

## SELF-STUDY INSTRUMENT

### INTRODUCTION TO SELF-STUDY REPORT

The NCAA self-study process was open and comprehensive, assuring participation of all constituencies. The self-study process offered Mercer an opportunity to heighten awareness of intercollegiate athletics goals and purposes, the challenges facing athletics, and the ways in which athletics supports Mercer's mission. The process revealed many positive aspects of the intercollegiate athletics program and afforded Mercer the opportunity to mitigate weaknesses. For example, the following actions were taken during the self-study process to improve the program and ensure conformity with NCAA operating principles:

- Revised the athletics mission statement to better reflect the University's commitment to sportsmanship and diversity.
- Increased circulation of the athletics mission statement.
- Posted the athletics diversity statement in the athletics department and included the statement in the *Athletics Department Policy Manual* and the *Student-Athlete Handbook*.
- Elevated part-time Compliance Coordinator position to full-time status with exclusive compliance duties.
- Expanded contracts, appointment letters, and performance evaluations to include expectations regarding rules compliance and sportsmanship.
- Expanded information on rules compliance policies and procedures in the *Athletics Department Policy Manual*.
- Broadened participation in the annual gender equity planning process.
- Expanded the minority planning process to mirror that of gender equity and to specifically address the eight minority program areas identified by NCAA.
- Updated stand-alone gender and minority equity plans and began implementation of the plans.
- Implemented student-athlete specific (non-financial aid) grievance policy.
- Included policies on scheduling of intercollegiate competitions and practices in the *Athletics Department Policy Manual* and the *Student-Athlete Handbook*.
- Improved Mercer Athletic Council by:
  - Implementing a rotating appointment process to increase the diversity of the Council.
  - Creating Student Welfare, Gender Equity, and Minority Equity committees to provide greater emphasis on these critical issues.
- Enhanced communication of gender and minority distribution statistics by augmenting the annual report from the Director of Intercollegiate Athletics to the Mercer Athletic Council to include trend data and evaluation; the report will be shared with coaches, departmental staff, and the Student Athletic Advisory Committee.
- Instituted an annual student-athlete sportsmanship award.
- Included the sportsmanship policy in the *Student-Athlete Handbook* and *Athletics Department Policy Manual*

The conclusion of the self-study is that Mercer conforms to both the letter and the spirit of NCAA's operating principles. Academic success of all students is clearly Mercer's paramount goal; to this end, Mercer's intercollegiate athletic programs have consistently been subordinated to Mercer's academic mission. Governance and fiscal control have effectively assured this primacy. The intercollegiate athletics program is committed to the values of equal opportunity, sportsmanship, and ethical conduct, and is conducted in a manner that protects and enhances the physical and educational welfare of student-athletes.

### **Institutional Information for Mercer University**

- 1. Type of institution:** Private
- 2. Year institution was founded:** 1833
- 3. Special affiliation (e.g., religious, military)?** Yes - Georgia Baptist Convention
- 4. Coeducational?** Yes
- 5. Total student enrollment (undergraduate and graduate combined) [using a full-time-equivalency (FTE) basis]:**

Macon Campus Graduate/Undergraduate:	2,423.3 (Fall 2002)
Total University:	6,566.4 (Fall 2002)
- 6. Number of faculty [using a full-time-equivalency (FTE) basis]:**

Regular faculty, all schools and colleges:	419 (Fall 2002)
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- 7. Highest level of academic degree offered:**

Degree programs are available at undergraduate, graduate, and professional level. The highest degree offering in the Macon campus graduate and undergraduate programs is Masters. The highest academic degree offering for the entire University is a Doctor of Philosophy in Pharmaceutical Sciences through the School of Pharmacy on the Atlanta campus.
- 8. Institution's governing entity (e.g., board of trustees):** Board of Trustees
- 9. a. Regional accreditation agency:** Commission on Colleges of Southern Association of Colleges and Schools (SACS)  
**b. Date of most recent regional accreditation self-study:** 1994  
**c. Current accreditation status:** Accredited

### **Athletics Information**

- 1. Subdivision status of athletics program:** I-AAA
- 2. Conference affiliation(s) or independent status:** Atlantic Sun Conference
- 3. Athletics program structure:** One combined athletics department

4. **Date of NCAA major infractions case(s) (if any) since previous certification self-study and impact (if any) on the areas of the certification program:** None
5. **Other significant events (with dates) in the history of intercollegiate athletics program:**
  - 1957 - Joined NCAA
  - 1974 - NCAA Division One Status
  - 1978 - Charter Member, Trans America Athletic Conference (TAAC)
  - 2001 - TAAC name change to Atlantic Sun Conference

