



**NCAA Graduation Rates/Graduation Success
Rate/Academic Success Rate**

Data Collection System User Guide

Division III

(Updated March 2017)

INTRODUCTION

The following contains instructions for Division III member institutions to submit their data to the NCAA. It is separated into sections for the required submission of the student-body graduation rate and student-body enrollment, the required submission of the student-athlete graduation rate for those Division III members that sponsor a Division I sport, and the voluntary or optional student-athlete graduation rate for those Division III members that choose to participate.

Official submission of student-body graduation rates, enrollment and for those institutions offering athletics aid, student-athlete graduation rates is required by **June 1**.

The student-body graduation rates still must be reported to the NCAA and to prospective student-athletes. The NCAA will continue to report the Federal Graduation Rate to each of our member institutions via the NCAA website, www.ncaa.org.

The NCAA membership passed legislation stipulating that all member institutions provide the information contained in its federal graduation rate survey form to the NCAA. The penalty for not providing data by the prescribed due date (i.e., June 1) will be ineligibility of an institution's athletics teams and student-athletes for competition in NCAA championships conducted for the following academic year.

Collection of this academic data is vital to the success of the overall academic reform process. These systems strive to minimize the administrative burden for member institutions while providing each division's governance structure with important information on which sound policy decisions can be based.

ACCESSING THE ACADEMIC PORTAL:

Federal graduation rates, ASR and GSR data are now collected through the Academic Portal. Access to the Portal is only available through the NCAA Single-Source Sign-On System. Single-source sign-on administrators will need to grant individuals access to this portal prior to entering any data. Please contact your single-source sign-on administrator on campus or the athletics department to gain appropriate access.



How to Log In:

1. Go to NCAA.org.
2. Click the "My Apps" link found in upper right-hand corner on the homepage.
3. Enter Email and Password.
4. Click the "**Sign in**" button.

A link to the Academic Portal will appear in the “My Apps” section of the website once you have created an account and have been granted access to the portal. **You will need to be granted full access to the portal to enter, import and export data.**

NAVIGATING THROUGH THE SYSTEM



For the graduation rates/ASR/GSR reporting, you will be using the Graduation Rates tab located at the top of the screen and is viewable at all times while in portal. The following may be accessed from this tab:

1. *Enrollment Data;*
2. *Student Body Grad Rates;*
3. *Student-Athlete Outcomes;*
4. *Outcomes by Team;*
5. *Import from Text File;*
6. *Validate/Submit.*

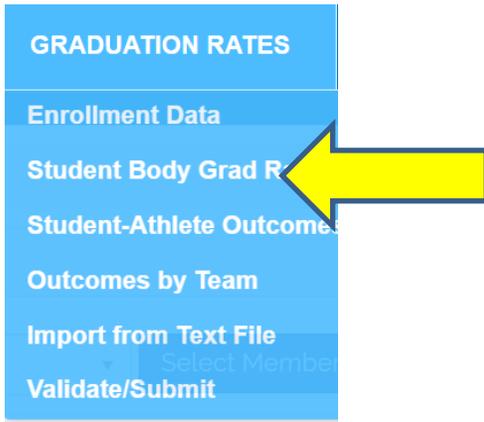
ENTERING ENROLLMENT DATA

The enrollment data are entered manually. **The columns for the student-athlete data are only for those student-athletes who received athletics aid.**

