



MEMORANDUM

September 24, 2018

TO: NCAA Division III Conference Commissioners.

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

SUBJECT: Automatic-Qualification Online Process.

NCAA Division III 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 III championships:

- Baseball
- Men's and Women's Basketball
- *Women's Bowling
- Field Hockey
- Football
- Men's and Women's Golf
- *Men's Gymnastics
- Men's and Women's Ice Hockey
- Men's and Women's Lacrosse
- Women's Rowing
- Softball
- Men's and Women's Soccer
- 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.

Before completing the forms, please review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.3 pertaining to automatic qualification. 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 Bid and Profile System.

National Collegiate Athletic Association

Creating a pathway to opportunity for college athletes

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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.

Additional information for single-sport conferences. Per NCAA Bylaw 31.3.3.1.2, a waiver form for eligible Division III single-sport conferences is also available on the NCAA website. This form is separate from the standard declaration form. Please note that **waiver forms need to be submitted only once** for the purpose of granting initial automatic qualification, unless the makeup of the conference changes or other issues change the status of the waiver approval. In these instances, the conference must reapply for the waiver exception. Single-sport conferences **that already have been granted automatic-qualification privileges via the waiver in a previous year should complete the standard automatic-qualification declaration form on an annual basis as outlined above.**

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 if you have any questions regarding this process.

JC:kh

Attachment

cc: Selected NCAA Staff Members

Division III Championships
2019-20 Automatic Qualification

Championship	Selection Date	Notification Due Date
Baseball	May 10, 2020	May 10, 2020
Men's Basketball	March 2, 2020	March 1, 2020
Women's Basketball	March 2, 2020	March 1, 2020
*Women's Bowling	March 25, 2020	March 23, 2020
Field Hockey	November 10, 2019	November 10, 2019
Football	November 17, 2019	November 16, 2019
Men's Golf	May 4, 2020	May 3, 2020
Women's Golf	May 4, 2020	May 3, 2020
*Men's Gymnastics	April 7, 2020	April 5, 2020
Men's Ice Hockey	March 9, 2020	March 8, 2020
Women's Ice Hockey	March 9, 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 11, 2020	May 11, 2020
Men's Soccer	November 11, 2019	November 10, 2019
Women's Soccer	November 11, 2019	November 10, 2019
Softball	May 4, 2020	May 3, 2020
Men's Tennis	(Team) May 4, 2020 (Individuals) May 6, 2020	(Team) May 3, 2020 (Individuals) May 3, 2020
Women's Tennis	(Team) May 4, 2020 (Individuals) May 6, 2020	(Team) May 3, 2020 (Individuals) May 3, 2020
Men's Volleyball	April 13, 2020	April 12, 2020
Women's Volleyball	November 11, 2019	November 10, 2019
*Men's Water Polo	November 17, 2019	November 17, 2019
*Women's Water Polo	April 27, 2020	April 26, 2020

*Denotes National Collegiate Championship.

**Note: A conference that cannot meet the notification due date must notify the respective sports committee of its automatic qualifier no later than 6 p.m. local time of the competition on the date of selections [per NCAA Bylaw 31.3.3.1-(a)].