



MEMORANDUM

September 24, 2018

TO: NCAA Division I Conference Commissioners.

FROM: Joni Comstock  
Senior Vice President of Championships and Alliances.

SUBJECT: Automatic-Qualification Online Process.

NCAA Division I conferences eligible for automatic qualification for future championships are required to submit an automatic-qualification form for all seasons by **February 1, 2019**.

The NCAA currently grants automatic qualification to the following Division I championships:

Baseball  
Men's and Women's Basketball  
\*Women's Bowling  
Field Hockey  
Football (FCS)  
Men's and Women's Golf  
\*Men's Gymnastics  
Men's Ice Hockey  
\*Women's Ice Hockey  
Men's and Women's Lacrosse  
Women's Rowing  
Men's and Women's Soccer  
Softball  
Men's and Women's Tennis  
\*Men's Volleyball  
Women's Volleyball  
\*Men's Water Polo  
\*Women's Water Polo  
Wrestling

\* Denotes a National Collegiate Championship.

Before completing the forms, review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.4 pertaining to automatic qualification. Links to these bylaws are embedded in the online

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form for your convenience. Additionally, please be sure to review your current written conference policy regarding teams subject to postseason restrictions (e.g., APP penalties, reclassifying institutions, etc.). This policy must align with the conference's current practice in consideration of automatic qualification for championships.

The automatic qualification application forms may be accessed via the NCAA Championships Bid and Profile System.

1. Go to <http://championships.ncaa.org/>.
2. Enter your login credentials for the portal. If you have not previously created an account for this system, please click on the Request Account link and create your username and password.
3. Once logged on, click on the tab entitled "AQ Forms." This will direct you to your conference's automatic qualification home page.

Please complete the necessary information for all your sports, then fill out the final confirmation and contact section. Submission of this final section will complete the process for all sports. You are not required to complete the form at one time; you may save at any point and continue later. A progress bar, as well as checkmarks next to completed sports, will assist you in keeping track of where you are in the process. You may access and, if necessary, edit the form at any time before the due date.

All automatic-qualification data is retained at the national office. Therefore, for previously submitted applications, most questions will populate with last year's responses. Please confirm information copied from a previous year, and make adjustments as necessary.

Also attached for planning purposes is a summary of selection dates and automatic qualifier notification due dates for 2019-20. Conference offices, or their designees, should notify the NCAA of their automatic qualifier by sport via the following link: <https://go.planningpoint.net/Registration/AQ>. Specific information regarding each championship's reporting timeline can be found within the respective pre-championships manual for that sport. Selection and notification dates for future years also are available via the [NCAA Championships Schedule](#) application on ncaa.org.

Please contact Kerstin Hunter, assistant coordinator for championships and alliances, at 317-917-6222 or [khunter@ncaa.org](mailto:khunter@ncaa.org) if you have any questions regarding this process.

JC:kh

Attachment

cc: Selected NCAA Staff Members

**Division I Championships**  
**2019-20 Automatic Qualification**

<b>Championship</b>	<b>Selection Announcement Date</b>	<b>Notification Due Date</b>
Baseball	May 25, 2020	May 24, 2020
Men's Basketball	March 15, 2020	March 15, 2020
Women's Basketball	March 16, 2020	March 16, 2020
*Women's Bowling	March 25, 2020	March 23, 2020
Field Hockey	November 10, 2019	November 10, 2019
Football	November 24, 2019	November 23, 2019
Men's Golf	May 6, 2020	May 5, 2020
Women's Golf	April 29, 2020	April 28, 2020
*Men's Gymnastics	April 7, 2020	April 5, 2020
Men's Ice Hockey	March 22, 2020	March 21, 2020
*Women's Ice Hockey	March 8, 2020	March 8, 2020
Men's Lacrosse	May 3, 2020	May 3, 2020
Women's Lacrosse	May 3, 2020	May 3, 2020
Women's Rowing	May 19, 2020	May 17, 2020
Men's Soccer	November 18, 2019	November 17, 2019
Women's Soccer	November 11, 2019	November 10, 2019
Softball	May 10, 2020	May 10, 2020
Men's Tennis	(Teams) April 27, 2020 (Individuals) April 28, 2020	April 26, 2020
Women's Tennis	(Teams) April 27, 2020 (Individuals) April 28, 2020	April 26, 2020
*Men's Volleyball	April 26, 2020	April 25, 2020
Women's Volleyball	December 1, 2019	November 30, 2019
*Men's Water Polo	November 17, 2019	November 17, 2019
*Women's Water Polo	April 27, 2020	April 26, 2020
Wrestling	March 11, 2020	Results from the qualifying tournaments must be submitted by March 8, 2020.

\*Denotes National Collegiate Championship.