



NCAA ACADEMIC INTEGRITY UNIT

EDUCATIONAL DOCUMENTS



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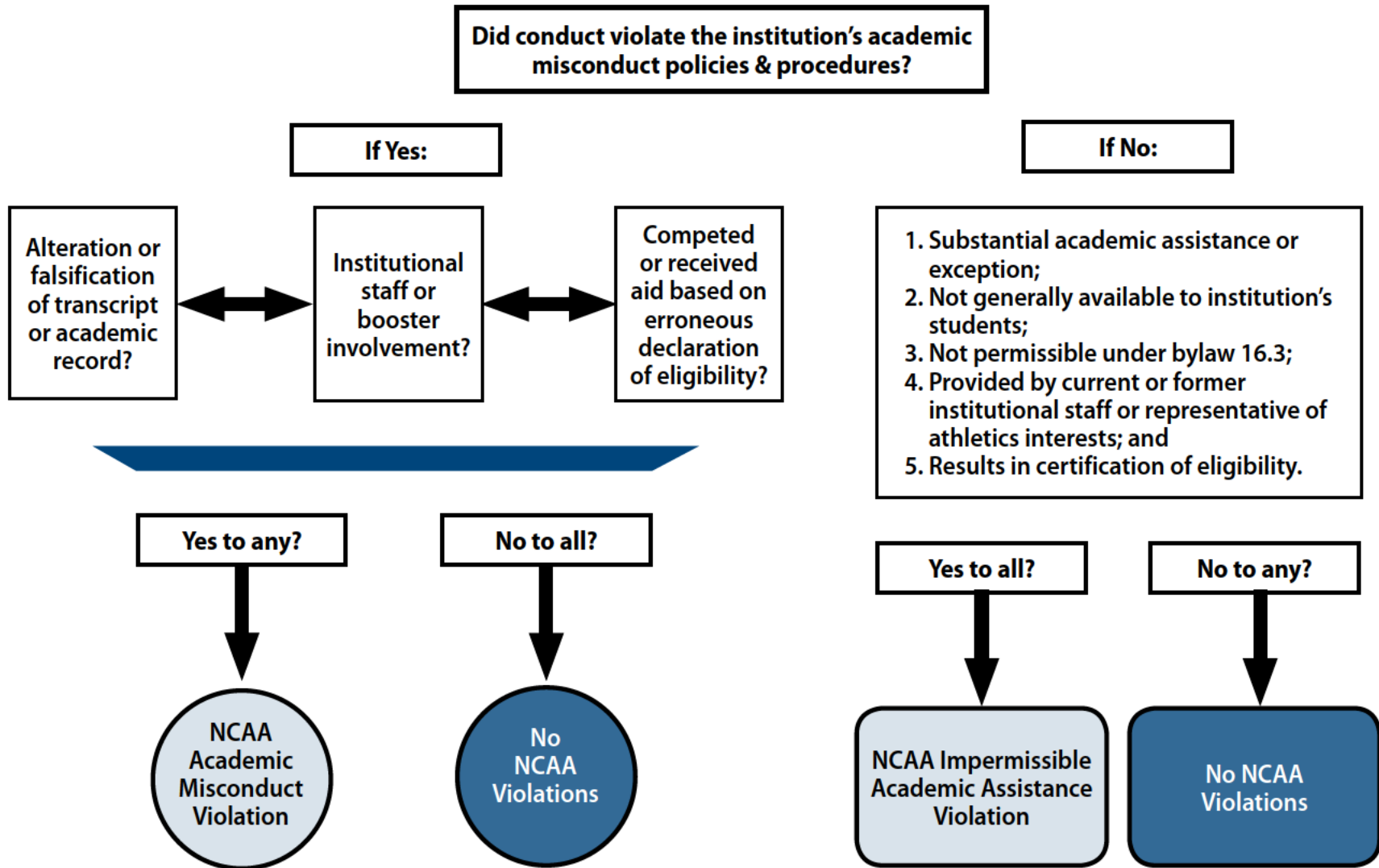
The NCAA enforcement staff would rather prevent a violation than process one. Nowhere is that more true than in the area of academic misconduct. Academic misconduct violations negatively impact the student-athlete, the institution and intercollegiate athletics. The good news is that the number of infractions cases involving academic misconduct continues to decline. When institutions find academic misconduct, our data shows the violations occur for a shorter period of time and with less severity. We attribute this improvement to a number of factors, including the great work by member institutions in educating stakeholders on the importance of academic integrity and monitoring student-athletes and staff.

To help support the membership in its continued efforts to prevent and detect academic violations, the enforcement staff compiled this packet containing educational documents created by our Academic Integrity Unit. These documents include the academic misconduct bylaw flowchart, tips for those engaged in educating student-athletes, as well as new material for online courses and remote learning. We hope these serve as useful resources to member institutions.

On behalf of the enforcement staff, I would like to thank you for your dedication to our student-athletes. Please do not hesitate to reach out the Academic Integrity Unit for any assistance. We are happy to help.

Jonathan F. Duncan
Vice President of Enforcement

FIGURE 14-2
Academic Misconduct Analysis





Directors of Athletics Academic Check Points

- ✓ Review your college's or university's academic integrity policies, processes and procedures. Athletics directors also should review and be familiar with NCAA rules on academic integrity.
- ✓ Review the athletics department budget for student-athlete academic success.
- ✓ Meet frequently with the senior athletics academic staff member.
- ✓ Meet at least once a year with the institution's president or chancellor to ensure understanding of the president's or chancellor's commitment to the academic success of student-athletes.
- ✓ Meet consistently with your faculty athletics representative regarding academic issues concerning student-athletes. Faculty athletics representatives can help serve as liaisons between campus officials and athletics.
- ✓ Meet annually with athletics academics advising staff. These individuals can encounter academic misconduct issues and must understand their roles and responsibilities.
- ✓ Meet at least annually with all head coaches and coaching staffs to communicate the expectations for compliance with the institution's academic integrity policies. Additionally, the athletics director should communicate that promoting compliance with the institution's academic integrity policies is part of each head coach's obligation under head coach responsibility legislation.
- ✓ Attend any academic misconduct training with student-athletes and emphasize the importance of academic integrity.
- ✓ Educate representatives of the institutions athletics interests that they should not be involved in prospective or enrolled student-athletes' academics.



Academic Do's and Don'ts for NCAA Coaches

NCAA coaches play a critical role in a student-athlete's academic success. It is important, however, that coaches leave academics to the experts and not cross the line into impermissible activity. Here is a short list of do's and don'ts to help provide guidance to NCAA coaches when involved with academics.



Do...

- Ask compliance questions about what you should and should not do concerning academics.
- Know the NCAA initial and continuing academic eligibility requirements.
- Stay involved and up to date on your student-athletes' academic progress.
- Know your institution's academic policies.
- Report potential academic misconduct to compliance.



Don't...

- Call professors/teaching assistants/tutors about your student-athletes.
- Cross the line to protect a student-athlete's academic eligibility.
- Tamper with transcripts/admissions applications for prospects.
- Complete or ask others to complete any academic work for a student-athlete or prospect.
- Put your job at risk because of your involvement in academics.



PROTECT THE GAME®

NCAA Tips for Faculty



It is likely you have encountered instances of academic misconduct in your classroom. If student-athletes are involved, the behavior may trigger NCAA rules. Here is a list of tips to provide you guidance on NCAA academic misconduct legislation.

TIP 1

Know and review your school's academic misconduct policies and reporting requirements. Make sure any student-athlete potentially involved in academic misconduct is reviewed and adjudicated according to those policies.

TIP 2

When you suspect or if you learn about potential academic misconduct involving a student-athlete, communicate with the appropriate contacts per your school's academic misconduct policies. Additionally, you may want to communicate with the appropriate academic contacts in the athletics department as academic integrity issues could impact a student-athlete's NCAA eligibility.

TIP 3

Student-athletes must maintain certain academic standards in order to be eligible for NCAA competition. As a general rule, faculty/campus personnel may provide assistance to student-athletes if that same assistance is available to all other students in their course. Examples may include the following:

- *Providing Extra Credit Work*
- *Providing Makeup Opportunities*

TIP 4

NCAA academic eligibility is tied to student-athletes' cumulative academic record and is their responsibility, not yours. Treat student-athletes in the same manner you would treat any other student.

TIP 5

Contact your faculty athletics representative (FAR) with any concerns if you are requested to provide a student-athlete with exceptions or opportunities not generally available to students.





Academic Do's and Don'ts for NCAA Student-Athletes

All student-athletes should know what constitutes academic misconduct, how to prevent it and the potential consequences of an academic misconduct violation. Here is a list of do's and don'ts to provide you general guidance on academic misconduct.



Do...

- Review your school's academic misconduct policies or ask your academic counselor about the policies, including any potential penalties.
- Commit to earning your college education with integrity.
- Know that in some cases academic misconduct also is an NCAA violation and could impact your eligibility for competition.
 - You could become permanently ineligible in all sports. This impacts not only you, but also your teammates.
- Report to your academic counselor, compliance officer or other staff person if someone asks you to cheat, offers to do school work for you or asks you to commit any other form of academic misconduct.
- Ask your academic counselor, compliance officer or other staff person if you feel uncomfortable about something you have seen or been asked to do.



