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**NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION**



## **Eligibility**

**Division I**

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## Eligibility Division I

### 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. An attempt has been made to substitute NCCAA for NAIA and to align Regional and Eligibility Chairs in accordance with NCCAA procedures. Dually affiliated institutions with NAIA or NCAA are certified as meeting eligibility standards of the NCCAA by meeting the eligibility requirements of their dual association.*

**BEGINNING WITH THE 2006-07 ACADEMIC YEAR, ALL NCAA/NAIA DUALY AFFILIATED MEMBERS MUST SUBMIT ONLY THE DUALY AFFILIATED ELIGIBILITY FORM TO BE IN COMPLIANCE. THIS FORM MUST BE POSTMARKED ON OR BEFORE THE DATE OF THE FIRST CONTEST (SCRIMMAGE OR REGULAR SEASON CONTEST).**

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### **SECTION A. APPLICATION OF ELIGIBILITY RULES**

Institutional membership within either or both programs (men's and/or women's) or institutional membership on a sport by sport basis within a program charges each institution with the responsibility of knowing, administering, and enforcing the eligibility standards adopted by the members of the Association in respect to the institution's intercollegiate sports affiliated within the NCCAA.

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

#### **See CASEBOOK for additional information**

Any student identified with a two- or four-year college or university who then becomes identified at an NCCAA institution shall also be subject to the following regulations, which were submitted and approved by the member institutions.

## SECTION B. DEFINITIONS

Eligibility Case; Eligibility Certification; End of a Term; Enrollment; Entering Freshman; Exhibition, Good Standing; Identification; Institutional Credit Hours; Intercollegiate Contest; Non-Term; Normal Progress; Participation; Postseason Competition; Residency; Scrimmage; Season of Competition; Terms of Attendance; Varsity Intercollegiate Sport

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) and the Eligibility Certificate for Entering Freshmen (when applicable) and Non-Resident Student or Enrollment Gap Form (when applicable) for all students prior to allowing those students to represent the institution in any manner during a term.

(Section B)

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 B, item 17 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 opponent.

If the competition meets this definition then it shall not be included in individual and team statistics, won/loss records, and coaching records. The competition shall count against NCCAA game limitations. An NCCAA institution will be limited to one Exhibition per season. A student will 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 will count as one varsity game, contest, or playing date within the limits stated above.

For the sport of basketball, an institution is allowed one or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition will 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 twelve (12) or more institutional credit hours with a minimum of nine (9) institutional credit hours at the NCCAA member institution in any given term (excluding summer session) and attending any regularly scheduled class.

**See CASEBOOK for additional information**

**NOTE 1:** This definition of identification only applies to terms that begin after August 1, 2004.

**NOTE 2:** 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

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the 9/24/36 institutional credit hour rule in that attendance at a regularly scheduled class did not take place. The second season progress rule (Section C, item 9) shall, however, apply for participation in the same sport.

**See CASEBOOK for additional information**

9. Institutional Credit Hour: Any credit hour which counts toward an institutionally-approved degree or any credit hour which is required by the institution for the student being certified.

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.

**See CASEBOOK for additional information**

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.

**See CASEBOOK for additional information**

11. Non-Term: Any term that does not meet the definition of a term as defined in #8 above.

**NOTE:** This definition of non-term only applies to terms that begin after August 1, 2004. Prior to August 1, 2004, a non-term was enrollment in fewer than nine (9) institutional credit hours at a single institution during a given term or any summer session or inter-term.

**See CASEBOOK for additional information**

12. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards listed in Section C, item 9 of the NCCAA Eligibility Section.

13. Participation: Competing in an intercollegiate contest as defined by Section B, Item 10 of the NCCAA Eligibility Section.

(Sections B, C)

14. Postseason Competition: Conference, region, or independent qualifying events.

15. 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:
- Practices with an institution's team during the 24-week season (Frequency of Play section)
  - Identifies with an institution in accordance with Item 8 above.

Prospective student are not permitted to practice or compete with an institution's team prior to the beginning of the 24-week season, regardless of the student's stated commitment to the institution. This prohibition includes practice and competition (including foreign tours) during the summer prior to the student's enrollment at the institution.

**Exception:** This does not apply to sports missions trips.

16. Residency: Identification with an institution for 16 calendar weeks (112 calendar days) during the regular school year (summer session not included).

**See CASEBOOK for additional information**

17. Scrimmage: A competition against competitors not identified with the institution when:
- The competition is not listed or is noted as a scrimmage on the institutional schedule;
  - No scores or statistics are reported by either institution;
  - No admission is charged.

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

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

**See CASEBOOK for additional information**

18. Season of Competition

- a. Participation in one or more intercollegiate contests whether in a varsity, junior varsity, or freshman program. Seasons of Competition for a transfer student will be determined under the rules of the association from which they competed.
- b. Participation in any athletic competition or training for which the participant receives compensation including remuneration for expenses after September 1 in the year of high school graduations or the equivalent.

**NOTE:** Participation in any elite-level athletic competition after September 1 in the year of high school graduation or the equivalent. EFFECTIVE DATE: August 1, 2011 (for student-athletes entering an NCCAA institution in 2011-12)

For purposes of this bylaw, eligibility shall be determined by a national third-party administrator (NCCAA Eligibility Center) authorized by the Council of Presidents.

