

12 Standard Reports

This chapter includes information regarding the Standard Reports available in the CA program, including:

- Explanation of Standard Reports
- Accessing Standard Reports
- Standard Reports Selection Screen
- Running a Standard Report
- Standard Report Descriptions

Explanation of Standard Reports

- The Standard Reports section allows users to produce reports based on data entered in a variety of areas in the CA program, including: DII Required Forms, Eligibility, Student-Athlete General and Financial Aid.
- The standard reporting feature is designed to provide the user with basic information in a consistent, structured format.

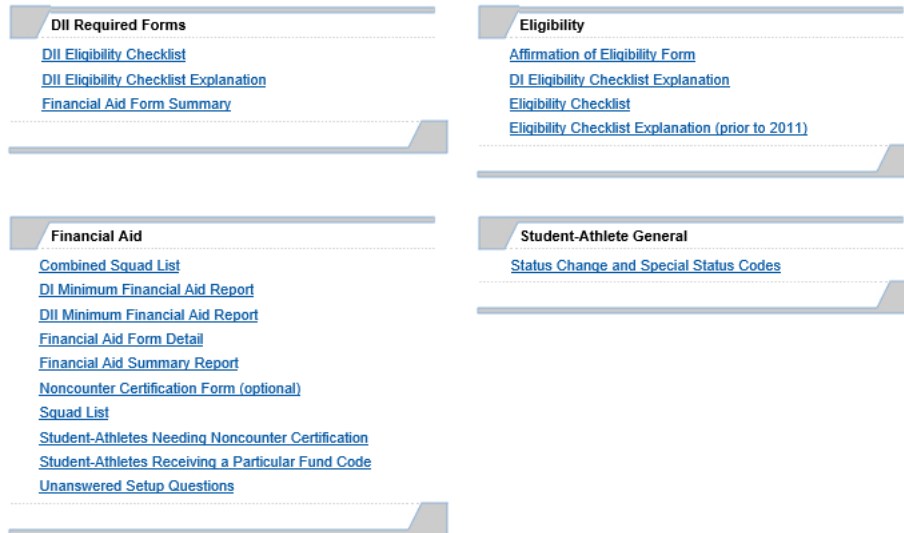
Accessing Standard Reports

The Standard Reports options described in this chapter are accessed by clicking "Reporting" and then "Standards Reports" in the Account Links menu on the left side of the screen.



Standard Reports Selection Screen

The Standard Reports Selection screen includes all of the current standard reports available to users. It appears once the user has selected the "Standard Reports" account link from the menu.



Running a Standard Report

Users may run a standard report by selecting the link for the report they wish to review.

How to Run a Standard Report

1. Click the name of the standard report.
2. Report Parameters Form will appear if the selected report may be filtered by either academic year and/or sport; otherwise, the report will run and appear on the screen.



The screenshot shows the 'Squad List' report parameters form with the following fields and options:

- Academic Year:** 2015-16 (dropdown menu)
- Sport:** ALL (dropdown menu)
- Report Type:**
 - HTML
 - PDF
- Buttons:** Run Report, Cancel

- a. Select the **Academic Year** from the drop down box.
- b. Select the **Sport** from the drop down box.
- c. Select the appropriate "**Report Type**" radio button. Please note that if a report will be printed or emailed, the "PDF" option should be used since the

"HTML" format may cut data at the bottom or sides of pages when it is printed.

- d. Click the **"Run Report"** button to view the report.
- e. Selecting **"Cancel"** will take the user back to the Standard Reports Selection screen.

Standard Report Descriptions

- The DII Required Forms section of the Standard Reports Selection screen includes reports used by Division II institutions to certify the eligibility of student-athletes and to assess compliance with financial aid legislation (i.e., DII Eligibility Checklist, DII Eligibility Checklist Explanation, and Financial Aid Form Summary). Details about these reports can be found throughout this chapter.
- The Eligibility section of the Standard Reports Selection screen includes reports used by institutions certifying the eligibility of student-athletes.
- The Student-Athlete General section of the Standard Reports Selection screen includes the Status Change and Special Status Codes report. It provides the user a list of the descriptions for the codes that appear in the "Status Change" column on the squad list.
- The Financial Aid section of the Standard Reports Selection screen includes reports that provide the user details on financial aid awarded to student-athletes in the CA program.

