



Eligibility

Division II

Eligibility Division II

ELIGIBILITY PROCESS

1. Eligibility forms shall be sent to the Regional Chair. Institutions may use NCCAA, NAIA, or NCAA eligibility forms. **Eligibility forms are to be mailed 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 an institution contacts a Regional Chair with a concern or problem, the Regional Chair shall adhere to the following guidelines:
 - A. Refer to the NCCAA Official Handbook.
 - B. Ensure that each institution works through the Regional Chair.
 - C. Request that the institution send all information (letters, transcripts, etc.) to the Regional Chair.
 - D. Forward all problems and paperwork to the National Eligibility Chair as necessary.
4. The National Eligibility Chair shall poll the National Eligibility Committee regarding a decision and report back to the respective Regional Chair.
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.
8. The eligibility status of sanctioned institutions shall be reported to the National Office and subsequently published in the *NCCAA News Update*.

All eligibility forms appear in the Eligibility 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.

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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ARTICLE I: ELIGIBILITY GUIDELINES AND REQUIREMENTS

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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 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 club participant, or in any other athletic competition in which the institution, as such, is represented.

See Casebook #1

SECTION A. 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; Scrimmage; Season of Competition; Term of Attendance; Transfer.

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 Declaration Form.
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).

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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 15 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 limitations. An NCCAA institution will be limited to one 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 one 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: The student has enrolled in 12 or more hours and attended one or more regularly scheduled classes.

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 24 institutional credit hour rule in that attendance at a regularly scheduled class did not take place.

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.

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 #8 above.
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 B, Item 10 of the NCCAA Eligibility Section.
14. Postseason Competition: Conference, region, or independent qualifying events.
15. 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;
 - b. No scores or statistics are reported by either institution;
 - c. No admission is charged.

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.

See Casebook #30.c

16. Season of Competition: Participation in one or more intercollegiate contests whether in a varsity, junior varsity, freshman, or club program. Seasons of Competition for a transfer student shall be determined under the rules of the association from which the student transfers.

See Casebook #26

17. 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 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.

See Casebook #2, 3, 4, 16

18. 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.

19. 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 Faculty Athletics Representative or designated eligibility representative.
 - c. It is a sport in which qualified participants received the institution’s official varsity awards.

See Casebook #2, 3, 4

SECTION B. MATRICULATION

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

See Casebook #7

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.

See Casebook #5

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.

See Casebook #7, 8, 9

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.

See Casebook #10

5. If a student-athlete withdraws from a non-member Division II institution and transfers to a Division II member institution, he/she must pass 12 hours at the Division II member institution before he/she is eligible to participate.

See Casebook #10

6. Cooperative Exchange Programs
 - a. The program must apply to all students. Any Division II student-athlete involved in a cooperative exchange program must still graduate with 20 semester hours of Bible.
 - 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 Member Relations and the respective Regional Chair. 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 11).
 - c. All other eligibility requirements must be met.
 - d. Guidelines
 1. The student must be enrolled in a dual degree 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 student must still maintain a minimum of 20 hours of Bible in the dual degree program.
 5. The home institution determines the academic status of the student.
 6. 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 can 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 Regional Chair.
 7. 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).
 8. The student cannot participate in athletics for the host institution at any time while enrolled in a cooperative exchange program.
 9. All athletics eligibility is recorded and provided by the home institution.
 10. The student must still accumulate a minimum of 12 hours per semester (hours can be combined from home and host institution depending on total amount of hours accumulated).
 11. If a student drops a course during any semester that puts that student below 12 hours enrolled, the student shall be ineligible immediately.
 12. 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 (unless transfer student). A student still must have a minimum combined total of 12 hours per semester to be eligible.

- a.) Year 1: Attempt and pass a minimum of 12 hours at home institution per semester (or until 24 hours minimum is accumulated).
- b.) Year 2: Attempt and pass a minimum of 9 hours at home institution per semester (or until 42 hours minimum is accumulated).
- c.) Year 3: Attempt and pass a minimum of 6 hours at home institution per semester (or until 54 hours minimum is accumulated).
- d.) Year 4: Attempt and pass a minimum of 3 hours at home institution per semester (until completion).
- 5. TRANSFER STUDENT: A transfer student would be required to take 12 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 12 hours the first semester at the home institution, then he/she can count his/her hours from the other Bible college in the cumulative NCCAA member institution total.