#### **Previous Certification Self-Study**

1. **Date of previous orientation visit, evaluation visit and interim self-study report (if applicable):**
  - October 1993, First-Cycle Orientation Visit
  - October 1994, First-Cycle Visit
  - 2000, Interim Self-Study Report
2. **Initial certification-status decision rendered by the NCAA Committee on Athletics Certification (and date):**
  - Certified, 1995
  - Certification Reaffirmed, 2001
3. **Subsequent actions or changes in certification status (if any) made by the NCAA Committee on Athletics Certification (and date):** None
4. **Changes in key senior-level positions, institutional or athletics program, (if any) since the institution's previous certification self-study:**
  - Dr. Horace W. Fleming Jr. was appointed to the newly created position of Executive Vice President July 1, 2002. Dr. Fleming reports directly to the President and serves as the senior officer of the University and as the University's chief operating officer.
  
  - Sybil Blalock was named Senior Woman Administrator in 1996 and Assistant Athletic Director in 2001.
  
  - The Compliance Coordinator position was elevated to a full-time position July 2003; Daniel McCarthy was appointed to the position.
5. **Significant changes impacting the institution and/or athletics program, if any (e.g., conference affiliation, sports sponsored, changes in admissions standards, significant changes in graduation rates, changes in mission statement of the athletics program, changes in fiscal stability/condition of the athletics program), since the institution's previous certification self-study:**
  - Swimming was added in 1995-1996. Due to low student interest and participation, swimming was discontinued after one season.

- Prior to July 2001, Mercer University participated in the Trans America Athletic Conference. In 2001 the conference decided to undergo a name change to better represent the growth and development of its member schools. In July, the Trans America Athletic Conference became the Atlantic Sun Conference.
- The institution has become more selective, increasing admission requirements for the Macon campus undergraduate program gradually over the last several years. Current requirements for admission as a new freshmen are 1000 on the Scholastic Assessment Test (SAT) or 22 on the American College Testing (ACT) assessment, and a high school academic grade point average of 3.0 on a 4.0 scale. Transfer students must have a cumulative grade point average of 2.5 on a 4.0 scale for admission. Transfer applicants with less than thirty hours of college credit must also meet freshman admission requirements.
- The mission statement of the intercollegiate athletics program is reviewed periodically and was updated during the writing of the 2000 NCAA interim report in order to be more concise and to better articulate the department's focus on the welfare of student-athletes. It was revised in November 2002 to reflect the University's commitment to sportsmanship and diversity; the statement was approved by the Board of Trustees in April 2003.
- Mercer is constructing a 230,000 square foot University Center set to open in the spring of 2004. Approximately half of the Center is dedicated to intercollegiate athletics. The facility includes a 3,200-seat arena for basketball and volleyball, a rifle range for air rifle practices and competitions, team dressing and meeting rooms, athletic weight and training facilities, and office space for athletics administrators and coaches.

### **Certification Self-Study Information**

#### **1. Steering committee chair (name and title):**

Dr. Thomas G. Estes, Senior Vice President for Finance and Administration

#### **2. Chief report writer/editor of self-study report (name and title):**

Sarah May, Director of Institutional Research

#### **3. Describe the extent of broad-based participation of campus constituencies in the self-study. Specifically, report on the opportunities that actually were provided to various individuals or groups in the broad-campus community to: (a) offer input into the self-study report before its findings and plans for improvement were formulated, and (b) review the self-study report after it was drafted.**

The NCAA self-study process was open and comprehensive, assuring participation of all constituencies. Over 50 people representing a wide cross-section of the Mercer community served on the NCAA steering committee and four subcommittees, including faculty, staff, students, student-athletes, coaches, alumni, booster club members, and Trustees. These individuals collected information and data, composed drafts, evaluated self-study responses against the NCAA operating principles, and developed plans. A draft self-study document was made public on Mercer's Web site and comments were solicited from the Mercer community.

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**4. Attach copy of the institution's written plan for conducting the self-study.**

**PLAN FOR COMPLETING SELF-STUDY  
NCAA CERTIFICATION  
MERCER UNIVERSITY**

- **University Goals for NCAA Certification:**

In completing the athletics self-study process, the University's fundamental goals are to:

- Confirm the integrity of intercollegiate athletics at Mercer with regards to compliance with NCAA, Atlantic Sun Conference (A-Sun), and institutional expectations and requirements.
- Assess the academic qualifications, progress, and main-streaming of student-athletes with respect to the Macon undergraduate population as a whole.
- Identify any deficiencies within the University's intercollegiate athletics program; preserve strengths and mitigate weaknesses.

