

**NCAA
DIVISION III**

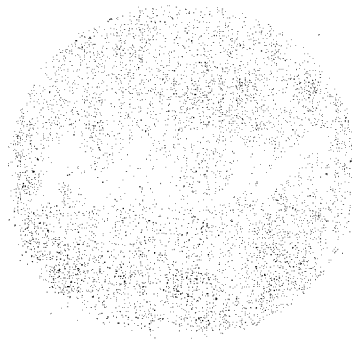
**INSTITUTIONAL SELF-STUDY GUIDE
TO ENHANCE INTEGRITY
IN INTERCOLLEGIATE ATHLETICS**



NCAA Constitution 6.3.1 requires that Division III member institutions complete a comprehensive self-study of their athletics programs at least once every five years. Once the self-study is completed, the Notification of Completion form must be signed by the institution's chief executive officer (CEO) indicating the date of completion and forwarded to the membership coordinator of the NCAA membership services staff. Note: The completed guide does not need to be submitted to the NCAA. It must, however, be available for inspection on request by NCAA representatives.

Questions or comments about this guide should be directed to the NCAA's membership services office, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

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Introduction to the Institutional Self-Study Guide

The NCAA Division III Institutional Self-Study Guide (Division III ISSG) is designed to assist Division III member institutions in assessing the role of athletics in an institution's educational mission. The document is designed specifically to assist Division III member institutions in satisfying the self-study requirements of NCAA Constitution 6.3.1. Upon completion of the Division III ISSG, the institution is required to submit to the NCAA membership services office the Notification of Completion form (which accompanies the self-study guide) signed by the chief executive officer (CEO), and other designated senior administrators, as well as indicating the date of completion. All provisional members must forward a copy of the completed ISSG to the NCAA membership services office at the conclusion of the initial year of provisional membership. The completed Division III ISSG is to be retained on file with the institution and made available for examination upon request by authorized representatives of the Association.

Completion of the Division III ISSG is required at least once every five years. However, as changes in institutional or athletics program leadership occur, new administrators may wish to complete the Division III ISSG as a part of becoming familiar with their new responsibilities.

The Division III ISSG is not meant as a substitute for the NCAA Manual or other NCAA/conference publications containing the rules governing intercollegiate athletics competition. Rather, its intent is to:

1. Provide an internal self-study document for Division III institutions that emphasizes the Division III philosophy statement and presents a more appropriate alternative to an external evaluation process;
2. Involve senior-level institutional administrators both inside and outside of athletics in a study that can enhance their knowledge of athletically related activities;
3. Sensitize senior-level administrators of Division III institutions to the strengths and weaknesses in their athletics programs, and
4. Identify specific areas in Division III athletics programs that reinforce appropriate current practices and/or identify areas that require further attention.

The Division III ISSG should be completed by athletics department personnel working with an existing or ad hoc committee that is responsible for overseeing athletics programs. The committee should represent adequately all major institutional perspectives and should be provided sufficient time and resources to gather all information called for by the Division III ISSG.

A committee comprised of the chief executive officer and other staff (including, but not limited to, faculty athletics representative, director of financial aid, director of admissions, director of athletics, senior woman administrator and student-athletes) should complete the Division III ISSG soon after receiving it from the NCAA. Following this initial survey, they may wish to perform periodic follow-up checks using the entire instrument or selected sections that relate to specific areas of concern.

Institutional committees also may find it useful to develop a written action plan that addresses areas of concern or specific initiatives identified during the self-study. **This strategy is required of all provisional members completing the ISSG.**

The Division III ISSG consists of "Yes, No, N/A" questions deemed appropriate for study by Division III member institutions. Each question that is answered "No" or "N/A" identifies an issue or concern that should become a topic for more detailed inquiry by the institution. This does not imply that every "No" or "N/A" response automatically indicates an inherent problem or inappropriate institutional practice.

During a self-study, there may be disagreements among members of the self-study committee about the appropriate answers to particular questions. For example, members of the athletics program staff may believe that certain procedures exist, yet there may be no documentation or records to substantiate that to the larger institutional community. In this case, one course of action may be simply to publicize more widely the current practices. Another possible course of action may be to formalize policies and/or procedures that generally are followed but that could be misapplied by some persons or in some circumstances. In other cases, the ad hoc committee may acknowledge that particular negative responses are true yet pose no potential for compliance problems in their athletics program. In such cases, no further actions would be necessary. The choice of methods for converting any particular item from a negative to a positive response is, of course, best determined by institutional officials familiar with the history and context of the identified problem.

All Division III ISSG users should be aware that the NCAA membership services staff has collected and is able to distribute support resources keyed to particular Division III ISSG items. For example, if an institution is interested in revising the athletics program's statement of philosophy, the NCAA national office can assist with this project.

To receive further information or to submit comments regarding the Division III ISSG, please contact NCAA membership services at 317/917-6222.

