



MEMORANDUM

October 20, 2016

TO: NCAA Division I Conference Commissioners.

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

SUBJECT: Automatic-Qualification Online Process.

NCAA Division I 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 I championships:

Baseball  
Men's and Women's Basketball  
\*Women's Bowling  
Field Hockey  
Football (FCS)  
Men's and Women's Golf  
\*Men's Gymnastics  
Men's Ice Hockey  
\*Women's Ice Hockey  
Men's and Women's Lacrosse  
Women's Rowing  
Men's and Women's Soccer  
Softball  
Men's and Women's Tennis  
\*Men's Volleyball  
Women's Volleyball  
\*Men's Water Polo  
\*Women's Water Polo  
Wrestling

\* Denotes a National Collegiate Championship.

Before completing the forms, review the legislative provisions outlined in NCAA Bylaws 18.5

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National Collegiate Athletic Association

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

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and 31.3.4 pertaining to automatic qualification. Links to these bylaws are embedded in the online form for your convenience. Additionally, please be sure to review your current written conference policy regarding teams subject to postseason restrictions (e.g., APP penalties, reclassifying institutions, etc.). This policy must align with the conference's current practice in consideration of automatic qualification for championships.

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 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.

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](mailto:khunter@ncaa.org) if you have any questions regarding this process.

JC:kh

Attachment

cc: Selected NCAA Staff Members

**Division I Championships**  
**2017-18 Automatic Qualification**

<b>Championship</b>	<b>Selection Date</b>	<b>Notification Due Date</b>
Baseball	May 28, 2018	May 27, 2018
Men's Basketball	March 11, 2018	March 11, 2018
Women's Basketball	March 12, 2018	March 11, 2018
*Women's Bowling	March 28, 2018	March 27, 2018
Field Hockey	Nov. 5, 2017	Nov. 5, 2017
Football	Nov. 19, 2017	Nov. 18, 2017
Men's Golf	May 2, 2018	May 1, 2018
Women's Golf	April 25, 2018	April 24, 2018
*Men's Gymnastics	April 10, 2018	April 8, 2018
Men's Ice Hockey	March 18, 2018	March 18, 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 14-15, 2018	May 13, 2018
Men's Soccer	Nov. 13, 2017	Nov. 12, 2017
Women's Soccer	Nov. 6, 2017	Nov. 5, 2017
Softball	May 13, 2018	May 13, 2018
Men's Tennis	May 1, 2018 (Teams) May 2, 2018 (Individuals)	April 30, 2018
Women's Tennis	May 1, 2018 (Teams) May 2, 2018 (Individuals)	April 30, 2018
*Men's Volleyball	April 22, 2018	April 22, 2018
Women's Volleyball	Nov. 26, 2017	Nov. 26, 2017
*Men's Water Polo	Nov. 19, 2017	Nov. 19, 2017
*Women's Water Polo	April 30, 2018	April 29, 2018
Wrestling	March 5-7, 2018	Results from the qualifying tournaments must be submitted by March 5, 2018.

\*Denotes National Collegiate Championship.