

Instructions for Completing the Division III Institutional Self-Study Guide



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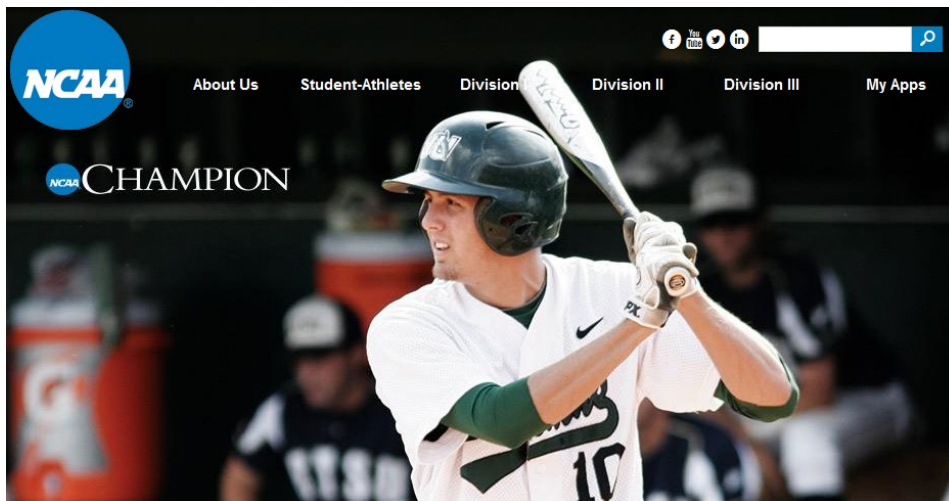
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INTRODUCTION

The NCAA Division III Self-Study Guides are provided in an online-only format. Submission of the Self-Study Guide through the Self-Study system is the only format that will be recognized as meeting the once-in-five-year membership requirement. As a reminder, the Institutional Self-Study Guide must be completed by 11:59 p.m. on June 1 of the year it is due.

ACCESSING THE ISSG

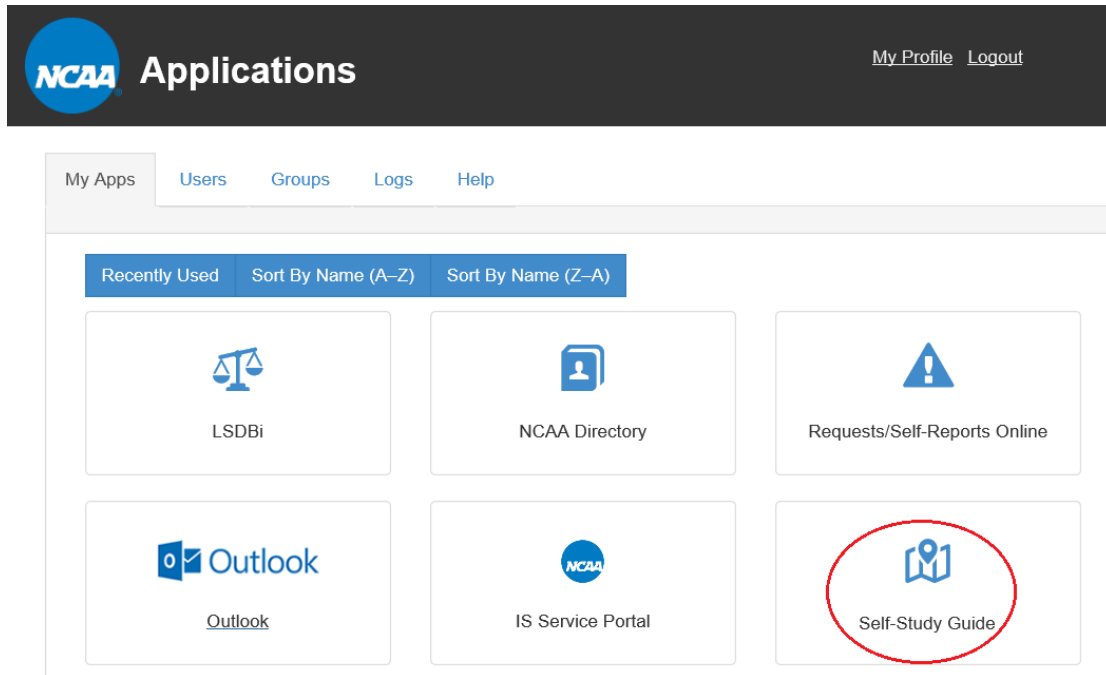
Please note that access must be granted to this application via the Single-Source Sign-On system. To access the Single-Source Sign-On system, log into the applications area of ncaa.org by clicking on the "My Apps" link under the search box on the far right side.



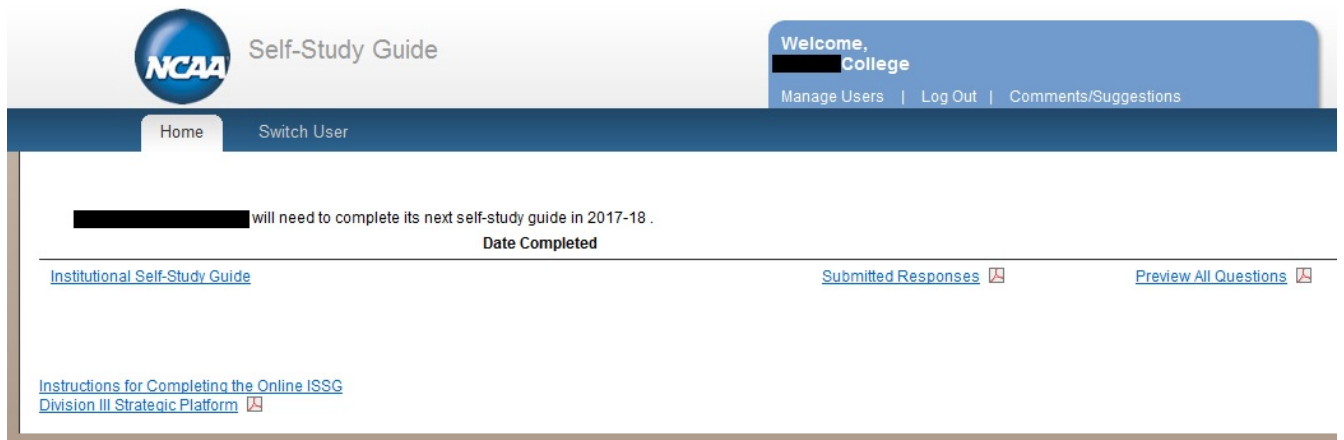
On the membership login page, enter the user ID and password that the user has selected.

