**NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION**




# Eligibility & Casebook

**Division I**

# Eligibility & Casebook 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.*

**ALL NCAA/NAIA/CCAA DUALLY AFFILIATED MEMBERS MUST CONFIRM ELIGIBILITY IS BEING FILED FOR ALL SPORTS IN COMPLIANCE WITH THEIR PRIMARY AFFILATION ON THE MEMBERSHIP DIRECTORY & DUES FORM.**

**SECTIONS**

A. Application of Eligibility Rules
B. Definitions
C. Eligibility Requirements
D. Retention: Re-establishment of Eligibility
E. Termination of Eligibility
F. Transfer Requirements: General
G. Transfer: Previous Identification at a Four-Year Institution
H. Transfer: Previous Identification at a Junior College
I. Eligibility Requirements for Post-Baccalaureate Students
J. Military Service Exception
K. Submission of NCCAA Official Eligibility Certificates
L. Processing of Eligibility Cases
M. Processing Requests for an Exceptional Ruling to a Standard Rule
N. Hardship Requests
O. Amateur Rules and Reinstatement Procedures
P. Institutional Financial Aid Policy for NCCAA Division I

**FORMS**

NCCAA Division I Official Eligibility Certificate
NCCAA Division I Official Eligibility Certificate Instructions
NCCAA Eligibility Certificate for Entering Freshmen Guidelines
NCCAA Division I Official Eligibility Certificate for Entering Freshmen
NCCAA Transfer Player Eligibility Statement
NCCAA Transfer Verification Form
NCCAA Certificate of Clearance
NCCAA Official Hardship Request Certificate
NCCAA Exception to a Standard Rule Form

## 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 intercollegiate sports sponsored by the institution.

NOTE: CCAA allows for five years of eligibility (seasons of competition). However, NCCAA members dually affiliated with the CCAA must follow NCCAA's four seasons of competition rule (using CCAA's definition of charging years of eligibility/seasons of competition). After completing four years of eligibility/seasons of competition, student-athletes shall not be eligible to participate.

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, NAIA, and/or NCAA.

Any student identified with a two-year or four-year institution 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

1. Eligibility Case: An actual or possible violation of an NCCAA rule or regulation as reported by the institution to the NCCAA Director of Membership, the NCCAA Eligibility Coordinator, and/or the National Office or notification to the institution by the NCCAA Director of Membership or National Office.

2. Eligibility Certification: Completion of the NCCAA Official Eligibility Certificate, NCCAA Certificate of Clearance, Transfer Player Eligibility Statement (when applicable), Transfer Verification Form (when applicable), and the Eligibility Certificate for Entering Freshmen (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, NCAA II or NCAA III, or CCAA, they shall confirm on the Membership Directory & Dues Form that eligibility certification is submitted to that association. Dually affiliated institutions that do not submit eligibility certification to the institution's dual affiliate association or conference shall be required to submit eligibility certification to the NCCAA Eligibility Coordinator.

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 only Division I opponent (e.g., exhibition can be vs. NAIA, NCAA, and other countable opponents but not another NCCAA-only Division I opponent.

   See Sports Policies and Procedures section II.B.2 for more details.

7. Good Standing: Maintenance of NCCAA eligibility standards as well as the general institutional requirements for all students in order to represent the institution in any extra-curricular activity.

8. Identification: Representing an institution in an intercollegiate contest or enrolling in 12 or more institutional credit hours with a minimum of 9 institutional credit hours at the NCCAA member institution in any given term (excluding summer session) as reported by the institution's registrar on an official transcript based on the institution's official census date.

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

**NOTE 1:** For any student seeking eligibility as a first-time participant in any NCCAA sport, this definition of identification shall be applied to all terms, regardless of the dates during which the terms occurred.

**NOTE 2:** Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and the contest shall count toward the 20% threshold for charging a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The Progress Rule shall apply for participation in the same sport.

However, the term shall not be applied in determining the 9-Hour Rule or the 24/36-Hour Rule if enrollment in 12 institutional hours was not noted on the institution's official transcript.

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

Should a student compete and then not follow through with enrollment in the term in which competition occurs, the game shall count toward the 20% threshold for charging a season of competition.

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

**Branch Campus Identification**
Identification is validated by the official transcript that shows the student meeting the definition of identification at the institution. A student may compete for a branch campus location, given that the branch campus location has a separate certification and eligibility process than the parent institution. However, a student-athlete may compete for only one campus location in a given term. The student may not compete for the parent institution if they are certificated to compete for the branch campus location during the academic term. If the student wishes to transfer after competing at the branch campus location, the transfer rules shall apply, even if transferring to the parent institution.

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

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

InCred is the official partner of the NCCAA to review all international students' transcripts and develop an evaluation for that student. An international student is not eligible to compete until this evaluation is completed and the needed information is reported on the eligibility forms.

EXCEPTION: Transcripts from an Association of Christian Schools International (ACSI) accredited school shall be accepted without the InCred requirement.

**CASEBOOK EXAMPLES**

**Identification – Entering Freshman**

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

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

**Failed Classes**

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

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

**Withdrawal from Class**

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

Approved Ruling: If the student withdrew from the credits prior to the census date and the course does not appear on the student's official transcript in any capacity, then the term would not be charged as a term of attendance. NOTE: A student who represents the institution in an intercollegiate contest prior to the census date shall be charged with a term of attendance and the game shall count toward the 20% threshold for charging a season of competition even if the student is enrolled in fewer than 12 institutional credits after the census date. (This does not include scrimmages.)

**Pre-Enrollment Participation and Transfer**

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

Approved Ruling: The student would not be eligible immediately. Since a student becomes identified with an institution upon participation in an intercollegiate contest, this student would have the game count toward the 20% threshold for charging a season of competition and be charged a term of attendance. In addition, this student would be required to meet the normal Progress Rule for a second, third, or fourth season of competition, as applicable.

9. Institutional Credit Hour: Any credit hour attributed to a course that is recorded on the transcript with a grade and credit hours earned. Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

   **EXCEPTION:** Coursework awarded earned credit hours with a grade of F (or the equivalent) shall not be considered institutional credit hours for purposes of the 9-Hour Rule, 24/26-Hour Rule, and the Progress Rule.

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

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

**CASEBOOK EXAMPLES**
**Institutional Credit**
Case: A student enrolled in a course for three credit hours and subsequently failed the course, showing zero hours earned for the course on the student's transcript. Had the student completed the course successfully, credits

associated with the course would have been shown on the student's transcript as earned and with a grade. Does the course count as institutional credit for the student?

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

10. Inter-term: A session or group of courses that occurs and is reflected on the official academic transcript between two regular academic terms and is reported on the official academic transcript. These sessions cannot meet the definition of a term of attendance as defined in Section B.21. Summer term cannot constitute an inter-term.

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

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

    The inter-term shall be treated as follows in determining eligibility:
    a. Inter-terms are considered non-terms. Hours earned during the inter-term shall be applied toward eligibility.
    b. A separate term of attendance shall not be charged for the inter-term.
    c. Identification during an inter-term (unlike summer school) does identify the student with the institution provided the student is enrolled for at least three-fourths (or two-thirds, if three-fourths is not appropriate) of the normal academic load and either participates in athletics or begins to establish residency. In this instance, the inter-term shall not, however, be charged against the allotted 10 semesters of attendance but shall count in meeting the institutional credit-hour rules of the NCCAA.
    d. Should a student previously identified with an institution then attend an inter-term at another institution and return the following term of attendance to the preceding institution, the inter-term shall be treated as a summer session.

    Completed inter-term credit can be used toward eligibility requirements once the grades are posted in the normal manner and as long as the credit is shown to be earned before the start of the NCCAA institution's Winter/Spring term. Credit is considered earned at the end of the academic term that the course is attributed to on the issuing institution's transcript. If the issuing institution's transcript does not attribute the course to an academic term and instead includes specific start/end dates, the end date listed on the transcript shall be used. If neither a term nor dates appear on the issuing institution's transcript, dates of the course as verified by the institution's registrar may be used.

11. 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 competitions within the institution and not recognized as intercollegiate.

12. Non-Term: Any term that does not meet the definition of a term as defined in Item 20 below. Completed credit earned during a non-term can be used toward eligibility requirements once the grades are posted in the normal manner on the issuing institution's transcript and if the credit is shown to be earned before the start of the NCCAA institution's next term. To determine when credit is considered earned see definition in Inter-term Section B.10.

    **NOTE 1**: High school students may take 12 or more hours of college credits in a term without establishing a term of attendance.

**NOTE 2**: Members of the armed services, while on active duty, may take 12 or more hours of college credits during a term without establishing a term of attendance.

**CASEBOOK EXAMPLES**
**Non-Term – Attendance at a Non-Accredited Institution**
Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

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

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

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

13. 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 and Casebook section.

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

15. Post-baccalaureate Student: A student who has completed all academic requirements for graduation with a baccalaureate degree and is subsequently pursuing an additional baccalaureate or equivalent degree or a second major area of student or graduate work of any kind.

16. Postseason Competition: Conference, regional, national, or independent qualifying events.

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

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

    **EXCEPTION 1**: A prospective student may practice and compete with an institution's team during the summer (May 16-July 31) if the student is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, and:
    a. Enrolled in a full-time class load, as defined by the institution, for the applicable summer term, or
    b. Enrolled in at least 12 institutional credit hours for the immediately subsequent fall term.
    Such practice activities and competitions are not considered to be a tryout.

