



MEMORANDUM

October 20, 2016

TO: NCAA Division III Conference Commissioners.

FROM: Joni Comstock
Acting Executive Vice President of Championships and Alliances.

SUBJECT: Automatic-Qualification Online Process.

NCAA Division III conferences eligible for automatic qualification for future championships are required to submit an automatic-qualification form for all seasons by **February 1, 2017**.

The NCAA currently grants automatic qualification to the following Division III championships:

Baseball

Men's and Women's Basketball

*Women's Bowling

Field Hockey

Football

Men's and Women's Golf

*Men's Gymnastics

Men's and Women's Ice Hockey

Men's and Women's Lacrosse

Women's Rowing

Softball

Men's and Women's Soccer

Men's and Women's Tennis

Men's Volleyball

Women's Volleyball

*Men's Water Polo

*Women's Water Polo

* Denotes a National Collegiate Championship.

Prior to completing the forms, please review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.3 pertaining to automatic qualification. Links to these bylaws are embedded in the online form for your convenience.

The automatic qualification application forms may be accessed via the NCAA Championships Bid and Profile System.

National Collegiate Athletic Association

Supporting student-athlete success on the field, in the classroom and for life

Equal Opportunity/Affirmative Action Employer

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1. Connect to the Internet and go to <http://championships.ncaa.org/>.
2. Enter your login credentials for the portal. If you have not yet created an account for this system previously, please click on the Request Account link and create your username and password.
3. Once logged on, click on the tab entitled "AQ Forms." This will direct you to your conference's automatic qualification home page.

Please complete the necessary information for all of your sports, then fill out the final confirmation and contact section. Submission of this final section will complete the process for all sports. You are not required to complete the form at one time; you may save at any point and continue later. A progress bar, as well as checkmarks next to completed sports, will assist you in keeping track of where you are in the process. You are able to access and, if necessary, edit the form at any time before the due date.

All automatic-qualification data is retained at the national office. Therefore, for previously submitted applications, the majority of questions will populate with last year's responses. Please confirm information copied from a previous year, and make adjustments as necessary.

Additional information for single-sport conferences. Per NCAA Bylaw 31.3.3.1.2, a waiver form for eligible Division III single-sport conferences is also available on the NCAA website. This form is separate from the standard declaration form. Please note that **waiver forms need to be submitted only once** for the purpose of granting initial automatic qualification, unless the makeup of the conference changes or other issues change the status of the waiver approval. In these instances, the conference must reapply for the waiver exception. Single-sport conferences **that already have been granted automatic-qualification privileges via the waiver in a previous year should complete the standard automatic-qualification declaration form on an annual basis as outlined above.**

Also attached for planning purposes is a summary of selection dates and automatic qualifier notification due dates for 2017-18. Conference offices, or their designees, should notify the NCAA of their automatic qualifier by sport via the following link: <https://www.planningpoint.net/Events/CHAMPSAQ>. Specific information regarding each championship's reporting timeline can be found within the respective pre-championships manual for that sport.

Please contact Kerstin Hunter, assistant coordinator for championships and alliances, at 317-917-6222 or khunter@ncaa.org if you have any questions regarding this process.

JC:kh

Attachment

cc: Selected NCAA Staff Members

Division III Championships
2017-18 Automatic Qualification

Championship	Selection Date	Notification Due Date
Baseball	May 13, 2018	May 13, 2018
Men's Basketball	Feb. 26, 2018	Feb. 25, 2018
Women's Basketball	Feb. 26, 2018	Feb. 25, 2018
*Women's Bowling	March 28, 2018	March 27, 2018
Field Hockey	Nov. 5, 2017	Nov. 5, 2017
Football	Nov. 11 & 12, 2017	Nov. 11, 2017
Men's Golf	May 7, 2018	May 6, 2018
Women's Golf	April 30, 2018	April 29, 2018
*Men's Gymnastics	April 10, 2018	April 8, 2018
Men's Ice Hockey	March 4, 2018	March 4, 2018
Women's Ice Hockey	March 4, 2018	March 4, 2018
Men's Lacrosse	May 6, 2018	May 6, 2018
Women's Lacrosse	May 6, 2018	May 6, 2018
Women's Rowing	May 14, 2018	May 14, 2018
Men's Soccer	Nov. 5, 2017	Nov. 5, 2017
Women's Soccer	Nov. 5, 2017	Nov. 5, 2017
Softball	May 6, 2018	May 6, 2018
Men's Tennis	May 6, 2018 (Team) May 9, 2018 (Individuals)	May 6, 2018 (Team) May 6, 2018 (Individuals)
Women's Tennis	May 6, 2018 (Team) May 9, 2018 (Individuals)	May 6, 2018 (Team) May 6, 2018 (Individuals)
Men's Volleyball	April 22, 2018	April 22, 2018
Women's Volleyball	Nov. 5, 2017	Nov. 5, 2017
*Men's Water Polo	Nov. 19, 2017	Nov. 19, 2017
*Women's Water Polo	April 30, 2018	April 29, 2018

*Denotes National Collegiate Championship.

**Note: A conference that cannot meet the notification due date must notify the respective sports committee of its automatic qualifier no later than 6 p.m. local time of the competition on the date of selections [per NCAA Bylaw 31.3.3.1-(a)].