

**NCAA Division II Instructions for Eligibility List**

<b>For:</b>	NCAA Division II and Division III institutions with multidivisional classification.
<b>Action:</b>	Complete appropriate eligibility checklist for each sport and file in the director of athletics' office.
<b>Due Date:</b>	First day of outside competition in the sport.
<b>Required by:</b>	NCAA Division II Bylaw 14.11.2 <sup>1</sup> .
<b>Purpose:</b>	To assess student-athlete eligibility.

**Column on Form****Instructions****Name/ID Number**

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.

[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<sup>2</sup>. [See Bylaws 14.1.4.1<sup>2</sup>, 14.11.2<sup>1</sup> and 14.11.2.1<sup>1</sup>.]

**Initial Eligibility****Term First Enrolled at Any Institution**

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.

**Term First Enrolled at Your Institution**

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.

**Qualification Status**

Indicate the student-athlete's initial-eligibility qualification status. Use **Q** for qualifier and **PQ** for partial qualifier.

**IE Waiver**

Did the student-athlete receive an approved initial-eligibility waiver? Use **Y** for yes and **N** for no.

**Amateurism**

Indicate the individual's amateurism certification status. Use **FC** for final certified, **CC** for certified with conditions and **NC** for not certified.

**Transfer**

Indicate whether the student-athlete is a transfer? Use **Y** for yes and **N** for no.

<sup>1</sup> 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.

<sup>2</sup> 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:

**Reason**

1. Cut or dismissed from team;
2. Exhausted eligibility in the sport;
3. Graduated;
4. Medical exception resulting from career-ending injury or condition;
5. Quit the team; or
6. Withdrew.

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

Page \_\_\_\_\_ of \_\_\_\_\_

**Sport:** \_\_\_\_\_

Institution: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

[illegible]

Form approved by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Title

Form approved by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature (Director of Athletics) Title

Form approved by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Signature (Head Coach) Title

Form approved by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Signature Title