- **Identification of all Institutional Plans from the First Cycle Self-Study and all NCAA Committee on Athletics Certification Required Actions from the First Cycle and Interim Report:**

Mercer's first cycle self-study was completed in 1994. A certified status was achieved with no required actions. Mercer's Interim Report resulted in the reaffirmation of the certified status with no required actions. The NCAA, however, noted a concern with the lack of progress toward the goals in the gender equity plan related to participation opportunities for female student-athletes. In response, Mercer updated its gender equity plan. Mercer's current gender equity plan addresses all thirteen NCAA program areas for gender issues. The plan is updated annually and includes measurable goals, steps the institution will take to achieve those goals, persons responsible, and timetables.

- **Function and Composition of Steering Committee and Subcommittees:**

A steering committee was appointed by President Godsey to coordinate the NCAA self-study process. This committee consists of twenty-one individuals who represent a wide cross-section of the campus constituency. Dr. Thomas Estes, Senior Vice President for Finance and Administration, is chair of the steering committee. Dr. Estes is a member of the University's senior management team and has clear authority to guide the self-study. President Godsey, the Director of Intercollegiate Athletics, the Faculty Athletics Representative, and the Senior Woman Administrator are also members of the steering committee. The function of the steering committee is to manage the self-study process, edit subcommittee reports, give advice on potential areas that need strengthening, review potential peer reviewers, and respond to the peer-review team's report. The membership of the steering committee is indicated in Figure 1.

Furthermore, four separate sub-committees have been appointed, whose membership includes a broad representation of the University, including students, student-athletes,

coaches, alumni, and trustees. Each subcommittee will be responsible for one of the major areas of the self-study (governance and commitment to rules compliance, academic integrity, fiscal integrity, and equity, welfare and sportsmanship). The subcommittees will be responsible for collecting information and data, evaluating self-study responses against the operating principles, development of institutional plans for improvement, and composing drafts of their section of the self-study report. To facilitate data collection, the Director of Athletics is an ex-officio member to all subcommittees. The membership of the subcommittees is shown in Figure 1.

- **Institution's Campus Liaison and Chief Report Writer:**

Bobby A. Pope, Director of Intercollegiate Athletics, has been designated as the Institution's Campus Liaison. The Institution's Campus Liaison is responsible for fielding questions from institutional personnel and forwarding them to the NCAA staff member, and for coordinating preparations for the evaluation visit. Sarah May, Director of Institutional Research, has been designated as the Chief Report Writer. The Chief Report Writer will determine report format, convey that information to the subcommittee chairs, and assimilate subcommittee reports into a coherent document, and identify areas where additional supportive data is required.

- **Schedule for Completing Self-study :**

Figure 2 shows the major tasks identified for the self-study and our tentative timetable for completing these tasks.

- **Conference Office Participation:**

Mercer University will involve the Atlantic Sun Conference (A-Sun) in the self-study process. Mr. Steve Sturek, Assistant Commissioner for Compliance, is an ex-officio member of the steering committee and will work with the various subcommittees as a resource person and advisor. Mr. Sturek is a valuable resource to the University regarding NCAA and A-Sun policies; his direct experience with Mercer's self-study will benefit the A-Sun and its membership. The A-Sun office is located in Macon.

- **Institutional Guidelines for Writing and Editing the Self-Study Report:**

Each subcommittee chair will be responsible for assigning writing responsibilities to subcommittee members. Furthermore, each subcommittee chair is responsible for ensuring the completeness and coherence of the subcommittee's report and giving final approval before review of the document by the steering committee. The University's Web site will be used to facilitate communication and review documents.

- **Process for Reviewing Subcommittee Reports:**

Each subcommittee chair will be responsible for reviewing and formally recommending its respective report to the steering committee. Subcommittee drafts will be available on the Web site for steering committee review.

- **Process for Developing Final Report Including Evaluation of Self-Study Responses Against Operating Principles and Development of Improvement Plan:**

Each subcommittee will draft sections of the self-study report including evaluation of self-study responses against the operating principles and development of institutional plans for improvement. The steering committee will review the subcommittee drafts posted to the Web site. The steering committee will identify areas where additional supportive data is required, and direct the chief report writer to make modifications to the report as necessary. It will be the chief report writer's responsibility to assimilate subcommittee reports into a coherent document. A draft document will be made public on Mercer's Web site and comments will be solicited from the Mercer community. After review and final approval by the steering committee, the President (who is a member of the steering committee) will review and edit the report for final release. The final document will be submitted to the Athletics Committee of the Mercer Board of Trustees for approval, and submitted to the entire Board of Trustees for information.

