

A G E N D A

National Collegiate Athletic Association

Division II Academic Requirements Committee

NCAA National Office
Indianapolis, Indiana

September 16-17, 2010

1. Welcome and announcements. (Linda Van Drie-Andrzjewski)
 - a. There are two new NCAA Division II Academic Requirements Committee members. Denisha Hendricks is director of athletics at Kentucky State University. Keith Vitense is faculty athletics representative at Cameron University.
 - b. Stephen Green, Division II National Student-Athlete Advisory Committee (SAAC) member, is attending his last meeting as a member of the Academic Requirements Committee.
2. Review of the NCAA Division II Academic Requirements Committee roster. [Supplement No. 1] (Van Drie-Andrzjewski)
3. Review the NCAA Division II Academic Requirements Committee February and July 2010 reports. [Supplement Nos. 2a and 2b] (Van Drie-Andrzjewski) [**Action Anticipated**]
4. Review the NCAA Division II Presidents Council and Management Council April, June and July/August 2010 Summary of Actions. [Supplement Nos. 3a, 3b and 3c] (Van Drie-Andrzjewski)
5. Review the NCAA Division II Strategic Positioning Platform. [Supplement No. 4] (Van Drie-Andrzjewski)
6. Review legislative proposals sponsored for the 2011 NCAA Convention that impact eligibility. [Supplement No. 5] (Jenn Fraser)
 - a. Proposal No. 2011-1 (eligibility—two-year college transfers—eligibility for competition, practice and athletics aid—partial qualifiers and nonqualifiers—transferable English and math).

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- b. Proposal No. 2011-2 (eligibility—transfer regulations—two-year college transfers--eligibility for competition, practice and athletics aid—all other qualifiers, partial qualifiers and nonqualifiers—exception—previous four-year collegiate attendance—graduation after one semester or quarter).
 - c. Proposal No. 2011-10 (eligibility – seasons of competition – criteria for determining season of competition – alumni game, fundraising activity or celebrity sports activity).
 - d. Proposal No. 2011-18 (eligibility—freshman academic requirements—eligibility for financial aid, practice and competition—core-curriculum requirements—nontraditional courses).
 - e. Proposal No. 1-3 (eligibility – season of competition – criteria for determining season of competition – exception – baseball, softball and men’s and women’s lacrosse – participation during nonchampionship segment).
- 7. Discussion regarding modification of the division's philosophy statement to specify the behavioral expectations appropriate for Division II athletics (e.g., transferring while disqualified or suspended from the previous institution’s athletics team for disciplinary reasons). [Supplement No. 6] (Gregg Summers) **Action Anticipated**
 - 8. Referral from the Division II Management Council regarding a review of Bylaw 14.5.1.2 (disciplinary suspension), the two-year nonparticipation exception and Division III Proposal No. 2010-2. [Supplement No. 7] (Fraser) **Action Anticipated**
 - 9. Review of the two-year college transfer requirements set forth in Bylaws 14.5.4.1.1 (Application) and 14.5.4.2.1 (Application). [Supplement No. 8] (Jennifer Lane)
 - 10. Discussion of transfers from trimester institutions. [Supplement No. 9] (Lane)
 - 11. Review of updated data from the Division I Academic Performance Program (APP) regarding the academic preparation and performance of two-year college transfers. [Supplement No. 10 to be distributed at the meeting] (Tom Paskus)
 - 12. Update on NCAA Division I two-year college transfer requirements. (Jennifer Strawley)