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

**NOTE:**

1. If high school graduation or its equivalent cannot be ascertained then age 19 will be used as the determinant.
2. Unless specified elsewhere in the Bylaws (i.e. Section F, item 9). No student shall be charged more than one Season of Competition during any 12 month period.
3. Athletes charged a Season of Competition pursuant to this paragraph must also comply with other applicable NCCAA Bylaws, including Amateur Rules and Eligibility Requirements.

**TENNIS ONLY** – After high school graduation, participation in the main draw of a Women’s Tennis Association (WTA), Association of Tennis Players (ATP), or International Tennis Federation (ITF) tournament. Unless specified elsewhere in the Bylaws no student shall be charged more than one Season of Competition during any 12-month period.

**EXCEPTION #1** The student is not charged a season of competition for participation in a WTW, ATP or ITF main draw if the student provides written confirmation from the tournament that the student was awarded a wild card into the main draw.

**EXCEPTION #2** While enrolled as a full-time collegiate student, a student is not charged a season of competition if the student:

1. Completes the ITA amateur form prior to participation in the tournament.
2. Does not accept expense reimbursement (including reimbursement permitted by other NCCAA regulations); and
3. Does not accept any prize money.

**See CASEBOOK for additional information**

19. Term of Attendance: A term of attendance is any quarter, semester or trimester (excluding summer sessions) in which the student becomes identified at a single institution.

**See CASEBOOK for additional information**

The word "term" as used throughout the Eligibility Section refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any college or university.

If a student identified with an institution officially totally withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and returns and again becomes

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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.

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 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 and has been in attendance for one term, the student is no longer considered a transfer student at the institution.

21. 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:
- It is a sport that is administered by the department of intercollegiate athletics;
  - It is a sport for which the eligibility of the student is reviewed and certified by the institution's Faculty Athletics Representative or designated eligibility representative.
  - It is a sport in which qualified participants received the institution's official varsity awards.

### **SECTION C. ELIGIBILITY REQUIREMENTS**

For a student to be eligible for any NCCAA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.

(Section C)

2. An entering freshman student must meet two of the three entry level requirements:
  - a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).

**NOTE:** In order to meet the requirement of Section C, item 2 in the paragraph above, an entering freshman must achieve a score of 18 or higher on the Enhanced ACT or score of 860 or higher, achieved on the Critical Reading and Math sections of the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.

**See CASEBOOK for additional information**

- b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;

**See CASEBOOK for additional information**

- c. Graduate in the upper half of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.

**See CASEBOOK for additional information**

**NOTE 1:** GED and home-schooled students: The GED will be recognized as satisfying the grade point average equivalent. The GED student must achieve a score of 18 on the Enhanced ACT or 860 on the SAT to meet the freshman requirements.

Home-schooled students must receive the certificate (or equivalent) granted by the appropriate state verifying successful completion of home schooling requirements **and** achieve the minimum ACT/SAT score to meet the freshman requirements.

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**NOTE 2:** International students: An incoming freshman international student shall first be reviewed under the same conditions required of a regular freshman student. The evaluation listed below shall be applied only if the high school GPA and class ranking cannot be determined.

If the student has graduated from a high school outside the United States or one of the U.S. territories and the high school transcript is such that the grade point average cannot be determined and the class ranking is not available, this student can be ruled eligible by meeting the specific institution's admission criteria for international students and by meeting the following NCCAA criteria:

1. A score of 18 on the Enhanced ACT or 860 on the SAT
2. Meet the entering freshman requirements as defined for students from each country in the most current Guide to International Academic Standards for Athletics Eligibility published by the NCAA (based on AACRAO guidelines).

Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (2 semesters, quarters, or equivalent) that such a student is identified with an institution (s).

**See CASEBOOK for additional information**

3. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation.

EXCEPTION to the 12 credit hour enrollment rule:

A student who will complete requirements for graduation within 10 semesters, 15 quarters, 12 trimesters or less may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than 12 institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair.

**See CASEBOOK for additional information**

A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in the graduate or professional school of the institution where he/she earned an undergraduate degree, who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, who is enrolled in a fifth year post-baccalaureate degree teacher education program at the same institution, or who is enrolled and pursuing a second major area of study at the same institution is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Section D(5).

The term in which the student invokes this Exception shall be counted as a term of attendance. However, this term will not count in the calculation of the 24-credit-hour rule. To calculate the 24 credit hours, the institution should consider the two terms immediately preceding the term the student completes the requirements for graduation.

A student who invokes the above Exception and does not graduate forfeits any remaining eligibility in all sports sponsored by the NCCAA.

4. The student must maintain institutional identification during any term of participation. For exceptions see Section D, items 3 and 4.

**See CASEBOOK for additional information**

5. The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification at any institution may be applied toward meeting the nine (9) institutional credit hour rule for a second term freshman.

(Section C)

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**See CASEBOOK for additional information**

6. After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system.

A student transferring from a quarter system to a semester system must have accumulated 24 institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated 24 institutional credit hours in the previous two quarter terms of attendance if completion of three quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated 36 institutional credit hours.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36 institutional credit hour requirement. Such credit must be earned after one or both of the two immediately previous terms of attendance.

**See CASEBOOK for additional information**

All credit hours used to meet this total of 24/36 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit hour systems (e.g., quarter and semester).

**See CASEBOOK for additional information**

EXCEPTION: See Section B, item 7, paragraph 2.

EXCEPTION: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with any institution(s) of higher learning for more than five semesters or seven quarters will be exempt from meeting the 24/36 hour rule for the first term upon transferring to an NCCAA institution provided:

- a) the transferring student passed all hours required for graduation in the term in which graduation occurs and;
- b) less than 24/36 hours were required for graduation during the last two semesters/three quarters terms.

