



REPORT OF THE  
NCAA DIVISION II ACADEMIC REQUIREMENTS COMMITTEE  
SEPTEMBER 3, 2024, VIDEOCONFERENCE

**ACTION ITEMS.**

- None.

**INFORMATIONAL ITEMS.**

1. **Review of the legislative history for NCAA Division II Bylaw 14.3.4.5.3.2 (calculation of grade-point average of transferable credit).** The NCAA Division II Academic Requirements Committee continued its discussion regarding Bylaw 14.3.4.5.3.2 and reviewed the legislative history to determine if a legislative change was necessary. Although the committee agreed that there are inconsistencies in how institutions are calculating the transferable grade-point average, it determined that a legislative change was not necessary at this time. The committee agreed to continue its discussion during its February 27, 2025, meeting when a more comprehensive review of the two-year college transfer requirements will occur.
2. **Discussion on the application of the first academic deficiency criteria on the previously approved waiver checklist.** The committee reviewed and discussed the application of the first academic deficiency criteria on the previously approved waiver checklist. Specifically, the committee discussed whether the intent of the criteria was: (1) to permit an institution to self-apply relief following a student-athlete's first academic deficiency at the institution; or (2) to permit an institution to self-apply relief one time during a student-athlete's enrollment at the institution, regardless of when the academic deficiency occurs. The committee determined that the intent of the criteria was to permit an institution to self-apply relief following a student-athlete's first academic deficiency at the institution; not to permit an institution to self-apply relief at any point during a student-athlete's academic career. [See Attachment A.]
3. **Review of educational column for Bylaw 14.2.9.3.8.1 (missed-term exception).** The committee reviewed and approved, as amended, an educational column that will assist the membership in applying the missed-term exception. [See Attachment B.]
4. **Update on the 2025 NCAA Convention Division II proposals.** The committee reviewed the eight legislative proposals that will be voted on by the Division II membership at the 2025 Convention.
5. **Update on Academic Success Rate (ASR) data submissions.** Staff provided an update on eight institutions that successfully requested an extension of the ASR deadline for the 2023-24 academic year.
6. **Update on Academic Performance Census (APC) submissions.** Staff provided an update on APC data submissions.

7. **Review of the NCAA Division II Academic Requirements Committee Academic Interpretations Subcommittee policies and procedures.** The committee reviewed and approved the Academic Interpretations Subcommittee policies and procedures for the 2024-25 academic year.
8. **Update on Division II educational initiatives.** Staff provided an update on the 2024-25 educational initiatives. Specifically, it was noted that the NCAA Regional Rules Seminar will take place in Indianapolis in spring 2025.
9. **Review of the 2024-25 Division II Priorities.** Staff provided an update on the Division II priorities for the upcoming year.
10. **Update on the work of the NCAA Board of Governors.** The committee received an update from the NCAA Board of Governors most recent meeting.
11. **Review of the NCAA Division II Executive Board and NCAA Division II Management Council summer 2024 Summary of Actions.** Staff provided an update on the summary of actions from the Division II Executive Board and Management Council summer 2024 meetings.
12. **Election of committee vice chair.** The committee elected Krista Plummer, associate athletic director/senior woman administrator, Northwood University, to serve as vice chair, effective after the 2025 Convention.
13. **Review of the June 4, 2024, Academic Requirements Committee videoconference report.** The committee reviewed and approved the report from its June 4, 2024, videoconference.
14. **Review of the committee roster and subcommittee appointments.** The committee reviewed the updated roster and appointed Paul Flores II, assistant athletics director for compliance and academic support at Azusa Pacific University, to the Division II Subcommittee on Initial-Eligibility Waivers and the Academic Interpretations Subcommittee, effective immediately.
15. **Future scheduled meetings/videoconferences.**
  - a. February 27, 2025; videoconference, timing to be determined.
  - b. June 2025; videoconference, timing to be determined.
  - c. September 2025; videoconference, timing to be determined.

Report of the NCAA Division II Academic Requirements

Committee Videoconference

September 3, 2024

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*Committee Chair:*

*Jason Jones, Catawba College*

*Staff Liaisons:*

*Jeremy Christoffels, Academic and Membership Affairs*

*Katelyn Skarr, Academic and Membership Affairs*

NCAA Division II Academic Requirements Committee September 3, 2024, Videoconference	
<b>Attendees:</b>	
Carlin Chesick, Pennsylvania State Athletic Conference.	
Cathy Cox, Georgia College.	
Paul Flores II, Azusa Pacific University.	
Jason Jones, Catawba College.	
Liz Jorn, Truman State University.	
Danny McCabe, Adelphi University.	
Deborah Narang, University of Alaska Anchorage.	
Krista Plummer, Northwood University.	
Ryan Quann, Goldey-Beacom College.	
Andrea Webb, California State Polytechnic University, Humboldt.	
<b>Absentees:</b>	
Scout Huffman, Texas Woman's University.	
Roberta Page, Slippery Rock University of Pennsylvania (Management Council chair).	
<b>NCAA Liaisons in Attendance:</b>	
Jeremy Christoffels and Katelyn Skarr.	
<b>Other NCAA Staff Members in Attendance:</b>	
Brooke Dixon, Terri Steeb Gronau, Molly Hansen, Chelsea Hooks, Maritza Jones, Angela Red and Nan Thomas.	



**NCAA Division II Progress-Toward-Degree Waiver Subcommittee**  
**Previously Approved Waiver Checklist**  
*Revised: September 3, 2024*

**Background.**

The intent of the following modifications to the existing progress-toward-degree waiver process is to reduce bureaucracy and permit the membership and NCAA staff to work more efficiently in limited circumstances. The waiver scenarios listed below are common circumstances where relief has traditionally been provided by staff if the student-athlete was otherwise on pace to meet the academic eligibility requirements when the unforeseen mitigation occurred.

**Process.**

An institution is only permitted to self-apply relief (waive an otherwise applicable progress-toward-degree or full-time enrollment requirement) if the institution's circumstances appear on the list of designated previously approved waivers and the circumstances satisfy the specified criteria established for the previously approved waiver. If an institution's circumstances do not appear on the list of previously approved waivers, or if the circumstances do not satisfy all established criteria for a previously approved waiver, the institution must submit a formal progress-toward-degree waiver application to the NCAA national office for consideration.

An institution that grants relief of NCAA legislation based on the specific, previously approved waiver circumstances listed below must maintain the documentation used to make the determination on campus. The list of previously approved waivers will be reviewed on an annual basis by staff.

**Progress-Toward-Degree Previously Approved Waiver Scenarios.**

Institutions seeking a progress-toward-degree waiver on behalf of a student-athlete for relief of NCAA Division II Bylaws 14.2.9.3.2 (term-by-term credit hour requirement), 14.2.9.3.2.1 (application of rule to transfer student), 14.2.9.3.3 (18/27 hours earned during regular academic year), 14.2.9.3.4 (24/36 annual credit hours earned) and/or 14.2.9.3.5 (2.0 minimum grade-point average), or institutions seeking a less than full-time waiver on behalf of a graduate student-athlete for relief of Bylaw 14.2.3.1.7.5 (practice or competition -- graduate program) may self-apply relief (waive an otherwise applicable progress-toward-degree requirement or permit the student-athlete to enroll less than full-time and have access to practice and competition) if the institution's circumstances appear on the list of designated previously approved waivers and the circumstances satisfy the specified criteria established for the previously approved waiver.

Institutions are expected to maintain documentation to demonstrate the identified criteria existed at the period of time to which the previously approved waiver is applied. Additionally, an academic recovery plan designed by the institution that demonstrates how the student-athlete's individual efforts, course schedule planning (including consideration of academics and athletics related time demands) and use of academic resources (including appropriate accommodations for any education-impacting disability) will allow them to overcome academic eligibility deficiencies. A reasonable academic recovery plan will also demonstrate that the student-athlete is likely to graduate within five years of initial full-time enrollment and should include term-by-term

scheduling of courses to the greatest extent possible. The plan must be signed by both the student-athlete and an institutional representative with academic oversight for the student-athlete.

If the institution or student-athlete fail to adhere to the academic recovery plan on file and it results in a future progress-toward-degree deficiency, the institution must submit a formal progress-toward-degree waiver application to the national office for consideration.

### **Personal Hardships.**

#### **Death of an immediate family or team member.**

1. The student-athlete experienced the death of an immediate family or team member during the academic year in which the deficiency occurs.
2. For purposes of relief in this scenario and others, immediate family member is defined as spouse, parent or legal guardian, child, sibling or domestic partner.

#### **Diagnosis of terminal illness or hospitalization of immediate family or team member.**

1. The student-athlete's immediate family member or team member was diagnosed and/or hospitalized with a terminal illness during the academic year in which the deficiency occurs.
2. Immediate family member is defined above.

#### **Victims of inappropriate sexual behavior.**

- The student-athlete was a victim of inappropriate sexual behavior during the academic year in which the deficiency occurred. Inappropriate sexual behavior includes, but is not limited to, sexual assault, sexual abuse, sexual misconduct or sexual violence.