- a. Enter the number of full-time baccalaureate degree-seeking students enrolled at your institution as of the official enrollment date (i.e., fall 2016) in the "Baccalaureate Degree-Seeking Students" column for each ethnicity category for men and women. **This should be the total number of undergraduates, not just freshmen.**
- b. Enter the number of students listed in the "Baccalaureate Degree-Seeking Students" column **who received athletically related aid** for football in the "Football" column for each ethnicity category (men only).
- c. Enter the number of students listed in the "Baccalaureate Degree-Seeking Students" column **who received athletically related aid** for basketball in the "Basketball" column for each ethnicity category for men and women.
- d. Enter the number of students listed in the "Baccalaureate Degree-Seeking Students" column **who received athletically related aid for baseball** in the "Baseball" column for each ethnicity category. [**Note:** This does not include women's softball; those students should be reported in the "Other" column, described below.]
- e. Enter the number of students listed in the "Baccalaureate Degree-Seeking Students" column **who received athletically related aid** for cross country/track in the "CC/Track" column for each ethnicity category for men and women.
- f. Enter the number of students listed in the "Baccalaureate Degree-Seeking Students" column **who received athletically related aid** for all other sports combined into the "Other" column for men and women.
- g. Click the "Save Enrollment Data" to save your data. The green *Submit Enrollment Data* button at the bottom right of the page finalizes the data and alerts institutions with multiple users that the data for the specific page/section has been completed. Changes to the data on each page can continue to be made until the final submission to the NCAA.

ENTERING STUDENT BODY GRADUATION DATA

1. Pull down the menu under the *Graduation Rates* tab and click on "Student Body Grad Rates."



2. Enter the numbers in the categories as described below within each ethnicity category for men and women for the 2010-11 cohort. Click the blue "Save Graduation Data" button on the bottom left of the page when data entry is completed. The green *Submit Graduation Data* button at the bottom right of the page finalizes the data and alerts institutions with multiple users that the data for the specific page/section has been completed. Changes to the data on each page can continue to be made until the final submission to the NCAA.

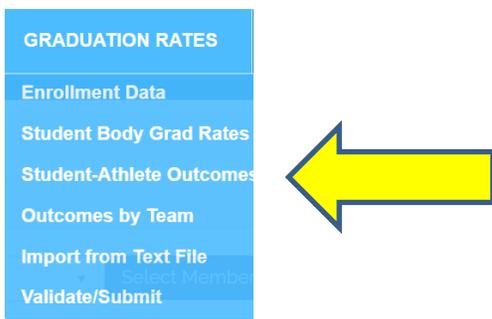
	Entered	Graduated	Exclusions
Men			
American Indian/Alaskan Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black/African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Resident Alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or More Races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
White/Non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0
Women			
American Indian/Alaskan Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. Entered. Report only the number of full-time, first-time students seeking a bachelor's or equivalent degree who entered the institution the 2010 fall term.
- b. Graduated. Of those students reported above, report the number of students who have completed their bachelor's or equivalent degree by August 31, 2016 (the federal 150 percent timeframe).
- c. Exclusions. Report the number of students who left your institution because of one of the following reasons:
 - (1) The student is deceased or is permanently disabled and unable to return to school;
 - (2) The student left your institution to serve in the armed forces;
 - (3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or
 - (4) The student left your institution to serve on an official religious mission.

ENTERING STUDENT-ATHLETE GSR AND ASR DATA

The following are instructions for Division III institutions that sponsor a Division I sport and have NCAA Division I Academic Performance Program (APP) data for the 2010-11 cohort.

1. One of the many benefits of the new Academic Portal is that all academic data are housed in one place. This means that the student-athlete GSR/ASR names are already in the system and no importing is necessary. Pull down the menu under the *Graduation Rates* tab and Select "Student-Athlete Outcomes." There you will see a list of any student-athlete in the Academic Portal with APP or APC data having an initial full-time enrollment at any institution of 2010-11. The student-athletes will be placed into their appropriate categories as determined by their enrollment and ethnicity in the Academic Portal (i.e., fall freshmen (Federal), midyear freshmen, transfers from two-year or four-year institutions and nonscholarship).



- Student-athletes' data and final outcomes will need to be verified. Pull down the menu on the *Graduation Rates* tab and click on "Student-Athlete Outcomes." This will display the list of all students who are in the 2010-11 cohort. This list can be sorted by clicking on the heading over the applicable column. Select a student-athlete by clicking on the blue edit button in the student-athlete's row. The student-athlete's individual record will appear where a final outcome is selected. Once the final outcome is selected, the student-athlete list page will update and the student-athlete's outcome will also be reflected on the individual sport page. When viewing an individual sport's page, fields that have been populated by the import will have a number other than zero in the "In Cohort" column. Once you have updated the final outcome for each student, the outcome fields will populate.