I. Institutional Purpose and Athletics Philosophy

Rationale: Colleges and universities in Division III place highest priority on the overall quality of a student's 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. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- Place special importance on the impact of athletics on the participants rather than on the spectators and greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- Award no athletically related financial aid to any student;
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of athletics opportunities in varsity, junior varsity, club and intramural sports;
- Ensure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Ensure that athletics participants are not treated differently from other members of the student-body;
- Ensure the integration of student-athletes into institutional life;
- Ensure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- Give primary emphasis to regional in-season and conference competition; and
- Support students in their efforts to reach high levels of performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities with students from similar institutions.

1. Does the institution have a written statement of philosophy for its athletics program?

☒ Yes ☐ No

2. Is the athletics department's written philosophy statement given wide circulation within the institution and made available to its external constituencies?

☒ Yes ☐ No

3. Where is it published? STUDENT-ATHLETE Handbook, Title V,
Media Guides

4. Is it consistent with the Division III philosophy?

☒ Yes ☐ No

5. Does it support the institution's mission statement?

☒ Yes ☐ No

6. Does the institution's written statement of athletics program philosophy address the following:

- a. an explicit linkage to the educational mission of the institution?

☒ Yes ☐ No

- b. explicit reference to the principles of fair play and amateur athletics competition, as defined by NCAA legislation?

☒ Yes ☐ No

- c. explicit reference to the academic success of student-athletes?

☒ Yes ☐ No

- d. explicit reference to the health and welfare of student-athletes?

☒ Yes ☐ No

- e. explicit reference to the fair and equitable treatment of men and women?

☒ Yes ☐ No

- f. explicit reference to standards of sportsmanship and ethical conduct?

☒ Yes ☐ No

7. Is the institution's written statement of athletics program philosophy reviewed by:
- a. the president, or his/her designee?
☒ Yes ☐ No How often? Each year
 - b. the institution's governing board (e.g., board of regents, trustees)?
☒ Yes ☐ No How often? Periodically
 - c. the faculty or representatives of the faculty, the athletics board or designated individuals outside the athletics department?
☒ Yes ☐ No How often? 1 / year
 - d. all athletics department personnel?
☒ Yes ☐ No How often? 1 / year
 - e. representatives of the institution's athletics interests (e.g., booster or alumni groups)?
☒ Yes ☐ No How often? Periodically
 - f. all enrolled student-athletes?
☒ Yes ☐ No How often? 1 / year

II. Principles of Sportsmanship and Ethical Conduct

Rationale: 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. These values should be manifested not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

According to Constitution 2.4, it is the responsibility of each institution to:

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
- (b) Educate, on a continuing basis, all constituencies about the policies in 2.4(a).

1. On an appropriate schedule, are the following groups informed of the institution's commitment to the principles of sportsmanship and ethical conduct as defined in NCAA Constitution 2.4:
 - a. the institution's governing board?
☒ Yes ☐ No
 - b. all athletics department personnel?
☒ Yes ☐ No
 - c. representatives of the institution's athletics interests and members of athletics-program booster groups?
☒ Yes ☐ No
 - d. all enrolled student-athletes?
☒ Yes ☐ No
2. Has the institution established procedures to handle noncompliance with the concepts of sportsmanship and ethical conduct related to the following groups:
 - a. all institutional staff members and personnel?
☒ Yes ☐ No
 - b. all enrolled student-athletes?
☒ Yes ☐ No

c. event-management personnel, including spectator control?

☒ Yes ☐ No

III. The Authority of the Chief Executive Officer and Institutional Oversight of Athletics

Rationale: 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 member institutions. However, the authority and responsibility of the chief executive officer under NCAA legislation are clear. The chief executive officer ultimately is responsible for the athletics program, its resources and its compliance with NCAA regulations. Accordingly, Division III chief executive officers 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. Does the institution have written statements of authority or standard operating procedures that specify that the chief executive officer of the institution has the authority and final responsibility for:
 - a. appointing all athletics personnel?
☒ Yes ☐ No
 - b. approving the annual operating budget for the athletics program?
☒ Yes ☐ No
 - c. approving policies and standards of conduct for all representatives of the institution's athletics program or interests?
☒ Yes ☐ No
2. Does the director of athletics report directly to the chief executive officer or to a senior administrator designated by the chief executive officer?
☒ Yes ☐ No
3. Does the director of athletics meet regularly with the chief executive officer or with the senior administrator who controls intercollegiate athletics?
☒ Yes ☐ No How often? 1 / week
4. Is the institution's position on legislative issues upon which the institution must vote at NCAA Conventions (and conference meetings, if applicable) understood and approved by:
 - a. the chief executive officer?
☒ Yes ☐ No

- b. the senior administrator to whom the athletics department reports?
☒ Yes ☐ No
- c. the faculty athletics representative?
☒ Yes ☐ No
- d. the athletics board?
☒ Yes ☐ No
- e. the director of athletics?
☒ Yes ☐ No
- f. the senior woman administrator?
☒ Yes ☐ No
- g. the student-athlete advisory committee?
☒ Yes ☐ No
5. Is the following information shared routinely with the chief executive officer (or designee) or with the senior administrator or committee that oversees intercollegiate athletics:
- a. reports to the NCAA (and conference, if applicable) including those regarding possible violations of NCAA and/or conference rules?
☒ Yes ☐ No
- b. performance reviews of athletics personnel?
☒ Yes ☐ No
- c. conference meeting minutes?
☒ Yes ☐ No
- d. the institution's regular financial audit, including the intercollegiate athletics program?
☒ Yes ☐ No

IV. Institutional Control and Accountability of Athletics Program Finances

Rationale: Adequate institutional control of intercollegiate athletics programs through *institutional control of athletics program finances* is a principle fundamental to Division III.

