

**SUMMARY OF MEMBERSHIP REQUIREMENTS
FOR DIVISION II PROVISIONAL AND
RECLASSIFYING INSTITUTIONS**

PHILOSOPHY STATEMENT

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- (a) Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- (b) That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- (c) Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- (d) That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- (e) Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*

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(f) Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; (*Revised: 1/14/97, 1/12/04 effective 8/1/04*)

(g) Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; (*Revised: 1/14/97*)

(h) Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); (*Revised: 1/12/04 effective 8/1/04*)

(i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; (*Revised: 1/14/97, 1/14/02 effective 8/1/02*)

(j) That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self enforcement of NCAA regulations is an expectation of membership; and (*Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04*)

(k) That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. (*Revised: 1/14/97*)

Provisional Membership

20.3.1.1 - Types of Institutions.

Provisional membership is available to four-year colleges and universities and two-year upper-level collegiate institutions, accredited by the appropriate regional accrediting agency and duly elected to provisional membership under the provisions of Constitution 3.6.3 and Bylaw 20.3. (*Revised: 5/4/06*)

20.3.1.2 - Conditions and Obligations of Provisional Membership.

A provisional member in the provisional period of the membership process shall administer its athletics program in accordance with the constitution, bylaws and other legislation of the Association. (*Revised: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, or thereafter, 2/4/08*)

20.3.2 - Division II Membership Process -- Provisional and Reclassifying Institutions.

Institutions seeking to become active members of Division II in all sports must successfully complete all requirements of the Division II membership process, as specified in Bylaw 20.3. (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter*)

20.3.2.1 - Application and Sponsorship.

An institution applying for Division II membership shall complete an application, signed by the president or chancellor, and be received in the national office not later than June 1. An applicant institution must be sponsored by an active member institution or conference. A nonrefundable 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. The Management Council, on recommendation of the Membership Committee, may establish an annual limit on the number of eligible institutions that will be selected to begin the membership process. The Membership Committee has the authority to accept or not accept an institution's application to enter the Division II membership process. (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter, Revised: 2/4/08, 4/21/09, 8/1/10, for any institution that submits an application for acceptance into the membership process to begin year one of the candidacy period 9/1/11, or thereafter, 10/19/10*)

20.3.2.2 - Candidacy Period.

Once an institution receives notice that it has been accepted to begin the Division II membership process, the institution shall enter the candidacy period. The candidacy period shall be a minimum of two years. At the completion of the two-year period, the institution shall receive an assessment of its readiness to proceed to the provisional period. (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter, Revised: 1/23/09*)

20.3.2.2.1 - Educational Assessment Program -- Candidacy Period.

Institutions are required to complete the following educational activities during the candidacy period: (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter, Revised: 1/23/09*)

(a) **Year One:** (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter*)

(1) A visit paid by the institution to an active member institution's campus, as selected by the Membership Committee;

(2) A Division II Institutional Self-Study Guide (ISSG);

(3) Demonstrated involvement and commitment of the president or chancellor at the institution in the membership process, as determined by the Membership Committee;

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(4) An on-campus assessment conducted by an outside group to review the readiness of the institution to become an active member, as measured against a Division II active member's athletics program as selected by the Membership Committee; and

(5) An annual report submitted by June 1, which shall include the completed Institutional Self-Study Guide (ISSG) and an athletics department strategic plan.

(b) **Year Two:** *(Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter)*

(1) An on-campus assessment conducted by the Membership Committee to review progress;

(2) An annual report submitted by June 1, including an update on Institutional Self-Study Guide action items and the athletics department strategic plan; and

(3) Demonstrated involvement and commitment of the president or chancellor at the institution in the membership process, as determined by the Membership Committee.

20.3.2.3 - Provisional Period.

After successful completion of the candidacy period, an institution will be invited to enter the provisional period of the membership process. During the provisional period, an institution's readiness to become an active member institution will continue to be evaluated. The length of the provisional period will vary depending on an institution's readiness to become an active member institution; however, in no event shall the provisional period be less than one year. A nonrefundable member education fee will be assessed if an institution is invited to provisional membership. The amount of the fee will be determined annually by the Membership Committee, based on a continual analysis of expenses associated with the new member process. Additionally, a check in the appropriate amount for annual dues (see the current annual dues for active members per Constitution 3.7.3) also shall accompany the notice. The Management Council, on recommendation of the Membership Committee, may establish an annual limit on the number of eligible institutions that will be invited to begin the provisional period. *(Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter, Revised: 1/23/09)*

20.3.2.3.1 - Educational Assessment Program -- Provisional Period.

Institutions are required to complete the following educational activities during the provisional period: *(Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter)*

(a) Demonstrated administration of its athletics program in accordance with the constitution, bylaws and other legislation of the Association;

(b) Demonstrated involvement and commitment of the president or chancellor at the institution in the membership process, as determined by the Membership Committee;

(c) An on-campus assessment conducted by an outside group to review the readiness of the institution to become an active member through the use of a compliance blueprint review and progress since the candidacy period assessment. Based on the reports, the institution may be invited to active membership; and (*Revised: 1/23/09*)

(d) An annual report submitted by June 1.

20.3.3.1 - Failure to Meet Provisional Membership Requirements.

