



Eligibility & Casebook

Division II

Eligibility & Casebook Division II

ELIGIBILITY PROCESS

1. Eligibility forms shall be sent to the National Eligibility Chair. Institutions should use NCCAA eligibility forms. **Eligibility forms are to be sent prior to the first contest and/or scrimmage (EACH TERM) in that particular sport.**
2. Please check for errors. Review the NCCAA Official Handbook.
3. When there are any questions or concerns in regard to eligibility, please address those concerns with the institutions Compliance Officer first and if the Compliance Officer cannot answer the questions, then the Compliance Officer should contact the NCCAA National Eligibility Chair.
4. The National Eligibility Chair shall poll the National Eligibility Committee regarding a decision and report back to the respective Compliance Officer at the institution.
5. The Administration Committee may deal with cases of extreme complexity after referral by the National Eligibility Chair.
6. Report all violations. Please do not assume someone else will communicate eligibility concerns.
7. The NCCAA National Office may give clarifications over the telephone, but no official rulings shall be made over the telephone until all written work is submitted to the National Eligibility Chair.

All eligibility forms appear in the Eligibility & Casebook section.

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Acknowledgment

The National Christian College Athletic Association (NCCAA) expresses its appreciation and acknowledgment to the National Association of Intercollegiate Athletics (NAIA) for the use of the eligibility, casebook, and frequency of contest information in this handbook. Alterations in the substitution of NCCAA for NAIA and the alignment of Regional and Eligibility Chairs in accordance with NCCAA procedures have been made.

ALL NCAA/NAIA/CCAA DUALY AFFILIATED MEMBERS MUST SUBMIT ONLY THE DUALY AFFILIATED ELIGIBILITY FORM (SEE [APPENDIX E](#)) TO BE IN COMPLIANCE. THIS FORM MUST BE SUBMITTED ON OR BEFORE THE DATE OF THE FIRST CONTEST (SCRIMMAGE OR REGULAR SEASON CONTEST).

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ARTICLE I: ELIGIBILITY GUIDELINES AND REQUIREMENTS

APPLICATION OF ELIGIBILITY RULES

The eligibility rules of this association apply only to institutions that are participating in the NCCAA. Institutions holding membership in NAIA, CCAA, or NCAA shall adhere to eligibility rules and eligibility sanctions of that association. Competition is construed to mean participation in an intercollegiate contest, whether as a freshman, junior-varsity, varsity, or in any other athletic competition in which the institution, as such, is represented.

The eligibility rules which follow apply to all students representing their NCCAA institution in any manner (scrimmages, intercollegiate, etc.) against competitors not directly identified with the institution in any sport recognized by the NCCAA.

CASEBOOK EXAMPLE

Case: College A schedules an athletic contest with a non-collegiate team for service, town, club, etc., or an institution which is not a participating institution of the NCCAA. May ineligible players be used by College A in the contest?

Approved Ruling: No. The contest is considered to be intercollegiate for College A and student-athletes representing College A must meet all NCCAA eligibility requirements.

SECTION A. DEFINITIONS

1. **Eligibility Case:** An actual or possible violation of an NCCAA rule or regulation as reported by the institution to the Eligibility Chair and/or the National Office or notification to the institution by the Eligibility Chair or National Office.
2. **Eligibility Certification:** Completion of the NCCAA Official Eligibility Certificate, NCCAA Certificate of Clearance, Transfer Player Eligibility Statement (when applicable), for all students prior to allowing those students to represent the institution in any manner during a term. If an institution is dually affiliated with NAIA or NCAA II or NCAA III, then Eligibility Certification: completion of NCCAA Dually Affiliated National Eligibility Form. Dually Affiliated institutions that do not submit eligibility certification to the institution's dual affiliate association or conference shall be required to submit eligibility certification to the NCCAA National Eligibility Chair.
3. **End of a Term:** Date listed in the institutional catalog as the last day of a term. If no such date is given, the end of the term shall be the last day of the final exam period for that term.
4. **Enrollment:** Completion of institution's enrollment forms or cards (payment of fees is not considered by the NCCAA as a definition of enrollment).
5. **Entering Freshman:** A student who, upon becoming identified with an NCCAA institution, has not been previously identified with any institution(s) of higher learning for any two semesters or three quarters (or equivalent).
6. **Exhibition:** A competition against competitors not identified with the institution when:
 - a. the competition does not meet the definition of a scrimmage pursuant to Section A, item 16 of the NCCAA Eligibility Section.
 - b. the competition is noted as an Exhibition on the institutional schedule.
 - c. the competition is against a non-NCCAA Division II opponent.

If the competition meets this definition then it shall not be included in individual and team statistics, win/loss records, and coaching records. The competition shall count against NCCAA game limitations. An NCCAA institution shall be limited to one (1) Exhibition per season. A student shall be charged a season of competition for participating in an exhibition contest.

In all sports, except basketball, an institution is allowed one exhibition competition per season. The competition must meet the definition of an exhibition listed above. The exhibition competition shall count as one varsity game, contest, or playing date within the limits stated above.

For the sport of basketball, an institution is allowed 1 or more exhibition competitions per season as long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition shall not count as a varsity game.

7. **Good Standing:** Maintenance of NCCAA eligibility standards as well as the general institutional requirements for all students in order to represent the institution in any extra-curricular activity.
8. **Identification:** Representing an institution in an intercollegiate contest or enrolling in 12 or more institutional credit hours with a minimum of 9 institutional credit hours at the NCCAA member institution in any given term (excluding summer session) as reported by the institution's registrar on an official transcript based on the institution's official census date.

Exception: An entering freshman shall identify with an institution during the student's first 2 semester terms or first 3 quarter terms by representing an institution in an intercollegiate contest or enrolling in 12 or more credit hours, with a minimum of 9 credit hours at the NCCAA member institution as reported by the institution's registrar on an official transcript, based on the institution's official census date.

If a student identified with an institution officially withdraws from that institution after the institution's official census date then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for withdrawing after the institution's official census date.

NOTE: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and charges the student with a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The student, however, shall not have the term applied in determining the Nine-Hour Rule or the 24/36-Hour Rule if enrollment in 12 institutional credit hours was not noted on the institution's official transcript.

CASEBOOK EXAMPLES

Identification – Entering Freshman

Case: Can an entering freshman choose not to identify with an NCCAA institution when he/she is enrolled in 12 credit hours but only 6 of which are institutional credit?

Approved Ruling: No. An entering freshman who enrolls in 12 credit hours is identified with the NCCAA institution regardless of the number of hours that meet the definition of institutional credit.

Concurrent Enrollment

Approved Ruling: A concurrent term is a single academic term in which a student simultaneously and continuously identifies at 2 institutions by either (A) enrolling and completing 9 or more institutional credits at an NCCAA member institution and at least 12 or more institutional credits at another institution, or (B) enrolling and completing 12 or more institutional credits at one institution and 12 or more institutional credits at a different institution. The student shall be charged 1 term of attendance and any hours earned during the academic term in question shall be considered term hours.

Branch Campus Identification

Approved Ruling: A student attending a branch campus of an NCCAA member institution may not compete in the intercollegiate program for the parent institution, nor may a student at the parent institution participate for a branch campus.

Failed Classes

Case: A student was enrolled in 12 institutional credits after the fall term census date and throughout the term but failed 3 of those credits and did not participate in intercollegiate athletics. Did the student identify during the fall term and should the student be charged a term of attendance?

Approved Ruling: Yes, identification occurred and a term of attendance is charged at the point-in-time when a student is enrolled in 12 institutional credits after the institution's official census date. Identification occurred and the student is charged a term of attendance even if the student subsequently fails or withdraws from a course.

Withdrawal from Class

Case: A student was enrolled in 12 institutional credits last year for the fall term but officially withdrew from 3 credit hours prior to the institution's official census date. Is the student charged with a term of attendance in this instance?

Approved Ruling: If the student withdrew from the credits prior to the census date and the course does not appear on the student's official transcript in any capacity, then the term shall not be charged as a term of attendance.

NOTE: A student who represents the institution in an intercollegiate contest prior to the census date shall be charged with a term of attendance and a season of competition even if the student is enrolled in fewer than 12 institutional credits after the census date. (This does not include scrimmages.)

Participation Prior to Enrollment in the Fall

Approved Ruling: When an institution has scheduled an intercollegiate contest prior to the opening of school in the fall, a student shall be allowed to represent the institution. The NCCAA Official Eligibility Certificate must be filed with the National Eligibility Chair with the column requesting "Institutional Credit Hours Enrolled in this Term" showing at least 12 institutional credit hours enrolled.

Should a student compete and then not follow through with enrollment in the term in which competition occurs, a season of competition and a term of attendance shall be charged for such competition.

Pre-Enrollment Participation and Transfer

Case: A student participates in a football game played before the fall term officially starts. May the student then transfer to another institution and be eligible immediately? Will the student be charged with a season of competition or a term of attendance?

Approved Ruling: The student shall not be eligible immediately. Since a student becomes identified with an institution upon participation in an intercollegiate contest, this student will have used one season of competition for football and be charged a term of attendance. In addition, this student shall be required to meet the normal Progress Rule for a second, third, or fourth season of competition, as applicable.

International Students — Identification

Approved Ruling: International transcripts often reflect only courses for which the student took and passed the exam at the end of a term. For courses where the final exam was not taken, the course generally does not appear on the official transcript. A letter from a school official may serve in conjunction with – or in lieu of, when no official transcript is available – an official transcript to show the additional coursework for which the student was enrolled.

An international student shall be considered to have identified and shall be charged a term of attendance if the student attended any class and was enrolled in a regular, full-time course load. An international student whose official academic record does not reflect all attempted coursework but who attended a class while enrolled as a regular full-time student at an international university shall be charged with a term of attendance based on a letter from a school official showing all coursework attempted.

9. Institutional Credit Hour: Any credit hour which counts toward an institutionally-approved degree or any credit hour earned, Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

EXCEPTION: Coursework awarded earned credit hours with a grade of F (or the equivalent) shall not be considered institutional credit hours for purposes of the Nine-Hour Rule, 24/26-Hour Rule, and the Progress Rule.

Credit hours attributed to a course in progress shall be considered institutional credit for purposes of determining identification and enrollment in 12 credits when, as applied to the general student body, the course would appear on the transcript with a grade and credit hours earned upon completion.

The grade assigned to a course may include, but is not limited to, a letter grade, credit/no credit, pass/fail, and satisfactory/unsatisfactory.

CASEBOOK EXAMPLES

Institutional Credit

Case: A student enrolled in a course for three credit hours and subsequently failed the course, showing zero hours earned for the course on the student's transcript. Had the student completed the course successfully, credits associated with the course would have been shown on the student's transcript as earned and with a grade. Does the course count as institutional credit for the student?

Approved Ruling: Yes. The course itself is considered institutional credit even if a student fails the course. A student's performance in a given course does not determine whether the course meets the definition of institutional credit for purposes of identification and 12-hour enrollment. The student has not earned any institutional credit hours for the course, but the course shall be considered institutional credit hours attempted by the student in that term and shall be used for evaluating identification, 12-hour enrollment, and GPA calculations.

Recognition of Credits

Approved Ruling: When the grades are submitted in the normal manner to the registrar for posting on the transcript and the student is properly certified, the student is then recognized as having the credits apply in meeting NCCAA regulations.

10. Intercollegiate Contest: Any athletics competition in a sport recognized by the NCCAA and sponsored by the institution as an intercollegiate sport against competitors not identified with the institution. Alumni contests are considered as competition within the institution and not recognized as intercollegiate.
11. Non-Term: Any term that does not meet the definition of a term as defined in Section A. Items 8 and 17.

CASEBOOK EXAMPLES

Non-Term – Attendance at a Non-Accredited Institution

Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

Approved Ruling: For institutions in the U.S., the NCCAA shall use the Accredited Institutions of Post-Secondary Education published by the Council on Post-Secondary Accreditation by the American Council on Education to determine if terms are to be recognized by the NCCAA. If an institution is listed in this publication at the time of a student's attendance, the student transferring from this institution shall be charged terms of attendance and seasons of competition.

If the institution is not listed in the publication and is not an NCCAA associate member, the student is considered not to have attended an institution of higher learning with regard to athletic eligibility. Foreign postsecondary institutions are considered accredited when determining terms of attendance.

(Note: The NCCAA shall use the Accredited Institutions of Post-Secondary Education published by the Council on Post-Secondary Accreditation by the American Council on Education to determine if terms are to be recognized by the NCCAA for terms prior to August 1, 2012.)

Non-Term – High School

Approved Ruling: High school students may take 12 or more hours of college credits in a term without establishing a term of attendance.

Non-Term – Military Service

Approved Ruling: Members of the armed services, while on active duty, may take 12 or more hours of college work during a term without establishing a term of attendance.

12. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards set forth by that institution's catalog.
13. Participation: Competing in an intercollegiate contest as defined by Section A, Item 10 of the NCCAA Eligibility Section.
14. Postseason Competition: Conference, regional, **national**, or independent qualifying events.

1. Prospective Student: An individual who has never identified or whose previous collegiate identification was with another collegiate institution. The individual remains a prospective student until the student identifies with an institution in accordance with Item 8 above.

Prospective students are not permitted to practice or compete with an institution's team.

EXCEPTION 1: A prospective student may practice and compete with an institution's team during the summer (May 16-July 31) if the student is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, and is:

- a. Enrolled in a full-time class load, as defined by the institution, for the applicable summer term, or
- b. Enrolled in at least 12 institutional credit hours for the immediately subsequent fall term.

Such practice activities and competitions are not considered to be a tryout.

