

Self-Study Instrument - Draft for Comment  
**ACADEMIC INTEGRITY**

**Operating Principle**

Section 2.1 Academic Standards

The athletic department has continued to uphold the academic integrity of the institution. Since the last certification, USD has continued to raise its academic admission standards.

- a. The athletic department has remained within the guidelines of the general student body by maintaining the same admission standards and graduation rates as the overall student body.
- b. The athletic department has improved its department GPA, possibly due to the increased use and development of our student-athlete academic center. Additionally, USD's academic standards, which are higher than those of the NCAA, have been upheld and followed.
- c. The certifying of admission is solely decided by the admissions staff. The evaluation of credit and other credentials are confirmed through the Dean's Office of the College of Arts and Sciences and the determining of transfer regulations are confirmed by the Associate Director of Athletics for Compliance and verified by the Registrar and Faculty Athletic Representative.

**Self Study Items**

1. No "corrective actions," "conditions for certification" or "strategies for improvement" were imposed by the NCAA Division I committee on Athletics Certification in its first-cycle certification decision.
2. With regard to academic integrity, the peer-review team recommended that the university set procedures in place that provide for the approval and periodic review of athletics academic-support services by academic authorities outside athletics. This should be completed within 3 months after being reviewed by the Committee on Athletics Certification.

In a letter dated June 30, 1997, from President Alice B. Hayes to Ms. Rebecca G. Bowman of the NCAA, President Hayes conveyed USD's acquiescence in this recommendation, which was not included in the required actions subsequently announced by the Certification Committee.

a) Original Plan:

The academic support programs are reviewed on a regular basis by the Faculty Athletic Representative and once every three years by a committee put together by the FAR (Faculty Athletics Representative). This group consists of the FAR, the current Associate Dean of Arts and Sciences as he/she is responsible for oversight of academic advising throughout the College along with a former Associate Dean who has gone back to the

faculty or an experienced faculty member who has intersected with athletics over the years. This group interviews the Athletic Department staff who are involved with this program, reviews records compiled by these folks and then makes an assessment of the program. A report is generated that is widely shared with those involved with the program and with the President. A series of recommendations are part of that report.

b) the actions taken by the institution. The Faculty Athletics Representative (FAR) assembled a committee of three faculty members outside of athletics to conduct a review of the Athletics Academic Support Program in October of 1997 and in October of 2004. Additionally, the FAR's job description has been revised to include the responsibility to conduct this review once every three years.

c) the date of the action: A ten-month position was created in 1997 and in 1999 a full-time position for Academic Support with an office, study hall space and computer labs for student athletes.

d) the action not taken or not completed:

e) explanations for partial completion:

3. the university will continue to monitor the review process of the athletic department's academic support services.

4. None required.

5. Student-athletes are admitted to the University of San Diego under the same standards as regular students by the Office of Undergraduate Admissions.

6. See charts (pages 23-26) attached.

7. The process by which students may be admitted if they do not meet the institution's standards are as follows:

The university relies on a comprehensive evaluation of all student applications. We do not have minimum grades or test scores for any students. Instead, all students are evaluated within the context of their own academic and social environment, and offered acceptance based on their ability to succeed academically, as well as their potential to contribute to the campus community. Each year, there are students accepted whose grades and test scores are below the averages of the admitted profile. Students who do not meet the institution's standards may be admitted providing, in the judgment of the Director of Admissions, they meet the following criteria:

1) They show enough academic progress and achievement that it is reasonable to expect their successful completion of a USD degree. This is evaluated within the context of their academic course work, test scores, and other academic and personal information. In

some cases, conditions are placed on their acceptance, such as completion of specific course work prior to their enrollment or a retaking of a standardized test.

2) In addition to their "potential to succeed" as described above, the admissions office will look at the potential contributions that students may make to the campus, and the academic support that will be available to them. This support may come from several offices.

8. See chart attached (page 27).

9. List the step-by-step sequence of actions taken by particular individuals on your institutions' campus to certify initial eligibility for transfer student athletes. Identify by name and title the individual(s) with final authority for certifying eligibility.