Students 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. The last semester/ trimester/quarter at the junior college shall count as a term of attendance.

EXCEPTION: A student will 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); and 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.)

7. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NCCAA (where applicable).
8. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.000 on a 4.000 scale. The 2.000 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.

**See CASEBOOK for additional information**

(Section C)

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9. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

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.

**See CASEBOOK for additional information**

To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

**See CASEBOOK for additional information**

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

**See CASEBOOK for additional information**

To participate in a third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. 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.

**See CASEBOOK for additional information**

10. The student must be eligible according to the institution's standards for intercollegiate competition.
11. If a dual member with NCAA or NAIA, the student must be eligible according to affiliated conference standards.
12. Repeat courses previously passed with a grade of "D" or better in any term, during summer or during a non-term cannot count toward satisfying the 24/36 credit hour rule.

A maximum of one 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 credit hour rule.

**See CASEBOOK for additional information**

(Sections C, D)

13. 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.

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For 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.

**See CASEBOOK for additional information**

14. 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 or region shall lose eligibility immediately upon such declaration.

**See CASEBOOK for additional information**

15. A student enrolling in college after the date set by the institution for enrollment of regular full-time students will not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.

**See CASEBOOK for additional information**

#### **SECTION D. RETENTION: RE-ESTABLISHMENT OF ELIGIBILITY (Also see Section E, item 2)**

1. A student may participate four (4) seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of participation.
2. 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 has been identified and in attendance during the term just ending and the registrar certifies that the academic requirements have been met for this student.

**See CASEBOOK for additional information**

3. A student attending a college on the trimester system may participate in spring sports if the student was identified the previous term at that institution and completed 24/36 institutional credit hours or more since the beginning of the fall term of the current school year, and is otherwise eligible although not enrolled during the third trimester.

**See CASEBOOK for additional information**

4. A student who is eligible during the regular sport season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in that particular sport for participation in NCCAA postseason competition provided the student has been in attendance the term immediately preceding the postseason competition.
5. A student who has completed all academic requirements for graduation from a four-year institution as defined by that institution shall no longer be eligible to compete in intercollegiate athletics. **EXCEPTION:** A student who has completed all academic requirements for graduation and who is enrolled in the graduate or professional school of the institution where he/she earned an undergraduate degree or who is enrolled and seeking a second baccalaureate or equivalent degree or who is enrolled in a fifth year post-baccalaureate degree teacher education program at the same institution may participate in intercollegiate athletics provided the student has athletic eligibility remaining.

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.

(Sections D, E)

To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

The registrar must certify in writing to the Regional 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.

**See CASEBOOK for additional information**

## SECTION E. TERMINATION OF ELIGIBILITY

1. A student terminates athletic eligibility at the end of a term upon completing 10 semesters, or 12 trimesters, or 15 quarters in which the student is identified (See Section B, item 7 of the NCCAA Eligibility Section).
  - a. EXCEPTION: A female student will be granted a two-semester or three-quarter one-time extension of the ten-semester rule due to pregnancy. The request for the extension period of time will be processed as an exceptional ruling to a standard rule.
  - b. EXCEPTION: A student will be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (i.e., cancer, chemical dependency, psychological illness) and treatment. The request for the extended period of time will be processed as an exceptional ruling to a standard rule.

**See CASEBOOK for additional information**

2. A student who loses eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 p.m., Saturday) in which the term ends.

EXCEPTION: Students who graduate at the close of the fall/winter term and who have qualified for NCCAA national competition for the immediately following spring/summer through the regional event held in the fall/winter shall not be required to have been in attendance the immediately preceding term prior to postseason competition to be eligible. The student is subject, however, to any contrary ruling, which may be made by the local institution or region.

**See CASEBOOK for additional information**

3. A student who loses eligibility at the end of a term other than because of graduation or completion of 10 semesters of attendance becomes ineligible no later than midnight of the 21st calendar day following the close of the term. If an institution checks eligibility prior to the 21-day deadline (Section J, item 2) and determines that a student has become ineligible, the student becomes ineligible immediately.

**See CASEBOOK for additional information**

4. No student shall be permitted to participate in intercollegiate athletics for more than four (4) seasons in any sport.

**See CASEBOOK for additional information**

5. Any student who has completed eligibility or who has been permanently banned in a given sport at any four-year institution, either NCCAA affiliated or other, shall have no eligibility remaining in that sport within the NCCAA. Such a student 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.

**See CASEBOOK for additional information**

(Section F)

## SECTION F. TRANSFER REQUIREMENTS: GENERAL

1. A student previously identified with an institution of higher learning (two or four-year), who then transfers to a member college or university must complete the Official NCCAA Transfer Player Eligibility Statement, and the institution must mail this statement to the Regional Eligibility Chair prior to the student participating.
2. A student becomes identified with an institution upon enrolling in twelve (12) or more institutional credit hours at a single institution in any given term and attending any regularly scheduled class (summer session not included). Anyone transferring after this time becomes a transfer student regardless of whether the student participated in intercollegiate athletics.
3. If a student identified with an institution officially withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and RETURNS and becomes identified with

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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.

**See CASEBOOK for additional information**

4. If a student becomes identified at an institution and officially totally withdraws from that institution within 21 calendar days and subsequently becomes identified at an NCCAA institution after remaining out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term of withdrawal, the term shall not be counted in application of the 9/24/36 institutional credit hour rule. The term shall be charged as a term of attendance with respect to the 10 semester, 12 trimester, or 15 quarter limit. However, the transfer rule shall apply and the term shall be counted in application of the 9/24/36 institutional credit hour rule if the athlete participated during the 21 days.
5. If a student identified with an institution officially withdraws from that institution after attending any class during a normal school term and then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for attending any class before withdrawing.

