

Prospective Student-Athlete Review

FREQUENTLY ASKED QUESTIONS

Q1: What is a PSA Review?

A1: PSA review is a process administered by the NCAA High School Review Committee, which has authority (per Division I Bylaw 14.1.2.2 and Division II Bylaw 14.1.2.3) to establish policies and procedures related to the review of a PSA's academic credentials and to determine the validity of a PSA's academic credentials for initial eligibility. A review may result in determining a PSA's academic credentials are invalid (i.e., inaccurate, false or misleading) and thus may not be used for initial eligibility.

Q2: What academic credentials are subject to the PSA review process?

A2: The PSA review process includes, but is not limited to, the validity of a PSA's courses, grades, credits, transcripts, graduation and/or enrollment history.

Q3: What is the meaning of "invalid" for the PSA review process?

A3: The HSRC has defined "invalid" as inaccurate, false or misleading.

Q4: Is course content analyzed during PSA review?

A4: No. The PSA review process focuses on the validity of a PSA's academic credentials.

Q5: What is the purpose of the PSA review process?

A5: The purpose of PSA review is to clarify and determine the validity of academic credentials of academic credentials.

Q6: How is the PSA review process initiated?

A6: As part of the academic certification process, the Eligibility Center analyzes all academic records to identify whether PSA review triggers are met.

Q7: Can the Eligibility Center trigger PSA review without a final high school transcript?

A7: Yes. The PSA review triggers may be applied during a preliminary evaluation.

Q8: What are the PSA review triggers?

A8: The HSRC approved the following PSA review triggers:

- » Graduated from a high school where no core courses were successfully completed.
- » Disproportionate amount of core credits earned in an academic term.
- » Repeated courses:
 - Concurrent enrollment in sequential core courses in which at least one of the courses is a retake (e.g., Algebra I [retake] and Algebra II).
 - Concurrent enrollment in sequential terms of a core course (e.g., Algebra I, Semester 1 and Algebra I, Semester 2) during the same academic term in which at least one of the courses is a retake.

- Two or more repeated core courses in an academic term.
- Four or more repeated core credits during high school.
- » Reporting inconsistencies:
 - Inconsistent grading scales within an academic term and/or throughout enrollment at a high school.
 - Variations in reporting periods throughout enrollment at a high school.
- » Enrollment timelines:
 - Conflicting information regarding enrollment (e.g., registration, transcripts).
 - Transfer during an academic year involving a program.
 - reporting trimester grades and credits.
- » Information regarding inaccurate, false or misleading activity related to an individual's academic credentials (e.g., courses, grades, credits, transcripts, graduation, enrollment history).

Q9: Are the PSA review trigger list and HSRC policies and procedures published?

A9: Yes. The PSA review trigger list and HSRC policies and procedures, which the NCAA Division I Committee on Academics and NCAA Division II Academic Requirements Committee approve annually, are available on the Eligibility Center's Membership Portal and High School Portal.

ACADEMIC RECORD VERIFICATION AND REVIEW

Q10: What happens if triggers are identified in a PSA's academic record?

A10: If triggers are identified, the Eligibility Center may assign the high school an academic record verification task in the High School Portal. The task response will determine if the PSA's final academic certification is released or a validity review is initiated (see possible responses and subsequent actions below).

Q11: What occurs if the academic record verification task response does not provide sufficient information?

A11: The Eligibility Center may resend the academic record verification task, specifying the insufficiency in the previous response and/or documentation, or the Eligibility Center may contact the high school regarding the necessary information. The Eligibility Center may also initiate a validity review, as appropriate.

Q12: What occurs if an academic record verification task response is not provided?

A12: The PSA's final academic certification will not be completed until all tasks, including the academic record verification task, are closed.

Q13: Where should membership direct questions regarding academic record verification tasks?

A13: Membership should contact the Eligibility Center at 877-544-2950, Monday-Friday from 8:30 a.m. to 5 p.m. Eastern time with questions regarding academic record verification tasks.

Q14: Where should high schools direct questions regarding academic record verification tasks?

A14: High schools should have their high school's PIN ready and call the Eligibility Center's high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time with questions regarding academic record verification tasks.



VALIDITY REVIEW

Q15: What is a validity review?

