



# DIVISION III

DISCOVER | DEVELOP | DEDICATE

## NCAA Division III Reclassifying Member Calendar of Activities (Detailed by Program Class Year)

### Reclassifying – Year One.

#### August/September:

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test located on the NCAA Learning Portal.
- Utilize NCAA Learning Portal educational resources.
- Review the [annual list of required forms](#) document.

#### September 1:

- Officially begin reclassifying membership process.
- Pay nonrefundable fee, plus Division III annual membership dues.  
(Note: The new membership fee is \$39,000 and the Division III annual dues are \$2,000. These fees are determined by the Division III Membership Committee and approved by the NCAA Division III Management Council.)

#### September/October:

- Register for the NCAA Convention.
- Host year one visit by NCAA staff and Membership Committee member.

#### November:

- Complete the Campus Sexual Violence Attestation.

#### January:

- Attend the Convention.

Chancellor or president is required to attend one time during the first year of the reclassification process. The director of athletics is required to attend each year within the process. While in attendance, the individuals must attend the Division III Issues Forum,

Division III New Member Session, as well as the Division III Business Session. The institution's senior woman administrator (SWA), athletics diversity and inclusion designee, faculty athletics representative (FAR), and athletics direct report are strongly encouraged to attend the NCAA Convention as well.

**February:**

- Begin working on year one annual report.

**March/April:**

- Register for NCAA Regional Rules Seminars to be held in May or June.

**April 29:**

- Submit year one annual report to membership committee mentor for review and feedback.

**May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).
  - Individual with compliance oversight (required).

**June 1:**

- Submit completed year one annual report.

**Mid-June:**

- Receive year one annual report feedback and notification of year two membership status.

**General:**

- Conduct monthly check-ins with assigned membership committee mentor and review the NCAA Division III Monthly Update.
- Chancellor or president attends convention during the first year of the reclassification process.

- Faculty athletics representative attends professional development event prior to June 1 of year three. \*
- Senior woman administrator attends professional development event prior to June 1 of year three. \*\*
- Athletics diversity and inclusion designee attends NCAA Inclusion Forum once during reclassifying membership. \*\*\*

### Reclassifying – Year Two.

#### **August/September:**

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test located on the NCAA Learning Portal.
- Utilize NCAA Learning Portal educational resources.
- Review the [annual list of required forms](#) document.

#### **September 1:**

- Officially begin year two of reclassifying membership.
- Pay Division III annual membership dues.

#### **September-November:**

- Participate in year two videoconference with NCAA staff.
- Review and update NCAA athletics department profile.
- Register for the NCAA Convention.

#### **November:**

- Complete the Campus Sexual Violence Attestation.

**January:**

- Attend the NCAA Convention.
  - Chancellor or president (optional) and director of athletics (required) attend the Division III Issues Forum, Division III New Member Session, as well as the Division III Business Session. The institution's senior woman administrator, athletics diversity and inclusion designee, faculty athletics representative, and athletics direct report are strongly encouraged to attend the NCAA Convention as well.

Note: Chancellor or president attendance is required if the institution has experienced a change in presidential leadership. \*\*\*\*

**February:**

- Begin working on year two annual report.

**March/April:**

- Register for NCAA Regional Rules Seminars to be held in May or June.
- Participate in financial aid education session with NCAA staff.

**April 29:**

- Submit year two annual report to membership committee mentor for review and feedback.

**May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).
  - Individual with compliance oversight (required).

**June 1:**

- Submit completed year two annual report.

**Mid-June:**

- Receive year two annual report feedback and notification of year three membership status.

**General:**

- Conduct monthly check-ins with assigned membership committee mentor.
- Review the NCAA Division III Monthly Update.
- Review NCAA Division III Learning Portal.
- Review the [annual list of required forms](#) document.
- Conduct regular Student-Athlete Advisory Committee meetings.
- Faculty athletics representative attends professional development event prior to June 1 of year three; \*
- Senior woman administrator attends professional development event prior to June 1 of year three; \*\*Athletics diversity and inclusion designee attends NCAA Inclusion Forum once during reclassifying membership. \*\*\*

**Reclassifying – Year Three.**

**August/September:**

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test on the NCAA Learning Portal.
- Utilize NCAA Learning Portal educational resources (optional).
- Review the [annual list of required forms](#) document.

**September 1:**

- Officially begin year three of reclassifying membership.

- Pay Division III annual membership dues.

### September-November:

- Participate in year three videoconference with NCAA staff. Review and update NCAA athletics department profile.
- Register for the NCAA Convention.

### January:

- Attend the NCAA Convention.
  - Chancellor or president (optional) and director of athletics (required) attend the Division III Issues Forum, Division III New Member Session, as well as the Division III Business Session. The institution's senior woman administrator, athletics diversity and inclusion designee, faculty athletics representative, and athletics direct report are strongly encouraged to attend the NCAA Convention as well.

Note: Chancellor or president attendance is required during year three if the institution has experienced a change in presidential leadership

### February:

- Begin working on year three annual report.

### March/April:

- Participate in year three financial aid videoconference with NCAA staff (if applicable).
- Register for NCAA Regional Rules Seminars to be held in May or June.

### April 29:

- Submit year three annual report to membership committee mentor for review and feedback.

### May/June:

- Attend Regional Rules Seminars.

- Director of athletics (required).
- Individual with compliance oversight (required).

**June 1:**

- Submit completed year three annual report.

**Mid-June:**

- Receive year three annual report feedback and notification of active membership status.

**General:**

- Conduct monthly check-ins with assigned membership committee mentor.
- Review the NCAA Division III Monthly Update.
- Review NCAA Division III Learning Portal.
- Review the [annual list of required forms](#) document.
- Conduct regular Student-Athlete Advisory Committee meetings.
- Faculty athletics representative attends professional development event prior to June 1 of year three. \*
- Senior woman administrator attends professional development event prior to June 1 of year three. \*\*
- Athletics diversity and inclusion designee attends NCAA Inclusion Forum once during reclassifying membership. \*\*\*

**Active Membership.**

**September 1:**

- Officially begin Division III active membership.

**NCAA Division III Reclassifying Member  
Calendar of Activities**

\* The faculty athletics representative (FAR) at a reclassifying institution is required to attend at least one professional development seminar or Convention prior to June 1 of year three of the membership process. Attendance must be documented in the year three annual report. An institution has the liberty to determine when it is most appropriate for the FAR to engage in one of the following events (or an event preapproved by the membership committee):

- Faculty Athletics Representatives Association (FARA) annual meeting;
- NCAA Convention; or
- NCAA Regional Rules Seminars.

\*\* The senior woman administrator (SWA) at a reclassifying institution is required to attend at least one professional development seminar or Convention prior to June 1 of year three of the membership process. Attendance must be documented in the year three annual report. An institution has the liberty to determine when it is most appropriate for the SWA to engage in one of the following events (or an event preapproved by the membership committee):

- Women Leaders in College Sports National Convention;
- Women Leaders in College Sports Institutes;
- NCAA Convention;
- NCAA Regional Rules Seminars;
- NCAA Inclusion Forum; or
- NCAA Leadership Symposium;
- NCAA Common Ground event.

\*\*\* The athletics diversity and inclusion designee at a reclassifying institution must attend the NCAA Inclusion Forum at least once during the membership process. Attendance must be documented in an annual report. An institution has the liberty to determine which senior-level administrator shall attend the event.



\*\*\*\* While presidential attendance is recommended for all years of the new member process, in light of the demands that face institutional chancellors and presidents, presidential Convention attendance is required only once during the first year of the membership process and during any subsequent year in which the institution has new presidential leadership. The required attendance during the first year shall include attendance at the following Convention sessions: The Division III New Member Session, the Division III Issues Forum and the Division III Business Session.