EXCEPTION 2: A prospective student, who is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, may practice with an institution's team(s) prior to the start of the institution's academic term, or between regular academic terms, if the practice activity occurs during the team's 24-week season. Such practice activities are not considered to be a tryout.

EXCEPTION 3: This does not apply to sports mission trips.

CASEBOOK EXAMPLE

Prospective Student — Practice During Academic Term

Case: A women's basketball student-athlete attends a four-year school during the 2014-2015 academic year. The student decides to transfer to an NCCAA institution for the spring 2016 term. During the fall 2015 academic term, the student is not enrolled at any higher education institution but would like to practice with a women's basketball team prior to starting school in the spring. Can the student start practice with the team in October during the academic term if they are not identified with any other institution of higher learning?

Approved Ruling: No. A prospective student may not practice with an institution's team(s) during an academic term. A prospective student who meets the criteria listed in Article I. Section A.15, cannot practice during an institution's academic term off attendance

16. Scrimmage: A competition against competitors not identified with the institution when:
 - a. The competition is not listed or is noted as a scrimmage on the institutional schedule; and
 - b. No scores or statistics are reported by NCCAA institutions.

Scrimmages shall not be allowed in the following intercollegiate sports: cross country, golf, indoor track and field, tennis, and track and field.

Students must be certified as eligible prior to participating in a scrimmage. Seasons of competition shall not be charged to students who participate only in scrimmages. Transfer students shall be governed by the association under which they competed.

CASEBOOK EXAMPLES

Case: An eligible student-athlete plays in an intercollegiate scrimmage game in which team results and personal statistics are not officially kept. The student-athlete, for whatever reason, does not play in a regular season intercollegiate contest. Does playing in the scrimmage game cause the student to be charged with a year of eligibility?

Approved Ruling: Eligibility is not charged as long as the student-athlete stays at the institution or transfers to an NCCAA single membership institution (e.g. non-dual affiliated).

Scrimmage – Reporting Scores/Statistics

Approved Ruling: For a contest to be considered a scrimmage, scores and statistics cannot be reported. This includes scores or statistics listed or appearing in an article on statistical reporting sites, athletic or institutional website, or community newspapers or websites.

17. Season of Competition: Participation in one or more intercollegiate contests whether in a varsity, junior varsity, freshman, or club program. The NCCAA shall count seasons of competition based on intercollegiate participation charged by another intercollegiate athletic association.

CASEBOOK EXAMPLES

Case: A student-athlete participates in basketball during the fall semester, but not during the spring semester of the same school year. May he/she play “this” spring semester during another year?

Approved Ruling: No. Either a semester of competition or a single game is counted as a season of participation. He/she is permitted four seasons of participation but may not split a season into two or more parts without counting as two seasons of participation.

Seasons of Competition – Transfer Students

Approved Ruling: A student transferring from one NCCAA institution to another NCCAA institution shall have his/her seasons of competition determined under the rules of the NCCAA. However, previous seasons of competition for a student transferring from an institution not governed by the NCCAA shall be determined under the rules of the association (NCAA, NJCAA, NAIA, USCAA, CCAA) from which the student transfers.

Discontinuance of a Sport During a Season

Approved Ruling: When an NCCAA institution discontinues a sport immediately, during the season, having completed one-half or less of its regular schedule, students on the team at the time of discontinuance shall not be charged with a season of competition in that sport, provided the students are eligible at the time the sport was discontinued.

EXCEPTION 1: An individual who trains or competes as a member of a non-collegiate post-secondary education (e.g. Preparatory school) team shall not be charged a season of competition.

EXCEPTION 2: The date of a student’s 18th birthday shall be used as the date of high school graduation if:

- a. The date of high school graduation cannot be ascertained; or
- b. The student earned a high school equivalency through the GED or other exam(s) without otherwise graduating high school.

EXCEPTION 3: While enrolled as a full-time collegiate student at an NCCAA institution, a student shall not be charged a season of competition based on participation as an unattached student-athlete. A student is considered to be competing as an unattached student-athlete if the following five criteria are met:

- a. A coach or representative of the athletics department does not enter the student(s) or pay the student’s entry fee for the event;
- b. The student(s) does not wear an institutional uniform nor use the institution’s name in the event;
- c. All competition and participation must conform to NCCAA amateur status regulations;
- d. Student(s) are academically and athletically eligible for intercollegiate competition in accordance with all applicable NCCAA, region, and institutional eligibility regulations; and
- e. An identified member of the coaching staff does not provide coaching, evaluation, and/or feedback to the student(s) on site for the duration of the event.

18. **Start of a Term:** Date listed in the institutional catalog as the first day of a term. If no such date is given, the start of the term shall be the first date of classes for that term according to the institution’s academic calendar.

19. **Term of Attendance:** A term of attendance is a quarter, semester, or trimester in which the student-athlete enrolls for a minimum of 12 credit hours (summer sessions not included) and attends one or more regularly scheduled classes. (the student becomes identified at a single institution). The word “term” as used throughout Article I, refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any institution. First day of the term is the first day classes officially meet for the institution as a whole. End of term is the last day institutional classes meet for instruction or examination. Summer sessions, winter mini sessions, and any term enrolled (attempted) in 11 or less hours of credit are not considered terms of attendance.

If a student identified with an institution officially completely withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog then returns and again becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

CASEBOOK EXAMPLES

Term of Attendance – High School

Approved Ruling: High school seniors may take 12 or more hours of college credits in a term without establishing a term of attendance.

Term of Attendance – Military Service

Approved Ruling: Members of the armed service, while on active duty, may take 12 or more hours of college work during a term without establishing a term of attendance.

Term of Attendance – Night School, Distance, or Online

Case: Does enrolling in night school, distance, or online courses for 12 or more credits constitute a term of attendance?

Approved Ruling: Yes.

Olympic or Similar International Competition Exception

Case: When the Olympic Games or similar international competition, or trials thereof, are held during a term, and the lateness of the competition prevents a student-athlete from enrolling in the term, may such a student-athlete compete for his/her participating institution during this term?

Approved Ruling: Provisions of Article I, Section C.1.b. shall be waived for any participant in the Olympic Games or similar international competition who, by reason of such participation, may not be able to enroll (or who is required to enroll in a reduced load, i.e. less than 12 hours during the term in which games are held). However, officials of each institution using student-athletes under this exception must, before the participation occurs, submit to their Regional Chair and to the National Eligibility Chair the names of all athletes participating under this exception.

- A. Such a student-athlete shall be eligible to compete in intercollegiate contests, including NCCAA events, upon his/her return from the games, providing:
 1. He/she meets all requirements of Article I, Section C, except the enrollment requirements of 1.b.
 2. He/she was enrolled in the institution which he/she is to represent during the immediately preceding term.
- B. Participation under this exception shall count as one of the four permitted seasons of participation (Article I, Section D.).
- C. The student-athlete shall not be charged with a term of attendance for such participation (providing he/she carried less than 12 credit hours).

Withdrawal and Transfer

Case: A freshman enrolled for 12 credit hours at an institution this past fall and withdrew prior to the institution's official census date. Because the student withdrew within the drop period established by the institution, and no courses appear on the official transcript for the term, is this student subject to the Nine-Hour Rule for eligibility certification purposes in the next term?

Approved Ruling: No. The student withdrew from classes prior to the institution's census date and no classes appear on the official transcript for the fall term. Therefore, the student did not identify in the fall term and is not charged a term of attendance. The student is not considered a second-term freshman for eligibility purposes during the next term.

- a. Inter-term: Institutions having an inter-term that occurs between two regular terms may use the inter-term in one of three different ways in determining eligibility for students. The options are as follows:
 - 1) The inter-term shall stand separate. Eligibility shall be determined at the end of the first term, again at the end of the inter-term (if the inter-term falls between the terms), and again at the end of the spring term.

A student who becomes academically ineligible at the end of the fall term (for example, due to the 9-Hour Rule, 24/36-Hour Rule) shall be withheld from competition. The student may, however, regain eligibility at the end of the inter-term if the student makes up the academic deficiency and grades are submitted to the registrar in the normal manner for posting on the transcript.

An institution is required to certify eligibility after each term and after the inter-term, for those students enrolled in the inter-term, to determine eligibility.

- 2) The inter-term (if it falls between the two regular terms) is attached to the first term for eligibility purposes. This shall, in effect, make the 4-1-4 calendar into a 5-4 calendar in determining eligibility.

A student who is academically ineligible at the start of the fall term cannot become eligible until the end of the inter-term. The institution has extended the first term through the inter-term by taking this option. Even though a student may have passed enough hours at the end of the first academic term, that student shall not be eligible for participation until the end of the extended term, which shall be the end of the inter-term. Conversely, a student who is eligible at the beginning of the fall academic term cannot lose academic eligibility for failure to pass sufficient hours until the close of the inter-term.

A student who would appear to not be academically eligible at the end of the fall term shall still remain eligible until the end of the inter-term because the inter-term is part of the extended first term. Eligibility shall not be determined until the end of the inter-term. A first-term freshman enrolled in 12 credit hours shall still remain eligible through the inter-term. At the end of the inter-term, eligibility shall be checked, and, at that time, the student must have passed nine hours to remain eligible for the spring term.

- 3) The inter-term (if it falls between or at the end of two regular terms) is attached to the spring term for eligibility purposes. This shall, in effect, make the 4-1-4 or the 4-4-1 calendar into a 4-5 calendar in determining eligibility.

Students who are not eligible upon completing the fall term shall not be able to regain eligibility until the completion of the spring term. The inter-term shall not be used to reestablish eligibility as it shall be considered part of the extended spring term.

Institutions that have a 4-4-1 type calendar, or its equivalent, shall check eligibility only at the end of the regular fall term and again at the close of the inter-term. Students who would normally become ineligible at the end of the second term shall retain eligibility through the inter-term by having the second term extended through the inter-term.

The institution must notify the National Eligibility Chair, in writing, as to which option it chooses. This notification is to be signed by the Athletics Director, Registrar, and Compliance Officer. The written notification must be received by the National Eligibility Chair prior to September 1 of the academic year. Once decided, the option cannot be changed for the school year.

If an institution uses an inter-term and does not notify the National Eligibility Chair as to which option it selects, the school shall be treated as allowing the inter-term to stand separate.

- b. The inter-term shall be treated as follows in determining eligibility:
 - 1) Hours earned during the inter-term shall be applied toward eligibility.
 - 2) A separate term of attendance shall not be charged for the inter-term.
 - 3) Identification during an inter-term (unlike summer school) does identify the student with the institution provided the student is enrolled for at least three fourths (or two-thirds, if three-fourths is not appropriate) of the normal academic load and either participates in athletics or begins to establish residency.
NOTE: Two-thirds shall be used if the normal inter-term load is divisible by three, otherwise the fraction three-fourths shall be used.
 - 4) Should a student previously identified with an institution then attend an inter-term at another institution and return the following term of attendance to the preceding institution, the inter-term shall be treated as a summer session.

CASEBOOK EXAMPLE

Prospective Students – Competition During Inter-Term

Case: A women's basketball student-athlete arrives at an NCCAA institution during the winter inter-term. Will the student be required to be enrolled at the NCCAA institution during the winter term in order to compete?

Approved Ruling: No. A transfer student is not required to enroll in winter inter-term courses in order to compete immediately upon arriving at the NCCAA institution. The student shall, however, be required to identify by enrolling in the spring term and be certified as eligible for the following academic term. In order to be properly certified, the inter-term must be declared as standalone or attached to the spring in order for the student to be certified to compete during the inter-term.

- c. Summer sessions may be used to earn credit hours which may be applied to meet the 24/36-Hour Rule or the second term in college 9-Hour Rule, as applicable, but are subject to the limit.

Summer credit must be earned subsequent to one of the two terms of attendance. However, summer terms cannot constitute a term of attendance. If the college has no summer session, or in instances where it is educationally desirable for the student concerned to attend a summer session at a different institution, credits may be earned at a second institution, and such enrollment shall neither constitute a term of attendance nor identify the student with the second institution.

CASEBOOK EXAMPLES

Summer Credits and the 24/36-Hour Rule — Non-Identified Student

Case: A prospective student passed only 21 credit hours the last two terms at the community college he/she attended during the last school year. The student completed 3 credit hours of “D” work during summer school at the community college, and the hours are recorded on the student’s transcript. Our institution will not transfer “D” grades to our records. Can our institution use the summer credits of “D” work to satisfy the 24/36-Hour Rule?

Approved Ruling: In this situation, the summer credits may be used to satisfy the NCCAA’s 24/36-Hour Rule. These hours shall also be applied in meeting the Progress Rule in order to participate for the second, third, and fourth season but only for the first term of attendance at your institution. The hours were taken in good faith at the institution where the student was identified, and that institution recognized the credits as evidenced by placing the credit hours on its transcript.

Summer Credits and the 24/36-Hour Rule — Identified Student

Case: A student who attended our institution and played for us last year passed 21 credit hours the last two terms. The student attended a summer session at a nearby institution and completed 3 hours of “D” work. Our institution will not transfer “D” grades to our records. Can we use the summer credits of “D” work to satisfy the 24/36-Hour Rule?

Approved Ruling: In this situation, the credits cannot be used to satisfy the 24/36-Hour Rule. Unlike the previous example, this student was identified at your institution. The coursework was not accepted by the institution where the student is identified. If the identifying institution will not accept the credit, the NCCAA shall not recognize such work. The key factors in determining if summer credit shall be applied to meet the 24/36-Hour Rule are: 1) the hours are approved by the institution where the student is identified; and 2) the hours are accepted by the institution where the student is identified.

