NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Eligibility & Casebook

Division II

Eligibility & Casebook Division II

ELIGIBILITY PROCESS

1. Eligibility forms shall be sent to the Eligibility Coordinator. Institutions should use NCCAA eligibility forms. **Eligibility forms are to be sent prior to the first contest and/or scrimmage (EACH TERM) in that particular sport.**

2. Please check for errors. Review the NCCAA Official Handbook.

3. When there are any questions or concerns regarding eligibility, please address those concerns with the institutions Compliance Officer first and if the Compliance Officer cannot answer the questions, then the Compliance Officer should contact the Eligibility Coordinator.

4. The Eligibility Coordinator shall poll the National Eligibility Committee regarding a decision for any Exception Request and report back to the respective Compliance Officer at the institution.

5. The Administration Committee may deal with cases of extreme complexity after referral by the Director of Membership and the Eligibility Coordinator.

6. Report all violations. Please do not assume someone else will communicate eligibility concerns.

7. The NCCAA National Office may give clarifications over the telephone, but no official rulings shall be made over the telephone until all written work is submitted to the Eligibility Coordinator.

All eligibility forms appear in the Eligibility & Casebook section.

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

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

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ARTICLE I: ELIGIBILITY GUIDELINES AND REQUIREMENTS

APPLICATION OF ELIGIBILITY RULES

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

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 NCCAA 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.

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

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

SECTION A. DEFINITIONS

1. Eligibility Case: An actual or possible violation of an NCCAA rule or regulation as reported by the institution to the Eligibility Coordinator and/or the National Office or notification to the institution by the 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, 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 A, item 16 of the NCCAA Eligibility & Casebook section.
   b. the competition is noted as an Exhibition on the institutional schedule.
   c. the competition is against a non-NCCAA Division II opponent (e.g., exhibition can be vs. NAIA, NCAA, and other countable opponents but not another NCCAA-only Division II 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 to represent the institution in any extra-curricular activity.

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

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

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

   NOTE: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and 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 student, however, shall not have the term applied in determining the 9-Hour Rule or the 24/36-Hour Rule if enrollment in 12 institutional credit hours was not noted on the institution's official transcript.

   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. 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.

   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/she is enrolled in 12 credit hours but only 6 of which are institutional credit?

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

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

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

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

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

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

Participation Prior to Enrollment in the Fall: 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 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 and a term of attendance shall be charged for such competition.

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

   EXCEPTION: Coursework awarded earned credit hours with a grade of F (or the equivalent) shall not be considered institutional credit hours for purposes of the 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 A.20. 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.

    For those students enrolled in the inter-term, an institution is required to certify eligibility after each term and after 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.

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 Section A. Items 8 and 19. 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 set forth by that institution's catalog.

14. Participation: Competing in an intercollegiate contest as defined by Section A, Item 10 of the NCCAA Eligibility & 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 is:
    a. Enrolled in a full-time class load, as defined by the institution, for the applicable summer term, or
    b. Enrolled in at least 12 institutional credit hours for the immediately subsequent fall term.
    Such practice activities and competitions are not considered to be a tryout.

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

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

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

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

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

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

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

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

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

    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 the Sports Policies & Procedures section II.B.), the student-athlete is not eligible for a medical hardship.

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.

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

Approved Ruling: This student would have the games played count toward the 20% threshold for charging a season of competition. He/she is permitted four seasons of participation but may not split a season into two or more parts without counting as two seasons of participation.

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 considered to be competing as an unattached student-athlete if the following five criteria are met:

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

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.

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 the purpose of this Bylaw, eligibility shall be determined by the Eligibility Coordinator.

NOTE 5: Unless specified elsewhere in the Bylaws, no student shall be charged more than one 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 a quarter, semester, or trimester in which the student-athlete enrolls for a minimum of 12 credit hours (summer sessions not included) and attends one or more regularly scheduled classes. (the student becomes identified at a single institution). The word "term" as used throughout Article I, refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any institution. The first

day of the term is the first day classes officially meet for the institution as a whole. The end of term is the last day institutional classes meet for instruction or examination.

Summer sessions, winter mini sessions, and any term enrolled (attempted) in 11 or less hours of credit are not considered terms of attendance.

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

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.

High School Student: High school students may take 12 or more dual credit hours of college credits in a term without establishing a term of attendance.