Division III Philosophy Statement:

...(g) Assure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution ...

1. Do institutional policies require that *all* income and revenue, including trade-out services and gifts-in-kind, targeted for the use of the athletics program (including fundraising by boosters) be processed by an office of the institution that is independent of the athletics program?
☒ Yes ☐ No
2. Per Constitution 6.2.3.3, do institutional policies require that *all* expenses and revenues, including trade-out services and gifts-in-kind, associated with the operation of the athletics program be audited at least annually by an office of the institution that is independent of the athletics program?
☒ Yes ☐ No
3. Do institutional policies explicitly prohibit athletics department staff from maintaining funds or accounts that are not subject to institutional control and/or review?
☒ Yes ☐ No
4. Do institutional policies exist regarding the prior approval and reporting of all athletically related income received by staff members?
☒ Yes ☐ No
5. Do institutional policies exist regarding the prior approval and reporting of all athletically related fundraising activities income including trade-out services and gifts-in-kind?
☒ Yes ☐ No
6. Are all coaches and athletics staff members made aware of those policies?
☒ Yes ☐ No

V. Athletics Program Organization and Administration

Rationale: Four general principles of athletics program administration underlie this section. First and foremost is the principle of *institutional control* of athletics programs. Institutional control is fundamental to integrity in intercollegiate athletics, which promotes fair competition by amateur student-athletes. The second principle is that of *direct accountability*. In matters relating to athletics program management, responsibilities must be explicit, well understood and subject to monitoring in accord with clear performance criteria. The third principle is that of *administrative awareness*: those who administer athletics programs must maintain close personal contact with them. The final principle is that of *student-athlete involvement*. Each institution is required to establish a student-athlete advisory committee as an important step in enhancing the involvement of student-athletes in athletics matters.

1. Is the director of athletics responsible for all aspects of the operation of the athletics program?
☒ Yes ☐ No
2. Do all staff members of the athletics program, including head coaches, report to the director of athletics or his/her designee?
☒ Yes ☐ No
3. Is the intercollegiate athletics program overseen by a senior institutional administrator, institutional committee or board that represents the athletics program to other institutional constituencies?
☒ Yes ☐ No
4. Is the institutional faculty athletics representative provided with sufficient resources, encouragement and opportunities to be actively involved in carrying out his/her responsibilities?
☒ Yes ☐ No
5. Is the faculty, as a whole or through some representative body, kept informed regarding institutional policies and practices affecting the operation of intercollegiate athletics?
☒ Yes ☐ No
6. At least once a year, does the director of athletics or his/her representative meet personally with all student-athletes who are actively participating in intercollegiate athletics (i.e., to administer the Student-Athlete Statement)?
☒ Yes ☐ No

7. Does an established grievance procedure exist on campus to address concerns of a student-athlete that may arise out of the student-athlete (either a procedure that deals exclusively with student-athletes or one that is available to all students, including student-athletes)?
- ☒ Yes ☐ No
8. Have responsibilities for overseeing all aspects of institutional compliance with NCAA (and conference, if applicable) rules been formally assigned to a specific individual or individuals?
- ☒ Yes ☐ No
9. During the past year, have all institutional personnel with formal compliance responsibilities received continuing education to reinforce their understanding of existing NCAA (and conference, if applicable) rules?
- ☒ Yes ☐ No
10. Does the athletics department provide an opportunity for all coaches to participate in annual (or more frequent) reviews and discussions regarding NCAA (and conference, if applicable) rules?
- ☒ Yes ☐ No
11. Within the past year, has the director of athletics explicitly stressed to all athletics program personnel the necessity to self-report possible NCAA (and conference, if applicable) rules violations to appropriate institutional administrators?
- ☒ Yes ☐ No
12. Does the institution have a senior woman administrator (SWA) as defined in Constitution 4.02.4?
- ☒ Yes ☐ No
13. Does the SWA have a job description related to the administration/development of policies of the overall athletics program?
- ☒ Yes ☐ No
14. Pursuant to Constitution 6.1.4, does the institution have an established student-athlete advisory committee on campus to represent its student-athletes?
- a. does it encourage the attendance and participation of student-athletes?
- ☒ Yes ☐ No

15. Does the committee have a mission statement?

☒ Yes ☐ No

16. Has the institution defined the role and responsibilities of the committee?

☒ Yes ☐ No

VI. Employment of Athletics Program Personnel

Rationale: In the final analysis, 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. Division III institutions can take a major step toward ensuring the success of their athletics programs and avoiding abuses by conscientiously attempting to employ only personnel that are qualified, competent and exhibit integrity. Division III institutions also should emphasize racial diversity and gender equity in the employment of athletics department personnel.