- **Plans for Communicating Work to Institutional Community, Electronic and Print Media and General Public:**

Use of the University's Web site means that draft and final documents will be available electronically for review by a wide audience. Availability of the documents for review can be made via email to subsets of the Mercer community, or the entire campus. Three print publications are also available. *News at Mercer* is published monthly and is targeted at faculty and staff. Notice of the self-study process and interim news will be distributed using this mechanism. *The Cluster* is the student newspaper and is published biweekly. It will be used to convey information to the student body, and is also read by many faculty and staff. Finally, *The Mercerian* is the alumni newspaper and will be used to report findings to Mercer alumni. Other vehicles will be identified and used as appropriate.

Figure 1  
**NCAA CERTIFICATION COMMITTEES ROSTER**

**Steering Committee**

Thomas G. Estes, *Steering Committee Chair*, Senior Vice President for Finance and Administration  
Priscilla Danheiser, *Equity, Welfare and Sportsmanship Subcommittee Chair*, Associate Provost/Director of Center for Teaching and Learning/Interim Vice President for Student Life  
Matt R. Thompson, *Governance and Compliance Subcommittee Chair*, Assistant Vice President for Student Life  
D. Scott Davis, *Academic Integrity Subcommittee Chair*, Associate Dean of College of Liberal Arts/Associate Executive Vice President, Associate Professor, College of Liberal Arts  
Donal Chris Wells, *Fiscal Integrity Subcommittee Chair*, Associate Professor, School of Law  
M. Dayne Aldridge, Dean and Professor, School of Engineering  
Sybil A. Blalock, Senior Woman Administrator/Assistant Athletic Director  
Richard L. Cameron, Assistant Vice President for University Relations & Marketing  
Melinda K. Dalgarn, Vice President for Student Affairs (served until December 2002)  
Horace W. Fleming, Executive Vice President  
R. Kirby Godsey, President of Mercer University  
Sam F. Hart, Special Assistant to the Vice President for Student Life  
Donna Hemphill, *Assistant Report Writer*, Administrative Assistant to Senior Vice President for Finance and Administration  
Sarah E. May, *Chief Report Writer*, Director of Institutional Research  
Whitney V. McMath, General Assistant to the President/Director of University Planning, SACS Accreditation Liaison  
Marilyn P. Mindingall, Associate Provost for Undergraduate Studies  
Chelsea Orton, student-athlete - sophomore class  
Bobby A. Pope, Director of Intercollegiate Athletics  
Mark Slonaker, Head Men's Basketball Coach  
Steve Sturek, *ex-officio*, Atlantic Sun Conference Commissioner, Compliance, Legal Affairs  
Mary Jo Vaughan, Faculty Athletics Representative, Associate Professor/Co-Director, MBA-Macon, Stetson School of Business and Economics

**Academic Integrity Subcommittee**

D. Scott Davis, *Chair*, Associate Dean of College of Liberal Arts/Associate Executive Vice President, Associate Professor, College of Liberal Arts  
Sybil A. Blalock, *ex-officio*, Senior Woman Administrator/Assistant Athletic Director  
Myra Cameron, *ex officio*, Administrative/Eligibility Coordinator, Department of Intercollegiate Athletics  
John P. Cole, Vice President of Admissions and Student Financial Planning  
Sarah E. May, *ex-officio*, Director of Institutional Research  
Tyler McCurry, student athlete - sophomore class  
Tom Melville, Head Men's Soccer Coach  
Bobby A. Pope, *ex-officio*, Director of Intercollegiate Athletics

Paul G. Schnepf, Registrar

Mary Jo Vaughan, Faculty Athletics Representative, Associate Professor/Co-Director, MBA-Macon, Stetson School of Business and Economics

### **Equity, Welfare and Sportsmanship Subcommittee**

Priscilla Danheiser, *Chair*, Associate Provost/Director of Center for Teaching and Learning/Interim Vice President for Student Life Director of Center for Teaching and Learning

Sybil A. Blalock, *ex-officio*, Senior Woman Administrator/Assistant Athletic Director

Andre J. Butler, Assistant Professor, School of Engineering

Myra Cameron, *ex officio*, Administrative/Eligibility Coordinator, Department of Intercollegiate Athletics