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

CASEBOOK EXAMPLES
Term of Attendance – Online
Case: Does enrolling in online courses for 12 or more credits constitute a term of attendance?

Approved Ruling: Yes.

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

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

A. Such a student-athlete shall be eligible to compete in intercollegiate contests, including NCCAA events, upon his/her return from the games, providing:
   1. He/she meets all requirements of Article I, Section C, except the enrollment requirements of 1.b.
   2. He/she was enrolled in the institution which he/she is to represent during the immediately preceding term.

B. Participation under this exception shall count as one of the four permitted seasons of participation (Article I, Section D.).

C. The student-athlete shall not be charged with a term of attendance for such participation (providing he/she carried less than 12 credit hours).

Withdrawal and Transfer
Case: A freshman enrolled for 12 credit hours at an institution this past fall and withdrew prior to the institution's official census date. Because the student withdrew within the drop period established by the institution, and no courses appear on the official transcript for the term, is this student subject to the 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.

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. To be properly certified, the inter-term must be declared as stand-alone 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.

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 3 hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36-Hour Rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the current term.

If 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 shall be applied to the term in which the institution would normally record the credit on the transcript.

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

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.

23. Transfer: A student who becomes identified with an NCCAA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NCCAA Transfer Player Eligibility Statement (Appendix B) and, if applicable, the Transfer Verification Form (Appendix F) 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.

CASEBOOK EXAMPLES

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

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

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

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

2. 12-Hour-Rule: A student-athlete must be identified and enrolled in a minimum of 12 institutional credit hours with at least 9 institutional credit hours at an NCCAA institution at the time of participation. Upon reducing the class load to fewer than 12 institutional credit hours at a 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. CLEP credit may be used to meet the 24-Hour-Rule and progression rule but cannot be used to meet the 12-Hour-Rule because they need to be enrolled in 12 hours to meet this rule.

   EXCEPTION: A student who shall complete requirements for graduation for a baccalaureate degree 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 certificate program is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Section D, Item 4.

   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.

   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.

   Remedial/Development Courses: Remedial/developmental courses (generally indicated as 090 courses) may count toward satisfying the 12- and 24-hour rules if such courses are required by the student athlete's institution and academic credit is applied to the student's transcript. Such courses do not need to count toward graduation requirements to qualify for the 12- and 24-hour rules.

CASEBOOK EXAMPLES

Ineligible Participation

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

Approved Ruling: No.

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

Approved Ruling: No.

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

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

12-Hour Rule

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

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

Remedial/Developmental Courses

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

Branch and Extension Centers

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

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

3. 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).

   EXCEPTION 1: 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.

   A student receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term.

EXCEPTION 2: A student shall be exempt from meeting the 24/36-hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has:

a. not previously participated in any intercollegiate sport at any institution;
b. met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four semesters/six quarters or equivalent of attendance); or
c. 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 their first term.

EXCEPTION 3: If a student-athlete is out of school for 2 full academic semesters (0 hours attempted, including summer or inter-term hours), the 24/36-hour rule is waived whether or not the student-athlete transfers to another institution. This waiver shall extend for the first 2 terms of consecutive attendance and then the student must meet the 24-Hour-Rule for all subsequent terms. 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 their first term. All other eligibility rules shall remain in effect.

EXCEPTION 4: If a student-athlete withdraws from college at any time during the semester for reasons of illness, accident, or other bona fide emergency circumstances, and can verify through the registrar's office that he/she withdrew passing in all courses, then that semester shall not count toward the 9/24/36-hour rule. The reason for withdrawal must be documented and submitted to the NCCAA Eligibility Coordinator. The progress rule shall also be waived for one year.

CASEBOOK EXAMPLES

Failing Grade

Case: A student-athlete gets two "C's" and two "F's" in the first freshman term in four three-hour courses. Since all grades go on the permanent record of the student-athlete, and these hours are, therefore, "credited to the student", does this satisfy the 9-Hour rule for a second term student-athlete to be eligible?

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

Transfer of "D" Grades

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

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

12/24-Hour Rule Military Service

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

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

24-Hour Rule

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

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

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

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

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

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

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

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

4. An entering freshman 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 9 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.

CASEBOOK EXAMPLE
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 incompletes 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 the 24/36-hour rule.