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

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

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

Approved Ruling: No. A prospective student may not practice with an institution's team(s) during an academic term. A prospective student who meets the criteria listed in Section B, Item 15, Exception 2, cannot practice during an institution's academic term off attendance.

18. Residency: Identification with an institution during the regular school year (summer session not included).

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

    A student participating in a contest that fits the definition of a scrimmage shall not be charged a season of competition.

    **Non-Intercollegiate Scrimmage**
    Student-athletes who have competed in only non-intercollegiate scrimmages shall not be charged a season of competition if the scrimmage(s) meet the definition of an NCCAA scrimmage and if the student-athlete participates in no more than the number of scrimmages allowed for the sport per NCCAA guidelines listed in the Sport Policies and Procedures section.

    See Sports Policies and Procedures section II.B.2. for more details.

20. Season of Competition:
    Participation in more than 20% of the maximum allowable number of intercollegiate contests or dates (excluding scrimmages), whether in a varsity, junior varsity, or freshman program, during the 24-week season. Any participation in NCCAA-approved postseason shall result in a season of competition. The NCCAA shall count seasons of competition charged by another intercollegiate athletic association at face value unless the season was charged based solely on participation in practice.

    A student-athlete who participates in the following number of contests or dates during the 24-week season shall be charged a season of competition.

| | | | |
|---|---|---|---|
| Baseball | 11 contests | Soccer | 5 contests |
| Basketball | 7 contests | Softball | 11 contests |
| Cross country | 2 meets | Indoor track and field | 3 meets |
| Golf | 8 rounds | Outdoor track and field | 3 meets |
| | | Volleyball | 6 dates |

    In the sport of golf, an individual student-athlete's season of competition shall be determined based on the number of 18-hole rounds in which the student-athlete participated. A standard match/tournament consists of 3 rounds, which equates to 36 total rounds, and the 20% threshold shall be calculated off 36 rounds. A golfer shall be deemed to have participated in a round once he/she has begun the first hole of competition.

    In the sports of Indoor Track & Field and Outdoor Track & Field, a student-athlete's participation in a competitive event shall count towards the student's 20% threshold, regardless of whether the student-athlete officially represents the institution in competition, when the following conditions are met:
    a. The student-athlete is certified as eligible in the given sport at any point during the academic year; and
    b. The student-athlete participates in a competitive event that includes one or more collegiate teams at any point during the academic year.

    **Transfer Students**: A student transferring from one NCCAA institution to another NCCAA institution shall have his/her seasons of competition determined under the rules of the NCCAA. However, previous seasons of

competition for a student transferring from an institution not governed by the NCCAA shall be determined under the rules of the association (NCAA, NJCAA, NAIA, USCAA, or CCAA) from which the student transfers.

**EXCEPTION 1:** As an exception, a student-athlete who suffers a season-ending injury while enrolled at a non-NCCAA institution may request a medical hardship from the NCCAA to have the intercollegiate season of competition returned. All medical hardship requests must meet the following criteria:

a. They must involve an injury or illness which is beyond the control of the student-athlete or coach, and which incapacitates the student-athlete from competing further during the sport season in question as verified by the attending physician (e.g., M.D. or D.O.) who must have examined the student-athlete during the sport season in question.
b. Hardships cannot be requested for student-athletes who are incapacitated in the last regular-season contest or postseason competition.
c. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.
d. The student-athlete must have participated in 20% or fewer of the maximum allowable number of intercollegiate contests or dates, excluding scrimmages, during the 24-week season as listed for the sport. If the student-athlete competes in more than 20% of the maximum limit (see detailed list in Sports Policies & Procedures II.B.), the student-athlete is not eligible for a medical hardship.

**EXCEPTION 2**: While enrolled as a full-time collegiate student at an NCCAA institution, a student shall not be charged a season of competition based on participation as an unattached student-athlete. A student is competing as an unattached student-athlete if the following five criteria are met:

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

**EXCEPTION 3**: An individual who trains or competes as a member of a non-collegiate post-secondary education (e.g., preparatory school) team shall not be charged a season of competition.

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

**NOTE 1**: These limits shall be updated annually to reflect 20% of the maximum allowable limit as listed in the NCCAA Handbook.

**NOTE 2**: For any student-athlete seeking eligibility as a first-time participant in an NCCAA sport, this definition of season of competition shall be applied to all prior competition in that sport, regardless of the date of competition.

**NOTE 3**: For all other student-athletes, this definition of season of competition only applies to competition that occurs after May 1, 2020. For all prior competition for these student-athletes, the definition of season of competition in effect at the time shall apply.

**NOTE 4**: For purposes of this bylaw, eligibility shall be determined by the Eligibility Coordinator.

**NOTE 5**: Unless specified elsewhere in the Bylaws, no student shall be charged with more than 1 season of competition during any 12-month period.

**NOTE 6**: Athletes charged a Season of Competition pursuant to this paragraph must also comply with other applicable NCCAA Bylaws, including Amateur Rules and Eligibility Requirements.

**NOTE 7**: For details on club sport participation, see Sports Policies and Procedures Section X.

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

22. 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.

    **Graduate Student**: A graduate student shall be charged a term of attendance by enrolling in the number of institutional credit hours that equates to full time enrollment as defined by the institution's graduate school policies.

**CASEBOOK EXAMPLES**
**Withdrawal and Transfer**
Case: A freshman enrolled for 12 credit hours at an institution this past fall and withdrew prior to the institution's official census date. Because the student withdrew within the drop period established by the institution, and no courses appear on the official transcript for the term, is this student subject to the 9-Hour Rule for eligibility certification purposes in the next term?

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

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 identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

**CASEBOOK EXAMPLE**
**Prospective Students – Competition During Inter-Term**
Case: A women's basketball student-athlete arrives at an NCCAA institution during the winter inter-term. Will the student be required to be enrolled at the NCCAA institution during the winter term in order to compete?

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

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

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

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

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

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

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

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

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

b. Unusual Calendars: Colleges must certify that a student is enrolled in 12 or more institutional credit hours during the term of competition. If the institution's calendar precludes this, the institution must certify that the student is carrying at least three-fourths of the scholastic load, which a student is allowed to carry without special permission, as defined by its catalog. In institutions where three-fourths is not a feasible fraction (e.g. where credit hours are limited to units of 5 and the normal class load is 15 credit hours), two-thirds may be substituted for three-fourths. The institution must certify that the student is accumulating academic credit in such an amount that the student could be declared as making normal progress and that the student would, by completing credit at the same rate, complete a recognized four-year baccalaureate degree in no more than 10 semesters of attendance or its equivalent.

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

    To determine if an institution that offers both associate and baccalaureate degrees should be categorized as a two-year or a four-year institution:
    a. If the institution participates in an intercollegiate athletics association that distinguishes between two-year and four-year institutions, the division the institution has chosen to participate in shall be honored at face value and the institution treated accordingly. Should a student receive an associate degree from an institution that is considered a four-year institution, then all applicable requirements shall apply.
    b. If the institution does not sponsor intercollegiate athletics or the institution participates in an intercollegiate athletic association that does not make this distinction (e.g., USCAA), the institution shall be treated as a four-year institution if the student was pursuing a baccalaureate degree or treated as a two-year institution if the student was pursuing an associate degree as indicated on the student's official transcript.

**CASEBOOK EXAMPLE**
**Transfer from Institution Offering Two-Year and Four-Year Degrees**
Case: A student attends a two-year degree institution in which the athletic programs compete under the NJCAA. This institution has begun to offer numerous four-year degree programs. Is the student classified as a two-year or four-year transfer?

Approved Ruling: The student shall be considered a two-year college transfer. The athletics association of the particular institution must be taken into account to consider whether a student is considered a two-year or four-year transfer. Similarly, if the student participated when the two-year institution competes under a four-year athletic association, the student shall be considered a four-year transfer.

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

24. 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 the following conditions:
    a. It is a sport that is administered by the department of intercollegiate athletics; and
    b. It is a sport for which the eligibility of the student is reviewed and certified by the institution's Compliance Officer or designated eligibility representative; and
    c. 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.

2. An entering freshman student can become eligible by achieving an overall high school grade point average of 2.30 or higher on a 4.00 scale.

   Alternatively, if an entering freshman is below the 2.3 GPA, the student must meet two of the three entry-level requirements below. 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 (two semesters, three quarters, or the equivalent) that such a student is identified with any institution(s).

   The three entry-level requirements are as follows:
   a. A minimum score of 18 on the ACT or 970 on the SAT (Evidence-Based Reading and Writing and Math).

   **NOTE 1:** 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.

   **NOTE 2**: Students diagnosed with a learning disability may use untimed ACT/SAT test results to meet freshman eligibility standards. However, the test must be arranged, approved, and conducted according to the procedure established by the ACT or SAT national office for the administration of such tests. The minimum score results needed to meet NCCAA freshman eligibility standards still must be achieved.

