 30 calendar days. The committee chair has discretion to determine whether the

committee will hear the appeal. If the committee chair has a conflict of interest, the remaining committee members decide (via majority vote) whether to hear the appeal.

If staff denies the institution's reconsideration request, the institution may appeal the previous staff decision, provided it has not done so previously and the appeal request is submitted within 30 calendar days after receiving written notice of the previous decision.

**17. Appeal Teleconferences.** The committee meets via teleconference once per week, as necessary. All materials are placed on a secure website for review. Each committee member is responsible for reviewing materials before the teleconference, which may not be recorded.

Before the appeal teleconference, the institution must designate one representative, who must be an institutional employee or non-staff representative retained by the institution, to participate during the teleconference. This representative is the only individual from the institution permitted to address the committee.

The committee considers each appeal individually. Staff will direct the institutional representative to sign on to the teleconference once the committee chair has called the institution's appeal for review.

The committee chair provides the staff 10 minutes to present an overview of the information and documentation, as well as the validity review decision and rationale. Thereafter, the committee chair provides the institutional representative 10 minutes to present regarding the validity of the academic credential(s) at issue on appeal. Neither the staff nor the institution may present new information or documentation.

After the staff and the institutional representative have presented, the committee may ask questions. When the committee has obtained all information necessary for deliberation, the committee chair will direct the institutional representative to depart from the teleconference. The committee chair will then lead the deliberation, during which the staff liaison may answer procedural questions, as necessary.

Appeals are decided by majority vote of all committee members present and voting. The committee's decision is final, binding and conclusive, and is not subject to further review by any other authority (Bylaw 21.6.5.4).

After the committee renders a decision, staff provides the decision to the institution as soon as reasonably possible.

**18. Initial-Eligibility Waiver.** While a validity review is pending, the Eligibility Center's academic review team may partially approve an initial-eligibility waiver for athletics aid (see IEW directive for decision criteria).

**19. Review/Invalidation of Academic Credentials after Certification.** The staff may trigger PSA review at any time, including after the Eligibility Center has released a student-athlete's final academic certification.

If a validity review is initiated, staff will notify the institution, and the final academic certification decision will be placed under review until the PSA review process concludes. If

an academic credential is invalidated, the final academic certification will be updated. Further, the institution must (a) report any violation that occurred as a result of the student-athlete receiving athletics aid and/or participating in practice or competition, and (b) declare the student-athlete ineligible for competition (Bylaw 14.1.2.2).

**20. Conflict of Interest.** The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division, or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference, and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference, and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference, or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a Committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which he/she may have hereunder, and should recuse him/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation (Approved by the NCAA Executive Committee – August 2008).

**21. Confidentiality.** Committee members may not communicate any information regarding a specific validity review to anyone other than NCAA staff or other committee members. This includes, but is not limited to, communication with institutional staff members or non-staff representatives regarding an appeal.

The staff must maintain confidentiality in all PSA review cases and may not confirm or deny the existence of a PSA review until a decision is rendered in accordance with the prescribed procedures. However, if the institution makes a public announcement concerning any matter subject to PSA review, the director of academic review (or designee) may confirm information made public and may address erroneous or incomplete information about matters made public by the institution, PSA or other involved individual. The national office may respond on behalf of the NCAA, as the Eligibility Center vice president deems appropriate.

Any information and/or documentation obtained as part of PSA review may be shared with other national office staff members and/or the testing agencies.

**22. Speaking Agent.** The president of the Association and the chair of the NCAA Board of Governors are the only individuals authorized to speak on behalf of the Association except as outlined below. An individual representing a member institution or conference who speaks or opines on an Association issue only has the authority to express the view of that individual or the member institution or conference unless the individual has been designated by the Board of Governors of the Association as a speaking agent of the Association on that issue. Committee chairs are hereby designated as speaking agents of their committees regarding issues within their committees' jurisdiction on which there is consensus, except that positions of advocacy on behalf of the committee or the Association to be communicated in writing or orally to persons or entities external to the Association must have prior approval by the Board of Governors or the president of the Association. The president of the Association is hereby granted authority to designate additional speaking agents of the Association.

**23. Pre-Enrollment Academic Misconduct Assessment.** The staff may require an institution to conduct an assessment and provide a written statement regarding whether a violation of Bylaw 14.1.2.1 (pre-enrollment academic misconduct) has occurred. The staff may refer the matter to enforcement if it believes there is institutional involvement in a violation or an institution has failed to meet its obligation to self-report a violation.