Eligibility Checklist Report (DI and DII)

Division I Eligibility Checklist Report Columns

COMPLIANCE ASSISTANT ELIGIBILITY CHECKLIST																
Report Date: 8/25/2014 Institution: NCAA University										Academic Year: 2014-15 Sport: Baseball						
Student-Athlete Name Student I.D. No.	Initial-Eligibility/ Transfer Information				Continuing-Eligibility Information					General-Eligibility Information						
	Enrolled Any Year	Q IEW	ACS	T RR	G A S	14hr 18hr	POD GPA-I	Cum. GPA	Degree Declared Six Hour	P T D W	F T	Seas Used	Med.	SAS DTC	Cert. P Cert. C	E IV

Division II Eligibility Checklist Report Columns

COMPLIANCE ASSISTANT ELIGIBILITY CHECKLIST																			
Report Date: 8/25/2014										Academic Year: 2014-15									
Institution: NCAA University										Sport: Football									
Student-Athlete Student ID. No.	Initial-Eligibility/ Transfer				Continuing-Eligibility						General-Eligibility								
	Any Year	Q IEW	ACS	T RR	G A S	24hr 75/25	Cum. GPA GPA-II	Deg. Date Six Hour	P T D W	F T	Seas Used	DI S/Q Used	Med.	SAS DTC	Cert. P Cert. C	E	AI IV	Comment 1 Comment 2	Status Change

1. The Eligibility Checklist Report is a standard report that is built by completing all of the fields in blue font throughout the Student-Athletes area of the CA program.
2. The Eligibility Checklist Report is a standard report that can be run by academic year and by sport.
3. The information displayed in this report is divided up by three main groups: Initial-Eligibility, Continuing-Eligibility and General-Eligibility.
4. The Initial-Eligibility section displays information regarding the student-athlete's enrollment terms, qualification status, waivers granted and/or satisfies transfer rules and the NCAA General-Eligibility form for international student-athletes. (Refer to the "Eligibility Checklist Explanation" forms for Divisions I and II for field locations as well as descriptions.)
5. The Continuing-Eligibility section displays information regarding the student-athlete's academic standing, degree-progress requirements, Y/N answers from the degree progress work sheets and waivers/exceptions received. (Refer to the "Eligibility Checklist Explanation" forms for Divisions I and II for field locations as well as descriptions.)
6. The General-Eligibility section displays information regarding the student-athlete's forms completed, certification dates entered, eligibility by term data, and their seasons/quarters used. (Refer to the "Eligibility Checklist Explanation" forms for Divisions I and II for field locations as well as descriptions.)

Note that the report is easier to read when printed in PDF format because the gridlines will be added to the report. If the user chooses the HTML format the data will still be listed in the respective columns, however, the gridlines will not appear.

Eligibility Checklist Explanation Reports (DI and DII)

The following reports provide descriptions of all codes listed on each respective Eligibility Checklist report. The reports also detail the location from where the data is pulled for the checklist report:

- Division I Eligibility Checklist Explanation

- Division II Eligibility Checklist Explanation
- Eligibility Checklist Explanation (prior to 2011)

Division I Minimum Financial Aid Report

NCAA University				
Division I - Minimum Financial Aid Report				
Report Date: 11/18/2008				
Academic Year: 2008-09				
Sport	Minimum Amount	50 % Equivalency	Total Equivalency	>= 50 % Equivalency?
Baseball	\$10,000.00	5.85	1.00	No
Field Hockey	\$25,000.00	6.00	2.18	No

Does the total minimum amount meet or exceed \$250,000? Yes, the institution meets Division I minimum financial aid requirements.