SECTION C. ELIGIBILITY REQUIREMENTS

See Casebook #11

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.

See Casebook #12

- 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.)

See Casebook #13, 14, 15, 16, 17, 18, 19

- 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, 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 and does not stipulate the number of hours that need to be earned in either term. (See Casebook C.1.c. and Article I, Section B.4. and 5. for withdrawal exceptions.)

EXCEPTION: 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); and has an overall GPA of 2.000 on a 4.000 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.)

See Casebook #10, 20, 21, 22, 23, 24

- d. If a student-athlete is out of school for two full academic semesters, the 24/36-hour rule is waived regardless of whether or not the student-athlete transfers to another institution. All other eligibility rules shall remain in effect.
- e. If a student-athlete withdraws from college at any time during the semester for reasons of illness, accident or other bonafide 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 through the respective Regional Chair.
- f. 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.
- g. A student-athlete must be eligible according to his/her institution's standards for intercollegiate competition.

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- h. A student-athlete who reaches junior academic standing, as defined by his/her institution, 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. (2011-12 is the last year for this rule)
Beginning 2012-13: A student-athlete who reaches their 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.
 - i. Beginning 2012-13: 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.
 - j. 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. Thereafter only the GPA recognized by the student's current institution shall apply. All official transcripts must be received before the player can play.
2. 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 Regional 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.
 3. 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.

See Casebook #25

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., Saturday) in which the term ends, except as otherwise provided in the rule for Extension of Sports Season in the Casebook.

See Casebook #26, 28

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 14th day following the close of the term as stated in the official catalog except as otherwise provided in the rule for Extension of Sports Season in the Casebook.

See Casebook #27, 28

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

See Casebook #28

4. With reference to reestablishing eligibility in the same institution, a student-athlete is eligible for athletic participation on the day following the close of a term, providing he/she has been in attendance during the term just ending, and the Registrar certifies that his/her requirements have been met. (This paragraph does not apply to transfer students.)

See Casebook #29

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5. If a student-athlete has not been in attendance during the preceding term, he/she becomes eligible on the first day of the term as indicated by the official college catalog. An exception would occur in the fall term if athletic contests are scheduled before the opening date of classes. Note: "First day of term" means the first day of classes.
 6. 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, club 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.**

See Casebook #27

7. 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. This year is included in the four seasons of competition. Nine graduate hours are equivalent to 12 undergraduate hours.

See Casebook #30, 31

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

See Casebook #33

10. Once an institution announces discontinuance of a sport, it must notify all institutions remaining on the schedule, as well as the Regional Eligibility Chair and the National Office. The remaining games on the schedule shall be considered as "no-contest", rather than forfeits.

SECTION E. TRANSFER RESIDENCE REQUIREMENT

Any student-athlete transferring to a Division II 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.

See Casebook #34, 35

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.

See Casebook #35

SECTION G. MILITARY SERVICE EXCEPTION

1. A student-athlete whose college career has been interrupted by active military duty shall have the 24 credit hour rule waived.

See Casebook #36, 37, 38

2. A student-athlete who had the opportunity to participate in 50% or fewer of the institution's regularly scheduled athletic contests upon being activated shall not be charged with a season of competition in that sport.

See Casebook #39

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 NCCAA 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 NCCAA participating institution previously attended without penalty. (See Section D.)

See Casebook #40

3. A student who is a foreign national enrolled in an NCCAA institution shall be subject to all eligibility rules and regulations of the NCCAA. 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 NCCAA Regional Chair and/or National Eligibility Committee.

SECTION I. SUMMER SESSIONS, NIGHT, CORRESPONDENCE AND EXTENSION COURSES, UNUSUAL COLLEGE CALENDARS

1. Summer sessions may be used to earn up to 12 credit hours, which may be applied to meet the average of 12 credit hours in the term of attendance immediately preceding participation. Summer credit must be earned subsequent to one of the two terms of attendance. However, summer terms cannot constitute a term of attendance.

