

**2005-06 NCAA
DIVISION III**

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



NCAA Constitution 6.3.1 requires that Division III 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 chancellor or president 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, IN 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 institutions in assessing the role of athletics in an institution's educational mission. The document is designed specifically to assist Division III institutions in satisfying the self-study requirements of NCAA Constitution 6.3.1. On 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 chancellor or president, and other designated senior administrators, as well as indicating the date of completion. All provisional and reclassifying members must forward a copy of the completed ISSG to the NCAA membership services staff at the conclusion of the initial year of provisional or reclassifying membership. The completed Division III ISSG is to be retained on file with the institution and made available for examination on 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 Division III 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 chancellor or president 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.