1. The Division I Minimum Financial Aid Report details the minimum financial aid requirements for Division I by sport.
2. The report includes five columns that display the following data: Sport, Minimum Amount, 50% Equivalency, Total Equivalency and >= 50% Equivalency.
3. The Sport column displays only the sponsored sports for the applicable academic year.
4. The Minimum Amount column is the total amount of countable aid for the sport.
5. The 50% Equivalency column displays the Maximum Equivalency Limit divided in half (for more details on equivalency limits refer to NCAA Bylaw, Article 15).
6. The Total Equivalency column is the equivalency total for each sport and is pulled from the "Equivalent Award Total" field on the Squad List report.
7. The >=50% column is a Yes/No column which reflects whether or not the institution has met the minimum equivalency amount for each sport.
8. This report will also display a "Yes" or "No" depending on whether or not the institution meets the Division I-minimum financial aid requirements.

Division II Minimum Financial Aid Report

NCAA University				
Division II - Minimum Financial Aid Report				
Report Date: 12/9/2008				
Academic Year: 2008-09				
Sport	Minimum Amount	50% Equivalency	Total Equivalency	>= 50% Equivalency?
Baseball	\$31,500.00	4.50	3.12	No
Field Hockey	\$40,000.00	3.15	4.00	Yes
Football		18.00		No

Does the total minimum amount meet or exceed \$250,000? Yes, the institution meets Division II minimum financial aid requirements.

1. The Division II Minimum Financial Aid Report details the minimum financial aid requirements for Division II by sport.
2. The report includes five columns that display the following data: Sport, Minimum Amount, 50% Equivalency, Total Equivalency and >= 50% Equivalency.
3. The Sport column displays only the sponsored sports for the applicable academic year.
4. The Minimum Amount column is the total amount of countable aid for the sport.
5. The 50% Equivalency column displays the Maximum Equivalency Limit divided in half (for more details on equivalency limits refer to NCAA Bylaw, Article 15).
6. The Total Equivalency column is the equivalency total for each sport and is pulled from the "Equivalent Award Total" field on the Squad List report.
7. The >=50% column is a Yes/No column and reflects whether or not the institution has met the minimum equivalency amount for each sport.
8. This report will also displays a "Yes" or "No" depending on whether or not the institution meets the Division II minimum financial aid requirements.

Non-Counter Certification Template

- The Non-Counter Certification Template is available for institutions to document and certify the non-counter status of non-counter student-athletes.

Squad List

Squad List

Report Date: 2/14/2012 Academic Year: 2011-12
 Institution: NCAA University Sport: Baseball
 City/State: Indianapolis, IN Maximum Grants Permitted: 11.7
 First Contest of the CHAMPIONSHIP Segment: 02/17/2012
 First Contest of the NONCHAMPIONSHIP Segment: 11/19/2011

Name/ID No.	E L I G		Status of Student				Financial Aid				E X E M P T	Countable Players			Change in Status		Rev. Dist.		
	F	S	Count Squad Limit	Term 1st enrolled Any Year	# yrs rec'd aid	# of seas util	Recr.	Period of award	Athletic grant amount	Other cntbl. aid		Total cntbl. aid	Full grant amount	Over-all	Equi-valent award	Reason		Date	Equi-valent award
01.01 33345671 Boe, Andy 20078061	Y	Y		F-11 F-11	2.00	0.0	Y	FY	\$1.00	\$1,340.00	\$1,341.00	\$21,000.00	X				.06		.00
				F-10 F-10	.00	0.0	Y		\$0.00	\$0.00	\$0.00	\$0.00					.00		.00