ACADEMIC DATA								OTHER ACADEMIC PAGES		GRADUATION RATES		ADMIN / REPORTS		RESOURCES	
Graduation Rates: Student-Athlete List for Cohort: 2010-11															
Show Validation Errors >>															
Show Validation Warnings >>															
Show 10 entries										Search: <input type="text"/>					
Student	ID	Final Result	Gender	Ethnicity	Sport	Student-Athlete Type	Errors								
<input type="text" value="Search Student"/>	<input type="text" value="Search ID"/>	<input type="text"/>													
0, 0			F		WTR			Edit							
00000, 0000			F			Federal / IPEDS		Edit							
01Smart grant, 01Smart			F	White / Non-Hispanic		Federal / IPEDS		Edit							
1, 1			F		WBB	Transfer-2Yr.		Edit							
Anthony, Andrea			F			Federal / IPEDS		Edit							
Ari, Jayc			F			Transfer-4Yr.		Edit							
Baller, Basket	1235487953		F	Unknown	MBB	Non scholarship		Edit							
Baller, Volley			F			Federal / IPEDS		Edit							
Bastion, Sammi			M			Federal / IPEDS		Edit							

3. Entering Student-Athlete Final Outcomes.

First Name: ? Take

Last Name: ? Chance

NCAA / Unique ID: ? 124678MA2B

Gender: ? Male Female

Ethnicity: ? Two or More Races

Sport: Women's Water Polo

Final Result: Choose One

Student-Athlete Type: Did not graduate / Did not leave eligible

Graduated

Exclusion

Left academically eligible with athletic eligibility remaining

Save and Add Another S

- a. Did not graduate/did not leave eligible. If a student-athlete neither graduated, left eligible nor was an allowable exclusion, the outcome should be "Did not graduate/Did not leave eligible." Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category.
- b. Graduated. Student-athletes who completed their bachelor's degree or equivalent from **your** institution by August 31, 2016 (the federal 150 percent timeframe) will have an outcome of "Graduated." If a student-athlete's record in either APR or ATS has an outcome of "Graduated," that outcome will be reflected in the system and no update is necessary. To set an outcome of graduated, click on the student-athlete's name to change the final outcome to "Graduated." Click the "Save" button to save the student-athlete's outcome and return to the list of student-athletes.
- c. Exclusions. Student-athletes who were unable to graduate from your institution within six years due to one of the following situations should have an outcome of "Exclusion."
 - (1) The student is deceased or is permanently disabled and unable to return to school;
 - (2) The student left your institution to serve in the armed forces;

- (3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or
- (4) The student left your institution to serve on an official religious mission.

Click on the student-athlete's name to change the final result to "Exclusion." Please note that pregnancy or Olympic waivers are NOT allowable exclusions for purposes of graduation rates. Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category.

- d. Left Academically Eligible with Athletics Eligibility Remaining. Student-athletes with athletics eligibility remaining who left your institution prior to receiving their baccalaureate degree and who would have been academically eligible to compete the next regular academic term had they returned to your institution should be reported as "left eligible." The institution must determine what academic eligibility rules the student-athletes would have been subject to if they had returned, apply those standards to the student-athlete's academic record and determine if he or she would have been academically eligible if he or she had returned. This includes all NCAA, conference and institutional academic eligibility rules. **Student-athletes who exhausted their eligibility and departed the institution prior to receiving their baccalaureate degree are NOT to be reported as left eligible.**

Click on the student-athlete's name to change the final result to "Left academically eligible with athletics eligibility remaining." Click the "Save" button to save the student-athlete's outcome and to return to the list of student-athletes in that category.

AMENDING INCORRECT STUDENT-ATHLETE DATA

Now that the academic data are contained within one system, the graduation rates/GSR/ASR reporting are linked with the APP/ATS data. Below are the procedures to follow if you find an error in the GSR/ASR data that were pulled from the APP/ATS systems.

