



APPLICATION FOR RECLASSIFICATION FROM NCAA DIVISION II  
TO NCAA DIVISION I MEMBERSHIP

**MUST BE RECEIVED NOT LATER THAN JUNE 1  
WITH APPLICATION FEE AND ALL SUPPORTING DOCUMENTATION.**

Institutions are required to download and complete this form, submit the application fee,  
and provide supporting materials to staff no later than June 1, 2024.

1. Institution name: \_\_\_\_\_
2. Chancellor or President:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_/\_\_\_\_\_  
Email address: \_\_\_\_\_
3. Faculty Athletics Representative:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_/\_\_\_\_\_  
Email address: \_\_\_\_\_
4. Director of Athletics:  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_/\_\_\_\_\_  
Email address: \_\_\_\_\_
5. Senior Woman Administrator:  
Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_/\_\_\_\_\_  
Email address: \_\_\_\_\_
6. Senior Compliance Administrator:  
Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_/\_\_\_\_\_  
Email address: \_\_\_\_\_

7. Describe the process and the individuals involved that your institution used to determine your institution's decision to apply for Division I membership (e.g., feasibility study, interest study). Please attach as a pdf.
8. Total full-time undergraduate enrollment for current semester or term (not including extension or evening students): \_\_\_\_\_ (men: \_\_\_\_\_; women: \_\_\_\_\_).
9. Indicate your institution's classification: ☐ Public ☐ Private
10. Does your institution offer at least one four-year (or two-year upper level) curriculum leading to a Bachelor of Arts or Bachelor of Science degree? ☐ Yes ☐ No
11. What regional agency has accredited your institution? \_\_\_\_\_
12. Is your institution a member of any other intercollegiate athletics associations? If so, please list them.  
Men: \_\_\_\_\_  
Women: \_\_\_\_\_
13. Has your institution previously submitted a Division I membership application to the NCAA?  
☐ Yes ☐ No  
  
If yes, what was the date of your application: \_\_\_\_\_
14. List the years of active membership of Division II? \_\_\_\_\_
15. List the Division I multisport conference in which your institution has received a bonafide invitation to become a member and the sports in which you will compete in that conference:  
  
Conference: \_\_\_\_\_

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16. Does your institution sponsor football? ☐ Yes ☐ No

17. Financial Aid.

a. Did your institution meet the minimum athletically related financial aid requirements for the most recent academic year? ☐ Yes ☐ No

b. What option did you satisfy? \_\_\_\_\_

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18. Complete the chart by listing all varsity intercollegiate sports involving all male teams, all female teams and mixed male and female teams sponsored by your institution.

The season in which the sport occurs is determined by when the majority of an institution's contests or dates of competition occur:

Fall: September through December  
Winter: November through March  
Spring: February through May

**Fall Sports**

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 2023-24 <sup>1</sup>	Number of Participants in 2023-24 <sup>2</sup>	Number of Contests in 2024-25 <sup>3</sup>	Total Countable Aid Awarded <sup>4</sup>
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Winter Sports**

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 2023-24 <sup>1</sup>	Number of Participants in 2023-24 <sup>2</sup>	Number of Contests in 2024-25 <sup>3</sup>	Total Countable Aid Awarded <sup>4</sup>
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Spring Sports**

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 2023-24	Number of Participants in 2023-24 <sup>2</sup>	Number of Contests in 2024-25 <sup>3</sup>	Total Countable Aid Awarded <sup>4</sup>
1.							
2.							
3.							
4.							
5.							
6.							
7.							

- <sup>1</sup> This information should indicate the number of contests completed in the appropriate sport against four-year institutions.
- <sup>2</sup> This information should indicate the approximate number of participants who will be on the roster in the appropriate sport.
- <sup>3</sup> This information should indicate the number of contests scheduled in the appropriate sport against four-year institutions.
- <sup>4</sup> This figure should be the total dollar amount of athletics aid and other countable aid (as determined by the institution) divided by the cost of a full grant at the institution. Per NCAA legislation, a full grant consists of tuition, fees, room and board, and books. Documentation must accompany this application that verifies the figures.

19. By executing this Application, each signatory, represents and warrants that it has full right and authority to submit this request on behalf of the applicant institution listed above. The applicant further represents and acknowledges that he or she, as well as the applicant institution have read or caused to be read the NCAA bylaws, policies, and procedures (“NCAA Rules”) applicable to the requested reclassification process in all particulars, and consents to the conditions, duties, and responsibilities imposed upon such applicant institution as specified in the applicable NCAA Rules. As such each signatory, on behalf of themselves and the applicant institution, acknowledge and agree that unless and until applicant institution becomes an active NCAA Division I member, it will not be eligible for participation in Division I NCAA Championships, as specified in the applicable NCAA Rules, and will not be eligible to participate in Division I NCAA revenue distribution. Further, an institution, including its agents and representatives, shall not make public disclosures about issues they may have with the reclassification process. By submitting this reclassification application, applicant institution acknowledges and agrees that, during the reclassification process and until it has become an active NCAA Division I member, it shall provide annual written notification to current and prospective student athletes that applicant institution is not eligible to participate in Division I NCAA Championships. Prospective student athletes shall be notified prior to the date of their official visit to the institution or prior to the student athlete’s official commitment to enroll at the institution, whichever occurs earlier.