Mike Matoso, the Associate Director of Compliance (ADAC) is responsible for certifying Transfer Eligibility. Coaches are responsible for updating the ADAC with names of incoming prospective transfer students and providing the ADAC with accurate information. The ADAC meets with the university's transfer analyst to obtain an unofficial number of transferable units. The ADAC reviews this number and eligibility issues surrounding the status of the transfer. The ADAC then provides the coach with a detailed summary of the transfer's status.

Once all official documents (i.e. application, transcripts, deposit) have been received, the student is officially evaluated by the transfer analyst. The ADAC reviews the evaluation and performs an eligibility check on the student. This eligibility check is then reviewed and approved through the Faculty Athletic Representative through the eligibility report, which is also reviewed by the Registrar's Office. Once an evaluation has been completed and the student is certified by the ADAC, the information is then passed on to the Assistant Director of Athletics for Academics (ADAA). Throughout the summer the ADAC provides a list to each program updating them on the transfer status of each incoming student. Each coach is notified in writing when an incoming student is officially certified.

10. List the step-by-step sequence of actions taken by particular individuals on your institution's campus to certify student-athletes' continuing eligibility. Identify by name and title the individual(s) with final authority for certifying continuing eligibility.

Shaney Fink, the Assistant Director of Athletics for Academics (ADAA) and Mike Matoso, Associate Director of Athletics for Compliance (ADAC) are primarily responsible for certifying continuing eligibility. The ADAA does a review of continuing eligibility and is responsible for the initial numbers for continuing eligibility. This information is reviewed with the ADAC and is then placed into an excel worksheet. Reports are then generated for each individual team. This information is reviewed by Mitch Malachowski, Faculty Athletic Representative (FAR), and Nicholas DeTuri, the Registrar, for accuracy. The FAR is also responsible for reviewing the ADAA's and

ADAC's files for accuracy. Once this information has been confirmed it is then forwarded to the appropriate conference office

11. The graduation rates for student-athletes have remained very consistent over the past three years. Across the board we have consistently graduated students at either the general student body rate or higher. No distinct trends were found as major deficiencies in the rates. However, most of the students who transferred from USD left after their first year, which is a trend mirrored in the general student population. Additionally, there are a small number of international students who attended for a brief time and left the university. We have made a more consistent effort to work with our international student office to help ease international students' transition into the university. Overall, the graduation rates are very consistent with the general student body with respect to race and gender.

12. See attached documents. There are no exceptions for student-athletes.

Documents attached with Academic Standards & policies include:

University bulletin

Student Athlete Handbook

## **2.2 Operating Principle**

The University of San Diego conducts intercollegiate athletics programs that protect and enhance the educational welfare of student-athletes and assure proper emphasis on educational objectives. Consistent with this responsibility, the University of San Diego provides student athletes with:

- a. effective academic support services
- b. assistance in reaching attainable academic goals of their own choosing
- c. support for special academic needs when necessary
- d. support services that are reviewed and approved periodically by academic authorities outside the department of intercollegiate athletics.

## **Self-Study Items**

1. No "corrective actions," "conditions for certification" or "strategies for improvement" were imposed by the NCAA Division I committee on Athletics Certification in its first-cycle certification decision.

2. Not Applicable

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 2.2 (Academic Support) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

The Academic Support Program has made significant progress since the last certification. In 1999 USD hired its first 12-month Coordinator of Academic Services for Athletes. Previously, this position was a 10-month tenure. Since 1999, the involvement of all 16 teams with respect to using the academic support center has greatly increased. The following are specific improvements that have been made during this time:

- *A more formal system of monitoring academic support services (i.e. tutoring, study table, and monitoring satisfactory progress) has been put in place.*
- *The Student Athlete Advisory Council (SAAC) has been moved from the Associate Athletic Director/SWA to the Assistant Director of Athletics for Academic Services. This move has greatly increased the activity of our SAAC simply based on the fact of the day-to-day interaction that this position has with the student-athletes.*
- *We have developed our Champs/Life Skills Program. The program has been very active in community service and outreach, as well as, career development.*
- *The athletic department has hired a full time compliance officer who has alleviated many eligibility responsibilities of the academic services office.*
- *The Coordinator of Academic Services for Athletes has been promoted to Assistant Director of Athletics for Academic & Student Services*
- *Monitoring Initial and Transfer Eligibility has been removed from this position to allow time to focus on providing services to our student-athletes*
- *Graduate students from our Counseling Program have been hired to serve as mentors to student-athletes in our Access Program*

5. Identify how the institution is organized to provide academic support and advising services to student-athletes.

Academic Advising: Students at USD are required to meet with their Advisors at least once a semester for guidance in understanding their course requirements for the following semester. Freshmen meet with their “Preceptor” until they have declared their major. Once a student has declared a major then an advisor in their major is appointed for them.