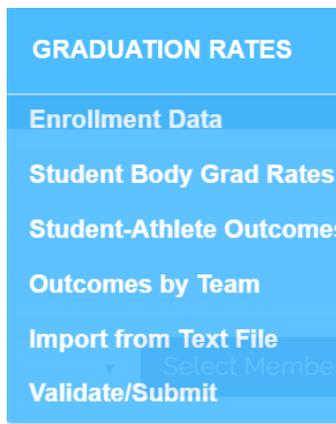
1. **Student-athlete is missing from both systems and belongs in a cohort prior to 2010.** A student-athlete who is not included in either system and belongs in a GSR/ASR cohort prior to 2010 can be added by contacting Maria DeJulio.
2. **Student-athlete is missing from both systems and belongs in the 2010 cohort.** A student-athlete who is not included in either system and belongs in a GSR/ASR cohort in 2010 will need to be added to both APP/ATS as well as GSR/ASR. Please contact Maria DeJulio to amend both systems.

3. **Student-athlete's record is incorrect.** A student-athlete whose GSR/ASR record is incorrect (name, gender, ethnicity, sport, cohort year) must have the data changed in the APP/ATS database first. Please contact Maria DeJulio to amend both systems.

IMPORTING DATA

The following are instructions for Division III institutions that are providing voluntary student-athlete data for the 2010-11 cohort.

1. You will need to create a file to import student-athlete data into the Graduation Rates Data Collection System. Select "Import from a Text File" under the *Graduation Rates* tab and follow the instructions for creating a file with the required data elements and for importing that data into the system. There are instructions on how to create a file as well as a sample file and format.



🏠	ACADEMIC DATA	OTHER ACADEMIC PAGES	GRADUATION RATES	ADMIN / REPORTS	RESOURCES
Student-Athlete Text File Import					
Text File: <input type="button" value="Choose File"/> No file chosen					
<input type="button" value="Import"/>					
Help Links					
NCAA Sport Codes					
Ethnicity Codes					
Import Instructions for Text Files (DI & DII)					
Import Instructions for Text Files (DIII)					
Format Instructions - Student-Athlete Text File (DI & DII)					
Format Instructions - Student-Athlete Text File (DIII)					
Sample File - Student-Athlete Import (DI & DII)					
Sample File - Student-Athlete Import (DIII)					

2. Click the “Import” button. The import process will begin and may take a few minutes, depending on how many student-athletes are being imported.

3. The screen will display a list of student-athlete records. If there are incorrect values in the file, an error or warning list will display with the number of the line(s) containing the error(s) or warning(s). If an error message is displayed, then most likely the file is not formatted correctly. This can result from fields that are in the wrong order, fields that are missing, fields formatted incorrectly (spaces or letters in a number field) or failure to delete the header row from the sample file. Users can preview the data for each student-athlete by clicking on the buttons containing the student ID number. After previewing the data, users can decide whether to make corrections and start the import process over again, or import the data and make any error corrections in the Portal. The blue buttons at the bottom of the error list allow users to import some or all student records.

Click “Import All” or “Import Selected.”

Student	ID	Final Result	Gender	Ethnicity	Sport	Student-Athlete Type	Errors
<input type="checkbox"/>	Jackson, Bo	458	Graduated	M	Black / African American	MFB	Non scholarship
<input type="checkbox"/>	Jiff, Ina	281	Left academically eligible with athletic eligibility remaining	F	American Indian / Alaskan Native	MFB	Transfer-2Yr.
<input type="checkbox"/>	Enstein, Frank	321	Did not graduate / Did not leave eligible	M	Unknown	MFB	
<input type="checkbox"/>	Ula, Drak	359	Graduated	M	White / Non-Hispanic	MFB	Non scholarship

Showing 1 to 4 of 4 entries

[Previous](#)

[Import Selected](#) [Import All](#)

The screen will indicate when the import is successful, and the most recent import will be added to the list of imports at the bottom of the page. It will indicate how many student records were added.

