

INSTITUTIONAL EFFECTIVENESS HANDBOOK

Auburn University at Montgomery





COMPLIANCE TEAM HANDBOOK

This handbook was developed to help each administrator understand and operate within the guidelines, policies, and procedures of this department and the Department of Athletics. Questions can be directed to the Assistant Provost for Institutional Effectiveness, Director of Athletics, and Assistant Director of Athletics for Compliance. This handbook will not duplicate information and forms readily available in other formats. Staff are expected to administer the program ethically, within the guidelines of the university, the NCAA, and efficiently, within the parameters of their individual budgets. Each employee is also expected to be knowledgeable of, and to operate within the policies and guidelines published in the NCAA Manual, Gulf South Conference, University publications, and the Student-Athlete Handbook. Procedures highlighted in **orange** represent a change since the June 2017 edition.

INSTITUTIONAL EFFECTIVENESS

CALENDAR OF INTERACTIONS

Calendar of Athletics Interactions	
Task	When
Perform audit of Enrollment database to check athlete attribute.	September and February
Meet with the Department of Athletics and Faculty/Athletics representative to review graduation rate procedure.	November
Provide data on student-athlete graduation rates.	March
Provide data for NCAA annual report.	Due May
Provide data for Sports Sponsorship and Demographic report.	May
Serve as tertiary proctor for athlete coaches' Division II compliance examination.	As needed
Serve as a member of the AUM NCAA Compliance	Onacina
Committee.	Ongoing
Perform athletics-related data requests.	As needed

ENROLLMENT DATA, STUDENT BODY GRADUATION RATE DATA, AND STUDENT-ATHLETE OUTCOMES PROCEDURES FOR OFFICE OF INSTITUTIONAL EFFECTIVENESS



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Academic Portal NCAA Directory	
Need access to an app not listed? Contact your administrator »	

Click on the "Academic Portal" button.

ENROLLMENT DATA

NCAA Academic P	ortal			Log(Lut
	JATION RATES ADMIN / RE	PORTS RESOURCES			
Division II Terms	liment Data				
This program has been desig classes for 2015-16, you'll be appropriate edits and click "Source	nationally directed to the Member	rement to submit student-ath Setup screen. Before you car ort screen to begin your wor	start working on the submission of y	on to the NCAA. Once yo our data, you'll need to c	u've provided us with the date of your first day heck the information on that screen, make the
Once you've made it past the Impo	ort from Text Filen, we ask you to	ook for the User's Guide link	to download the guide. This will prov	de you with all the expla	nation and instructions you'll need to complete
We're here to help! Please contact to hearing from you. First Day of classes (Fall 2016)	Maria or Gregg with any question	s. You can find Maria at mde Accept Terms	julio@ncaa.org or 913/397-7668. You	can find Gregg at gsum	mers@ncaa.org or 317/917-6521. We look fo
		© 2017 NGAA	Terms and Conditions Privacy Policy		

Once you have entered the "Enrollment Data" section under the "Graduation Rates" tab, you will be presented with a table for entering the total number of baccalaureate degree-seeking students and student-athletes by sport at AUM.

NCAA Acade	nic Portal			AUDURN	UNIVERSITY AT MONTGOMERY	JOHN GLASSCOCK	
DII ACADEMIC DATA	GRADUATION RATES	ADMIN / REPORTS	RESOURCES				
Home / Graduation Rates	/ Enrollment Data		/				Academic Year. 2016-1
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Enrollment Data for Aca	demic Year: 2016-17						
		-		Men			
\subset	Eaccalaureate degree-seekir students	ng Sotball	Basketball	Men Easeball	CC/Track	Other	Total student-athletes receiving athletics aid
American Indian/Alaskan Native		ng ootball	Basketball		CC/Track	Other	
	students	ng Botball	Basketbali		CC/Track	Other	
Native	students 9	ng Sotball	Basketball		CC/Track	Other	
Native Asian	students 9 31	ng Sottsall			CC/Track		athletics aid
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Native Asian Black/African American Hispanic/Latino Native Hawalian/Pacific Islander Non-Resident Allen	etucients	rg Costball			CC/Track	4	atHebcs aid

The number of "Baccalaureate Degree-Seeking Students" comes from the Fall semester IPEDS Total Degree/Certificate-Seeking worksheet. This is the number of full-time undergraduate students currently at AUM. The IPEDS report is completed by OIE and submitted to the U.S. Department of Education in mid-April.