1. Do the institution's hiring practices include affirmative-action and/or equal employment guidelines designed to encourage the employment of women and minorities in all athletics programs?
☒ Yes ☐ No
2. Is the athletics department actively identifying and recruiting potential minority candidates for administrative and/or coaching positions on an ongoing basis?
☒ Yes ☐ No
3. Is the athletics department actively identifying and recruiting potential women candidates for administrative and/or coaching positions on an ongoing basis?
☒ Yes ☐ No
4. Do the institution's hiring procedures for *all* athletics program personnel require formal consideration of candidates' willingness and capabilities to abide by NCAA (and conference, if applicable) rules?
☒ Yes ☐ No
5. Do the institution's hiring procedures require that efforts be made to determine whether candidates for coaching positions have been involved in responsible for past NCAA rules violations?
☐ Yes ☐ No
6. Do the employment agreements for *all* athletics program personnel stipulate that the violation of NCAA (and conference, if applicable) rules is prohibited and may result in disciplinary action up to and including termination of employment?
☒ Yes ☐ No
7. Are there written criteria that specify the factors that will be considered in evaluating the job performance of the director of athletics and all athletics department personnel?
☒ Yes ☐ No

8. Does the institution provide resources and encouragement to permit athletics department personnel to participate in professional development and enhancement programs?

☒ Yes ☐ No

VII. Sports Programs

Kurt Beeson

Rationale: As a condition of membership in Division III, Bylaw 20.10.3 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.

Division III Philosophy Statement:

- ... (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students ...
- ... (h) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports ...

1. Does the institution provide a method for ensuring/monitoring/evaluating adequate coaching and funding for each sport designated as a part of the institution's intercollegiate athletics program?

☒ Yes ☐ No

2. Has the institution conducted a Title IX or gender-equity review on a regular basis (within the last five years)?

☒ Yes ☐ No

3. Are the results of the Equity in Athletics Disclosure Act (EADA) reporting form reviewed?

☒ Yes ☐ No

4. Are those results reviewed by the:

Chief executive officer?

☒ Yes ☐ No

Faculty athletics representative?

☒ Yes ☐ No

Director of financial aid?

☒ Yes ☐ No

Admissions office?

☐ Yes ☒ No

Director of athletics?

☒ Yes ☐ No

Senior woman administrator?

☒ Yes ☐ No

Student-athletes?

☐ Yes ☒ No

Coaches?

☒ Yes ☐ No

5. Has the institution formulated policies aimed at ensuring equitable institutional support for all varsity sports, including a scheduling policy that ensures equitable competition, and fair and equitable financial support that meets the needs of each sports program?

☒ Yes ☐ No

6. Has the institution formulated policies aimed at addressing the equitable allocation of resources to meet the needs of all students (male and female) based on the institution's undergraduate enrollment and level of interest?
- ☒ Yes ☐ No
7. Does the institution have clearly defined procedures for adding or deleting varsity sports?
- ☐ Yes ☒ No
8. Has the institution established adequate controls to monitor missed class time per Bylaw 17.1.8.1 and required days off pursuant to Constitution 3.2.4.12, Bylaws 17.1.7 and 17.1.8?
- ☒ Yes ☐ No
9. Has the institution established adequate controls to monitor playing-and-practice-season start dates, length of season and maximum numbers of contestants/participants per Bylaws 17._1 through 17._6?
- ☒ Yes ☐ No
10. Has the institution established procedures, such as exit interviews, to assess the quality of the student-athlete experience?
- ☐ Yes ☒ No

VIII. Sports Medicine

Harry Gardner

Rationale: 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 provided. Periodic analysis of injury patterns continually leads to refinements in the rules and other safety guidelines.

1. Who is responsible for reviewing the NCAA guidelines in the NCAA sports medicine handbook

ATHLETICS DIRECTOR, COACHES, ATHLETIC TRAINER

2. How often are those guidelines reviewed?

SEMI-ANNUALLY

3. Are these policies reviewed by:

Director of the institution's health service?

☐ Yes ☒ No

Coaches?

☒ Yes ☐ No

Trainers?

☒ Yes ☐ No

Director of athletics?

☒ Yes ☐ No

Senior woman administrator?

☒ Yes ☐ No

Team physicians?

☒ Yes ☐ No

4. Does the institution have in place written procedures to address specific aspects of sports medicine administration as included in the NCAA Sports Medicine Handbook? (Note items in NCAA guideline 1a of the NCAA Sports Medicine Handbook.)

Preparticipation medical exam?

☒ Yes ☐ No

Health insurance?

☒ Yes ☐ No

Preseason preparation?

☒ Yes ☐ No

Acceptance of risk?

☒ Yes ☐ No

Planning/supervision?

☒ Yes ☐ No

Liability?

☒ Yes ☐ No

Equitable medical care?

☒ Yes ☐ No

Equipment?

☒ Yes ☐ No

Facilities?