Elizabeth D. Hammond, Dean of University Libraries/Assistant Professor

Sam F. Hart, Special Assistant to the Vice President for Student Life

Trelle Kite, Head Men's/Women's Golf (served until August 2003)

Rhonda Lidstone - Assoc. Director of Human Resources/Affirmative Action Officer

Allen S. London, Associate Vice President & Director of Freshman Admissions

Allen K. Lynch, Assistant Professor, Stetson School of Business & Economics

Sarah E. May, *ex-officio*, Director of Institutional Research

Robert M. Murphy, Head Athletic Trainer

Rebekah M. Passante, Assistant General Counsel and Title IX Administrator

Bobby A. Pope, *ex-officio*, Director of Intercollegiate Athletics

Bonnie K. Sample, student athlete - junior class

Arun M. Vaithi, student - sophomore class

### **Fiscal Integrity Subcommittee**

Donal Chris Wells, *Chair*, Associate Professor, School of Law

Linda L. Brennan, Assistant Professor, Stetson School of Business & Economics

James S. Calhoun, Director of Internal Audit

Myra Cameron, *ex officio*, Administrative/Eligibility Coordinator, Department of Intercollegiate Athletics

Daniel P. Fischer, Associate Vice President of Planning Budgeting & Institutional Research, Instructor, College of Liberal Arts

Sarah E. May, *ex-officio*, Director of Institutional Research

Brenda Nichols, Head Women's Basketball Coach

Bobby A. Pope, *ex-officio*, Director of Intercollegiate Athletics

Joshua M. Rogers, student - sophomore class

H. Al Williams, Trustee of Mercer University

Carol K. Williams, Associate Vice President of Student Financial Planning

### **Governance and Compliance Subcommittee**

Matt R. Thompson, *Chair*, Assistant Vice President for Student Life

Myra Cameron, *ex officio*, Administrative/Eligibility Coordinator, Department of Intercollegiate Athletics

Bob Day, BearBacker Booster Club Representative

Wesley Duke, student athlete - junior class

Horace W. Fleming, Jr., Executive Vice President of Mercer University  
Benjamin W. Griffith, III, Trustee of Mercer University  
Cleveland Jackson, Assistant Men's Basketball Coach  
Esther A. Kramer, Associate Dean, Tift College of Education (served until January 2003)  
Laurie Lattimore, Assistant Professor, College of Liberal Arts  
Sarah E. May, ex-officio, Director of Institutional Research  
Marilyn P. Mindingall, Associate Provost for Undergraduate Studies  
Bobby A. Pope, *ex-officio*, Director of Intercollegiate Athletics  
Claude D. Smith, NCAA Compliance Coordinator (served until July 2003)  
Loren Sumner, Assistant Professor, School of Engineering  
Ramona L. Wright, student athlete - sophomore class (served until December 2002)

Figure 2  
**NCAA CERTIFICATION TIMELINE**

June 2002	Steering and subcommittee members appointed by Dr. Godsey
July 29, 2002	First meeting of the steering committee
August 12, 2002	Conference call between President R. Kirby Godsey and Susan Peal of NCAA
August 19, 2002	Conference call between Dr. Tom Estes and Susan Peal of NCAA
August 21, 2002	Chief report writer meets with subcommittee chairs to discuss strategy and report format
Late August	Subcommittees meet for first time; agendas set and first-cycle issues discussed
September	Subcommittees meet; review progress since first-cycle and interim reports, discuss self-study items, begin to compile data, information resources and appendices for reports
September 30, 2002	Written plan for conducting the self-study due to NCAA
October	Subcommittees meet; continue to compile data, information resources, and appendices for reports
October 8, 2002	Steering committee meets; discuss issues raised by committee members or subcommittee chairs
October 30, 2002	Orientation visit by Susan Peal of the NCAA
November	Subcommittees meet; continue to compile data, information resources, and appendices for reports and begin to develop responses to self-study items, evaluate conformity with operating principles, and develop plans for improvement
December	Subcommittees meet; continue development of responses to self-study items, evaluation of conformity with operating principles, and development of plans for improvement