Summer Attendance

Case: A student attends Institution A during the regular school year and Institution B during the subsequent summer session. The student returns to Institution A for the fall term. Is the student’s eligibility affected by his attendance at Institution B?

Approved Ruling: If the student intends on using the credit hours earned at Institution B for eligibility purposes (e.g. satisfaction of the 24/36-Hour Rule, Progress Rule, etc.) at Institution A, Institution A must accept those hours and place those hours on its transcript. The student is not considered a transfer student.

- d. Credits earned by attending night, distance, or online courses approved by the home institution may be applied in satisfying the 24/36-Hour Rule and/or the 12-Hour Enrollment Rule but are subject to the definition of “term of attendance.”

CASEBOOK EXAMPLE

CLEP, Distance, or Online Courses

Case: A student starts and completes a 3-hour distance or online course approved by the home institution after the beginning of the fall term. The 3 hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36-Hour Rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the current term. If a distance course was first attended prior to the first day of class of a term or the student completed the first lesson of a distance course prior to the first day of class of a term, the credit shall be applied to the term in which the institution would normally record the credit on the transcript.

Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1.) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2.) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned, and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

- e. Unusual Calendars: Colleges must certify that a student is enrolled in 12 or more institutional credit hours during the term of competition. If the institution's calendar precludes this, the institution must certify that the student is carrying at least three-fourths of the scholastic load, which a student is allowed to carry without special permission, as defined by its catalog. In institutions where three-fourths is not a feasible fraction (e.g. where credit hours are limited to units of 5 and the normal class load is 15 credit hours), two-thirds may be substituted for three-fourths. The institution must certify that the student is accumulating academic credit in such an amount that the student could be declared as making normal progress and that the student would, by completing credit at the same rate, complete a recognized four-year baccalaureate degree.

20. Transfer: A student who becomes identified with an NCCAA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NCCAA Transfer Player Eligibility Statement ([Appendix B](#)) and, if applicable, the Transfer Verification Form ([Appendix G](#)) prior to their first participation at the NCCAA institution no matter how long ago the transfer occurred.

Once the student has completed the transfer form(s) and has been in attendance for one term, the student is no longer considered a transfer student at the institution.

1. Varsity Intercollegiate Sport: A sport that has been accorded that status by the institution's chief executive officer or committee responsible for intercollegiate athletics policy and satisfies all of the following conditions:
 - a. It is a sport that is administered by the department of intercollegiate athletics;
 - b. It is a sport for which the eligibility of the student is reviewed and certified by the institution's Compliance Officer or designated eligibility representative.
 - c. It is a sport in which qualified participants received the institution's official varsity awards.

CASEBOOK EXAMPLES

Case: Our institution has decided to participate in soccer at the club level rather than the varsity intercollegiate level. We earlier notified the NCCAA that we were to be a varsity intercollegiate program in soccer. What must we do to effect that change?

Approved Ruling: Notification must be sent to the Regional Coordinator and the Director of Membership & Compliance with notification of the change. Your institution must also notify each institutional you have scheduled in the sport of soccer. In that the NCCAA does not recognize club sport participation, the institutions whom you originally scheduled as a varsity intercollegiate program cannot count your club game for their win-loss record or for statistics.

Playing date agreements need not be honored by a member institution due to your institution's change from intercollegiate to club status.

SECTION B. MATRICULATION

1. An entering freshman must be a graduate of an accredited high school or be accepted as a regular student in good standing by the institution in which he/she enrolls.

2. A student-athlete entering college after the date set by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate games until a period of time in which two full weeks of residence has been completed.

CASEBOOK EXAMPLES

Comment: “Entering College” shall mean completion of enrollment under this paragraph. Competition may begin 12:00 a.m. the day following the completion of the two full weeks of residence.

Late Enrollment

Approved Ruling: A student completing enrollment after the date established and published by an institution for enrollment of regular full-time students must be withheld from all participation until establishing 2 full calendar weeks of residency. Competition may begin the 14th day after attending class.

3. A student-athlete becomes identified with an institution if he/she has enrolled in 12 or more hours and attended one or more regularly scheduled classes. Anyone transferring after this time becomes a transfer student, regardless of whether or not he/she participated in intercollegiate athletics.

CASEBOOK EXAMPLES

Credits Earned at Two Institutions

Comment: For purposes of athletic participation, a student-athlete may be eligible at only one institution during any one term.

Maintaining Institutional Identification

Approved Ruling: A student must maintain 12 institutional credit hours, with at least 9 of the 12 institutional credit hours at an NCCAA institution, in order to participate intercollegiate athletics. Upon reducing the total class load to fewer than 12 institutional credit hours, the student is no longer eligible.

Branch and Extension Centers

Case: A student-athlete is attending a branch or extension center of an NCCAA participating institution. May he/she compete in the intercollegiate program for the parent institution?

Approved Ruling: No, nor may a student at the parent institution participate for a branch or extension center.

4. If a student-athlete officially withdraws from an institution within 21 days following the official opening date of classes, as stated in the institution’s catalog, and returns to the same institution, he/she shall not be charged with a term of attendance and shall have the 12/24-hour rule waived.

CASEBOOK EXAMPLES

Case: A student-athlete becomes identified with an institution on September 5, the official opening date of classes as stated in his/her institution’s catalog, and withdraws passing on September 28 because of illness or accident (23 days of attendance).

Approved Ruling: The fact that he/she did not withdraw within 21 days following the official opening day of classes is not an issue since he/she withdrew because of illness, accident or another bona fide emergency. See Article I, Section C.1.e. under Eligibility Requirements.

5. Cooperative Exchange Programs

- a. The program must apply to all students.
- b. Official documents verifying the cooperative exchange program must be submitted by the home institution. These official documents should be submitted by the Academic Dean of each institution. Included with the documents should be a current catalogue from both institutions. Copies of these documents MUST be sent to the Director of Membership & Compliance. Any variation required by the degree program of the home institution must be duly noted in the official document submitted by the home institution. However, total accumulative hours must still meet stated NCCAA Cooperative Exchange Policy (see Eligibility Certificate, Column 12).
- c. All other eligibility requirements must be met.
- d. Guidelines

- 1) The student must be enrolled in a dual degree (two degrees) program with the home institution OR be enrolled in an approved degree program awarded by the home institution.
- 2) If the student is enrolled in 9 hours or more at the home institution, all financial aid must be held by the home institution.
- 3) Student registration and the recording of grades is carried out at the home institution.
- 4) The home institution determines the academic status of the student.
- 5) The student cannot take a course at the host institution that is offered at the home institution. Only courses not available at the home institution may be taken at the host institution. Exception: Any variation to this guideline, as a result of scheduling conflicts, must be submitted in writing, by the Registrar of the home institution, to the National Eligibility Chair.
- 6) The student is under the authority of the home institution regarding rules and regulations academically, as well as rules of conduct for community life (socially).
- 7) The student cannot participate in athletics for the host institution at any time while enrolled in a cooperative exchange program.
- 8) All athletics eligibility is recorded and provided by the home institution.
- 9) The student must still accumulate a minimum of 12 hours per semester (hours may be combined from home and host institution depending on total amount of hours accumulated).
- 10) If a student drops a course during any semester that puts that student below 12 hours enrolled, the student shall be ineligible immediately.
- 11) The cooperative exchange program must be available and apply to all students at the home institution.

e. Definitions

- 1) **HOME INSTITUTION:** The NCCAA member institution is the student's home institution as long as the student is enrolled and attempting to complete his/her degree through the NCCAA member institution. The agreement shall allow the student taking course work at the host institution to use these credits toward determining student status at the NCCAA member institution. Only the home institution shall count the student for determining student status at the NCCAA member institution. Only the home institution shall count the student for determining aid eligibility.
- 2) **HOST INSTITUTION:** The non-NCCAA member institution in which the student is jointly enrolled by the home institution (which is the NCCAA member institution).
- 3) **DUAL DEGREE:** A degree program that allows the student to receive two degrees, one from the home institution and one from the host institution.
- 4) **NUMBER OF HOURS:** The number of hours (minimum) taken at home institution per semester is determined by the total hours accumulated from the home institution (unless transfer student). (Note: CLEP cannot be used to meet the home institution hours.) A student still must have a minimum combined total of 12 hours per semester (from all colleges attending) to be eligible.
 - a) **Step 1:** Attempt and pass a minimum of 9 hours (out of 12 needed to be eligible) at home institution per semester (or until 42 hours minimum is accumulated at home institution).
 - b) **Step 2:** Attempt and pass a minimum of 6 hours at home institution per semester (or until 54 hours minimum is accumulated at home institution).
 - c) **Step 3:** Attempt and pass a minimum of three hours at home institution per semester (until completion).
- 5) **TRANSFER STUDENT:** A transfer student would be required to take nine hours the first semester at the home institution: then he/she would be required to take hours based on the cumulative hour requirement.
- 6) **TRANSFER STUDENT FROM AN NCCAA MEMBER INSTITUTION:** Such a student would be required to take nine hours the first semester at the home institution, then he/she can count his/her hours from the other (DI or DII) NCCAA College/University in the cumulative NCCAA member institution total.

SECTION C. ELIGIBILITY REQUIREMENTS

1. To be eligible for any intercollegiate competition:
 - a. A student-athlete must be making normal progress toward a recognized degree and must maintain the grade points required to remain in good standing, as set forth by the official catalog of the institution he/she is attending.

CASEBOOK EXAMPLE

Case: I am enrolled in a graduate program conducted by a four-year institution. The program is conducted under the same administration and in the same physical plant as the four-year program. I expect to earn a graduate degree in two years. I meet all NCCAA eligibility rules except that credits earned for this degree are not acceptable by the institution as academic credits approved for progress toward graduation. Can I participate for this institution?

Approved Ruling: No. You do not meet the intent of Article I, Section C.1.a. since credits earned are not acceptable “as normal progress toward a recognized (academic) degree.” It is not the program that is the critical factor; the fact that the quality of credits earned is not acceptable as academic credit is the determining factor.

- b. **12-Hour-Rule:** A student-athlete must be enrolled in a minimum of 12 credit hours at the time of participation or, if participation takes place between terms, he/she must have been enrolled in the term immediately preceding the date of participation. (See Sections E., F., G. and H. for exceptions.) CLEP credit may be used to meet the 24-Hour-Rule and progression rule but cannot be used to meet the 12-Hour-Rule because they need to be enrolled in 12 hours to meet this rule.

Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

CASEBOOK EXAMPLES

Ineligible Participation

Case: A student-athlete is not eligible under NCCAA eligibility rules. May he/she play against non-NCCAA participating institutions?

Approved Ruling: No.

Case: A student-athlete is not eligible under NCCAA eligibility rules. May he/she play on the institution’s junior varsity, freshman or any other non-varsity team?

Approved Ruling: No.

Comment: A student-athlete is not eligible under NCCAA eligibility rules to participate in any intercollegiate competition or any other competition regularly scheduled by the institution (for example: service teams, town or club team, etc.).

Graduate Hours

Case: May graduate credit hours be included in the 12 credit hours in which a student-athlete must be enrolled?

Approved Ruling: Yes, provided the student-athlete has not completed all requirements for the bachelor’s degree.

12-Hour Rule

Case: During a term, a student-athlete drops a course, lowering his/her total hours of enrollment to under 12.

Approved Ruling: A student-athlete becomes immediately ineligible for participation as soon as his/her current academic load is reduced to less than 12 hours.

Remedial/Developmental Courses

Comment: Remedial/developmental courses may count toward satisfying the 12- and 24-hour rules if such courses are required by the student-athlete’s institution and academic credit is applied to the student’s transcript. Such courses do not need to count toward graduation requirements to qualify for the 12- and 24-hour rules.

- c. **24/36-Hour-Rule:** A student-athlete must accumulate a total of 24 credit hours for semesters and 36 credit hours for quarter systems in the two terms of attendance immediately preceding the term of participation (the two most recent terms of attendance), except that the second term student, i.e., freshman, must have passed 9 credit hours in his/her first term of attendance. It shall be understood that the total of 24/36 credit hours is an average of 12 credit hours earned during the two immediately preceding terms of attendance (the two most recent terms of attendance) and does not stipulate the number of hours that need to be earned in either term. For summer sessions, see Section I.1.

EXCEPTION 1: A transfer student who has met the graduation requirements for an associate degree from a junior college can be exempt from meeting the 24/36-Hour-Rule for the first term upon transferring to an NCCAA institution provided: The transferring student passed all hours required for graduation in the term in which graduation occurs and less than 24/36 hour were required for graduation during the last two semester terms. Student receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term.

EXCEPTION 2: A student shall be exempt from meeting the 24/36-hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has not previously participated in any intercollegiate sport at any institution; met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four semesters/six quarters or equivalent of attendance); or has an overall GPA of 2.00 on a 4.00 scale calculated on the basis of all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

CASEBOOK EXAMPLES

Failing Grade

Case: A student-athlete gets two “C’s” and two “F’s” in the first freshman term in four three-hour courses. Since all grades go on the permanent record of the student-athlete, and these hours are, therefore, “credited to the student”, does this satisfy the nine-hour rule for a second term student-athlete to be eligible?

Approved Ruling: No. The implication of “hours completed” is hours passed. The implication of a failing grade is that the course has not been completed.

Transfer of “D” Grades

Case: A student-athlete transfers to another institution. He/she has passed 24 hours during the previous 2 terms, but has hours of “D” included in the 24 hours that are not accepted toward a degree by the new institution.

Approved Ruling: He/she has satisfied the 24-hour rule. The hours of “D” earned at the original institution may be counted toward satisfying the 24-hour rule.

