Mass Audits

 An audit is done of each student-athlete’s academic progress each summer session (if enrolled) and each term to ensure that the student is making satisfactory progress to maintain eligibility. An audit contact person has been identified in each school or department who is responsible for completing the audit and returning it to the Office of the Registrar prior to the start of registration for the summer session and each term.

1. The audit consists of a chronological-order copy of the student-athlete’s academic record with an audit summary block at the bottom.
2. Following the four-week deadline for dropping courses without a grade or during the fifth week of the summer sessions, unofficial transcripts are produced for each athlete. These transcripts are produced by school, alpha within. Also produced is an alphabetic listing of the athletes by college/school.

1. The STUDENT-ATHLETE ELIGIBILITY AUDIT WORKSHEET (Reg. Form 200) was developed to assist the staff members in the college/schools and departments who do the actual audit of the student’s progress. This worksheet explains to the staff member the audit process in a step-by-step manner and identifies significant hours totals and other computations with letters. These letters correspond to the letters appearing in the audit summary block at the bottom of the audit form.
2. The audit for each student-athlete in the college/school is sent to the college/school contact person. Along with the audits are a cover memo, audit worksheet template and a list of student athletes in that college/school. The college/school audits are returned prior to the start of the next term’s priority registration.
3. As the signed audits are returned, they are checked against the Office of the Registrar’s copy of the list. The audits are then checked for accuracy of computations, based upon the courses which have been identified.
4. If the computations are confirmed as correct, a copy of the audit is added to a shared folder between the Intercollegiate Athletic department and the Office of the Registrar for their use.
5. If the computations are incorrect, the college/school contact person is contacted to resolve the discrepancies.
6. The completed audits are filed alphabetically and retained for use in future certification activities. The summer audits are interfiled in the same alphabetic file accumulated during the spring term and any prior audits from the same college/school for the same student athlete are discarded.

G. Supplemental Audits

1. A variety of situations can arise during the summer, other than the eligibility problems, which may make it necessary to go through another audit process for a student-athlete. Examples include students who change their degree objective (CODO) or change majors between terms for whom the prior spring audit no longer reflects progress in their current degree objective. Another category is transfer students for whom Purdue has no spring audit, but for whom an evaluation is required prior to certification for fall competition.
2. Student-athletes who CODO or change majors can be certified for competition on the basis of the final audit in the previous school/major. An audit in the new college/school provides the Athletic Academic Services Office with information in order to assist the student-athlete for registration.
3. Transcripts for transfer students are evaluated by staff in the Office of Admissions. Once the transfer credit is posted by the Office of Admissions, an athletic audit is generated for the college/school review.
4. When a supplemental audit is necessary, a copy of the audit record and the audit worksheet are sent to the college/school contact. This is done via e-mail with an explanation outlining the reason for the requested audit.

H. Certification Process

1. A typical schedule of team certifications during the fall term is as follows:

 Mid part of August Men’s Football (est. 100)

 Women’s Soccer (est. 30)

 Women’s Volleyball (est. 20)

 Early September Men’s Cross Country (est. 15)

 Men’s Golf (est. 12)

 Men’s Tennis (est. 10)

 Women’s Cross Country (est. 20)

 Women’s Golf (est. 10)

 Women’s Softball (est. 20)

 Women’s Tennis (est. 12)

 Late September Men’s Basketball (est. 15)

 Men’s Swimming (est. 40)

 Women’s Basketball (est. 15)

 Women’s Swimming (est. 40)

 Men’s Wrestling (est. 30)

 Men’s Indoor Track (est. 35)

 Women’s Indoor Track (est. 45)

 Men’s Baseball (est. 30)

 Women’s Outdoor Track (est. 45)

 Men’s Outdoor Track (est. 35)

1. Prior to the time a specific sport is to be certified, the Intercollegiate Athletic Department will send the Office of the Registrar an alphabetical list of who they want to certify for that team. Unofficial transcripts are printed for each of the athletes on the list. This unofficial transcript contains the most recent information on each student and becomes the working certification document.
2. Once the unofficial transcript copies are printed, the following documents are merged alphabetically:
3. The above-mentioned unofficial transcripts.
4. The most recent audit received from the counseling office for the college/school in which the student-athlete is enrolled.
5. Using the recent unofficial transcript as the working document:
6. Circle the total number of hours in the most recent graduation GPA, or circle the most recent credit hours and points if a completion grade has been added to the record following the end of the most recent term.
7. Put a line through any course work which has been identified as non-applicable on the school audit, including transfer credit, and which does not already have a Excuded indicator (an E) after the points listed for the course. (The exclude indication mark indicates that the hours have already been taken out of GPA hours.)
8. In some cases, the school audit may indicate that only a portion of the credit for a given course may be applicable to the degree. (eg.: First Year Engineering only requires four hours of math per term. If the student takes a five-hour math course, one hour is excess and non-applicable.) If the school contact has modified the number of acceptable credits for a course, note that adjustment by adding a “-1”, “-2”, etc. next to the printed credit hours as appropriate.
9. Note any transfer credit appearing on the record and compute the total number of transfer credits which have not been deleted as non-applicable.

1. Any departmental credit on the record, such as CLEP CR, CEEB AP, BY EXAM, DEPT CREDIT, P/ NP grades are counted in the overall earned hours on the record.
2. Any “F” grades are NOT added into the earned hours on the record so they can be ignored.
3. Compute the total number of hours applicable to the degree by adding the GPA hours, transfer credit hours, departmental credit hours, “pass” hours and (if being counted) exempt hours, then subtract any non-applicable hours still in the GPA.
4. Circle the latest graduation GPA.
5. It is also necessary to note that, currently, the audit is run only for student-athletes enrolled at West Lafayette during that term.
6. Credit hours earned prior to initial collegiate enrollment may be used to meet the 24 credit-hour requirement but not the six or 18 credit-hour requirements. The six credit-hour requirement is specific to the previous full-time term and the 18 credit-hour requirement is specific to the regular academic year. The 24 credit-hour requirement does not specify when or where the credits may be earned. See bylaw 14.4.3.1 (fullfillment of credit-hour requirements). Additionally, credit hours earned prior to initial full-time enrollment may be used to satisfy the percentage-of-degree requirements. See Bylaw 14.4.3.2 (fullfillment of percentage-of-degree requirements).
7. If a student-athlete processes a Change Of Degree Objective to a new school, it would be best to request an audit in the new program as soon as possible to give the Athletic Academic Support Services staff time to evaluate the student’s staus in the new program to allow for planning.
8. If a student-athlete enters Purdue at the beginning of the second term with no prior credits from another university, he/she may be certified for fall competition upon satisfactory completion of at least 12 hours during the first term of enrollment (spring term). Such a student-athlete may be certified to be eligible for spring competition by being checked through the NCAA Eligibility Center. To be eligible for the subsequent spring term, the student-athlete must have completed 24 hours toward a specific degree. This will be a “mid-year eligibility student athlete.”

The Office of the Registrar has the direct responsibility of determining the continuing eligibility of Purdue student-athletes. The ultimate responsibility of certifying a student-athlete’s continuing eligibility has been assigned to the Senior Associate Registrar of the office.