



NCAA Division III Reclassifying Member Process Frequently Asked Questions

I. Definitions.

Question No. 1: What is a reclassifying member institution?

Answer: A reclassifying member institution is an active NCAA Division I or Division II member institution that has applied for active membership in Division III.

II. Division III Reclassifying Membership Process.

Question No. 2: How long is the entire process to join Division III?

Answer: An institution must serve three years in the reclassifying membership process. However, there is a waiver to shorten the process to two years.

Question No. 3: When is the application for reclassifying membership due?

Answer: For an institution intending to be a reclassifying member for the upcoming academic year, the reclassifying membership application is due not later than February 1. The application for reclassifying membership may be found on the Division III Membership webpage in the “Provisional and Reclassifying Resources” section.

Question No. 4: Is there a cost associated with the reclassifying membership process?

Answer: A reclassifying member institution must pay a nonrefundable fee of \$39,000 for the provisional/reclassifying member education program, plus \$2,000 for standard Division III annual dues. These fees are due by September 1 of the first year of the reclassifying membership process. This educational fee covers travel and other expenses for NCAA staff and Division III Membership Committee members. It also funds staff time and material costs associated with the provisional/reclassifying membership program. It is important to note a reclassifying member institution also must pay Division III annual dues during each year of the reclassifying membership process (Bylaws 20.10.2.1.2 and 20.13).

Question No. 5: How many institutions are accepted as reclassifying members each year?

Answer: There is a maximum of four institutions admitted to the reclassifying membership process in any one year, and a maximum of 12 reclassifying institutions participating in the program in total. (Bylaw 20.10.3).

Question No. 6: Does an institution applying for reclassification need to have an offer of conference membership?

Answer: Yes. An institution whose provisional membership process will begin during or after the 2024-25 academic year is required to have a bona fide invitation from an active Division III multisport conference before applying for Division III membership. To satisfy this requirement, the institution may use a memorandum, signed by the chair of the chancellors and presidents' group or appropriate designee of the conference, as evidence of the active member conference's offer to become a full member upon the institution becoming an active Division III members.

Question No. 7: When is an institution notified of its status to participate in the reclassifying membership process?

Answer: An institution is notified of its status to participate in the reclassifying membership process following the Membership Committee's meeting held every February.

Question No. 8: When does an institution officially begin the reclassifying membership process?

Answer: September 1 following acceptance by the Membership Committee into the reclassifying membership process. For example, if the Membership Committee accepts an institution into the reclassifying membership process in February 2025, the institution's official start date of the reclassifying membership process is September 1, 2025.

Question No. 9: Is an institution required to publicly announce its participation in the reclassifying membership process? If so, when?

Answer: The Presidents Council requests (but does not require) an institution to publicly announce its reclassifying membership to provide transparency for all institutional stakeholders, and to ensure all prospective and current student-athletes are aware of potential athletically related financial aid implications. Public announcements may be issued once an institution is accepted by the Membership Committee to participate in the reclassifying membership process.

Question No. 10: Is an institution in the reclassifying membership process considered a Division III member institution?

Answer: Yes. Provisional membership is a class of Division III membership (Bylaw 20.01.2). This designation includes reclassifying membership.

Question No. 11: Must a reclassifying member institution adhere to Division III legislation? If so, when?

Answer: Yes. Beginning September 1 of the first year of reclassifying membership and thereafter, a reclassifying member institution must administer its athletics program in accordance with the constitution, bylaws and other legislation of the NCAA and of Division III (Bylaw 20.6.5). In recognition of differing academic calendars at various institutions, during the summer prior to the start of the first year of provisional membership, the institution is encouraged to begin applying Division III legislation no later than the first day of preseason practice, the first day of classes, or September 1, whichever is earliest.

Question No. 12: When must a reclassifying member institution stop honoring athletics scholarships?

Answer: A reclassifying member institution shall not award athletically related financial aid to incoming students (e.g., first-year; transfer) beginning with the first year of the reclassifying membership process and thereafter (Bylaw 20.6.5.1). Following the completion of year two, a reclassifying member institution may no longer award athletically related financial aid to any student and must comply with all financial aid requirements set forth in Bylaw 15.3.

Question No. 13: When must a reclassifying institution submit the Division III annual electronic financial aid report? There is a “Financial Aid Transition Breakdown” chart available on the Division III Membership webpage under the “Provisional and Reclassifying Resources” section.