12/24-Hour Rule Military Service

Case: A student-athlete earns credit hours while on active duty in the service.

Approved Ruling: These credit hours may be counted toward satisfying the 12/24-hour rules, provided the institution concerned accepts the hours. No term of attendance shall be charged.

24-Hour Rule

Case: A student-athlete passes four hours during the 2013 summer term, 12 hours during 2013 fall term, and eight hours during the 2014 spring term. Does he/she meet the requirement of the 24-hour rule?

Approved Ruling: No. Summer credit must be earned subsequent to one of the two terms of attendance.

Case: A student-athlete passes 12 credit hours during the 2013 spring term, passes 6 hours during the 2013 summer term, and passes 6 hours during 2013 fall term. Does he/she meet the requirements for the 24-hour rule?

Approved Ruling: Yes, with reference to the 24-hour rule, this student-athlete is eligible for the next term.

Case: A student-athlete passes eight credit hours during the 2013 fall term, passes 12 hours during the 2014 spring term, and passes four hours during the 2014 summer term. Does he/she meet the requirements for the 24-hour rule?

Approved Ruling: Yes, with reference to the 24-hour rule, this student-athlete is eligible for the next term.

Case: If a student completes 9 hours in the fall and 12 hours in the spring and then becomes a part time student in the next fall and completes 3 hours, is he/she eligible?

Approved Ruling: Yes. 9+12=21 hours BUT he/she took 3 hours in the fall (adjoining term) to meet standard. This gives him/her 24 hours which fulfills the 24-hour rule for the upcoming spring term.

- d. The student must have accumulated a minimum of nine institutional credit hours prior to identification for the second term of attendance. (see C.1.d). Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the Nine-Hour Rule for a second-term freshman.

CASEBOOK EXAMPLE

9-Hour Rule

Nine-Hour Rule – Summer Attendance Prior to Initial Identification

Approved Ruling: A student who enters college for the first time in the summer and then enrolls for the fall term, may not apply summer credits to meet the nine institutional credit hour rule. Summer attendance does not identify a student with an institution; the hours earned in the summer cannot count toward the Nine-Hour Rule.

Nine-Hour Rule – Incomplete Grades

Case: A first-term freshman passes eight hours and receives four hours of incomplete work. An extension is granted to complete the work because the student is otherwise passing the incomplete course. Does this student satisfy the Nine-Hour Rule required for second term freshmen?

Approved Ruling: No. The student has not passed the 9 institutional credit hours required for all first term freshmen and is therefore ineligible. Upon making up the incompletes and having the grade submitted to the registrar for posting on the transcript, the Nine-Hour Rule would then be satisfied. The athlete shall not compete until this incomplete is made up, the grade is submitted to the registrar and the student is properly certified as eligible. The same also applies to the 24/36 hour rule.

- e. If a student-athlete is out of school for two full academic semesters (0 hours attempted), the 24/36-hour rule is waived regardless of whether or not the student-athlete transfers to another institution. This waiver shall extend for the first two terms of consecutive attendance and then the student must meet the 24-Hour-Rule for all subsequent terms. All other eligibility rules shall remain in effect.
- f. If a student-athlete withdraws from college at any time during the semester for reasons of illness, accident or other bona fide emergency circumstances, and can verify through the registrar's office that he/she withdrew passing in all courses, then that semester shall not count toward the 9/24/36-hour rule. The reason for withdrawal must be documented and submitted to the National Eligibility Chair.
- g. A student-athlete must be eligible in his/her own conference in order to be eligible for NCCAA intercollegiate competition, providing the conference is NCCAA affiliated. Where conference eligibility rules are higher than minimal NCCAA rules and standards, the student-athlete must be eligible, according to his/her conference standards, to compete in intercollegiate competition. In cases where conference standards are lower than those of NCCAA, a student-athlete must conform to the higher NCCAA rules and standards to be eligible for intercollegiate competition.
- h. A student-athlete must be eligible according to his/her institution's standards for intercollegiate competition.
- i. A student-athlete who reaches his/her third year of athletic participation, or has attempted 60 semester hours/90 quarter hours (on all transcripts), must obtain and maintain a cumulative grade point average (GPA) of at least a 2.00 on a 4.00 scale (or equivalent) as certified by the institutional Registrar.
- j. Progress Rule: To participate a second season in a sport, student-athletes must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. To participate the third season in a sport, student-athletes must have accumulated at least 48 semester/72 quarter (or equivalent) credit hours. To participate the fourth season in a sport, student-athletes must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement at the new institution (hours included cannot be developmental courses, failed courses, or courses that do not fit into any previous or current degree programs).

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed 12 semester or 20 quarter institutional credit hours. This exception shall apply to the second season of competition regulation only. This exception shall apply to the second season and all succeeding seasons of eligibility provided that the student-athlete maintains satisfactory progress toward an institutional degree.

CASEBOOK EXAMPLE

Case: What is the difference between the 24/36 Hour Rule and the progress rule for participation in a second season of competition? If a student has earned 24/36 hours in the last two terms of attendance, isn't the progress rule met as well?

Approved Ruling: The 24/36 Hour Rule and the Progress Rule are two separate concepts and are to be applied independently. The 24/36 Hour Rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the two semester/three quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all of the hours.

The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students **shall** use the **institutional** credit hours **as certified** from the previous institution(s) **to meet this requirement** at the new institution.

- k. Transfer students must have a total cumulative GPA of at least 2.00 on a 4.00 scale calculated on the basis of all official transcripts from all institutions attended to meet the requirements only for their first term at a member institution. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended. Thereafter only the GPA recognized by the student's current institution shall apply. All official transcripts must be received before the player may play. A transfer student must be academically and athletically eligible at the former school (according to their primary athletic national association (NAIA, NCAA, NCCAA, USCAA, ACCA) in order to be immediately eligible at the NCCAA school. [Appendix B](#) and [Appendix G](#) must be sent to the National Eligibility Chair.

2. A repeat course is defined as a course previously passed with a grade of "D" or better in any term, or non-term, and subsequently retaken.

For the purposes of this rule, the NCCAA does not recognize a +/- attached to a letter grade. Consequently, a B+, B, and B- shall count as a B, a C+, C, and C- shall count as a C, and D+, D, D- shall count as a D.

Repeat courses previously passed with a grade of "D" in the initial attempt and retaken, earning a grade of "C" or better, shall be considered toward satisfying the 24/36-Hour Rule.

Repeat courses previously passed with a grade of "D" in the initial attempt and retaken, earning a grade of "D", shall be excluded and cannot be considered towards satisfaction of the 24/36-Hour Rule. Only the initial attempt shall be considered toward satisfying the 24/36-Hour Rule.

A maximum of 1 repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12 Hour Enrollment Rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12 Hour Enrollment Rule or the 24/36-Hour Rule.

EXCEPTION: If at the time of certification, a student's declared major field of study at the NCCAA institution requires a grade of "B" or higher for a specific course required for degree completion, repeat courses previously passed with a grade lower than a "B" can be applied to meet the 12-Hour Enrollment Rule and the 24/36-Hour Rule.

A maximum of one repeat course per term previously passed with a grade of "C" or "D" (or the equivalent) may be counted toward satisfying the 12-Hour Enrollment Rule.

NOTE: This rule applies to all student-athletes' coursework beginning with the 2019-2020 academic year, regardless of when the coursework was completed.

CASEBOOK EXAMPLES

Repeat Courses

Case: May a student-athlete repeat a course which he/she has previously failed and have it count toward his/her current 12-hour enrollment requirement and, if passed, toward the 24/36-hour rule?

Approved Ruling: Yes. A failed course is not considered a repeat course.

Repeat Courses and the 12/24/36 Credit Hour Rules

Cases: May a student repeat a course which was previously passed and count the credit hours toward satisfying the 12-hour enrollment and the 24/36-hour rule?

Approved Ruling: If the course was initially passed with a grade of “C” (or the equivalent) or better, it may not be counted to satisfy either rule. A maximum of one course per term that has previously been passed with a grade of “D” (or the equivalent) may be counted toward satisfying the 12-hour enrollment rule and the 24/36-hour rule.

EXAMPLE: A student carried nine hours of new courses and three hours repeating a course in which he had earned a “D” or its equivalent. The student thereby meets the 12-hour enrollment rule for that term and may use the 12 hours if passed with a C or better toward the 24-hour rule.

Repeat Courses

Case: May a student-athlete repeat a course which he/she had previously passed and have it count toward his/her current 12/24-hour rule?

Approved Ruling: Classes recorded as D, F, NC, I, or WD may be retaken for 12/24-hour rule application.

3. A student-athlete who needs fewer than 12 credit hours to complete his/her graduation requirements (for a four-year degree) in the last semester, quarter or trimester need not be enrolled for 12 credits to be eligible to play. Official verification must be provided by the Registrar that the student-athlete has completed all other academic requirements for graduation except the credits for which he/she is currently enrolled. Such verification must be provided to the National Eligibility Chair. It is understood as a condition of the use of this exception to the 12-hour rule, that the intercollegiate eligibility of the student-athlete using the exception shall be terminated automatically at the end of the term in which less than 12 hours are carried.
4. A student who needs only a student teaching assignment, student ministry internship, or similar off-campus academic requirement to complete his/her graduation requirements may declare the semester prior to such an assignment as their final academic semester and final semester of athletic participation. Thus a student-athlete shall be allowed to participate with fewer than 12 credit hours in that declared final regular academic semester (see Article I, Section C.2. above). However, that student-athlete shall conclude all athletic eligibility at the close of that term.

CASEBOOK EXAMPLE

Case: During a current term, a student is completing all of his/her required academic requirements for graduation except for student teaching, ministry internship or other off-campus academic requirements. That off-campus academic requirement will be completed in the subsequent semester. May the student declare the current semester his/her final semester of athletic participation and enroll in fewer than 12 credit hours?

Approved Ruling: Yes. A student may enroll in fewer than 12 credit hours in a term if that student has completed all requirements for graduation except for those courses enrolled in for the current term. However, use of this exception shall terminate the intercollegiate eligibility of the student automatically at the close of the current term.

SECTION D. ELIGIBILITY, TERMINATION, REESTABLISHMENT AND DISCONTINUED SPORTS

1. A student-athlete who loses his/her eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 P.M. (ET), Saturday) in which the term ends.
2. A student-athlete who loses eligibility at the end of a term for any other reason than graduation becomes ineligible at midnight of the 21st day following the close of the term as stated in the official catalog.
3. A student who is eligible the last day of a term may retain eligibility until midnight of the 21st calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution shall lose eligibility immediately upon such declaration.

CASEBOOK EXAMPLES

21 Days of Extension of Eligibility (Except Graduation and 10 Semesters)

Approved Ruling: After the end of a term, an institution has 21 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being recertified. Students establishing eligibility for the second term must be certified prior to participation.

During this 21-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 21-day period and not be recertified, it shall be considered a violation. Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

Extension of Sports Season for Participation in Approved Contests

Approved Ruling: A student-athlete who is eligible during the regular sport season for a particular sport and who is eligible at the end of that regular sport season shall retain his/her eligibility in that particular sport for participation in NCCAA regional and national competition. The student-athlete is subject, however, to any contrary ruling, which may be made by the local institution or conference.

4. A student-athlete who has completed his/her eligibility at a four-year institution is ineligible for further intercollegiate participation.

EXCEPTION 1: A student who has completed all academic requirements for graduation and who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution or who is enrolled and pursuing a second major area of study at the same institution may participate in intercollegiate athletics provided the student has athletic eligibility remaining.

EXCEPTION 2: A student who has completed all academic requirements for graduation from another institution, who has been enrolled in less than 10 terms of attendance, and who is enrolled in a graduate program, professional school, or fifth year, post-baccalaureate degree teacher education program may participate in intercollegiate athletics provided the student has athletic eligibility remaining and the following conditions are satisfied.

- a. The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.
- b. To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.
- c. The registrar must certify in writing to the National Eligibility Chair that the above conditions have been met prior to participation of the student. Students enrolled for a second major do not meet this condition for an exception.

CASEBOOK EXAMPLE

Comment: This rule applies to any student-athlete who has completed his/her eligibility in a given sport in any four-year institution, either NCCAA affiliated or other. Such a student-athlete cannot regain eligibility in that sport in an NCCAA institution.

5. With reference to establishing or re-establishing eligibility in the same institution a student is eligible for athletics participation on the day following the close of a term, provided the student meets all eligibility requirements for the upcoming term and is properly certified as eligible.

CASEBOOK EXAMPLE

Recognition of Credits

Approved Ruling: When the grades are submitted in the normal manner to the registrar and are posted on the transcript and the student is properly certified, a student is then recognized as having the credits apply in meeting NCCAA regulations.

Incomplete Grades

Approved Ruling: If a student is ineligible due to having insufficient hours but can become eligible if an incomplete grade is made up satisfactorily, the student shall not compete until the incomplete is made up, the grade is submitted to the registrar as described above, and the student is properly certified as eligible.

6. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements.

For the spring term and all other terms during the regular academic year, a student enrolled in the second (or subsequent) term may compete between terms (beginning on the day following the close of the concluding term), provided the student meets all eligibility requirements for the upcoming term.

7. No student-athlete shall be permitted to participate in intercollegiate athletics for more than four seasons in any one sport. A season of competition means participation in one or more intercollegiate contest (whether a freshman, junior varsity, or varsity participant). This also includes any other competition in which the institution, as such, is represented. A student-athlete may participate four seasons in one sport as long as the student-athlete has not obtained a bachelor's degree. A bachelor's degree ends athletic eligibility except for cases in D.7 and D.8.