See Casebook #41

2. Credits earned by attending night, correspondence and/or extension courses, and are approved by the home institution, may be applied to make the average of 12 credit hours, but are subject to the definition of "term of attendance" in Section A above.

See Casebook #42

3. Institutions must certify that a student-athlete is enrolled in 12 or more hours during the term of competition, except if the college calendar precludes this, then the institution must certify that the student-athlete is carrying at least three-fourths of the normal scholastic load as defined by its college catalog. In institutions where three-fourths is not a feasible fraction, for example where credit hours are limited to units of five, two-thirds may be substituted for three-fourths. The institution must also certify that the student-athlete is completing academic credit in such an amount that this could be declared as making normal progress, and he/she would, by completing credit at the same rate, complete a recognized four-year degree in a period of five years.

See Casebook #43

SECTION J. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the Faculty Athletics Representative 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 appropriate NCCAA Regional Eligibility Chair, on official forms signed by the Registrar, Athletics Director and Faculty Athletics Representative of the institution. These lists shall be postmarked to the Regional 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.

See Casebook #44

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.

SECTION K. THE NATIONAL ELIGIBILITY COMMITTEE

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1. The National Eligibility Committee, composed of the Director of Member Relations, who shall serve as the 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 Regional Chairs.
 - 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 Faculty Athletics Representative and/or Athletics Directors of the participating institutions in developing a national program of rules and standards of improvement.

SECTION L. 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 Chair.

See Casebook #45

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

Where possible violations are discovered by the Regional Chair upon reviewing eligibility certificates, the Regional Chair shall notify the Faculty Athletics Representative and/or Athletics Director of the institution involved before processing the case.

See Casebook #46

3. Upon receipt of the case, the Regional Chair shall inform the National Eligibility Chair 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, can 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 from the Regional Chair 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 Faculty Athletics Representative 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 Chair.
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.

See Casebook #47

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8. Institutions are encouraged to contact their Regional Chair for clarification of an existing regulation. The Regional Chair may give interpretations of existing regulations, but may not give a ruling on a specific individual. When the Regional Chair deems it necessary, the request may be forwarded to the National Eligibility Chair.
 9. 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 M. PROCESSING OF EXCEPTIONAL CASES

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:

1. The request for an exceptional ruling must be submitted to the Regional Chair by the Faculty Athletics Representative 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 Regional Chair shall forward the request for an exceptional ruling to the National Eligibility Chair, along with the region's recommendation, signed by the Regional Chair on behalf of the region's participating institutions.
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 Committee, through the National Eligibility Chair, for a ruling. The ruling shall apply only to the specific case and shall not establish a precedent.

SECTION N. INSTITUTIONAL APPEAL – STUDENT-ATHELTE

An institution may, on behalf of the student-athlete, appeal a decision made by the NCCAA National Eligibility Committee to the Executive Director. Such appeal procedures shall be initiated as follows:

1. The appeal, and reason for such, must be submitted to the Regional Chair by the Faculty Athletics Representative or the Athletics Director of the institution making the appeal.
2. The Regional Chair shall forward the appeal to the National Office, along with the regional recommendation, signed by the Regional Chair on behalf of the region's participating institutions.
3. The appealing institution shall request a recommendation from the conference involved (where applicable). The conference recommendation of action shall be sent to the National Office.
4. Upon receipt of the institutional appeal, the regional recommendation and/or the regional recommended action, the documentation shall be sent to the National Eligibility Chair who shall review the National Eligibility Committee's recommendation.
5. The appeal, all documentation and recommendations shall be submitted to the Administration Committee of the Board of Directors for final ruling. The ruling shall apply only to the specific case and shall not establish a precedent.

SECTION O. 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 Faculty Athletics Representative of the institution making the appeal.

SECTION P. HARDSHIP REQUESTS

See Casebook #48

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.
 - 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	8 games	Soccer.....	4 contests
Basketball.....	6 contests	Track & Field.....	3 meets
Cross Country....	3 meets	Volleyball.....	4 contests

Hardships cannot be requested for student-athletes who are incapacitated in the last regular season contest or post season competition.
 - c. The hardship request must be referred to the National Eligibility Chair **before October 15 of the next school year** following the occurrence of the injury or illness that is the basis for appeal.
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-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.

