



MEMORANDUM

Oct. 28, 2019

TO: NCAA Division II Conference Commissioners.

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

SUBJECT: Automatic-Qualification and Earned Access Online Process.

NCAA Division II conferences eligible for automatic qualification and/or earned access (football only) for future championships are required to submit an automatic-qualification and earned access form for all seasons by **February 1, 2020**.

The NCAA currently grants automatic qualification or earned access to the following Division II championships:

Baseball

Men's and Women's Basketball

\*Women's Bowling

^Football

Men's and Women's Golf

\*Men's Gymnastics

\*Women's Ice Hockey

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

\* Denotes a National Collegiate Championship.

^ Denotes earned access eligibility for Division II only.

Before completing the forms, please review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.4 pertaining to automatic qualification along with 31.3.5 related to earned access for Division II football only. Links to these bylaws are embedded in the online form for your convenience.

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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 accessed this system, please click on the Request Account link to 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. A \$500 fine (first offense) and a \$2,500 fine (second offense and thereafter) will be assessed to any conference that fails to submit the automatic qualification form by the established deadline and the conference's board chair will be notified.

All automatic-qualification and earned access 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 2020-21. 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. 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, 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 II Championships**  
**2020-21 Automatic Qualification**

<b>Championship</b>	<b>Selection Announcement Date</b>	<b>Notification Due Date</b>
Baseball	May 9, 2021	May 9, 2021
Men's Basketball	March 7, 2021	March 7, 2021
Women's Basketball	March 7, 2021	March 7, 2021
*Women's Bowling	March 24, 2021	March 22, 2021
Football (Earned Access)	November 15, 2020	November 14, 2020
Men's Golf	April 23, 2021	April 22, 2021
Women's Golf	April 26, 2021	April 25, 2021
*Men's Gymnastics	April 6, 2021	April 4, 2021
*Women's Ice Hockey	March 7, 2021	March 7, 2021
Men's Soccer	November 16, 2020	November 15, 2020
Women's Soccer	November 16, 2020	November 15, 2020
Softball	May 10, 2021	May 9, 2021
Men's Tennis	May 4, 2021	May 2, 2021
Women's Tennis	May 4, 2021	May 2, 2021
*Men's Volleyball	April 25, 2021	April 24, 2021
Women's Volleyball	November 23, 2020	November 22, 2020
*Men's Water Polo	November 22, 2020	November 22, 2020
*Women's Water Polo	May 3, 2020	May 2, 2020

\*Denotes National Collegiate Championship.