1. The NCAA Squad List provides a listing of all squad members for a particular sport on the first day of competition and indicates the status of each member in the designated categories. It is meant to be an accurate snapshot of the current status of each student-athlete during the respective sport season and it is recommended that the fields on the student-athlete Sports screens are updated when a change in status occurs.
2. The Squad List is a standard report that can be run by academic year and by sport.
3. The heading of the report displays the Report Date, Institution Name, City and State, Academic Year, Sport selected on the Report Parameter Form, the Maximum Grants Permitted for the sport and the first scheduled contest date (if entered on the Contests screen in the Setup or Playing Seasons areas).
4. The data categories are divided by several column headings: Name/ID Number, Eligible F/S, Status of Student, Financial Aid, Exempt, Countable Players, Change in Status and Revenue Distribution.
5. The Name/ID Number column displays the student-athlete's name and the Student ID Number as entered on the student-athlete Detail screen.
6. For Division II, the High School Graduation field is an optional field for data entry and is located on the student-athlete's Detail screen.
7. The Eligible F/S column pulls the "Eligibility by Term" field from the student-athlete General screen where the user provides a "Yes" or "No" answer for the fall and spring term eligibility by sport.
8. The columns that make up the Status of Student section are Term 1st Enrolled Any/Your, Number Years Received Aid, Number of Seasons Utilized (Used) and

- Recruited Y/N. The data for terms enrolled and recruited are pulled from the student-athlete Detail screen. The number of seasons used and years received aid are pulled from the student-athlete Sports screen. (See the Eligibility Checklist Explanation document for more information on the column headings.)
9. The Financial Aid section of the report consists of the following data columns: Period of Award, Athletic Grant Amount, Other Countable Aid and Total Countable Aid. All of these fields are pulled from the student-athlete's Financial Aid screen.
 10. The Exempt column will display an "X" if any of the checkboxes in the Participation Status box have been checked on the student-athlete's Sports screen.
 11. The Countable Players section includes columns for the Full Grant Amount, Initial (football only), Overall (sport dependent) and Equivalent Award.
 - a. The Full Grant Amount is pulled from the student-athlete's Grant-in-Aid amount entered on the Financial Aid screen.
 - b. The Initial column is only applicable for Football Bowl Subdivision and Football Championship Subdivision. The information is pulled from the student-athlete's Sports screen. The "Initial Counter" box is located in the "Participation Status" box. Once the "Initial Counter" check box is checked, an "X" will appear in the Initial column of the Squad List.
 - c. The Overall column will only appear for the following sports: Football, Baseball, Men's Basketball, Women's Basketball and Women's Volleyball. If a student-athlete participates in any of these sports and is awarded countable athletic aid an "X" will appear in the Overall column of the Squad List.
 - d. The Equivalent Award column is calculated by using the amount received by the student-athlete (up to the value of a full grant-in-aid) as the numerator and the full grant-in-aid value for the student-athlete as the denominator based on the actual cost or average cost of a full grant for all students. The financial aid unrelated to athletics ability received by the student-athlete in excess of a full grant-in-aid shall not be included in this computation.
 12. The Change in Status section of the report displays the reason code and the date that is entered on the student-athlete's Sports screen. For a complete listing of the Reason Codes and descriptions, see the Status Change and Special Status Codes report located under the Student-Athlete General section of the Standard Reports screen.
 13. There are three codes associated with the financial aid portion of the Squad List. The *, + and > are the symbols used. For reference, the legend provideds the meaning for each symbol.

* = Student-athlete's aid counts in another sport
+ = Student-athlete has been over-awarded
> = Team limit exceeded

- For Division I, the Squad List will automatically pull data from the Academic Performance Program, calculate the data and update the appropriate boxes with the data. This table is located at the end of each report.

Contemporaneous Penalties (CP)	Legislated Maximum Team Limit for Sport (x)	CP Team is Subject to in 2008-09 (y)	CP Carried Over from PREVIOUS Academic Year (if any) Applicable to Current Academic Year (z) (N/A in 2005-06)	Maximum Team Limit for This Academic Year (x - y) - z	CP Applicable to 2008-09 Carried Over to 2009-10 (if any)

- The final area of the Squad List includes the signature lines. The appropriate signature lines are provided to meet the legislative requirements, as well as, additional lines for internal or conference office use.

Form completed by: _____ Title: _____ Telephone: _____ Date: _____
 Form approved by: _____ Date: _____
 Director of Athletics' Signature: _____ Date: _____
 Head Coach's Signature: _____ Date: _____
 Additional Signature: _____ Title: _____
 Additional Signature: _____ Title: _____
 Required by Bylaw 15.5.10.2. File in director of athletics' office.

