Instructions for Completing the
NCAA Division II Institutional Self-Study Guide (2015-16)

The following provides instruction on completing the NCAA Division II Institutional Self-Study Guide (ISSG), including an overview of the ISSG, the deadlines for completing the ISSG and requesting an extension and the penalties for failing to submit the completed ISSG by the deadline.

1.   **Overview of the ISSG.**

The fifth NCAA special Convention added NCAA Constitution 6.3 in the NCAA Division II Manual—a self‑study and evaluation—in June 1985. Constitution 6.3 requires each institution, as a condition and obligation of NCAA membership, to conduct a comprehensive self‑study of its intercollegiate athletics program at least once every five years. Division II institutions are divided into five classes, with each class required to complete the ISSG once every five years. Your institution is a Class 1 institution, which must complete and submit the ISSG for the 2015-16 academic year.

The ISSG is a tool to help institutions meet the requirements of Constitution 6.3 and addresses both compliance-related and strategic initiative‑related topics. The ISSG is designed to identify and alert institutional administrators and staff to potential problems or areas for improvement within the athletics program and to guide an institution toward actions to address, help prevent or minimize the severity of the items identified. The key to meaningful ISSG use is honest self‑examination and a commitment to self‑improvement. Used properly, the ISSG can be a helpful tool to enhance integrity and ensure proper systems are in place in the athletics department to support institutional control.

As an aid to users, each ISSG indicator has been given an "importance rating." The following importance ratings are assigned to each question:

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

b.   Significant Deficiency: Is indicative of situations that may be a threat to the integrity of the athletics program.

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

Importantly, as described below, action plans for improvement are required for each "no" answer. Those plans should remain on file with the institution.

In addition, a number of uploaded documents to be included with the institution's self‑study report are referred to in the ISSG. The information should be reviewed by all participants in the self‑study process and should remain on file with the completed self‑study.

2. **Completing the ISSG.**

Step One: Logging In

The ISSG is available online at NCAA.org as an application under "My Apps." The ISSG will be listed as an application under the title "Self‑Study Guide." Single‑source sign‑on administrators may provide access to the ISSG to those on campus taking part in the completion of the ISSG.

Step Two: Beginning the ISSG

Once the user has signed on to his or her institution's account the introductory page will be displayed with several links:

a.   The "Institutional Self‑Study Guide" link directs the user to an overview of the sections, chapters and dates on which each chapter was completed.

b.   The "User Guide – Benefits and Purpose of the ISSG" link provides additional information regarding the ISSG, who should complete it, when and how.

c.   The "Instructions for Completing the Online ISSG" link provides the user a copy of this document, which outlines the steps to successfully complete and submit the ISSG electronically.

d.   The "Submitted Responses" link provides the institution with a PDF that indicates which answers have been provided to date by the institution.

e.   The "Preview All Questions" link allows the institution to print the ISSG.

This screen shot is an example of the introductory page with links:

Step Three: Answering Questions and Providing Documents

After the user selects the "Institutional Self-Study Guide" link, the user is directed to the "Overview." To begin, the user should select "Section 1 – Instructions for ISSG." Once the user has read and understands the instructions the user should click "Save and Continue" at the bottom of the page.

The user now has the opportunity to begin answering the questions on the ISSG and either uploading documents or entering text regarding the documents required in each section.