January	Subcommittees meet; continue development of responses to self-study items, evaluation of conformity with operating principles, and development of plans for improvement
January 16, 2003	Steering committee meets; discuss list of potential peer-reviewers from NCAA
February 4, 2003	Steering committee meets; reviews draft submitted by governance and commitment to rules compliance subcommittee
March	Subcommittees meet; continue development of responses to self-study items, evaluation of conformity with operating principles, development of plans for improvement, and respond to concerns of steering committee as applicable
March 10, 2003	Steering committee meets; reviews draft submitted by fiscal integrity subcommittee
March 24, 2003	Steering committee meets; reviews draft submitted by academic integrity subcommittee
April	Subcommittees meet; continue development of responses to self-study items, evaluation of conformity with operating principles, development of plans for improvement, and respond to concerns of steering committee as applicable
April 28, 2003	Steering committee meets; reviews revisions from fiscal integrity and academic integrity subcommittees
May 8, 2003	Steering committee meets; reviews draft submitted by equity, welfare and sportsmanship subcommittee
August 14, 2003	Steering committee meets: reviews revisions from equity, welfare and sportsmanship subcommittee
August 15 - Sept 10	Report writer and assistant report writer prepare final document for Web and hard copy
September 11, 2003	Steering committee meets; reviews and comments on final document presented by chief report writer
September 15-19	Draft made public on Mercer's Web site; comments solicited from entire Mercer community

September 23, 2003	Steering committee meets; reviews any comments from Mercer community and directs chief report writer to make modifications as applicable
October 1, 2003	Entire document ready for presidential review
October 8, 2003	Presidential comments due
October	Self-study submitted to Athletics Committee of the Board of Trustees for approval and submitted to entire Board of Trustees for information only
November 3, 2003	Final document made available to the public via the Mercer Web site; availability communicated via electronic and print media
November 3, 2003	Final report to NCAA and peer reviewers
January 25-28, 2004	Peer Visit

**SELF-STUDY REPORT CHECKLIST**

Institutions are required to submit this completeness checklist with the completed self-study report. The checklist is designed to assist the institution in developing a thorough self-study report. The institution must verify that each item listed below is included in the self-study report, identify the page number corresponding to each item and attach this checklist, with the steering committee chair's signature attesting to completeness, to the introduction of the self-study report.

	<b>1. Introduction to Self-Study Report.</b>
ii	ÿ Institutional Information Item Nos. 1-9.
ii	ÿ Athletics Information Item Nos. 1-5.
iii	ÿ Previous Certification Self-Study Item Nos. 1-5.
iv	ÿ Certification Self-Study Information Item Nos. 1-4.
v	ÿ Written plan for conducting the self-study.
	<b>2. Governance and Commitment to Rules Compliance.</b>
I-1	ÿ Previous Certification Self-Study Item No. 1.
I-1	ÿ Previous Certification Self-Study Item No. 2.
I-1	ÿ Previous Certification Self-Study Item No. 3.
I-1 – I-2	ÿ Previous Certification Self-Study Item No. 4.
	• Operating Principle No. 1.1.
I-2 – I-3	ÿ Self-Study Item No. 1.
I-2 – I-3	ÿ Institution's mission statement.
I-3	ÿ Athletics program's mission statement.
I-3 – I-4	ÿ Self-Study Item No. 2.
I-4	ÿ Self-Study Item No. 3.
I-4 – I-6	ÿ Self-Study Item No. 4.
	• Operating Principle No. 1.2.
I-6	ÿ Self-Study Item No. 1.
I-6 – I-7	ÿ Self-Study Item No. 2.
I-8 – I-9	ÿ Self-Study Item No. 3.
I-9	ÿ Composition of the athletics board or committee (including titles and positions).
I-9	ÿ Self-Study Item No. 4.
I-23	ÿ Institution organizational chart.
I-25	ÿ Athletics department organizational chart.

- Operating Principle No. 1.3.
  - I-10 – I-11      ÿ Self-Study Item No. 1.
  - I-11 – I-13      ÿ Self-Study Item No. 2.
  - I-11              ÿ Organizational or flow chart.
  - I-13 – I-14      ÿ Self-Study Item No. 3.
  - I-14 – I-15      ÿ Self-Study Item No. 4.
  - III-69 – III-73   ÿ Job descriptions.
  - I-27              ÿ Contracts or letters of appointment.
  - I-29 – I-40      ÿ Personnel evaluation criteria.
  - III-64, III-76 – III-77   ÿ Philosophy statements or other sections of policy manuals.
  - I-15 – I-18      ÿ Self-Study Item No. 5.
  - I-15 – I-18      ÿ Written policies and procedures assigning rules-compliance responsibilities.
  - I-18              ÿ Self-Study Item No. 6.
  - I-41 – I-43      ÿ Documentation related to rules-compliance program evaluation.
  
- Evaluation and Plan for Improvement.
  - I-19              ÿ Evaluation and Plan No. 1.1.
  - I-20              ÿ Evaluation and Plan No. 1.2.
  - I-21              ÿ Evaluation and Plan No. 1.3.
  
- 3. Academic Integrity.**
  - II-1              ÿ Previous Certification Self-Study Item No. 1.
  - II-1              ÿ Previous Certification Self-Study Item No. 2.
  - II-1 – II-2      ÿ Previous Certification Self-Study Item No. 3.
  - II-2              ÿ Previous Certification Self-Study Item No. 4.
  
- Operating Principle No. 2.1.
  - II-3 – II-5      ÿ Self-Study Item No. 1.
  - II-5              ÿ Self-Study Item No. 2.
  - II-23 – II-27     ÿ Attachment No. 1.
  - II-5 – II-6      ÿ Self-Study Item No. 3.
  - I-29              ÿ Attachment No. 2.
  - II-6              ÿ Self-Study Item No. 4.
  - II-6 – II-7      ÿ Self-Study Item No. 5.
  - II-7              ÿ Self-Study Item No. 6.
  - II-31 – II-36     ÿ NCAA graduation-rates report for three most recent academic years.
  - II-7 – II-9      ÿ Self-Study Item No. 7.
  - II-9 – II-10     ÿ Self-Study Item No. 8.
  - II-9 – II-10     ÿ Academic standards and policies.

- Operating Principle No. 2.2.
  - II-11      ÿ Self-Study Item No. 1.
  - II-37      ÿ Organizational or flow chart.
  - II-11 – II-16      ÿ Self-Study Item No. 2.
  
- Operating Principle No. 2.3.
  - II-17      ÿ Self-Study Item No. 1.
  - III-80, IV-201      ÿ Scheduling Policies.
  - II-17      ÿ Self-Study Item No. 2.
  - II-17 – II-18      ÿ Self-Study Item No. 3.
  - II-18      ÿ Self-Study Item No. 4.
  
- Evaluation and Plan for Improvement.
  - II-19      ÿ Evaluation and Plan No. 2.1.
  - II-20      ÿ Evaluation and Plan No. 2.2.
  - II-21      ÿ Evaluation and Plan No. 2.3.
  
- 4. Fiscal Integrity.**
  - III-1      ÿ Previous Certification Self-Study Item No. 1.
  - III-1      ÿ Previous Certification Self-Study Item No. 2.
  - III-1      ÿ Previous Certification Self-Study Item No. 3.
  - III-1 – III-2      ÿ Previous Certification Self-Study Item No. 4.
  
- Operating Principle No. 3.1.
  - III-2 – III-3      ÿ Self-Study Item No. 1.
  - III-3      ÿ Self-Study Item No. 2.
  - III-3 – III-4      ÿ Self-Study Item No. 3.
  - III-19      ÿ Copies of documentation (e.g., management letters, executive summaries) for three most recent external financial audits.
  - III-4      ÿ Self-Study Item No. 4.
  - III-4 – III-5      ÿ Self-Study Item No. 5.
  
- Operating Principle No. 3.2.
  - III-5      ÿ Self-Study Item No. 1.
  - III-6      ÿ Self-Study Item No. 2.
  - III-6      ÿ Self-Study Item No. 3.
  - III-6      ÿ Self-Study Item No. 4.
  - III-6      ÿ Self-Study Item No. 5.
  - III-6 – III-7      ÿ Self-Study Item No. 6.
  - III-7 – III-14      ÿ Self-Study Item No. 7.
  - III-14      ÿ Self-Study Item No. 8.

- III-51 – III-62           ÿ NCAA Sports Sponsorship Report for the three most recent academic years.
- Operating Principle No. 3.3.
    - III-14 – III-15           ÿ Self-Study Item No. 1.
    - III-15 – III-16           ÿ Self-Study Item No. 2.
  - Evaluation and Plan for Improvement.
    - III-17                   ÿ Evaluation and Plan No. 3.1.
    - III-18                   ÿ Evaluation and Plan No. 3.2.
    - III-18                   ÿ Evaluation and Plan No. 3.3.
- 5. Equity, Welfare and Sportsmanship.**
- IV-1                   ÿ Previous Certification Self-Study Item No. 1.
  - IV-1 – IV-4           ÿ Previous Certification Self-Study Item No. 2.
  - IV-4 – IV-5           ÿ Previous Certification Self-Study Item No. 3.
  - IV-5                   ÿ Previous Certification Self-Study Item No. 4.
  - IV-5 – IV-6           ÿ Previous Certification Self-Study Item No. 5.
  - IV-6                   ÿ Previous Certification Self-Study Item No. 6.
- Operating Principle No. 4.1.
    - IV-6 – IV-8           ÿ Self-Study Item No. 1.
    - IV-8 – IV-9           ÿ Self-Study Item No. 2.
    - IV-69 – IV-142       ÿ Equity in Athletics Disclosure Act survey form and worksheets for three most recent academic years.
    - IV-9 – IV-22           ÿ Self-Study Item No. 3.
    - IV-22 – IV-23       ÿ Self-Study Item No. 4.
    - IV-143               ÿ Written, stand-alone plan for addressing gender equity for the future.
  - Operating Principle No. 4.2.
    - IV-24 – IV-26       ÿ Self-Study Item No. 1.
    - IV-26               ÿ Self-Study Item No. 2.
    - IV-55               ÿ Attachment No. 1, Part A.
    - IV-26               ÿ Self-Study Item No. 3.
    - IV-57               ÿ Attachment No. 1, Part B.
    - IV-26               ÿ Self-Study Item No. 4.
    - IV-59               ÿ Attachment No. 1, Part C.
    - IV-26 – IV-33       ÿ Self-Study Item No. 5.
    - IV-33 – IV-34       ÿ Self-Study Item No. 6.
    - IV-153               ÿ Written, stand-alone plan for addressing minority opportunities for the future.

- Operating Principle No. 4.3.
  - IV-35 – IV-36      ÿ Self-Study Item No. 1.
  - IV-36 – IV-41      ÿ Self-Study Item No. 2.
  - IV-41 – IV-42      ÿ Self-Study Item No. 3.
  - IV-169              ÿ Student-athlete exit interview forms.
  - IV-42                ÿ Self-Study Item No. 4.
  - IV-173 – IV-175      ÿ Copy of institution’s grievance or appeal procedures.
  - IV-42                ÿ Self-Study Item No. 5.
  - IV-42 – IV-43      ÿ Self-Study Item No. 6.
  - IV-43                ÿ Self-Study Item No. 7.
  - IV-189 – IV-200      ÿ Copy of institution’s emergency medical plan for practices and games.
  - IV-43 – IV-44      ÿ Self-Study Item No. 8.
  - IV-44                ÿ Self-Study Item No. 9.
  - IV-201 – IV-215      ÿ Institution’s student-athlete handbook.
  
- Operating Principle No. 4.4.
  - IV-45 – IV-46      ÿ Self-Study Item No. 1.
  - IV-46                ÿ Self-Study Item No. 2.
  - III-64, IV-211      ÿ Written policies and procedures on sportsmanship and ethical conduct.
  - IV-46 – IV-47      ÿ Self-Study Item No. 3.
  - IV-47 – IV-48      ÿ Self-Study Item No. 4.
  - IV-48                ÿ Self-Study Item No. 5.
  - IV-48 – IV-49      ÿ Self-Study Item No. 6.
  
- Evaluation and Plan for Improvement.
  - IV-50                ÿ Evaluation and Plan No. 4.1.
  - IV-51                ÿ Evaluation and Plan No. 4.2.
  - IV-52                ÿ Evaluation and Plan No. 4.3.
  - IV-53                ÿ Evaluation and Plan No. 4.4.

Steering Committee Chair’s Name : Dr. Thomas G. Estes

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Steering Committee Chair’s Signature

Date: October 24, 2003

**SELF-STUDY INSTRUMENT  
PREPARATION NOTE**

[Note: Please attach this page, signed and dated by the institution's chief executive officer, to the institution's self-study report when it is submitted to the NCAA national office.]

Person(s) preparing this report:

Name: Sarah May

Title: Director of Institutional Research

**APPROVAL NOTE**

The Athletics Committee of the Mercer University Board of Trustees has reviewed and recommended approval of the information provided in the attached self-study report.

The membership of this group included:

Name: Timothy R. Stapleton

Title: Chair, Athletics Committee

Name: Kellie R. Appel

Title: Athletics Committee Member

Name: W. Louis Sands

Title: Athletics Committee Member

Name: Marshall Butler

Title: Athletics Committee Member

**COMPLETION NOTE**

This is to certify that I have overseen Mercer University's completion of the attached self-study report for the second cycle of the NCAA Division I athletics certification program and approve of its contents. Participants recommending approval of this report, as well as the individual(s) who prepared the report, are identified above.

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Signature of Chief Executive Officer

October 24, 2003

Date