**This application is made in good faith, with full knowledge and acceptance of Bylaw 20.01.4  
“Obligation to Meet Division Criteria.”**

**Note: All individuals listed on page no. 1 must sign below.**

Signed \_\_\_\_\_  
(Chancellor or President) (Date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Faculty Athletics Representative) (Date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Director of Athletics) (Date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Senior Woman Administrator) (Date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Senior Compliance Administrator) (Date) \_\_\_\_\_

**THIS FORM, MUST BE DOWLOADED, COMPLETED, AND SUPPORTING DOCUMENTATION MUST BE PROVIDED TO NCAA STAFF NOT LATER THAN JUNE 1, 2024.**

**THE APPLICATION FEE OF \$1,850,000 (TO BE PAID THROUGH ELECTRONIC TRANSFER) TRANSFER. INSTRUCTIONS WILL BE FORWARDED TO INSTITUTION'S DIRECTOR OF ATHLETICS FOLLOWING OFFICIAL NOTIFICATION OF NCAA STAFF OF THE INSTITUTION'S INTENT TO MAKE APPLICATION. IT MUST BE RECEIVED NO LATER THAN JUNE 1.**

**COMPLETION OF THIS APPLICATION IN NO WAY IMPLIES OR ENSURES APPROVAL OF MEMBERSHIP.**

**QUESTIONS MAY BE DIRECTED TO TROY ARTHUR ([TARTHUR@NCAA.ORG](mailto:TARTHUR@NCAA.ORG)), JENN SAMBLE ([JSAMBLE@NCAA.ORG](mailto:JSAMBLE@NCAA.ORG)), or ANGELA TRESSEL ([ATRESSEL@NCAA.ORG](mailto:ATRESSEL@NCAA.ORG)).**

**Supporting Materials for Institutions  
Applying to Reclassify from Division II to Division I  
(Updated for 2024-2025 Academic Year)**

The following questions and supporting materials must be provided to NCAA staff no later than June 1 of the year the institution makes its application to begin the reclassification process to move from Division II to Division I.

**\*\*Please answer all questions in this document. Do NOT provide links for additional information.\*\***

Institutional Profile.

1. Institution's web address.
2. Institution's profit/not for profit status.
3. Does the institution have any intentions of transitioning to/from not-for profit?
4. Provide a brief description and history of your institution.
5. Provide a breakdown of gender and race/ethnicity for your student body and student- athletes.
6. Provide a projected undergraduate enrollment for the reclassification period.
7. Name of institution's governing body (e.g., board of trustees).
8. Provide the institution's organizational chart.
9. Describe the process that your institution used and the individuals that were involved in determining that your institution would apply for Division I membership, including a feasibility study, strategic plan, and policies and procedures that demonstrate the institution's commitment to Division I membership.
10. Has the institution discussed how the institution is planning to meet and sustain the NCAA's new legislation regarding the holistic model for student-athletes? If yes, please explain the institution's plan.

Athletics Profile.

1. Provide a letter from the conference confirming the sponsorship of your membership application and attesting to the acceptance of the lack of championship access and revenue



- distribution during the process and agreement to refrain from public disparagement of the process.
2. Provide the title of the individual(s) to whom the director of athletics reports.
  3. Provide the athletics department's current organizational chart.
  4. Provide the department of athletics' philosophy/mission statement.
  5. Does your institution have an athletics committee/board? If yes, what is the title of the committee?
  6. Provide a copy of the department of athletics policy and procedures manual.
  7. Provide a copy of the department of athletics compliance manual.
  8. Who has the responsibility to review department of athletics policies and procedures and how are changes approved?
  9. (Chart attached to e-mail) Use the attached chart to provide information regarding all administrative, coaching, support and compliance staff, departmental liaisons between athletics, financial aid, admissions and registrar's office and other offices or individuals performing compliance related duties.
  10. How many sports does the institution sponsor at the varsity level?
  11. (Chart attached to e-mail). Use the attached chart to provide the information requested to list all varsity sports involving all-male, all-female, and mixed teams sponsored by the institution.
  12. Does the institution plan to add or drop sports? Please explain.
  13. Describe actions (or planned actions) to enhance schedules in all sports to increase level of competition.
  14. Does the department of athletics have an established booster organization? If yes, describe how it is structured and who has oversight.
  15. Provide the institution's education plan for boosters, the institution's on-campus community, coaches, and athletics staff members regarding Division I rules.
  16. Is your institution involved in a rules violation investigation, an infractions case, or on probation? If yes, provide an explanation.