   **NOTE 3**: A student may take the ACT/SAT during the current fall term and use the results to meet the freshman regulation, provided the test was taken on a national testing date, the minimum score is achieved, and the results are received from the national test center in the usual manner before the student represents your institution. The key factor is that the test must be taken prior to the beginning of the term in which the student initially participates. Students would be eligible for participation on the day following the close of the fall term. Residual tests are not accepted.

   b. An overall high school grade point average of 2.00 or higher on a 4.00 scale. The GPA shall be determined from the student's high school transcripts that include all coursework taken through the term immediately prior to graduation (e.g., the eighth term of school in which eight terms are necessary for a student to graduate). If a prospective student-athlete attended multiple high schools, the GPA listed on the student-athlete's final transcript is the GPA that shall be used to determine initial eligibility.

   **NOTE 1**: Should a high school use a four-point scale, the high school GPA shall be used. Should a high school use something other than a four-point scale (e.g., a 12-point scale which uses the + and -), all high school grades shall be

converted to the four-point scale to establish the GPA. Should the high school report grades as a numerical percentage, a student in the "C" range is considered to have met this regulation.

**NOTE 2**: Should a student be identified with a preparatory school for one full academic year, the GPA at the preparatory school shall be combined with the overall high school GPA for application to the freshman rule.

c. Rank in the upper half of the student's high school class as it appears on the final high school transcript after the student's date of graduation. The class rank must appear on the student's transcript, leaving certificate, or other academic document. The class ranking shall be determined from the student's high school transcript that includes all course work taken through the term immediately prior to graduation. (Example: The eighth term of school in which eight terms are necessary for a student to graduate.) Once students graduate from high school, their class ranking shall not change. Attendance at a preparatory school shall not affect this regulation.

   **EXCEPTION 1**: Completion of nine institutional credit hours prior to identification at any institution of higher education can be used in place of a qualifying class rank. The credit hours must be completed with a grade of "C" or better. The coursework must be accepted as institutional credit on the certifying NCCAA institution's official transcript. The coursework must also be shown as earned prior to the term in which the student wishes to compete, as indicated on an official transcript. For CLEP or AP credit, official documentation issued by the testing service noting the date the exam was taken shall suffice.

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

   **EXCEPTION 2**: If the student's class rank does not appear on the above-mentioned documents, as an exception and in accordance with policies found in the handbook, a letter from the student's principal or headmaster, assistant or vice principal, guidance counselor, or registrar, 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.

**NOTE 1:** GED and HiSet students
The GED or HiSet certificate of achievement shall be recognized as satisfying the grade point average equivalent. A GED or HiSet student must achieve a test score in accordance with the regulations found in Section C. Item 2a to meet the freshman requirements.

**NOTE 2:** Home-schooled students
Home-schooled students who complete a home schooling program conducted in accordance with the laws of the student's state of residence and achieve a minimum score of 18 on the ACT or 970 (Evidence-Based Reading and Writing and Math) on the SAT shall meet entering freshmen requirements.

Any student who completes a home schooling program, conducted in accordance with the laws of the student's state of residence, may request a home school waiver from the NCCAA Eligibility Committee if the student fails to achieve the required test scores. A student receiving a home school waiver shall be recognized as meeting entering freshman requirements.

**NOTE 3**: International students
An incoming freshman who graduated from a high school outside the United States or one of the U.S. territories shall meet the same eligibility criteria required of a regular freshman student listed in Section C.1 and 2. High school graduation and cumulative grade-point averages shall be determined based on current published NCCAA initial-eligibility guidelines for international students (see below). The student shall need an evaluation from INCRED to be determined eligible.

When an international student graduates from a high school in the student's native country, and subsequently graduates from a high school in the United States, the date of graduation from the high school in the United States shall be used for eligibility purposes. Official records from the high school in the United States shall be used for compliance with NCCAA initial freshman eligibility regulations.

d. Students who do not meet the 2.3 GPA requirement and are attempting to qualify using the two of three standard and do not meet at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (two semesters, quarters, or equivalent) that such a student is identified with an institution(s).

**EXCEPTION**: An entering freshman who satisfies one of the initial eligibility requirements found in Section C, Item 2 can gain eligibility in a subsequent term if the student passed 12 institutional credit hours with a grade of "C" or better during the first term of attendance at the certifying NCCAA institution.

For purposes of this rule, the NCCAA does not recognize a +/- attached to a letter grade. Consequently, a C+, C, and C- shall count as a C. A grade of a "P" may be used in lieu of a "C" to gain mid-year eligibility if the official transcript or academic catalogue specifically states that a grade of a "P" equates to a grade of a "C" in the grading rubric.

3. 12-Hour Rule: The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation. A student must maintain 12 institutional credit hours, with at least 9 institutional credit hours at an NCCAA institution, to participate in intercollegiate athletics. Upon reducing the class load to fewer than 12 institutional credit hours at an NCCAA institution, the student is no longer eligible. Graduate credit hours may be included in the 12 institutional credit hours in which a student must be enrolled.

   **EXCEPTION**: A student who shall complete requirements for graduation for a baccalaureate degree 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. By signing the Official Eligibility Certificate, the registrar verifies that the student has completed all other academic requirements for graduation except for the currently enrolled credits.

   A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in and seeks a second baccalaureate or equivalent degree at the same institution; who enrolls in and pursues a second major area of study at the same institution; who enrolls in a graduate or professional school; or who is enrolled in a fifth-year, post baccalaureate degree teacher education or certification program is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Section D, Item 5.

   The term in which the student invokes this Exception shall be counted as a term of attendance. However, this term shall not count in the calculation of the 24-Hour Rule. For a semester school 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.

   **CASEBOOK EXAMPLE**
   **12-Hour Enrollment Rule Exception – Last Term Of Attendance**
   Case: A student invokes the 12-Hour Enrollment Rule Exception during spring 2016 and graduates at the end of the academic term with a BA in Biology. The student has the opportunity to return fall 2016 and chooses to re-enroll in BA Chemistry. The student only needs 9 hours in this degree program to graduate at the end of the academic term in fall 2016. Can the student invoke the 12-Hour Enrollment Rule Exception more than once if the student has less than 12 hours remaining in the second degree program?

   Approved Ruling: No. A student can be enrolled in only one "last term of attendance" and therefore cannot invoke the exception more than once.

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

5. An entering freshman who satisfies initial eligibility requirements must have accumulated a minimum of nine 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 9-Hour Rule for a second-term freshman.

   A student who enters college for the first time in the summer and then enrolls for the fall term, may not apply summer credit hours to meet the nine institutional credit hour rule. Summer attendance does not identify a student

with an institution. The hours earned in the summer cannot count toward the 9-Hour Rule because they occur prior to the student's initial identification.

**9-Hour Rule – Identification**
Case: A student graduates high school in May. She enrolls in 12 credit hours at an NCCAA institution the subsequent fall. She passes all 12 hours, but only 6 meet the definition of institutional credit. The student has not taken any additional college coursework. Is the student eligible for the spring semester?

Approved Ruling: No. An entering freshman identifies in the fall by enrolling in 12 credit hours. She is considered a second-term freshman in the spring and must have accumulated at least nine institutional credit hours prior to the beginning of the student's second term of attendance.

**9-Hour Rule – Incomplete Grades**
Case: A first-term freshman passes eight hours and receives four hours of incomplete work. An extension is granted to complete the work because the student is otherwise passing the incomplete course. Does this student satisfy the 9-Hour Rule required for second term freshmen?

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

6. 24-Hour Rule: 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 (two most recent terms of attendance) in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance (three most recent 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 2 quarter terms of attendance if completion of 3 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.

   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).

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

Approved Ruling: No. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the current term. If an online course was first attended prior to the first day of class of a term or the student completed the first lesson of an online course prior to the first day of class of a term, the credit would be applied to the term in which the institution would normally record the credit on the transcript. Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1.) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2.) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned, and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

**CASEBOOK EXAMPLES**

**24/36-Hour Rule – Quarter System**

Case: A student is transferring from an institution using the quarter system to one using the semester system. The student has completed 11, 14, and 11 credits in the last three terms. Is the student eligible under the 24/36-Hour Rule?

Approved Ruling: Yes. Under the 24 semester/36 quarter rule a student who completes 36 institutional credit hours during the last 3 quarter terms of attendance is eligible to compete, provided he meets all other eligibility requirements. Additionally, the student must pass 13 institutional credit hours the first term of attendance at the semester school to meet the 24/36-Hour Rule for the second term at the semester school.

**24/36-Hour Rule – Transfer**

Case: A freshman student transfers from an institution that uses the quarter system to an institution that uses the semester system. In the fall and winter quarter terms at the original institution, she completes and passes 13 and 11 institutional credit hours. The student then passes 12 credit hours in the spring semester at her new institution. Will she meet the requirements of the 24/36-Hour Rule due to her passing 36 hours in her previous three terms of attendance and be eligible for the fall semester?

Approved Ruling: No. A student must accumulate 36 institutional credit hours in the previous 3 quarter terms of attendance. If a student does not complete 3 quarter terms, the rule of accumulating 24 institutional credit hours in the previous two terms of attendance takes precedent. In this instance, the student has accumulated only 23 hours in the previous 2 terms of attendance and is not eligible.

**24/36-Hour Rule – Mixed Terms**

Case: A student completed 10 semester hours during the first term at a junior college and completed 12 quarter hours the next term at our institution. As a matter of institutional policy, we convert all hours to our terms, and thus the 10 semester hours would equal 15 quarter hours. Using this method, the 15 and 10 quarter hours would total more than 24 hours in the 2 previous terms. Is this permissible in determining NCCAA eligibility?

