



TRANSMITTAL LETTER

The University of North Carolina
General Administration

Transmittal Number 93
July 18, 2014

THIS LETTER TRANSMITS CHANGES TO THE
UNC POLICY MANUAL

[700.6.1.1\[G\]](#) *Guidelines on Academic Integrity and Required Course-Clustering Analysis of Student-Athletes*

These Guidelines were approved by President Ross on July 18, 2014. Please contact UNC General Administration, Academic Affairs Division at 919-962-4614, if you have any questions.

Guidelines on Academic Integrity and Required Course-Clustering Analysis of Student-Athletes

The following guidelines have been issued to assist campuses in conducting the course-clustering analysis of student-athletes, as required in 700.6.1[R].

I. Guiding Principle

Student-athletes should be allowed to register and enroll in any section that facilitates timely progress towards degree. While student-athletes should not be steered away from sections with a high proportion of other student-athletes, those sections merit careful monitoring.

II. Definitions

A. Student-Athlete

For the purpose of the course-clustering analysis, student-athletes are defined in accordance with the NCAA "Squad List."¹

Though the NCAA "Squad List" may change due to status adjustments in its members, constituent institutions will use the Squad List on file at time of fall, spring, and summer (all terms) census.

For the first year of reporting (Summer 2013 (all terms), Fall 2013, and Spring 2014) constituent institutions are strongly encouraged to use the Squad List at time of census; however, constituent institutions have the option of using the Squad List as of the first day of competition. All subsequent reports must use the Squad List at time of census.

B. Course Clustering

Course clustering is defined as when student-athletes make up 25 percent or more of the section² enrollment at fall census for fall semester analysis, spring census for spring semester analysis, and summer censuses for summer terms analysis. If this threshold is met, then the section is considered a "flagged section" and the constituent institution must initiate a review as provided in Section V., of these guidelines.

Constituent institutions may choose a more stringent course enrollment threshold if desired.

III. Review Frequency

A course-clustering analysis will be conducted once in the fall term, once in the spring term, and once for all summer terms for all student-athletes (i.e., student-athletes who compete in a fall sport will still be included in the spring term review).

Constituent institutions will submit information only once a year to UNC General Administration (see Section VI., below).

¹NCAA 15.5.11.2 - The member institution's athletics director shall compile a list, on a form maintained by the Awards, Benefits, Expenses and Financial Aid Cabinet and approved by the Legislative Council, of the squad members in each sport on the first day of competition and shall indicate thereon the status of each member in the categories listed.

²Courses offered at the same-time-same-place-same-faculty, commonly referred to as cross-listed or combined courses, should be considered as one section for the purposes of this analysis.

IV. Monitoring of Course Clustering

The constituent institution's chief academic officer is responsible for oversight of the course-clustering review.

V. Review of Course Clustering

A. Review of course clustering will consist of at least the following elements:

1. Analyzing the grade distribution between student-athletes and non-student-athletes in flagged sections.

Irregularities, as defined by the constituent institution's senior academic affairs leadership, will be noted and the appropriate dean, in consultation with the appropriate department chair and faculty athletics representative, will be responsible for determining reasons for the irregularities, creating a corrective action plan if appropriate, and delivering a written report of findings and recommendations to the chief academic officer by the end of the subsequent term.

2. Analyzing the grade distribution between flagged sections and non-flagged sections of same course.

Irregularities, as defined by the campus senior academic affairs leadership, will be noted and the appropriate dean, in consultation with the appropriate department chair and faculty athletics representative, will be responsible for determining reasons for the irregularities, creating a corrective action plan if appropriate, and delivering a written report of findings and recommendations to the chief academic officer by end of the subsequent term.

3. Reviewing the transcript of any student-athlete who enrolls in three or more flagged sections per academic year (including summers).

Irregularities, as defined by the campus senior academic affairs leadership, will be noted and the provost's office will work with the appropriate deans and the faculty athletics representative to determine reasons and review findings with the department of athletics.

VI. Reporting of Course Clustering

The president of the University, or the president's designee, will annually provide a template for constituent institutions to submit course-clustering information. This information will be summarized by UNC General Administration for inclusion in the annual Intercollegiate Athletics Report required by Policy 1100.1.