EXCEPTION: A student may be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (e.g., cancer, chemical dependency) and treatment or a sufficiently intrusive psychological or mental illness. Appropriate medical documentation that establishes the student's inability to compete is required and must be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., doctor of medicine, doctor of osteopathic medicine, psychologist, psychiatrist, clinical counselor, etc.). The request for the extended period of time shall be processed as an exceptional ruling to a standard rule.

CASEBOOK EXAMPLE

Undergraduate Provisions

Case: A student graduated from a four-year degree granting institution that has no intercollegiate sports program. He/she subsequently enrolls in an NCCAA participating institution. May he/she compete?

Approved Ruling: Yes, if a graduate at same institution who has not terminated eligibility or a graduate transfer with less than 10 terms of attendance.

8. One year of competition is allowed at the graduate level in Division II as long as the student is enrolled at the same institution of his/her graduation or a graduate transfer with less than 10 terms of attendance. This year is included in the four seasons of competition. Nine graduate hours are equivalent to 12 undergraduate hours.

CASEBOOK EXAMPLES

Graduate Participation

Case: A student-athlete in an NCCAA Division II institution uses two years of eligibility during his/her undergraduate career. How many years may that student-athlete participate if enrolled at the graduate level of that institution?

Approved Ruling: The student-athlete may compete for only one year at the graduate level. The graduate competition rule limits participation to only one year. Nine hours of graduate work is considered equivalent to a 12-hour undergraduate load; thus the graduate student can compete carrying 9 hours.

Case: A student-athlete only needs six hours to complete requirements for a bachelor's degree during the spring semester. After filing a document from the Registrar attesting to the minimum need, the student-athlete competes during that term. In the following fall semester, the student-athlete enrolls in the graduate school of the institution from which he/she graduated. Is that student-athlete eligible to compete during the graduate school experience if he/she has not completed his/her four years of eligibility?

Approved Ruling: Yes, as 9 hours of graduate school is equivalent to 12 hours of undergraduate. Only one year of graduate school participation is allowed.

Graduate Participation

Case: If a student-athlete who has played four years of basketball graduates from our institution and enters our graduate school, can they play another sport (e.g. soccer)?

Approved Ruling: Yes, for the one year graduate school limit.

9. One year of competition is allowed for pursuit of a second bachelor's degree, or equivalent, at the same institution.

10. If an institution cancels the remaining season in a sport, having completed one-half or less of its regular schedule, students on the team at the time of discontinuance shall not be charged with a season of competition in that sport, provided the students are eligible at the time the sport was discontinued.

11. A student who has been dismissed, expelled, or suspended (or its equivalent) for any reason, including athletic department policy, from any institution of higher learning must establish residency of two semesters, two trimesters, or three quarter terms of attendance at a four-year institution or until the institutional dismissal or suspension period at the sanctioning institution has been terminated, whichever is shorter, before intercollegiate participation at an NCCAA institution shall be permitted.

EXCEPTION 1: If the suspension (or its equivalent) occurred at a two-year institution within the student's first two semesters, three trimesters, or three quarter terms of attendance, the required residency (if necessary) may take place at any two-year or four-year institution.

EXCEPTION 2: A student who has been dismissed/expelled or suspended (or its equivalent) for failure to meet institutional academic requirements, but still meeting NCCAA eligibility requirements at the time of dismissal/suspension, shall not be subject to this restriction provided the student has not participated in intercollegiate athletics at any collegiate institution for one full calendar year after suspension from the original institution.

CASEBOOK EXAMPLE

Case: If the institution closed during a sports season, will the student-athlete be charged with a season of participation?

Approved Ruling: Yes, provided more than half of the scheduled games have been completed before the institution ceased operation. If one-half or fewer of the scheduled games have been completed, the student-athlete shall not be charged a season of participation in that sport.

12. Any student for whom any of the following conditions apply shall have no eligibility remaining in that sport within the NCCAA:
- a. Completed eligibility
 - b. Been permanently banned in a given sport(s) at any four-year institution, either NCCAA-affiliated or other: or
 - c. Been permanently banned in a given sport(s) by any athletic association (two-year or four-year)

A student for whom any of these conditions apply cannot regain eligibility in that sport at an NCCAA institution.

EXCEPTION: For eligibility purposes the NCCAA does not recognize the NCAA "five year rule" or age limitation regulations.

SECTION E. TRANSFER REQUIREMENT

Any student-athlete transferring to an institution who has met the above-stated criteria for making progress toward a degree shall be immediately eligible for participation in any sport.

EXCEPTION: A student-athlete may not participate for two institutions in any one sport season.

A transfer student can compete immediately at the new institution, and there is not a release required, pursuant to any applicable institutional rules.

CASEBOOK EXAMPLE

Case: A student-athlete attends an institution without any intercollegiate program and transfers to an NCCAA participating institution.

Approved Ruling: The transfer rule shall not apply.

Counting Terms of Attendance (Semesters/Quarters/Trimesters)

Approved Ruling: All terms (not hours) are converted to the type of term used by the institution currently being attended. The terms are converted as follows:

1 semester = 1 1/2 quarters – 1 1/5 trimesters

1 trimester = 5/6 semester

1 quarter = 2/3 semester

NOTE: This conversion refers only to terms of attendance. Credit hours earned at an institution are not converted but rather applied at face value.

Fractions of Terms

Approved Ruling: A student may play out a term if they have 2/3 of a term left. However, if a student has less than one-half a term remaining at the beginning of a term, their eligibility shall be terminated.

SECTION F. JUNIOR COLLEGE TRANSFERS

A student-athlete may not participate in the same sport for two different institutions in the same season except a junior college graduate who competed at the junior college and then transfers to a member institution during the same sport season and is otherwise eligible. He/she shall be charged with only one season of competition in a sport for representing two different institutions in the same sport during an academic year.

CASEBOOK EXAMPLE

Case: A student-athlete attending a junior college participates in basketball during the first term of an academic school year. He/she then transfers to an NCCAA participating institution for the second term. May he/she play basketball during the second term.

Approved Ruling: No. A junior college transfer student-athlete may not participate in the same sport for two institutions in the same season. EXCEPTION: A junior college student-athlete that has met the conditions of Article I, Section F. during a particular sports season may compete at a senior college without being charged with more than one season of participation for that sport season.

SECTION G. MILITARY SERVICE EXCEPTION

1. A student whose college attendance has been interrupted or delayed by 1 year or more of continuous active military duty in the armed forces of any nation shall be eligible for athletic participation immediately upon enrolling in a minimum of 12 institutional credit hours and becoming identified.

The student may retain eligibility in the succeeding term by:

- a. having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance,
OR
- b. satisfying the requirements for a second term student by having completed nine institutional credit hours the immediately previous term of attendance.

2. The duration of the application of the Military Service Eligibility Exception shall be limited to the first two full semesters or three quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Exception rule, and all regulations shall apply.

CASEBOOK EXAMPLES

Military Service

Approved Ruling: This exception automatically excuses a veteran from the application of all entrance requirements (freshman rule, residency rule, 24/36 Hour Rule, progress rule) and makes the veteran eligible immediately upon registration as a regular student carrying 12 or more credit hours.

The National Eligibility Chair must be furnished with a copy of the student's discharge paper in order for a student to be certified under this exception. Students using this exception shall be charged with terms of attendance and seasons of competition for terms and seasons used prior to entry into the military service.

To be eligible during the second term after re-entering college, the student (veteran) may use EITHER of two options:

- a. Satisfying the regular 24/36 Hour Rule as it applies to the last term before entering service and the first term after returning.
OR
- b. Passing nine credit hours in the first term after returning and being accepted in good standing. (The last term before entering service would not apply to this option).

Time Limit to Apply Exception

Case: I was released from active duty in April 2010. I did not enroll in college in either the fall term 2010 or the spring term 2011. I plan to enroll in the fall term 2011. May I apply the Military Service Exception Rule?

Approved Ruling: No. You have exceeded the duration of application of the Military Service Exception and are not entitled to the any part of the exception.

Military Service Eligibility Exception Applies to One Institution

Approved Ruling: The Military Service Eligibility Exception can be applied at one member institution only. Upon transfer to a second member institution all provisions of Article V apply.

3. Military Service Seasons of Competition Exception

An individual serving full time in the armed forces of any nation shall not be charged with a season of competition for competing in outside competition while representing the military (base team or intra-military) during the period of full-time service.

SECTION H. FOREIGN STUDENTS IN THE UNITED STATES AND ABROAD

1. A student who is a United States citizen attending a foreign university under the student abroad plan, student exchange or comparable program, is not considered to be a transfer student if he/she returns directly to his/her own institution.
2. A student who is not a United States citizen and is enrolled in an NCAA participating institution may return to his/her country of origin for the purpose of attending college, for a period not to exceed one year, and then return to the same NCAA participating institution previously attended without penalty. (See Section D.)

CASEBOOK EXAMPLE

Comment: For purposes of computing duration of eligibility for athletic participation, a year of attendance at a foreign college or university shall count as two semesters or three quarters.

3. A student who is a foreign national enrolled in an NCAA institution shall be subject to all eligibility rules and regulations of the NCAA. It is incumbent upon the institution at which the student-athlete enrolls to establish the nature of the school. Documentation to establish proper classification shall be on file and shall be available upon request by the NCAA Regional Coordinator and/or National Eligibility Committee.

SECTION I. SUBMISSION OF NCAA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the Compliance Officer of each institution to confirm the eligibility of each student-athlete prior to his/her participation. A **typed** list of all players eligible to participate in the sport in season shall be filed with the National Eligibility Chair, on official forms signed by the Registrar, Athletics Director and Compliance Officer of the institution. These lists shall be submitted to the National Eligibility Chair before participation in any intercollegiate event. An intercollegiate event includes scrimmages and contests against clubs, junior varsity and varsity teams, regardless of their status (**EXCEPTION:** institution's own alumni team). Reports become delinquent after the first contest in that respective sport.

NOTE: NCAA Official Eligibility Certificates, and, if applicable, the Transfer Player Eligibility Statement, Transfer Verification Form, and all other applicable NCAA eligibility documents may be submitted to the National Eligibility Chair electronically (Teamworks).

All institutions must recertify (submit an updated certificate) students for each term of participation.

NOTE: The Certificate of Clearance is required for completion of eligibility certification, but it is not required to be submitted to the National Eligibility Chair. The Compliance Officer must retain a signed copy of the Certificate of Clearance and produce the certificate upon request.

CASEBOOK EXAMPLE

Comment: Your institution must clear each student-athlete's eligibility before the student-athlete participates in any intercollegiate contest. Your institution must then send the eligibility certificates to your National Eligibility Chair prior to the first contest of the respective sport. File early to avoid delinquent penalties.

2. It is recommended that an exchange of eligibility forms be made between institutions competing in intercollegiate athletic contests. This is not an attempt to substitute for, or replace, the national Eligibility Form.
3. It is the responsibility of a member institution to determine the validity of the information on which the eligibility of a student-athlete is based. Therefore, it is the responsibility of a member institution to:
 - a. Secure official transcripts before a student-athlete competes.
 - b. Determine whether a transcript is valid for use to determine eligibility.
 - c. Maintain the integrity of the process between the admissions office and the athletic department.

SECTION J. THE NATIONAL ELIGIBILITY COMMITTEE

1. The National Eligibility Committee, composed of the Director of Membership & Compliance, who shall serve as the National Eligibility Chair, the NCCAA First Vice President and two other members appointed by the Chair, shall serve as the official body to administer all NCCAA eligibility matters.
2. Functions of the National Eligibility Committee are (see Bylaws, Section 4.05):
 - a. To operate under policies developed by the NCCAA and to work in the disposition of all eligibility problems that are referred by the National Eligibility Chair.
 - b. To interpret and recommend amateur policy and problems to NCCAA participating institutions.
 - c. To screen recommendations of the participating institutions for changes in rules and standards, and to bring recommendations before the Annual Meeting delegation.
 - d. To initiate such changes in organization standards or policies as it feels wise and in the best interest of the organization, and to make recommendations for consideration by the Annual Meeting delegation and participating institutions.
 - e. To work with the Compliance Officer and/or Athletics Directors of the participating institutions in developing a national program of rules and standards of improvement.

SECTION K. PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NCCAA rule or regulation has taken place and has been duly reported to the Regional Coordinator and the National Eligibility Chair.

CASEBOOK EXAMPLE

Comment: If there is reasonable doubt regarding a student-athlete's eligibility, the National Eligibility Chair, or the Executive Director may direct that the student-athlete be withheld from competition pending final ruling.

2. Eligibility cases, which are initiated by an institution, must be submitted by the Compliance Officer and/or the Athletics Director at that institution to the Regional Coordinator and the National Eligibility Chair.

Where possible violations are discovered by the Regional Coordinator or the National Eligibility Chair, they shall notify the Compliance Officer and/or Athletics Director of the institution involved before processing the case.

CASEBOOK EXAMPLE

Case: May an NCCAA participating institution lodge a protest against the eligibility of a specific student-athlete or against the eligibility of another institution's team?

Approved Ruling: Yes. Such a protest must be documented and submitted in accordance with the provisions of Article I, Section L.6. However, if such a protest is submitted less than 15 calendar days prior to the beginning date of an NCCAA regional or national event or championship, and if the student-athlete protested has been duly certified by his/her institution as eligible for competition in the event or championship, the protest shall not receive consideration until after the NCCAA regional or national event or championship is completed. Should the protest be upheld, penalties may include forfeiture of any individual or team honors won. Institutions considering the filing of such a protest are cautioned to ensure that a basis for protest does indeed exist, and can be documented.