In addition, a student-athlete may also meet with Shaney Fink, Assistant Athletic Director (AADA) for Academics & Student Services to discuss academic plans and academic counseling issues. Academic Support for Student Athletes is part of the athletic department. Shaney Fink, AADA, reports directly to the Athletic Director, JoAnn Nester.

Academic Support is provided in many arenas on campus. All students can request academic support assistance through the Educational Opportunity Program (EOP) and the many tutoring centers on campus.

6. Using the following programs areas for academic support issues as examples, please describe:

- a. The specific academic support services offered to student-athletes include:

### **Tutoring Services**

Tutoring is available to all students at USD in subjects including Math, Writing, Logic, Chemistry, Accounting and Biology. The Educational Opportunity Program Office also offers tutoring available to all students.

In addition, the Academic Support and Student Services Center employs tutors for weekly one-on-one and group tutoring sessions. USD student-athletes may request a tutor for each of their classes every semester.

### **Study Table**

Study Table is available for students who need extra help with study skills and habits particularly during their freshman and sophomore years. Student Athletes attend supervised sessions in the Academic Support Center and the University Library. The room is equipped with tables & computers.

### **Access Program**

Access, the mentoring program, matches a graduate student with a student-athlete who meets with the mentor for one-on-one sessions on a weekly basis. Access Advisors assist students with study and time management skills, assess academic progress, and work to ease the transition into USD as well as offer continued support for student success.

### **Orientation**

New Student-Athletes (freshman and transfers) are expected to attend as many orientation events as possible. They are mandated to attend the sessions that the university mandates all students to attend. In addition, student athletes are expected to attend the new student-athlete orientation where student-athletes are introduced to the many services and resources available.

### **Academic Monitoring/Midterm Reports**

Once a semester, the athletic department receives midterm reports directly from professors. In addition to the university midterm report which shows students with deficient grades the AADA also sends a more comprehensive request for more information to professors.

### **Laptop Lending**

Laptops are available on a first come, first serve basis for student-athletes when traveling for competition. To check out a laptop, coaches make a request through the AADA and arrangements will be made to get the laptop computer as close to the time of departure as is convenient. Within 24 hours of returning from travel, the laptop must be returned to the AADA. Any problems with the computers must be reported immediately.

### **Academic Counseling/ Academic Planning**

All freshman students are assigned to an advisor referred to as a “Preceptor” who will assist with academic planning. Once a student declares a major they will have an advisor assigned to them in that department.

In addition the AADA is available to meet with all student athletes to assist with any concerns or issues about academic progress. The AADA can assist students with course selection, the development of academic navigational skills (such as test taking, time management, decision making and stress management) and referrals to appropriate campus departments.

The Career Center offers assessments and counseling for students who are selecting a major.

### **Post Eligibility Programs**

Student athletes are notified about information regarding scholarships, assistantships and academic support in the student-athlete handbook, by their sport supervisors in initial eligibility meetings, through their coaches and through an e-mail student-athlete list service.

### **Assistance for students with special needs**

USD promotes an environment of respect for and support of persons with disabilities. The University offers reasonable accommodation, based on documentation of the disability and a professionally developed plan for matriculation to anyone with a disability who is pursuing a degree.

b. All student athletes can use the resources in the Athletic Academic Support Services.

c. The mechanisms by which student athletes are made aware of these services:

Student athletes are made aware of these resources through the student-athlete handbook, coaches and the AADA when annual rules compliance meetings are conducted with individual teams. In addition, student-athletes learn about these programs through the new student-athlete orientation.

d. The mechanism for review of these services by academic authorities outside athletics at least once every three years.