Approved Ruling: No. Credits earned at a school are not to be converted but taken at face value when applying the 24 credit hour rule. In this case, the athlete has completed only 22 hours of credit the last 2 terms and would not be eligible.

**24/36-Hour Rule vs. Progress Rule**

Case: What is the difference between the 24/36-Hour Rule and the progress rule for participation in a second season of competition? If a student has earned 24/36 hours in the last 2 terms of attendance, isn't the progress rule met as well?

Approved Ruling: The 24/36-Hour Rule and the Progress Rule are two separate concepts and are to be applied independently. The 24/36-Hour Rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the 2 semester/3 quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all the hours. The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students use the credit hours from the previous institution(s) only for the initial term at the new institution.

**EXCEPTION 1**: See Section B, Item 8, Note 2.

**EXCEPTION 2:** A transfer student who has met the graduation requirements for an associate degree from a junior college in the previous two semesters or three quarters of attendance shall be exempt from meeting the 24/36-Hour Rule for the first term upon transferring to an NCCAA institution.

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 3:** 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 and meets one of the following:

a. Meets freshman eligibility requirements (applies only to students in the first four semesters/six quarters or equivalent, of attendance); or
b. Has an overall GPA of 2.00 on a 4.00 scale calculated based on all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

A student using this exception must have passed a minimum of 12 hours in his/her previous two terms. A second term freshman must meet the 9-Hour Rule and may not take this exception after his/her first term.

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 2.00 on a 4.00 scale. The 2.00 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. The progress rule and GPA rule shall still apply to each season of competition charged.

**CASEBOOK EXAMPLE**
**Calculating Undergraduate and Graduate GPA**
Case: A student completes an undergraduate degree in December of 2015. The student continues to identify with the institution by enrolling in a master's program spring of 2016. The student will continue with the master's program for fall 2016. The institution's GPA will separate the undergraduate GPA and graduate GPA on their official transcript. How should the NCCAA institution evaluate the student's GPA?

Approved Ruling: The NCCAA institution shall certify the student according to the policies of their respective institution. If the institution separates the GPA after one term in graduate school, the NCCAA institution must take the official GPA as presented on the transcript.

9. Progression Rule: To participate in a second, third and/or fourth season in a sport, all students must have passed enough credits as stated below and maintain a total cumulative GPA of at least 2.00 on a 4.00 scale.
   a. To participate in a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours.
   b. To participate in the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours.
   c. 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.

   **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.

   **NOTE 1**: 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.

   A transfer student bringing in "D" credit may have the "D" credit hours applied to all academic requirements the first term the student is identified only. Thereafter only those credits that are accepted toward a degree or are required by your institution and placed on your institutional transcript may apply. All institutional credit hours used for eligibility (e.g., 24/36-Hour Rule and Progress Rule), must show on the transcript as earned in the term prior to the semester the student is seeking eligibility and wishes to compete.

   **NOTE 2:** 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.

10. The student must be eligible according to the institution's standards for intercollegiate competition or any affiliated conference standards or regional standards if more stringent than NCCAA standards.

11. If the institution is a dual member with the NCAA, NAIA, or CCAA, the student must be eligible according to affiliated association standards.

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

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

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

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

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

    **EXCEPTION**: If at the time of certification, a student's declared major field of study at the NCCAA institution requires the student to repeat a specific course to satisfy a degree completion or general education requirement, the repeat course(s) that was not passed with the requisite grade can be applied to meet the 12-Hour Enrollment Rule and the 24/36-Hour Rule.

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

    A student may repeat a course that was previously failed and have it count toward the current 12-Hour Enrollment Rule and, if passed, toward the 24/36-Hour Rule. A failed course is not considered a repeat course.

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.

    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.

    A student attending a specific institution for the first time during an inter-term shall become identified upon enrolling in three-fourths (or two-thirds if three-fourths is not appropriate) of the normal inter-term load as noted on the institution's official transcript. Such students would be considered enrolled in the equivalent of 12 hours and, assuming all other applicable eligibility requirements are met, could represent the institution after being properly certified. The student shall not be charged a term of attendance for this inter-term session.

14. A student who is eligible the last day of a term (as reported on the institution's official academic calendar) may retain eligibility until midnight of the 30th calendar day following the close of a term to allow an institution time to recertify eligibility. For a student taking inter-term coursework at an institution that has determined the inter-term shall stand alone or attach to the fall term, the student may retain eligibility until midnight of the 30th calendar day following the close of the fall term or midnight of the 10th calendar day following the close of the inter-term, whichever is latest. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution shall lose eligibility immediately upon such declaration.

    After the end of a term, an institution has 30 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation.

During this 30-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 30-day period and not be recertified, it shall be considered a violation.

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

16. Cooperative exchange program:
    a. Definitions
        1) Home institution: The NCCAA member institution is the student's home institution if the student is enrolled and attempting to complete his/her degree through the NCCAA member institution. The agreement shall allow the student taking course work at the host institution to use these credits toward determining student status at the NCCAA member institution. Only the home institution shall count the student for determining student status at the NCCAA member institution. Only the home institution shall count the student for determining aid eligibility.
        2) Host institution: The non-NCCAA member institution in which the student is jointly enrolled by the home institution (which is the NCCAA member institution).
        3) Dual degree: A degree program that allows the student to receive two degrees, one from the home institution and one from the host institution.
        4) Number of hours: The number of hours (minimum) taken at home institution per semester is determined by the total hours accumulated from the home institution (unless transfer student). A student still must have a minimum combined total of 12 hours per semester (from all colleges attending) to be eligible.
            a) Step 1: Attempt and pass a minimum of 9 hours (out of 12 needed to be eligible) at home institution per semester (or until 36 hours minimum is accumulated at home institution).
            b) Step 2: Attempt and pass a minimum of 6 hours at home institution per semester (or until 54 hours minimum is accumulated at home institution).
            c) Step 3: Attempt and pass a minimum of three hours at home institution per semester (until completion).
        5) Transfer student: A transfer student shall be required to take nine hours the first semester at the home institution, then he/she would be required to take hours based on the cumulative hour requirement.
        6) Transfer student from an NCCAA member institution: Such a student shall be required to take nine hours the first semester at the home institution, then he/she can count his/her hours from the other (Division I or Division II) NCCAA institution in the cumulative NCCAA member institution total.
    b. Institutions must annually indicate on the Membership Renewal form if they participate in a cooperative exchange program and with which institution(s). Current and official documents verifying the cooperative exchange program(s) must be submitted to the Director of Membership by the home institution upon obtaining NCCAA membership or the start of the program(s) and resubmitted after any changes. Any variation required by the degree program of the home institution must be 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 M).
    c. All other eligibility requirements must be met.
    d. Guidelines
        1) The student must be enrolled in a dual degree (two degrees) program with the home institution OR be enrolled in an approved degree program awarded by the home institution.
        2) If the student is enrolled in 9 hours or more at the home institution, all financial aid must be held by the home institution.
        3) Student registration and the recording of grades is carried out at the home institution.
        4) The home institution determines the academic status of the student.
        5) The student cannot take a course at the host institution that is offered at the home institution. Only courses not available at the home institution may be taken at the host institution. Exception: Any variation to this guideline because of scheduling conflicts must be submitted in writing by the Registrar of the home institution to the Eligibility Coordinator.
        6) The student is under the authority of the home institution regarding rules and regulations academically, as well as rules of conduct for community life (socially).
        7) The student cannot participate in athletics for the host institution at any time while enrolled in a cooperative exchange program.
        8) All athletics eligibility is recorded and provided by the home institution.

9) The student must still accumulate a minimum of 12 hours per semester (hours may be combined from home and host institution depending on total amount of hours accumulated).
10) If a student drops a course during any semester that puts that student below 12 hours enrolled, the student shall be ineligible immediately.
11) The cooperative exchange program must be available and applied to all students at the home institution.

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

1. A student may participate in four 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 meets all eligibility requirements for the upcoming term and is properly certified as eligible.

   Incomplete Grades: If a student is ineligible due to having insufficient hours but can become eligible if an incomplete grade is made up satisfactorily, the student shall not compete until the incomplete grade is made up, the grade is submitted to the Registrar in the normal manner and posted to the transcript, and the student is properly certified as eligible.

3. A student attending an institution on the trimester system may participate in spring sports if the student was identified the previous term at that institution, 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.

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 may continue to compete provided the student is enrolled in and pursuing post-baccalaureate coursework as described in Section I. A student who is not enrolled in such additional coursework and 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.

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

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

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

**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 8 of the NCCAA Eligibility and Casebook section).

   **EXCEPTION 1**: A female student shall 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 shall be processed as an exceptional ruling to a standard rule.

**EXCEPTION 2:** A student may be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (e.g., cancer, chemical dependency) and treatment or a sufficiently intrusive psychological or mental illness. Appropriate medical documentation that establishes the student's inability to compete is required and must be provided by an individual who is qualified and licensed to diagnose and treat the illness (e.g., doctor of medicine, doctor of osteopathic medicine, psychologist, psychiatrist, clinical counselor, etc.). The request for the extended period shall be processed as an exceptional ruling to a standard rule.