5. A student-athlete must be making normal progress toward a recognized degree and must maintain the minimum grade point average as defined by the institution in the official catalog and the NCCAA (where applicable).
6. A student-athlete must be eligible in his/her own institution and/or conference to be eligible for NCCAA intercollegiate competition, providing the conference is NCCAA affiliated. Where institution and/or conference eligibility rules are higher than minimal NCCAA rules and standards, the student-athlete must be eligible, according to his/her institution and/or conference standards, to compete in intercollegiate competition. In cases where institution and/or conference standards are lower than those of NCCAA, a student-athlete must conform to the higher NCCAA rules and standards to be eligible for intercollegiate competition.
7. GPA Rule: If a student has not previously been charged a season of competition before his/her junior year, 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.
8. Progress 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 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 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.

   NOTE 1: Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement at the new institution (hours included cannot be developmental courses, failed courses, or courses that do not fit into any previous or current degree programs).

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.

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 and all succeeding seasons of eligibility provided that the student-athlete maintains satisfactory progress toward an institutional degree.

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

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

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

9. 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.

10. A transfer student must be academically and athletically eligible at the former school (according to their primary athletic national association (NAIA, NCAA, NCCAA, USCAA, CCAA) to be immediately eligible at the NCCAA school. Appendix B and Appendix E must be sent to the Eligibility Coordinator.

11. 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.

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

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

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

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

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

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

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

12. A student who needs only a student teaching assignment, student ministry internship, or similar off-campus academic requirement to complete his/her graduation requirements may declare the semester prior to such an assignment as their final academic semester and final semester of athletic participation. Thus, a student-athlete shall be allowed to participate with fewer than 12 credit hours in that declared final regular academic.

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

Approved Ruling: Yes. A student may enroll in fewer than 12 credit hours in a term if that student has completed all requirements for graduation except for those courses enrolled in for the current term.

13. Cooperative Exchange Programs
    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 a 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 the home institution per semester (or until 36 hours minimum is accumulated at the home institution).
   b) Step 2: Attempt and pass a minimum of 6 hours at the home institution per semester (or until 54 hours minimum is accumulated at the home institution).
   c) Step 3: Attempt and pass a minimum of three hours at the home institution per semester (until completion).

1) Transfer Student: A transfer student shall be required to take nine hours the first semester at the home institution; then he/she shall be required to take hours based on the cumulative hour requirement.
2) 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 what 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, as a result 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 apply to all students at the home institution.

14. A student-athlete entering college after the date established and published by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate games until a period in which two full weeks of residence has been completed. Entering college shall mean completion of enrollment under this paragraph. Competition may begin at 12:00 a.m. the day following the completion of the two full weeks of residence.

SECTION C. ELIGIBILITY, TERMINATION, REESTABLISHMENT AND DISCONTINUED SPORTS

1. A student-athlete who loses his/her eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 P.M. (ET), Saturday) in which the term ends.

2. A student-athlete who loses eligibility at the end of a term for any other reason than graduation becomes ineligible at midnight of the 30th day following the close of the term as stated in the official catalog.

3. A student who is eligible the last day of a term may retain eligibility until midnight of the 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 will 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. 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.

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

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

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

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

6. A student-athlete who has completed all academic requirements for graduation at a four-year institution may continue to compete provided the student is enrolled in and pursuing post-baccalaureate coursework as described in Section F. A student who is not enrolled in such additional coursework and who has completed all academic requirements for graduation from a four-year institution is ineligible for further intercollegiate participation. This rule applies to any student-athlete who has completed his/her eligibility in a sport in any four-year institution, either NCCAA affiliated or other. Such a student-athlete cannot regain eligibility in that sport in an NCCAA institution.

7. 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.

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

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

9. 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.

   EXCEPTION: A student may be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (e.g., cancer, chemical dependency) and treatment or a sufficiently intrusive

psychological or mental illness. Appropriate medical documentation that establishes the student's inability to compete is required and must be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., doctor of medicine, doctor of osteopathic medicine, psychologist, psychiatrist, clinical counselor, etc.). The request for the extended period of time shall be processed as an exceptional ruling to a standard rule.

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

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

10. Intercollegiate participation is permitted provided the student has athletic eligibility remaining and is enrolled at the same institution of his/her graduation or a graduate transfer with less than 10 terms of attendance. The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.

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

12. 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.

    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 has 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's/coach's rules is not considered the same as violating institutional athletic department policies.