☒ Yes ☐ No

Blood-borne pathogens?

☒ Yes ☐ No

Emergency care?

☒ Yes ☐ No

5. Do these procedures apply to practice and competition during the nontraditional season as well as during the traditional season?

☒ Yes ☐ No

6. Are these standards applied across all sports?

☒ Yes ☐ No

7. Are training in CPR and emergency first-aid practices provided to athletics coaches and administrators?

☒ Yes ☐ No

8. Does the institution periodically collect and assess data on sports-related injuries for all enrolled student-athletes and review that data in comparison to data from the NCAA Injury Surveillance System?

☒ Yes ☐ No

IX. Recruiting, Admissions, Financial Aid and Academic Eligibility

Rationale: 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 reexamine their ultimate dedication to the academic success of their student-athletes. The administration of financial aid based upon need and/or academic ability and without the consideration of athletics ability or participation is a principle fundamental to Division III athletics.

Bylaw 15.4.6 -- Aid Without Consideration of Need. Loans and awards specified in the following subsections may be offered to student-athletes without consideration of the recipient's need.

- | | |
|----------|---------------------------------|
| 15.4.6.1 | Loans |
| 15.4.6.2 | Academic honor awards |
| 15.4.6.3 | Awards of circumstance |
| 15.4.6.4 | Nonathletics achievement awards |
| 15.4.6.5 | On-campus employment |
| 15.4.6.6 | Aid from outside sources |

Bylaw 15.4.7 -- Leadership and Merit Awards may NOT be offered to student-athletes without consideration of need and may NOT include athletics ability as a criterion.

A. Recruiting and Admissions

1. Does the institution have written policies governing the recruitment of student-athletes by *all* representatives of the institution's athletics program interests?

☒ Yes ☐ No

2. Do the institution's written recruiting policies specify:

- a. that NCAA rules regarding acceptable and prohibited recruiting practices be explained at least annually to all recognized athletics support groups (e.g., parents, alumni, friends)?

☐ Yes ☒ No

- b. that all prospective student-athletes (and their parents and high-school coaches, if possible) be informed about NCAA (and conference, if applicable) recruiting rules and the penalties for violation of those rules?

☒ Yes ☐ No

- c. are those policies reviewed by coaches and athletic staff?

☒ Yes ☐ No

3. Are *all* expenses associated with the recruitment of prospective student-athletes reviewed on a timely basis and processed pursuant to regular institutional financial procedures?

☒ Yes ☐ No

4. Are all decisions regarding the admission of prospective student-athletes made by institutional personnel who are not affiliated with the athletics program?

☒ Yes ☐ No

5. Does the institution admit all student-athletes pursuant to normal institutional admissions requirements?

☒ Yes ☐ No

B. Financial Aid

Completed by Maria Ramos

1. Are all decisions regarding the packaging of financial aid for student-athletes made by institutional personnel who are not affiliated with the athletics program?

☒ Yes ☐ No

2. Is all financial aid awarded to student-athletes based upon need and/or academic ability, and not upon athletics ability and participation, and are policies and procedures in place to ensure that these awards consistently are made in accordance with all Division III financial aid rules?

☒ Yes ☐ No

3. Do the director of athletics and director of financial aid review at least annually Division III financial aid rules?

☒ Yes ☐ No

4. Are institutional procedures related to the processing of financial aid awards (e.g., determination of need, receipt of outside awards, renewal of awards) applied consistently to student-athletes and nonstudent-athletes?

☒ Yes ☐ No

5. Do you have a listing of the published criteria of all academic honor awards, awards of circumstance and nonathletics achievement awards given without consideration of need, as well as need-based leadership and merit awards?

☒ Yes ☐ No

6. Are they reviewed at least annually?

☒ Yes ☐ No

7. Who participates in this review? Director, Financial Aid

8. Have all awards of circumstance and nonathletics achievement awards given without regard to need been submitted to the NCAA for approval?

☒ Yes ☐ No

9. Are all leadership and merit awards given to student-athletes made within need without consideration of athletics ability and/or participation?

☒ Yes ☐ No

C. Eligibility Karen Jarnel

1. What is the institution's definition of "good academic standing"?
A student who is carrying an approved schedule of classes, is not on probation, & has a minimum GPA of 2.0 overall & in major at the undergrad. level & 3.0 overall at the grad. level.

2. Are student-athletes and coaches informed of those standards at least annually?

☒ Yes ☐ No

3. Has the institution established a system for verifying and monitoring the eligibility of all student-athletes?

☒ Yes ☐ No

4. Does the institution's system for checking the eligibility of student-athletes contain the following provisions:

a. a procedure for ensuring that the institution's "good academic standing" requirements are being observed?

☒ Yes ☐ No

b. a procedure for ensuring that course "drops" that might adversely affect eligibility are flagged for immediate action by athletics program staff?

☒ Yes ☐ No

c. a procedure for ensuring the accuracy and acceptability of any credits and grades earned from other educational institutions, including credits/grades earned in summer and/or correspondence courses?