**See CASEBOOK for additional information**

6. A transfer student who has been suspended (or its equivalent) from any institution of higher learning must establish residency of two full semesters, two full trimesters, or three full quarters of attendance at the NCCAA institution or until the institutional suspension period at the suspending institution has been terminated, whichever is shorter, before intercollegiate participation at an NCCAA institution shall be permitted.

**See CASEBOOK for additional information**

**EXCEPTION:** A transfer student who has been suspended (or its equivalent) for failure to meet institutional academic requirements, but still meeting NCCAA eligibility requirements, 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.

7. A transfer student who was suspended or was declared otherwise ineligible due to misconduct while representing an institution in competition, in accordance with the bylaws, must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.
8. Attendance during a summer session or in a non-term (enrolled in fewer than nine credit hours) does not count toward satisfying the 16 weeks residence requirement.
9. Trimester System: A student transferring to an institution using the trimester system may meet the residency requirements by enrolling in any regular trimester and establishing 16 calendar weeks (112 calendar days) of residence.
10. A student charged with a season of competition in one sport by different institutions in the same academic year shall be charged with two seasons of competition. A student could amass two seasons of competition within one academic year.

**EXCEPTION:** A student competing at a junior college who meets the requirements for graduation from that junior college and transfers to a member institution during the same sport season and is otherwise eligible to compete at the member institution in the same sport shall be charged with only one season of competition.

**See CASEBOOK for additional information**

(Section G)

**SECTION G. TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION**

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and who then transfers to an NCCAA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution. A student shall

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have the 16 calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a release from the athletics director at the immediately previous four-year institution. A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

The term “16 weeks” refers to 16 consecutive calendar weeks (112 calendar days), including vacations and inter-terms (except summer terms). The 16 weeks does not refer to school weeks.

**See CASEBOOK for additional information**

2. The 16 weeks does not refer to school weeks. This period shall be counted from opening date of classes as stated in the official college catalog or from the date on which the student enrolls, whichever is later. No part of the 16 weeks shall fall between the end of the term immediately preceding the regular summer term and/or summer vacations and the beginning of the fall term.

**See CASEBOOK for additional information**

3. The residency requirement shall be satisfied at the beginning of the day following the end of the 16 calendar weeks (at the beginning of the 113th calendar day) from the first day of class. Should the 16 week period be satisfied after the institution's regular season has been completed, the student has established eligibility for the following season in that sport but is not eligible for postseason athletic competition in that sport which is held during an extended period of the term just completed.

(Sections G, H, I, J)

**See CASEBOOK for additional information**

**SECTION H. TRANSFER: PREVIOUS IDENTIFICATION AT A JUNIOR COLLEGE**

A student whose immediately previous identification and participation was with a two-year institution and who transfers to an NCCAA member institution shall not be required to meet the 16 weeks residency requirement. The student shall fulfill all academic requirements of NCCAA and is entitled to only four seasons of participation in a given sport at the intercollegiate level.

**SECTION I. MILITARY SERVICE EXCEPTION**

1. A student whose college attendance has been interrupted or delayed by one year or more of continuous active military duty in the Canadian or United States Armed Forces 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 (9) institutional credit hours the immediately previous term of attendance.

**See CASEBOOK for additional information**

2. The duration of the application of the Military Service 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.

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## SECTION J. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the faculty athletics representative of each member institution to check the eligibility of each student prior to allowing the student to represent the institution in any manner (scrimmages, intercollegiate contests) against competitors not directly identified with the institution in any sport recognized by the NCCAA.

An NCCAA Official Eligibility Certificate signed by the registrar, athletics director, coach, and faculty athletics representative of the institution is to be postmarked to the appropriate Regional Eligibility Chair prior to participation. Reports become delinquent on the date following the first contest.

**See CASEBOOK for additional information**

2. Institutions which sponsor sports that carry over from one term to another (basketball, swimming and diving, wrestling, etc.) must certify that students participating in these sports are eligible for all terms in which the competition takes place. A statement signed by the registrar, athletics director, and faculty athletics representative noting that the students have been re-evaluated and are eligible may be submitted in lieu of the official eligibility certificate to the Eligibility Chair within 14 days after the close of the term or prior to the first competition after the close of a term, whichever is later.

(Sections J, K)

In any case, institutions must recertify [submit an updated certificate] students by February 1 for second semester carryover sports or by April 8 for third quarter carryover sports, as appropriate. Should the 14-day extension period be later than February 1/April 8 due to the attachment of the interterm to the first term, the later date is acceptable for filing.

**See CASEBOOK for additional information**

## 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.
2. Should the Regional Eligibility Chair, after reviewing all information, determine that a violation has not occurred, the case will be closed at that time.
3. Eligibility cases, which are initiated by an institution, must be submitted by the faculty athletics representative and the athletics director at that institution to the Regional Eligibility Chair.

When apparent violations come to the attention of the Regional Eligibility Chair, the Regional Eligibility Chair shall notify in writing the faculty athletics representative, the athletics director, and the chief executive officer of the institution before processing the case.