The academic support programs are reviewed on a regular basis by the Faculty Athletic Representative and once every three years by a committee put together by the FAR. This group consists of the FAR, the current Associate Dean of Arts and Sciences as he/she is responsible for oversight of academic advising throughout the College along with a former Associate Dean who has gone back to the faculty or an experienced faculty member who has intersected with athletics over the years . This group interviews the Athletic Department staff who are involved with this program, reviews records compiled by these folks and then makes an assessment of the program. A report is generated that is widely shared with those involved with the program and with the President. A series of recommendations are part of that report.

e. The Mechanism for periodic review and approval of these services by academic authorities outside athletics of these services.

See answer to d. above.

## **Operating Principle**

### **2.3 Scheduling**

The University of San Diego ensures that, in the conduct of intercollegiate athletics, student athletes have sufficient time for their academic programs.

1. No “corrective actions,” “conditions for certification” or “strategies for improvement” were imposed by the NCAA Division I committee on Athletics Certification in its first-cycle certification decision.

2. Not Applicable

3. Sports supervisors continue to work with coaches on scheduling to emphasize that competitive schedules are created to minimize missed class time.

4. Not applicable

5. Describe the institution’s written policies related to the scheduling of intercollegiate athletics competitions and practices and describe how they minimize interference with class time and examination periods:

### **SCHEDULING – TEAM TRAVEL, PRACTICES AND FINAL EXAMS**

The scheduling philosophy for competitive contests has been developed by athletic department administrators and coaches to assure that student athletes have the best possible competitive experience with attention given to all aspects of student athlete welfare, NCAA, WCC Conference and USD policies and regulations and budgetary constraints

Practice schedules are developed by head coaches, sport supervisors and other administrative personnel to insure that all NCAA regulations and USD policies are adhered to with regard to student athlete welfare.

**All competitive contests scheduling is done with special emphasis given to limiting the amount of missed class time experienced by our athletes.** To assure that missed class time is a consistent focus in scheduling, all travel schedules must be approved by the sport supervisor in each program and then given to the athletic director for final approval. Every attempt is made to travel on weekends and mid-week games are limited to home contests or contests against schools that are within 2 hours away. (i.e. UCLA, USC, Riverside) Any deviation from this policy must have prior approval from the sport supervisor and the athletic director.

The Orientation schedule is taken into consideration when coaches and sport supervisors develop their schedules. Away contests during Orientation must be approved by the sport supervisor and athletic director, and will only be approved in very special circumstances. All practices must be scheduled to allow for all first year athletes to attend mandatory Orientation sessions.

Every attempt will be made to avoid scheduling away contests on the first day of classes in each term. Unusual circumstances will receive consideration, but compelling circumstances must be presented to the sport supervisor and AD.

The following guidelines will be applied when all competitive contests and team practices are scheduled.

### **COMPETITIVE SCHEDULING**

1. Head coaches and sport supervisors are responsible for creating the competitive schedules for their teams and presenting those schedules to the Athletic Director for approval.
2. Prior to submitting the proposed schedule to the AD, the sport supervisor must meet with the Associate AD for Facilities and Operations and/or the Director of the Jenny Craig Pavilion (JCP) so that facility conflicts can be determined and resolved.
3. The Associate AD for Facilities and Operations will also determine transportation issues and discuss them with the sport supervisor.
4. **GUIDELINES** that must be adhered to when scheduling:
  - No contests may be scheduled during the final exam period, and special permission needs to be obtained to schedule contests on the dead day. Any exceptions to this policy **MUST** be pre-approved by the director of athletics.
  - Head coaches and sport supervisors must make every attempt to limit missed class time when scheduling all contests. Care must also be taken in the fall to avoid major

conflicts with required Orientation session. In addition, the first day of classes should not be missed by student athletes. If a special competitive opportunity presents itself that involves athletes missing the first day of class, the request must first go to the sport supervisor who will determine if the request should be presented to the AD. However, the general policy is to NOT schedule contests that would take athletes out of class on the first day of classes.

