

Division II Institutional Self-Study Guide II 2015-16

Instructions for ISSG

Constitution 6.3 in the NCAA Division II Manual (Self-Study and Evaluation) was added in June 1985 by the fifth NCAA special Convention. Constitution 6.3 requires each institution, as a condition and obligation of NCAA membership, to conduct a comprehensive self-study of the institution's intercollegiate athletics program at least once every five years. The self-study is divided into two separate and distinct Sections: Section One covers compliance-related matters and Section Two covers strategic initiative-related matters.

This Institutional Self-Study Guide (ISSG) is a tool to help NCAA Division II institutions meet the requirements of Constitution 6.3. The ISSG provides a guide for institutional self-study designed to: (1) sensitize institutional administrators and staff to potential problems in intercollegiate athletics programs, (2) identify potential problems and (3) guide an institution toward actions to help prevent or minimize the severity of those problems. The ISSG is not meant as a substitute for the Division II Manual or other NCAA/conference publications containing the rules governing intercollegiate athletics. Rather, the intent of the ISSG is to focus the attention of top institutional administrators on observable indicators that have been found by experience to relate to significant ethical and procedural violations.

A user guide is available to accompany the ISSG. The user guide contains numerous suggestions regarding who should complete the ISSG, when and how. In all cases, the keys to meaningful ISSG use are honest self-examination and a commitment to self-improvement. Given these predispositions, the ISSG can be a helpful tool in the NCAA's burgeoning efforts to enhance integrity in intercollegiate athletics.

The ISSG contains negative and positive indicators that have been found to be associated with the presence or absence of problems. As a general rule, the fewer negative and the more positive indicators that exist within an institution, the lower the potential for ethical and procedural violations within the athletics program of that institution. To facilitate the practical use of the ISSG, both positive and negative indicators have been worded such that in every case the positive response is "YES" and the negative response is "NO." Every "NO" response deserves attention and may require concerted action so that it may be converted to a "YES" response.

As an aid to users, each ISSG indicator has been given an "importance rating." These ratings designate the relative importance that should generally be assigned to a "NO" response. Written plans for improvement are required for each "NO" response to items rated as "deficiency," "significant deficiency" and "material weakness." Those plans should remain on file with the institution along with documents used during the self-study. The following importance ratings are assigned to each question:

* Deficiency: Indicative of less threatening situations; nevertheless, should command some attention in efforts to follow-up on the self-study.

* Significant Deficiency: Indicative of situations that may be a threat to the integrity of the athletics program.

* Material Weakness: Indicative of situations that already may be or may become a major threat to the integrity of the athletics program.

A number of uploaded documents to be included with the institution's self-study report are referred to in the ISSG. This information should be reviewed by all participants in the self-study process and should remain on file with the completed self-study. If such items appear in an athletics department policies and procedures manual, a copy of that manual can be placed on file with the self-study instead of pulling those individual items from the manual.

Section 1-Compliance - I. Institutional Oversight

The first topic is that of institutional oversight of the athletics program. It is based on the premise that an institution's president or chancellor should have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program.

1. Does the president or chancellor of the institution have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program and the actions of any board in control of that program?

Material Weakness

Yes No

2. According to Constitution 6.1.2, a board in control of athletics (or an athletics advisory board) is not required. However, if such a board exists, administration and/or faculty staff members shall constitute at least the majority of the board:

If the intercollegiate athletics program is controlled or overseen by an institutional committee or board according to Constitution 6.1.2, do members of the faculty and administration constitute a majority of the members?

Material Weakness

Yes No NA

3. Is at least one member of the faculty (or an administrator who holds a faculty rank) designated as a faculty athletics representative in the oversight of intercollegiate athletics?

Material Weakness

Yes No

4. Has the institution designated a senior woman administrator? (If "NO" is checked, questions will skip to No. 6)

Material Weakness

Yes No

6. Are copies of the following reports routinely submitted to the president or chancellor:

a. Reports to the NCAA and conference, if the institution belongs to a conference, regarding possible violations of NCAA and/or conference rules?