☒ Yes ☐ No

d. a procedure for ensuring the accuracy and completeness of records of prior athletics competition upon which determinations of eligibility are based?

☒ Yes ☐ No

5. Are *all* determinations of eligibility made or reviewed and certified by institutional personnel who are not affiliated with the athletics program?

☒ Yes ☐ No

X. Institutional Student Services

Rationale: Division III student-athletes should have access to the same range of support services available to all students. Because of demands made on student-athletes' time (e.g., as a result of athletics practice and competition), it may be necessary to make arrangements to ensure that they can take full advantage of some services, especially those designed to promote successful academic performance. However, the particular arrangements for providing services 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.

1. Does the institution ensure that the following support services are available to all students, including its student-athletes:

a. orientation to college life?

☒ Yes ☐ No ☐ N/A

b. orientation to the campus?

☒ Yes ☐ No ☐ N/A

c. education regarding study skills and time management?

☒ Yes ☐ No ☐ N/A

d. personal academic tutoring?

☒ Yes ☐ No ☐ N/A

e. counseling for academic problems?

☒ Yes ☐ No ☐ N/A

f. counseling for personal problems?

☒ Yes ☐ No ☐ N/A

g. access to health education concerning: AIDS, STD's and other health issues?

☒ Yes ☐ No ☐ N/A

h. counseling regarding alcohol, tobacco products, drugs or other substance abuse?

☒ Yes ☐ No ☐ N/A

i. counseling regarding gambling problems?

☒ Yes ☐ No ☐ N/A

- j. counseling regarding summer and/or postgraduation job opportunities?
☒ Yes ☐ No ☐ N/A
- k. counseling regarding eating disorders?
☒ Yes ☐ No ☐ N/A
- l. counseling regarding violent behavior, acquaintance rape and issues of harassment?
☒ Yes ☐ No ☐ N/A
2. Does the institution have procedures in place for intervention for individuals or groups of individuals regarding these issues?
☒ Yes ☐ No
3. At least annually, do you review with student-athletes, coaches, trainers and team physicians (as appropriate) NCAA rules related to the following areas:
- a. drug awareness and drug testing for banned substances per Bylaw 31.2.3?
☒ Yes ☐ No
- b. gambling per Bylaw 10.3?
☒ Yes ☐ No
- c. use of tobacco products per Bylaw 11.1.7?
☒ Yes ☐ No
4. Does the institution inform student-athletes of other available support services?
☒ Yes ☐ No

XI. Student-Athlete Profiles

Coleman

Rationale: As a part of reasonable efforts to identify areas for improvement in the athletics program, as well as to deter possible abuses, Division III institutions should monitor certain aspects of their athletics programs. The following items suggest possible topics that should be evaluated:

1. Does the institution periodically collect and assess the following data for all enrolled student-athletes and review that data in comparison to the general student body:

a. distribution of academic majors?

☒ Yes ☐ No ☐ N/A

b. class enrollments, including drops?

☒ Yes ☐ No ☐ N/A

c. class attendance?

☐ Yes ☒ No ☐ N/A

d. midterm grades?

☐ Yes ☒ No ☐ N/A

e. final grades?

☒ Yes ☐ No ☐ N/A

f. progress toward a degree?

☒ Yes ☐ No ☐ N/A

g. retention rates?

☐ Yes ☒ No ☐ N/A

2. What individual or group is responsible for reviewing this information?

John Jackson

3. How often does that individual or group review such information?

weekly and/or semesterly

APPENDIX

Checklist of materials to be submitted by provisional members with completed ISSG:

- ☒ Institution's educational mission statement.
- ☒ Athletics philosophy statement.
- ☒ Student-athlete advisory committee mission statement and policies and procedures.
- ☒ Reporting lines in athletics program (e.g., organizational chart related to the athletics department).
- ☐ Institutional role and responsibility of the senior woman administrator.
- ☐ EADA form.

**Notification of Completion
of
Institutional Self-Study**

This form is to be returned by the institution's chief executive officer upon completion of the institution's self-study and evaluation of its intercollegiate athletics program required at least once every five years in accordance with NCAA Constitution 6.3.1. Please note that only this form, not the completed self-study document, is to be returned to the NCAA national office. The completed self-study document and supporting documentation are to be retained on file with the institution and available for examination upon request by an authorized NCAA representative.

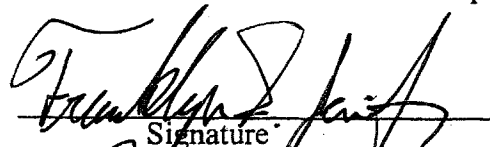
This is to certify that

The University of Texas at Dallas

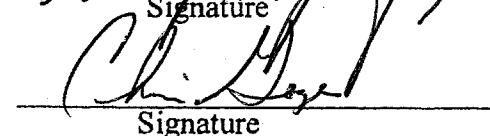
(Institution)

has completed a comprehensive self-study and evaluation of its intercollegiate athletics programs using the Institutional Self-Study Guide (ISSG) in accordance with the provisions of NCAA Constitution 6.3.1 and that an institutional plan to correct areas determined to be program weaknesses will be implemented and placed on file with this study. It is understood that a report of the self-study and supporting documentation are available for examination upon request by an authorized representative of the NCAA.