#### **Inpatient hospitalization.**

- The student-athlete is hospitalized for a significant amount of time (e.g., two weeks) during the term or academic year in which the deficiency occurs.

#### **Catastrophic events.**

- The student-athlete experienced a loss due to a catastrophic event that occurred at the student-athlete's institution or in the student-athlete's hometown during the academic year in which the deficiency occurs. A catastrophic event as defined by the Federal Emergency Management Agency is "any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely impacting

the population, infrastructure, environment, economy, national morale and/or government functions.

**First Academic Deficiency.**

**Nontransfers experiencing their first academic deficiency.**

1. The student-athlete is a continuing, nontransfer, undergraduate student.
2. The student-athlete has not previously had a progress-toward-degree deficiency.
3. The student-athlete's institution has an academic recovery plan on file that demonstrates that the student-athlete is able to graduate within five-years from initial full-time enrollment.
4. In cases of misadvisement, the institution must complete an institutional recovery plan and it must be kept on file.

Note: The first academic deficiency is defined as the first time a nontransfer student-athlete experiences an academic deficiency during their enrollment at the certifying institution. For example, if a freshman student-athlete does not satisfy the term-by-term requirement following their initial fall term, that would be considered their first academic deficiency. The self-applied waiver would waive all deficiencies if multiple deficiencies exist during the first progress-toward-degree deficiency (i.e., term-by-term, annual, GPA).

**High Achieving Students.**

**Nontransfers with a 3.5 or above cumulative grade-point-average.**

1. The student-athlete is a continuing, nontransfer, undergraduate student that presents a cumulative grade-point average at or above 3.50 and on an academic track to graduate within five years of initial full-time enrollment.
2. Institution has on file an academic recovery plan that shows graduation within five years.
3. In cases of misadvisement, the institution must complete an institutional recovery plan and it must be kept on file.

**Student-athlete entering final season/semesters/quarters of competition (credit-hour deficiencies only).**

- The student-athlete is entering their final season, semesters, or quarters of competition and the following academic criteria are met for a credit-hour deficiency:

- a. Certification that the student-athlete received a satisfactory grade in all degree-applicable courses during the academic year prior to the deficiency (two semesters or three quarters);
- b. Certification that the student-athlete is seeking to participate in their final season, semesters, or quarters of competition during the ensuing two semesters or three quarters;
- c. Documentation that the student-athlete will complete their degree at the end of the ensuing two semesters or three quarters;
- d. Documentation that the student-athlete meets or exceeds the cumulative GPA required for graduation in the student-athlete's degree program;
- e. Certification that the student-athlete had no prior progress-toward-degree deficiencies; and
- f. Evidence that demonstrates that it is reasonable to believe, based on the student-athlete's accelerated completion of their degree requirements, that the student-athlete will earn their degree within five years of initial enrollment.

**Restrictive Degree Programs.**

- The student-athlete is enrolled in a specific degree program that, due to course sequencing, offering limitations, catalog changes or a lack of course substitutions, has resulted in credit-hour deficiencies provided the following criteria are satisfied:
  - a. The student-athlete's failure to pass a course within the degree program, or attain a requisite grade-point-average, did not inhibit their progression through the degree program or create the deficiency;
  - b. The student-athlete is completing their degree as outlined by the institution in its published policies and/or curriculum for the degree program; and
  - c. The student-athlete will graduate within the degree program's intended timeline.

**Less than full-time – graduate student-athletes.**

**Restrictive degree program for graduate students.**

- The student-athlete is enrolled in a graduate program and due to course sequencing, is unable to enroll as a full-time student as defined by the institution for that specific graduate degree program. The following criteria must be satisfied:
  - a. An academic authority outside of the athletics department confirms that the student-athlete is following the normal sequencing for all students enrolled in that specific graduate degree program; and
  - b. The student-athlete will graduate within the graduate degree program's intended timeline.





## Missed-Term Exception (II)

Division: II

Date Issued: September 3, 2024

Date Published: September 17, 2024

Item Ref: 4

### Educational Column:

Under current NCAA Division II legislation, one time during a student-athlete's entire period of collegiate enrollment, the provisions of NCAA Division II Bylaws 14.2.9.3.3 and 14.2.9.3.4 may be prorated at 12-hours per term of actual attendance if the student-athlete misses a complete term or consecutive terms during an academic year, subject to the following conditions:

1. The student-athlete did not attend class during a regular academic term while enrolled;
2. The student-athlete did not engage in outside competition in the sport during the academic term or terms in which the student-athlete was not in attendance;
3. The student-athlete was eligible for enrollment during the student's absence; and
4. At the time of certification, the student-athlete has fulfilled the progress-toward-degree requirements for the terms in which the student-athlete was in attendance. It is impermissible for a student-athlete to use the one-time exception during their first academic year in residence at the certifying institution in order to maintain eligibility during the second year in residence.

