

August		
Task	Date Due	Completed
Collect Declaration of Playing Season for All Sports	August 1	<input type="checkbox"/>
Collect Staff Declaration for All Sports and Internal Departments	August 1	<input type="checkbox"/>
Collect Outside Income Form from all AU Athletic Dept Employees	August 1	<input type="checkbox"/>
Distribute NCAA DII Manual and Compliance Manual to all Staff	August 1	<input type="checkbox"/>
Assign Attestation of Compliance to Chancellor/President	August 1	<input type="checkbox"/>
Assign Attestation of Compliance to Athletic Director	August 1	<input type="checkbox"/>
Print/Download Initial Publication of Proposed Legislation	August 15	<input type="checkbox"/>
Provide Coaches with Academic Eligibility Worksheet	Upon Posting of Summer Grades	<input type="checkbox"/>
Enter Continuing Eligibility Summer Information into Compliance Assistant	As Available	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Collect Team Roster Information, Including Walk-Ons	Continual	<input type="checkbox"/>
Enter Playing and Practice Season Information into Compliance Assistant	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Conduct Student-Athlete Compliance Meetings – Fall Sports (If not using digital forms, have Student-Athletes complete forms during this meeting)	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Verify Completion of Student-Athlete Paperwork – Fall Sports	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Mandatory Medical Exams – Fall Sports	Prior to First Day of CARA	<input type="checkbox"/>
Monitor Pre-Season Countable Athletically Related Activities	Daily	<input type="checkbox"/>
Conduct Student-Athlete Compliance Meetings – Winter Sports (If not using digital forms, have Student-Athletes complete forms during this meeting)	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Verify Completion of Student-Athlete Paperwork – Winter Sports	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Mandatory Medical Exams – Winter Sports	Prior to First Day of CARA	<input type="checkbox"/>
Conduct Student-Athlete Compliance Meetings – Spring Sports (If not using digital forms, have Student-Athletes complete forms during this meeting)	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Verify Completion of Student-Athlete Paperwork – Spring Sports	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Mandatory Medical Exams – Spring Sports	Prior to First Day of CARA	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Update Compliance Assistant Student-Athlete Information	As Available	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Conduct Rules Education Seminar for Staff	Staff In-Service	<input type="checkbox"/>
Complete Fall Sports Team Eligibility Reports	Prior to First Date of Outside Competition	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Bylaw 17 and Life in the Balance; NCAA Coaches Assist for Sleep; Recruiting: Use of Recruiting Funds		
Student-Athlete Education: Summary of NCAA Regulations; NCAA Drug Testing; Institutional Drug Testing; Distribute and Review Student-Athlete Handbook (Ethical Conduct, Extra Benefits, Gambling, Eligibility)		

September		
Task	Date Due	Completed
Print/Download Second Publication of Proposed Legislation	September 23	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Complete Spring Sports Team Eligibility Reports	Prior to First Date of Outside Competition	<input type="checkbox"/>
Complete Winter Sports Team Eligibility Reports	Prior to First Date of Outside Competition	<input type="checkbox"/>
Begin NCAA Financial Aid Form	As Aid Pays	<input type="checkbox"/>
Monitor Book Scholarship Purchases	As They Occur	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Recruiting: Benefits for Coaches of PSAs; Recruiting: Official Visits; Recruiting: Unofficial Visits		

October		
Task	Date Due	Completed
Chancellor/President Attestation of Compliance Due	October 15	<input type="checkbox"/>
Athletic Director Attestation of Compliance Due	October 15	<input type="checkbox"/>
Federal EADA Report Due	October 15	<input type="checkbox"/>
Submit NCAA DI Academic Portal Data (12 weeks after the start of Fall classes)	October 19	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Identify Injured Fall Sport Student-Athletes for Medical-Hardship Waiver Application	As Needed	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Recruiting: Financial Aid and Offers; Recruiting: National Letter of Intent; Recruiting: General Eligibility Requirements		

