



NCAA Tips for Remote Learning

The current environment has forced institutions to shift to a complete, or near complete, remote learning model. This new scenario includes both a move to online courses and online tutoring. In some instances, these changes might force modifications in the athletics department policy surrounding appropriate academic support. For example, tutors may start providing electronic comments on student documents because in-person support simply cannot occur. These policy shifts are understandable and necessary. As a reminder, however, even when learning environments change, institutional academic policies and any institutional online learning policies are always the first and best guides concerning how to proceed. In addition to those authorities, below is a list of tips on NCAA academic misconduct legislation and its impact on remote learning scenarios as our learning systems evolve.

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 be having regular contact with student-athletes at this time.
- 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.

The enforcement staff understands that everyone is doing the best they can under unprecedented circumstances. We would like to help the membership in any way possible. Please do not hesitate to reach out to us if you have specific questions or if there is any help or guidance we can provide.

Contact Information

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