3. Upon receipt of the case, the Regional Coordinator shall inform the National Eligibility Chair and vice versa of each new case being investigated.

4. All eligibility cases involving actual or apparent violations shall be received by the National Eligibility Chair for processing by the National Eligibility Committee. The National Eligibility Committee shall rule on all cases involving the eligibility status of student-athletes.
5. Only the NCCAA National Eligibility Committee, or a duly appointed subcommittee of Board of Directors, may place an institution on probation and, in such cases where institutional suspension is possible, the final authority for disposition shall rest with the NCCAA Board of Directors.
6. Upon receipt of an actual or apparent violation, the National Eligibility Chair shall obtain the following information and send it to the National Eligibility Committee:
 - a. All pertinent data on the case (type of violation, date, place, etc.).
 - b. An up-to-date transcript of the student(s) involved (a listing of past courses enrolled in, grades and current enrollment, signed by the Registrar, is acceptable).
 - c. A written statement from the institution's Athletics Director and/or Compliance Officer concerning the case and corrective steps to be taken by the institution.
 - d. Statement from the student(s) involved, if possible.
 - e. A recommendation from the regional membership, submitted and signed by the Regional Coordinator.
7. Use of Ineligible Student-Athletes in Intercollegiate Competition: Any participating institution which permits the use of a student-athlete who is ineligible, according to NCCAA rules and standards, shall thereby automatically be suspended from competing in all regional and national events sponsored by the NCCAA in that particular sport, pending a full investigation by the NCCAA National Eligibility Committee.

CASEBOOK EXAMPLE

Case: A student-athlete participates in one or more contests while he/she is ineligible.

Approved Ruling – Student: The ineligible student-athlete shall be charged with a term of attendance and a year of participation in that sport as standard procedure. In addition, the student-athlete may be charged by the National Eligibility Committee with a second year of participation as a penalty.

Approved Ruling – Institution: The institution shall automatically be suspended from competing in all regional and national events sponsored by the NCCAA until the case is reviewed and shall forfeit all contests in which the ineligible student-athlete was used, pending a full investigation by the NCCAA Board of Directors.

8. Action taken by the NCAA or NAIA, whose requirements are more stringent than those of the NCCAA, shall be supported by the NCCAA in cases relating to dual members.

SECTION L. PROCESSING REQUESTS FOR AN EXCEPTIONAL RULING TO A STANDARD RULE

In exceptional cases, where extenuating circumstances appear to exist, an institution may, on behalf of the student-athlete(s), request an exceptional ruling to a standard rule. Such a request must be made before participation of the student-athlete(s) involved and such student-athlete(s) shall be withheld from participation until the case is closed. The processing of such a case shall normally take from two to four weeks.

Exceptional cases are to be processed as follows (see [Appendix H](#)):

1. The request for an exceptional ruling must be submitted to the National Eligibility Chair by the Compliance Officer or the Athletics Director of the institution requesting the ruling. The request must include all pertinent information concerning the request. Transcripts, the standard rule in question and the reasons why an exceptional ruling should be granted must be included.
2. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the National Eligibility Chair, for a ruling. The ruling shall apply only to the specific case and shall not establish a precedent.
3. An institution may, on behalf of the student-athlete, appeal a decision made by the NCCAA National Eligibility Committee to the Executive Director. The appeal, and reason for such, must be submitted to the Executive Director by the Compliance Officer or the Athletics Director of the institution making the appeal.

SECTION M. INSTITUTIONAL APPEAL – INSTITUTIONAL PENALTY

Any member institution may appeal a penalty placed on that institution by the National Eligibility Committee to the Board of Directors for a final ruling. Such an appeal must be presented in writing to the NCCAA Executive Director by the Chief Executive Officer, Athletics Director or Compliance Officer of the institution making the appeal.

SECTION N. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation. **Hardships deal only with seasons of competition.**
 2. All hardship requests must meet the following criteria:
 - a. It must involve an injury or illness which is beyond the control of the student-athlete or coach, and incapacitates the student-athlete from competing further during the sport season in question, as verified by the attending physician (M.D. or D. O.) who must have examined the student during the sport season in question.
 - b. The student-athlete involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sport season, than those listed for the sport:

Baseball	11 contests	Soccer	4 contests
Basketball	6 contests	*Outdoor Track & Field ...	3 meets
*Cross Country.....	2 meets	Volleyball	6 dates
Football	2 contests	*Golf.....	3 contests
Softball	6 dates	Tennis	5 dates/tournaments
*Indoor Track & Field.....	2 meets		

[* Scrimmages are not allowed in these sports.]
- Note 1:** These limits shall be updated annually to reflect 20% of the maximum allowable contests or dates as listed in the Frequency of Contests section.
- Note 2:** These limits shall apply to injuries occurring on or after August 1, 2015. Medical Hardship requests for injuries occurring before August 1, 2015 shall be evaluated based upon the rule(s) in place at the time of the injury.
- c. Hardships cannot be requested for student-athletes who are incapacitated in the last regular season contest or postseason competition.
 - d. All applicable information must appear on the completed certificate. This certificate, along with a current transcript, shall be sent to the National Eligibility Chair for processing.
 - e. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.
3. The hardship request must be submitted by the Compliance Officer or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
 - a. A current transcript of the student-athlete involved.
 - b. A completed official NCCAA Hardship Request Certificate (see [Appendix C](#)).
4. Regional recommendations, if any, shall be considered, but only the decision of the National Eligibility Committee shall be recognized by the NCCAA in hardship cases.

CASEBOOK EXAMPLES

Comment: The granting of a hardship appeal applies only to seasons of participation. All remaining eligibility rules, such as term of attendance, 24-hour rule, etc., must be complied with by the student-athlete to whom hardship has been granted.

Case: A student begins a season of participation, competes in one contest, is injured, and subsequently drops out of college for the term. Can an institution appeal for a hardship ruling on behalf of the student?

Approved Ruling: Yes.

Case: If a student-athlete is granted the hardship request, does the term of attendance in which he/she dropped out of school count as a term? What if he/she did not earn any credits during the term he/she dropped out?

Approved Ruling: Yes, the term during which he/she drops out of college counts as a term of attendance regardless of whether or not credit is earned, unless he/she withdraws within 21 days of the date of enrollment. If the term counts, the student-athlete must meet the conditions of Article I, Section C., the 24-hour rule, before being eligible again for participation.

Case: Does the NCCAA honor the rulings of hardship cases approved by the NJCAA?

Approved Ruling: Yes. NJCAA approved hardships are automatically honored by the NCCAA. They must be submitted to the National Eligibility Committee and meet the criteria for approval established by the NCCAA.

Case: Does the NCCAA honor the rulings on hardship cases approved by the NCAA?

Approved Ruling: NCAA-approved hardships **are** automatically honored by the NCCAA. They must be submitted to the National Eligibility Committee and meet the criteria for approval established by the NCCAA.

Case: Does the NCCAA honor the rulings on hardship cases approved by the NAIA?

Approved Ruling: NAIA-approved hardships **are** automatically honored by the NCCAA. They must be submitted to the National Eligibility Committee and meet the criteria for approval established by the NCCAA.

ARTICLE II: AMATEUR RULES AND REINSTATEMENT POLICIES

SECTION A. DEFINITION OF AN AMATEUR

1. To properly control competition in the NCCAA program, only the amateur student-athlete shall be eligible to participate in a given sport. An amateur is a student who engages in athletic contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain.
2. A student-athlete who becomes a professional in a particular sport recognized by the NCCAA is considered a professional in that sport only (except for the sport-specific exception listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NCCAA.

EXCEPTION 1: A student who becomes a professional in cross country, indoor track and field or outdoor track and field is considered a professional in all three sports.

EXCEPTION 2: A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

EXCEPTION 3: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.

EXCEPTION 4: A student who becomes a professional in beach volleyball is considered a professional in the sport of volleyball.

SECTION B. ACTS PERMITTED BY NCCAA AMATEUR CODE

The following acts shall NOT cause a student-athlete to lose amateur standing:

CASEBOOK EXAMPLES

Competition Against Professionals

Case: Is it permissible under NCCAA eligibility rules for a student-athlete to compete on a collegiate team against a professional team?

Approved Ruling: Yes, if the game is under the sponsorship of, or has the written approval of, the NCCAA. No, if the game does not have the approval of the NCCAA.

Officiating

Case: May a student-athlete, with eligibility remaining, officiate for pay? May he/she join an officials' organization?

Approved Ruling: A student-athlete may officiate at any amateur level, except that remuneration may not exceed demonstrable and reasonable expense. The student-athlete may belong to an officials' association without prejudice to his/her amateur standing.

Proof of Amateur Status

Comment: A student-athlete accepting actual expense for services permitted under this section must be able to prove, if challenged, that remuneration did not exceed actual expense.

Independent Participation

Case: May a student-athlete participate in amateur independent athletic events when the season ends?

Approved Ruling: Yes, as long as he/she does not violate Article II, Section B.

Tryouts at Professional Camps

Comments: Attendance at a professional camp is not a violation of amateur standing with the NCCAA if there is:

- a. No contract, either by self or agent.
- b. Actual and demonstrable expenses only.
- c. No participation with professional teams.

Employment of Student-Athletes

Comment: Such supervision may be at summer camps, recreation programs, municipal centers or private clubs. Student-athletes may solicit and be paid on a lesson basis. A student-athlete may not endorse or sell any item under his/her name. He/she may, however, give instruction when incidental to the total job. The student-athlete's wage must be on a fixed hourly, weekly or monthly basis that is commensurate with the going rate for such employment.

Case: Is it legal for an institution to hire student-athletes in their given sport to instruct in summer camps?

Approved Ruling: Yes, as long as the student-athlete's wage is commensurate with the going rate for such employment.

Case: Is it legal for a member institution to pay a player-coach?

Approved Ruling: No, since it violates the amateur status of the player. Once a player is paid to coach on a collegiate level, he/she becomes a professional and immediately loses amateur status.

1. Playing with an amateur team against a professional team or player, if under the sponsorship or approval of the NCCAA or the governing body of the sport concerned.
2. Participating as a member of a team while not receiving remuneration (expense reimbursement) beyond actual expenses of travel, meals, and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NCCAA amateur limits. Expenses must be itemized and properly documented.
3. Receiving reasonable compensation for officiating or coaching in amateur, recreational, or interscholastic programs. A student may solicit and be paid reasonable compensation on a lesson basis.
4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in the Bylaws. Such compensation shall be considered athletic aid, as defined by official NCCAA policy, and shall be reported as such.
5. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement (expense reimbursement) for such participation when such remuneration does not exceed the actual expenses for travel, meals, and lodging only from the immediately previous city to the event. Expenses must be itemized and properly documented.
6. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.

7. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.
8. Receiving reasonable compensation for use of name or picture to promote any commercial product or enterprise if:
 - a. There is no reference to the student-athlete's intercollegiate athletic participation in any promotion of the product or enterprise;
 - b. The use of the student-athlete's name or picture in no way references any institution with which the student has established identification, including but not limited to the use of logos, marks, or names; and
 - c. Remuneration is consistent with standard rates for any individual participating in comparable promotional activities.

SECTION C. RECOGNIZED AWARDS RECEIVED BY STUDENT-ATHLETES

The NCCAA shall recognize the following award structure as conforming to the amateur regulations of this Association.

1. Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and region, if applicable, and shall conform to the following requirements:
2. All such awards must be of a personal nature. Cash awards or certificates redeemable for cash shall cause a student to lose amateur standing within the NCCAA.
3. A student may receive more than one award while being recognized (example: a first-place team trophy and an outstanding-performer watch) but the value of each individual award shall not exceed \$1,000.00 nor shall the combined value of all such awards exceed \$1,500.00.

EXCEPTION: An individual participating in a recognized amateur event while not institutionally identified or in such events held during the summer in which the individual is not representing an institution shall adhere to the award regulations of the National Governing Body of that particular sport, provided such awards do not conflict with Article II, Section C.

SECTION D. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

The following acts shall cause a student-athlete to lose amateur standing for participation in intercollegiate competition recognized by the NCCAA in the sport where any or all of said acts occur:

1. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals, and lodging only. Expenses must be itemized and properly documented.
2. Signing a contract with any professional team.
3. Participating in an athletic contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals, and lodging only.

CASEBOOK EXAMPLE

Case: Is it permissible within the NCCAA eligibility rules for a student-athlete to participate with a professional team, not regarding himself/herself as a member of that team and not receiving any remuneration?

Approved Ruling: No. If he/she participates with the team, the student-athlete is considered a member of the team and is in violation of Article II, Section B.3.