Dr. Franklyn Jenifer
Printed Name of Chief Executive Officer


Signature

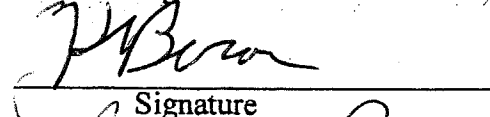
Chris Gage
Printed Name of Director of Athletics


Signature

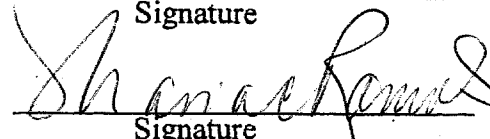
Dr. Darcelene Rachavong
Printed Name of Senior Woman Administrator


Signature

Dr. Kurt Beron
Printed Name of Faculty Athletics Representative


Signature

Maria Ramos
Type Name of Director of financial aid


Signature

Anne Mc Lane
Type Name of Director of admissions


Signature

Date ISSG was completed: August 15, 2003

(OVER)

How long did it take to complete the self-study guide? 4 months

Names and titles of individuals on the self-study committee (please note chair):

Darrelene Rachavong, Dean of Students (Chair)

Jack Peel, Interim Athletic Director, Soccer Coach

Kurt Beron, Faculty Athletics Representative

Maria Ramos, Financial Aid Director

Anne Mc Lane, Director of Admissions

Return to: Chris T. Martin
Membership Services
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222

THE UNIVERSITY OF TEXAS AT DALLAS

INTERCOLLEGIATE ATHLETICS

MISSION STATEMENT

The purpose of intercollegiate athletics at The University of Texas at Dallas is to provide student-athletes with the highest quality athletic experience available in NCAA Division III competition. This will be done, in part, by developing one of the premier NCAA Division III programs in the state of Texas, in the American Southwest Conference and in the nation. The Department of Athletics at UTD is dedicated to making intercollegiate athletics an integral part of the student experience on and off campus.

PHILOSOPHY AND PURPOSE STATEMENT

As an integral part of the total educational program within the University, the athletic program is subject to the same aims, policies, and objectives as other departments and programs on campus. The purpose of athletics at The University of Texas at Dallas is to provide competitive opportunities to students which foster physical, social and emotional benefits along with a sense of sportsmanship. In pursuit of this, the athletic department emphasizes the development of the student-athlete's mind, body, and spirit in a manner complementary to the academic program and places special importance on the student-athletes instead of spectators and on the university community rather than the entertainment needs of the general public. Looking to the future, the University has developed an expanding athletic program competing in the NCAA Division III, which exists for schools that offer no athletic scholarships, and emphasizes amateur athletics and fair play with the total well-being of the student-athletes in mind. Choosing to offer athletics under those circumstances fulfills the need of those students who desire to participate in sports while pursuing a college degree. Student-athletes are reminded that above all, the main purpose of attending college is to obtain an education.

With these purposes in mind, the Intercollegiate Athletic Department at The University of Texas at Dallas currently pursues the following goals for students and the institution. *The student-athlete, as a central focus of intercollegiate athletics, shall:*

Accept the responsibility to become an effective, contributing member of society.

Perform as a positive role model on campus and in the wider community.

Fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree.

The University of Texas at Dallas shall:

Ensure that intercollegiate athletics is an integral part of the total educational offering.

Ensure that student-athletes receive the same treatment as other students with no special privileges in admissions, academic advising, course selection, grading, living accommodations or financial assistance.

Similarly, student-athletes will not be denied rights or opportunities that would be available to them as non-athletes.

Encourage participation by maximizing the number and variety of athletic opportunities in varsity and intramural sports.

Control, finance and staff the athletics program through the same general procedures as other departments of the university.

Provide equitable athletic opportunities for males and females to give equal emphasis to men's and women's sports.

THE UNIVERSITY OF TEXAS AT DALLAS

MISSION STATEMENT:

The mission of The University of Texas at Dallas is to provide Texas and the nation with the benefits of educational and research programs of the highest quality. These programs address the multi-dimensional needs of a dynamic, modern society driven by the development, diffusion, understanding and management of advanced technology.

STRATEGIC INTENT:

To be a nationally recognized top-tier university sculpted within a model of focused excellence. The university emphasizes education and research in engineering, science, technology and management while maintaining programs of focused excellence in other academic areas. Within the context of this mission, the goals of the university are as follows:

- To provide able, ambitious students with a high-quality, cost-effective education that combines the nurturing environment of a liberal arts college with the intellectual rigor and depth of a major research university.
- To discover new knowledge and to create new art that enriches civilization at large and contributes significantly to economic and social programs.
- To enhance the productivity of business and government with strategically designed, responsively executed programs of research, service and education.