**CASEBOOK EXAMPLES**
**Counting Terms of Attendance (Semesters/Quarters/Trimesters)**
Approved Ruling: All terms (not hours) are converted to the type of term used by the institution currently being attended. The terms are converted as follows:

1 semester = 1 1/2 quarters – 1 1/5 trimesters
1 quarter = 2/3 semester
1 trimester = 5/6 semester

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

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

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. (ET), 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.

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 30th calendar day following the close of the term. If an institution checks eligibility prior to the 30-day deadline (Section J, Item 2) and determines that a student has become ineligible, the student becomes ineligible immediately.

**CASEBOOK EXAMPLE**
**Eligibility for Postseason Play**
Case: An NCCAA institution's softball team has made it to the postseason world series during the same time grades for the spring 2016 academic term were finalized at the institution. One of the softball players who was eligible and competed the entire spring 2016 term did not earn 24 hours between the fall 2015 and spring 2016 academic terms and will be ineligible for the fall 2016 academic term. Is this student ineligible for the softball postseason?

Approved Ruling: No. A student who is eligible during the regular sport season shall retain eligibility for participation in NCCAA postseason competition provided the student was in attendance the term immediately preceding the postseason competition.

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

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

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

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

**SECTION F. TRANSFER REQUIREMENTS: GENERAL**

1. A student previously identified with an institution of higher learning (two-year or four-year), who then transfers to a member institution must complete the Official NCCAA Transfer Player Eligibility Statement, NCCAA Transfer Verification Form (if necessary), and the institution must send this statement to the NCCAA Eligibility Coordinator prior to the student participating. The Transfer Eligibility Statement must be completed and sent with the eligibility certificate. The form requires the listing of the student's high school graduation, dates of attendance at institutions of higher learning, dates of athletic competition, and gaps in attendance. A gap in attendance is when a student was not enrolled at an institution of higher learning during a normal timeline of progress (e.g., a student is enrolled in the fall term but lists no enrollment in the spring term, then is enrolled again in the next fall term). Identifying gaps in attendance is critical to ensure the student was not attending an institution of higher learning. Research to verify gaps, such as a financial aid audit, should be conducted.

2. A student becomes identified with an institution upon representing an institution in an intercollegiate contest or enrolling in 12 or more institutional credit hours as reported by the institution's registrar on an official transcript based on the institution's official census date (summer session not included). Anyone transferring after identification becomes a transfer student.

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

4. If a student becomes identified at an institution and officially completely 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-Hour Rule, 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-Hour Rule or the 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 the institution's official census date then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for withdrawing after the institution's official census date.

6. 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.

**CASEBOOK EXAMPLE**
**Suspension within Previous Athletic Department**
Case: A student was admitted in good standing and enrolled at his/her institution. The student was placed on suspension by the previous institution's athletic department. Does the previous suspension for violating athletic department policies affect eligibility within the NCCAA?

Approved Ruling: Yes. The student must establish two full semesters (or the equivalent) at your institution or until the institutional suspension policy at the suspending institution has been terminated, whichever is shorter. This residency of two semesters is still required if the student was allowed to attend the previous institution after the athletic department policy suspension. However, violation of team/coach's rules is not considered the same as violating institutional athletic department policies.

7. Transfer students must have a total cumulative GPA of at least 2.00 on a 4.00 scale calculated based on all official transcripts from all institutions attended to meet the requirements only for their first term at a member institution. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total

number of hours attempted for all courses listed on all official transcripts from all institutions previously attended. Thereafter only the GPA recognized by the student's current institution shall apply. All official transcripts must be received before the player may play. A transfer student must be academically and athletically eligible at the former school (according to their primary national athletic association (NAIA, NCAA, NCCAA, USCAA, CCAA)) to be immediately eligible at the NCCAA school. The Transfer Player Eligibility Statement and Transfer Verification Form must be sent to the Eligibility Coordinator.

8. 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.

   A student may participate in a given sport at two different institutions during the same academic year. Such a student shall, however, be charged with two seasons of competition in the same academic year if the student is charged a season of competition by the first institution and charged a season of competition by the NCCAA institution. See exception immediately below.
   **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.

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

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 eligible to participate if meeting all other eligibility rules. A transfer student can compete immediately at the new institution, and there is not a release required, pursuant to any applicable institutional rules.

Before competition, the new institution must complete and send the NCCAA Transfer Verification Form to the previously attended institution, if the transfer student competed in the previous season at the previous institution.

If a student's NCCAA institution requests a transfer verification from the student's previous two- or four-year institution and the previous institution does not respond to the request within 20 days, the form shall be deemed approved provided the NCCAA institution can produce the prescribed written documentation showing a transfer verification was requested. To satisfy this requirement, the following must occur:
1. The request must be made via email and is made clear to the athletics director and/or the compliance officer.
2. A copy of the student transcript verifying academic eligibility and a copy of the previous season's statistics must be sent to the Eligibility Coordinator.
3. The 20 days start at the time the email request was sent and shall be 20 calendar days.
4. Once the 20th day has expired, the verification is deemed granted, regardless of future communication from the previous institution.

A student who has completed all academic requirements for graduation and transfers to an NCCAA institution can compete immediately at the new institution, and there is not a release or minimum GPA required, pursuant to any applicable institutional rules.

**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 fulfill all academic requirements of NCCAA and is entitled to only 4 seasons of participation in a given sport at the intercollegiate level.

**CASEBOOK EXAMPLE**
**Transfer – Athletic Associations**
Case: A student attends a two-year institution in which the athletic programs compete under the NJCAA. This institution has begun to offer numerous four-year degree programs. Is the student classified as a two-year or four-year transfer?

Approved Ruling: The student shall be considered a two-year college transfer. The athletic association of the particular institution must be taken into account to consider whether a student is considered a two-year or four-year transfer. Similarly, if the student participated when the two-year institution competes under a four-year athletic association, the student shall be considered a four-year transfer.

**SECTION I. ELIGIBILITY REQUIREMENTS FOR POST-BACCALAUREATE STUDENTS**

A student who has completed all academic requirements for graduation with a baccalaureate degree and is subsequently pursuing an additional baccalaureate or equivalent degree, second major area of study, or graduate work of any kind is considered a post-baccalaureate student. A post-baccalaureate student who has athletic eligibility remaining may continue to compete by satisfying the following criteria:

1. All post-baccalaureate students must satisfy the following eligibility criteria:
   a. The student must maintain institutional identification during any term of participation. For exceptions, see previous sections;
   b. The student must be eligible according to the institution's standards for intercollegiate competition;
   c. Treatment of repeat coursework as found in the NCCAA Handbook shall apply;
   d. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements. For 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;
   e. A student who is eligible the last day of a term (as reported on the institution's official academic calendar) may retain eligibility until midnight of the 30th calendar day following the close of a term to allow an institution time to recertify eligibility through the official Eligibility Certification. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students who are discovered to be ineligible by the institution through the official Eligibility Certification Process or by conference standards shall lose eligibility immediately upon such discovery; and
   f. A student enrolling in college after the date set by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.
2. Student Pursuing Second Baccalaureate Degree: Enroll in a second baccalaureate or equivalent degree, or a second major area of study, and:
   a. The student must be enrolled in 12 institutional credits at the time of participation;
   b. The student must satisfy the 24/36-Hour Rule. A student who utilized the senior exception shall not be required to meet the 24/36-Hour Rule in their first term of attendance pursuing the second baccalaureate or equivalent degree;
   c. 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; and
   d. The student must 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. The registrar must verify that the above conditions have been met prior to participation by the student.
3. Student Pursuing Graduate Work: Enroll in a graduate program, professional school, or fifth-year post-baccalaureate degree teacher education program or post-baccalaureate certification program, and:
   a. The student must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation;
   b. To maintain eligible status, the student must successfully complete a full-time class load as defined by the institution;
   c. The student must maintain the minimum grade point average as defined by the institution (when applicable); and
   d. The student must 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 taken at face value from the official transcript at the time a baccalaureate degree was awarded. An entering transfer student who has already completed graduate work shall have the GPA calculated by dividing all quality points achieved by the total number of hours attempted for all graduate courses listed on all official transcripts from all institutions previously attended.

The registrar must verify that the above conditions have been met prior to participation by the student.

**SECTION J. MILIARY SERVICE EXCEPTION**

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

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

   The student may retain eligibility in the succeeding term by:
   a. having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance, or
   b. satisfying the requirements for a second term student by having completed nine institutional credit hours the immediately previous term of attendance.

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

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

4. Military Service Eligibility Exception Applies to One Institution: The Military Service Eligibility Exception can be applied at one member institution only. Upon transfer to a second member institution all provisions of Section C apply.

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

   Approved Ruling: No. You have exceeded the duration of application of the Military Service Exception and are not entitled to any part of the exception. The application of the Military Service Eligibility Exception is limited to the first two full semesters/trimesters or first three full quarters immediately following release from active duty.

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

**SECTION K. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES**

1. It shall be the responsibility of the Compliance Officer of each member institution to check the eligibility of each student prior to allowing the student to represent the institution in any manner (e.g. 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 Compliance Officer of the institution is to be submitted to the NCCAA Eligibility Coordinator prior to participation. Reports become delinquent on the date following the first contest.

