



**REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
NOVEMBER 8, 2023, VIDEOCONFERENCE**

ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. **Discussion regarding a request from the Division II Conference Commissioners Association (CCA) to consider an expedited process for institutions that meet predetermined benchmarks in the provisional membership process.** The NCAA Division II Membership Committee continued its discussion regarding a request from the Division II CCA that the committee consider an expedited, two-year process for institutions that meet predetermined benchmarks in the membership process. NCAA staff provided an overview of trends within the Division II membership, highlighting the number of active member institutions, the changes which impacted the number of active members (e.g., reclassification, institutional closures) and the number of institutions in the Division II provisional membership process, from the 2010-11 through the 2023-24 academic year. During its discussion, the committee emphasized the importance of the current benchmarks that must be met during each year of the provisional membership process and noted that any expedited process should maintain those standards prior to advancement to active membership. The committee agreed to continue this conversation during its February in-person meeting.
2. **Discussion regarding Division I institutions reclassifying to Division II.** The committee reviewed its policies and procedures for Division I institutions reclassifying to Division II. Specifically, the committee discussed how the process should apply to a former Division II institution that is currently in the Division I reclassification process and wishes to return to Division II. The committee agreed that all Division I institutions, regardless of its status as a former Division II institution are bound to the two-year reclassification process, as specified. [Attachment]
3. **Update on the work of the NCAA Division I Name, Image and Likeness (NIL) Working Group and timeline for Division II to review and discuss proposals developed by Division I.** Staff provided an update regarding the work of the Division I NIL Working Group. Specifically, the committee received an update on the NIL proposals being considered in Division I and the anticipated timeline in which Division II will review the proposals being developed and consider whether any changes in Division II are necessary.
4. **Update on referral from the NCAA Division II Championships Committee regarding sports sponsorship requirements in swimming and diving and track and field.** Staff provided an update on a referral from the Division II Championships Committee related to the sports sponsorship requirements for swimming and diving and track and field. Specifically, the committee has been asked to consider whether any reductions should be made to the minimum contests or minimum participants requirements. The committee will begin this discussion at its February in-person meeting.

5. **Review of 2024 NCAA Convention Division II legislative proposals.** Staff provided an overview of the five legislative proposals that will be voted on by the membership during the Saturday, January 13, 2024, business session, during the NCAA Convention.
6. **Review of Convention meeting with provisional institutions.** Staff provided an overview of the programming for the provisional member meeting that will occur Thursday, January 11, 2024, during the Convention.
7. **Review of Convention assignments.** The committee discussed its role and responsibilities during the Convention for credentialing and vote counting during the business session.
8. **Update on institutions in the membership process.** The committee received an update on the 11 institutions currently in the membership process.
9. **Update regarding review of for-profit institutions.** Staff provided an update regarding the review of the for-profit Division II institutions. All three active for-profit Division II institutions (Academy of Art, Post University and Salem University) have submitted forms affirming their compliance with the for-profit institution legislation outlined in NCAA Division II Bylaw 7.3.1.3.1.1. The next affirmation by the for-profit institutions will be due in 2025.
10. **Discussion regarding vendor contract for post-application visits.** The committee reviewed and discussed the contract of The Compliance Group (TCG), which is the current vendor used to conduct post-application visits for institutions that apply for Division II membership. The committee agreed to extend the contract with TCG until July 31, 2025.
11. **Review and approval of the September 25, 2023, videoconference report.** The committee reviewed and approved its September 25, 2023, videoconference report.
12. **Review of the Division II Membership Committee policies and procedures.** The committee reviewed and approved an updated version of its policies and procedures for the 2023-24 academic year.
13. **Update from the October 2023 NCAA Division II Management Council and Presidents Council summary of actions.** Staff provided an update on key items from the October Management Council and Presidents Council meetings.
14. **Update from the October 2023 Division II Conference Commissioners Association and Division II Athletics Directors Association meetings.** Staff provided an update on the October meetings of the Conference Commissioners Association and Athletics Directors Association.
15. **Future scheduled meetings/videoconferences.**
 - a. February 13, 2024, in-person meeting; Indianapolis.

- b. April 10, 2024, videoconference; timing to be determined.
- c. July 9-10, 2024, in-person meeting; Indianapolis.
- d. September 2024, videoconference; timing to be determined.
- e. November 13, 2024, videoconference; timing to be determined.

Committee Chair: Debbie Snell, Hawaii Pacific University

Staff Liaisons: Jeremy Christoffels, Academic and Membership Affairs

Jordan Lysiak, Academic and Membership Affairs

NCAA Division II Membership Committee November 8, 2023, Videoconference	
Attendees:	
Michael Bazemore, Montana State University Billings.	
Melanie Brunson, Winona State University.	
Troy Dell, Frostburg State University.	
Robert Mallory, Missouri Southern State University.	
Jessica McIntyre, Lee University.	
Cindy McKnight, Ursuline College.	
Carrie Michaels, Shippensburg University of Pennsylvania (Management Council chair).	
Thomas Newsom, Southeastern Oklahoma State University.	
Will Prewitt, Great American Conference.	
Debbie Snell, Hawaii Pacific University.	
Christina Whetsel, Augusta University.	
Absentees:	
Keri Becker, Grand Valley State University.	
Christie Ward, Catawba College.	
Guests in Attendance:	
None.	
NCAA Liaisons in Attendance:	
Jeremy Christoffels and Jordan Lysiak.	
Other NCAA Staff Members in Attendance:	
Dana Conner, Terri Steeb Gronau, Chelsea Hooks, Maritza Jones, Angela Red and Drea Rog.	



INSTITUTIONS RECLASSIFYING TO DIVISION II FROM DIVISION I
Updated November 2023

Membership Process. An institution that is currently an active member of Division I or a Division II institution that is currently in the Division I reclassification process and seeks to reclassify its divisional membership in all sports to Division II must successfully complete all requirements of the membership process as specified below to be considered for active member membership in Division II.

Administrative Requirements for Application.

1. Deadline for Submission of Application. Reclassifying institutions shall complete an application, signed by the chancellor or president, and received in the NCAA national office not later than February 1 prior to the academic year in which the institution seeks to begin the membership process.
2. Required Documentation with the Application. In its application, the institution shall submit the following:
 - a. Statement explaining why the institution seeks to reclassify to Division II;
 - b. Outline of the institution's two-year plan for coming into compliance with Division II financial aid regulations prior to becoming an active member;
 - c. Athletics department philosophy, mission statement and strategic plan;
 - d. Athletics department policies and procedures manual, including a copy of the reclassifying institution's written procedures in place to ensure the health and safety of the institution's student-athletes (e.g., athletics training, emergency medical procedures) if the procedures are not contained in the policies and procedures manual;
 - e. Institution and athletics department complete organizational charts;
 - f. Athletics department compliance manual for Division II membership;
 - g. Athletics department student-athlete handbook for Division II membership;
 - h. Job descriptions of the compliance administrator, director of athletics, faculty athletics representative and senior woman administrator; and
3. Conference Membership Requirement. Reclassifying institutions must receive a bona fide invitation for membership from an active Division II conference before applying for Division II membership.
4. Application Fee. A refundable application fee shall accompany the application form. The amount of the fee will be determined annually by the Membership Committee based on a continual analysis of expenses associated with the membership process. An applicant

institution that is not selected to enter the membership process shall receive a refund of the application fee on a prorated basis as determined by the Membership Committee.

5. Membership Committee Authority. The Membership Committee has the authority to accept or not accept a reclassifying institution's application to enter the membership process.

Reclassification Period. Once a reclassifying institution receives notice that it has been accepted to begin the Division II membership process, the institution shall enter the reclassification period on September 1 or the beginning of practice in any sport for the fall term or the first day of classes for that fall term, whichever occurs first. The reclassification period shall be a minimum of two years. The Membership Committee will annually assess the progress of the institution in the reclassifying period and determine the institution's readiness for Division II active membership. At the completion of the two-year period, the institution shall receive a determination of its readiness to proceed to active membership.