The university intends to achieve these objectives by investing in students and faculty, building upon its programs, policies and operations and enhancing institutional character and excellence in education. The major points of UTD's strategic plan to accomplish these goals are as follows:

- Continue to strengthen the identity of the university as a leader in higher education in terms of excellent faculty and superior students.
- Enhance the quality of its students' learning experiences and its employees' work environment.
- Emphasize education and research in science and technology and in leadership and management, while maintaining concurrent programs of focused excellence

in other fundamental fields of art and knowledge.

- Expand and intensify partnerships relations with business, governmental and educational neighbors.
 - Enhance programmatic quality and institutional balance while adhering to rigorous quality standards.
 - Actively pursue external support of and funding for the ambitious academic and service programs integral to its mission.
-

[Return to UTD Home Page](#)

**THE UNIVERSITY OF TEXAS AT DALLAS
STUDENT-ATHLETE ADVISORY COMMITTEE**

ARTICLE I

NAME

The name of the organization shall be the Student-Athlete Advisory Committee.

ARTICLE II

PURPOSE

- A. Promote communication between the athletic administration and student-athletes.
- B. Disseminate information
- C. Provide athletes a voice within the athletic program
- D. Build a sense of community within the athletics program involving all athletic teams.
- E. Organize community service efforts.
- F. Solicit student-athlete responses to proposed conferences and NCAA legislation.
- G. Create a positive student-athlete image on campus.

ARTICLE III MEMBERSHIP

- A. The Committee shall be composed of one voting member from each intercollegiate team. Each team must also have an alternate representative to attend meetings if their representative cannot attend. Each team shall have one vote.
- B. The Committee members shall be selected by the team and shall serve as liaisons between the Committee and their teams.
- C. Members shall be selected for a one-year term during the spring semester.
- D. Membership shall be announced at the Sports Banquet.
- E. The term of office shall run from May 1 through April 30.
- F. An Athletic Department Staff member shall serve as a non-voting advisor to the Committee.
- G. The advisor shall call the first meeting in May at which time the membership shall elect officers.

ARTICLE IV OFFICERS

- A. The Officers of SAAC shall be known as the Executive Committee. The Executive Committee shall consist of a Chair, a Vice Chair and a Recorder.

ARTICLE V

MEETINGS

- A. The SAAC shall meet once a month during the University's regular semester (fall and spring) or as necessary and at least once during the summer.
- B. The first meeting shall occur no later than the third week of May.
- C. Any member with two unexcused absences shall be removed from the committee. The alternate will become the new voting representative and a new alternate shall be selected by the team.
- D. A simple majority of the membership must be present for a quorum.

ARTICLE VI DUTIES OF THE MEMBERS

- A. Attend Committee meetings and represent the team's view at the meetings.
- B. Report what happens at each committee meeting to the team and coaches.
- C. Organize team members to help with any special projects.
- D. Participate in leadership training activities.

- E. If unable to attend a meeting, arrange for the alternate to attend.

ARTICLE VII DUTIES OF THE CHAIR

- A. In consultation with the Advisor and the Vice Chair, the Chair prepares meeting agendas.
- B. Presides over meetings.
- C. Appoints ad hoc committees and committee chairs as needed.
- D. Reviews issues of concern at all levels with the FAR and the AD and solicits recommendations from the SAAC.

ARTICLE VIII DUTIES OF THE VICE CHAIR

- A. Presides over meetings in the absence of the Chair.
- B. Assists the Athletic Director in planning and coordinating the Sports Banquet.
- C. Oversees all ad hoc committees and keeps the Chair apprised of relevant information.

ARTICLE IX DUTIES OF THE RECORDER

- A. Keeps written records of all SAAC meetings.
- B. Distributes minutes of SAAC meetings to members, AD, FAR and the Dean of Students.
- C. Performs such duties as are incidental to the office and that are required of the Office by the Committee.

ARTICLE X

COMMITTEES

- A. The Chair shall appoint ad hoc committees and chairs as necessary.
- B. The committee chairs shall report updates to the Vice Chair.

ARTICLE XI AMENDMENTS

- A. The constitution may be amended by a majority vote. The proposals of the amendment must be submitted to the SAAC at least one month prior to voting or at the previous meeting.

**THE AUTHORITY OF THE CHIEF EXECUTIVE OFFICER AND
INSTITUTIONAL OVERSIGHT OF ATHLETICS
Section III. Student-Athlete Profiles**

Issues Identified for Further Action

Item	Issue to be Resolved
VII # 7	Procedure for adding or deleting sports
VI # 10	Do we need athlete exit interview?
	Annual Audits

Actions to Address Specific Issues Listed Above

Item	Task to be Completed	Timeline	Person(s) Responsible
VII # 7	Work w/ Student Athletic Advisory Bd.	Fy 04	
VI # 7	Take issue to Ath. Advisory Bd	Fy 04	
	Work w/ Director of Internal Audits	Fy 04	

**INSTITUTIONAL CONTROL AND
ACCOUNTABILITY OF ATHLETICS PROGRAM FINANCES
Section IV. Student-Athlete Profiles**

Issues Identified for Further Action

[illegible]

Actions to Address Specific Issues Listed Above

[illegible]