A provisional member failing to meet and maintain the conditions set forth in Bylaw 20.3 and its subsections may be required to complete an additional year of either the candidacy period or the provisional period (but not both) or have its membership terminated, by a two-thirds vote of the Membership Committee members present and voting. A notice of intention to terminate membership, stating the grounds on which such an action will be based, shall be given in writing to the president or chancellor of the provisional member institution. (*Adopted: 4/15/08, Revised: 1/23/09, 1/15/11 effective 8/1/11, 7/26/11*)

20.3.3.1.1 - Membership Committee Jurisdiction.

Decisions made by the Membership Committee in regard to an institution's standing as a provisional member in the candidacy or provisional period are final. (*Adopted: 4/15/08, Revised: 1/23/09*)

20.3.4 - Restricted-Membership Status -- Institution Providing Erroneous Information During Membership Process.

An institution that provides erroneous information during the membership process that is material, intentional and fallacious, and would have impacted the committee's decision to move the institution forward in the membership process, shall be subject to restricted-membership status for one academic year for the entire athletics program (both men's and women's sports) following the time of discovery. (*Adopted: 1/15/11 effective 8/1/11*)

Reclassification from Division I or Division III

20.5.1 - Reclassification Process.

An institution that is currently an active member of Division I and seeks to reclassify its divisional membership in all sports to Division II must successfully complete a reclassification process determined by the Membership Committee to obtain active member status in Division II. An institution that is currently an active member of Division III and seeks to reclassify its divisional membership in all sports to Division II must successfully complete the membership process specified in Bylaw 20.3.2 to obtain active member status in Division II. (*Adopted: 1/8/07 effective 8/1/07, for those institutions entering the membership process on 8/1/07, and thereafter, Revised: 7/20/10*)

Sports Sponsorship

20.10.3 - Sports Sponsorship.

A member of Division II shall sponsor in Division II a minimum of: *(Adopted: 1/14/02 effective 8/1/05, for those institutions that are Division II active or provisional members as of 8/1/01; immediately for any institution applying for provisional membership or declaring its intent to reclassify to Division II on or after 1/14/02)*

(a) Five varsity intercollegiate sports, including at least two team sports, based on the minimum requirements of Bylaw 20.10.3.4 and involving all-male teams or mixed teams of males and females; and five varsity intercollegiate sports, including at least two team sports, based on the minimum requirements of Bylaw 20.10.3.4 and involving all-female teams; or

(b) Four varsity intercollegiate sports, including at least two team sports, based on the minimum requirement of Bylaw 20.10.3.4 and involving all-male teams or mixed teams of males and females; and six varsity intercollegiate sports, including at least two team sports, based on the minimum requirements of Bylaw 20.10.3.4 and involving all-female teams.

20.10.4.1 - Five-Sport/Three-Season Requirement.

The institution shall conduct or sponsor at least one sport involving an all-male team or a mixed team of males and females and at least one sport involving an all-female team in every sport season. An institution may use a sport to meet the three-season requirement only if the institution has met the minimum contest and participants requirements for sports sponsorship in that sport as set forth in Bylaw 20.10.3.4 (see Constitution 3.2.4 for details of the member's obligations in meeting this requirement). *(Revised: 5/4/06)*

Minimum Financial Aid Requirement

20.10.1.1 - Maximum Limitations.

A member shall not make an award of financial aid (for which the recipient's athletics ability is considered in any degree) in excess of the number permitted by the bylaws governing financial aid awards limitations (see Bylaw 15.5.). (See Bylaw 20.8.1.1 for exception in a case in which no championship is offered in a sport.)

20.10.1.2 - Minimum Awards.

A member of Division II shall annually provide financial assistance that equals one of the following: *(Adopted: 1/14/02 effective 8/1/05, for those institutions that are Division II active or provisional members as of 8/1/01; immediately for any institution applying for provisional membership after 1/14/02)*

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- (a) A minimum of 50 percent of the maximum allowable equivalencies in four separate sports, at least two of which must be women's sports;
- (b) A minimum of 20 total full equivalency grants with at least 10 total full equivalency grants in women's sports; or *(Revised: 10/17/06)*
- (c) A minimum total expenditure of \$250,000 in athletically related financial aid with at least \$125,000 in women's sports. *(Revised: 10/17/06)*

20.10.1.2.1 - Counting Financial Aid Awards to Satisfy Minimum Requirement.

In counting financial aid awarded to student-athletes to determine if the requirements set forth in Bylaw 20.10.1.2-(a) and -(b) have been satisfied, the institution must satisfy the following: *(Adopted: 1/14/02 effective 8/1/05, for those institutions that are Division II active members as of 8/1/01, Revised: 10/17/06)*

- (a) Only countable financial aid, as set forth on the NCAA financial aid squad list form, may be used to meet the appropriate minimum;
- (b) Countable financial aid awarded to a student-athlete who has exhausted eligibility or awarded to a medically exempt student-athlete may be used to meet the appropriate minimum;
- (c) To be included in reaching the appropriate minimum, the financial aid actually must be awarded; and
- (d) Countable aid awarded in emerging sports for women and non-NCAA sports may not be used to meet the appropriate minimum.

For questions concerning the provisional or reclassifying process, please contact Dan Calandro, Jess Rigler or Leslie Schuemann at the NCAA national office.