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

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

13. 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 D. TRANSFER REQUIREMENT

1. Any student-athlete transferring to an institution who has met the above-stated criteria for making progress toward a degree shall be immediately eligible for participation in any sport. A transfer student can compete immediately at the new institution, and there is not a release required, pursuant to any applicable institutional rules. 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.

    EXCEPTION 1: 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.

    EXCEPTION 2: 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 in a sport for representing two different institutions in the same sport during an academic year.

    EXCEPTION 3: A student-athlete is permitted a one-time transfer to another Division II institution.

    A second transfer request shall be permitted, but the student-athlete shall be ineligible for athletic participation for two consecutive terms (or trimester/quarter equivalent of three term, excluding summer term) in all sports at the new institution.

    NOTE 1: Students dismissed for disciplinary reasons must follow the NCCAA Handbook guidelines on suspensions found in Section C.12.

    NOTE 2: Students cut from their team(s) prior to the first date of competition shall be treated as non-athletes and the above rule shall not apply.

    Anyone transferring after this time becomes a transfer student, regardless of whether or not he/she participated in intercollegiate athletics.

2. Transfer Verification

When a student-athlete elects to transfer from one institution to another institution, and before competition, the new institution must complete and send the NCCAA Transfer Verification Form (see Appendix E) to the previously attended institution if the transfer student competed in the previous season at the previous institution. A copy of this completed form must be sent to the Eligibility Coordinator.

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 approved by the Eligibility Coordinator provided the NCCAA institution can produce the prescribed written documentation showing a transfer verification was requested.

To satisfy this requirement, the following must occur:

a. The request must be made via email and is made clear to the athletics director and or the compliance officer.
b. 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.
c. The 20 days start at the time the email request was sent and shall be 20 calendar days.
d. 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.

Fractions of Terms: A student may play out a term if they have two-thirds 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.

CASEBOOK EXAMPLE

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

Approved Ruling: The transfer rule shall not apply.

Counting Terms of Attendance (Semesters/Quarters/Trimesters)

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

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

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

SECTION E. JUNIOR COLLEGE TRANSFERS

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

CASEBOOK EXAMPLE

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

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

SECTION F. 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 G. MILITARY 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 Director of Membership 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 Exception rule, and all regulations shall apply.
4. The Military Service Eligibility Exception can be applied at one member institution only. Upon transfer to a second member institution all provisions of a transfer student-athlete 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 the any part of the exception.

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 H. FOREIGN STUDENTS IN THE UNITED STATES AND ABROAD

1. A student who is a United States citizen attending a foreign university under the student abroad plan, student exchange or comparable program, is not considered to be a transfer student if he/she returns directly to his/her own institution.

2. A student who is not a United States citizen and is enrolled in an NCCAA participating institution may return to his/her country of origin for the purpose of attending college, for a period not to exceed one year, and then return to the same NCCAA participating institution previously attended without penalty. For purposes of computing duration of eligibility for athletic participation, a year of attendance at a foreign college or university shall count as two semesters or three quarters.

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

SECTION I. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES

An institution must clear each student-athlete's eligibility before the student-athlete participates in any intercollegiate contest. The institution must then send the eligibility certificates and all appropriate forms to the NCCAA Eligibility Coordinator prior to the first contest of the respective sport. Early filing shall avoid delinquent penalties.

1. It shall be the responsibility of the Compliance Officer of each institution to confirm the eligibility of each student-athlete prior to his/her participation. A typed list of all players eligible to participate in the sport in season shall be filed with the NCCAA Eligibility Coordinator, on official forms signed by the Registrar, Athletics Director, and

Compliance Officer of the institution. These lists shall be submitted to the NCCAA Eligibility Coordinator before participation in any intercollegiate event. An intercollegiate event includes scrimmages and contests against clubs, junior varsity, and varsity teams, regardless of their status (EXCEPTION: institution's own alumni team). Reports become delinquent after the first contest in that respective sport.

NOTE 1: NCCAA Official Eligibility Certificates, and, if applicable, the Transfer Player Eligibility Statement, Transfer Verification Form, and all other applicable NCCAA eligibility documents may be submitted to the Eligibility Coordinator electronically (Teamworks).

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

NOTE 2: 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.

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

SECTION J. THE NATIONAL ELIGIBILITY COMMITTEE

1. The National Eligibility Committee, composed of the Eligibility Coordinator, who shall serve as the National Eligibility Chair, the NCCAA First Vice-President and three other members appointed by the Chair, shall serve as the official body to administer all NCCAA eligibility matters.