4. The Regional Eligibility Chair shall inform the Regional Chair of each new eligibility case being investigated upon receipt of the case.
5. Upon receipt of an actual or apparent violation, the Regional Eligibility Chair shall obtain the following information and send it to the National Eligibility Chair and the chief executive officer of the institution being investigated:
  - a. All pertinent data on the case (type of violation, date, place, etc.).
  - b. An up-to-date transcript of the student(s) involved.
  - c. A written statement signed by the institution's athletics director and faculty athletics representative concerning the case and corrective steps to be taken by the institution.
  - d. Statement from the student(s) involved, if possible.

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6. A recommendation from the regional eligibility chair as to the disposition of the case shall be submitted to the Eligibility Chair on behalf of the region who will notify the chief executive officer of the institution.
  7. The chief executive officer, after reviewing the case and the regional recommendation or regional action, may within seven days of receipt send a response to the National Eligibility Chair which will be included in the material sent to the National Eligibility Committee.
  8. Any member institution which permits the use of a student who is ineligible according to NCCAA rules and standards in either program in which it holds membership shall thereby automatically:
    - a. Forfeit all contests in which the ineligible student participated or the institutional violation occurred. Letters of notification and forfeiture of contests won shall be sent to the athletics director of the offended institution with copies of the letter to the appropriate Regional Eligibility Chair and the National Eligibility Chair;
    - b. Charge the ineligible student with a season of competition for participating while ineligible;
    - c. Charge the student with a second season of competition in that sport if the ineligible student re-establishes eligibility within the same season the student was declared ineligible and participates after re-establishing eligibility;
    - d. Cause a review of the case by the appropriate committees of this association. The ineligible student may be assessed additional penalties up to being declared ineligible for further intercollegiate competition for withholding information or supplying false or incomplete information;
    - e. Supply to the Eligibility Chair and, if applicable, the conference commissioner/president a complete statement concerning the ineligible participation, including a listing of the ineligible student's college work (transcript preferred), a statement of institutional action to correct the situation which led to the violation, and a statement from the student(s) if possible;
    - f. Be suspended from participation in all postseason events sponsored by NCCAA only in the sport in which the ineligible student participated, until all required information is submitted.
- NOTE: The sport in which the violation occurred shall remain suspended from participating in NCCAA events until the case is finalized by the appropriate committee of the Association, which will notify the institution involved.**
- g. Have the case reviewed by the appropriate committees of this association. The institution may be subject to additional penalties.

**See CASEBOOK for additional information**

9. Institutions are encouraged to contact their Regional Eligibility Chair for clarification of an existing regulation. The Regional Eligibility Chair may give interpretations of existing regulations but may not give a ruling on a specific individual. When the Regional Eligibility Chair deems it necessary, the request will be forwarded to the National Eligibility Chair, who may forward it to the National Eligibility Committee for clarification.

(Sections K, L, M)

10. Regions may not make final determinations relative to cases where a violation has occurred. All eligibility cases must be processed through the NCCAA National Eligibility Committee.
11. Conference action taken by an affiliated conference whose requirements are more stringent than those of the NCCAA will be supported by the NCCAA. Should a member be found to be in violation of an association rule, the case will be processed to include a recommendation from the region.

In cases where NCCAA members belong to a non-affiliated conference, the National Eligibility Committee shall rule whether such conference action against a member institution shall be respected and supported.

**See CASEBOOK for additional information**

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

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. If applicable, such student(s) shall be withheld from further competition until the case is closed.

Exceptional cases are to be processed as follows:

1. The request for an exceptional ruling must be submitted to the Regional Eligibility Chair by the faculty athletics representative and 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 Regional Eligibility Chair shall see that the request for an exceptional ruling is forwarded to the National Eligibility Chair along with the eligibility committee's recommendation. The Regional Chair or Institutional President shall also receive a copy of the request and the eligibility committee's recommendation.
3. The institution requesting the exceptional ruling shall secure a recommendation from the region (where applicable). The region recommendation shall be sent to the National Eligibility Chair.
4. The institutional request and all documentation shall be sent to the National Eligibility Chair for a ruling. The ruling shall apply only to the specific case and will not establish a precedent.

## SECTION M. 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.

**See CASEBOOK for additional information**

2. All hardship requests must meet the following criteria.
  - a. They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student 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.

(Section M)

- b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport:

Baseball	8 contests	Softball	3 dates
Basketball	5 contests	* Tennis	3 dates/tournaments
* Cross Country	2 meets	* Track & Field - Indoor	1 meet
Football	2 contests	* Track & Field - Outdoor	2 meets
* Golf	2 contests	Volleyball	4 dates
Soccer	3 contests		

[\* Scrimmages are not allowed in these sports.]

Hardships cannot be requested for students who are incapacitated in the last regular season contest or postseason competition.

**See CASEBOOK for additional information**

- c. All applicable information must appear on the completed certificate. This certificate, along with a transcript from all previous institutions that the student has attended, is to be sent to the National Eligibility Chair for processing.

**See CASEBOOK for additional information**

- d. Participation by a student after being examined by a physician for the incapacitating injury or illness, and before receiving written medical clearance, shall nullify hardship considerations.

**See CASEBOOK for additional information**

3. The hardship request must be submitted by the faculty athletics representative 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 involved.
  - b. A completed official NCCAA Hardship Request Certificate.
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.

**SECTION N. AMATEUR RULES AND REINSTATEMENT PROCEDURES**

**1. DEFINITION OF AN AMATEUR**

- a. To properly control competition in the NCCAA program, only amateur students shall be eligible to participate in a given sport. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain.
- b. A student 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:** 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:** A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

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

**2. ACTS PERMITTED BY NCCAA AMATEUR CODE**

The following acts will NOT cause an athlete to lose amateur standing:

- a. Playing with an amateur team against a professional team or player if under the sponsorship or approval of NCCAA or the governing body of the sport concerned.
- b. 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.
- c. 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.
- d. 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.