   **NOTE 1:** The Certificate of Clearance is required for completion of eligibility certification, but it is not required to be submitted to the Eligibility Coordinator. The Compliance Officer must retain a signed copy of the Certificate of Clearance and produce the certificate upon request.

**NOTE 2:** Certification of Student-Athletes: Eligibility certification is required for all students before representing their institution in any manner (scrimmage, exhibition, freshmen, junior varsity, or varsity) against competitors not directly identified with the institution in any sport recognized by the NCCAA. The institution must submit eligibility certification to the NCCAA Eligibility Coordinator prior to participation.

**NOTE 3:** Submitting Eligibility Certificates: The NCCAA Official Eligibility Certificate and, if applicable, the Transfer Player Eligibility Statement and the NCCAA Transfer Verification Form must be sent to the NCCAA Eligibility Coordinator before competition is allowed. Certificate of Clearance must be filed with the Compliance Officer. Students competing prior to submitting the proper forms are participating ineligibly. Penalties for delinquent filing can be severe.

2. Institutions that sponsor sports that carry over from one term to another (e.g., 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.

   It is the responsibility of a member institution to determine the validity of the information on which the eligibility of a student-athlete is based. Therefore, it is the responsibility of a member institution to:
   a. Secure official transcripts before a student-athlete competes.
   b. Determine whether a transcript is valid for use to determine eligibility.
   c. Maintain the integrity of the process between the admissions office and the athletic department.

**SECTION 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 Coordinator and the Eligibility Coordinator.

2. Should the Eligibility Coordinator, after reviewing all information, determine that a violation has not occurred, the case shall be closed at that time.

3. Eligibility cases, which are initiated by an institution, must be submitted by the Compliance Officer and the Athletics Director at that institution to the Eligibility Coordinator.

   When apparent violations come to the attention of the Eligibility Coordinator, the NCCAA Eligibility Coordinator shall notify in writing the Compliance Officer, the Athletics Director, and the Chief Executive Officer of the institution before processing the case.

4. Upon receipt of an actual or apparent violation, the following information must be sent it to the NCCAA Eligibility Coordinator 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 Compliance Officer concerning the case and corrective steps to be taken by the institution.
   d. Statement from the student(s) involved, if possible.

5. The Chief Executive Officer, after reviewing the case, may, within seven days of receipt, send a response to the Eligibility Coordinator, which shall be included in the material reviewed.

6. In eligibility cases involving the participation of an ineligible student according to NCCAA rules and standards in either program in which it holds membership, NCCAA Infractions and Penalties section shall be applied by the institution.

7. All eligibility cases must be processed through the NCCAA Eligibility Coordinator and the NCCAA National Eligibility Committee.

8. Conference action taken by an affiliated conference whose requirements are more stringent than those of the NCCAA shall be supported by the NCCAA. Should a member be found to be in violation of an association rule, the case shall 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.

**CASEBOOK EXAMPLE**
**Request for an Eligibility Ruling**
Case: A student wants to participate this weekend, but the Compliance Officer has concerns about the student's eligibility status. Due to the lack of time, can the Regional Coordinator, a member of the National Eligibility Committee, or the National Office be called for a telephone ruling?

Approved Ruling: No. Neither the Regional Coordinator nor the National Office can rule on an eligibility case. The NCCAA Eligibility Coordinator is designated within the Association to rule on eligibility cases. Such rulings shall be made only after receipt and review of all information pertaining to the case. The NCCAA Eligibility Coordinator can rule on behalf of the National Eligibility committee in some cases that are clear.

The Compliance Officer of each member institution is charged with certifying that a student has complied with all regulations. The Compliance Officer relies heavily upon the information from the Registrar and, to some extent, the Athletics Director and coach, but the final decision rests with the Compliance Officer.

The request for clarification of a specific rule may be requested by phone from the Regional Coordinator, but the clarification shall apply only to the specific rule. The final determination about the eligibility status of an individual again rests with the institutional Compliance Officer.

## SECTION M. 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 NCCAA Director of Membership or NCCAA Eligibility Coordinator by the Compliance Officer 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 institutional request and all documentation shall be sent to the National Eligibility Committee, through the Eligibility Coordinator, for a ruling. The ruling shall apply only to the specific case and shall not establish a precedent.

## SECTION N. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation (due to injury or illness). Hardships deal only with seasons of competition.

**CASEBOOK EXAMPLES**
**Hardship Request – Contests counting against the Hardship Limit**
Case: A student plays in seven basketball games and discontinues participation because of illness or accident.

Approved Ruling: The student is charged with a season of competition in basketball because participation limit for basketball is six contests. Each sport has specific limitations, and these are absolute.

**Hardship Request – Term of Attendance**
Case: If the hardship appeal is granted, does the term of attendance in which the student attended and/or participated, count as a term? What if no credits were earned during this term due to the student dropping out?

Approved Ruling: Yes, the term during which the student dropped out of college counts as a term of attendance, regardless of whether credit is earned, unless the student withdraws within 21 days following the official opening date of classes and returns to the same institution. Since the term counts, the student must meet all regulations of

the NCCAA before being eligible again for participation. If the withdrawal is medically supported, the institution may request an exceptional ruling in addition to a hardship to not apply the term of withdrawal to meet the 24/36 institutional credit hour rule upon the student's return.

2. Students transferring from a non-member institution to a member institution who would qualify for NCCAA hardship consideration shall have their requests honored for processing if the requests are fully documented and include the appropriate verification from the previous institution. Hardship cases approved by the NCAA, NAIA, CCAA, and NJCAA are honored by the NCCAA.

3. 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.
   b. The student involved shall not have participated in a number of contests or dates, excluding scrimmages, in the affected sport during the sports season, equal to or more than those listed for the sport:

| | | | | | |
|---|---|---|---|---|---|
| | Baseball | 11 contests | | Softball | 11 contests |
| | Basketball | 7 contests | * | Track & Field - Indoor | 3 meets |
| * | Cross Country | 2 meets | * | Track & Field - Outdoor | 3 meets |
| * | Golf | 8 rounds | | Volleyball | 6 dates |
| | Soccer | 5 contests | | | |

   *[* Scrimmages are not allowed in these sports.]*
   **NOTE**: These limits shall be updated annually to reflect the season of competition rule.
   c. Hardships cannot be requested for students who are incapacitated in the last regular season contest or postseason competition.
   d. All applicable information must appear on the completed certificate. This certificate, along with a current transcript shall be sent to the NCCAA Eligibility Coordinator for processing.
   e. Participation by a student after being examined by a physician for incapacitating injury or illness, and before receiving written medical clearance, shall nullify hardship considerations.

3. The hardship request must be submitted by the Compliance Officer or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
   a. A current transcript of the student involved.
   b. A completed official NCCAA Hardship Request Certificate.

## SECTION O. 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 exceptions listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NCCAA.

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

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

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

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

2. Acts Permitted by NCCAA Amateur Code
   The following acts shall 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.

   Attendance at a professional camp to participate in a tryout is not a violation of amateur standing in the NCCAA if there is a) no contract (player or agent); b) no financial payment (can be housed and fed); c) no participation against other teams.

**CASEBOOK EXAMPLE**
**Competition Against Professional Team**
Case: Is it permissible within NCCAA eligibility rules for a student to compete on a collegiate team against a professional team?

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

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.

**CASEBOOK EXAMPLE**
**Playing with Players Having Lost Amateur Standing**
Case: May a student compete on a non-professional team where some players are receiving compensation in excess of travels, meals, and lodging?

Approved Ruling: Yes, provided the team is not considered professional in any manner and the student in question receives no more than actual expenses for travel, meals, and lodging. Such expenses must be documented and itemized.

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.

   A student may coach at the intercollegiate level as long as compensation (if any) meets the criteria set forth in Section N.2 and, as compensation is institutionally controlled, must be included in the year-end report as institutionally related financial aid. The student may belong to an official's association without prejudice to amateur standing.

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. In individual sports, receipt of prize money based on place finish or performance in an open athletics event. The competition must occur outside the institution's declared playing season during the institution's official summer vacation period. In addition, such prize money shall not exceed the student-athlete's actual and necessary expenses and may be provided only by the sponsor of the event. Actual and necessary expenses shall not include the expenses of or fees of anyone other than the student-athlete.

f. 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.

g. Participating in radio or television programs for the purpose of promoting an amateur athletic event.

h. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities. With certain restrictions, employment in areas such as summer camps, recreation programs, municipal centers, or private clubs shall not jeopardize an athlete's eligibility. Students may solicit and be paid a reasonable amount on a lesson basis or wages must be paid on a fixed hourly, weekly, or monthly basis that is commensurate with the going rate for such employment. Students may give instruction when incidental to the overall job requirements.

i. Receiving compensation for use of name, image, or likeness to promote any commercial product, enterprise, or public or media appearance. It is the responsibility of the student-athlete to notify his/her institution's athletic director or compliance officer in writing of any compensation the student receives from the use of name, image, or likeness in relation to his/her school or status as a student-athlete, if allowed by current state law.

3. Recognized Awards Received by Students
The NCCAA shall recognize the following award structure for awards directly resulting from place of finish or participation in athletics as conforming to the amateur regulations of this Association.