Significant Deficiency

Yes No

b. All financial and compliance audit reports regarding the athletics program?

Significant Deficiency

Yes No

c. Performance reviews of the director of athletics?

Significant Deficiency

Yes No

d. Performance reviews of head coaches?

Significant Deficiency

Yes No

e. Official Graduation Rates Reports prepared by the NCAA based on data provided by the institution in compliance with Bylaw 18.4.2.2.1?

Significant Deficiency

Yes No

7. Has a student-athlete advisory committee been formed and is it functioning?

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* If the intercollegiate athletics program is controlled or overseen by an institutional committee or board, composition of such committee or board (including titles and positions).

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- * If the intercollegiate athletics program is controlled or overseen by an institutional committee or board, but members of the faculty and administration do not represent a majority of the members, a statement of explanation.

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- * Responsibilities of the faculty athletics representative.

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- * Responsibilities of the senior woman administrator.

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- * Responsibilities of the director of athletics.

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- * Student-Athlete Advisory Committee roster.

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- * Student-Athlete Advisory Committee strategic plans and bylaws.

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- * Organizational chart for the athletics program.

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- * Athletics department policies and procedures manual.

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Section 1-Compliance - II. Budgetary Control

Equally as important is the topic of budgetary control, which requires that the institution's budget for its intercollegiate athletics program be controlled by the institution and subject to its normal

budgeting policies and procedures.

1. Is the annual budget for the intercollegiate athletics program controlled by the institution and subject to the institution's normal budgeting policies and procedures?

Material Weakness

Yes No

2. Does the institution's president or chancellor (or an institutional administrator designated by the president or chancellor from outside the athletics department) approve the annual budget for the institution's intercollegiate athletics program?

Material Weakness

Yes No

3. Are all expenditures of the athletics program, including those by any outside support organization, subject to audit requirements as outlined in Constitution 6.2.3.1?

Material Weakness

Yes No

4. Do institutional policies require that all income targeted for the use of the athletics program be processed by an office of the institution that is independent of the athletics program?

Material Weakness

Yes No

5. Do institutional policies require that all expenses associated with the operation of the athletics program be processed and/or reviewed at least annually by an office of the institution that is independent of the athletics program?

Significant Deficiency

Yes No

6. Do institutional policies explicitly prohibit athletics department staff members from maintaining funds or accounts that are not subject to institutional control and/or review?

Significant Deficiency

Yes No

Information to be included with the institution's self-study report:

* Copy of the management letters or executive summaries of the institution's three most recent external audits per Constitution 6.2.3.1 and internal (if any) financial audits for intercollegiate athletics.

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* Copy of written institutional policies regarding finances for the athletics department.

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Section 1-Compliance - III. Ethical Conduct

The general principle of ethical conduct is covered in this Section and requires individuals employed by a member institution and all participating student-athletes to act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, student-athletes' institutions and student-athletes, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

1. Has the institution established clear standards and appropriate disciplinary processes (including grievance procedures) related to the conduct of its student-athletes?

Significant Deficiency

Yes No

2. Are the disciplinary processes for misconduct by student-athletes outside of athletics competition the same (or more stringent) than those in place for the student body in general?

Significant Deficiency

Yes No

3. At least once a year, does the director of athletics or his or her representative meet personally with all student-athletes who are actively participating in intercollegiate athletics to reinforce the institution's commitment to the principles for conduct of intercollegiate athletics as stated in Constitution 2?

Significant Deficiency

Yes No

4. Does an established grievance procedure exist on campus to address concerns of a student-athlete that may arise out of the relationship with his or her coach (either a procedure that deals exclusively with student-athletes or one that is available to all students, including student-athletes)?

Significant Deficiency

Yes No

5. Has the institution established clear standards and appropriate disciplinary processes (including grievance procedures) related to the conduct of its coaches both on and off the field?