November		
Task	Date Due	Completed
Review NLI Signing Dates and Dead Period	November 1	<input type="checkbox"/>
Scholarships Office Verifies Fall Financial Aid Data in Compliance Assistant	November 15	<input type="checkbox"/>
Submit NCAA DII Academic Portal Data (15 weeks after the start of Fall classes)	November 23	<input type="checkbox"/>
Review Official Notice	November 25	<input type="checkbox"/>
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Review and Confirm all Transfer Tracers for Upcoming Spring Semester Transfers	As Needed	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Eligibility: Progress-Toward-Degree; Recruiting and Communication; Recruiting: Publicity		

December		
Task	Date Due	Completed
Submit Non-Renewals/Cancellations to Scholarships Office	December 1	<input type="checkbox"/>
Email Coaches Regarding Permissible Activities during Winter Break (2019 Winter Break: Monday, December 23 – Sunday December 29)	December 15	<input type="checkbox"/>
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Identify Injured Winter Sport Student-Athletes for Medical-Hardship Waiver Application	As Needed	<input type="checkbox"/>
Collect Participation History from Fall Sports	Upon Completion of Season	<input type="checkbox"/>
Provide Coaches with Academic Eligibility Worksheet	Upon Posting of Fall Grades	<input type="checkbox"/>
Verify Nine-Hour Rule for Student-Athletes Competing in Spring	Upon Posting of Fall Grades	<input type="checkbox"/>
Enter Continuing Eligibility Fall Information into Compliance Assistant	As Available	<input type="checkbox"/>
Complete Mid-Year Team Eligibility Reports Addendums	As Needed	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Division II Governance: How the NCAA Works; NCAA Coaches Assist for Mental Health; Recruiting: Local Sports Club		

January		
Task	Date Due	Completed
Submit NCAA Financial Report	January 15	<input type="checkbox"/>
Attend NCAA Convention	January 22-25	<input type="checkbox"/>
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Mandatory Medical Exams for any Mid-Year Additions	Prior to First Day of CARA	<input type="checkbox"/>
Conduct Student-Athlete Compliance Meetings – Mid-Year Additions (If not using digital forms, have Student-Athletes complete forms during this meeting)	As Needed; Prior to First Day of Permissible CARA	<input type="checkbox"/>
Verify Completion of Student-Athlete Paperwork – Mid-Year Additions	Prior to First Day of Permissible CARA	<input type="checkbox"/>
Complete Team Eligibility Reports Addendums – Mid-Year Additions	As Needed; Prior to First Date of Outside Competition	<input type="checkbox"/>
Update NCAA Financial Aid Form	As Aid Pays	<input type="checkbox"/>
Monitor Book Scholarship Purchases	As They Occur	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): NCAA Coaches Assist for Substance Misuse; Recruiting: Offers and Inducements		

February		
Task	Date Due	Completed
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): NCAA Coaches Assist for Sexual Violence Prevention; Working with International Student-Athletes		

March		
Task	Date Due	Completed
Upload signed National Letter of Intents (NLIs) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Identify Injured Spring Sport Student-Athletes for Medical-Hardship Waiver Application	As Needed	<input type="checkbox"/>
Collect Participation History from Winter Sports	Upon Completion of Season	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Eligibility: Outside Competition; Eligibility: Seasons of Competition; Eligibility: Why it Matters		

April		
Task	Date Due	Completed
Provide Head Coaches Renewal/Non-Renewal Worksheet	April 15	<input type="checkbox"/>
Upload signed National Letter of Intents (NLIs) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Conduct Student-Athlete End of Year Compliance Meetings	Prior to First Day of Finals	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Eligibility: Delayed Enrollment; Eligibility: Four-Year College Transfers; Eligibility: Two-Year College Transfers		
Student-Athlete Education: Outside Competition; Employment; Awards and Benefits		

May		
Task	Date Due	Completed
Submit Financial Aid Reports to Conference Office	As Required by Conference Office	<input type="checkbox"/>
Attend Regional Rules (Columbus, Ohio), if not attending in June	May 18-20	<input type="checkbox"/>
Upload signed National Letter of Intents (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Verify Full-Time Enrollment Status and Monitor Status Daily	Continual, Beginning First Day of Class	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Provide Coaches with Academic Eligibility Worksheet	Upon Posting of Spring Grades	<input type="checkbox"/>
Enter Continuing Eligibility Spring Information Into Compliance Assistant	As Available	<input type="checkbox"/>
Place Equipment Hold on Student-Athlete Account if Missing Uniform/Equipment	As Needed	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Recruiting: Camps and Clinics; Recruiting: PSA Tryouts; Recruiting: Tryout Exceptions		

June		
Task	Date Due	Completed
Complete Institutional Self-Study Guide (If applicable)	Must be completed and signed by all parties by 5:00 EST June 1	<input type="checkbox"/>
Complete Academic Success Rate (ASR) and Federal Graduation Rate Report	June 1	<input type="checkbox"/>
Provide Coaches with 2020-21 Recruiting Calendar and Recruiting Guide	June 1	<input type="checkbox"/>
Collect Participation History from Spring Sports	Upon Completion of Season	<input type="checkbox"/>
Attend Regional Rules (Los Angeles, California), if did not attend in May	June 1-3	<input type="checkbox"/>
Submit Non-Renewals to Scholarships Office	June 15	<input type="checkbox"/>
Type Renewal Contracts and Submit to Student-Athletes for Signature	June 15	<input type="checkbox"/>
Upload signed National Letter of Intents (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Monitor Countable Athletically Related Activities	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
Update Student-Athlete Handbook	Continual	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Coaches Certification Required Courses; Eligibility: Initial Eligibility Requirements		

July		
Task	Date Due	Completed
Update Student-Athlete Handbook	July 15	<input type="checkbox"/>
Update Compliance Manual	July 15	<input type="checkbox"/>
Update Booster Education Document, Post Online	July 15	<input type="checkbox"/>
Update Faculty Education Document, Post Online	July 15	<input type="checkbox"/>
Submit NCAA Sports Sponsorship and Demographic Report	July 26	<input type="checkbox"/>
Submit NCAA Minimum Financial Aid Report (Part of Sports Sponsorship & Demographics Report)	July 26	<input type="checkbox"/>
Verify Completion of Coaches Certification Required Courses	July 31	<input type="checkbox"/>
Verify Safety, First-Aid, CPR and AED Certifications are up to date	July 31	<input type="checkbox"/>
Verify Strength & Conditioning Coaches Certifications are up to date	July 31	<input type="checkbox"/>
Submit Digital Forms to all New and Returning Student-Athletes	July 31	<input type="checkbox"/>
Provide Coaches with Academic Eligibility Worksheet	Upon Posting of Summer Grades	<input type="checkbox"/>
Enter Continuing Eligibility Summer Information into Compliance Assistant	As Available	<input type="checkbox"/>
Upload signed National Letter of Intent (NLI) to the NCAA Eligibility Center Portal	Within 14 days of last signature	<input type="checkbox"/>
Collect Team Roster Information, Including Walk-Ons	Continual	<input type="checkbox"/>
Monitor Official and Unofficial Visits	Weekly	<input type="checkbox"/>
Provide Coaches with Eligibility Updates	Weekly	<input type="checkbox"/>
Collect Roster Changes and Make Necessary Updates	As They Occur	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Compliance Education (using D2U): Coaches Certification Required Courses (if not completed in June); Recruiting Overview; Recruiting: Who, What, When Only Required of Head Coaches: Regionalization; Championships Selection for Team Sports OR Championships Selection for Individual Sports		

General		
Task	Date Due	Completed
Submit Secondary Violations	As Required by Conference Office	<input type="checkbox"/>
Submit Proposed Legislation to Conference Office	According to Conference Office Proposal Guidelines	<input type="checkbox"/>
Student-Athlete Complimentary Admission/Pass List	By Noon the business day before the Contest	<input type="checkbox"/>
Recruit Complimentary Admission/Pass List	By Noon the business day before the Contest	<input type="checkbox"/>