



DIVISION II EXPEDITED PROVISIONAL MEMBERSHIP PROCESS

Effective Date. August 1, 2024, for institutions making application to begin the membership process on October 1, 2024, and thereafter.

Membership Process. An institution that seeks to become an active Division II member in all sports must successfully complete all requirements of the membership process, as specified below to be considered for active membership.

Administrative Requirements for Application.

1. Deadline for Submission of Application. An institution shall complete an application, signed by the chancellor or president, and received in the NCAA national office not later than October 1 prior to the academic year in which the institution seeks to begin the membership process. The NCAA Division II Membership Committee will review submitted applications during its February meeting and provide notification to the applicant institutions thereafter regarding whether they have been accepted into the expedited provisional membership process.
2. Confirmation of Application to the Expedited Provisional Membership Process. At the time of the submission of an application, an institution must confirm its desire to be considered for entrance into the expedited provisional membership process. After submission of an application, an institution may not retroactively indicate that it would like to enter the expedited provisional membership process. Additionally, an institution must indicate in its application whether it would like to be considered for the three-year provisional membership process in the event they are not accepted into the two-year expedited provisional membership process.
3. Required Documentation with the Application. In its application, the institution shall submit the following:
 - a. Statement explaining why the institution seeks to transition to Division II;
 - b. Demonstration that the institution is meeting the Division II minimum sports-sponsorship requirement as outlined in NCAA Division II Bylaw 7.3.1.7 (sports sponsorship) at the time of application. Institutions must demonstrate that the sports were sponsored per the applicable legislation in the academic year immediately preceding the application date. Plans to sponsor additional sports to meet the legislated requirements in the academic year after the application deadline will not satisfy the sports-sponsorship requirement;
 - c. Demonstration that the institution will be meeting the Division II financial aid requirements outlined in Division II Bylaw 7.3.1.6.1 (minimum awards) in Provisional Year One and has an approved plan from the institution's governance structure of the commitment of resources for satisfying financial aid requirements;
 - d. Athletics department philosophy, mission statement and strategic plan;

- e. Athletics department policies and procedures manual, including a copy of the institution's written procedures in place to ensure the health and safety of the institution's student-athletes (e.g., athletic training, emergency medical procedures) if the procedures are not contained in the policies and procedures manual;
 - f. Institution and athletics department complete organizational charts;
 - g. Athletics department compliance manual for Division II membership;
 - h. Athletics department student-athlete handbook for Division II membership; and
 - i. Job descriptions for the director of athletics, compliance administrator, faculty athletics representative and senior woman administrator.
4. Conference Membership Requirement. An institution must receive a bona fide invitation for membership from an active Division II conference before applying for Division II membership.
 5. Application Fee. A refundable application fee shall accompany the application form. The amount of the fee will be determined annually by the Membership Committee based on a continual analysis of expenses associated with the membership process. An applicant institution that is not selected to enter the membership process shall receive a refund of the application fee on a prorated basis as determined by the Membership Committee.
 6. Facilities Video. A video of all athletics facilities must be submitted to the national office following the submission of the online application. The video must be three to five minutes in length with audio description of facilities only. Background music and interviews should not be included.
 7. Additional Information Submissions. Additional information (i.e., update on progress since submission of application, submission of final sports sponsorship data for fall sports for the current academic year, update on sports sponsorship projections for winter and spring sports for the current academic year) shall be received by the national office not later than January 5 following submission of the institution's application.
 8. Provisional Period -- Year Two Fee. A nonrefundable fee in the amount of \$14,000 will be assessed if the institution is invited to year two of the expedited provisional membership process. Additionally, a check in the appropriate amount of annual dues [see the annual dues requirement for active members per NCAA Constitution, Article 3-C] shall also accompany the notice.
 9. Membership Committee Authority. The Membership Committee has the authority to accept or not accept an institution's application to enter the expedited provisional membership process.

10. Post-Application Visit. An outside vendor identified by the Membership Committee will conduct a post-application visit to the institution's campus. An NCAA staff member, Membership Committee representative and conference office representative must attend the visit.

