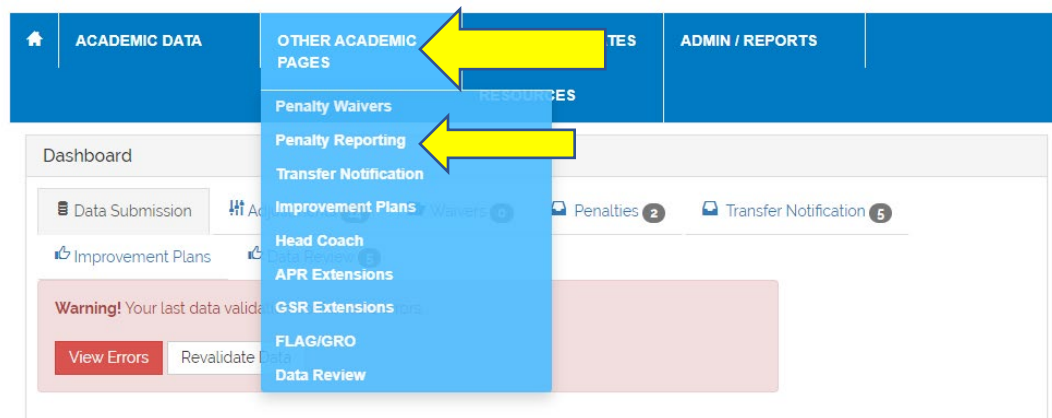


## NCAA Division I Academic Performance Program Reporting on NCAA Division I Academic Performance Program Penalties and Loss of Access to Postseason Competition

Institutions are required to provide to the national office documentation that an NCAA Division I Academic Performance Program penalty was imposed as prescribed by the NCAA Division I Committee on Academics. The institution will be contacted in the summer after the academic year in which the penalty and/or loss of access to postseason competition was to be taken and asked to provide documentation to support that. The staff will review the documentation and determine if the team took the penalty or loss of access appropriately. Failure to take the penalty or loss of access as prescribed will result in the institution being required to report a violation to the NCAA enforcement staff.

### 1. Logging In.

- a. Go to NCAA.org and log in to My Apps.
- b. Click the **Academic Portal** on the NCAA Applications home page.
- c. Click on the **Other Academic Pages**, then **Penalty Reporting**.



### 2. Tabs and Screens.

- a. After navigating to the penalty reporting page, you will see all sports that were required to take penalties the previous academic year. To begin submitting documentation as proof of penalties, select a sport and click on **Create** on the right.

Home / Penalty Reporting

Previous Year Penalty Reporting

Show 10 entries Search:

Sport ↓	Penalty ↑	Submit Status ↑	Decision ↑	Closed ↑	
Football	Level 2			No	<a href="#">Create</a>
Softball	Level 2			No	<a href="#">Create</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

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- b. Once you are in the penalty report page for the sport, you will be able to upload all documentation requested by the NCAA staff.
- c. This process must be completed for each sport that was required to take a penalty.

### 3. Help.

- Please contact Eric Brey at 317-917-6741 or [ebrey@ncaa.org](mailto:ebrey@ncaa.org) if you need assistance.