Each section of the ISSG contains multiple "yes/no" questions followed by required documents pertaining to the section. The user will respond to each "yes/no" question by clicking in the appropriate circle next to each response. This screen shot is an example of the "yes/no" questions:
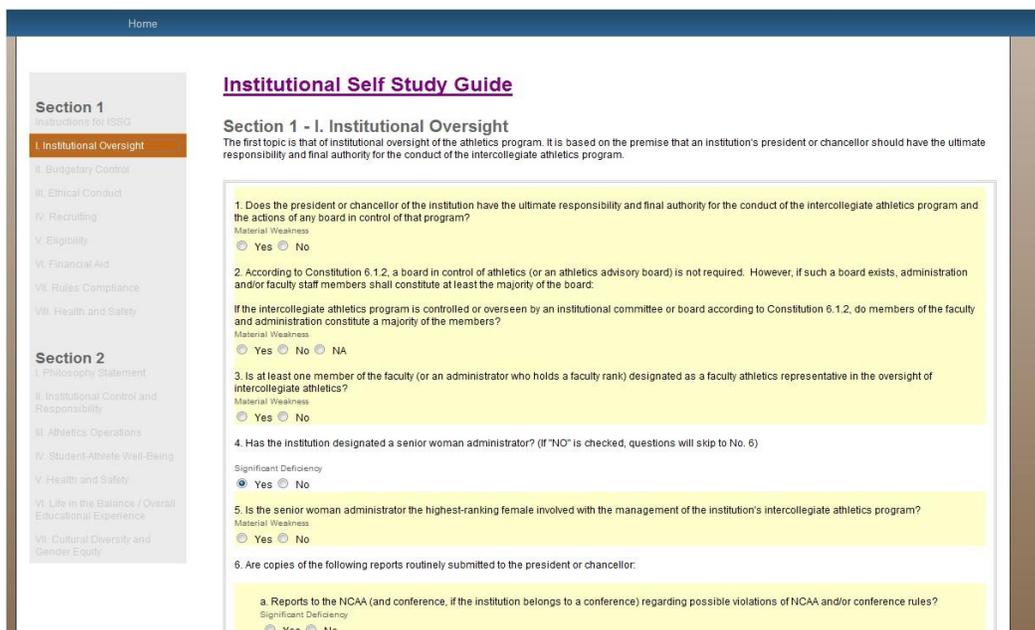
If the user provides a "no" answer to a question, the user will be prompted to provide an action plan that details what the institution will do to change that answer from a "no" to a "yes." The institution may type its response or upload a document as its response to the requested action plan.

Answering "yes" to a question may make certain questions moot. In these circumstances the program will automatically move the user past certain questions. Conversely, a "no" response may prompt additional questions to be asked that may not have appeared when the user first began entering information in a certain section.

After the user has completed each question in the current section, the user will be asked to provide copies of documentation that can be uploaded. A document can be uploaded by clicking on the "Upload" button appearing next to each requested document.

After clicking "Upload" the user can select the appropriate document(s) to be added and move on to the next request. If the user wishes to type a response to these questions, the user may do so by clicking in the text box and providing the answer in that format.

This screen shot is an example of the "Information to be included with the institution's self-study report" page:

The user should click the "Save" button if the user wishes to save the information entered in a section and complete entering the information at a later time. The user should click the "Save and Continue" button if the user is finished entering information in a section and wishes to continue entering information in other sections.

The user will repeat the process of answering questions and providing documents or typing in responses for documents throughout the rest of the ISSG.

Please note NCAA.org applications will time-out for security purposes after a period of time, so please save frequently to ensure that your data is not lost.

Step Four: Signature Page

After every question has been answered, every document has been uploaded and the chapters have been marked complete, the signature page will be made available. The tool will allow the user and/or committee to e-sign or upload signatures indicating the ISSG

may be submitted on behalf of the institution. This screen shot is an example of the "Submit Completed Study Guide For Signatures" button.
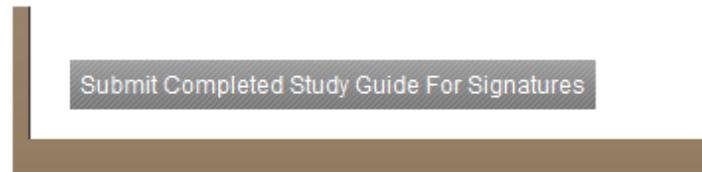
3.   **Deadline for Submitting the ISSG.**

For Class 1 Institutions, the ISSG is due not later than **5 p.m. Eastern time June 1, 2016**.

4.   **Penalties for Failing to Submit the ISSG by the Deadline.**

Constitution 6.3.1.2 stipulates that an institution that fails to submit the ISSG by the deadline will be placed on one-year probation. Further, the institution shall not be eligible to receive NCAA Division II enhancement funds. Any institution that fails to complete the ISSG during the one-year probationary period shall be:

a.   Fined $1,000;

b.   Placed on restricted membership status;

c.   Precluded from receiving Division II enhancement funds; and

d.   Ineligible for NCAA championships.

If an institution is unable to meet the 5 p.m. Eastern time June 1, 2016 deadline, the committee may approve an extension depending on the circumstances. Such requests must be received by the NCAA national office not later than 5 p.m. Eastern time March 1, 2016.

5.   **Questions Regarding Completion or Submission of ISSG.**

Please contact Chelsea Crawford, assistant director of academic and membership affairs, via email at cncrawford@ncaa.org or telephone at 317/917-6793 with any questions you may have regarding the administration of your ISSG.