



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 14.1.2.2.
Purpose:	To assess student-athlete eligibility.

Column on Form

Name/ID Number

Instructions

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 7.3.1.5.9. [See Bylaws 7.3.1.5.9.1, 14.1.2.2 and 14.1.2.2.1]

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 Certification Status

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.

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., 9/8, 24/36)¹. 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 or whether the institution self-applied relief for the student-athlete by way of the NCAA Division II Progress-Toward-Degree Waiver Subcommittee Previously Approved Waiver Checklist. 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.

¹ The 18/27 credit hour requirement was eliminated with Proposal No. 2025-3.

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	<ol style="list-style-type: none">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; or6. Withdrew. <p>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.</p>
Date	Indicate the effective date of the change in status.

2025-26 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