Answer: During the second year of reclassifying membership (and each subsequent year), a reclassifying member institution must complete the Division III financial aid annual electronic reporting process (Bylaws 15.3.1.1 and 20.6.5.1). The data submitted in the fall of year two describes the financial aid packages awarded during year one of reclassifying membership.

Question No. 14: May a reclassifying member institution use the registered marks of the NCAA (i.e., the NCAA name, logo or other insignia)?

Answer: Yes (Bylaw 20.10.9.2).

Question No. 15: Is a reclassifying member institution required to attend the NCAA Convention and/or NCAA Regional Rules Seminars each year?

Answer: Yes. A reclassifying member institution’s chancellor or president (other institutional guests are welcome) is required to attend the NCAA Convention the first year of the reclassifying membership process, and during any subsequent year in which there is a change in presidential leadership. A reclassifying member institution’s director of athletics (other

institutional guests are welcome) is required to attend the NCAA Convention and the NCAA Regional Rules Seminars each year.

Question No. 16: What programming is required during attendance at the NCAA Convention?

Answer: During the NCAA Convention, a provisional member institution's chancellor or president and director of athletics (other institutional guests are welcome) are required to attend the following convention sessions: Division III New Member Session, the Division III Issues Forum and the Division III Business Session.

Question No. 17: May a reclassifying member institution vote at the NCAA Division III Business Session at Convention?

Answer: No. Only active Division III member institutions may vote at the NCAA Division III Business Session at Convention.

Question No. 18: When is a reclassifying member institution eligible for Division III grant programs?

Answer: Reclassifying member institutions in year three may participate in the Student-Athlete Regional Leadership Conference within their respective region and are eligible to receive NCAA funding to attend the conference. The decision of whether reclassifying member institutions can receive access to conference grant funding is left to the discretion of their conference. Reclassifying members are not taken into account in the determination of the allocation of conference grant funds to each conference; however, conferences that have reclassifying members may choose to share grant resources with those member institutions.

Question No. 19: Does a reclassifying member institution count as a Division III opponent for championships selection purposes?

Answer: Yes (Bylaw 31.3.2.2) reclassifying institutions count towards Division III championships criteria for their opponents beginning in the academic year following the institution's attestation of full compliance with Division III bylaws. This includes the institution attesting that no student participating in athletics has been awarded athletically related financial aid and their policies and procedures for administering the student financial aid program comply with Bylaw 15. As part of the provisional/reclassifying application or the year one annual report, the institution will undergo a Level II review by the Division III Financial Aid Committee. Please see the "Championship Selection Criteria for Reclassifying and Provisional Institutions" chart found on the Division III Membership page under the "Provisional and Reclassifying Resources" section for further details.

Question No. 20: If a reclassifying member institution is a member of a conference, may the institution compete in the conference championship?

Answer: It depends on the rules and policies of the particular conference.

Question No. 21: Is a reclassifying member institution eligible for NCAA catastrophic-injury insurance?

Answer: Yes. Reclassifying member institutions maintain their eligibility for catastrophic-injury insurance.

Question No. 22: May athletics department staff or student-athletes at a reclassifying member institution serve on a Division III committee?

Answer: No. Reclassifying member institutions may not be represented on Division III committees and may not serve on any Divisions I or II committees.

Question No. 23: Is there any information that a reclassifying member institution must provide to the national office statistics staff?

Answer: Reclassifying member institutions must submit score reporting to the national office statistics staff during each of the three years of reclassifying membership. The NCAA statistics staff contacts institutions via email at the beginning of each season and lays out which requirements are expected of all institutions.

Question No. 24: An institution reclassifying from Division II to Division III does not retain Division II privileges, even if the institution continues to meet all Division II requirements. What if an institution is reclassifying from Division I to Division III? What should an institution be aware of?

Answer: A Division I institution that meets Division I requirements retains all Division I privileges, including voting and championships access. Realistically, this adherence to Division I legislation is difficult because the Division III reclassifying membership process requires institutions to follow Division III legislation, which often contradicts Division I legislation.

Question No. 25: Is there a way for an institution to reduce the three-year reclassifying membership process?

Answer: No. Effective August 1, 2020, the waiver of one-year of the provisional membership process has been eliminated.