



**Alcorn**  
State University

Date: February 3, 2015

To: Deans, Chairs, Advisors

From: Donzell Lee, Ph.D. ,  
Interim Provost & VPAA

**RE: UPCOMING NCAA DATA REQUESTS**

Alcorn State conducted a teleconference with Greg Dana, Director of Client Relations and Leilani Hubbard of the NCAA on Monday, February 2, 2015. There, the NCAA requested of Alcorn another batch of data: specifically, signed curriculum sheets for the attached list of students within your unit. The deadline for this request is **Monday, February 9, 2015**.

As a caveat, please note, that in certain situations you may be requested to furnish curricula sheets for students who may no longer be in your program. In such general instances, please provide the curriculum sheet as the student's transcripts (might have at some time have) indicated degree attempts in your program. Under this scenario, we'll also need completed curricula sheets for the students' subsequent degree major designation.

To ensure timely fulfillment, I ask that you submit as soon as possible before the above deadline, so that Jason Cable and John Igwebuikwe have ample opportunity to review your submissions and make any needed outreach/correction prior to final dispatch to the NCAA.

Finally, please be aware that the NCAA also requested, a larger, and more significant data-set. This forthcoming request (IV) will be due March 1, 2015. Currently, the ASU Data Review Team is working sedulously to write the necessary scripts, aggregate/organize BANNER data, and provide the information to you in as structured and stream-lined a format as possible. Thus, please take constructive notice of this upcoming request.

Thank you in advance for assisting us in meeting the latest of NCAA Data Request (III) and the forthcoming Request (IV) as well.

Go Braves.