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		•Report Hispanic/I				panic/Latino					
<i>7</i> 7		Report race for n Even though Tea				ns may require a bachelor's de	aree for admission	n, they are			
				despedue	te program	and students is the spec					
		Men									
		Enrolled for credit	First-time Tran	sfer-in Co	/certificate ntinuing/ eturning	Total degree/certificate- seeking	Non-degree/ n-certificate-seeki	Total, ng <u>Full-time</u> undergraduate students			
		Nonresident alien	9	38	40	87		1 88			
		Hispanic/Latino	7		13	20 9		20			
		American Indian or Alaska Native						3			
		Asian Black or African	9	23	22 216	31 294		31 294			
		American	00	23	216			2.54			
		Native Hawaiian or Other Pacific Islander				0		0			
		White	123	69	413	605		605			
		Two or more races	5	2	24	31	0	31			
		Race and			8	8		8			
		ethnicity unknown Total men	212	132	741	1,085		1 1,086			
		Total men prior	258	97	725	1,080	1	1 1,081			
		year									
		Women									
		Enrolled for credit	First-time Tran	Degree	/centificate ntinuing/	-seeking Total degree/certificate- no	n-certificate-seeki	Total, ng <u>Full-time</u>			
				R	eturning	seeking		students			
		Nonresident alien	3	34	39	76 27		2 78 27			
		Hispanic/Latino American Indian	9	3	15 6	10		10			
		or Alaska Native Asian	6	2	35	43		43			
		Black or African	146	83	630	859		2 861			
		American Native Hawaiian			3	3		3			
		or Other Pacific Islander									
		White	163	92	658	913		913			
		Two or more races	16	7	43	66		66			
		Race and			8	8		8			
		ethnicity unknown Total women	346	222	1,437	2,005		4 2,009			

In order to complete this report, the Department of Athletics will provide OIE a list of student-athletes for the year by sport. The list will include: Name, S#, Aid Recipients/Non-Aid Recipients, and Sport.

OIE will then create a field in the list of student-athletes that crosswalks the athletic department sport to NCAA sport (i.e. "MBA" equates to baseball in the NCAA table). It will be important to abide by the following guidelines:

- <u>Basketball</u>- Demographic information will be entered for both men and women
- <u>Baseball</u>- Demographic information will be entered for <u>men only</u>
- <u>Cross Country/Track</u>- Demographic information will be entered for both men and women
- <u>All other sports</u>- Enter demographic information will be entered for both men and women

OIE will check in census enrollment tables for full-time status of student-athletes. OIE will report student-athletes by gender, ethnicity, and sport in the NCAA portal. This will be done utilizing Access Query NCAA_001_ENROLLMENT_DATA.

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dbo_STVDEPT							STVETH	ETCT_CO			
dbo_STVDEPT1								EEOC_CC			
dbo_STVETHN											
dbo_STVMAJR											
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From the list of student-athletes, OIE will confirm which ones received financial aid using query NCAA_002_ENROLLMENT_DATA.

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STUDENT BODY GRADUATION RATE DATA

Hover over the Graduation Rate tab, and choose Student Body Graduation Rate.

re https://web3.ncaa.org/AcadPortalProduction/ac	cceptDiv2Terms				
NCAA Academic Po	ortal			AUBURN UNIVERSITY AT MONTGOMERY	JOHN GLASSCOCK Log Out
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AA office. Per NC	CAA regulati competitor i	ions, "An t in an NCA.	institutio 4 champ	n shall not be eli ionship unless it	igible to enter a has completed and

Rate Survey (IPEDS GRS-1) to the NCAA national office on or before the applicable deadline established by federal regulations." Bylaw 13.3 The particular information will be taken from the IPEDS report that deals with the establishment of cohorts.

Institution: Auburn University at Montgomery (100830)

User ID: P1008304

Section I - Establishing cohorts

Incoming students seeking a <u>bachelor's degree</u> should be reported in Column 02. Column 03 will then be generated for you. Column 03 is meant to include any <u>full-time</u>, <u>first-time</u> entering students who were seeking a degree or certificate other than a bachelor's degree, such as an associate's degree or undergraduate certificate.
If you have no changes to the preloaded data on this screen, click the "Save and Next" button to generate additional

 If you have no changes to the preloaded data on this screen, click the "Save and Next" button to generate additional screens for reporting completers and transfers/exclusions.

