



MEMORANDUM

October 12, 2021

TO: NCAA Division III Conference Commissioners.

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

SUBJECT: 2022-23 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, 2022**.

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.

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 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 also is 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 re-apply 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 2022-23. 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, 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

2022-23 Automatic Qualification

Championship	Selection Announcement Date	Notification Due Date
Baseball	May 15, 2023	May 14, 2023
Men's Basketball	February 27, 2023	February 26, 2023
Women's Basketball	February 27, 2023	February 26, 2023
*Women's Bowling	March 29, 2023	March 29, 2023
Field Hockey	November 6, 2022	November 6, 2022
Football	November 13, 2022	November 12, 2022
Men's Golf	May 8, 2023	May 7, 2023
Women's Golf	May 1, 2023	April 30, 2023
*Men's Gymnastics	April 4, 2023	April 2, 2023
Men's Ice Hockey	March 6, 2023	March 5, 2023
Women's Ice Hockey	March 6, 2023	March 5, 2023
Men's Lacrosse	May 7, 2023	May 7, 2023
Women's Lacrosse	May 8, 2023	May 7, 2023
Women's Rowing	May 15, 2023	May 15, 2023
Men's Soccer	November 7, 2022	November 6, 2022
Women's Soccer	November 7, 2022	November 6, 2022
Softball	May 15, 2023	May 14, 2023
Men's Tennis	(Team) May 1, 2023 (Individuals) May 3, 2023	(Team) April 30, 2023 (Individuals) April 30, 2023
Women's Tennis	(Team) May 1, 2023 (Individuals) May 3, 2023	(Team) April 30, 2023 (Individuals) April 30, 2023
Men's Volleyball	April 17, 2023	April 16, 2023
Women's Volleyball	November 6, 2022	November 6, 2022
*Men's Water Polo	November 20, 2022	November 20, 2022
*Women's Water Polo	April 24, 2023	April 23, 2023

*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)].