13. Discussion of issues related to Division II federal graduation rates and Academic Success Rates (ASR).
 - a. Review of preliminary data from 2000-2003 federal and ASR cohorts. [Supplement No. 11a to be distributed at the meeting] (Summers)
 - b. Discussion of communication plan for reminding the membership that ASR data submission will be mandatory in 2011, per Bylaw 3.2.4.10.1. [Supplement No. 11b] (Summers)
14. Discussion regarding submission of Academic Performance Census (APC) and ASR data by institutions in the Division II membership process and by institutions reclassifying from Division II to Divisions I or III. [Supplement No. 12] (Summers) **Action Anticipated**
15. Discussion regarding the 2009-12 NCAA Division II Strategic Plan and ways to recognize institutional, team and individual academic achievement under Action Step 1.1.2. [Supplement No. 13] (Summers) **Action Anticipated**
16. Review of nomination criteria for College Sports Information Directors of America (CoSIDA)/ESPN the Magazine Division II Academic All-America Program. [Supplement No. 14] (Summers) **Action Anticipated**
17. Discussion of possible priorities for the Division II Long Range Projections Task Force. [Supplement No. 15] (Terri Steeb)
18. Discussion regarding issues related to initial eligibility.
 - a. Update on the initial-eligibility waiver process. [Supplement No. 16] (Stephanie Castera)
 - b. Update on the prospective student-athlete review process. [Supplement No. 17] (Steve Clar)
 - c. Update on academic certification process. [Supplement No. 18] (Gary DeCastro)
 - d. Update on the core-course and high school review process. [Supplement No. 19] (Lisa Mills)

19. Review progress-toward-degree waiver numbers. [Supplement No. 20] (Lane)
20. Review the International-Student Records Committee report. [Supplement No. 21] (Frank Arredondo)
21. Review the Student Records Review Committee report. [Supplement No. 22] (Smith)
22. Review revisions to the NCAA Division II Academic Requirements Committee Subcommittee on Progress-Toward-Degree Waivers Policies and Procedures. [Supplement No. 23] (Lane) [**Action Anticipated**]
23. Discussion regarding future meeting schedule. (Lane)
 - a. February 24-25, 2011 (Indianapolis, Indiana).
 - b. September 15-16, 2011 (Indianapolis, Indiana).
24. Other business.
 - a. Review of waiver request from Mercyhurst College regarding its nontraditional calendar. [Supplement No. 24] (Lane) **Action Anticipated**
 - b. Appointment of representative to the Division II Degree-Completion Award Committee. (Summers) **Action Anticipated**
25. Adjournment.

**REPORT OF THE
NCAA DIVISION II ACADEMIC REQUIREMENTS COMMITTEE
SEPTEMBER 16-17, 2010, MEETING**

ACTION ITEMS.

1. Legislative Action Items.

- **2012 Convention Legislation – NCAA Bylaw 20.10 – Division Membership – Membership Requirements – Philosophy Statement – Behavior of Division II Institutional Staff Members and Student-Athletes.**
 - (1) Recommendation. Sponsor legislation for the 2012 Convention to amend NCAA Bylaw 20.10 (philosophy statement) to include broad language regarding appropriate behavior of Division II institutional staff members and student-athletes. The proposed addition to the philosophy statement reads:

"(g) That institutional staff, including presidents and athletics personnel, shall hold student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at-large;"
 - (2) Effective Date. August 1, 2012.
 - (3) Rationale. During its September 2009 meeting, the committee reviewed a situation regarding a student-athlete who was suspended for disciplinary reasons from a Division I institution's team and was reported to be considering transferring to Division II. The committee agreed to sponsor legislation for the 2011 NCAA Convention to specify that a student-athlete who transfers while under disciplinary suspension or disqualification from the team must complete one calendar year of residence at the certifying institution. In October 2009, the NCAA Division II Management Council referred the recommendation back to the committee with concerns about the difficulty of establishing an appeal process to help protect student-athletes from unwarranted suspensions. The committee determined at its February 2010 meeting that proposing legislation would not be the most effective approach to this issue and agreed to propose a modification to the wording of the philosophy statement, which was supported by the Management Council. The modification of the philosophy statement broadly states that Division II institutional staff members, including presidents and directors of athletics, are the gatekeepers when it comes to student-athlete behavior and all are expected to hold themselves to the highest standards of personal conduct.

(4) Estimated Budget Impact. None.

(5) Student-Athlete Impact. None.