An individual participating as a recognized amateur under the rules of the sport's national governing body shall adhere to the amateur award regulations of the national governing body of that particular sport when the individual is not institutionally identified or when such events are held during the summer in which the individual is not representing an institution.

4. Acts That Result in Loss of Amateur Standing
The following acts shall 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.

**CASEBOOK EXAMPLE**
**Semi-Professional Teams**
Case: A student has signed an agreement to play for a semi-professional soccer team. Although this team bills itself as "semiprofessional," none of the players receive more than actual expenses of travel, meals, and lodging. Has the student lost amateur standing?

Approved Ruling: Yes because the team includes the word "professional" in its advertising. The student is considered to have signed an agreement with a professional team.

   d. Entering into an agreement of any kind to compete in professional athletics 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 Eligibility Committee for review and final dispensation.

## SECTION P. 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. Countable aid includes athletic grants or scholarships, academic scholarships, leadership and/or performance scholarships, outside scholarships administered by the institution, tuition waivers, benefits, room credits, meal credits, institutional loans, and work study, as defined in financial aid packages and that is funded by the institution or government.
   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. Athletes Counting Toward Limits
   Each institution shall identify and report its varsity roster for each sport from the total list of all its student-athletes certified as eligible in that sport. The financial aid policy, including the aid limits, shall apply to varsity participants only. Financial aid to junior varsity-only participants shall not count against the institution's allowable limits and shall not be reported.

   No limit shall be placed on the number of student-athletes on any varsity roster, nor on the combined total number of all varsity and junior varsity athletes. A varsity-roster athlete shall be defined as any athlete who participates for any length of time as a designated varsity participant. An athlete must be designated as varsity if he/she competes in any intercollegiate contest that:
   a. Is included in the institution's or the individual's varsity statistics and/or won-loss record;
   b. Can be used for qualification for postseason competition (e.g., indoor and outdoor track and field, women's golf); or
   c. Can be counted toward team scoring (e.g., indoor and outdoor track and field) for the institution's varsity team.

   NOTE: Designation of varsity or junior varsity status must be made at the time of scheduling for team sports and upon submission of entry forms for individual sports (indoor and outdoor track and field, etc.). In individual sports, athletes cannot qualify for postseason competition based on results of contests in which they are designated as junior varsity.

4. Upper limits for Institutional Aid (for non-sanctioned sports, the NAIA limits shall be followed and enforced)

| | | | |
|---|---|---|---|
| Basketball | 8 | Baseball | 12 |
| Volleyball | 8 | Softball | 10 |
| Track & Field | 12 | Golf | 5 |
| Cross Country | 5 | Soccer | 12 |

   Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

   Academic Exemptions: Academically gifted students shall be exempt from the aid counted by the use of the following criteria:
   a. Aid to continuing students with a 3.60 GPA shall not count against the limits.
   b. Only one half of the aid to continuing students with a 3.30-3.59 GPA shall count against the limits.

   All donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the Chief Executive Officer.

5. A member institution shall award no more financial aid to a student-athlete than the actual cost of:
   a. Tuition;
   b. Mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
   c. Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.
   d. Further financial assistance to a student-athlete by a member institution, other than listed above, is prohibited.

   **EXCEPTION 1:** An institution may pay for necessary medical and dental expenses incidental to a student-athlete's participation in intercollegiate athletics at the member institution. Necessary expenses may include medical, surgical, medication, and therapy expenses incurred as a result of an athletic injury; medical examination costs; and athletic related medical insurance. Institutions shall not provide assistance for expenses for treatment of a student-athlete's illness or injury not resulting from intercollegiate athletics participation.

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

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

6. Institutions not in compliance with the financial aid policy shall be subject to sanctions by the Administration Committee of the Board of Directors.

# NCCAA Official Eligibility Certificate

**Institution** _____ **State** _____ **Sport** _____ **Year** _____

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

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

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

| A | B | | C | D | E | F | G | H* | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| List student name<br><br>Include all athletes on all teams (varsity, junior varsity, etc.)<br><br>List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used. | For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student. | | Terms of attendance (TOA) at any inst. of higher learning, including this term. | JR or SR academically, or participating in 3rd or 4th season this term? | If D is YES, list student's GPA.<br><br>If K is 1 or more, list GPA. | Institutional credit hours enrolled in THIS TOA. | Hours earned LAST TOA. | Hours earned in TOA immediately before the last TOA. | Hours earned in summer and/or non-terms. | Number of hours enrolled in co-op program | Previous seasons of competition in this sport. If none, put "0." | If K lists 3, has the student earned 48 (S) or 72 (Q) credit hours in general ed/major? | List total institutional credit hours earned to date. |
| | ID # (List last 4 numbers.) | Tran. | | | | | | | | | | | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |

**If a quarter system; must be the 2 quarters immediately before the last term of attendance. List each term separately. If a student has not completed 3 consecutive quarters, then must meet 24/36-Hour rule under F and G.*

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

_____
Athletics Director Date

_____
Head Coach Date

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

_____
Registrar Date

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

_____
FAR or Compliance Officer Date

**MUST BE SUBMITTED TO THE NCCAA ELIGIBILITY COORDINATOR PRIOR TO ALLOWING ANY STUDENT TO REPRESENT YOUR INSTITUTION.**

SAMPLE

# NCCAA Official Eligibility Certificate Instructions

| A | B | | C | D | E | F | G | H* | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| List student name<br><br>Include all athletes on all teams (varsity, junior varsity, etc.)<br><br>List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used. | For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student. | | Terms of attendance (TOA) at any inst. of higher learning, including this term. | JR or SR academically, or participating in 3rd or 4th season this term? | If D is YES, list student's GPA.<br><br>If K is 1 or more, list GPA. | Institutional credit hours enrolled in THIS TOA. | Hours earned LAST TOA. | Hours earned in TOA immediately before the last TOA. | Hours earned in summer and/or non-terms. | Number of hours enrolled in co-op program | Previous seasons of competition in this sport. If none, put "0." | If K lists 3, has the student earned 48 (S) or 72 (Q) credit hours in general ed/major? | List total institutional credit hours earned to date. |
| | ID # (List last 4 numbers.) | Tran. | | | | | | | | | | | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |
| | | | | Y ☐ | | | | | | | | Y ☐ | |

SAMPLE

# NCCAA Official Eligibility Certificate Instructions

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

**B.** Enter the student's ID number in the first column. Only list the last four numbers of the ID (no social security numbers). For each transfer student, place a T in the Transfer column and submit completed Transfer Forms for the student.

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

**D.** Check "YES" if the student is classified as a junior/senior academically by your institution or competing in the third or fourth season in the sport specified.

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

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

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

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

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

**J.** List hours enrolled in a co-op program.

**K.** List the previous seasons of competition in this sport charged by all previous institutions.

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

**M.** Students competing in the second season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete in the third season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete in the fourth season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours.

## NCCAA Eligibility Certificate for Entering Freshmen Guidelines

**Entering freshman**: Guidelines shall be followed as set forth in Section C.
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-year or four-year). He/she 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; and
- Have a high school a cumulative GPA of 2.3 or alternatively;
- Meet two of the three following requirements. If as an entering freshman you do not meet at least two of the three standards, you cannot participate in athletics for the first full year of attendance, two semesters, three quarters, or equivalent).

A. A minimum score of 18 on the ACT or 970 on the SAT (Evidence-Based Reading and Writing and Math).

B. A minimum overall high school grade point average of 2.00 on a 4.00 scale. The NCCAA accepts the grade point average determined by the high school, provided it is recorded and awarded in the same manner as for every other student at the school.

C. Rank in the upper half of the student's high school class as it appears on the final high school transcript after the student's date of graduation. 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, assistant or vice principal, guidance counselor or registrar, 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.

   **EXCEPTION**: Completion of nine institutional credit hours prior to identification at any institution of higher education can be used in place of a qualifying class rank. The credit hours must be completed with a grade of "C" or better. The coursework must be accepted as institutional credit on the certifying NCCAA institution's official transcript. The coursework must also be shown as earned prior to the term in which the student wishes to compete, as indicated on an official transcript. For CLEP or AP credit, official documentation issued by the testing service noting the date the exam was taken will suffice.

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

Two of the three requirements must still be met, but the criteria for alternative high school experiences and those outside the U.S. are determined as follows:

**EXCEPTION**: An entering freshman who satisfies one of the initial eligibility requirements found in Section C, Item 2 can gain eligibility in a subsequent term if the student passed 12 institutional credit hours with a grade of "C" or better during the first term of attendance at the certifying NCCAA institution.

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

**GED (General Education Diploma) and HiSet Students:** (Section C.2.c. Note 1)
A. Must achieve a minimum of 18 on the ACT or 970 on the SAT as stated in Item A above.

B. Must meet the GPA requirement in Item B above.

C. Class rank requirement is not applicable regarding GED/HiSet.

*(continued)*

## NCCAA Eligibility Certificate for Entering Freshmen Guidelines - Page 2

**Home-Schooled Students:** (Section C.2.c. Note 2)

A. Must achieve a minimum of 18 on the ACT or 970 on the SAT as stated in Item A above.

B. Must receive the certificate (or equivalent) granted by the appropriate state verifying successful completion of home schooling requirements. If the state does not issue certificates (or equivalent) the case must go to the NCCAA National Eligibility Committee.