A screenshot of the NCAA Applications login page. At the top left is the NCAA logo and the text "NCAA Applications". Below this is a section titled "Log in to My Apps". A yellow warning box contains text about data protection. Below the warning box are two columns of input fields. The left column has "Email" with a text box labeled "Email or Username", "Password" with a text box labeled "Password", and a checkbox labeled "Is this a public or shared computer?". Below these is a "Sign in" button and a "Forgot Password?" link. The right column has the question "Are you a college-bound student-athlete?" followed by the "NCAA Eligibility Center" logo and a "Log in or Register" button. At the bottom left, there is a link: "Questions or Assistance? Contact the NCAA Web Help Desk."

Once the user is logged in, he or she should see the "My Apps" tab on the NCAA Applications page. On the left of the page, review the list of applications and click on "Self-Study Guide" tile to enter the program. Contact your Single-Source Sign-On Administrator if you do not see the "Self-Study Guide" tile in your list. The institution's director of athletics or other Single-Source Sign-On administrators are able to provide access to those on campus who are taking part in the completion of the ISSG (see Attachment B).



The user will then land on the introductory page of the Self-Study system. The Self-Study user guide with full instructions, as well as a copy of the Division III Strategic Plan, are available on the Self-Study Guide program home page for assistance.



Key Areas

- The "Institutional Self-Study Guide" link directs users to an overview of the sections, chapters and the dates on which each chapter was completed.
- The "Division III Strategic Platform" link provides users access to a PDF copy of the Division III strategic platform for assistance as the ISSG is completed.
- The "Instructions for Completing the Online ISSG" link provides users a copy of this document which outlines the steps to successfully complete and submit the ISSG. This document also includes a copy of the questions for the ISSG.
- The "Submitted Responses" link provides the institution with a PDF document that indicates which answers have been provided to date by the institution.
- The "Preview All Questions" link allows the institution to print out each question that is asked in the ISSG.
















ANSWERING QUESTIONS IN THE ISSG

After a user selects the "Institutional Self-Study Guide" link, he or she is directed to the Overview. To begin, users should review the "Introduction" and "Instructions" pages. These are important pages for users to read and understand prior to beginning the process. The user then has the opportunity to begin answering the questions on the ISSG.




On the Overview page, a user can view the status of each section as the ISSG is completed. Sections that are complete are indicated by a series of colored circles: green for completed sections; a yellow half-circle for sections that have been started, but which are not yet complete; and red for sections that have not yet been started.

Division III ISSG Overview

[Compilation of Chapter Instructions](#)  [Submitted Responses](#)  [Preview All Questions](#) 

Status	Chapter	Date completed
	NCAA Division III Institutional Self-Study Guide	
	INTRODUCTION	March 17, 2016 05:34 PM EDT
	INSTRUCTIONS	March 17, 2016 05:35 PM EDT
	I. DEMOGRAPHIC INFORMATION	
	II. INSTITUTIONAL PURPOSE AND ATHLETICS PHILOSOPHY	June 27, 2016 05:30 PM EDT
	III. AUTHORITY OF THE CHANCELLOR/PRESIDENT AND ATHLETICS OVERSIGHT	
	IV. ATHLETICS PROGRAM ORGANIZATION AND OVERSIGHT	June 27, 2016 05:38 PM EDT
	V. FISCAL RESPONSIBILITY	
	VI. SPORTSMANSHIP AND ETHICAL CONDUCT	June 23, 2016 03:31 PM EDT
	VII. GENDER EQUITY, DIVERSITY AND INCLUSION	
	VIII. COMPLIANCE	June 27, 2016 05:42 PM EDT
	IX. RECRUITING, ADMISSIONS AND FINANCIAL AID	June 27, 2016 05:44 PM EDT
	X. STUDENT-ATHLETES	June 27, 2016 06:05 PM EDT
	XI. HEALTH AND SAFETY	April 22, 2016 05:00 PM EDT
	Questions	

Status Legend

-  - Complete
-  - Incomplete
-  - Not Started

Each section of the ISSG contains questions followed by an upload button for any documents pertaining to the answer. Users will answer each question by filling in the boxes with a response, uploading documents, or both. When a user encounters a question where a response is not needed, simply explain why a response is not necessary to complete the question.

NCAA Division III Institutional Self-Study Guide - I. DEMOGRAPHIC INFORMATION

1. Please provide your institution's physical and mailing addresses, and the phone number and email address of the Director of Athletics.

you may enter text or upload documents

Upload

2. Please provide the names and titles of your institution's senior staff/executive leadership with athletic oversight responsibilities.

you may enter text or upload documents

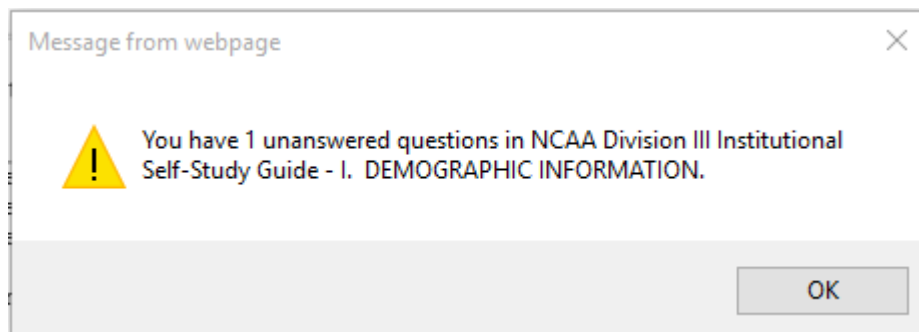
Upload

Once the user completes information, he or she should click the "Save" or "Save and Continue" button at the bottom of the page.

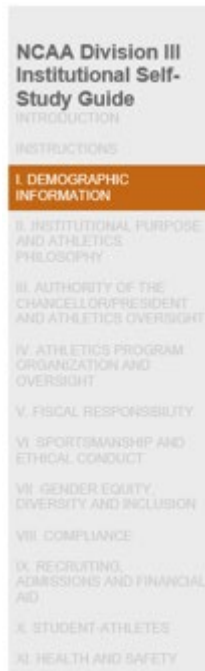


Please remember to click on the "Save" button if the user is not finished completing the section, or the "Save and Continue" button if the user is continuing on with the ISSG. NCAA.org applications will time-out for security purposes after a period of time, so please save frequently as the user completes the ISSG to ensure that the data is not lost.

Users will repeat the process of answering questions throughout the rest of the ISSG. When a user leaves a page, a notice will appear to remind him or her that there are questions remaining, or to confirm that all of the questions in the section are complete. All questions in a section do not have to be completed to be able to move to another section.



When users come back to the system to complete more questions or wish to complete the sections out of order, they may use the navigation sections on the left side of the screen to go directly to the desired chapter.



**NCAA Division III
Institutional Self-
Study Guide**
INTRODUCTION
INSTRUCTIONS
**I. DEMOGRAPHIC
INFORMATION**
II. INSTITUTIONAL PURPOSE
AND ATHLETICS
PHILOSOPHY
III. AUTHORITY OF THE
CHANCELLOR/PRESIDENT
AND ATHLETICS OVERSIGHT
IV. ATHLETICS PROGRAM
ORGANIZATION AND
OVERSIGHT
V. FISCAL RESPONSIBILITY
VI. SPORTSMANSHIP AND
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VII. GENDER EQUITY,
DIVERSITY AND INCLUSION
VIII. COMPLIANCE
IX. RECRUITING,
ADMISSIONS AND FINANCIAL
AID
X. STUDENT ATHLETES
XI. HEALTH AND SAFETY

Please remember to click on the "Save" button before navigating to another chapter, or your information will not be saved.

SUBMISSION OF THE ISSG

After every question has been answered and every document has been uploaded, the colored circle at the top of the ISSG Overview page will turn green, and the "submit for signatures" button will be accessible at the bottom of the page.



If the "submit for signatures" button is not green and the colored circle in the ISSG Overview section is still red, this means that somewhere in the ISSG there is a section that has not been completed. Users should go over each section of the ISSG to make sure that all sections have been completed.

Clicking the green button submits the ISSG to the system and brings you to a screen that requests the signatures that indicate that the ISSG has been completed and approved by the institution.

For each administrator, there is an option either to e-sign, or to upload a signature. E-sign is the preferred method. Once the ISSG is submitted, if e-sign has been chosen, click "notify to sign by email" and an

electronic notice will be sent to the required individuals at the institution who must sign off on the self-study notifying them that the ISSG has been submitted and they will need to sign off on it. Review of the ISSG and the signatures from the following individuals at the institution are required for completion:

- A. President or chancellor, athletics direct report (ADR) or president's designee. The president's designee is defined as an individual to whom the president has given official authority to conduct executive matters for the institution; this individual should not be a member of the athletics department. Interim presidents or chancellors are permitted to sign the ISSG;
- B. Director of athletics;
- C. Senior Woman Administrator (SWA); and
- D. Faculty Athletics Representative (FAR).

Please note that these individuals will not be able to access the ISSG if they have not been given proper access to the ISSG through the Single-Source Sign-On system. Refer to Attachment B for instructions.

FAR

Signatory: [Redacted] Faculty Athletic

Signature Method: E-Sign

Notify to sign by email

Once an administrator has successfully signed off on the ISSG, it will show that the information has been completed.

Director of Athletics

e-Signed by [Redacted] on November 21, 2013 12:00 AM EST

If e-sign is not selected or an individual is unsuccessful in signing off electronically, an institution may change the signature method to "upload" instead. Click on "Document to be signed." A PDF will appear. This should be downloaded, signed by your administrator, and then uploaded back to the ISSG by clicking the green "Upload" button.

Please note: if your institution has any individuals who must sign a signature via upload, you must notify them personally. The system will not send a notification email to an individual who needs to upload a signature. The signature document has to be downloaded, provided to that individual to sign, and then uploaded into the system.

FAR

Signatory: [Redacted] Faculty Athletic

Signature Method: Upload

Document: [Document to be signed](#) Upload

If the individual who must sign off is not in the drop-down list, refer to the Single Source Sign-On instructions in Attachment B and the troubleshooting document in Attachment C. If troubleshooting fails, select "Person is not listed" from the drop-down list and enter his/her name in the text boxes provided, then complete the upload process.

President/Chancellor

Signatory: Person is not listed.

Signatory's information:

First Name	Last Name	Title	Email
[Redacted]	[Redacted]	President	[Redacted]

Signature Method: Upload

Document: [Document to be signed](#) Upload

No other signatures from any other administrators will be requested. It is recommended, however, that a copy of your institution's ISSG be kept on campus with the signatures of other key individuals who participated in the review (e.g., athletics direct report, financial aid officer, registrar and/or others).

At the point that all signatures are completed and the final submission occurs, the user will no longer be able to edit the ISSG and no further action is necessary. Your institution will receive a notification message that confirms your ISSG has been successfully completed. If you accidentally submitted your ISSG prematurely and it is locked, or if you have had someone improperly sign the wrong section of the signature page, please forward your message to issg@ncaa.org.

Questions relating to the Self-Study Guide should be directed to issg@ncaa.org.

NCAA Division III Institutional Self-Study Guide

The Institutional Self Study Guide (ISSG) is a comprehensive self-review that institutions must complete once every five years, per the requirement in NCAA Bylaw 6. The self-study is designed to provide institutions a periodic assessment of their application of the Division III philosophy, and to identify successes and challenges in the operations of the department of athletics based on the institution's needs. This instrument is also a tool to review past initiatives that the institution has carried out in order to make informed choices in future decisions. When completing this self-study, the institution is strongly encouraged to engage the appropriate authority for each subject area.

Institutions are able to confirm the due date for their next submission of the ISSG by viewing their institution's page in the NCAA Directory, which can be found in the My Apps area on ncaa.org.

INSTRUCTIONS.

Before beginning the ISSG, it is recommended that the following documents and/or resources be provided to the team of institutional personnel completing and reviewing the ISSG:

- *NCAA Division III Philosophy Statement;*
- *Division III Strategic Plan;*
- *Institution's mission statement;*
- *Department of athletics' philosophy and/or mission statement;*
- *NCAA Division III Student-Athlete Advisory Committee (SAAC) mission statement;*
- *Institutional and departmental athletic program policies and procedures;*
- *Organizational charts displaying reporting lines within the department of athletics and to whom the athletic administrators report;*
- *Institutional Equity in Athletics Disclosure Act (EADA) report; and*
- *Most recently completed ISSG.*

After its completion, the ISSG must be formally approved (via signature) by the institution's Chancellor/President, Athletics Direct Report (for those institutions that have this position), Director of Athletics (AD), Senior Woman Administrator (SWA), and Faculty Athletics Representative (FAR).

I. DEMOGRAPHIC INFORMATION.

1. Please provide your institution's physical and mailing addresses, and the phone number and email address of the Director of Athletics.
2. Please provide the names and titles of your institution's senior staff/executive leadership with athletic oversight responsibilities.

3. Please provide the names and titles of all full-time, part-time and volunteer individuals within your department of athletics.
4. Provide the names and titles of all individuals completing or reviewing any portion of the ISSG, and note their role in the process. This group may include the following individuals: Chancellor/President, Athletics Direct Report (for those institutions that have this position), Director of Athletics, Senior Woman Administrator, Faculty Athletics Representative, Compliance Officer. Other individuals may include the institution's Team Physician, Head Athletic Trainer, Student-Athlete Representative, Coaches, Human Resources Representative, Director of Admissions, Director of Financial Aid, Registrar and other individuals as necessary.

II. INSTITUTIONAL PURPOSE AND ATHLETICS PHILOSOPHY.

Colleges and universities in Division III place the highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. In this section of the ISSG the institution should analyze the athletics program in light of the Division III philosophy, as described in NCAA Bylaw 20.11.

1. What is the department of athletics' statement of philosophy and/or mission statement?
2. Describe how the department of athletics' philosophy and/or mission statement addresses key principles of the Division III Philosophy Statement in Bylaw 20.11, particularly in the following areas:
 - a. Participant-centered.
 - b. Sportsmanship and ethical conduct.
 - c. Broad-based athletic-programs.
 - d. Integrated experience.
 - e. Educational mission of institution.
 - f. Equitable opportunities for males and females.

- g. Ethnic and gender diversity.
 - h. Athletics success.
3. Describe how your statement of philosophy and/or mission statement is reviewed, by which individuals, and how often.
 4. How is the department of athletics' philosophy and/or mission statement communicated within the institution and made available to external constituencies?
 5. How is the philosophy and/or mission statement used to guide departmental policy, decision-making and strategic planning?
 6. Provide a reflective summary of any special initiatives or programs your department implemented over the past five years in conjunction with your departmental philosophy and/or mission, and describe any plans you have for addressing related issues in the next academic year.

III. AUTHORITY OF THE CHANCELLOR/PRESIDENT AND ATHLETICS OVERSIGHT.

Division III intercollegiate athletics programs are governed by a wide variety of mechanisms, each responsive to the particular history, mission and circumstances of individual institutions. It is neither necessary nor desirable to expect a standard form of athletics program governance among NCAA institutions; however, the authority and responsibility of the chancellor/president under NCAA legislation is clear. Per Bylaw 20.11-(a), the chancellor/president ultimately is responsible for the athletics program, its resources and its compliance with NCAA regulations. Accordingly, Division III chancellors or presidents should review their own provisions for delegating authority for athletics program affairs, especially those related to personnel selection and administration, and to program budgeting and accounting.

1. Explain the role of the chancellor/president in:
 - a. Appointing athletics personnel;
 - b. Approving the annual operating budget for the athletics program; and
 - c. Approving policies and standards of conduct for all representatives of the institution's athletics program.

2. Describe how the chancellor/president is informed about key athletics operations (e.g., reports to the NCAA or conference, possible violations of NCAA and/or conference rules, conference business, performance reviews of athletics personnel).
3. Describe the process by which the chancellor/president is informed about NCAA legislation and establishes an institutional position for voting at NCAA Conventions (and conference meetings, if applicable).
4. In what ways is the chancellor/president encouraged to engage in the athletics program? Are there ways in which interaction is encouraged between the members of the department and the chancellor/president? In what ways does the chancellor/president intentionally engage with student-athletes?
5. Provide a reflective summary of any special initiatives or programs your department implemented over the past five years regarding your chancellor/president's role in the administration of your athletics program, and describe any plans you have for addressing related issues in the next academic year.

IV. ATHLETICS PROGRAM ORGANIZATION AND OVERSIGHT.

Per Bylaw 20.11-(j), institutional control of athletics program administration is fundamental to integrity in intercollegiate sport. In matters relating to athletics program management, administrator responsibilities must be explicit and well understood. In addition, those who administer athletics programs should be educated on a regular basis in order to maintain awareness of issues affecting intercollegiate athletics on campus and across the division.

1. Describe the department of athletics and institutional organizational structures.
 - a. Who constitutes the senior athletics staff, and what are the primary responsibilities of those individuals?
 - b. Describe the mechanism by which the senior staff functions and oversees the operation of the department (e.g., meeting regularity, meetings with outside constituents – direct report, admission, financial aid, student affairs).
 - c. In which ways are the senior staff integrated on campus (e.g., engagement in committee work, administrative searches, strategic planning, budget steering)?

2. What are your institution's documented responsibilities for the senior woman administrator (SWA)?
 - a. Describe the resources and support your institution provides the SWA to encourage active involvement and perform documented responsibilities.
 - b. Describe your SWA's role in decision-making processes within the department of athletics.
 - c. How does your SWA keep abreast of issues and trends in intercollegiate athletics?
3. What are your institution's documented responsibilities for the faculty athletics representative (FAR)?
 - a. Describe the resources and support your institution provides the FAR to encourage active involvement and perform documented responsibilities.
 - b. Describe your FAR's role in decision-making processes within intercollegiate athletics.
 - c. How does your FAR keep abreast of issues and trends in intercollegiate athletics, and what does he or she do to keep key constituencies (e.g., general faculty, faculty governance, intercollegiate athletics leadership, athletics direct report, chancellor/president) informed on intercollegiate athletics matters?
4. If your institution has an athletics direct report (ADR), what are your institution's documented responsibilities for this individual?
 - a. Describe the resources and support your institution provides the ADR to encourage active involvement and perform documented responsibilities.
 - b. Describe your ADR's role in decision-making processes within intercollegiate athletics.
 - c. How does your ADR keep abreast of issues and trends in intercollegiate athletics, and what does he or she do to keep key constituencies (e.g., general faculty, faculty governance, intercollegiate athletics leadership, FAR, chancellor/president) informed on intercollegiate athletics matters?
5. If your institution has a standing committee or body of institutional representatives outside of athletics that is responsible for reviewing, monitoring and/or providing input on athletic policies and procedures, describe the composition and functions of that committee.

Professional Development

1. How do the institution's athletics personnel use NCAA communication and education tools (e.g., Division III monthly update, NADIII AA update, NCAA Academic and Membership Affairs Education On-Demand educational videos, Getting in the Game educational tool)?
2. Describe educational programming and leadership development opportunities your institution provides or encourages for its athletics staff (AD, FAR, SWA, compliance officer, sports information staff, coaches, athletic trainers).
3. Describe any policies and procedures surrounding professional development for members of the entire department of athletics staff (for example, access to funding).
4. Provide a summary of any special initiatives or programs your department implemented over the past five years connected to oversight and organization of your athletics program, and describe any plans you have for addressing related issues in the next academic year.

V. FISCAL RESPONSIBILITY.

In accordance with Bylaws 6.2.1 and 6.2.2, the institution's annual budget for its intercollegiate athletics programs shall be controlled by the institution and subject to its normal budgeting procedures. Further, the institution's chancellor or president or an institutional administrator designated by the chancellor or president from outside the department of athletics shall approve the annual budget. When completing this section, the institution is strongly encouraged to engage the chief financial officer or equivalent authority.

1. Describe the department of athletics budgeting approval process. Does it align with the process for other institutional departments?
2. Describe the institution's policies and procedures regarding athletics fundraising and donations. How is income and revenue targeted for use by the athletics program (e.g., trade-out services, gifts-in-kind, including fundraising by boosters) processed by the institution?
3. Explain how the athletics program is reviewed within the institution's regular financial audit.
4. If the institution uses the NCAA Membership Financial Reporting System (financial dashboards), describe how your institution utilizes the system (e.g., submission of voluntary financial data, referencing information from the system, sharing information within your athletics conference).

5. Provide a summary of any special initiatives or programs your department implemented over the past five years in conjunction with the concept of fiscal responsibility, and describe any plans you have for addressing related issues in the next academic year.

VI. SPORTSMANSHIP AND ETHICAL CONDUCT.

Intercollegiate athletics should promote the character development of participants, enhance the integrity of higher education and promote civility in society. Toward these ends, student-athletes, coaches and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. Under the direction of the honesty and sportsmanship legislation in Bylaws 10.1 and 11.1.1, these values should be manifested not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. When completing this section, institutions are strongly encouraged to include coaches and SAAC representatives.

1. How is the institution's commitment to the principles of sportsmanship and ethical conduct as defined in NCAA Constitution 2.4 communicated to both internal and external audiences (e.g., website, department of athletics handbooks, signage, public address, game programs)?
2. Describe how the institution monitors and works to promote sportsmanship and ethical conduct of coaches, administrators and student-athletes.
3. Describe how the institution handles noncompliance with the concepts of sportsmanship and ethical conduct (e.g., student-athletes, coaches, spectators).
4. Provide a summary of any special initiatives or programs your department implemented over the past five years regarding sportsmanship and ethical conduct, and describe any plans you have for addressing related issues in the next academic year.

VII. GENDER EQUITY, DIVERSITY AND INCLUSION.

As a condition of membership in Division III, the Division III philosophy statement (Bylaw 20.11) specifies that institutions are required to maintain a balanced sports program. It is important that this balance be reflected by tangible and sustained efforts related to coaching, funding, gender equity and the quality of student life. Per Bylaw 20.11-(o) and -(p), institutions should support ethnic and gender diversity for all constituents, and provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports. When completing this section, institutions are strongly encouraged to engage the campus Title IX coordinator (if applicable), the ADR (if applicable), the ADID and the FAR.