2. Nonlegislative Action Items.

- None.

INFORMATIONAL ITEMS.

- 1. Discussion on the Referral from Management Council Regarding Bylaw 14.5.1.2 (Disciplinary Suspension).** The committee discussed a referral from Management Council regarding Bylaw 14.5.1.2 (disciplinary suspension) and transfer student-athletes under a disciplinary suspension from the previous institution who meet the two-year nonparticipation exception to the transfer legislation. Division III adopted legislation to create an exception to the disciplinary suspension legislation to allow a student who transfers to a Division III school, and meets the two-year nonparticipation exception, to be eligible under the transfer exception rather than requiring an additional year in residence for the disciplinary suspension. The committee reviewed the concept and determined that in light of recent discussions surrounding student-athletes transferring after being suspended from an institution's athletics team, it was not appropriate to propose a change to the legislation. The committee plans to continue to review the disciplinary suspension legislation and directed staff to track on this as a possible future legislative item.
- 2. Two-Year College Transfer Requirements.** The committee discussed the application of the two-year college transfer legislation. When Bylaw 14.5.4.2.1 was adopted in 2004, the intent was two-year college transfers, who have not attended a four-year college previously and attended multiple two-year colleges, use full-time terms of enrollment, transferable-degree credit and academic degrees from all two-year colleges attended. The language of the bylaw was not clear that all two-year colleges would need to be used in determining transfer eligibility. The committee requested the staff editorially revise the language of the bylaw to ensure the intent is captured in the language.

3. **Discussion Regarding Trimester based Institutions.** The committee discussed the application of Division II legislation on institutions that operate with a trimester academic calendar. In previous years, the committee has reviewed a waiver of full-time enrollment for a Division II institution that operates in trimesters. More recently, staff has seen an increase in the number of interpretive questions regarding student-athletes who are transferring from a trimester institution to a semester or quarter-based academic calendar. Institutions are having difficulty determining the use of a semester or quarter and the average number of transferable credit hours for students who are transferring from a trimester institution where full-time enrollment is eight hours. The committee discussed options that would place trimester-based institutions in a similar position as semester and quarter-based institutions, and directed staff to gather data on trimester institutions; specifically, what those institutions consider full-time enrollment and the number of trimester institutions in total. The committee will use this information to discuss a possible recommendation for a legislative change at a future meeting.
4. **Review of Data from NCAA Division I Academic Performance Program on Two-Year College Transfers.** The committee received an update from the NCAA research staff on data collected regarding the academic preparation and performance of two-year college transfers. The results indicated transfers from two-year colleges to Division I institutions enter college with much lower high school grades and test scores than other student-athletes. Additionally, although graduation rates for two-year college transfers have increased, they still lag behind student-athletes who enter their Division I institution directly out of high school. Finally, the current academic performance of two-year college transfers remains substantially lower than other Division I student-athletes. The committee asked the staff to continue to monitor this data and any potential changes to the Division I two-year college transfer legislation.
5. **Update Regarding NCAA Division I Two-Year College Transfer Requirements.** The staff provided an update from the NCAA Division I Academic Cabinet's September 2010 meeting. The Academic Cabinet developed several wide-ranging concepts regarding the two-year college transfer legislation and will be soliciting feedback on the concepts in the next several months. The staff will provide an update to the committee at its February 2011 meeting.
6. **Review of Data Related to National Course Requirements for High School Graduation and College Admission.** The NCAA research staff provided the committee with a summary of current national trends in core-course requirements for high school graduation, the availability of core courses and admission requirements at member

institutions. The data show that the vast majority of states meet or exceed Division II core-course requirements for high school graduation. High schools that have larger enrollment, are more suburban or in larger towns, and have a lower percentage of students eligible for subsidized lunches tend to offer more core courses. In addition, the average number of courses required for admission at Division II institutions in 2009 met or exceeded the current Division II core-course requirements in English, mathematics, science and social science. However, the gap between the NCAA standards and institutional admission averages is reduced by the NCAA's additional, flexible requirements in six subject areas. The staff will monitor these trends and update the committee as necessary.