Don't...

- Commit academic misconduct, which includes examples such as:
 - Copying someone's work (plagiarism).
 - Cheating on a test or assignment.
 - Letting someone else complete your work for you.
 - Buying a paper off the internet.
- Remain silent if you see potential academic misconduct or believe someone is pressuring you to compromise your academic integrity.
- Deprive yourself of a quality education or let long-term consequences of committing academic misconduct affect your future. Remember, any finding of academic misconduct could impact not only your NCAA eligibility but also:
 - Professional sports opportunities
 - Graduate school
 - Employment opportunities





Academic Do's and Don'ts for Athletics Department Tutors

All tutors should understand their role with student-athletes and the institution's expectations. Remember, your actions impact not only yourself, but also student-athletes, the athletics department and the entire institution.



Do...

- Review your institution's academic misconduct policies and understand your role with respect to the policies. Additionally, review any athletics department tutoring policies.
- Provide student-athletes with study techniques and problem-solving strategies for completing work.
- Assist student-athletes with establishing deadlines to ensure that coursework is completed in a timely fashion and consistent with course expectations.
- Report instances in which you, a student-athlete or someone you know engages in conduct that is contrary to the institution's academic misconduct policies.
- Document your tutoring sessions and include information about what the student-athlete accomplished during each session.
- Understand how much help is permissible. If you are ever in doubt, ask before you act.



Don't...

- Complete coursework on behalf of student-athletes. This can include, but is not limited to, completing homework, quizzes or test problems.
- Tutor student-athletes outside of the tutoring center or other permissible tutoring areas on campus.
- Utilize a student-athlete's login and password information to access coursework or submit coursework on his or her behalf, or for any other purpose.
- Communicate directly with coaches about a student-athlete's academics.
- Remain silent if you see potential academic misconduct or believe someone is pressuring you to compromise a student-athlete's academic integrity.





NCAA Tips for Remote Learning/Online Courses

The use of remote learning and online courses continue to grow on campuses. Because of the unique challenges of monitoring these environments, here are some tips on how those in athletics can promote academic integrity in this area.

Online Courses

- Familiarize yourself with your school's academic misconduct policies, reporting requirements and online/remote learning policies. Make sure that any student-athlete potentially involved in academic misconduct is reviewed and adjudicated according to those policies. [[Tips for Faculty](#)]
- Educate student-athletes, athletics academic services staff and tutors on all institutional online/remote learning policies. Remind all involved that although classes and tutoring sessions look different, institutional and NCAA rules still apply.
 - Consider providing education to athletics administrators, coaches and other support staff who may have regular contact with student-athletes who are learning remotely and/or taking online courses.
- Do not provide student-athletes assistance that is not available to all other students in the respective online course.

Remote Academic Support

- Review institutional academic misconduct policies and any online/remote learning policies with all student-athlete tutors and/or learning specialists. [[Academic Do's and Don'ts for Athletics Department Tutors](#)]
- Only use institutionally approved communication mediums (e.g., institutional email, institutional video conference software, etc.) when feasible to conduct remote academic support sessions.
- Provide student-athletes with assistance in study techniques, problem solving strategies and setting deadlines; however, never make substantive changes to a student-athlete's coursework.

Monitoring Remote Learning

- Document all tutoring sessions. For example, ask all tutors performing remote tutoring sessions to send a short email documenting what occurred during the session and what the tutor and the student-athlete worked on. If you can, spot check certain tutoring sessions by dropping in and participating online (e.g., Zoom Meetings or other videoconferencing) in the session.

- Make sure that any changes or suggested edits to coursework are tracked through some form of documentation. For example, use the track changes function in Microsoft Word. Comment boxes are a useful tool where tutors, learning specialists or writing specialists can help student-athletes with their work without changing substance.
- Make sure that the athletics academic advisor is copied on all communications between the student-athlete and tutor or learning specialist.
- While it may be impossible to document all or most interactions, if you feel you need to note a particular exchange or meeting, do so. Real-time documentation is a powerful tool when discussing an institution's academic monitoring.

If academic integrity issues are suspected, immediately have the institution's information technology staff secure and preserve appropriate electronic metadata and information (e.g., emails, metadata, IP information and document properties, etc.). Feel free to contact the NCAA enforcement staff with any issues, and we can provide guidance on how to proceed with an internal investigation.

Contact Information

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