- e. 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.
- f. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.
- g. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.

### 3. RECOGNIZED AWARDS RECEIVED BY STUDENTS

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

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:

- a. 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.
- b. 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 \$500.00 nor shall the combined value of all such awards exceed \$600.00.

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 item 1 of this section.

### 4. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

The following acts will cause a student to lose amateur standing for participation in intercollegiate competition recognized by NCCAA in the sport where any or all such acts occur.

- a. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.
- b. Signing a contract with any professional team.
- c. Participating in any athletics 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.
- d. Exploiting for remuneration athletic ability or fame through exhibition or radio or television appearance, or using athletic fame to write for news media for pay beyond actual expense.
- e. Receiving remuneration for use of name or picture to promote any commercial product or enterprise.
- f. 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.

### 5. REINSTATEMENT APPLICATION PROCEDURES

A student who has lost amateur status in a sport shall have amateur standing reinstated in that sport upon satisfying the following conditions:

- 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.

**SECTION O. INSTITUTIONAL FINANCIAL AID POLICY FOR NCCAA DIVISION I**

- 1. The financial aid policy, including the aid limits, shall apply to varsity participants only.
- 2. Definitions
  - a. Countable aid: Any and all financial assistance to student-athletes that is funded, controlled or allocated by the institution, regardless of category, title or original source.
  - b. Non countable aid: Aid that is not funded, controlled, or allocated in any significant way by the institution: Pell, SEO, federal and state grants, benefits and/or scholarships; loans not controlled by institutions; state-mandated tuition waivers and institutionally funded tuition waivers for employee dependents attending the institution of the employee.
- 3. In the case where a student-athlete is a varsity participant in more than one sport, that student’s aid shall be equally prorated to each sport.
- 4. Upper limits for Institutional Aid

Football	24	Baseball	12
Basketball	11	Softball	10
Volleyball	8	Golf	5
Track & Field	12	Soccer	12
Cross Country	5	Tennis	5

## NCCAA Official Eligibility Certificate Guidelines

*(to be completed by non-dually affiliated members only)*

**Be sure all requested information at the top of the form is complete and accurate.**

1. List student-athlete's name and social security number. List students in groups by previous seasons of competition.
2. If the student is transferring from another institution, write a "YES" in space. An NCCAA transfer form must be completed for this student and submitted to the Regional Chair along with the eligibility certificate before participation is allowed. The transfer form and notation of the student being a transfer is to be completed and noted only once so long as the student remains at your institution.
3. List the total terms the student has attended any post-secondary institution (as defined by COPA) and include the current term. Please note the type of term your institution is using (semester, quarter, trimester) at the top part of the certificate. The NCCAA does compute terms into the type of term used by your institution. Terms are to be converted as follows: 1 semester equals 1 1/2 quarters or 1 1/6 trimesters; 1 quarter equals 2/3 semester; 1 trimester equals 5/6 semester. Students are allowed 10 semesters, 12 trimesters or 15 quarters to complete eligibility. A student must have one half or more terms remaining, after computing, to be eligible the final term. Example: 10 1/2 semesters, including the current term, the student can compete that term. 10 2/3 semesters, including the current term, the student is not eligible for that term.
- 4a. State "Yes" or "No" as to whether the student is classified as a junior or above academically by your institution.
- 4b. If the answer to 4a is "Yes", list the student's total cumulative grade point average. Transfer students shall have the GPA computed on all transcripts from previous institutions that 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. Remember, summer or non-terms do not identify a student.
5. These hours must be hours accepted by your institution as institutional credit, or courses required by your institution and recognized as institutional credit on your transcript. Non-credit courses, although required by your institution, cannot be recorded in this column.
6. For transfers, use the credit hours listed on the transcript. For students whose immediate previous identification was with your institution, use the definition as stated in 5 above and list those hours the student passed (D or better) during the student's last term of attendance (9 or more institutional or required credit hours of enrollment).
7. Apply criteria listed in 6 above.
8. No more than 12 summer and/or non-term institutional credit hours can be used for this column. A non-term is defined as a term in which the student initially enrolls for less than 9 institutional and/or required credit hours at an institution. These hours must come after one of the two terms defined in column 6 or 7. Summer or non-term hours cannot be used if earned prior to the term before last (column 7).
9. List the previous seasons of competition in this sport at all institutions.
10. Place an "X" in the box for students first identified with your institution the fall of 1989 or later. Students who were identified with your institution prior to the fall of 1989, transferred to another institution and have since returned must also be noted. Complete columns 11, 12 and 13 for all students with an "X" in the box.
11. Students competing in the 3<sup>rd</sup> or 4<sup>th</sup> season in a sport must have a cumulative GPA of 2.00 or better each term to be eligible. Transfer students shall have the GPA apply for the institution(s) previously attended. Students identified with your institution after one complete term shall apply the GPA as recorded on the student's transcript by your institution.
12. 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 the fourth season in a sport. Students competing in the second season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete the third season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete the fourth season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours.
13. If the student participates in a cooperative program with another institution, list the co-op institution and state, and list the number of hours the student is taking at that institution.