Student-Athlete Financial Aid Detail Report

NCAA University
 Financial Aid Form Detail

Report Date: 7/17/2015
 Academic Year: 2015-16
 Sport: Women's Golf
 Max Grants Permitted: 6.0

Student ID	Student Name	Equiv.	Full Grant-in-Aid Limit	Cost of Attendance Limit	Athletics Aid	Other Countable Aid	Aid Exempt from Team Limit	Aid Exempt from Individual & Team Limit	Total Aid
58741255	Clark, Katie	.69	\$28,000.00	\$29,000.00	\$15,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00
			Award Amt	Individual	Team				
	ATHL	Athletics Grant	\$15,000.00	\$15,000.00	\$15,000.00				
	DI GO	DI Government Grant	\$5,000.00	\$5,000.00	\$5,000.00				

1. The Student-Athlete Financial Aid Detail Report provides the user a break down of each student-athlete's financial aid information.
2. The Student-Athlete Financial Aid Detail Report is a standard report that can be run by academic year and by sport.
3. The financial aid information found in the report is pulled directly from the student-athlete's Financial Aid screen.
4. To provide the user with a complete description of the financial aid information for the student-athlete the following columns are included in the report: Full Grant-in-Aid Limit, Cost of Attendance Limit, Athletics Aid, Other Countable Aid, Aid Exempt from Team Limit, Aid Exempt from Individual & Team Limit, and Total Aid.
5. Additionally, each award is listed and detailed with the amount that is countable or not countable towards the individual and team limits.
6. There are a few codes that appear on the report (e.g. R, NR, *). For reference, the legend provides the meaning for each symbol.

Underline = User selected Equivalency Computation Denominator

*** = Aid counts in another sport (and aid is not included in the totals on this report)**

+ = Student-athlete has been over-awarded

> = Team limit exceeded

X = Aid is exempt from the team's limit (i.e., for student-athlete who is 5th year, medically unable to participate or midyear graduate replacement)

Details Include: Fund Code, Fund Name, Award Amount, Count Toward Individual Limit, Count Toward Team Limit

Student-Athlete Financial Aid Summary Report

NCAA University									
Student-Athlete Financial Aid Summary Report									
Report Date: 7/17/2015									
Academic Year: 2015-16									
Sport: Women's Golf									
Max Grants Permitted: 6.0									
Student ID	Student Name	Equiv.	Full Grant-in-Aid Limit	Cost of Attendance Limit	Athletics Aid	Other Countable Aid	Aid Exempt from Team Limit	Aid Exempt from Individual & Team Limit	Total Aid
58741255	Clark, Katie	.69	\$28,000.00	<u>\$29,000.00</u>	\$15,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00
54129853	McKinney, Heather	.00	<u>\$28,000.00</u>	\$29,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00

The Student-Athlete Financial Aid Summary Report is a standard report that provides the user an overview of the financial information for each student-athlete. It is very much like the Student-Athlete Financial Aid Detail Report with the exception that this report does not provide the user a listing for each aid type awarded to the student-athlete.

Student-Athletes Receiving a Particular Fund Code

NCAA University			
Student-Athletes Receiving a Particular Fund Code			
Report Date:	11/19/2008		
Filter:	Sport = Football		
	Fund Code = ATHL		
	Fund Description = Athletics Grant		
	Academic Year = 2008-09		
Student I.D.	Student Name	Sport	Amount
34567	Gigantor, Tarzan B	Football	\$1,500.00
44455666	Recruit3, Ringer	Football	\$1,500.00

1. The Student-Athlete Receiving a Particular Fund Code Report lists all student-athletes that have been awarded a particular fund code (or multiple fund codes can be selected for a report if the control key is used while making each selection).
2. This standard report can be run by academic year, by sport and by fund. If a particular sport is chosen for the Sport parameter, the report will provide a total for the Fund Code for that sport. Likewise, if ALL is selected for the Sport parameter, the report will provide a grand total for the Fund Code selected.
3. Note that this report will provide no information regarding limits and/or over awards by fund code.