

NCAA Division I Academic Performance Program Data Review Process – Frequently Asked Questions

Question No. 1: How long will the data review take?

Answer: The NCAA Division I Academic Performance Program (APP) Data Review process typically takes three-four months from the date of the initial teleconference to the final report arriving on campus.

Question No. 2: How should the information be organized?

Answer: It is easiest for the NCAA staff/representative reviewer if the information is organized by the request items outlined in Attachment A of the initial request for documentation, by team, by cohort year.

Question No. 3: Do I need to provide a transcript for each year the student-athlete is included in the cohort if they are included in more than one cohort year under review?

Answer: No. You can provide one transcript and note on the transcript the cohort years the student-athlete is included in.

Question No. 4: Are we required to submit official transcripts?

Answer: Yes; however, the transcripts do not need to be printed on official transcript paper. They must be printed by the registrar's office. Please keep in mind the readability of the documents being sent, if the copy cannot be read, it cannot be used to verify data.

Question No. 5: We cannot find a transcript, what should we do?

Answer: If a transcript from a previous institution cannot be provided, please note that with the submission of documents.

Question No. 6: What sort of financial aid records should be provided?

Answer: The financial aid documentation provided must show disbursement of aid by term. This could be print screens from your student information system.

Question No. 7: As we gather information, we have identified some data errors, what should we do?

Answer: If you identify issues, summarize the issues identified and include them with the submission of documentation. The issues will be reviewed by the

staff/representative assigned to your institution. Further, it will be noted in the preliminary report that the institution identified the issue with the submission of documentation.

Question No. 8: Through the data review process, we identified some areas for improvement in our certification process, are there examples of the certification forms other institutions use to certify eligibility?

Answer: Yes, there are examples from other institutions. Contact your contact staff/representative to discuss your process and potential examples from like institutions.

Question No. 9: We have experienced significant staff turnover and have a hiring freeze on campus, is there any flexibility in the timeline for the review?

Answer: Yes, there can be flexibility in the timeline. Contact your contact staff/representative to discuss a reasonable timeline.

Question No. 10: Through the data review process, we identified some cases where student-athletes competed while ineligible, how should we handle?

Answer: If violations are identified through the data review process, your institution should self-report those issues to the NCAA enforcement team.