



## **NCAA Division II Progress-Toward-Degree Waiver Subcommittee Previously Approved Waiver Checklist**

### **Background:**

The intent of the following modifications to the existing progress-toward-degree waiver process is to reduce bureaucracy and permit the membership and NCAA staff to work more efficiently in limited circumstances. The waiver scenarios listed below are common circumstances where relief has traditionally been provided by staff if the student-athlete was otherwise on pace to meet the academic eligibility requirements when the unforeseen mitigation occurred.

### **Process:**

An institution is only permitted to self-apply relief (waive an otherwise applicable progress-toward-degree requirement) if the institution's circumstances appear on the list of designated previously approved waivers and the circumstances satisfy the specified criteria established for the previously approved waiver. If an institution's circumstances do not appear on the list of previously approved waivers, or if the circumstances do not satisfy all established criteria for a previously approved waiver, the institution must submit a formal progress-toward-degree waiver application to the NCAA national office for consideration.

An institution that grants relief of NCAA legislation based on the specific, previously approved waiver circumstances listed below must maintain the documentation used to make the determination on campus. The list of previously approved waivers will be reviewed on an annual basis by staff.

### **Previously approved waiver scenarios:**

Institutions seeking a progress-toward-degree waiver on behalf of a student-athlete for relief of NCAA Bylaws 14.4.3.2 (nine/eight credit hours earned per academic term), 14.4.3.3 (18/27 hours earned during regular academic year), 14.4.3.4 (24/36 annual credit hours earned), 14.4.3.5 (2.0 minimum grade-point average) may self-apply relief (waive an otherwise applicable progress-toward-degree requirement) if the institution's circumstances appear on the list of designated previously approved waivers and the circumstances satisfy the specified criteria established for the previously approved waiver.

Institutions are expected to maintain documentation to demonstrate the identified criteria existed at the period of time to which the previously approved waiver is applied. Additionally, an academic recovery plan designed by the institution that demonstrates how the student-athlete's individual efforts, course schedule planning (including consideration of academics and athletics related time demands) and use of academic resources (including appropriate accommodations for any education-impacting disability) will allow him or her to overcome academic eligibility deficiencies. A reasonable academic recovery plan will also demonstrate that the student-athlete is likely to graduate within five years of initial full-time enrollment and should include term-by-term scheduling of courses to the greatest extent possible. The plan must be signed by both the student-athlete and an institutional representative with academic oversight for the student-athlete.

If the institution or student-athlete fail to adhere to the academic recovery plan on file and it results in a future progress-toward-degree deficiency, the institution must submit a formal progress-toward-degree waiver application to the national office for consideration.

**Personal hardships:**

**Death of an immediate family or team member:**

1. The student-athlete experienced the death of an immediate family or team member during the academic year in which the deficiency occurs.
2. For purposes of relief in this scenario and others, immediate family member is defined as spouse, parent or legal guardian, child, sibling or domestic partner.

**Diagnosis of terminal illness or hospitalization of immediate family or team member:**

1. The student-athlete's immediate family member or team member was diagnosed and/or hospitalized with a terminal illness during the academic year in which the deficiency occurs.
2. Immediate family member is defined above.

**Victims of inappropriate sexual behavior:**

- The student-athlete was a victim of inappropriate sexual behavior during the academic year in which the deficiency occurred. Inappropriate sexual behavior includes, but is not limited to, sexual assault, sexual abuse, sexual misconduct or sexual violence.

**Inpatient hospitalization:**

- The student-athlete is hospitalized for a significant amount of time (e.g., two weeks) during the term or academic year in which the deficiency occurs.

**Catastrophic events:**

- The student-athlete experienced a loss due to a catastrophic event that occurred at the student-athlete's institution or in the student-athlete's hometown during the academic year in which the deficiency occurs. A catastrophic event as defined by the Federal Emergency Management Agency is "any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely impacting the population, infrastructure, environment, economy, national morale and/or government functions."

**High achieving students:**

**Nontransfers with a 3.5 or above cumulative grade-point-average:**

1. The student-athlete is a continuing, nontransfer, undergraduate student that presents a cumulative grade-point average at or above 3.50 and on an academic track to graduate within five years of initial full-time enrollment.
2. Institution has on file an academic recovery plan that shows graduation within five years.
3. In cases of misadvisement, the institution must complete an institutional recovery and it must be kept on file.

**Student-athlete entering final season/semesters/quarters of competition (credit-hour deficiencies only):**

- The student-athlete is entering their final season, semesters, or quarters of competition and the following academic criteria are met for a credit-hour deficiency:
  - a. Certification that the student-athlete received a satisfactory grade in all degree-applicable courses during the academic year prior to the deficiency (two semesters or three quarters);
  - b. Certification that the student-athlete is seeking to participate in their final season, semesters, or quarters of competition during the ensuing two semesters or three quarters;
  - c. Documentation that the student-athlete will complete their degree at the end of the ensuing two semesters or quarters;
  - d. Documentation that the student-athlete meets or exceeds the cumulative GPA required for graduation in the student-athlete's degree program
  - e. Certification that the student-athlete had no prior progress-toward-degree deficiencies; and
  - f. Evidence that demonstrates that it is reasonable to believe, based on the student-athlete's accelerated completion of their degree requirements, that the student-athlete will earn their degree within five years of initial enrollment.

**Restrictive degree programs:**

- The student-athlete is enrolled in a specific degree program that, due to course sequencing, offering limitations, catalog changes or a lack of course substitutions, has resulted in credit-hour deficiencies provided the following criteria are satisfied:
  - a. The student-athlete's failure to pass a course within the degree program, or attain a requisite grade-point-average, did not inhibit their progression through the degree program or create the deficiency;
  - b. The student-athlete is completing their degree as outlined by the institution in its published policies and/or curriculum for the degree program; and
  - c. The student-athlete will graduate within the degree program's intended timeline.