4. Once the text file has been successfully imported, student-athlete data and final outcomes will need to be verified. Pull down the menu on the *Graduation Rates* tab and click on "Student-Athlete Outcomes." Select a student-athlete by clicking on the *edit* button in the student's row. The student-athlete's individual record will appear where changes can be made if needed.

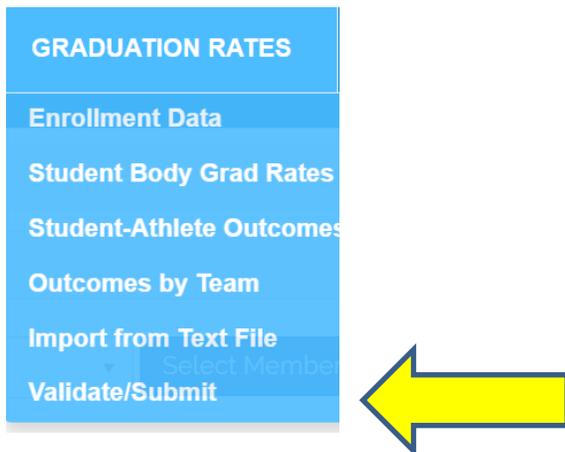
When viewing individual sport pages, fields that have been populated by the import will have a number other than zero in the "In Cohort" column. Once you have updated the final outcome for each student, the outcome fields will populate

To add a student-athlete who was not imported from the text file and should be included in this cohort, click on the numeric field in the appropriate category (e.g., two-year transfer) and click the "Add Student" button. Complete the information to add the student to the cohort. **Note: The NCAA ID is a required field; you will not be able to submit your data if that field is blank.** You can use the student ID number if needed. Click the "Save" button to save the student-athlete's record.

VALIDATING AND FINAL SUBMISSION OF DATA

Once data have been entered for each page, click the blue *Save* button at the bottom left of the page. When saving the data, the system also will validate the data on that page, alerting the user to any errors that will need to be corrected. The green *Submit Data* button at the bottom right of the page finalizes the data and alerts institutions with multiple users that the data for the specific page/section has been completed. Changes to the data on each page can continue to be made until the final submission to the NCAA.

To finalize submission to the NCAA, select "Validate/Submit" under the *Graduation Rates* tab.



The system will check the data to identify any errors. Sections of the report that have been 'submitted' using the green button at the bottom of their page will display with a check mark, indicating the data are final and ready to be submitted. Existing errors, listed first in the report, will prohibit the institution from submitting its data until all noted errors have been corrected. Warnings, listed second, will allow the institution to continue with the submission process.

GSR Data Submission

-  **Enrollment Data**
Finalized 02/02/2017 02:31:58 by adelphi-test
-  **Student Body Graduation Rate**
Finalized 02/02/2017 02:56:58 by adelphi-test
-  **Student-Athlete Outcomes**
 - Show Validation Errors >>
 - Show Validation Warnings >>

Once your institution has submitted its data, your institution will receive an email notification to confirm the NCAA's receipt of your institution's data. Please be aware that once data have been submitted, you will have to contact the NCAA staff to request any changes.

REPORTS

After the data are submitted to the NCAA, the reports that will be published in the fall are available. Pull down the *Reports* tab menu and select either the "Institution Report" or the "GSR/ASR" report. Information regarding verification of the reports and the chancellor/president signature form are also available under this tab. If there are any errors in the reports, please contact Maria DeJulio to request corrections.

To export data into an Excel spreadsheet, click on the "GSR/ASR Export" link on the *Reports* tab. Follow the directions to export the specific dataset. Student-athlete data can either be exported into one file, or an individual sport export.

AMENDING SUBMITTED DATA

If an institution discovers an error to its data after submitting data, the institution should contact Maria DeJulio to make that correction to the data. Errors discovered after the reports have been made public will be corrected once the data collection site opens for the following year's reporting.

CONTACT INFORMATION

Please direct all inquiries to:

Maria DeJulio, NCAA research contractor (913/397-7668 or mdejulio@ncaa.org).

Eric Hartung, NCAA associate director for research (317/917-6306 or ehartung@ncaa.org).