7. **Update Regarding the NCAA Division II Academic Success Rate (ASR) Data.** The NCAA research staff provided the committee with an update on the preliminary data from the 2000-2003 federal and ASR cohorts. Staff shared results regarding federal graduation rates and ASR but noted that the information was preliminary because data had not been finalized. The staff provided a draft communication plan to ensure that Division II institutions and conferences are aware that failure to submit ASR data by the June 1, 2011, deadline will result in forfeiture of institutional enhancement funds during the next academic year [Attachment]. The committee requested the staff continue with the communication plan and draft speaking points for the membership to understand why ASR data is important, the difference between the federal rate and ASR, and the benefit for institutions to submit the data. Additionally, the committee requested the staff send a reminder e-mail to the membership that includes a response requirement similar to Academic Performance Census (APC) data collection.
8. **Discussion Regarding Proposals for the 2011 Convention that Impact Eligibility.** The committee continued its discussions on the five proposals that will be voted on by the membership at the 2011 Convention that impact student-athlete eligibility.
9. **Discussion Regarding Submission of APC and ASR Data by Reclassifying Institutions and Institutions in the Division II Membership Process.** The committee discussed the issues related to institutions entering or leaving Division II membership and when the institutions should be required to submit ASR data. The committee determined that institutions in the Division II membership process and institutions reclassifying from Division II into Divisions I or III should be required to submit ASR data during each academic year in which they are required to submit APC data.

- 10. Discussion Regarding the 2009-12 NCAA Division II Strategic Plan.** The committee discussed the Division II Strategic Plan and ways to recognize academic achievement under Action Step 1.1.2. Specifically, the committee revisited the concept of recognizing institutions in the "Top 25" of the ASR. The NCAA Division II Planning and Finance Committee encouraged the committee to think of other ways to recognize the academic successes of institutions without ranking institutions, including selecting one school from each conference to recognize. The committee reaffirmed its position that it is important to recognize the highest levels of academic achievement, even if that means singling out individual institutions at the expense of others. The committee directed the staff to re-draft Action Step 1.1.2 to include recognition of institutions that earn overall ASRs of 90 or higher. The committee agreed that an ASR benchmark score is preferable to a "Top 25" ranking because the number of institutions that can be recognized is not finite and institutions with high ASRs can earn recognition regardless of how many other institutions have an even higher score.
- 11. Review of Nomination Criteria for College Sports Information Directors of America (CoSIDA)/ESPN the Magazine Division II Academic All-America Program.** The committee reviewed the proposed criteria for the CoSIDA/ESPN the Magazine Division II Academic All-America program. The committee agreed with the nomination criteria as drafted; however, the committee will monitor the cumulative grade-point average of honorees to determine if the current requirement is appropriate or if it should be higher.
- 12. Discussion Regarding Priorities for the NCAA Division II Long Range Projections Task Force.** The committee discussed the formation of the Long-Range Projections Task Force and the charge to establish a list of priorities for the Division II budget. The staff requested the committee review the initial list of priorities for the Division II budget and add additional priorities if applicable. Additionally, the staff requested that each committee member rank the top 10 priorities and provide the ranking to staff by November 30.
- 13. Review of Issues Related to Initial Eligibility.** The academic and membership affairs staff provided an update on the initial-eligibility waiver numbers for the 2009-10 academic year. The committee also received an update related to the prospective student-athlete review, early academic certification, core-course and high school review processes, and the number of cases processed thus far in the 2010 fall semester.

