

**NCAA Division I Academic Performance Program**

This is the procedure for completing the annual Academic Performance Rate report.

The procedure is completed by the Associate Registrar for Certification and the Senior Associate Athletic Director for Student Services.

The annual procedure begins with the NCAA's notification of the NCAA APP website being available and the receipt of the new University password. The step by step instructions are:

1. Prior to entering the APP website, review the last year's NCAA squad list with each Head Coach to verify the student-athletes who received athletic scholarships and will be included in the cohort.
2. Download the identified student-athletes' academic information and ethnicity from Banner into CAi using the Banner program SZPAPP.
3. Access the APP website. <https://web1.ncaa.org/APP>
4. Enter the APP Institutional ID and Password.
5. Enter your User ID and Password.
6. Click on Member Setup tab. Complete required information.
7. Click on User Information tab. Complete/review information.
8. Click on the Import tab. The information from the Banner system is downloaded into CAi and then into the APP system using the import tab in the NCAA's APP system.
9. Click on the Import Financial Aid tab. Review imported athletic scholarship information using last year's squad list.
10. Click on the List tab. Input and review all data for each student-athlete by team.
11. Athletic Department Compliance staff reviews all information; enters sports; whether competed or not; whether exhausted eligibility that year or not; enters semester's eligibility status as determined by Registrar and taken from CAi's Eligibility Checklist and the retention of each student-athlete.
12. Registrar enters and confirms relevant credits earned toward student-athlete's degree.
13. Click in non-retained ineligible student-athlete information. Fill out required information.
14. Click on Delayed Graduation Point and complete if appropriate.
15. Click on Head Coaches tab. Complete as necessary.
16. Click on Validation/Submission tab. Run "Validate" to make corrections and verify information.