

Best Practices

Certification Process

- ✦ Certification team includes academic advisors, registrar, compliance, and other institutional personnel as needed.
- ✦ Certification team meets regularly to discuss the process for upcoming certifications, changes in systems, curriculum, and anything else that will impact certifications.
- ✦ Certification team monitors certification data throughout the year; team members are assigned to monitor specific process elements.
- ✦ Each term, certification team confirms that student-athletes are registered for degree-applicable courses.
- ✦ Continuing student-athletes certified as soon as grades post.
- ✦ Certification team monitors pre-registered and summer school courses to ensure they apply to student-athletes' majors of record.

Documentation

- ✦ Certification team designs specific processes for gathering information related to certification, including sources, tasks and due dates.
- ✦ All process documentation is available to entire certification team.
- ✦ For each task, process documentation identifies roles responsible and completion deadlines.
- ✦ Certification team creates a certification form that includes a review of all eligibility benchmarks.

Quality Assurance and Improvement

- ✦ New hire onboarding process includes the Bylaw 14 and Eligibility 101 eLearning courses.
- ✦ All participants in certification process meet once a year to review and evaluate the organization's process.
- ✦ Campus leadership helps campus partners prioritize, and/or holds them accountable to their roles, in the certification process.
- ✦ Certification team meets at least annually with campus leadership (provost, FAR, vice president with responsibility for registrar, athletic director) to report on certification process effectiveness, collaboration between departments, and needs for the coming year.