

Athletics Compliance Calendar

Due Date	Duty	Compliance Partners	Specific Person
August			
	Discuss New Legislation with all staff.		Kurt Portmann
	Complete certification of Compliance.		Kurt Portmann
	Student-athlete compliance meetings.		Kurt Portmann
	Eligibility sheets to Conference Office.	Registrar's Office, Faculty Athletic Representative	Barbara Lunce Greg Giddings
15	Submit NCAA sports sponsorship/institutional demographic report.	Institutional Research	Newman Wong
15	Submit NCAA minimum financial aid report.		Kurt Portmann
	All staff compliance meeting		Kurt Portmann
September			
1	External Audit Proposals (Once every 3 years – 2017,2020)	Business Affairs & Finance	
15	Certification of compliance for staff members of athletic department.		Kurt Portmann
15	Certification of compliance for institutions.		Kurt Portmann
	Roster updates – Head Coaches meeting		Kurt Portmann
October			
20-27	Submit Equity in Athletics Disclosure Act survey	Business Office	Chris Stovall
	Code student-athletes in Banner for spring term		Kurt Portmann
	Roster updates – Head Coaches meeting		Kurt Portmann
November			
	Review proposed legislation for NCAA Convention	Student-Athlete Advisory Committee, Director of Athletics	Kurt Portmann
	National Letter of Intent early signing period.		Kurt Portmann
	Roster updates – Head Coaches meeting		Kurt Portmann
December			
1-9	Submit Academic Performance Data (APC).	Institutional Research	Newman Wong
	Send continuing eligibility sheets to Registrar's Office	Registrar's Office	Barbara Lunce
January			
15	Submit NCAA-EADA Report	Business Office	Chris Stovall
	NCAA Convention		Athletic Director
February			
	Roster updates – Head Coaches meeting		Kurt Portmann
March			
	Review camp brochures		Kurt Portmann
	Roster updates – Head Coaches meeting		Kurt Portmann

April			
	Roster updates – Head Coaches meeting		Kurt Portmann
May			
	Send continuing eligibility sheets to Registrar’s Office	Registrar’s Office	Barbara Lunce
	Roster updates/New student-athlete updates		Kurt Portmann
June			
1	Complete Academic Success Rate (ASR) and federal graduation rate	Institutional Research	Newman Wong
1	Institutional Self-Study due (next 2017-18; 2022-23)	President’s Office, Financial Aid, Business Office, Registrar’s Office, Admissions Office, Head Athletic Trainer, Student Affairs	Kurt Portmann
July			
1	Complete all financial aid renewals prior to July 1	Financial Aid	Michelle Wells
	Code student-athletes in Banner for fall term		Kurt Portmann