C. Class rank requirement is not applicable regarding home-schooled students.

**International Students:** (Section C.2.c. Note 3)

The same three 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:

A. A score of 18 or higher on the ACT OR 970 or higher on the SAT (Evidence-Based Reading and Writing and Math); and

B. 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 (two semesters, quarters, or equivalent) that such a student is identified with an institution(s).

# NCCAA Division I Official Eligibility Certificate for Entering Freshmen

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

**Institution** _____ **State** _____ **Sport** _____ **Year** _____

Check one: ☐ **Men's** ☐ **Women's**

NOTE: Each student MUST have a 2.3 GPA or meet 2 of 3 columns A, B, or C. Students must also be certified on the NCCAA Official Eligibility Certificate prior to participation.

| List name of student | Date of birth xx/xx/xx | A | B | | C | D | IF APPLICABLE | |
|---|---|---|---|---|---|---|---|---|
| | | List overall high school GPA<br><br>*If below 2.3 must meet one of B or C. | Score from a single ACT test | Score from a single SAT test | Was student ranked in the upper half of his/her graduating class? (YES or NO) | Exception (see instructions) | GED/Home schooled Students: List date certificate was awarded. | International Students: Have received an InCred evaluation. |
| | | | TAKEN ON A NATIONAL TESTING DATE OR OFFICIAL STATE ASSESSMENT DATE | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |

SAMPLE

I certify the above information is accurate.

_____

Registrar Date

I certify that the above incoming students comply with NCCAA regulations.

_____

Compliance Officer/Athletic Director Date

# NCCAA Transfer Player Eligibility Statement

This form should be completed by the Compliance Officer (assisted by the transfer student) only once at any NCCAA institution. All students who have previously been identified with an institution of higher learning must complete this form prior to participation.

Institution _____ State _____

Student Name _____

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

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

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

☐ Yes ☐ No Did you graduate from high school?
If "Yes", give month and year of high school graduation: Month ____ Year ____

High School Name _____
City, State, Country** _____

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

☐ Yes ☐ No Have you served on Active Military Duty for one year or more?
If "Yes", list date of discharge: _____

☐ Yes ☐ No Have you been granted a hardship/medical redshirt by any intercollegiate athletics association or conference?
If "Yes", complete the following:
Sport _____ Year _____

Granted by _____

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

☐ Yes ☐ No Have you ever attended a four-year college or university (4-YEAR), a trade school (TRADE), a junior college (2-YEAR), or other post-high school institution (OTHER)? **

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

**ATTENDANCE SECTION** (account for every academic/calendar term since high school)

| Name of Institution | Type (use codes above) | City, State | From MO/YR To MO/YR | Number & Type of terms of attendance | PT or FT |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**GAPS IN ATTENDANCE** (account for every academic/calendar period since high school)

| Name of Activity | Type | City, State | From MO/YR To MO/YR |
|---|---|---|---|
| | | | |
| | | | |

**COMPETITION SECTION**

☐ Yes ☐ No Did you participate in an intercollegiate contest at any previous institution? List below any seasons of competition in ALL intercollegiate sports: (If you did not participate, write "None.")

| Name of Institution | Seasons of competition* (List 1, 2, 3, or 4) | | Sport | Academic Year(s) |
|---|---|---|---|---|
| | PLAYED | CHARGED | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

*(continued)*



SAMPLE

## Transfer Player Eligibility Statement – Page 2

This page to be completed by the Compliance Officer

Name of Student _____ Filing Institution _____ State _____

We verify that the following is confirmed and accurate: (initial or mark the 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.

☐ 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.

☐ The transfer student-athlete did not participate in any intercollegiate sport prior to enrolling in the present institution.

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

- The student-athlete hasn't previously participated in ANY intercollegiate sport at any institution (not just the sport for which he/she is currently being cleared).
- If the student is in the first four terms of attendance, then the student-athlete would have met all other freshman eligibility requirements upon initial identification with our institution.
- If the student is in the fifth or more terms of attendance, then the student-athlete has an overall GPA of 2.00 on a 4.00 scale calculated based on 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 at a previous institution prior to enrolling in the present institution and has submitted a NCCAA Transfer Verification Form. **(See Appendix G.)**

☐ 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 in two different institutions in the same sport during an academic year.

☐ **InCred verification has been completed relative to international student-athlete eligibility.

☐ Please list any special case that does not fall into any category above:_____

_____

_____

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

Compliance Officer's Signature _____

Date _____ Institution _____

SAMPLE

## NCCAA Transfer Verification Form

DATE _____

TO
PREVIOUS INSTITUTION _____ CITY, STATE _____

FROM
CURRENT INSTITUTION _____ CITY, STATE _____

The information requested below is needed to determine this student's athletic eligibility.

_____ from your institution is transferring to our institution
(Name of student-athlete)

_____ and participating in intercollegiate athletics.
(Name of Institution)

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

| Sport | Academic attendance | # of seasons of competition | | Academic years in which competition occurred |
|---|---|---|---|---|
| | | Played | Charged | |
| | | | | |
| | | | | |

2. Is this student in good academic standing at your institution? ☐ Yes ☐ No

   If no, please explain. _____

3. Is this student in good financial standing at your institution? ☐ Yes ☐ No

   If no, please explain. _____

4. Is this student suspended or on probation at your institution? ☐ Yes ☐ No

   If yes, what are the stipulations of this suspension/probation? _____

5. Had this student remained at your institution, would he/she have been academically and athletically eligible according to your primary athletic national association (NAIA, NCAA, NCCAA, USCAA, ACCA, CCAA)?

   ☐ Yes ☐ No

   If not, please explain. _____

PREVIOUS INSTITUTION _____

COMPLETER (print) _____ TITLE _____

COMPLETER SIGNATURE _____ DATE _____

CURRENT INSTITUTION ATHLETICS DIRECTOR
SIGNATURE _____ DATE _____

ELIGIBILITY COORDINATOR
SIGNATURE _____ DATE _____

**(Copy must be sent to the NCCAA Eligibility Coordinator along with eligibility forms.)**
**(Only for someone who played athletics at the previous school in the previous year.)**

SAMPLE

## NCCAA Certificate of Clearance

Institution _____ State _____

In accordance with the Family Educational Rights and Privacy Act, I, the undersigned, hereby authorize the Faculty Athletics Representative, Athletics Director and Registrar of the institution I am attending to release any and all information about me which pertains to my eligibility to participate in intercollegiate athletics. The release of such information shall be restricted to any and all official representatives of the NCCAA and its member representatives (if applicable), only for the purpose of determining my eligibility for intercollegiate athletics. It is further understood that I may receive copies of such material from the institution upon request. In addition, my GPA can be shared for the purposes of determining if I qualify for association awards.

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

**This form is to be completed and retained by the institution. This form must be available to the National Eligibility Chair upon request. Make copies as needed.**

| Print or Type Student-Athlete's Name | Signature of Student-Athlete | Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SAMPLE

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

| Athletics Director or Compliance Officer | Institution/State | Date |
|---|---|---|

## NCCAA Official Hardship Request Certificate

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

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

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

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

| **Date** | **Opponent(s)** | **Date** | **Opponent(s)** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

List ***all*** seasons of competition, ***including*** current season, of the sport in question. *(Example: 2016-17, 2017-18)*

| | | | |
|---|---|---|---|
| | | | |

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

_____ _____
Athletics Director or Compliance Officer Position

_____ _____
Coach Date

**5.** **To be completed in full by the attending physician (must be an M.D. or D.O.)**
**Please CHECK YOUR ANSWERS and INITIAL each blank.**

| | | |
|---|---|---|
| 1. Was the athlete under medical care prior to the injury or illness that initiated this hardship request? If yes, was the athlete medically released for participation prior to the injury/illness in question? | ☐ YES ☐ NO | Initials _____ |
| 2. Did the injury/illness incapacitate the student from competing the remainder of the sport season in question? | ☐ YES ☐ NO | Initials _____ |
| 3. When did you examine the athlete AND recommend no further competition for the remainder of the season? | Date ___/___/___ | Initials _____ |
| 4. When, in your judgment, will the athlete be medically fit to return to competitive athletics? | Date ___/___/___ | Initials _____ |

5. _____ _____ _____ M.D. ☐
Physician's Signature Date Physician's Printed Name D.O. ☐

6. _____
Address/City/State/Zip

**6.** ☐ **Attach current transcript.**

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

**FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS SPACE**

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

_____ _____
NCCAA Eligibility Coordinator Date

SAMPLE

## NCCAA Exception to a Standard Rule Form

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

1. Student's Name / Sport _____

   Institution _____

   Region _____

2. Rule seeking exception: ARTICLE _____ SECTION _____ ITEM _____

   All pertinent information regarding the request should be attached to this sheet.

3. Transcript attached. Please check box. ☐

4. Athletics Director Signature _____

5. Faculty Athletics Representative/
   Compliance Officer Signature _____

6. Date sent to NCCAA Director of Membership or Eligibility Coordinator _____ / _____ / _____

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

**Additional Documentation**

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

**Required Items:**

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

**Additional Items: (providing this information shall assist in the expediting the request)**

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

**Questions?**

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

**Phone** (864) 250-1199 x103 | **Email** bgilmore@thenccaa.org

SAMPLE