Significant Deficiency

Yes No

6. Has the institution established clear standards and appropriate disciplinary processes (including grievance procedures) related to the conduct of its athletics personnel (e.g., sports information director, athletics trainer, compliance administrator)?

Significant Deficiency

- Yes No

Information to be included with the institution's self-study report:

* Copy of written policies and procedures for education, disciplinary and grievance procedures for student-athletes.

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* Copy of written policies and procedures for education, disciplinary and grievance procedures for coaches.

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* Copy of written policies and procedures for education, disciplinary and grievance procedures for athletics personnel.

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Section 1-Compliance - IV. Recruiting

Another general principle covered in this Section is that governing recruiting, which aims to create recruiting regulations designed to promote equity among member institutions in their recruiting of prospective student-athletes and to shield prospective student-athletes from undue pressures that may interfere with the scholastic or athletics interests of the prospective student-athletes or their educational institutions.

1. Does this institution have written policies and procedures governing the recruitment of student-athletes? (If "NO" is checked, questions will skip to No. 3)

Material Weakness

- Yes No

3. Are all expenses associated with the recruitment of student-athletes reviewed on a timely basis by an institutional official who is not associated with the athletics program?

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* Copy of written policies and procedures governing the recruitment of student-athletes.

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* Recruitment-monitoring documents, including telephone-contact sheets and other logs for two men's and two women's sports.

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Section 1-Compliance - V. Eligibility

Equally as important is the principle governing eligibility, which intends to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes.

1. Are all decisions regarding the admission of student-athletes made by institutional personnel who have authority for these matters for students generally and who are not affiliated with the athletics program?

Material Weakness

Yes No

a. If the institution allows student-athletes to be admitted who do not meet normal institutional admissions requirements, are these admissions decisions made within clearly established and approved policies?

Significant Deficiency

Yes No

2. Are all determinations of eligibility (e.g., progress-toward-degree requirements, transfer regulations) made or reviewed by institutional personnel who are not affiliated with the athletics program?

Material Weakness

Yes No

3. Has the institution established a system for verifying and monitoring the eligibility of all student-athletes? (If "NO" is checked, questions will skip to Next Topic)

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* List of individuals (by position) who make decisions regarding the admission and certification of eligibility (initial, continuing and transfer) of student-athletes.

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* Copy of the institution's standard or regular, published entrance requirements, including provisions under which students may be admitted by special exception to the institution's standard or normal entrance requirements.

Deficiency

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* Copy of written policies for verifying and monitoring the eligibility (initial, continuing and transfer) of all student-athletes.

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* Copy of the most recent eligibility list form for each sport sponsored by the institution.

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Section 1-Compliance - VI. Financial Aid

The principle governing financial aid is also covered in this Section. According to this principle, a student-athlete may receive athletically-related financial aid administered by the institution without violating the principle of amateurism, provided the amount does not exceed the cost of education authorized by the Association; however, such aid as defined by the Association shall not exceed the cost of attendance as published by each institution.

1. Are all decisions regarding the awarding of financial aid for student-athletes made by institutional personnel who are not affiliated with the athletics program?

Material Weakness

Yes No

2. Has the institution established a system for verifying and monitoring the awarding of financial aid for all student-athletes? (If "NO" is checked, questions will skip to No. 4)

Material Weakness

Yes No

4. Does the institution provide each student-athlete who is receiving athletics aid with a financial aid agreement stating the amount, duration, conditions and terms of the award, as required in Bylaw 15.3.2.3?

Material Weakness

Yes No

5. Are all financial aid agreements signed by financial aid authorities, rather than athletics personnel?

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* Copy of written policies and procedures related to the awarding of financial aid for student-athletes.

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* Copy of grievance procedures for considering the reduction or cancellation of athletics aid.

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* Copy of the most recent financial aid form for each sport sponsored by the institution.

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* Copy of standard financial aid agreement.

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Section 1-Compliance - VII. Rules Compliance

According to the principle of rules compliance, each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. Each institution shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved.