# NCCAA Division I Official Eligibility Certificate

(to be completed by non-dually affiliated members only)

Institution \_\_\_\_\_ State \_\_\_\_\_ Region \_\_\_\_\_ Sport \_\_\_\_\_ Men/Women \_\_\_\_\_ Year \_\_\_\_\_

Date of the first contest (scrimmage or regular season) for the athlete(s) listed \_\_\_\_\_

Page # \_\_\_\_\_ of # \_\_\_\_\_ page(s)

List type of term used at your institution (semester, quarter, trimester, etc.) \_\_\_\_\_

List date of first day of class this term \_\_\_\_\_

*See guidelines for clarification.*

	(1)	(2)	(3)	(4a)	(4b)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Name in full and social security number. Include all athletes on all teams (varsity, jr. varsity, freshman, etc.). List seasons of competition in the sport. Those competing in first season list first, those competing in second season, list next and so on, with fourth season competitors listed last.	If the student is a transfer, write "YES" and submit a completed Transfer Form for the student.	List total terms of attendance at an institution of higher learning, including this term.	Is the student certified as a junior or above academically this term? Enter Yes or No for each student.	If Yes, list the student's GPA.	Institutional credit hours enrolled in this term.	Hours passed last term of attendance.	Hours passed term of attendance immediately before the last term of attendance.	Hours earned during summer and/or non-terms which follow term reported in columns 6 and 7.	Previous seasons of competition in this sport. If none, put "0".	If column 9 lists 2 or 3 seasons, list GPA.	If column 9 lists 3, has the student earned 48 semester or 72 quarter credit hours in general education and/or the student's major field of study? Yes or No.	List total institutional credit hours earned to date.	If the student participates in a co-op program with another institution, list name/ state of institution and number of hours enrolled.
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														

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

Athletics Director: \_\_\_\_\_ Date: \_\_\_\_\_ Coach: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that columns 3, 4a, 4b, 5, 6, 7, 8, 10, 11, 12, and 13 are complete and correct according to official records. The students listed are making normal progress toward a recognized degree and are maintaining the grade point required to remain in good standing at 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.

Faculty Athletics Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE POSTMARKED TO YOUR REGIONAL CHAIR PRIOR TO ALLOWING ANY STUDENT TO REPRESENT YOUR INSTITUTION.**

Eligibility I 67

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## NCCAA Eligibility Certificate for Entering Freshmen Guidelines

An entering freshman student must meet two of the three entry level requirements.

1. Print name in full and social security number. Include all athletes who meet the definition of an entering freshman.
  - A. A score of 18 or higher on Enhanced ACT, OR a score of 860 or higher on the SAT taken after April 1, 1995. The test score must be achieved at a single test sitting administered by a certified tester on a national or international testing date to apply to this requirement. Residual tests are not acceptable. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.
  - B. A minimum overall high school grade point average of 2.00 on a 4.00 scale.
  - C. Graduation in the upper half of the student's high school graduating class. This is interpreted to mean the class ranking listed on the student's final high school transcript. High schools that do not rank students may elect to certify that the student has met this requirement.

Those students not meeting at least two of the three standards shall be denied athletic participation at a member institution the first full year (two semesters, three quarters) the student is identified with an institution of higher learning.

An entering freshman is defined as a student who, upon first becoming identified with an NCCAA institution, has not previously been identified for two full semesters or three full quarters (or equivalent) at any institution(s) of higher learning (two- or four-year institution).

General Education Diploma:

GED students must meet ACT or SAT requirement. GED certificate shall apply in lieu of high school GPA.

International Students:

The same criteria listed above are to be used. However, if the foreign high school transcript is such that the grade point average cannot be determined and the class ranking is not available, the foreign student can be ruled eligible by meeting the specific institution's admission criteria for foreign students and by meeting the following NCCAA criteria:

1. A score of 18 or higher on the Enhanced ACT OR 860 or higher on the SAT taken after April 1, 1995

**AND**

2. Meet the requirements listed in the most current *Guide to International Academic Standards for Eligibility (GIAS)*.



## NCCAA Transfer Player Eligibility Statement

This form should be completed by the TRANSFER STUDENT, assisted by the Faculty Athletics Representative, 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. Each blank must be completed; if no answer is appropriate, write "None" in the blank.

Name of Student \_\_\_\_\_  
Last First Middle Social Security #  
 Institution \_\_\_\_\_ State \_\_\_\_\_ Sport \_\_\_\_\_ Male\_\_ Female \_\_

Did you enroll after the beginning of classes in the present semester? (enrollment in six or more hours and attendance of first class constitutes enrollment) \_\_\_\_ Yes \_\_\_\_ No

If "Yes", give date \_\_\_\_\_. Date of first enrollment in this institution \_\_\_\_\_  
Month/Year Month/Year

Excluding summer sessions, have you been in continuous attendance at this school since your first enrollment here?  
 \_\_\_\_ Yes \_\_\_\_ No. If "No", give dates of your absence: \_\_\_\_\_

Dates of military service \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Seasons of previous competition in this sport \_\_\_\_\_; this college \_\_\_\_\_; others \_\_\_\_\_

Credit hours earned last term \_\_\_\_\_; last two terms \_\_\_\_\_

Credit hours now enrolled in \_\_\_\_\_

Graduate of \_\_\_\_\_ High School, \_\_\_\_\_  
City, State Month/Year

Excluding this college, I have enrolled in the following institutions since high school graduation:

Name of Institution	Type of Institution (2-Year or 4-Year)	City and State	From Month/Year to Month/Year	Number and Type of Terms

Below is a complete list of my participation in all college sports:

Sport	Seasons of Competition – List 1, 2, 3, or 4 (Representing an institution in any manner constitutes a season of competition)	Name of Institution, City, State	Years You Attended each School (Month/Year to Month/Year)