2. Functions of the National Eligibility Committee are (see Bylaws, Section 4.05):
   a. To operate under policies developed by the NCCAA and to work in the disposition of all eligibility problems that are referred to by the Eligibility Coordinator.
   b. To interpret and recommend amateur policy and problems to NCCAA participating institutions.
   c. To screen recommendations of the participating institutions for changes in rules and standards, and to bring recommendations before the Annual Meeting delegation.
   d. To initiate such changes in organization standards or policies as it feels wise and in the best interest of the organization, and to make recommendations for consideration by the Annual Meeting delegation and participating institutions.
   e. To work with the Compliance Officer and/or Athletics Directors of the participating institutions in developing a national program of rules and standards of improvement.

SECTION K. PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NCCAA rule or regulation has taken place and has been duly reported to the Regional Coordinator and the Eligibility Coordinator. If there is reasonable doubt regarding a student-athlete's eligibility, the Director of Membership or the Executive Director may direct that the student-athlete be withheld from competition pending final ruling.

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

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

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

Approved Ruling: Yes. Such a protest must be documented and submitted to the institution with the potential violation and the Director of Membership. However, if such a protest is submitted less than 15 calendar days prior to the

beginning date of an NCCAA regional or national event or championship, and if the student-athlete protested has been duly certified by his/her institution as eligible for competition in the event or championship, the protest shall not receive consideration until after the NCCAA regional or national event or championship is completed. Should the protest be upheld, penalties may include forfeiture of any individual or team honors won. Institutions considering the filing of such a protest are cautioned to ensure that a basis for protest does indeed exist and can be documented.

3. Upon receipt of the case, the Regional Coordinator shall inform the Director of Membership and vice versa of each new case being investigated.

4. All eligibility cases involving actual or apparent violations shall be received by the Director of Membership for processing. The National Eligibility Committee, in conjunction with the Director of Membership and the Eligibility Coordinator, shall rule on all cases involving the eligibility status of student-athletes.

5. Only the NCCAA National Eligibility Committee, in conjunction with the Director of Membership, or a duly appointed subcommittee of Board of Directors, may place an institution on probation and, in such cases where institutional suspension is possible, the final authority for disposition shall rest with the NCCAA Board of Directors.

6. Upon receipt of an actual or apparent violation, the Director of Membership shall obtain the following information and send it to the National Eligibility Committee:
   a. All pertinent data on the case (type of violation, date, place, etc.).
   b. An up-to-date transcript of the student(s) involved (a listing of past courses enrolled in, grades and current enrollment, signed by the Registrar, is acceptable).
   c. A written statement from the institution's Athletics Director and/or Compliance Officer concerning the case and corrective steps to be taken by the institution.
   d. Statement from the student(s) involved, if possible.
   e. A recommendation from the regional membership, submitted and signed by the Regional Coordinator.

7. Use of Ineligible Student-Athletes in Intercollegiate Competition: Any participating institution which permits the use of a student-athlete who is ineligible, according to NCCAA rules and standards, shall thereby automatically be suspended from competing in all regional and national events sponsored by the NCCAA in that particular sport, pending a full investigation by the NCCAA National Eligibility Committee.

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

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

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

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

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

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

Exceptional cases are to be processed as follows (see Appendix F):

1. The request for an exceptional ruling must be submitted to the Director of Membership or the Eligibility Coordinator by the Compliance Officer or the Athletics Director of the institution requesting the ruling. The request must

include all pertinent information concerning the request. Transcripts, the standard rule in question and the reasons why an exceptional ruling should be granted must be included.

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

3. An institution may, on behalf of the student-athlete, appeal a decision made by the NCCAA National Eligibility Committee to the Executive Director. The appeal, and reason for such, must be submitted to the Executive Director by the Compliance Officer or the Athletics Director of the institution making the appeal.

SECTION M. INSTITUTIONAL APPEAL – INSTITUTIONAL PENALTY

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

SECTION N. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation. **Hardships deal only with seasons of competition**.