1. Describe how the department of athletics supports ethnic and gender diversity for all constituents.
2. Describe the department of athletics' efforts to promote respect and understanding of diversity issues.
3. What are your institution's documented responsibilities for the athletics diversity and inclusion designee (ADID)?
 - Describe the resources and support your institution provides the ADID to encourage active involvement and perform documented responsibilities.
 - Describe your ADID's role in decision-making processes within the department of athletics.
 - How does your ADID keep abreast of issues and trends in intercollegiate athletics, and what do they do to keep key constituencies (e.g., general faculty, faculty governance, intercollegiate athletics leadership, FAR, chancellor/president) informed on intercollegiate athletics matters?
4. How does the department of athletics actively identify ethnic minorities and women in the pool of candidates for administrative and/or coaching positions on an ongoing basis?
5. What policies have been formulated to encourage equitable allocation of resources for all varsity sports (e.g., coaching, funding, facilities, scheduling)?
6. When did the department of athletics last conduct a Title IX or gender-equity review?
 - Outline the key findings from this review and summarize any related plans of action.
7. How does the institution complete, share, review and discuss the results of the Equity in Athletics Disclosure Act (EADA)?
8. In what way does the EADA inform decision making with regard to the funding of your institution's men's and women's athletics programs?
9. Provide a summary of any special initiatives or programs your department implemented over the past five years in conjunction with gender equity, diversity and inclusion, and describe any plans you have for addressing related issues in the next academic year.

VIII. COMPLIANCE.

Per Constitution 3.2.4.1 and 3.2.4.2, member institutions must administer their athletics programs in accordance with NCAA and Division-specific legislation. Integrity in athletics program administration depends on the efforts of directors of athletics, coaches and other athletics program personnel who are personally committed to observing both the letter and the spirit of the rules. In addition, a comprehensive group of educational and communication initiatives will ensure that your institutional staff members have the knowledge and information to assist with the governance and management of a Division III intercollegiate athletics program. When completing this section, institutions are strongly encouraged to include the compliance director and institution's registrar.

1. Provide the names and titles of those individuals with athletics compliance responsibilities. How is compliance oversight shared among those listed (i.e. please identify which areas of compliance each person oversees – education, eligibility, reporting, monitoring, enforcement, etc.)? Do the job descriptions of these individuals include rules compliance?
2. What specific rules education and compliance sessions/workshops/conferences have members of the compliance staff attended in the last five years to assist in keeping abreast of NCAA rules and legislative changes (e.g., rules seminar, convention, professional development, conference rules meetings)?
3. How do those individuals responsible for compliance inform institutional constituents (e.g., student-athletes, faculty, coaches, admissions personnel, financial aid officers, etc.) about NCAA and conference rules and legislation?
4. What is the institution's process for managing all NCAA pre-participation administrative requirements (e.g., Student-Athlete Statement, Buckley Statement, Summary of Regulations, etc.)
5. How does the institution ensure that all athletics program personnel understand the necessity and procedures to self-report possible NCAA and conference rules violations?
6. In the event of an alleged rules violation, what is your institutional policy for reporting, investigating and processing the potential violation? How is the policy communicated and made accessible to the department of athletics and representatives of the institution's athletics interests?
7. How has your institution responded in the event of secondary violations or cases of student-athlete reinstatement? What, if any, steps has your department taken to reduce risk of repeat violations?
8. Describe how your institution's hiring procedures incorporate efforts to determine whether candidates for coaching positions have been involved in/responsible for past NCAA rules violations.

9. Provide a summary of any special initiatives or programs your department implemented over the past five years in conjunction with rules education and compliance oversight, and describe any plans you have for addressing related issues in the next academic year.

IX. RECRUITING, ADMISSIONS AND FINANCIAL AID.

Institutional self-study efforts should be devoted to ensuring sustained dedication to the spirit, as well as the letter of the NCAA's recruiting, admissions, eligibility and financial aid rules. By focusing on these topics, institutions will re-examine their ultimate dedication to the academic success of their student-athletes. The administration of financial aid based on need and/or academic ability and without the consideration of athletics ability or participation is a principle fundamental to Division III athletics. Bylaws 14.01.2 (academic status), 14.01.2.1 (good academic standing), 14.01.2.2 (institutional responsibility for eligibility certification) and 15.4.1 (consistent financial aid package). When completing this section, the institution is strongly encouraged to engage the Director of Admissions and the Director of Financial Aid.

1. Describe the process your institution uses to monitor and evaluate recruiting policies and procedures.
2. How does the institution educate its staff, student-athletes and community about Division III recruiting guidelines?
3. Describe how athletics recruiting and admissions are conducted in comparison to general student recruitment on your campus.
4. How does your institution monitor official and unofficial visits to your campus?
5. Describe how your institution educates non-athletics staff (e.g., financial aid, recruiting and admissions) on NCAA financial aid policies and procedures.
6. How does your institution ensure that athletics ability, participation, and/or leadership (i.e., team captain) are not considered in the formation of institutional financial aid packages?
7. Describe by whom and how your institution's annual electronic financial aid report is reviewed to identify and address patterns in financial aid awarding.

Provide a summary of any special initiatives or programs your department implemented over the past five years regarding recruiting, admissions and financial aid, and describe any plans you have for addressing related issues in the next academic year.

X. STUDENT-ATHLETES.

Per Bylaw 20.11-(h), Division III student-athletes should have access to the same range of support and opportunities available to all students, as well as be held to the same standards and expectations in the areas of academic performance and student conduct. While it may be necessary, on occasion, to make adjustments to ensure that they can take full advantage of institutional services, assistance provided to student-athletes should not restrict their opportunities to associate with other students; student-athletes should not be segregated simply because they have chosen to engage in intercollegiate sports competition. When completing this section, the institution is strongly encouraged to engage the registrar or equivalent authority, the compliance coordinator and campus SAAC representatives.

Student-Athlete Needs and Interests

1. Describe your institution's process for adding or eliminating varsity sports.
2. Has there been any discussion of adding or eliminating sports within the past three academic years?
3. How does the department assess whether it is meeting the athletic needs and interests of the student body?
4. In what ways does the institution promote, encourage and support student-athlete integration on campus?
5. Describe any mechanisms the institution uses to assess the quality of the student-athlete experience (e.g., exit interviews/surveys)?

