



MEMORANDUM

October 20, 2016

TO: NCAA Division II Conference Commissioners.

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

SUBJECT: Automatic-Qualification and Earned Access Online Process.

NCAA Division II conferences eligible for automatic qualification and/or earned access (football only) for future championships are required to submit an automatic-qualification and earned access form for all seasons by **February 1, 2017**.

The NCAA currently grants automatic qualification or earned access to the following Division II championships:

Baseball

Men's and Women's Basketball

*Women's Bowling

Men's and Women's Golf

^Football

*Men's Gymnastics

*Women's Ice Hockey

Women's Soccer

Softball

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.

^ Denotes earned access eligibility for Division II only.

Before completing the forms, please review the legislative provisions outlined in NCAA Bylaws 18.5 and 31.3.4 pertaining to automatic qualification along with 31.3.5 related to earned access for Division II football only. Links to these bylaws are embedded in the online form for your convenience.

National Collegiate Athletic Association

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

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

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 to 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. A \$500 fine will be assessed to any conferences that fail to submit the automatic qualification form by the established deadline.

All automatic-qualification and earned access 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.

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, 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 II Championships
2017-18 Automatic Qualification

Championship	Selection Date	Notification Due Date
Baseball	May 13, 2018	May 13, 2018
Men's Basketball	March 4, 2018	March 4, 2018
Women's Basketball	March 4, 2018	March 4, 2018
*Women's Bowling	March 28, 2018	March 27, 2018
Football (Earned Access)	Nov. 12, 2017	November 11, 2017
Men's Golf	April 27, 2018	April 26, 2018
Women's Golf	April 30, 2018	April 29, 2018
*Men's Gymnastics	April 10, 2018	April 8, 2018
*Women's Ice Hockey	March 4, 2018	March 4, 2018
Women's Soccer	Nov. 6, 2017	Nov. 5, 2017
Softball	May 6, 2018	May 6, 2018
Men's Tennis	April 24, 2018	April 22, 2018
Women's Tennis	April 24, 2018	April 22, 2018
*Men's Volleyball	April 22, 2018	April 22, 2018
Women's Volleyball	Nov. 20, 2017	Nov. 19, 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.