Reclassifying institutions are required to satisfy the following requirements during the reclassification period:

1. Year One:
 - a. **Commitment of Chancellor or President.** The chancellor or president at the institution must demonstrate involvement in and commitment to the membership process, as determined by the Membership Committee;
 - b. **Compliance with Division II Legislation.** The institution is not required to operate in accordance with Division II legislation in year one but must continue to comply with Division I legislation to remain eligible for Division I championships;
 - c. **Prohibition on New Multiyear Aid Agreements and Cost of Attendance Stipends.** The institution may not offer new multiyear financial aid agreements or cost of attendance stipends once the institution begins the reclassification process;
 - d. **Orientation Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator and any additional individual to whom athletics reports must attend an orientation session conducted by the national office staff;
 - e. **NCAA Convention Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative and a compliance administrator are required to attend the Division II NCAA Convention business session and a provisional member meeting;
 - f. **Regional Rules Attendance.** The director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator, a liaison from the financial aid office and a liaison from the registrar's office are

required to attend all Division II sessions during a Regional Rules Seminar conducted by the NCAA; and

- g. **Annual Report.** An annual report must be submitted by June 1, which shall include an updated athletics department strategic plan and an update on the institution's progress with its plan for coming into compliance with Division II financial aid regulations.

2. Year Two:

- a. **Commitment of Chancellor or President.** The chancellor or president at the institution must demonstrate involvement in and commitment to the membership process, as determined by the Membership Committee;
- b. **Compliance with Division II Legislation.** The institution must demonstrate it is administering its athletics program in accordance with all Division II legislation, except for Bylaw 15 (financial aid);
- c. **Prohibition on New Multiyear Aid Agreements and Cost of Attendance Stipends.** The institution may not offer new multiyear financial aid agreements or cost of attendance stipends once the institution begins the reclassification process;
- d. **On-Campus Compliance Blueprint Visit.** An on-campus assessment must be conducted by an outside group selected by the Membership Committee. The assessment shall include completion of the Compliance Blueprint Review. A Membership Committee representative and NCAA staff member must attend the visit;
- e. **NCAA Convention Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative and a compliance administrator are required to attend the Division II NCAA Convention business session and a provisional member meeting.
- f. **Regional Rules Seminar Attendance.** The director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator, a liaison from the financial aid office and a liaison from the registrar's office are required to attend all Division II sessions during a Regional Rules Seminar conducted by the NCAA.
- g. **Annual Report.** An annual report must be submitted by June 1, which shall include an updated athletics department strategic plan and an update on the institution's progress with its plan for coming into compliance with Division II financial aid regulations.

**Policies and Procedures for Institutions Reclassifying from
Division I to Division II**

Application Requirements	
Conference Affiliation	Reclassifying institutions must receive a bona fide invitation for membership from an active Division II conference before applying for Division II membership.
Provisional Year One	
Compliance with NCAA Division II Legislation	Institutions are not required to comply with Division II legislation but must continue to comply with Division I legislation to be eligible for Division I championships.
Financial Aid Plan	Institutions must provide a two-year plan for compliance with Division II financial aid regulations. Institutions shall not permit prospective or current student-athletes to sign new multiyear agreements or cost of attendance agreements upon entering the provisional membership process.
Attendance Requirement – Fall Orientation	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator 6. Any individual to whom athletics reports
Attendance Requirement – NCAA Division II Convention Business Session and Provisional Member Meeting	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator
Attendance Requirement – Regional Rules Seminar	<ol style="list-style-type: none"> 1. Director of Athletics 2. Senior Woman Administrator 3. Faculty Athletics Representative 4. Compliance Administrator 5. Liaison from Financial Aid Office 6. Liaison from the Registrar Office
Annual Report	Institutions must complete and submit an annual report in the NCAA Program Hub by June 1.

Provisional Year Two	
Compliance with NCAA Division II Legislation	Demonstrate compliance with all Division II legislation except for financial aid regulations.
Financial Aid Plan	<p>Institutions must provide an update on the progress of two-year plan for compliance with Division II financial aid regulations.</p> <p>Institutions shall not permit prospective or current student-athletes to sign new multiyear agreements or cost of attendance agreements upon entering the provisional membership process.</p>
Compliance Blueprint and Campus Visit	<p>During the fall term, an outside vendor identified by the Division II Membership Committee will conduct a compliance blueprint review on the institution's campus.</p> <p>An NCAA staff member and NCAA Membership Committee representative must attend the visit.</p>
Attendance Requirement – NCAA Division II Convention Business Session and Provisional Member Meeting	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator
Attendance Requirement – Regional Rules Seminar	<ol style="list-style-type: none"> 1. Director of Athletics 2. Senior Woman Administrator 3. Faculty Athletics Representative 4. Compliance Administrator 5. Liaison from Financial Aid Office 6. Liaison from the Registrar Office
Annual Report	Institutions must complete and submit an annual report in the NCAA Program Hub by June 1.