Student-Athlete Academic Eligibility

1. What is your institution's definition of "good academic standing," and how are student-athletes and coaches informed of that standard?
2. Describe your institution's process for verifying and monitoring the academic eligibility of all student-athletes.
3. Describe the institution's system for checking the eligibility of student-athletes regarding the following provisions:
 - a. Describe your institution's process for determining good academic standing and maintaining satisfactory progress toward a baccalaureate or equivalent degree.
 - b. The procedure for ensuring that course "drops" that might adversely affect eligibility are flagged for immediate action by athletics program staff.

- c. The procedure for ensuring the accuracy and acceptability of any credits and grades earned from other educational institutions, including credits/grades earned in the summer and/or correspondence courses.
 - d. The procedure for ensuring the accuracy and completeness of records of prior athletics competition on which determinations of eligibility are based.
4. Are all determinations of eligibility made or reviewed and certified by institutional personnel who are not affiliated with the athletics program?
 5. Describe the grievance and appeals procedures available to your institution's student-athletes (either a procedure that deals exclusively with student-athletes or one that is available to all students, including student-athletes) for academic eligibility, and how these policies are communicated to student-athletes.

Student-Athlete Academic Progress

1. How does the institution measure student-athlete academic performance as compared to the performance of the general student-body?
2. Describe the institution's process for identifying and assisting student-athletes who are underperforming academically as compared to the general student-body.

Student-Athlete Advisory Committee

When completing this section, the institution is strongly encouraged to engage its Student-Athlete Advisory Committee representatives.

1. What is your institutional SAAC's mission?
2. Describe the organization of your institution's SAAC (e.g., composition, roles).
3. What resources and support does your institution provide SAAC?
4. Provide a copy of the SAAC Constitution.

Institutional Student Services

1. How does your institution share information with student-athletes, coaches, athletic trainers and team physicians (as appropriate) NCAA rules related to drug awareness and testing, gambling, and use of tobacco products?
2. Describe the grievance and appeals procedures available to your institution's student-athletes (either a procedure that deals exclusively with student-athletes or one that is

available to all students, including student-athletes) in the areas of conduct and discipline (e.g., drug testing, team rules, integrity violations, general institutional conduct), and how these policies are communicated to student-athletes.

3. Provide a summary of any special initiatives or programs your department implemented over the past five years in conjunction with student-athlete matters, and describe any plans you have for addressing related issues in the next academic year.

XI. HEALTH AND SAFETY.

Student-athletes rightfully assume that those who are responsible for the conduct of sports have taken reasonable precautions to minimize the risk of significant injury and to provide appropriate medical and emergency care as permitted in Bylaw 16.4 (medical expenses). Periodic analysis of injury patterns continually leads to refinements in the rules and other safety guidelines. When completing this section, the institution is strongly encouraged to engage the athletic training staff and designated team physician.

1. Who has primary responsibility for reviewing the NCAA Sports Medicine Handbook? How often are the guidelines reviewed and with whom is the information shared?
2. How does the institution ensure conformity with the Sports Medicine Handbook guidelines? Specifically, what policies and procedures are in place for the following elements:
 - a. Pre-participation certification;
 - b. Equipment and facility risk management;
 - c. Acceptance of risk and liability.
3. Describe any emergency response plans your institution has for its athletics venues. Where can these plans be accessed, and how often are they reviewed among the department of athletics?
4. How does the institution monitor and assess data on sports-related injuries of enrolled student-athletes? Does the institution use the data from the NCAA Injury Surveillance System?
5. Are health and safety practices and policies uniformly applied during the practice and competition portions of the season? If there are any differences between the traditional and non-traditional segments (e.g., level of on-site certified athletic trainer coverage, facility and equipment maintenance, coaching supervision), describe the differences and how the institution believes each approach meets the standards of care expectations? Are these standards applied across all sports?

6. Describe the institution's policies and procedures for ensuring proper AED, CPR, and first aid training, confirming knowledge of emergency protocols, and maintaining certification of athletics coaches and administrators.
7. What is the institution's strategy to ensure appropriate medical staffing for home and away-from-home competitions?
8. How does the institution monitor compliance with health-related pre-participation requirements such as designating a team physician and conducting incoming-student medical examinations, returning student evaluations and sickle cell trait precautions, as described in NCAA Bylaws 17.1.6.4 and 17.1.6.4.1?
9. What are your institution's policies surrounding student-athlete insurance coverage in place for athletics related injuries that may occur during the academic year?
10. If your institution does not provide coverage through an accident medical policy, state-funded plan, medical services agreement or formal self-insurance program and a student-athlete does not have his or her own coverage, what steps does your institution take?
11. Pursuant to Constitution 3.2.4.17, the institution should have an established concussion management plan. Who is responsible for reviewing and updating the plan? How is the plan communicated to student-athletes and coaches?
12. Provide a summary of any special initiatives or programs your department implemented over the past five years in conjunction with health and safety, and describe any plans you have for addressing related issues in the next academic year.

NCAA Single-Source Sign-On System Quick Start Guide

Administrators and General Users:

Access to My Apps is found at NCAA.org.



How to Log In:

1. Go to NCAA.org.
2. Click the "My Apps" link found in the upper right hand corner on the homepage.
3. Enter email and password.
4. Click the "Sign in" button.

A screenshot of the NCAA Applications 'Log in to My Apps' page. The page has a white background with a blue header containing the NCAA logo and 'NCAA Applications'. Below the header is a 'Log in to My Apps' section with two input fields for 'Email' and 'Password'. There is a checkbox for 'Is this a public or shared computer?' and a 'Sign in' button. To the right, there is a section for 'Are you a college-bound student-athlete?' with the NCAA Eligibility Center logo and a 'Log in or Register' button. At the bottom, there is a link to 'Questions or Assistance? Contact the NCAA Web Help Desk.'