1. Have responsibilities been formally assigned for overseeing all aspects of institutional compliance with NCAA (and conference, if applicable) rules?

Material Weakness

Yes No

2. Does the president or chancellor (or a designated representative) annually review with all

athletics department staff members the rules and regulations of the NCAA as they apply to the administration and conduct of intercollegiate athletics?

Significant Deficiency

- Yes No

3. Does the institution have written policies and procedures for investigating and reporting violations of NCAA (and conference, if applicable) rules?

Material Weakness

- Yes No

4. Does the director of athletics explicitly stress to all athletics program personnel the necessity to self-report possible NCAA (and conference, if applicable) rules violations?

Deficiency

- Yes No

5. Do the employment agreements for all athletics program personnel stipulate that the violation of NCAA (and conference, if applicable) rules is prohibited and may result in disciplinary action up to and including termination of employment?

Significant Deficiency

- Yes No

6. Do institutional policies require that all coaches participate in annual (or more frequent) continuing-education programs regarding NCAA (and conference, if applicable) rules?

Significant Deficiency

- Yes No

7. Are head coaches reminded of their responsibility to promote an atmosphere of compliance within their programs and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach?

Significant Deficiency

- Yes No

Information to be included with the institution's self-study report:

* Responsibilities of the compliance administrator.

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* Copy of written policies and procedures for investigating and reporting violations of NCAA (and conference, if applicable) rules.

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- * Copy of standard employment agreement for athletics personnel.

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- * Athletics department compliance manual.

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Section 1-Compliance - VIII. Health and Safety

The final guiding principle covered in this Section is that of health and safety, which requires each member institution to protect the health of and provide a safe environment for each of its participating student-athletes.

1. Do head coaches, all other coaches who are employed full time at the institution and strength and conditioning personnel maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use?

Material Weakness

- Yes No

2. Does the institution have a requirement that all other athletics personnel associated with practices, competitions, skill instruction and strength and conditioning maintain current certification in first aid, CPR and AED use?

Significant Deficiency

- Yes No

3. Does the athletics program have a written emergency medical plan?

Significant Deficiency

- Yes No

4. Does the institution have training opportunities available for coaches and other athletics administrators in first aid, CPR, AED use and emergency medical plan?

Significant Deficiency

- Yes No

5. Does the institution have someone who is responsible for certifying insurance coverage for medical expenses resulting from athletically related injuries sustained by student-athletes and

prospective student-athletes, as required by Constitution 3.3.4.13?

Material Weakness

Yes No

6. Does the institution have written policies in place for conducting mandatory medical examinations, including sickle cell solubility tests, of prospective student-athletes and student-athletes?

Material Weakness

Yes No

7. Has the institution designated a physician, that is a doctor of medicine (MD) or doctor of osteopathic medicine (DO) with a current license in good standing to practice medicine in the state or province in which the institution is located, to serve as team physician for all of or each of the institution's intercollegiate athletics teams, as required by Constitution 3.3.4.17?

Material Weakness

Yes No

8. Does the institution track and submit data detailing student-athlete catastrophic fatalities, near fatalities and catastrophic injuries to the NCAA on an annual basis, as required by Constitution 3.3.4.17?

Material Weakness

Yes No

9. Does the institution have a concussion management plan for its student-athletes, as required by Constitution 3.3.4.16?

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* List of training opportunities available for coaches and other athletics administrators.

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* Copy of the athletics program's written emergency medical plan.

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* Copy of the institution's written policies and procedures regarding student-athlete health insurance coverage.

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- * Copy of written policies and procedures regarding mandatory medical examinations, including sickle cell solubility tests.

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- * Copy of data most recently submitted to the NCAA detailing student-athlete catastrophic fatalities, near fatalities and catastrophic injuries.

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- * Copy of concussion management plan.

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Section 2-Strategic Initiative - I. Philosophy Statement

The first topic relates to the philosophy statement for the athletics program. The topic highlights the importance for each institution to articulate its athletics philosophy and that the statement should represent a clear understanding of the role the athletics program is expected to play in furthering the broader institutional mission.

1. Does the institution have the following:

a. A written statement of philosophy for the athletics program? (If "NO" is checked, questions will skip to No. 7)

Material Weakness

Yes No

b. The president or chancellor?

Deficiency

Yes No

7. Are the mission statement and goals of the athletics program demonstrated in actual practice?

Significant Deficiency

Yes No NA

8. Does the mission statement for the athletics program reflect and support the broader institutional mission? (If "NO" is checked, questions will skip to next topic.)

Material Weakness

Yes No

Information to be included with the institution's self-study report:

* Written statement of philosophy for the athletics program.

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* Mission statement for the athletics program.

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* Mission statement for the institution.

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* Goals for the athletics program.

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* Strategic plan for the athletics program.

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Section 2-Strategic Initiative - II. Institutional Control and Responsibility

The principle of institutional control and responsibility covered in this Section requires each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association.

1. Does the institution have written statements of authority, organizational charts or standard operating procedures that specify the lines of authority for:

a. Hiring the director of athletics?

Significant Deficiency

Yes No

b. Hiring head coaches?

Significant Deficiency

Yes No

c. Approving the annual operating budget and financial audit for the athletics program?

Significant Deficiency

Yes No

d. Setting policies and standards of conduct for all representatives of the institution's athletics program and interests (e.g., boosters and alumni)?

Significant Deficiency

Yes No

e. Monitoring institutional compliance with NCAA (and conference, if applicable) rules?

Significant Deficiency

Yes No

2. Do the institution's written statements of authority, organizational charts or standard operating procedures specify that the president or chancellor of the institution (or an institutional administrator designated by the president or chancellor from outside the athletics department) has the authority and final responsibility for:

a. Hiring the director of athletics?

Significant Deficiency

Yes No

b. Hiring head coaches?

Deficiency

Yes No

c. Approving the annual operating budget for the athletics program?

Significant Deficiency

Yes No

d. Approving policies and standards of conduct for all representatives of the institution's athletics program and interests?

Deficiency

Yes No

3. Does the director of athletics report directly to the president or chancellor of the institution?

Material Weakness

Yes No

a. If the director of athletics does not report directly to the president or chancellor, does he/she report to a member of the president or chancellor's senior administrative team?

Material Weakness

Yes No

4. Does the president or chancellor meet regularly with the director of athletics or with the senior woman administrator to discuss matters pertaining to the operation of the intercollegiate athletics program?

Significant Deficiency

Yes No

5. Does the compliance administrator have access to the president or chancellor to discuss matters pertaining to institutional compliance with NCAA (and conference, if applicable) rules?

Significant Deficiency

Yes No

6. Does the president or chancellor play an active role in determining the institution's position on major issues on which the institution must vote at NCAA (and conference, if applicable) conventions?

Significant Deficiency

Yes No

7. Is the faculty athletics representative provided with extra resources (e.g., time, administrative support) to support his or her active involvement in carrying out his or her responsibilities?

Significant Deficiency

Yes No

Information to be included with the institution's self-study report:

* Written statements of authority, organizational charts and standard operating procedures of the institution.

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Section 2-Strategic Initiative - III. Athletics Operations

Apart from these requirements, presidents and chancellors of all institutions should review their own provisions for delegating authority for athletics operations, especially those related to personnel selection and administration.

1. Has the institution designated a full time director of athletics who does not have coaching responsibilities?

Significant Deficiency

Yes No

2. Do staff members of the athletics program, including head coaches, report to the director of athletics?

Material Weakness

Yes No

a. If staff members of the athletics program do not report to the director of athletics, do they report to a member of the senior administrative team for the athletics department?

Material Weakness

Yes No

3. Are the majority of coaches employed as full-time coaches?

Deficiency

Yes No

4. For each sport designated as a part of this institution's intercollegiate athletics program, is there:

a. A designated head coach?

Significant Deficiency

Yes No

b. A paid coaching staff?

Significant Deficiency

Yes No

c. A budget for recruiting student-athletes?

Significant Deficiency

Yes No

d. A travel budget for scheduled intercollegiate competition?

Significant Deficiency

Yes No

5. Is the faculty, as a whole or through some representative body, periodically consulted regarding institutional policies and practices affecting the operation of intercollegiate athletics?

Significant Deficiency

Yes No

6. Does the senior woman administrator have substantive responsibilities for the conduct and administration of an institution's overall athletics program, with her gender not dictating only gender-specific duties and responsibilities?

Significant Deficiency

Yes No

7. Is the senior woman administrator provided with resources (e.g., time, authority, administrative support) to support her active involvement in carrying out her responsibilities?

Significant Deficiency

Yes No

8. Has the institution designated a full time compliance administrator who does not have coaching responsibilities?

Significant Deficiency

Yes No

9. During the past year, have all institutional personnel with formal compliance responsibilities received:

a. A written notification of their specific oversight responsibilities?

Deficiency

Yes No

b. Continuing education to reinforce their understanding of existing NCAA (and conference, if applicable) rules?

Significant Deficiency

Yes No

c. Continuing education to introduce relevant changes in NCAA (and conference, if applicable) rules?

Significant Deficiency

Yes No

d. Monitoring by their supervisors to verify their satisfactory performance of required oversight activities?

Significant Deficiency

Yes No

10. Were the institution's hiring and employment policies adhered to during the hiring process for positions within the athletics department?

Significant Deficiency

Yes No

11. Do the institution's hiring procedures for all athletics program personnel require formal consideration of candidates' commitment and capabilities to abide by NCAA (and conference, if applicable) rules?

Significant Deficiency

Yes No

12. Do the institution's hiring procedures require that candidates be asked or the NCAA enforcement staff contacted to determine whether candidates for coaching positions have been involved in past NCAA rules violations?

Significant Deficiency

Yes No

13. Are there written criteria which specify the factors that will be considered in evaluating the job performance of the director of athletics and all head coaches? (If "NO" is checked, questions will skip to No. 15)

Significant Deficiency

Yes No

15. At least annually, are the following groups informed of the institution's commitment to the principles for conduct of intercollegiate athletics as stated in Constitution 2:

a. The institution's governing board (i.e., regents or trustees)?

Deficiency

Yes No

b. The athletics board, as defined by Constitution 6.1.2?

Significant Deficiency

Yes No

c. All athletics department personnel?

Significant Deficiency

Yes No

d. All enrolled student-athletes?

Significant Deficiency

Yes No

e. Representatives of the institution's athletics interests and members of athletics program booster groups?

Significant Deficiency

Yes No

16. Does the institution support and encourage a positive game environment during intercollegiate athletic events?

Significant Deficiency

Yes No

17. Are the following groups continually reminded of the importance of maintaining a positive game environment on campus:

a. Students?

Significant Deficiency

Yes No

b. Student-athletes?

Significant Deficiency

Yes No

c. Faculty?

Significant Deficiency

Yes No

d. Athletics department personnel?

Significant Deficiency

Yes No

e. Game officials?

Significant Deficiency

Yes No

f. Parents?

Significant Deficiency

Yes No

g. Fans/spectators?
Significant Deficiency
 Yes No

h. Alumni?
Significant Deficiency
 Yes No

i. Visiting teams/administrators?
Significant Deficiency
 Yes No

j. Event management staff?
Significant Deficiency
 Yes No

k. Representatives of the institution's athletics interests and members of athletics program booster groups?
Significant Deficiency
 Yes No

Information to be included with the institution's self-study report:

* Copy of the standard contract or letter of appointment for coaching staff members.

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* Copy of the performance evaluation form(s) used for the director of athletics and coaching staff members.

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* Documentation demonstrating compliance with the institution's hiring and employment policies for open positions within the athletics department.

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* List of full-time and part-time coaching positions by sport.

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Section 2-Strategic Initiative - IV. Student-Athlete Well-Being

Another important principle covered in this Section is that of student-athlete well-being. The principle requires intercollegiate athletics programs to be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.

1. Does the institution ensure that the following support services are available for its student-athletes:

a. Orientation to college life, including awareness of peoples' differences?

Deficiency

Yes No

b. Orientation to the campus?

Deficiency

Yes No

c. Personal academic tutoring?

Deficiency

Yes No

d. Counseling for academic problems?

Deficiency

Yes No

e. Counseling for personal problems?

Deficiency

Yes No

f. Life skills and personal values education?

Deficiency

Yes No

g. Counseling regarding gambling problems?

Deficiency

Yes No

h. Counseling regarding summer and/or postgraduation job opportunities?

Deficiency

Yes No

i. A wellness program?

Deficiency

Yes No

2. Are the support services offered to student-athletes reviewed periodically (i.e., at least every two years) by institutional officials not reporting to the athletics program?

Significant Deficiency

Yes No

3. Does the institution offer a formal educational program on drug and alcohol awareness for student-athletes?

Significant Deficiency

Yes No

a. Is it conducted at least annually?

Deficiency

Yes No

b. Is attendance required for all enrolled student-athletes?

Deficiency

Yes No

c. Is attendance required for all coaches and athletics trainers?

Deficiency

Yes No

4. Does the institution have written policies and procedures in place to assess that the well-being of student-athletes is monitored, evaluated and addressed on a continuing basis?

Significant Deficiency

Yes No

5. Does the athletic department regularly interact with other departments on campus (e.g., student affairs) to assist or enhance the student experience for student-athletes?

Significant Deficiency

Yes No

6. Are student-athletes considered an integral part of the student life and, as such, allowed to participate in nonathletics campus activities and organizations consistent with the Life in the Balance Initiative?

Significant Deficiency

- Yes No

7. Does the institution participate in a Life Skills program?

Significant Deficiency

- Yes No

8. Does the institution interview and/or survey senior student-athletes and/or all other student-athletes, at the end of the academic year or otherwise, to evaluate whether the athletics program is complementing the student experience?

Significant Deficiency

- Yes No

Information to be included with the institution's self-study report:

* List of all support services available to student-athletes in addition to those already indicated in Question Nos. 1 and 3.

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* List of any support services that are not subject to review by institutional officials outside of athletics.

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* Copy of educational program on drug and alcohol awareness.

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* Description of any policies and procedures used to monitor and evaluate the well-being and fairness of treatment of student-athletes.

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* Copy of student-athlete survey and/or interview forms.

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* Copy of student-athlete handbook.

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Section 2-Strategic Initiative - V. Health and Safety

Equally as important is the principle of health and safety, designed to protect the health of and provide a safe environment for each participating student-athlete.

1. Has the institution made a commitment to meet at least the minimal requirements for adequate emergency medical care at all in-season and out-of-season practices and competitions, including the following:

a. The presence or immediate availability of a person qualified and delegated to render emergency care to a stricken participant?

Significant Deficiency

Yes No

b. The presence or immediate availability of a physician for prompt emergency medical evaluation of the situation, when warranted?

Significant Deficiency

Yes No

c. Access of the qualified person to emergency supplies?

Significant Deficiency

Yes No

d. Planned access to a medical facility, including a plan for communication (with access to a working telephone or other telecommunications device, whether fixed or mobile) and transportation between the athletics site and the medical facility for prompt medical services, when warranted?

Significant Deficiency

Yes No

e. A thorough understanding of the emergency care plan by all parties, including all athletics department personnel and the leadership personnel of visiting teams, and procedures associated with that plan?

Significant Deficiency

Yes No

2. Does the institution have a requirement for certification in prevention of disease transmission (as outlined by Occupational Safety and Health Administration guidelines) for all athletics personnel associated with practices, competitions, skill instruction and strength and conditioning?

Significant Deficiency

Yes No

Section 2-Strategic Initiative - VI. Life in the Balance / Overall Educational Experience

Life in the balance/overall educational experience is another topic covered in this Section and the topic is based on the premise that each member institution is responsible for establishing and maintaining an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience.

1. Are student-athletes encouraged and assisted in achieving their academic pursuits as well as they are supported in their athletic endeavors?

Significant Deficiency

Yes No

2. Does the institution communicate, internally and externally, what Division II membership means related to the academic, athletic, co-curricular and extra-curricular expectations for the student-athlete experience?

Significant Deficiency

Yes No

3. Does the institution participate in community engagement activities?

Significant Deficiency

Yes No

4. Does the institution actively encourage the community to attend athletics events?

Significant Deficiency

Yes No

5. Do authorities outside of the athletics staff regularly monitor the extent to which the time devoted by student-athletes to athletics pursuits intrudes on the time required for their academic progress or limits their opportunity to participate in the life of the campus community?

Significant Deficiency

Yes No

6. Has the institution established written policies related to the scheduling of intercollegiate athletics competition to help minimize the number of classes missed?

Significant Deficiency

Yes No

7. Are the persistence and/or graduation rates of student-athletes comparable to or better than those of students generally?

Significant Deficiency

Yes No

Information to be included with the institution's self-study report:

* List of community engagement activities in which the institution has participated during the last year.

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* Copy of written policies for scheduling of intercollegiate athletics competition.

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* Copy of written policies and procedures for monitoring the daily or weekly time limitations for countable athletically related activities (including methods/timetable of reporting) and playing and practice seasons per Bylaw 17.

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* Brief description of the process used by the institution for monitoring student-athlete time commitments, including who is involved, how often the monitoring takes place and the methodology employed (e.g., surveys of student-athletes).

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* Summary of the last review of student-athlete time commitments conducted by the institution.

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* Graduation rates for students generally and for all student-athletes (by sport) for the three most recent academic years.

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* Copy of any institutional plans to improve the graduation rates or overall academic performance of student-athletes.

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Section 2-Strategic Initiative - VII. Cultural Diversity and Gender Equity

The final principle covered in this Section is that of cultural diversity and gender equity, which requires each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff.

1. Does the institution have a gender equity or Title IX committee charged with oversight of athletics gender-equity issues?

Material Weakness

Yes No

2. Does the institution have a campus Title IX officer? (If "NO" is checked, questions will skip to No. 4)

Material Weakness

Yes No

4. Does the institution have a gender-equity plan for athletics? (If "NO" is checked, questions will skip to No. 9)

Material Weakness

Yes No

9. Does the institution have a diversity-issues plan for athletics? (If "NO" is checked, questions will skip to No. 14)

Material Weakness

Yes No

14. Has the institution developed a plan for other areas of potential discrimination (e.g., religious affiliation, national origin, disability and LGBTQ)? (If "NO" is checked, questions will skip to No. 17)

Material Weakness

Yes No

17. Has the institution formulated written policies aimed at ensuring adequate institutional support and equity for all sports that are part of its intercollegiate athletics program?

Significant Deficiency

Yes No

18. During the past year, has the director of athletics personally attended at least one event of intercollegiate competition in each sport supported at the institution?

Deficiency

Yes No

19. During the past year, has a representative from the athletics department attended an NCAA

Inclusion Forum or an NCAA Convention session on diversity, gender equity or inclusion?

Deficiency

Yes No

Information to be included with the institution's self-study report:

* Copy of the most recently completed federal Equity in Athletics Disclosure Act form and NCAA Financial Reporting form.

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* Copy of the gender-equity plan for athletics.

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* Copy of the diversity-issues plan for athletics.

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* Copy of any plan for other areas of potential discrimination (e.g., religious affiliation, national origin, disability and LGBTQ).

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