Expedited Provisional Membership Period. Once an institution receives notice that it has been accepted to begin the Division II expedited membership process, the institution shall enter the provisional membership period on September 1 or the beginning of practice in any sport for the fall term or the first day of classes for that fall term, whichever occurs first. The expedited provisional membership period shall be a minimum of two years. The Membership Committee will annually assess the progress of the institution in the expedited provisional membership period and determine the institution's readiness for advancement in the process or active membership. At the completion of the two-year period, the institution shall receive a determination of its readiness to proceed to active membership.

If it is determined by the Membership Committee that an institution is not ready to proceed to active membership at the conclusion of the two-year provisional period, the institution may be required to complete, at a minimum, an additional year in the provisional membership process (i.e., a third year of the provisional membership process). Institutions are not permitted to repeat more than one year of the expedited provisional membership process. Further, for those institutions required to complete provisional year two a second time, a nonrefundable fee will be assessed against the institution. The amount of the fee will be determined annually by the Membership Committee, based on a continual analysis of expenses associated with the membership process.

Institutions are required to satisfy the following requirements during the expedited provisional membership period:

1. Year One:
 - a. **Commitment of Chancellor or President.** The chancellor or president at the institution must demonstrate involvement in and commitment to the membership process, as determined by the Membership Committee;
 - b. **Compliance with Division II Legislation.** The institution must demonstrate it is administering its athletics program in accordance with all Division II legislation;
 - c. **Compliance with Division II Financial Aid Requirements.** The institution must demonstrate it is satisfying Division II financial aid requirements and adhering to its plan for honoring financial aid awards;
 - d. **Orientation Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator, any additional individual to whom athletics reports and a conference

office representative must attend a summer orientation session conducted virtually by the national office staff;

- e. **Active Division II Member Visit.** A visit paid by the institution to an active Division II member institution's campus, as selected by the Membership Committee during its April meeting prior to the institution beginning Provisional Year One of the expedited provisional membership process;
- f. **On-Campus Visit.** An on-campus assessment must be conducted by an outside group selected by the Membership Committee. The assessment must occur during the spring term. An NCAA staff member, Membership Committee representative and conference office representative must attend the visit;
- g. **NCAA Convention Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator and any individual to whom athletics reports are required to attend the NCAA Convention Division II business session and provisional member meeting;
- h. **Regional Rules Attendance.** The director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator, a liaison from the financial aid office and a liaison from the registrar's office are required to attend all Division II sessions during a Regional Rules Seminar conducted by the NCAA; and
- i. **Annual Report.** An annual report must be submitted by June 1, which shall include an updated athletics department strategic plan.

2. Year Two:

- a. **Commitment of Chancellor or President.** The chancellor or president at the institution must demonstrate involvement in and commitment to the membership process, as determined by the Membership Committee;
- b. **Compliance with Division II Legislation.** The institution must demonstrate it is administering its athletics program in accordance with all Division II legislation;
- c. **Compliance with Division II Financial Aid Requirements.** The institution must demonstrate it is satisfying Division II financial aid requirements and adhering to its plan for honoring financial aid awards;
- d. **On-Campus Visit -- Compliance Blueprint Review.** An on-campus assessment must be conducted by an outside group selected by the Membership Committee. The assessment shall include completion of the Compliance Blueprint Review and

must occur during the fall term. A conference office representative is encouraged to attend;

