

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	
Fask Perform audit of Enrollment database to check athlete attribute.	When 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. Provide data for NCAA annual report.	March Due May
Serve as tertiary proctor for athlete coaches' Division II compliance examination.	May As needed
Serve as a member of the AUM NCAA Compliance 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



After entering your login credentials, you will be tak	en to the "My Apps" page.
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My Apps Help Recently Used Sort By Name (A-2) Sort By Name (Z-A)	
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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					
	JATION RATES ADMIN / RE	PORTS RESOURCES			
This program has been desig classes for 2015-16, you'll be appropriate edits and click "Source	ent-Athlete Outcomes	rement to submit student-ath Setup screen. Before you can port screen to begin your worl	lete academic performance information start working on the submission of you	to the NCAA. Once you've provic data, you'll need to check the in	ded us with the date of your first da formation on that screen, make the
Once you've made it past the Impo	ort from Text File n, we ask you to	ook for the User's Guide link	to download the guide. This will provide	you with all the explanation and	instructions you'll need to complet
We're here to help! Please contact to hearing from you.	Maria or Gregg with any question	s. You can find Maria at mde	ulio@ncaa.org or 913/397-7668. You c	an find Gregg at gsummers@nca	aa.org or 317/917-6521. We look fo
First Day of classes (Fall 2016)	08/15/2016	Accept Terms	Log Out		

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.

Acade	mic Portal			AUDURN	UNIVERSITY AT MONTGOMERY	JOHN GLASSCOCK	
DII ACADEMIC DATA	GRADUATION RATES	ADMIN / REPORTS	RESOURCES				
Home / Graduation Rates	/ Enrollment Data		1				Academic Year 2016-17
Your data for this academic	c year has already been submitte	ed.					
Enrollment Data for Aca	idemic Year: 2016-17	1					
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				(Herr)			
	Baccalaureate degree-seekin students	ig Pootball	Basketball	Easeball	CC/Track	Other	Total student-athletes receiving athletics aid
American Indian/Alaskan Native	Eaccalaureate degree-seekin students 9	ig Kotball	Basketball	Easeball	CC/Track	Other	Total student-athletes receiving athletics aid
American Indian/Alaskan Native Asian	Eaccalaureate degree-seekin students 31	ig Kotball	Basketball	Eaceball	CC/Track	Other	Total student-athletes receiving athletics aid
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American Indian/Alaskan Native Asian Black/African American Hispanic/Letino Native Hawallan/Pacific Isiander	Baccataureale degree-seekin students 0 31 284 20	rg Cotball	Basketball		CC/Track	Other	Total student-athletes receiving athletics aid
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American Indian/Alaskan Native Asian Black/African American Hispanic/Latino Native Hawalian/Pacific Isiander Non-Resident Allen Two or More Races	Eaccataureate degree-seekin students 0 31 294 20 67 31		Basketball	Baceball	CC/Track	Other	Total student-athletes receiving athletics aid 14 14 2
American Indian/Alaskan Native Asian Black/African American Hispanic/Latino Native Hawailan/Pacific Islander Native Alexalian/Pacific Islander Two or More Races Unknown	Executaureate degree-seekin students 9 31 294 20 67 31 31		Basketball 9 9 1 1 1 1		CC/Track	Other	Total student-athletes receiving athletics aid 14 1 14 2

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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. " '					Full-time U	Indergraduate Students					
		Reporting Remin	ders:								
		Report Hispanic/I	atino individu	als of any	race as His	panic/Latino					
<i>9</i> 2		•Report race for h	ther Preparatio	n certifica	ate program	is may require a bachelor's d	aree for admissio	n, they are			
		anneiden dan bie				na, and students in these pro	rams are undergr	aduate students.			
		Men									
		Enrolled for credit	First-time Tra	Degre Insfer-in C	e/certificate ontinuing/ teturning	Total degree/certificate- seeking	Non-degree/ n-certificate-seeki	Total, ing <u>Full-time</u> undergraduate			
		Nonresident alien	9	38	40	87		1 88			
		Hispanic/Latino	7		13	20		20			
		or Alaska Native	4		5	9		3			
		Asian	9		22	31		31			
		Black or African American	55	23	216	254		294			
		Native Hawaiian or Other Pacific Islander				0		0			
		White	123	69	413	605	1	605			
		Two or more races	5	2	24	31		31			
		Race and			8	8		8			
		Total men	212	132	741	1,085		1 1,086			
		Total men prior	258	97	725	1,080	1	1 1,081			
		year									
		Women							1		
		Enrolled for <u>credit</u>	First-time Tran	nsfer-in C	e/certificate ontinuing/ teturning	Total degree/certificate- seeking	n-certificate-seeki	ing <u>Full-time</u> undergraduate			
		Nonresident alien	3	34	39	76		2 78			
		Hispanic/Latino	9	3	15	27		27			
		American Indian or Alaska Native	3	1	6	10		10			
		Asian	6	2	35	43		43			
		Black or African American	146	83	630	859		2 861			
		Native Hawaiian			3	3		3			
		Islander									
		White	163	92	658	913		913			
		races	16	1	43	66		66			
		Race and ethnicity unknown			8	8		8			
		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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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.

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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		Co	bhort year 2010
	Conort	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	17	17	0
Hispanic/Latino	6	6	0
American Indian or Alaska Native	1	1	0
Asian	1	1	0
Black or African American Native Hawaiian or Other	85	85	0
Pacific Islander			
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	

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	itudent Body Grad Rates				Cohort	Year: 2010-1
Your data for this cohort year h	as already been submitted.					
Student Body Graduation Ra	ate 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	er					
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	
	0					

STUDENT-ATHLETE OUTCOMES

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

NC	Academi	c Portal			AUDURN UNIVERSITT AT MUNIGUMERT	Log Out
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	First Day of classes (Fall a	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:

