Legislative Relief Waiver Application Process

Determine the Legislative issue at the institution or conference. Exhaust interpretive options prior to waiver submission

Login to RSRO Online with NCAA login information

Click TAB Request a Waiver or Reinstatement

Start a New Case

STEP 1
General info

Institution Information
Select Appropriate Answer
Applicant Institution.
Academic year related to this request.
Did you receive a phone waiver from NCAA staff for this request?

Sub Case Types
CHECK ALL THAT APPLY TO APPLICATION
indicates more information if needed

Legislation Related to this Request
Describe the institution's request for relief.

Provide cite(s) of applicable legislation or interpretations.

Provide case numbers of any precedent relevant to this request.

STEP 2
Case Information

Case Information
Respond to required questions to expedite the process.

Refer to SLR/CLR guidelines and case precedent for appropriate mitigating factors.

STEP 3
Case Documentation

Recommended Documentation
Upload Appropriate Documentation

Provide a written statement from the student-athlete describing circumstances and facts surrounding this request.

Provide written statement(s) from other individuals involved in the circumstances of this request.

Provide any documentation not previously specified that substantiates assertions made in this request.

STEP 4
Signatures

Select Required Signatories
Institutional Authority Outside of Athletics Department
AND
Institutional Authority Inside of Athletics Department

STEP 5
Case Contacts and Submissions

Select Contacts for the Case
And
Additional Case Contacts

LIFE of a WAIVER

What Information/documentation is required?
The information standards are located on the SLR/CLR website.

What happens once the waiver is submitted via RSRO Online?

NCAA notification of Receipt
Waiver requests are assigned after the submission is complete via RSRO Online. The waiver is reviewed and is assigned to a case manager. The assigned case manager will make contact with the institution.

How long does the process take?
The standard processing time is typically three weeks. Depending on the type of waiver, the process may require more or less time. Institutions and conferences are strongly encouraged to submit a waiver request at the time it is determined necessary. A waiver request requiring a decision in less than one week is flagged by the NCAA staff as urgent.

LIFE of a WAIVER Continued

What steps should I take if I need to submit an urgent waiver?
Call the legislative relief waiver voice mail at 317/917-6144 to provide advanced notice that an urgent waiver request will be submitted. In some circumstances requests can be handled over the telephone via the telephone waiver process

Who may I call if I have additional questions?
Institutions and conferences may call the legislative relief waiver voice mail (317/917-6144) for help during NCAA business hours. Leave your name, institution name, the best number to reach you and the reason for the call.

Will the staff notify me if additional information is necessary?
Yes. The case administrator will contact the applicant institution or conference via the communication tab on RSRO Online or by telephone.

Who will issue the decision?
The staff has the authority to issue all initial decisions. Staff may reconsider its decision if institutions submit new information that was not available previously. If an institution or conference wishes to appeal the staff's decision, the request will be forwarded to the appropriate divisional (sub) committee for review.

Appeal Timeline
Institutions/conferences have 30 calendar days from the date of the staff's decision to appeal.