4. Receiving remuneration for a public or media appearance if the appearance makes reference to the student's intercollegiate athletic participation in a given sport or any institution with which the student has established identification.
5. Receiving remuneration for use of name or picture to promote any commercial product or enterprise if remuneration is based on the individual's intercollegiate athletic participation in a given sport, or references with the use of marks, logos or names of any institution with which the student has established identification.
6. Entering into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

SECTION E. REINSTATEMENT APPLICATION PROCEDURES

In the case of a student-athlete who has lost his/her amateur standing in a specific sport by reason of competing as a professional athlete, or by receiving money or other forms of remuneration beyond actual expenses, restoration of amateur status for competition under NCCAA auspices in that specific sport is extremely unlikely. However, such cases considered to possess extremely mitigating circumstances may be referred to the National Eligibility Chair of the NCCAA in the following manner:

1. Submit a petition, in writing, by the student-athlete and approved by the duly authorized athletics representative of his/her institution. Such petition must explain the reasons for loss of amateur standing within a given sport and the basis upon which reinstatement is requested.
2. The petition for reinstatement shall be sent to the Regional Coordinator, who shall submit it to the National Eligibility Chair who shall submit the information to the National Eligibility Committee for its investigation and formal actions.
3. Upon approval of the National Eligibility Committee, the National Eligibility Chair shall send the petition to the Administration Committee of the Board of Directors for review. If the Board of Directors approves the petition, the student-athlete shall become eligible upon completion of the case.
4. In the instance that a student-athlete has signed a contract, but has not received any money or remuneration other than actual expenses, and who has not participated as a member of a professional team, an institution may appeal for restoration of amateur standing within the affected sport on behalf of the student-athlete as stipulated above. If the applicant complies with all criteria and the appeal is fully supported by documentation, reinstatement of amateur status within the sport affected shall be effective one year from the date of initial application, provided that the student-athlete has been regularly enrolled during that time and meets eligibility requirements.
5. The National Eligibility Chair shall report the decision of the Administration Committee to the Regional Coordinator and Athletics Director of the institution.
6. Upon fulfilling the above requirements, the student-athlete could be reinstated following these principles:
 - a. Ceasing to participate in violation of NCCAA amateur-standing regulations.
 - b. Being charged a season of competition in that sport for every competition season in which the student competed in any manner as a professional or in which the student was in violation of the NCCAA amateur code.
 - c. Fulfilling two consecutive semesters/three consecutive quarters (or equivalent) of attendance at the institution at which the student wishes to participate prior to being allowed to represent the institution in that sport in any manner in intercollegiate athletics.
 - d. Having appropriate verification regarding satisfaction of these criteria submitted to the NCCAA National Coordinating Committee for review and final dispensation.

ARTICLE III. ETHICS, INTEGRITY AND HONESTY EXPECTATIONS

SECTION A. NORMAL EXPECTATIONS

1. The NCCAA Coaches' Code of Ethics (see Forms & Procedures Section) is the basic code for all coaches.
2. Member institutions must adhere to the Christian code of conduct as given in the NCCAA Bylaws, Section 7.9 and the NCCAA Constitution, Article VII.
3. The payment of required dues and fees for national and regional membership, sport and special service dues for participation and benefits (such as national and regional statistical service) are required regardless of the competitiveness of an institution's team. (Bylaws 7.10.g.)
4. Eligibility reports and individual sport statistics are expected to be accurate, on time and presented to the appropriate recipients. (Bylaws 7.10.c.)

SECTION B. REGIONAL COMPETITION REQUIRED TO QUALIFY FOR NATIONAL COMPETITION

Institutions that qualify for regional competition are expected to maintain their commitment unless detained by extreme and emergency circumstances. Degree of competitiveness is not a consideration for those who qualify and commit to such competition.

SECTION C. DIVISION II PERMISSION TO CONTACT: SELF-RELEASE

When a student-athlete is interested in transferring to another institution, proper protocol should be followed by both institutions. All student-athletes should be aware of the Permission to Contact: Self-Release (see [Appendix F](#)). All college coaching staff, as well as other representatives, shall follow these procedures.

SECTION D. TRANSFER VERIFICATION

When a student-athlete elects to transfer from one institution to another institution, and before the first practice and/or upon enrollment, the new institution must complete and send the NCCAA Transfer Verification Form (see [Appendix G](#)) to the previously attended institution. A copy of this completed form must be sent to the National Eligibility Chair.

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS

1. **SCHOLARSHIP** – Awarding of money to a student based on performance (e.g. academic, music, athletics, etc.).
2. **GRANT** – Money (e.g. government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study.
3. **FINANCIAL AID** – An all-inclusive term which includes loans, grants, scholarships and federal work-study.
NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution. No athletic staff member may serve on an institution's Financial Aid Committee nor may athletic staff influence the aid package for any student.

CASEBOOK EXAMPLE

Case: Are Division II student-athletes allowed to receive financial aid from their respective institutions?

Approved Ruling: Yes, if it is aid that is awarded to the student body in general, and is not based on athletic ability or participation.

4. **WORK-STUDY** – A work-study job cannot be held to induce, recruit or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.
5. A member institution shall award no more financial aid to a student-athlete than the actual cost of:
 - a. Tuition;
 - b. Mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
 - c. Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.
 - d. Further financial assistance to a student-athlete by a member institution, other than listed above, is prohibited.

EXCEPTION 1: An institution may pay for necessary medical and dental expenses incidental to a student-athlete's participation in intercollegiate athletics at the member institution. Necessary expenses may include medical, surgical, medication, and therapy expenses incurred as a result of an athletic injury; medical examination costs; and

athletic related medical insurance. Institutions shall not provide assistance for expenses for treatment of a student-athlete's illness or injury not resulting from intercollegiate athletics participation.

EXCEPTION 2: An institution or the National Office may provide actual and necessary expenses associated with attendance at a student-athlete advisory committee or student-athlete leadership meeting or activity, so long as the meeting or activity is sponsored by the institution or National Office. Such costs may be paid directly to the service provider or as reimbursement to the student-athlete, and allowable expenses may include, but are not limited to, the cost of travel, meals, lodging, awards, and personal gifts or apparel.

EXCEPTION 3: In cases of natural disaster or emergency, an institution may provide financial assistance to a prospective or enrolled student-athlete(s) in money or in kind provided the institution's established financial assistance process or distribution method is followed, and any such assistance is available to the general student body. A third-party relief organization (e.g. Red Cross, United Way, local community organization, etc.) or other first responders may also provide assistance in money or in kind provided ay such assistance is available to all individuals affected by the disaster or emergency.

SECTION B. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent. If financial aid is offered to induce or influence a student-athlete so they will participate in athletics, then the intent is wrong and contrary to the Division II Guidelines.

CASEBOOK EXAMPLES

Financial Aid Intent

Case: Is it allowable to include athletic talent in the institutional criteria for financial aid qualifications?

Approved Ruling: Athletic talent may not be listed as a criteria in any aid awarded.

Financial Aid Inducements

Case: Is it allowable for an individual or body to underwrite the cost, or a portion of the cost, of a student-athlete's education, based on the athletic ability and potential of participation in athletics by that student-athlete?

Approved Ruling: It is illegal to receive financial support for one's education based on his/her athletic abilities or promise.

Case: May student-athletes receive remuneration for participation on a summer ministry team representing their respective institution.

Approved Ruling: Yes, if the remuneration is the same as that received by other students for participating on similar ministry teams.

Case: Is remuneration still allowable if the above team is composed primarily of athletes who are involved in sport clinics, sport camps, sport evangelism and athletic related discipleship?

Approved Ruling: Yes, if the team is approved by the administration as an official summer ministry team and the purpose is not athletic participation, but rather public relations and recruitment for the institution. It is suggested that oversight and budgeting for such teams be placed in the admissions, public relations or Christian service areas of the institution and not in the athletic department. If the budget and oversight is placed within the athletic department, it is apparent it is an athletic related endeavor and would violate the principles established for all financial aid and financial remuneration for athletes.

2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.
3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (e.g. shoes, sweatshirts, housing privileges, etc.).

Institution _____ State _____

The above statement is applicable for the sport of _____ for the academic year 20____ to 20____.

This form is to be completed in full. One copy is to be retained by the institution and the institution shall be prepared to produce the certificate upon request.

Signature of Student-Athlete

Print or Type Student-Athlete's Name

Date _____

As a representative of an institution affiliated with the NCCAA, I hereby certify that the beginning statement of this certificate has been read to all student-athletes who are practicing or will practice in the above named sport.

Athletics Director or Compliance Officer

Institution/State

Date

Appendix B NCCAA Transfer Player Eligibility Statement

This form should be completed by the Compliance Officer (assisted by the transfer student) only once at any NCCAA institution. All students who have previously been identified with an institution of higher learning must complete this form prior to participation. Complete all fields; if not applicable, write N/A in the field.

Institution _____ State _____

Student Last Name _____ First Name _____ Middle _____

Date you first attended classes at this institution as a transfer student:
Month Day Year

☐ Yes ☐ No Did you enroll after the date set by the institution for regular full-time students?

If "Yes", give date of enrollment:
Month Day Year

☐ Yes ☐ No Did you graduate from high school?

If "Yes", give month and year of high school graduation:
Month Year

High School Name _____
City, State, Country _____

If "No", did you earn a G.E.D.? ☐ No ☐ Yes, list date G.E.D. earned: _____

☐ Yes ☐ No Have you served on Active Military Duty for one year or more?

If "Yes", list date of discharge: _____

☐ Yes ☐ No Have you been granted a hardship/medical redshirt by any intercollegiate athletics association or conference?

If "Yes", complete the following:
Sport _____ Year _____

Granted by _____

☐ Yes ☐ No Have you ever been suspended (or its equivalent) from any institution of higher learning?

☐ Yes ☐ No Have you ever attended a four-year college or university, a trade school, a junior college, or other post-high school institution?

If you answered "Yes" to the above question, complete the following two sections:

ATTENDANCE SECTION (account for every academic/calendar term since high school)				
Name of Institution	Type (2- or 4-year)	City, State	From MO/YR To MO/YR	Number & Type of terms of attendance

COMPETITION SECTION			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you participate in an intercollegiate contest at any previous institution? List below any seasons of competition in ALL intercollegiate sports: (If you did not participate, write "None.")		
Name of Institution	Seasons of competition* (List 1, 2, 3, or 4)	Sport	Academic Year(s)

*Seasons of Competition: Seasons of competition for a transfer student will be determined by NCCAA Eligibility & Casebook, Section B, Item 18.

To the best of my knowledge, this is a complete and accurate report of my participation in college athletics. I believe that I am eligible under NCCAA rules. I understand withholding information or providing false information, particularly concerning previous institutional identification and/or participation, shall rule me ineligible for participation in athletics within the NCCAA.

Date _____ Student _____

Transfer Player Eligibility Statement – Page 2

This page to be completed by the Compliance Officer

Name of Student _____ Filing Institution _____ State _____

I verify that I have confirmed, or have been informed by my Athletics Director who has confirmed, the following:
(initial appropriate sections):

- ☐ All official transcripts from all institutions enrolled and attended have been received. The student-athlete cannot be ruled eligible without all official transcripts. **(See Section E.1.i.)**
- ☐ The transfer student-athlete has met the required total cumulative GPA of at least 2.00 on a 4.00 scale calculated on the basis of all official transcripts from all institutions attended. This should be applied regardless of whether they have participated in any intercollegiate sport prior to enrolling in the present institution. **(See Section E.1.i.)**
- ☐ The transfer student-athlete did not participate in any intercollegiate sport prior to enrolling in the present institution. **(See Section E.1.c.)**

If this is the case, apply the EXCEPTION ruling where appropriate: A student-athlete shall be exempt from meeting the 24/36-Hour-Rule only during the first term in which he/she initially competes in any sport at the intercollegiate level, provided the following are true:

- The student-athlete hasn't previously participated in ANY intercollegiate sport at any institution (not just the sport for which he/she is currently being cleared).
- If the student is in the first four terms of attendance, then the student-athlete would have met all other freshman eligibility requirements upon initial identification with our institution.
- If the student is in the fifth or more terms of attendance, then the student-athlete has an overall GPA of 2.00 on a 4.00 scale calculated on the basis of all transcripts from all institutions.

PLEASE NOTE that this exception only pertains to the 24-Hour-Rule. The student-athlete must meet all other eligibility requirements.

- ☐ The transfer student-athlete did participate in intercollegiate sport prior to enrolling in the present institution but he/she has been out of school for two full academic semesters and therefore the 24-Hour-Rule is waived. All other eligibility rules shall remain in effect. **(See Section E.1.d.)**
- ☐ The transfer student-athlete is coming as a graduate from a junior college and will be participating in the same sport during the same season. According to Section F, this athlete is eligible to do this and only count it as one season of participation. Remember that a non-graduate cannot participate for two different institutions in the same sport during an academic year. **(See Section F.)**
- ☐ The transfer student-athlete did participate in intercollegiate sport at a previous institution prior to enrolling in the present institution and has submitted a NCCAA Transfer Verification Form. **(See [Appendix G.](#))**
- ☐ Please list any special case that does not fall into any category above: _____

I have examined the student-athlete's athletic and academic records and, based on that material, all information provided on this form is accurate.

Compliance Officer's Signature _____

Date _____ Institution _____

Appendix C NCCAA Official Hardship Request Certificate

A hardship request is a request for an exception to the Season of Competition Regulation (SECTION M of NCCAA Eligibility). Hardship cases deal only with season of competition. For requests not dealing with seasons of competition, see SECTION L of NCCAA Eligibility, "Processing Requests for an Exceptional Ruling to a Standard Rule." All hardship requests must be referred to the National Eligibility Chair as set forth in SECTION M, ITEM 2.c. of NCCAA Eligibility. **A current transcript of the student-athlete must be submitted with the request.**

1. Name of Student-Athlete _____ Sport in Question _____
Submitting Institution _____ Region _____
City/State _____

2. Date of injury or illness which incapacitated the student _____

3. List the institution's name the student played for, all date(s), and all opponent(s) (institutions) the student competed against for the year in question. Scrimmages are not counted against the maximum allowable contests for hardships but should be listed and noted as scrimmages.

