



MEMORANDUM

October 30, 2023

TO: NCAA Division II Conference Commissioners.

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

SUBJECT: 2024-25 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, 2024**.

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

Baseball

Men's and Women's Basketball

*Women's Beach Volleyball

*Women's Bowling

+Field Hockey

^Football

Men's and Women's Golf

*Men's Gymnastics

*Women's Ice Hockey

+Men's and Women's Lacrosse

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

+ Please note if Division II Proposal No. 2024-4 is adopted at the 2024 NCAA Convention, automatic qualification will be offered in field hockey, men's lacrosse and women's lacrosse. Conferences should plan to submit information for those sports, as applicable, by the Feb. 1 deadline.

* Denotes a National Collegiate Championship.

^ Denotes earned access eligibility.

Before completing the forms, please review the legislative provisions outlined in NCAA Bylaw 18.4.3.3 (Bylaw 18.5.3 for National Collegiate Championships) pertaining to automatic qualification along with 18.4.3.4 related to earned access for football only. Links to these bylaws are embedded in the online form for your convenience.

The automatic qualification application forms may be accessed via the NCAA Championships Portal.

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 2024-25. 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 in 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, coordinator for championships, at 317-917-6222 or khunter@ncaa.org if you have any questions regarding this process or if you will be adding a sport for 2024-25 that currently is unavailable to you in the system.

JC:kh

Attachment

cc: Selected NCAA Staff Members



Division II Championships

2024-25 Automatic Qualification

Championship	Selection Announcement Date	Notification Due Date
Baseball	May 11, 2025	May 11, 2025
Men's Basketball	March 9, 2025	March 9, 2025
Women's Basketball	March 9, 2025	March 9, 2025
*Women's Bowling	March 26, 2025	March 24, 2025
Field Hockey	November 11, 2024	November 10, 2024
Football (Earned Access)	November 17, 2024	November 16, 2024
Men's Golf	April 25, 2025	April 24, 2025
Women's Golf	April 28, 2025	April 27, 2025
*Men's Gymnastics	April 8, 2025	April 6, 2025
*Women's Ice Hockey	March 9, 2025	March 9, 2025
Men's Lacrosse	May 4, 2025	May 4, 2025
Women's Lacrosse	May 11, 2025	May 11, 2025
Men's Soccer	November 18, 2024	November 17, 2024
Women's Soccer	November 18, 2024	November 17, 2024
Softball	May 5, 2025	May 4, 2025
Men's Tennis	May 6, 2025	May 4, 2025
Women's Tennis	May 6, 2025	May 4, 2025
*Men's Volleyball	April 20, 2025	April 19, 2025
Women's Volleyball	November 25, 2024	November 24, 2024
*Men's Water Polo	November 24, 2024	November 24, 2024
*Women's Water Polo	April 28, 2025	April 27, 2025

*Denotes National Collegiate Championship.