



**NCAA Division I Academic  
Performance Program  
Data Reviews ... What to Expect**

**From the NCAA Academic  
and Membership Affairs  
Data Review Team**

# Overview

- Purpose of the NCAA Division I Academic Performance Program (APP) Data Review.
- Things you may be concerned about.
- Process overview.
- Postdata review.
- Suggestions.



# Process Rationale and Goals

- NCAA Division I Committee on Academics requires that the NCAA staff review APP data of all Division I institutions.
- Goal #1: To correct any inaccurate data.
- Goal #2: To ensure the appropriate institutions and teams are recognized for excellence or deficiency under the APP.
- Goal #3: To help institutions improve its APP data collection processes.



# Cycle Two

- The first cycle of the data review process is complete.
- How is cycle two different?
  - The initial request for documentation for most institutions will be for a sample of student-athletes between 70-90 (unless directed by the NCAA Division I Committee on Academics Subcommittee on Data based on the findings during the most recent data review).
  - Additional requests for documentation may be made if risk areas are identified during the review.



# Possible Outcomes

- All institutions reviewed so far have identified some corrections to the data.
- The preliminary report, the institution's response to the preliminary report and list of corrections will be reviewed by the subcommittee.
- Possible subcommittee decisions include:
  - Approve data changes.
  - Recommend data or procedure changes.
  - Require data or procedure changes.





**Now That You Have  
Been Selected**

# Primary and Secondary Contacts

- Choose a primary contact who is familiar with the APP data, who has time to coordinate the review and who can pull together team members from across campus to help with the review.
- Choose a secondary contact who also is familiar with the APP data and who is available to follow the process at a detailed level.



# Campus Team

- Identify the people on campus who will be assisting with the review.
- Who monitors eligibility for and retention of student-athletes on your campus?
- Who monitors graduation rates on your campus?
- Other groups to consider:
  - Athletics.
  - Registrar.
  - Institutional research.
  - Financial aid.





# Process Review

- Once you have identified your team, review your processes for collecting, documenting and reporting data.
- Is everything clearly documented, easily understood and followed?





# **Things You May Be Concerned About**

# Common Concerns from Institutions

- How much time will this take?
  - A: Three to four months start to finish, but most of your work will take place in the four weeks identified to respond to the initial request for documentation.
- Will we get into trouble if we have errors?
  - A: No. Everyone has errors. Hopefully, through this review, you will make any procedural changes necessary to prevent errors in the future.



# Common Types of Errors

- Eligibility certification for student-athletes who have left the institution.
  - Do you have clear, contemporaneous documentation of all student-athletes' status at the end of each term?
- Using total hours for evaluation of progress-towards-degree requirements rather than degree applicable hours.
  - Do you have clear, contemporaneous documentation distinguishing between total hours and degree applicable hours?
- Cross Country, Indoor and Outdoor Track and Field.
  - Are your student-athletes in the correct cohorts?
- GSR Cohort Composition
  - Are your transfers in the correct cohort? Cohort is determined by the student-athlete's first full-time semester at any institution.





# The First Month

# Gathering Documents

- What types of documentation will be requested?
  - Squad lists.
  - Official Transcripts.
  - Transcripts from other institutions attended.
  - Financial aid documentation.
  - Eligibility certifications showing the student-athlete's status at the end of each term being reviewed.
  - Documentation of any legislated exceptions, allowable exclusions or automatic adjustments.
  - Policies and procedures for the certification of continuing eligibility.
  - Policies and procedures for APP data collection.
  - Additional information that will be reviewed with you during your introductory teleconference.
- Organization is key. Good organization now will reduce the number of questions you receive later.
  - Organizing the information by student-athlete by team is helpful.





# The Second Month

# NCAA Staff/Representative Review

- After you submit the documents, you are on break for a while.
- Your NCAA staff/representative liaison will review the documents, comparing them to the information you reported in the online data collection system.
- Please remain available for questions during the review phase.





# The Preliminary Report

- The staff member/representative will issue a preliminary report listing all discrepancies found in the data.
  - The report will be sent to the primary and secondary contacts, and the athletics director.
  - The institution has two weeks to respond to the report.
  - The response will include items that are agreed upon and explanations or additional documentation for other items.
  - The staff liaison/representative and the primary contact will work together to form a final list of agreed upon corrections.
  - What if we don't agree? That sometimes happens. When it does, we present both sides of the analysis to the subcommittee and they decide if the data should be changed.





# The Third Month

# The Subcommittee Decision

- Once the preliminary report response has been received and the list of corrections has been determined, the staff liaison/representative will prepare the documents for the subcommittee to review.
- The institution is not involved in the subcommittee discussion.
- The subcommittee will issue its findings and any additional recommendations or requirements in a final report.





# **What If We Have Problems Or Errors?**

# What if There are Significant Issues?

- In a case with significant errors in the data or significant procedural issues, the subcommittee will require the changes be made to the data. The subcommittee may also recommend or require procedural change at the institution.
  - For example, if an institution is not certifying the departing student-athletes, the subcommittee could require that those student-athletes in the cohort be certified and also that the institution develop and submit a procedure for certifying these student-athletes in the future.



# The On-Campus Review

- If necessary, the subcommittee will order the staff to conduct a campus visit.
- The purpose of the campus visit is to provide education specific to the issues impacting the institution and begin the discussion to assist the institution identify solutions.





# **Post Data Review – What Next?**

# The Final Report and Beyond...

- The subcommittee approves the changes and determines that the data substantially conforms to the committee's policies and procedures.
- A final report is issued summarizing the changes to the data and the subcommittee determination.
  - The final report is sent to the president or chancellor, athletics director, primary and secondary contacts and conference commissioner.
- And then the data review process ends.





# What Next?

- Spend some time implementing the procedural improvements you identified during this process.





# **Suggestions for a Smooth Review Process**

# Tips

- *Ask questions.* Do not be afraid to ask a “silly” question. There are no bad questions.
- *Be organized.* Your staff liaison/representative can assist with some strategies to organize the documentation being requested.
- *Understand the timeline.* If you have concerns about the timeline presented, speak to your staff liaison/representative as soon as possible, BEFORE a deadline is missed.



# Thank you.

- Thank you for taking the time to prepare for your review.
- For additional information, contact Binh Nguyen of the academic and membership affairs staff (extension 6613).