To the best of my knowledge, this is a complete and accurate report of my participation in college athletics. I have read the "NCCAA Eligibility Regulations" and I believe I am eligible under NCCAA rules. I understand withholding information or providing false information, particularly concerning previous institutional identification and/or participation, will rule me ineligible for participation within the NCCAA and will cause my institution to forfeit all contests in which I have played.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Athletics Director's or Faculty Athletics Representative's Signature

\_\_\_\_\_  
 Date

**Transfer Player Eligibility Statement – Page 2**  
This page to be completed by the Faculty Athletics Representative

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):

- The student did not participate in the sport of \_\_\_\_\_ at the immediately previous four-year institution and therefore the residency regulation does not apply for that sport.
- The student transferred from a junior college and has not previously been identified with a four-year institution. The residency rule shall not apply.

**If any period of time is missing between high school graduation and enrollment at your institution, the student must account for the missing time.**

**EXCEPTIONS TO THE RESIDENCY REGULATION (SECTION G OF NCCAA ELIGIBILITY)**

- The student is a junior college transfer (having previously participated in intercollegiate athletics at a four-year institution) who has graduated from the junior college with a two-year degree as specified on the junior college transcript. The student was identified at the junior college for at least one full term (excluding summer school) immediately preceding graduation.
- The student participated in the sport of \_\_\_\_\_ at the immediately previous four-year institution. However, the student has not competed in that sport (while remaining identified at the immediately previous four-year institution) for a minimum of one calendar year prior to transferring. This information has been confirmed (either orally or in writing) by the Athletics Director at the immediately previous four-year institution.
- The student participated in the sport of \_\_\_\_\_ at the immediately previous four-year institution. However, the student has a minimum overall grade point average of 2.00 on a 4.00 scale, and we have received (either orally or in writing) a release for the student from the Athletics Director at the immediately previous four-year institution. If the student attended more than one institution, our Registrar re-computed the GPA from all courses taken.
- The student participated in intercollegiate athletics at the immediately previous four-year institution, but has not attended any institution of higher learning (has remained completely out of school) for at least two full consecutive semesters, two full consecutive trimesters, or three full consecutive quarters following the last term of attendance.
- The student does not qualify for an exception to the residency regulation. The opening date of classes for this student at our institution is \_\_\_\_\_. The student will satisfy the 16 calendar week residency on \_\_\_\_\_, which is the day following the 16 week period.

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

Faculty Athletics Representative's Signature \_\_\_\_\_

Date \_\_\_\_\_ Institution \_\_\_\_\_



## 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 seasons 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.

Name of Student-Athlete \_\_\_\_\_ Sport in Question \_\_\_\_\_

Submitting Institution \_\_\_\_\_ Address \_\_\_\_\_

List the number of contests or dates (as applicable) in which the student competed during the season of competition in question. Include the contest in which the injury occurred, if applicable. \_\_\_\_\_

Date of injury or illness that incapacitated the student. \_\_\_\_\_

List all dates and all opponents (institutions) that 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.

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

List all seasons of competition, including current season, of the sport in question (Example: 2003-2004)  
\_\_\_\_\_

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

\_\_\_\_\_  
Athletics Director or Faculty Athletics Representative                      Position                      Date

\_\_\_\_\_  
Coach

**The completed form is to be sent to the National Eligibility Chair.**

**To be completed in full by the attending physician (must be an M.D. or D.O.)**

*Please initial appropriate blanks. Do not use check marks.*

1. Was the athlete under medical care prior to the injury or illness that initiated this hardship? \_\_\_Yes \_\_\_No  
If yes, was the athlete medically released for participation prior to the injury/illness in question? \_\_\_Yes \_\_\_No
2. Was the injury/illness of such a nature to incapacitate the student from competing during the remainder of the sport season in question? \_\_\_Yes \_\_\_No
3. On what date did you examine the athlete after the injury or illness AND recommend no further competition for the remainder of the season? \_\_\_\_\_
4. When, in your judgment, will the athlete be medically fit to return to competitive athletics? \_\_\_\_\_

\_\_\_\_\_  
Physician's signature                      Physician's printed name

\_\_\_\_\_  
Address                      City                      State                      Zip

For official use only – Do not write in this space

\_\_\_\_\_ The above request is GRANTED.

\_\_\_\_\_ The above request does not meet the criteria established by the membership. The request is DENIED.

\_\_\_\_\_  
Date                      NCCAA National Eligibility Chair

**NCCAA DUALY AFFILIATED  
NATIONAL ELIGIBILITY DECLARATION FORM**

Sport: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Region: \_\_\_\_\_

Dual Affiliation: \_\_\_\_\_ NAIA \_\_\_\_\_ NCAA I \_\_\_\_\_ NCAA II \_\_\_\_\_ NCAA III

Date of first contest or scrimmage for sport listed: \_\_\_\_\_

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

\_\_\_\_\_  
*Faculty Athletics Representative* Date: \_\_\_\_\_

\_\_\_\_\_  
*Athletics Director* Date: \_\_\_\_\_

1. This form may be used only by NCCAA institutions dually affiliated with the NAIA or NCAA.
2. According to NCCAA Bylaws, this form must be postmarked/faxed to the NCCAA Region Eligibility Chair on, or prior to, the first date of competition (including scrimmages).

**VERIFICATION**

Date Postmarked/Faxed: \_\_\_\_\_

Cleared: \_\_\_\_\_  
*NCCAA Region Eligibility Chair*