Establishing cohorts

·Report Hispanic/Latino individuals of any race as Hispanic/Latino

·Report race for non-Hispanic/Latino individuals only

Men

Screen 2 of 2	Cohort year 2010							
	Сопоп Е	Bachelor's or equivalent degree-seeking subcohort	Otner degree/ceruncate-seeking subcohort (Cohort minus Bachelor's or equivalent degree- seeking subcohort)					
	(Column 01)	(Column 02)	(Column 03)					
Nonresident alien	17	17	0					
Hispanic/Latino	6	6	0					
American Indian or Alaska Native	1	1	0					
Asian	1	1	0					
Black or African American	85	85	0					
Native Hawaiian or Other Pacific Islander			0					
White	128	128	0					
Two or more races	8	8	0					
Race and ethnicity unknown	2	2	0					
Total men	248	248	0					

women

Screen 2 of 2		Co	phort year 2010
	Cohort	Bachelor's or equivalent degree-seeking subcohort	Other degree/certificate-seeking subcohort (Cohort minus Bachelor's or equivalent degree- seeking subcohort)
	(Column 01)	(Column 02)	(Column 03)
Nonresident alien	2	2	0
Hispanic/Latino	3	3	0
American Indian or Alaska Native	2	2	0
Asian	5	5	0
Black or African American	236	236	0
Native Hawaiian or Other Pacific Islander			0
White	182	182	0
Two or more races	4	4	0
Race and ethnicity unknown	0	0	0
Total women	434	434	0
Total men + women	682	682	۵.

OIE will enter the numbers in the categories as described below within each ethnic category for men and women in the given cohort. An example of this type of reporting is that for the 2016 NCAA report, data from the 2010/2011 cohort was submitted.

- <u>Entered</u>- Report only the number of full-time, first-time students seeking a bachelor's or equivalent degree who entered the institution the 2010 fall term.
- <u>Graduated</u>- Of those students reported above, report the number of students who have completed their bachelor's or equivalent degree by August 31, 2016 (the federal 150 percent timeframe).
- <u>Exclusions</u>- Report the number of students who left your institution because of one of the following reasons:

(1) The student is deceased or is permanently disabled and unable to return to school;

(2) The student left your institution to serve in the armed forces;

(3) The student left your institution to serve with a foreign aid service of the federal government such as the Peace Corps; or

(4) The student left your institution to serve on an official religious mission.

This will all be entered into the "Graduation Rates" portion of the Academic Portal.

Home / Graduation Rates / S	tudent Body Grad Rates				Cohort	Year: 2010-:
Your data for this cohort year h	as already been submitted.					
Student Body Graduation Ra	te for Cohort: 2010-11					
,						
		Entered	Men	Graduated	Exclusions	
American Indian/Alaskan Nativ	e	1				
Asian		1				
Black/African American		85		8		
Hispanic/Latino		6		1		
Native Hawaiian/Pacific Island	ər					
Non-Resident Alien		17		6		
Two or More Races		8		4		
Unknown		2				
White/Non-Hispanic		128		30	1	
Total		248		49	1	
			Wemer			
		Entered		Graduated	Exclusions	
American Indian/Alaskan Nativ	e	2				

STUDENT-ATHLETE OUTCOMES

Click on "Student-Athlete Outcomes" on the "Graduation Rates" tab.

NC	Academi	c Portal			AUBURN UNIVERSITY AT MONTGOMERY	JOHN GLASSCOCK
•	DII ACADEMIC LATA	GRADUATION RATES	ADMIN / REPORTS	RESOURCES		
(Division II Terms	Enrollment Data Student Body Grad Rate				
C	his program has been des lasses for 2015-16, you'll b ppropriate edits and click "S	Student-Athlete Outcom	Setup screen			A. Once you've provided us with the date of your first data need to check the information on that screen, make the
	Once you've made it past the ob.	e Import from Text File Validate/Submit	ve ask you to look for the l	User's Guide link to dov	wnload the guide. This will provide you with all	the explanation and instructions you'll need to complete
	Ve're here to help! Please c o hearing from you.	ontact Maria or Gregg wit	h any questions. You can f	find Maria at mdejulio@	ncaa.org or 913/397-7668. You can find Greg	g at gsummers@ncaa.org or 317/917-6521. We look fo
	First Day of classes (Fall :	2016) 08/15/2016		Accept Terms	Log Out	

Athletics will provide a list of student-athletes by sport in a given year. OIE will determine the cohort and demographic information for this particular group of student-athletes using Access Query NCAA_003_STUDENT_ATHLETE_OUTCOMES and will report on outcomes. OIE will indicate whether the student graduated or not utilizing NCAA_004_STUDENT_ATHLETE_OUTCOMES.



The Department of Athletics and the Faculty Representative will determine eligibility and report the final result (did not graduate/did not leave eligible, left academically eligible with athletic eligibility remaining, graduated).

Auburn University at Montgomery, Campus Services units and team members interact with Athletic and student athletes in the following manner:

