### NCAA Division II Instructions for Eligibility List

**For:** NCAA Division II and Division III institutions with multidivisional classification.

**Action:** Complete appropriate eligibility checklist for each sport and file in the director of athletics’ office.

**Due Date:** First day of outside competition in the sport.

**Required by:** NCAA Division II Bylaw 14.11.2.

**Purpose:** To assess student-athlete eligibility.

<table>
<thead>
<tr>
<th>Column on Form</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/ID Number</td>
<td>Type or print the name and ID number of each student-athlete in the specified sport. Include partial qualifiers and students who are regaining eligibility after transferring or fulfilling a medical hardship waiver. <a href="#">Note: Any student-athlete who is included on the eligibility lists must have signed a Drug-Testing Consent Form pursuant to Bylaw 14.1.4.2. [See Bylaws 14.1.4.1, 14.11.2 and 14.11.2.1.]</a></td>
</tr>
</tbody>
</table>

**Initial Eligibility**

<table>
<thead>
<tr>
<th>Term First Enrolled at Any Institution</th>
<th>Indicate the term and year of the regular academic year (excluding summer) that the student-athlete first enrolled at any collegiate institution full time. Use F for fall, W for winter and S for spring.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term First Enrolled at Your Institution</td>
<td>Indicate the term and year of the regular academic year (excluding summer) that the student-athlete first enrolled at your institution full time. Use F for fall, W for winter and S for spring.</td>
</tr>
<tr>
<td>Qualification Status</td>
<td>Indicate the student-athlete's initial-eligibility qualification status. Use Q for qualifier and PQ for partial qualifier.</td>
</tr>
<tr>
<td>IE Waiver</td>
<td>Did the student-athlete receive an approved initial-eligibility waiver? Use Y for yes and N for no.</td>
</tr>
<tr>
<td>Amateurism</td>
<td>Indicate the individual's amateurism certification status. Use FC for final certified, CC for certified with conditions and NC for not certified.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Indicate whether the student-athlete is a transfer? Use Y for yes and N for no.</td>
</tr>
</tbody>
</table>

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1. This bylaw is applicable to the 2023-24 Division II Manual. For those signing on or after August 1, 2024, see Bylaw 14.1.2.2 and 14.1.2.2.1.

2. This bylaw is applicable to the 2023-24 Division II Manual. For those signing on or after August 1, 2024, see Bylaw 7.3.1.5.9.
**Transfer Requirements**

If the student-athlete is a transfer, indicate whether they satisfy the transfer requirements. Use **Y** for yes and **N** for no.

**Continuing Eligibility**

**Academic Standing**

Indicate whether the student-athlete is currently in good academic standing as defined by your institution. Use **Y** for yes and **N** for no.

**Progress-Toward-Degree Requirements**

Indicate whether the student-athlete satisfies progress-toward-degree requirements (e.g., 18/27, 24/36). Use **Y** for yes and **N** for no.

**Cumulative Grade-Point Average**

Indicate the student-athlete's cumulative grade-point average.

**Degree Declared**

Indicate the date on which a student-athlete declared their degree. Use **N/A** for a student-athlete that has not yet declared a major.

**Nine-Semester/Eight-Quarter Hours**

Indicate whether the student-athlete meets the nine-semester/eight-quarter credit-hour requirement. Use **Y** for yes and **N** for no.

**Progress-Toward-Degree Waiver**

Indicate whether the student-athlete received a progress-toward-degree waiver. Use **Y** for yes and **N** for no.

**General Eligibility Information**

**Full-Time**

Indicate whether the student-athlete is currently enrolled full-time. Use **Y** for yes and **N** for no.

**Number of Seasons Used**

Indicate the number of seasons of competition the student-athlete has used, not including this year.

**Semesters/Quarters Used**

Indicate the number of semesters or quarters the student-athlete has used, not including this year.

**Medical Exam**

Indicate the date of the student-athlete's medical exam or updated medical history.
### Student-Athlete Statement
Indicate whether the student-athlete signed the Student-Athlete Statement. Use **Y** for yes and **N** for no.

### Drug-Testing Consent
Indicate whether the student-athlete signed the Drug-Testing Consent Form. Use **Y** for yes and **N** for no.

### Certified for Practice
Indicate the date the student-athlete was certified as eligible for practice. If the student-athlete was not certified as eligible for practice, leave this section blank.

### Certified for Financial Aid
Indicate the date the student-athlete was certified as eligible for financial aid. If the student-athlete was not certified as eligible for financial aid, leave this section blank.

### Certified for Competition
Indicate the date the student-athlete was certified as eligible for competition. If the student-athlete was not certified as eligible for competition, leave this section blank.

### Change in Status
Use these two columns to indicate a student-athlete's change in status during the academic year (i.e., student-athlete is no longer an active participant in the sport). Indicate a reason for a change in status as follows:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cut or dismissed from team;</td>
<td></td>
</tr>
<tr>
<td>2. Exhausted eligibility in the sport;</td>
<td></td>
</tr>
<tr>
<td>3. Graduated;</td>
<td></td>
</tr>
<tr>
<td>4. Medical exception resulting from career-ending injury or condition;</td>
<td></td>
</tr>
<tr>
<td>5. Quit the team; or</td>
<td></td>
</tr>
<tr>
<td>6. Withdrew.</td>
<td></td>
</tr>
</tbody>
</table>

Use **C** for cut or dismissed, **E** for exhausted eligibility, **G** for graduated, **M** for medical exception, **Q** for quit the team and **W** for withdrew from institution.

### Date
Indicate the effective date of the change in status.
2024-25 Eligibility Checklist
All NCAA Division II Sports

<table>
<thead>
<tr>
<th>Name/ID Number</th>
<th>Initial Eligibility/Transfer</th>
<th>Continuing Eligibility</th>
<th>General Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NCAA Division II Instructions for Eligibility List
Form 24-5g
Page No. 4

Form approved by:_________________________________________  _____________________________
Signature                        Title
Phone:____________________  Date: ___________

Form approved by:_________________________________________  _____________________________
Signature (Director of Athletics)                        Title
Phone:____________________  Date: ___________

Form approved by:_________________________________________  _____________________________
Additional Signature (Head Coach)                        Title
Phone:____________________  Date: ___________

Form approved by:_________________________________________  _____________________________
Additional Signature                        Title
Phone:____________________  Date: ___________