2. 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. It must involve an injury or illness which is beyond the control of the student-athlete or coach, and incapacitates the student-athlete from competing further during the sport season in question, as verified by the attending physician (M.D. or D. O.) who must have examined the student during the sport season in question.
   b. The student-athlete involved shall not have participated in a number of contests or dates, excluding scrimmages, in the affected sport during the sport season, equal to or more than those listed for the sport:

Baseball ..... 11 contests	Soccer ..... 5 contests
Basketball ..... 7 contests	*Outdoor Track & Field ... 3 meets
*Cross Country..... 2 meets	Volleyball ..... 6 dates
Softball ..... 11 contests	*Golf..... 8 rounds
*Indoor Track & Field..... 3 meets	*[* 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 student-athletes who are incapacitated in the last regular season contest or postseason competition.
   d. All applicable information must appear on the completed certificate. This certificate, along with a current transcript, shall be sent to the NCCAA Eligibility Coordinator for processing.
   e. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

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

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

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

Approved Ruling: Yes.

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

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

ARTICLE II: AMATEUR RULES AND REINSTATEMENT POLICIES

SECTION A. DEFINITION OF AN AMATEUR

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

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

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

   EXCEPTION 3: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.
   EXCEPTION 4: A student who becomes a professional in beach volleyball is considered a professional in the sport of volleyball.

SECTION B. ACTS PERMITTED BY NCCAA AMATEUR CODE

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

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

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

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

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

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

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

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

Employment of Student-Athletes
Comment: Such supervision may be at summer camps, recreation programs, municipal centers or private clubs. Student-athletes may solicit and be paid on a lesson basis. A student-athlete may endorse or sell any item under his/her name if an NIL agreement has been established. He/she may, however, give instruction when incidental to the total job. The student-athlete's wage must be on a fixed hourly, weekly or monthly basis that is commensurate with the going rate for such employment.

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

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

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

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

1. Playing with an amateur team against a professional team or player, if under the sponsorship or approval of the NCCAA or the governing body of the sport concerned. Attendance at a professional camp to participate in a tryout is not a violation of amateur standing in the NCCAA if there is no:
   a. contract (player or agent);
   b. financial payment (may be housed and fed);
   c. participation against other teams.

2. Participating as a member of a team while not receiving remuneration (expense reimbursement) beyond actual expenses of travel, meals, and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NCCAA amateur limits. Expenses must be itemized and properly documented.

3. Receiving reasonable compensation for officiating or coaching in amateur, recreational, or interscholastic programs. A student may solicit and be paid reasonable compensation on a lesson basis.

4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in the Bylaws. Such compensation shall be considered athletic aid, as defined by official NCCAA policy, and shall be reported as such. Exception to the DII Financial Aid policy may be granted to individuals who coach and receive minimal compensation using the Exception to a Standard Rule process.

5. 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 or fees of anyone other than the student-athlete.

6. 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.

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

8. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.

9. 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 person 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.

SECTION C. RECOGNIZED AWARDS RECEIVED BY STUDENT-ATHLETES

The NCCAA shall recognize the following award structure for awards directly resulting from place 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.

SECTION D. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

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

1. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals, and lodging only. Expenses must be itemized and properly documented.

2. Signing a contract with any professional team.

3. Participating in an athletic contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals, and lodging only.

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

Approved Ruling: No. If he/she participates with the team, the student-athlete is considered a member of the team and is in violation of the NCCAA Handbook.

4. Entering into an agreement of any kind to compete in professional athletics with a professional sports organization.

SECTION E. REINSTATEMENT APPLICATION PROCEDURES

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

1. Submit a petition, in writing, by the student-athlete and approved by the duly authorized athletics representative of his/her institution. Such a petition must explain the reasons for loss of amateur standing within a given sport and the basis upon which reinstatement is requested.

2. The petition for reinstatement shall be sent to the Regional Coordinator, who shall submit it to the Director of Membership who shall submit the information to the National Eligibility Committee for its investigation and formal actions.

3. Upon approval of the National Eligibility Committee, the Director of Membership shall send the petition to the Administration Committee of the Board of Directors for review. If the Board of Directors approves the petition, the student-athlete shall become eligible upon completion of the case.

4. In the instance that a student-athlete has signed a contract but has not received any money or remuneration other than actual expenses, and who has not participated as a member of a professional team, an institution may appeal for restoration of amateur standing within the affected sport on behalf of the student-athlete as stipulated above. If the applicant complies with all criteria and the appeal is fully supported by documentation, reinstatement of amateur status within the sport affected shall be effective one year from the date of initial application, provided that the student-athlete has been regularly enrolled during that time and meets eligibility requirements.

