



NCAA Divisions I and II

International Student Records Committee

2023-24 Policies and Procedures

Table of Contents

1.	Legislated Duties of the International Student Records Committee.....	3
2.	Committee Composition and Reporting Lines	3
3.	Committee Terms	3
4.	Selection of Committee Chair	3
5.	Selection of Ad Hoc Members	3
6.	Agenda Development.....	3
7.	Meeting Participation by Non-Committee Members.....	4
8.	Processing Committee Recommendations.....	4
9.	Cross-Committee Consultations	4
10.	Voting Procedures.....	4
11.	Authority	5
12.	Reconsideration.....	5
13.	Speaking Agent Policy	5
14.	Conflict of Interest Policy.....	6
15.	Absences.....	7
16.	Committee’s Advisory Opinion on Full-time Enrollment	7
17.	Documentation Requirements	8

1. Legislated Duties of the International Student Records Committee.

The committee shall assist in reviewing initial-eligibility standards for international students. (NCAA Bylaw 21.6.3.1 International Student Records Committee Duties).

2. Committee Composition and Reporting Lines.

Pursuant to Bylaw 21.6.3.1, the committee shall consist of six members, including two Division I representatives, two Division II representatives and two representatives who may be from either Division I or II.

The committee shall report to the NCAA Division I Committee on Academics and NCAA Division II Academic Requirements Committee.

3. Committee Terms.

Committee members shall be appointed for one three-year term. Members may be appointed to an additional term(s) on the committee after completion of a term. An individual who has served three consecutive terms on the committee may not serve further on that committee.

4. Selection of Committee Chair.

Nominations from committee members shall be solicited. The committee shall appoint the chair based on a majority vote. The committee chair serves a three-year term and is reappointed by recommendation of the committee.

5. Selection of Ad Hoc Members.

In order to facilitate its work or bring needed expertise on particular issues, a committee may recommend to the chair that an ad hoc member(s) be appointed to the committee. The committee has the authority to appoint and dismiss committee ad hoc members. No ad hoc members shall serve as full committee members unless otherwise legislated. All ad hoc members serve as non-voting members of the committee.

6. Agenda Development.

Any committee member, conference, or member institution may submit an agenda item for a full committee meeting. Agenda items should be sent to the committee's primary staff liaison at the NCAA national office. The staff will consult with the committee member or conference to determine how best to handle the item and what supplementary material should be provided, if any. The item will be placed

on the agenda, with the name of the member or conference that submitted the item. All student-specific information (e.g. name, date of birth, student ID numbers, etc.) shall be redacted from all documentation provided. A minimum of one of the supplemental documents provided should be from direct first party sources (i.e., ministry of education, examinations board, etc.). The committee will hold teleconferences on an as-needed basis, although not more than one occurrence per week, as well as one in-person meeting per year, to ensure the timely review of submissions. Items should be submitted five business days prior to the teleconference, or four weeks prior to the in-person meeting, and the agenda and supplements will be placed on the secure NCAA Collaboration Zone website one week prior to the meeting.

7. Meeting Participation by Non-Committee Members.

Generally, appearances before the committee are by invitation only. Exceptions may be made by the International Student Records Committee or chair on a case-by-case basis.

8. Processing Committee Recommendations.

The committee follows these policies in processing recommendations at the semi-annual meetings:

- a. Reports following each committee meeting will be posted. They shall include any recommendations the committee has made.
- b. If further deliberations are required, the committee may table the item or refer it for additional discussion at a future meeting or teleconference for additional committee discussion.

9. Cross-Committee Consultations.

For topics or agenda items under the purview of more than one committee or subcommittee within the governance structure, joint review by two or more bodies may be necessary. Such topics and issues shall be handled on a case-by-case basis, as determined by the chair and/or the relevant subcommittee chair. When issues are reviewed by multiple groups within the structure, such groups should work together to coordinate the communication of their recommendation(s).

10. Voting Procedures.

Voting shall be based on a majority vote of all committee members present and voting.

11. Authority.

Only the Eligibility Center international academic certification staff has authority to determine crediting and academic timelines. As part of this process, staff may review professional resources (e.g., NARIC), published information from the appropriate issuing body or government (e.g., ministry of education), and/or other information on a case-by-case basis. If information is deemed to be inconclusive or unavailable, staff will not make a determination.

Only the committee determines grading scales and proof of high school graduation. As part of this process, the committee may review research from professional resources (e.g., NARIC), published information from the appropriate issuing body or government (e.g., ministry of education), and/or other information on a case-by-case basis. If information is deemed to be inconclusive or unavailable, the committee will not make a determination.

12. Reconsiderations.

An institution may request reconsideration of a previous decision (staff or committee) based on new and relevant information.

The staff has discretion to determine whether the institution's submission meets the threshold. If so, staff will re-open the review and render a reconsideration decision; however, if not, staff will deny the reconsideration request.

13. Speaking Agent Policy.

"The president of the Association and the chair of the Executive Committee are the only individuals authorized to speak on behalf of the Association except as outlined below. An individual representing a member institution or conference who speaks or opines on an Association issue only has the authority to express the view of that individual or the member institution or conference unless the individual has been designated by the Executive Committee of the Association as a speaking agent of the Association on that issue. Committee chairs are hereby designated as speaking agents of their committees regarding issues within their committees' jurisdiction on which there is consensus, except that positions of advocacy on behalf of the committee or the Association to be communicated in writing or orally to persons or entities external to the Association must have prior approval by the NCAA Executive Committee or the president of the Association. The president of the Association is hereby granted authority to designate additional speaking agents of the Association." *(Excerpt from the April 2001 Executive Committee minutes.)*

14. Conflict of Interest Policy.

"The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division, or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference, and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference, and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference, or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which he/she may have hereunder, and should recuse him/herself from participating in proceedings, as may be warranted by this

policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation." (*Excerpt from the August 2008 NCAA Executive Committee minutes.*)

15. Absences.

The committee meets two times annually (April and October). Committee members who are not in attendance at two consecutive meetings will be contacted by the chair of the committee. Further absences will result in the chair contacting the member institution to discuss the member's excessive absences. In addition, the chair may use discretion to initiate contact regarding other circumstances of excessive absences (e.g., multiple nonconsecutive absences).

16. ISRC Advisory Opinion on Enrollment Status at an International Institution.

NCAA Divisions I and II institutions, per NCAA Bylaw 14.01.1, are responsible for certifying a student-athlete's transfer eligibility. As part of this analysis, the institution must determine whether the student-athlete triggered transfer status, per NCAA Bylaw 14.5.2. As part of this process, the ISRC may provide an *advisory opinion* regarding whether a student-athlete enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year at an international institution. An advisory opinion may be provided in the following scenarios:

- a. The International institution does not distinguish between full- and part-time enrollment;
- b. The International institution considers all students to be enrolled full time, regardless of the number of hours or credits attempted during a quarter or semester; or
- c. The Division I or II institution documents written attempts (e.g., email) to contact the International institution's registrar or admissions office without receiving a response.

Note: The ISRC will not review documentation to confirm the institution's analysis regarding whether a student-athlete triggered full-time enrollment.

If a scenario above exists and the institution would like to request an ISRC advisory opinion, the institution's compliance office must submit this form (including the

student's information listed below), together with an electronic version of the following documentation, emailed to: ec-processing@ncaa.org:

- Copies of the student-athlete's transcripts in native language *and* a certified line-by-line English translation for all quarters or semesters of enrollment at the International institution; and

Note: Evaluations from third-party credential evaluators are not acceptable.

- Documentation to support that the International institution does not distinguish between full- and part-time enrollment, considers all students to be full time regardless of credits or hours attempted, or did not respond to written attempts from the NCAA member institution.

17. Documentation Requirements for an Initial-Eligibility Academic Certification.

Divisions I and II legislation outlines a duty of the committee to instruct the Eligibility Center on procedures for reviewing international student records.

As part of this process, the committee specifies that the general certification requirements necessary to complete a certification include accurate, complete and official academic documents, including the staff's ability to hold the certification, ask additional questions or require additional documentation, as appropriate. A hold of the academic certification may also be triggered by the submission of an academic inconsistency form from a member institution if inconsistencies on information available on campus to that of records on file with the Eligibility Center exist.