

## Overview of the Division III Graduation Rates Reporting Program

The NCAA Graduation Rates Data Collection System is only available via [My Apps](#). Single-source sign-on administrations will need to grant individuals access to this portal prior to entering any data. Please contact your single-source sign-on administrator (typically the Director of Athletics) on campus or the athletics department in order to gain appropriate access.

### Required Information

The required information will be the same as reported on the federal GRS document:

- Enrollment for the 2016 academic year.
- Student body graduation rate for the 2010 freshman cohort.
- For those institutions that sponsor Division I sports and offer athletics aid, the student-athlete graduation rate for the 2010 freshman cohort broken out by sport.

### Voluntary Information

The voluntary reporting program is imbedded in the data collection system. For the 2017 reporting cycle, institutions will be able to take advantage of the fact that student-athletes, as defined for this program, would have been previously identified through the “2011-12 Division III Financial Aid Reporting Program”. This is where information on the 2010 entering cohort was first collected. This Financial Aid Reporting Program information has been securely stored on NCAA servers. If it is no longer available on your campus, it can be retrieved from the NCAA by contacting Eric Hartung ([ehartung@ncaa.org](mailto:ehartung@ncaa.org)).

### Definitions

In order to establish the student-athlete cohort, this standard definition of a student-athlete will be employed: ***a student-athlete is an individual listed on the institution’s official roster on or after the first scheduled contest or date of competition in the NCAA championship segment during the INITIAL academic year of enrollment.*** For those student-athletes participating in more than one sport, a primary sport must be determined for each student-athlete to avoid double-counting.

There are four subgroups of student-athletes to be reported on for each Division III sport.

1. Fall Freshmen: Students who entered into the institution in the fall as first-time, full-time baccalaureate degree-seeking students.
2. Mid-year (January) Freshmen: Students who entered the institution in the spring semester as first-time, full-time baccalaureate degree-seeking students.
3. Incoming Transfers from a Two-Year Institution: Students transferring into the institution from a two-year school at any time during the academic year.
4. Incoming Transfers from a Four-Year Institution: Students transferring into the institution from a four-year school at any time during the academic year.

For each Division III sport, the data can be entered manually or with a text file. Instructions on enter the data for student-athletes can be found within the collection portal. Student-athletes are entered individually and will have one of four outcomes:

1. Enrolled: If a student-athlete neither graduated, left eligible nor was an allowable exclusion, the outcome should be "Did not graduate/did not leave eligible."
2. Graduated: Students who graduated from your institution with their baccalaureate degree within six years, or by August 31 of the previous year should have an outcome of "Graduated."
3. Allowable Exclusions: Students who left the institution because of one of the following reasons within 150 percent of time (i.e. six years) without completing a bachelor's degree: student is deceased or permanently disabled and unable to return to school; student left school to serve in the armed forces; student left school to serve with a foreign aid service of the Federal Government, or student left school to serve on an official church mission.
4. Left Eligible: Students with athletics eligibility remaining that have left the institution prior to receiving their baccalaureate degree and would have been academically eligible to compete the next regular academic term had they returned to your institution. The institution must determine what academic eligibility rules the student would have been subject to had they returned, apply those standards to the student'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. This group does not include students who exhaust their eligibility and leave the institution prior to receiving their baccalaureate degree.