Institution Where Athlete Competed: _____

Date	Opponent(s)	Date	Opponent(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all seasons of competition, including current season, of the sport in question. (Example: 2006-07, 2007-08)

--	--	--	--

4. I hereby certify that the above information is complete and accurate:

Athletics Director or Compliance Officer Position Date

Coach

5.	To be completed in full by the attending physician (must be an M.D. or D.O.)			
	Please CHECK YOUR ANSWERS and INITIAL each blank.			
	1. Was the athlete under medical care prior to the injury or illness that initiated this hardship request? If yes, was the athlete medically released for participation prior to the injury/illness in question?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Initials _____
	2. Did the injury/illness incapacitate the student from competing the remainder of the sport season in question?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Initials _____
	3. When did you examine the athlete AND recommend no further competition for the remainder of the season?	Date ____/____/____	Initials _____	
	4. When, in your judgment, will the athlete be medically fit to return to competitive athletics?	Date ____/____/____	Initials _____	
5. _____ Physician's Signature Date		Physician's Printed Name M.D. <input type="checkbox"/> D.O. <input type="checkbox"/>		
6. _____ Address/City/State/Zip				

6. ☐ Attach current transcript.

Send this form and transcript to: NCCAA National Office.
All 6 areas of this form must be completed before the request can be considered by the National Office.

☐ **Granted**
☐ **Denied** (The request does not meet criteria established by membership.)

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS SPACE

NCCAA National Eligibility Chair Date _____

Appendix D - NCCAA Division II Official Eligibility Certificate

NCCAA Division II Official Eligibility Certificate

Institution _____ State _____ Sport _____ Year _____

Region _____ Check one: ☐ Men's ☐ Women's Total Students _____

List type of term used at your institution (Semester, Quarter, Trimester, etc.):	
List date of first day of class this term:	
List date of end of term:	
Date of first contest (scrimmage or regular season) for the athlete(s) listed:	

COOPERATIVE EXCHANGE PROGRAM (CEP) (if applicable)	
Name of CEP Institution: _____	
City and State of CEP Institution: _____	

A	B	C	D	E	F	G	H*	I	J	K	L	M
List student name Include all athletes on all teams (varsity, junior varsity, etc.) List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used.	For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student. ID # Tran.	Terms of attendance (TOA) at any inst. of higher learning, including this term.	JR or SR academically, or participating in 3 rd or 4 th season this term?	If D is YES, list student's GPA.	Institutional credit hours enrolled in THIS TOA.	Hours earned LAST TOA.	Hours earned in TOA immediately before the last TOA.	Hours earned in summer and/or non-terms.	Number of hours enrolled in co-op program	Previous seasons of competition in this sport. If none, put "0."	If J lists 3, has the student earned 48 (S) or 72 (Q) credit hours in general ed/major?	List total institutional credit hours earned to date.
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
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			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	
			Y <input type="checkbox"/> N <input type="checkbox"/>								Y <input type="checkbox"/>	

**If a quarter system; must be the 2 quarters immediately before the last term of attendance. List each term separately. If student has not completed 3 consecutive quarters, then must meet 24 hour rule under F and G.*

I hereby certify that only the students listed above are allowed to represent our institution, in any manner, in the sport listed.

Athletics Director _____ Date _____

Head Coach _____ Date _____

I hereby certify that columns B, C, D, E, F, G, I, J, K, and L are complete and correct according to official records. The students listed above are making normal progress toward a recognized degree and are maintaining the grade points required to remain in good standing as defined by our institution.

Registrar _____ Date _____

I hereby certify that I have checked this certificate prior to student participation and that the above students are eligible under NCCAA rules.

FAR or Compliance Officer _____ Date _____

MUST BE SUBMITTED TO THE NATIONAL ELIGIBILITY CHAIR PRIOR TO ALLOWING ANY STUDENT TO REPRESENT YOUR INSTITUTION.

NCCAA Division II Official Eligibility Certificate Instructions

- A. List student's name. List students in groups by previous seasons of competition. (e.g.: Freshmen first, then sophomores, juniors, seniors, and graduate level.)

- B. Enter the student's ID number in the first column. (No social security numbers.) For each transfer student, place a T in the Transfer column and submit completed Transfer Forms for the student.

- C. List the total terms of attendance (TOA) the student has attended at any postsecondary institution, including the current term. Note the type of term your institution uses (semester, quarter, trimester) at the top of the certificate. The NCCAA converts past terms into the type of term used by your institution. Terms are to be converted as follows: 1 semester = 1.5 quarters or 1-1.2 trimesters; 1 quarter = .667 semesters; 1 trimester = .833 semesters. Students may compete in the first 10 semesters, 12 trimesters, or 15 quarters. A student must have one half or more terms remaining (after converting) to be eligible for the final term. E.g.: Including current term, the student has used 10.5 semesters: student is eligible for that term. Including current term, student has used 10.667 semesters: student is not eligible.

- D. Check "YES" or "NO" as to whether the student is classified as a junior/senior academically by your institution or competing in the 3rd or 4th season (or accumulated 60 hours on all transcripts) in the sport specified.

- E. If the answer in column D is "YES," list the student's total cumulative GPA. A transfer student's GPA will be computed from all transcripts of all previous institutions the student has attended. Students whose last identification (not including summer) was with your institution shall have the GPA used by your institution placed here. Summer or non-terms do not identify a student.

- F. Credit hours attributed to a course in progress shall be considered institutional credit hours for the purposes of determining identification when, as applied to the general student body, the course would appear on the transcript with a grade and earned credit hours upon completion. Courses not meeting this definition, although they may be required by your institution, cannot be recorded in this column.

- G. Determine the student's most recent term of attendance (student identifies by enrolling in 12 or more institutional credit hours per institution's census date or represents institution in competition). Use only institutional credit hours (as described in F) listed on the issuing institution's transcript.

- H. Apply criteria listed in G above to the second most recent term of attendance. If in a quarter system and the student has completed three consecutive quarter terms of attendance, use the two quarter terms of attendance immediately prior to the previous term of attendance. List each term individually, separated by a comma. If the student has not completed three consecutive quarters, then the student must earn 24 hours in the most recent and second most recent terms.

- I. No more than 12 non-term institutional credit hours can be used for this column. A non-term is defined as a term in which the student enrolls in fewer than 12 institutional credit hours at an institution. These non-term hours cannot be used if earned prior to one of the terms defined in columns G or H. Summer is always considered a non-term.

- J. If the student is taking a course at another institution or participates in a co-op program with another institution, list the number of hours enrolled and complete the co-op information at the top of the certificate.

- K. List the previous seasons of competition in this sport charged by all previous institutions, along with any seasons of competition charged due to non-intercollegiate seasons of competition.

- L. Students must have accumulated at least 48 semester/72 quarter institutional credit hours in general education and/or the student's major field of study to be eligible to compete in a 4th season of competition in a sport.

- M. Students competing in the 2nd season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete the 3rd season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete the 4th season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours. (Also add your home institution only credit hours and put in parenthesis.)

Appendix E

NCCAA DUALY AFFILIATED NATIONAL ELIGIBILITY FORM

1. This form may be used only by NCCAA institutions dually affiliated with the NAIA, NCAA, and/or CCAA.
2. This form must be filled out one time for all sports and returned to the NCCAA National Eligibility Chair by September 15.

Institution _____

Year _____

Dual Affiliation: ☐ NAIA ☐ NCAA II ☐ NCAA III ☐ CCAA

Region _____

Please indicate all sports sponsored by your institution:

SPORT	M	W	DATE OF FIRST CONTEST OR SCRIMMAGE
<input type="checkbox"/> Baseball	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Basketball	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Cross Country	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Football	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Golf	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Indoor Track & Field	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Soccer	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Softball	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Tennis	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Track & Field	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	_____ / _____
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

An eligibility form was completed and filed in compliance with NAIA, NCAA, or CCAA Eligibility Rules.

Faculty Athletics Representative or Compliance Officer

Date

Athletics Director

Date

VERIFICATION

Date Received _____ Cleared _____

NCCAA National Eligibility Chair

Appendix F - NCCAA Division II Permission to Contact: Self-Release

NAME OF STUDENT-ATHLETE: _____

Name of institution you wish to contact: _____ City/State: _____

Use this form so you may contact another NCCAA college or university's athletics staff members (including coaches) about a possible transfer.

NCCAA Division II Eligibility Article III, Section C states: "When a student-athlete is interested in transferring to another institution, proper protocol should be followed by both institutions. All student-athletes should be aware of the Permission to Contact: Self-Release. All college coaching staff, as well as other representatives, shall follow these procedures."

An athletics department staff member or other representative of an institution's athletics interests shall not make contact in any manner with the student-athlete of another NCCAA, NCAA, or NAIA four year collegiate institution without first obtaining written permission to do so. Written permission may be granted by:

- (a) The first institution's athletics director (or an athletics administrator designated by the director of athletics); or
- (b) The student-athlete.

This form gives you permission to have contact with the athletics staff at another NCCAA college or university to discuss a potential transfer. It also gives another college or university permission to contact you. This form does not include any information about your academic, or athletics eligibility; however, in order to be immediately eligible to compete at the new institution, you must have been both academically and athletically eligible for athletics had you stayed at your current institution.

This form is effective for 30 days from the date of signature. While the form is effective, the new institution may contact you or you may contact the new institution. If this is the first time you have sent this form to a particular institution, then that institution must preserve the privacy of this contact, and any further communication for 30 days. If you desire, this privacy can be waived by checking the box on page two of this form. At the end of the 30 day period, if you decide to transfer, your new institution must notify your current institution within a seven day period of the form's expiration date that this form was issued.

If you decide not to pursue the transfer, the new college or university is not allowed to notify your current institution of the contact at any time. If you are undecided at the end of the 30 day period, you must send a new copy of this form to have additional contact with the college or university. Further, because this second release is beyond the first 30 day period, you are not guaranteed privacy for a second (or any other) self-release. Within seven days of receiving a second form from you, the college or university must notify your current institution that a second release was issued.

By signing this form, you agree that you permit the named college or university to contact you for a 30 day period from the date this document is signed. You also agree that if you decide to transfer, or if you send a second self-release, the new college or university will notify your current institution of this release, unless:

- (a) You have granted permission for the notification to occur by checking the box near the end of this form;
- (b) You notify the institution in receipt of the form that you have decided to transfer to that institution; or
- (c) You have issued a second self-release.

Signature of student-athlete

Date

Name (please print)

Name of Current Institution

Sport(s) of interest

Contact information (telephone number, e-mail address, and/or physical address)

☐ Check this if this is the first release issued to this institution.

☐ Check this if you give the named institution permission to notify your current institution of this permission to contact during the 30 days this form is effective.

What to do with this form: Sign and send this form to the director of athletics at the institution you would like to contact about a possible transfer. You may send this form via fax, e-mail, or standard mail, but the form must include a signature. If this form is e-mailed, it still must include a scanned signature.

This form is to be kept in the Athletics Director's office for six years.

Appendix G
NCCAA TRANSFER VERIFICATION FORM
 (Copy must be sent to the National Eligibility Chair along with eligibility forms.)
 (Only for someone who played athletics at the previous school in the previous year.)

From: _____
 (Name of Institution) (State)

To: _____
 (Name of Institution) (State)

_____ from your institution has expressed interest in transferring to
 (Name of student-athlete)
 our institution _____ and participating in intercollegiate athletics.
 (name of institution)

1. At your institution the student participated in the following sports:

Sport	# of years of participation	Academic years in which competition occurred

2. Is this student in good academic standing at your institution? ____ Yes ____ No
 If no, please explain _____

3. Is this student in good financial standing at your institution? ____ Yes ____ No
 If no, please explain _____

4. Is this student suspended or on probation at your institution? ____ Yes ____ No
 If yes, what are the stipulations of this suspension/probation? _____

5. Had this student remained at your institution, would he/she have been academically and athletically eligible according to your primary athletic national association (NAIA, NCAA, NCCAA, USCAA, ACCA, CCAA)?
 ____ Yes ____ No
 If not, please explain _____

Your name: _____ Title: _____

Institution: _____ Phone: _____

Signature: _____ Date: _____

Please send this form to:

Name: _____

Title: _____

Institution: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Appendix H NCCAA Exception to a Standard Rule Form

In exceptional cases, where extenuating circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involved.

1. Student's Name / Sport _____
Institution _____
Region _____

2. Rule seeking exception: ARTICLE _____ SECTION _____ ITEM _____
All pertinent information regarding the request should be attached to this sheet.

3. Transcript attached. Please check box. ☐

4. Athletics Director Signature _____

5. Faculty Athletics Representative/
Compliance Officer Signature _____

6. Date sent to NCCAA Director of Membership & Compliance _____ / _____ / _____

Send this form as a cover sheet with the accompanying documentation and transcript to the NCCAA Director of Membership & Compliance. All six areas of this form must be completed before the request can be considered. The National Eligibility Committee will review the information and make a recommendation.

Additional Documentation

This is a broad process that can be applied to various categories of NCCAA legislation, thus the particular request determines what information will be necessary or relevant. Because the National Eligibility Committee will only have the submitted information to consider, it is an institution's goal to paint a clear, thorough picture of the circumstances and why an exception is warranted.

Required Items:

- NCCAA Exception to a Standard Rule Form
- All transcripts for any student(s) involved (Unofficial transcripts are acceptable.)

Additional Items:

- Personal narratives by individuals involved (e.g., student-athlete, coach, athletics director, parents, academic advisor, etc.)
- Documentation that verifies central details (e.g., medical records of an injury or illness, receipts, game statistics/footage, etc.)

Questions?

If you have any questions about the process, how it works, or what information may be necessary for a particular exception request, please contact Ben Belleman, NCCAA Director of Membership & Compliance.

Phone (864) 250-1199 x102 | Email bbelleman@thenccaa.org