



Guidelines to Evaluate Academic and Life Skills Programs at NCAA Institutions

(N4A Guidelines & Proficiency Requirements for Program Certification)

Minimal Standards that Should be Met in All Institutions:

1. Academic Support Services

1.1. Minimum Components of Academic Support Services

- 1.1.1. Tutoring services
- 1.1.2. Supervised study
- 1.1.3. Monitoring of academic coursework performance
- 1.1.4. Monitoring of progress toward degree
- 1.1.5. Monitoring of athletic eligibility
- 1.1.6. Workshop programming or coursework for student-athlete survival skills
- 1.1.7. Academic support services should demonstrate an integration of campus student life programs and services
- 1.1.8. Routine rules education
- 1.1.9. Accommodations for and monitoring of student-athletes with learning disabilities
- 1.1.10. Specific academic success programs for at-risk as deemed by institution student-athletes
- 1.1.11. Mentoring of academic at-risk as deemed by institution student-athletes
- 1.1.12. Structured supervised study for at-risk as deemed by institution student-athletes
- 1.1.13. The development of a student-athlete handbook
- 1.1.14. At least a 150:1 student-athlete to academic counselor ratio

1.2. Staff Minimum Qualifications

- 1.2.1. Directors of Student-Athlete Support Services should have a minimum of a Masters Degree and 5 years experience in intercollegiate academic services
- 1.2.2. Academic Counselors should have a minimum of a Bachelor Degree with some experience in intercollegiate athletics

1.3. Baseline Organizational Structure

- 1.3.1. All programs should include appropriate institutional oversight and review of student-athlete progress, academic performance, and student-athlete welfare
- 1.3.2. No academic counselor should report to any coaching staff(s)
- 1.3.3. Each team should have a designated member of their coaching staff as an academics liaison
- 1.3.4. Clear academic policies regarding the academic expectations of student-athletes and coaches including communication with campus faculty
- 1.3.5. Academic support programs should have some reporting relationship with the campus academic administration

2. Life Skills

- 2.1. All life skills programs should include the following components:
 - 2.1.1. Career counseling programming to include interviewing, resume writing, job hunting and networking skills
 - 2.1.2. Degree completion and post-graduate scholarship opportunities
 - 2.1.3. Routine personal growth and development programs
 - 2.1.4. Community service programs to encourage volunteerism



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- 2.1.5. Intra-department community building to encourage student-athletes supporting each other's team competition
- 2.1.6. Organized Student-Athlete Advisory Council (SAAC)
- 2.1.7. Educational programming for important topics to include sexual assault/date rape, nutrition, personal health, alcohol and drug awareness, performance enhancing drugs, gambling, etc.
- 2.1.8 Educational activities aimed to encourage leadership development

For Additional Detail on the external review of Academic Support Services, please refer to the NCAA/N4A document posted on the NCAA website:

<http://www.ncaa.org/wps/ncaa?key=/ncaa/NCAA/Legislation+and+Governance/Compliance/Certification+and+Training/Athletics+Certification/NCAA+Division+I+Athletics+Certification+resources>