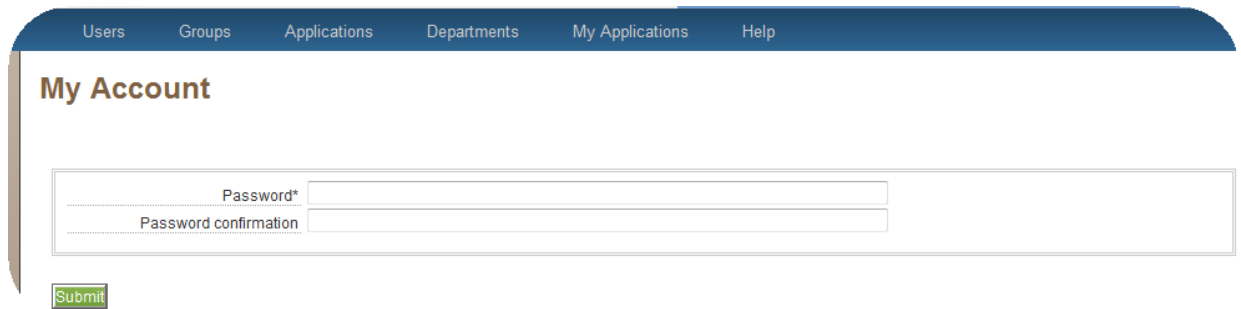
How to Change a Password:

1. Click the "My Account" link in the "Welcome" tab.



2. Enter the new password and password confirmation.

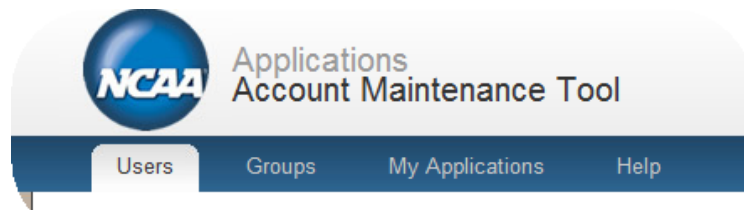
3. Click the **"Submit"** button.



Administrators:

How to Add a User to the List:

1. Click the "Users" tab in the tool bar.



2. A list of users created by the SSO administrator appears. (Note: New members will include administrators established by the national office).
3. Click the "Create New User" link found on the left hand side of the page.
4. Complete the new user's profile information.

Email*	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Title	<input type="text"/>
Password*	<input type="text"/>
Department	<input type="text"/>
Phone	<input type="text"/>
Notes	<input type="text"/>
Active*	<input type="text" value="Yes"/> ▼
Administrator?	<input type="text" value="No"/> ▼ <i>(Administrators can create user accounts and assign account privileges.)</i>

The email, first name, last name, password and active fields are required. Other fields are available for the administrator's convenience (e.g., title, department, phone number).

- a. To make a user an administrator of the SSO system, which allows the user to create user accounts and assign account privileges, select Yes from the drop-down for the field labeled "Administrator."
- b. Two email notifications are sent to the new user created when the check box labeled "Send email notification of new account" is selected.

Send email notification of new
account?

Account username email:

You have been setup with a NCAA Business Applications Member Access Account by <%= @admin_user %>. Your username is <%= @user.email %>.

Account password email:

You have been setup with a NCAA Business Applications Member Access Account by <%= @admin_user %>. Your password is <%= @user.plain_password %>.

Note: Users have the ability to change their password (see the Password section of this user guide).

5. Click the "Create User" button to save the new user information.

How to Add Access to a Specific Application:

1. Click the "Users" tab in the tool bar.
2. Click the appropriate user's name in the list.
3. Click the drop-down arrow in the "Access To" tool bar to see the available applications.
4. Highlight the application to which the user should have access.
5. Click the "Add Application Access" button.
6. Once the application appears under the "Access To" tool bar, assign appropriate roles and privileges.

More detailed user and administrator information can be found in the NCAA Single-Source Sign-On User Guide on the Help tab.

TO FIX A DROP-DOWN MENU ERROR

1) Click on the user's name.

The screenshot shows the top navigation bar with the NCAA logo and the text "Applications Account Maintenance Tool". A welcome message for "Kristin DiBiase" is visible. Below the navigation bar, there are tabs for "Users", "Groups", "My Applications", and "Help". A search bar contains the text "dibiase" and a "Search" button. To the right, there is a dropdown menu for "Show users for:" set to "NCAA" and another dropdown for "Active Users" set to "Active Users". Below this is a table with the following data:

Name	Title	Department	E-mail	Administrator?
DiBiase, Kristin	Assistant Director of Academic and Membership Affairs	Academic & Mbrshp Affairs (AMA)	kdibiase@ncaa.org	true

There is a "Create New User" link at the bottom left of the table.

2) On the next page, click on "Edit User."

The screenshot shows the "Edit User" page. The navigation bar is the same as in the previous screenshot. The user's details are displayed as follows:

- Name: [Redacted]
- Email: [Redacted]
- Active?: true
- Title: Associate Director of Financial Aid
- Department: Financial Aid
- Phone: 517-[Redacted]

An "Edit User" link is located at the bottom left of the page.

3) Make sure every text blank for the user's personal information is completed (the notes section is optional). **DO NOT hit "Update User."**

The screenshot shows the "Update User" form. At the top, there is a dropdown menu for "Select person from our database" with the value "financialaid@institution.edu". Below this is a section for "Email and username are different" with a dropdown set to "No" and a note: "(Check if their account id will not be a valid email address.)". The form contains the following fields:

- Email*: [Redacted]
- First name*: [Redacted]
- Last name*: [Redacted]
- Title: Associate Director of Financial Aid
- Change Password?:
- Department: Financial Aid
- Phone: 517-[Redacted]
- Notes: [Empty text area]
- Active: Yes (dropdown)
- Administrator?: No (dropdown) with note: "(Administrators can create user accounts and assign account privileges.)"

At the bottom, there are two buttons: "Update User" (green) and "Cancel" (purple).

4) If the "Select person from our database" menu is blank, click the drop-down list and choose the correct email address for your user. Then hit "Update User."

5) If the correct person's name is already showing in the drop-down menu, choose a different person from the drop-down menu (this can be anyone). DO NOT hit "Update User."

6) Now click on the drop-down again and select the correct person.

7) Hit "Update User."

8) Return to the ISSG and go to the signature page. The user should now appear as an option in the drop-down menu.