Please note, if the student-athlete does not satisfy all of the conditions set forth in Division II Bylaw 14.2.9.3.8.1, the institution may file a progress-toward-degree waiver on behalf of the student-athlete.

The following scenarios are designed to assist the Division II membership with the application of the missed-term exception.

### **Scenario No. 1:**

- Fall 2020: Student-athlete earned 15 hours;
- Spring 2021: Student-athlete earned 12 hours;
- Fall 2021: Student-athlete earned 11 hours;
- Spring 2022: Student-athlete did not enroll during this term;
- Fall 2022: Student-athlete did not enroll during this term;
- Spring 2023: Student-athlete earned nine hours; and
- Summer 2023: Student-athlete earned nine hours.
- Fall 2023: Can the missed-term exception be used?

**Analysis:** Yes. The student-athlete would be eligible to use the missed-term exception for the 2023 fall term, provided they did not engage in any outside competition in their sport during the 2022 spring and 2022 fall terms. Division II Bylaw 14.2.9.3.8.1 requires that at the time of certification, the student-athlete needs to fulfill progress-toward-degree requirements for the terms in which the

student-athlete was in attendance. In this scenario, since the student-athlete was meeting progress-toward-degree requirements coming out of the 2020-21 academic year by passing 15 hours in the 2020 fall term and 12 hours in the 2021 spring term and also meeting progress-toward-degree requirements during the 2021 fall term by passing 11 hours, the student-athlete would have access to the missed-term exception during the 2022 spring term.-

Further, since the missed-term exception can be used for consecutive terms, the missed-term exception could also be used during the 2022 fall term provided the requirements of Division II Bylaw 14.2.9.3.8.1 are satisfied. Here, in order for the student-athlete to use the missed-term exception for the 2022 fall term, the student-athlete needed to earn at least nine hours during the 2023 spring term and at least 12 hours between the 2023 spring term and the 2023 summer term. Since the student-athlete passed 18 hours between the 2023 spring and summer terms, the student-athlete was meeting progress-toward-degree requirements and would have access to the missed-term exception for the 2022 fall term.

### **Scenario No. 2:**

- Spring 2022: A midyear transfer student-athlete earned nine hours;
- Summer 2022: Student-athlete earned two hours;
- Fall 2022: Student-athlete earned nine hours;
- Spring 2023: Student-athlete did not enroll during this term; and
- Summer 2023: Student-athlete earned six hours.
- Fall 2023: Can the missed-term exception be used?

**Analysis:** No. The student-athlete would not be eligible to use the missed-term exception for the 2023 fall term. In this scenario, as a midyear transfer, the student-athlete needed to earn 12 hours between the 2022 spring and 2022 summer term (Division II Bylaw 14.2.9.3.4.1.1), with nine of those hours being earned in the 2022 spring term in order to be eligible for the 2022-23 academic year. However, since the student-athlete only earned 11 hours between the 2022 spring and 2022 summer term and did not rectify the deficiency following the 2022 fall term, the student-athlete was not meeting progress-toward-degree requirements prior to the missed term (2023 spring term) and, therefore, would not have access to the missed-term exception.

### **Scenario No. 3:**

- Fall 2021: Student-athlete earned 15 hours;
- Spring 2022: Student-athlete earned 12 hours;
- Summer 2022: Student-athlete earned three hours;
- Fall 2022: Student-athlete enrolled full-time and attended classes, then withdraws – earned zero hours;
- Spring 2023: Student-athlete did not enroll during this term; and
- Fall 2023: Student-athlete earned 12 hours.
- Spring 2024: Can the missed-term exception be used?

**Analysis:** No. Since the student-athlete attended classes during the 2022 fall term and then withdrew, the student-athlete is still held accountable for the term-by-term credit hour requirement during the 2022 fall term. Therefore, the student-athlete was not meeting progress-toward-degree requirements prior to the missed term (2023 spring term) because the student-athlete did not earn nine hours during the 2022 fall term. In this scenario, the missed-term exception may not be used for the 2023 spring term and the student-athlete would not be eligible for competition during the 2023 fall term nor would they be eligible during the 2024 spring term.