A15: The Eligibility Center may initiate a validity review in the following scenarios: (a) when the high school's response to an academic record verification task is inconsistent with a PSA's official academic record; (b) when the Eligibility Center receives an Academic Inconsistency Notification Form from a member school; and/or (c) when the Eligibility Center receives information that an academic credential may be inaccurate, false or misleading.

Q16: Will the academic certification decision be released during a validity review?

A16: No. The PSA's academic certification will be "Under Review" and a corresponding task will be present in the PSA's Eligibility Center account (visible to the member school).

Q17: What information and documentation will be requested during a validity review?

A17: The Eligibility Center may request the following information and documentation (not all inclusive) via the member school and/or the high school to determine the validity of the academic credential:

- » Academic programs offered at the high school or within the school district.
- » High school policies, bell schedule and academic calendar.
- » Class schedule, attendance records and instructor gradebooks.
- » Statements from the PSA, high school administrators, teachers, tutors, proctors, parents, guardians and/or other involved individuals.
- » Transcripts.
- » Evidence regarding course completion.
- » Documentation from the Ministry of Education.
- » Interviews with the PSA, high school administrators, teachers, tutors, proctors, parents, guardians and/or other involved individuals.
- » Other information determined on a case-by-case basis.

Note: The Eligibility Center may notify, involve or share any information or documentation with other national office staff members (e.g., enforcement).

Q18: In a validity review, what is the standard of review?

A18: For an academic record to be invalidated, the evidence must highly and substantially support it is inaccurate, false or misleading. The standard of review is applied based on available documentation for an academic record. A minimum percentage of courses or level of documentation is not required.

Q19: If a validity review is triggered, will the Eligibility Center work directly with the member school?

A19: Yes. The Eligibility Center will send a request for information to the member school and/or the high school to work collaboratively to resolve the review.



Q20: What are the potential outcomes of a validity review?

A20: If a validity review is triggered, the Eligibility Center will review the documentation and determine whether to validate or invalidate the academic record. See descriptions below:

- » **Validate:** The academic record may be used for initial eligibility.
- » **Invalidate:** The academic record may not be used for initial eligibility.
- » **Cancel:** The validity of the academic record has not been determined (e.g., no response, no active IRLs, insufficient information), and the PSA's account will remain on hold.

Note: A canceled validity review may be opened, provided there is an active IRL and the member school and/or high school submits a complete response to any outstanding request(s).

Q21: If the Eligibility Center invalidates an academic record, is there an appeal opportunity?

A21: Yes. The member school may appeal a validity review decision to the HSRC.

Q22: If a member school is aware of a discrepancy in academic information (e.g., transcripts), is it required to provide the information and/or documentation to the Eligibility Center?

A22: Yes. Divisions I and II schools must promptly report all discrepancies in academic information (e.g., transcripts, grades, courses, credits, enrollment history) to the Eligibility Center (Division I Bylaw 14.1.2.3.1; Division II Bylaw 14.1.2.4.1). Such notification must be submitted via the Academic Inconsistency Notification Form (available on the Membership Portal). Ensure the PSA's name and NCAA ID are included on the form and attach supporting documentation that reflects the inconsistency. The Eligibility Center will review the form and determine whether to initiate the PSA review process.

BEST PRACTICES

Q23: What are best practices for PSA review?

A23: Member schools are encouraged to (a) identify all high schools and course completion methods during preliminary evaluations and verify approval; (b) advise PSAs to continually update their Eligibility Center account; and (c) provide conflicting documentation to the Eligibility Center (via the Academic Inconsistency Notification Form).

REVIEW AND INVALIDATION OF ACADEMIC CREDENTIALS AFTER INITIAL-ELIGIBILITY CERTIFICATION

Q24: May the validity of academic credentials be reviewed after the Eligibility Center has released a PSA's final academic certification?

A24: Yes. A validity review may be initiated at any time, including after the Eligibility Center has released a student-athlete's final academic certification. If a validity review is initiated, the Eligibility Center will notify the member school, and the final academic certification decision will be placed under review until the PSA review process concludes. If an academic credential is invalidated, the final academic certification will be updated. Further, the member school must (a) report any violation that occurred as a result of the student-athlete receiving athletics aid and/or participating in practice or competition and (b) declare the student- athlete ineligible for competition (Division I Bylaw 14.1.2.1; Division II Bylaw 14.1.2.2).

