



## MEMORANDUM

September 1, 2023

### VIA EMAIL

TO: Directors of Athletics of NCAA Division III Institutions.

FROM: Chuck Mitrano, chair  
NCAA Division III Championships Committee

SUBJECT: In-Region Scheduling Requirement Waiver for 2024-25.

Institutions must play at least 70 percent of their scheduled competition against in-region, Division III institutions to be considered for selection to NCAA championships. This requirement applies to teams selected by automatic qualification and on an at-large basis. In addition, the requirement applies to individual sports that select championship participants as teams; an institution must play at least 50 percent of its scheduled competition against in-region opponents in men's and women's tennis, and at least 25 percent in men's and women's golf.

In preparation for the 2024-25 academic year, institutions unable to meet this requirement will be given an opportunity to request a waiver for selection consideration using the accompanying form ([available here](#)). **These are one-year waivers; if a waiver was granted for 2023-24, another waiver request must be submitted for 2024-25. Waiver requests require a letter explaining the circumstances preventing the institution from meeting the in-region requirement, the schedule for the applicable season, and documentation of the attempts to schedule Division III in-region contests (e.g., email correspondence).**

When determining in-region competition, the following contests will be considered: (1) contests against Division III opponents within an institution's defined geographical area (NCAA Bylaw 21.12.1.1); (2) contests against Division III opponents within an institution's established sports region; (3) contests against conference opponents; (4) contests against institutions in any year of the provisional or reclassifying process into Division III (within the same defined geographical area); and (5) contests against Division III opponents within a 500-mile radius. In addition, postseason conference competition may not be used to meet the in-region competition except in the sports of men's and women's golf. For sports with NCAA championships in the spring, institutions may exempt out-of-region contests conducted during one institutional vacation period (for example, Spring Break; Bylaw 31.3.2.3).

All waivers must be submitted directly to Laura Peterson-Mlynski, director of championships, by March 1, 2024 (fall sports); May 1, 2024 (winter sports); or July 1, 2024 (spring sports). Please note that materials required as part of the waiver process include schedules from the previous two seasons and your proposed schedule for 2024-25, as well as a description of the challenges that the institution faces and proposed solutions. In addition, institutions must show progress toward reaching the 70-percent requirement.

Please contact Laura Peterson-Mlynski ([lpeterson@ncaa.org](mailto:lpeterson@ncaa.org)) if you have any questions.

CM:lpm