17. Provide a copy of all institutional violations that occurred during the past academic year.

Academic Profile.

1. Is your institution in good standing (not on probation, warning, or restricted status) from the institution's regional accreditation body? If not, provide a detailed explanation of the current status.
2. How does your institution define good academic standing?
3. Does your institution have a special admissions policy available to student-athletes? If yes, please describe the policy.
4. Provide your most recent four-year rolling student body graduation rate as reported in the IPEDS-GSR.
5. Provide your most recent four-year rolling student-athlete graduation rate.
6. Provide information regarding student-athlete academic performance (e.g., grade-point averages and graduation rates) compared to the institution's student-body.
7. What are your institutional policies and procedures for initial, continuing, and transfer eligibility certification? Please identify staff members who are involved in certification and outline their individual responsibilities.
8. Describe your institution's educational efforts, specifically with academic support personnel who are employed outside of athletics, that work with student-athletes.
9. Does your institution have a policy regarding missed class time? If yes, please provide the policy.
10. Explain the proctoring policy for exams completed by student-athletes during travel for away-from-home contests, including identifying individuals responsible for proctoring exams.
11. Provide your institution's most recent NCAA Division I Academic Progress Rate (APR) report (if your institution sponsored a Division I sport(s)).
12. Explain how your institution would address any APR issues that may arise.
13. Identify any teams that have been subject to APR penalties in the past or those that are anticipated from the current year (if applicable).

14. Provide any APR (if applicable) or other academic improvement plans developed or implemented during the previous academic year.

Finances and Funding Profile.

1. What is the institution's overall operating budget?
2. What is the current operating budget for the department of athletics? Include your institution's department of athletics projected budget for the reclassification period.
3. Are all revenues and expenditures for the institution's department of athletics under the clear control of the institution? Please describe the oversight process.
4. Is the athletics program responsible for generating income through fundraising activities? If yes, describe the program's fundraising activities/approval process for fundraising activities.
5. Provide a chart that includes fundraising, scholarships, and operating budgets broken out by team for the past academic year and the projections for the reclassification period.
6. Provide a detailed list of revenues and expenses for the department of athletics.
7. Provide marketing and fundraising plans specifically for the sports of basketball and football.
8. Provide the marketing and fundraising plans for female sports.
9. Provide evidence of booster support, particularly for the sports of basketball and football.
10. What is the institution's financial stability plan during and beyond the reclassification period?

Student-Athlete Well-Being.

1. Describe the program your institution has in place for student-athlete development.
2. Does your institution have a mechanism to evaluate the treatment of student-athletes (e.g., exit interviews, surveys)? If yes, please describe. Also include a description of what is done with the information received from student-athletes.
3. Describe the rules education program for student-athletes.

4. Describe your institution's academic/disability support services for student-athletes (e.g., tutors, study hall, students with disabilities accommodations, grievance policies, etc.).
5. Provide your institution's written policies and procedures in place to ensure the health and safety of student-athletes (e.g., athletics training, emergency medical procedures, drug testing, concussion management plan, sickle cell testing, return to learn).
6. Describe the staffing changes that have been or will be made to account for a move to Division I (e.g., enhancements to rules compliance, academic support, athletic training, life skills).
7. Describe how your institution will take action to achieve and maintain gender equity, diversity, and inclusion. Include plans to ensure the provision of equitable opportunities (e.g., scholarships, participation opportunities) and program offerings (e.g. speakers, workshops).
8. Describe the department of athletics efforts, including the institution's and department's educational programs on equity, diversity, and inclusion for your institution's student-athletes, coaches, and staff and the process to review any areas for improvements or issues that are identified. Include a description of which individuals are and will be included in these reviews.
9. Provide the institution's return to learn and concussion management policies.
10. Describe the mental health resources available for student-athletes.
11. Provide information regarding how student-athletes are integrated into the student body.

Facilities Profile.

(Chart attached to this e-mail). Use the attached chart to provide information regarding the institution's athletics facilities.

## Division I Membership Application Athletics Administration and Coaching Staff

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[illegible]

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[illegible]

In the section below, please describe the institution's athletics facilities in detail (including the training room, locker rooms, office space, and all playing courts/fields). Please outline the following: (1) Ownership of each facility; (2) Location of each facility in proximity to the institution; (3) Dates of construction and dates of any renovations for each facility; and (4) Seating capacity.

[illegible]



In the section below, please describe any planned facilities in detail including the: (1) Budgeting; (2) Financing; and (3) Scheduled completion dates for each planned facility.

Planned Facility	Budgeting	Financing	Scheduled Completion Dates