



UNIVERSITY OF RICHMOND

ACADEMIC AFFAIRS AND ATHLETICS

Policy Description: Process for monitoring the integrity of University of Richmond academic programs and inclusion of student-athletes	Effective Date: January 2016
Policy Number:	Approvals and Date Approved: Academic Cabinet, XXX Cabinet, XXX
Revised: N/A	Reviewed by: Director of Athletics, Vice President of Business and Finance, Faculty Athletic Representative, Registrar, Assistant Director of Athletics/Academics, Academic and Enrollment Management Committee of the Board, Compliance
Cognizant University Officials: Provost and Vice President of Academic Affairs, Director of Athletics	Replaces Policy Dated: N/A

Note: this process policy will be reviewed after the first reports are reviewed, then finalized by the Cabinets.

PURPOSE:

The purpose of this process policy is to describe the semester and annual monitoring that will occur to ensure academic integrity of the University of Richmond's classes and the participation of student-athletes in those classes.

SCOPE AND RESPONSIBILITIES:

The Registrar is responsible for preparing the reports, collaborating with the Director of Institutional Effectiveness, as necessary (see Exhibit 1 for summary list of reports, time for preparation, and responsible parties). Registrar will share the annual reports with the Provost and Athletic Director, who will review the report and discuss, if necessary. If there are questions, those will be reviewed, answered and added to the report.

The final report will then be reviewed, as follows:

- Once approved by the Provost and Athletic Director, the Registrar will share the report with the Faculty Athletic Representative (FAR), the Assistant Athletic Director for Academics, and the Assistant Athletic Director of Compliance, who will review and, if necessary, comment to the Provost and Athletic Director.
- The Registrar will share the final report with the Faculty Athletic Committee (FAC), who will review the report. The FAC may have additional questions, requests for data, or concerns. If so, those will be shared with the Provost and the Athletic Director. The FAC will prepare a brief summary of their discussions and communicate that summary to the Provost and the Athletic Director. A brief overview of this summary will be included in the FAC's annual report to the University Faculty Senate.
- The Provost and Athletic Director will share both the Registrar's final report and the report from the FAC (if any) with the Athletic Council and the AEMC and SDC committees of the Board of Trustees, as informational. If either group has additional questions, the Provost and Athletic Director will respond.
- The Registrar will share the annual report with the Office of Internal Audit, who will annually review the reports for rigor and validity. Once satisfied with the validity of the data, the Assistant Vice President for Internal Audit will share the results of this annual review, with the Provost, the Athletic Director and will include them as part of regular reporting to the Audit & Compliance Committee of the Board of Trustees.

Each group is responsible to review and share questions or concerns with their Chair, who is responsible to share those questions or concerns with the Director of Athletics and the Provost/Vice President for Academic Affairs, who are then responsible for addressing issues raised.

DEFINITIONS:

Student-athletes: Student-athlete status is coded semester by semester. Student-athletes are counted as a student-athlete if they were coded as an active student-athlete in the semester in which the data were collected, unless stated otherwise.

PROCESS POLICY:

Semester-based data and reports generated: After the drop-add period each semester, the Registrar will prepare a report for review by the Assistant Director of Athletics (Academics), the Deans, and the Provost that includes the following information for the current semester, as well as the previous ten semesters. Deans and Assistant Director of Athletics (Academics) to review data and to share concerns with Provost; Provost to review data and share concerns with the Director of Athletics and the President.

- *Are student-athletes consistently over-represented in any course or major for which there is not a reasonable explanation?* Counts of all students, non-athletes, and student-athletes in each course and in each major, highlighting which courses are significantly over-populated with student-athletes.

- *Are student-athletes consistently over-represented in any independent studies for which there is not a reasonable explanation?* Counts of all students, non-athletes, and student-athletes in each independent studies course offered that semester, together with instructor name and assigned room and course time.
- *Are there grades in independent studies courses reasonable?* Grade distributions for independent studies course offered the previous semester, including instructor name (to be aggregated as all students, student-athletes, and non-athletes; for interpretation purposes, counts of each student type should be included, as conclusions cannot be drawn from small numbers of students).
- *Are there regular, but unexplained, patterns of courses that do not have an assigned room or meeting time?* Counts of student and student athlete enrollments in courses with no assigned room; include summary of majors in which these courses are found.
- *Are there explanations for all classes that are not assigned rooms each semester?* At the beginning of the semester, the registrar reviews the course schedule for each semester and identifies classes for which a room is not assigned. Classes which should have assigned rooms, but do not, are brought to the attention of the Dean (and the Department chair, class falls in a department).
- *Are any grades being changed in an irregular fashion or in some pattern?* Currently faculty can change incomplete grades (“I” and “Y” grades) by submitting a grade change form with their signature. The current practices are in place:
 - The Registrar monitors if there are a large number of “Y” grades in a class and contacts the instructor. As noted in the catalog (section excerpted below), “Y” grades are appropriate in those courses that continue into the next semester and we do have a few of those. (From Catalog: The Y, which does not count as a failing grade, is given when the reasons for incomplete work are deemed justifiable by the instructor, or at the end of the first term of a course that continues into a succeeding term.)
 - In those cases where faculty want to change a grade to another grade, a dean’s office signature is required in addition to the faculty member’s signature.
 - Every five years or so, grades changes are audited by the University’s Internal Auditor. Typically, the Audit Office pulls a sample of grade changes and verifies that we have the appropriate paperwork.

Annual data and reports generated: Each summer, the Registrar (together with the Director of the Office of Institutional Effectiveness, as necessary) will prepare the following reports, showing a ten year (or ten semester, if specified) history of these data:

- *Are students over-represented in any major?* Evaluate first major chosen by graduates, disaggregated into those students who were coded as student-athletes at graduation and by all other students who were not coded as student-athletes graduation; also show relative proportions of first major chosen by student-athletes.
- *Are the GPAs of student-athletes significantly different than for all other students in any major?* Compare overall GPA for graduated students, student-athletes and non-athletes, within each major (using the student’s primary major) and calculate statistical

significance. In report of these data, include counts of students and student-athletes in each major to be sure statistically significant differences are not the result of small numbers. Student-athletes are counted if they were student-athletes at the time of graduation.

- *Are grade changes more frequent for student-athletes than for other students?* Report on the count of all grade changes of each type that have occurred during a given semester, for the past ten semesters, disaggregated by students coded as student-athletes in that semester and all other students. Disaggregate grade changes by department or program, as well.
- *Comparison to peer data.* If peer data are available on student and student-athlete representation in majors is available, that data will also be included.

Exhibit 1

LIST OF REPORTS AND PARTIES RESPONSIBLE FOR PREPARATION

<i>TIMING</i>	<i>SEMESTER(S) INCLUDED</i>	<i>REPORT DETAILS</i>	<i>REPORT NOTES</i>	<i>SUBGROUPS TO NOTE</i>	<i>HIGHLIGHTS & NOTES</i>	<i>REPORT TO</i>	<i>RESPONSIBLE OFFICE</i>
After Add/Drop (Sept/Feb)	Current Semester	List of Courses without assigned Classroom (excluding Independent Studies, Internships & Research)				Appropriate Dept Chair &/or Dean	Registrar
After Add/Drop (Sept/Feb)	Current Semester plus 10 previous semesters	List of all courses (include meeting time, room & instructor) with student count & percentage: all students, athletes & non athletes	Athletes include those coded active that semester	Note Independent Studies & Courses with no assigned room	Highlight courses where enrollment > 10 with >50% athletes	Deans, Asst. Director of Athletics (Academics) for Review	Registrar
After Add/Drop (Sept/Feb)	Current Semester	First Major with student count and percentage: all students, athletes and nonathletes	Athletes include those coded active this semester			Deans, Asst. Director of Athletics (Academics) for Review	Registrar
End of Semester after Grading Complete	Current Semester	Grade Distribution by Instructor/Dept with student count & percentage: all students, athletes & non athletes	Athletes include those coded active this semester	Note Independent Studies & Courses with no assigned room	Highlight where number >10 with >50% athletes	Deans, Asst. Director of Athletics (Academics) for Review	Registrar
After May Graduation	Year Graduates (Previous Aug/Dec and May) plus five previous years	First Major with student count & percentage: all graduates, athletes & nonathletes	Athletes include those coded active at time of graduation		Highlight where number >10 with >50% athletes	Provost and Athletic Director	Registrar
After May Graduation	Year Graduates (Previous Aug/Dec and May) plus five previous years	GPA of Students within each major: all graduates, athletes & nonathletes	Athletes include those coded active at time of graduation		Highlight statistically significant differences	Provost and Athletic Director	Registrar/Institutional Effectiveness
Summer	10 Previous Semesters	Grade Changes by Instructor/Dept with student count: all students, athletes & nonathletes	Athletes include those coded active the semester course was taken			Provost and Athletic Director	Registrar
Summer		Peer Data for Comparison				Provost and Athletic Director	Institutional Effectiveness