14. **Review Issues Related to Progress-Toward-Degree Waivers.** The committee reviewed information related to progress-toward-degree waiver numbers and decision for the 2009-10 academic year. The committee also approved revisions to the policies and procedures of the NCAA Division II Academic Requirements Committee Subcommittee on Progress-Toward-Degree Waivers.
15. **Review of the NCAA International Student Records Committee Report.** The committee received a report from the International Student Records Committee meeting in March 2010.
16. **Review of the NCAA Student Records Review Committee Report.** The committee received a report from the Student Records Review Committee meeting in March 2010.
17. **Review of Full-Time Enrollment Waiver Request Based on Nontraditional Academic Calendar.** The committee reviewed a waiver request from Mercyhurst College regarding its nontraditional academic calendar. The committee approved the waiver request pursuant to Bylaw 14.1.8.1.8.2 (practice or competition – nontraditional academic calendars or cooperative educational programs) based on the institutional policy that permits all students enrolled at the institution to take eight hours per term and be considered full time. The committee noted that should there be any change to these requirements, the institution should file a new request based on the new standards.
18. **Appointment of the NCAA Division II Degree-Completion Award Committee Representative.** The Academic Requirements Committee appointed Laura Clayton as a representative to the Degree-Completion Award Committee effective September 1, 2010.
19. **Future Meeting Date.** The committee agreed to conduct its spring in-person meeting February 24-25, 2011, and its fall in-person meeting September 15-16, 2011.

Committee Chair: Linda Van Drie-Andrzewski, Wilmington University (Delaware), Central Atlantic Collegiate Conference
Staff Liaisons: Jennifer Smith, Academic and Membership Affairs
Gregg Summers, Research

**NCAA Division II Academic Requirements Committee
Communication Plan – Mandatory Submission of Academic Success Rate Data**

Purpose of Plan.

To ensure that the Division II member institutions and conferences are aware that, effective June 1, 2011, the failure to submit Academic Success Rate (ASR) data by the deadline will result in forfeiture of enhancement funds (rather than receiving an incentive for submitting data), and that institutional staff members have the knowledge and resources to submit information in a timely manner.

Background.

When Division II adopted the ASR in 2005, institutions that failed to submit data in the 2004-05 through 2009-10 academic years were exempted from the regular penalties for failure to submit data (i.e., forfeiture of institutional enhancement funds in the following year), while institutions that did submit data received an incentive payment authorized by the NCAA Division II Management Council. With the penalty becoming effective next academic year, it is important that the Division II membership is aware that the failure to submit data will include a financial penalty.

Target Audience.

- Division II member institutions.
- Division II conferences.

Guiding Principles.

- Focus on three areas:
 - Requirement/legislation (Bylaw 3.2.4.10.1).
 - Process for submitting data.
 - Penalty/consequences for failure to submit.

Key Messages.

- Submission of ASR data is now required by legislation: institutions no longer receive an incentive payment for submitting data, but will forfeit enhancement funds by not submitting data.
- Deadline for data submission and process by which data is submitted.
- Value of collecting ASR data.

Communication Channels.

- Updates in commissioner's monthly newsletter.
- Announcement on Legislative Services Database for the Internet (LSDBi) homepage.
- AMA Education On Demand video.
- Letter to ASR users (under chair's name).
- Division II homepage (where appropriate).
- "Pop-up" reminder when Academic Performance Census data is submitted in fall 2010.
- Notation in "invitation letter" sent to institutions when the data collection portal opens.
- Conference compliance meeting.
- NCAA News story.
- Quarterly governance newsletter.
- Messaging when ASR is released in November 2010.
- Faculty Athletics Representatives Association listserv and November fall symposium.

- Convention session (if appropriate place).
- 2011 NCAA Regional Rules Seminar (if there is a relevant topic presentation).

Timeline.

Summer 2010:

- Planning/Implementation.
 1. Determine timelines for communication.
 2. Develop speaking points.

Fall 2010:

- Outreach.
 1. Provide reminder and speaking points to staff with information sheet and sample and who to contact (via e-mail).
 2. Provide first official notice to membership with information sheet and sample and who to contact (via LSDBi, Collegiate Commissioners Association Compliance Administrators update).

January 2011:

- Planning/Implementation.
 1. Update ASR data submission portal to indicate that submission is required for all member institutions.