ARTICLE II: AMATEUR RULES AND REINSTATEMENT POLICIES

SECTIONS:

- A. Definition of an Amateur
- B. Acts That Result in Loss of Amateur Standing
- C. Acts Permitted by NCCAA Amateur Code
- D. Reinstatement Application Procedures

SECTION A. DEFINITION OF AN AMATEUR

1. In order 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 player who engages in athletic contests for educational values, personal pleasure, satisfaction and for the love of the sport, not for monetary or material gain to himself/herself.
2. A student-athlete who becomes a professional in a particular sport recognized by the NCCAA is considered a professional in that sport only, and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NCCAA.

SECTION B. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

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

1. Competing for money or other forms of remuneration beyond actual expenses of travel, meals and lodging only.
2. Signing a contract with any professional team.

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3. Participating in an athletic contest as a professional or as a member of a professional team.

See Casebook #49

4. Exploiting for remuneration, for pay beyond actual expense, athletic ability or fame through exhibition, radio or television appearance or using athletic fame to write for news media.
5. Receiving remuneration for use of name or picture to promote any commercial product or enterprise.
6. Entering into an agreement of any kind to compete in professional athletics, with a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

SECTION C. ACTS PERMITTED BY NCCAA AMATEUR CODE

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

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.

See Casebook #50

2. Receiving reasonable compensation for officiating or coaching in amateur recreational or interscholastic programs only.

See Casebook #51

3. Competing in an athletic contest, certified as amateur by that sport's national governing body, and receiving financial 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.

See Casebook #52, 53, 54

4. Participation in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.
5. Receiving reasonable compensation for supervision of physical education, playground or recreational activities.

See Casebook #55

SECTION D. 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 Chair, 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 Chair and Athletics Director of the institution.

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.) **The penalty for not reporting statistics or for being late: 1st offense=warning; 2nd offense=\$100 fine paid before regional playoffs; 3rd offense=team is not allowed in post season play.**

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.

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

Division II shall consist of member institutions that require every student enrolled to graduate with 20 hours of Bible. 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 (i.e. academic, music, athletics, etc.)

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2. GRANT – Money (i.e. 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.

See Casebook #56

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.

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.

See Casebook #57, 58

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 (i.e. shoes, sweatshirts, housing privileges, etc.).

See Casebook #58

Appendix B NCCAA Transfer Player Eligibility Statement

This form should be completed by the Faculty Athletic Representative or Athletics Director, assisted by the TRANSFERRING STUDENT-ATHLETE, upon initial transfer to any NCCAA institution. All student-athletes 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 Student ID #
 Institution _____ State _____ Sport _____

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 **(see Section B.2)**

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: _____ **(See Section C.1.d)**
month/year to month/year

Dates of military service _____ to _____ **(See Section G)**
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

Please completely fill in the following chart. Include all colleges in which you have enrolled and subsequently attended since high school graduation and the sports in which you competed:

Name of Institution	Type of Institution (2-Year or 4-Year)	Time of Attendance; Month/Year to Month/Year	Sport(s) in which you participated	Seasons Used (1,2, or 3)

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-Athlete Date _____

 Faculty Athletics Representative or Athletic Director 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):

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 C.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 C.1.i)**

The transfer student-athlete did not participate in any intercollegiate sport prior to enrolling in the present institution. **(See Section C.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).
- The student-athlete meets all other freshman eligibility requirements upon initial identification with our institution.
- 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 C.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)**

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.

Faculty Athletic Representative

Date

Institution

**Appendix E
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

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 (see [Appendix F](#)). 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 college or university 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 college or university 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 director of athletics office for six years.

**Appendix G
NCCAA TRANSFER VERIFICATION FORM**

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?
 Yes No
 If not, please explain _____

By signing below, you are releasing the above named student-athlete to compete at our institution.

Your name: _____ Title: _____

School name: _____ Phone: _____

Signature: _____ Date: _____

Please mail this form to: _____ or fax to: _____

Name: _____

Title: _____

School: _____

Address: _____

City: _____ State: _____ Zip: _____