- There must be an appropriate balance between home and away contests each year.
- No contests may be scheduled on Thanksgiving Day, Christmas Day or Christmas Eve or on Easter Sunday. Contests may not be scheduled during the final exam periods.
- All proposed home tournaments must be discussed with sport supervisors, Director of JCP (when appropriate), head trainer and the AD.
- In all cases, the AD must approve every competitive schedule and the compliance officer must approve the schedules before contracts are issued.
- A USD contract must be sent to all opponents. Schedules set by the West Coast Conference may not need separate University contracts. A contract from opponents must be signed by the AD after confirmation by the head coach of the accuracy of date and time. No travel will be permitted unless a signed contract is on file in the AD's office.
- All NCAA, WCC and USD regulations must be adhered to with regard to:
  - number of competitive contests
  - exam periods
  - holidays listed above

## PRACTICE SCHEDULES

- All practice schedules (including weight training and conditioning) must be submitted to the sport supervisor for approval. Once approved by the sport supervisor, the head coach is responsible for distributing the approved schedules to the Associate Director for Facilities and Operations, the head athletic trainer and student athletes, the assistant AD for academic support and the sport supervisor.
- Teams sharing a facility/field/courts must coordinate their requests for practice time coach to coach and then with their respective sport supervisors. Every consideration is to be made to avoid scheduling practices during class times. If there are conflicts with specific athletes, then accommodations must be made for those athletes. **NO MISSED CLASS TIME WILL BE PERMITTED FOR PRACTICES.** This is in keeping with NCAA and USD athletic department policies. Class attendance is mandatory for our athletes and, should conflicts arise that can't be resolved, the athlete will attend class.

- Any changes to the established, approved practice schedules must be approved by the sport supervisor and then communicated to the above mentioned administrative staff members. Not all changes will be approved due to space conflicts and other facility commitments. Re-scheduled practices MUST be approved by the Associate AD for Facilities and the Director of the JCP and the head athletic trainer or the trainer assigned to work with the sport.

- All practice schedules must remain within the NCAA 20 hour limitation regulation.

- Holiday Practices

- No practices may be scheduled on Christmas Eve or Christmas Day.

- Practices may be scheduled:

- Thanksgiving Day between 9 AM and 2 PM

- New Year's Eve day

- New Year's Day between 9 AM and 4 PM

- Practices scheduled during the Orientation period must be scheduled around the mandatory orientation meetings for first year students. First year students are required to attend all mandatory Orientation sessions.

- All practice schedules (including strength and conditioning and shoot arounds) must be submitted for approval no later than:

- Pre-season/Fall Aug. 1

- Intersession Dec. 1

- Spring Jan 1

6. Professors monitor excessive missed class time for student-athletes. At the beginning of each semester, the student-athlete gives a letter written by the AADA which outlines the days that the student is requesting to be excused from class due to competition. This letter is given to the professor during the first week of classes in order to give the student the opportunity to work directly with the professor how to make up missed work. If a professor deems the absences to be excessive he or she does not have to excuse the student. If this occurs, then the student-athlete should seek guidance from the Dean's office. The Dean's Office, under the newly developed Personalized Athletic Registration System (PARS), will work with the student to find a course that would be more conducive to their schedule.

7. As above.

8. Describe the means by which the institutions policies and procedures regarding the scheduling of athletics competition and practices (missed class policy) are communicated to the student athletes

Student-athletes learn the policies & procedures through the annual NCAA eligibility meetings, the student-athlete handbook, the student-

athlete orientation conducted by the AADA for Academics & Student Services, and from coaches. Students may also take advantage of the Personalized Athletic Registration System (PARS), which is a one-on-one interview with the Associate Dean of the College of Arts and Sciences to ensure registration in classes that will fit into the student athlete's event and practice schedule.

### **Evaluation and Plan for Improvement**

The University of San Diego is currently in compliance with all NCAA policies concerning Academic Integrity. In addition,

- 1) The department of athletics is gathering data of the use of the PARS system. This system will be reviewed and revised based on the data received.
- 2) The department of athletics has requested funding through the university budget proceed to hire administrative support for the academic support program.
- 3) With the goal of improving communication with the academic community, a scheduling committee has been formed of Athletics personnel and will coordinate with the Associate Dean of the College of Arts and Sciences in regard to the creation of practice schedules.
- 4) As new facilities become available to athletics, expanded space for study hall will be provided.