- e. **On-Campus Visit.** An on-campus assessment must be conducted by an outside group selected by the Membership Committee to review the readiness of the institution to become an active member. The assessment must occur during the spring term. A conference office representative is encouraged to attend;
 - f. **NCAA Convention Attendance.** The chancellor or president, the director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator and any individual to whom athletics reports are required to attend the NCAA Convention Division II business session and provisional member meeting;
 - g. **Regional Rules Seminar Attendance.** The director of athletics, the senior woman administrator, the faculty athletics representative, a compliance administrator, a liaison from the financial aid office and a liaison from the registrar's office are required to attend all Division II sessions during a Regional Rules Seminar conducted by the NCAA; and
 - h. **Annual Report.** An annual report must be submitted by June 1, which shall include an updated athletics department strategic plan.
3. Once during the two-year expedited provisional membership process:
- a. **Attendance at the NCAA Inclusion Forum.** Institutional representatives required to attend are the director of athletics, senior woman administrator and a senior-level administrator outside of athletics;
 - b. **Attendance at Faculty Athletics Representative Association (FARA) National Convention.** The institution's faculty athletics representative is required to attend the FARA National Convention; and
 - c. **Professional Development Event for Senior Woman Administrator.** Attendance by the senior woman administrator at a professional development event (e.g., Women Leaders in Sports Convention, Administrative Enhancement Institute, National Association of Collegiate Directors of Athletics Convention).

**Policies and Procedures for Institutions Transitioning to Division II through the
 Expedited Provisional Membership Process**

Application Requirements	
Conference Affiliation	Institutions must receive a bona fide invitation for membership from an active Division II conference before applying for Division II membership.

Provisional Year One	
Compliance with NCAA Division II Legislation	Demonstrate compliance with all Division II legislation.
Financial Aid Plan	<p>Institutions must demonstrate that they are satisfying all Division II financial aid regulations.</p> <p>Institutions must provide updates related to the institution's plan for the commitment of resources to satisfy Division II financial aid regulations.</p>
Attendance Requirement – Summer Orientation	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator 6. Any individual to whom athletics reports 7. Conference Office Representative <p>The orientation will occur virtually and is conducted by the NCAA staff.</p>
Attendance Requirement – Visit to Active Division II Institution	A visit paid by the institution to an active member institution's campus, as selected by the Membership Committee during its April meeting prior to the institution beginning Provisional Year One of the expedited provisional membership process.
On-Campus Visit	<p>During the spring term, an on-campus assessment must be conducted by an outside group selected by the Membership Committee.</p> <p>An NCAA staff member, Membership Committee representative and conference office representative must attend the visit.</p>
Attendance Requirement – NCAA Convention Division II Business Session and	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator

Provisional Member Meeting	6. Any individual to whom athletics reports
Attendance Requirement – Regional Rules Seminar	<ol style="list-style-type: none"> 1. Director of Athletics 2. Senior Woman Administrator 3. Faculty Athletics Representative 4. Compliance Administrator 5. Liaison from Financial Aid Office 6. Liaison from the Registrar Office
Annual Report	Institutions must complete and submit an annual report in the NCAA Program Hub by June 1.

Provisional Year Two	
Compliance with NCAA Division II Legislation	Demonstrate compliance with all Division II legislation.
Financial Aid Plan	<p>Institutions must demonstrate that they are satisfying all Division II financial aid regulations.</p> <p>Institutions must provide updates related to the institution’s plan for the commitment of resources to satisfy Division II financial aid regulations.</p>
On-Campus Visit	During the fall term, an outside vendor identified by the Division II Membership Committee will conduct a compliance blueprint review on the institution’s campus. A conference office representative is encouraged to attend.
On-Campus Visit	During the spring term, an on-campus assessment must be conducted by an outside group selected by the Membership Committee. A conference office representative is encouraged to attend.
Attendance Requirement – NCAA Convention Division II Business Session and Provisional Member Meeting	<ol style="list-style-type: none"> 1. Chancellor or President 2. Director of Athletics 3. Senior Woman Administrator 4. Faculty Athletics Representative 5. Compliance Administrator 6. Any individual to whom athletics reports
Attendance Requirement – Regional Rules Seminar	<ol style="list-style-type: none"> 1. Director of Athletics 2. Senior Woman Administrator 3. Faculty Athletics Representative 4. Compliance Administrator 5. Liaison from Financial Aid Office 6. Liaison from the Registrar Office
Annual Report	Institutions must complete and submit an annual report in the NCAA Program Hub by June 1.