



Pre-Certification Visit Information

Below is a list of recommended information to be submitted prior to the site visit. Please include as much information as available and addition information that may be relevant as it pertains to your student-athlete academic support program.

Mission Statements

- Mission Statements and goals:
 - Institutional
 - Athletic Departmental
 - Academic Support Services
- Any relevant Strategic Plans

Departmental Literature & Research

- Student-Athlete Handbook
- Tutor Handbook, Academic Mentor Handbook
- Description of process of tutoring reports, academic mentoring reports
- Reports, materials, and educational process of coaching and departmental staff
- Most recent student-athlete exit interview summary and sample survey
- Any student-athlete survey results on academic experiences
- All academic-related reports (e.g., Athletic Council or faculty academic reviews)

NCAA Reporting

- Academic integrity portion of the most recent NCAA Self-Study including recommendations for improvements from the peer review team
- APR Report
- Graduation Success Rate (GSR) Report
- Federal Graduation Rate Report
- Academic Progress Rate (APR) Improvement Plans

Admissions

- Evaluation process of prospective student-athletes
- Existing official admissions policies

Alternative or Special Admissions

- average academic profile of special admissions (GPA, High School % ranking, standardized test scores)
- Periodic reviews of academic performance and services for student-athletes including specially admitted student-athletes
- Written policies and procedures pertaining to special admissions

Budget Information

- Academic Support Services Budget – Itemized
 - Operating
 - Staff salaries
 - Tutoring budget
 - Degree completion funding
 - Exhausted eligibility funding
 - Availability of Federal student workers for Academic support services
- Itemized use of Student-Athlete Opportunity Fund
- Itemized use of Academic Enhancement Fund
- Summer School Funding by sport



Pre-Certification Visit Information

- Percentage of the total athletics budget that goes to the academic support area

Departmental Policies

- Any departmental academic policies (e.g., attendance, travel, practice limitations, scheduling of practices and competitions, APR strategy policies)
- Any department student-athlete well-being policies (e. g., drug testing, pregnancy, cancellation or reduction of aid)

Departmental Organization

- Most recent external review report on Athletic Academic Services
- Academic Support Services organizational chart with names & reporting lines
- Athletics Department organizational chart

Internal Data

- Annual Report by academic support unit
- Team GPAs
- Conference reports
- Study Hall Policies/Reports of Compliance
- Internal Manual of unit
- Team or Coaches Academic Policies

Other

- What are the top five most popular majors for student-athletes in rank order in comparison to the student body?
- Briefly describe any academic staff turnover.
- Professional development training activities and budget for staff

Interviews as needed will be requested by the consultant.