5. The Director of Membership shall report the decision of the Administration Committee to the Regional Coordinator and Athletics Director of the institution.

6. Upon fulfilling the above requirements, the student-athlete could be reinstated following these principles:
   a. Ceasing to participate in violation of NCCAA amateur-standing regulations.
   b. Being charged a season of competition in that sport for every competition season in which the student competed in any manner as a professional or in which the student was in violation of the NCCAA amateur code.
   c. Fulfilling two consecutive semesters/three consecutive quarters (or equivalent) of attendance at the institution at which the student wishes to participate prior to being allowed to represent the institution in that sport in any manner in intercollegiate athletics.
   d. Having appropriate verification regarding satisfaction of these criteria submitted to the NCCAA National Eligibility Committee for review and final dispensation.

ARTICLE III. ETHICS, INTEGRITY, AND HONESTY EXPECTATIONS

SECTION A. NORMAL EXPECTATIONS

1. The NCCAA Coaches' Code of Ethics (see Forms & Procedures section) is the basic code for all coaches.

2. Member institutions must adhere to the Christian code of conduct as given in the NCCAA Bylaws, Section 7.9 and the NCCAA Constitution, Article VII.

3. The payment of required dues and fees for national and regional membership, sport and special service dues for participation and benefits (such as national and regional statistical service) are required regardless of the competitiveness of an institution's team. (Bylaws 7.10.g.)

4. Eligibility reports and individual sport statistics are expected to be accurate, on time and presented to the appropriate recipients. (Bylaws 7.10.c.)

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

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

SECTION A. DEFINITIONS

1. SCHOLARSHIP – Awarding money to a student based on performance (e.g., academic, music, athletics, etc.).

2. GRANT – Money (e.g., government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study.

3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships, and federal work-study. NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution. No athletic staff member may serve on an institution's Financial Aid Committee, nor may athletic staff influence the aid package for any student.

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

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

4. WORK-STUDY – A work-study job cannot be held to induce, recruit, or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.

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

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

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

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

SECTION B. INTENT AND INDUCEMENTS

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

CASEBOOK EXAMPLES
Financial Aid Intent
Case: Is it allowable to include athletic talent in the institutional criteria for financial aid qualifications?
Approved Ruling: Athletic talent may not be listed as a criterion in any aid awarded.

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

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

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

Approved Ruling: Yes, if the remuneration is the same as that received by other students for participating on similar ministry teams.
Case: Is remuneration still allowable if the above team is composed primarily of athletes who are involved in sport clinics, sport camps, sport evangelism and athletic related discipleship?

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

2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.

3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (e.g. shoes, sweatshirts, housing privileges, etc.).

4. The practice of removing or wiping out debt to an institution for a student-athlete's education cost is the same as athletic aid unless it is a common practice of the institution for all students.

Appendix A
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

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

_____	_____	_____
Athletics Director or Compliance Officer	Institution/State	Date

SAMPLE

Appendix B
NCCAA Transfer Player Eligibility Statement

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

Institution _____ State _____

Student Last 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

Appendix B, Page Two
Transfer Player Eligibility Statement
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 E.)**

☐ The transfer student-athlete is coming as a graduate from a junior college and will be participating in the same sport during the same season. According to Section F, this athlete is eligible to do this and only count it as one season of participation. Remember that a non-graduate cannot participate for two different institutions in the same sport during an academic year.

☐ **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

Appendix C
NCCAA Official Hardship Request Certificate

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

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

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

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

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

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

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

_____ _____ _____
Athletics Director or Compliance Officer Position Date

_____
Coach

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

1. Was the athlete under medical care prior to the injury or illness that initiated this hardship request? If yes, was the athlete medically released for participation prior to the injury/illness in question?	☐ 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.) _____ _____
Eligibility Coordinator Date

Appendix D - 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 Include all athletes on all teams (varsity, junior varsity, etc.) List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used.	For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student.		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. 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 ☐	
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				Y ☐								Y ☐	
				Y ☐								Y ☐	
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				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 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 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 Include all athletes on all teams (varsity, junior varsity, etc.) List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used.	For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student.		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. 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 ☐	
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				Y ☐								Y ☐	
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				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.

Appendix E
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 _____

NCCAA 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

Appendix F
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:

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

Questions?

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

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

SAMPLE