



MEMORANDUM

October 9, 2017

TO: NCAA Division I Conference Commissioners.

FROM: Joni Comstock
Senior 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, 2018**.

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

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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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. 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 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 may 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, most 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 2018-19. 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 I Championships
2018-19 Automatic Qualification

Championship	Selection Announcement Date	Notification Due Date
Baseball	May 27, 2019	May 26, 2019
Men's Basketball	March 17, 2019	March 17, 2019
Women's Basketball	March 18, 2019	March 18, 2019
*Women's Bowling	March 27, 2019	March 27, 2019
Field Hockey	Nov. 4, 2018	Nov. 4, 2018
Football	Nov. 18, 2018	Nov. 17, 2018
Men's Golf	May 1, 2019	April 30, 2019
Women's Golf	April 24, 2019	April 23, 2019
*Men's Gymnastics	April 9, 2019	April 7, 2019
Men's Ice Hockey	March 24, 2019	March 23, 2019
*Women's Ice Hockey	March 10, 2019	March 10, 2019
Men's Lacrosse	May 5, 2019	May 5, 2019
Women's Lacrosse	May 5, 2019	May 5, 2019
Women's Rowing	May 21, 2019	May 19, 2019
Men's Soccer	Nov. 12, 2018	Nov. 11, 2018
Women's Soccer	Nov. 5, 2018	Nov. 4, 2018
Softball	May 12, 2019	May 12, 2019
Men's Tennis	April 29, 2019 (Teams) May 1, 2019 (Individuals)	April 28, 2019
Women's Tennis	April 29, 2019 (Teams) May 1, 2019 (Individuals)	April 28, 2019
*Men's Volleyball	April 21, 2019	April 20, 2019
Women's Volleyball	Nov. 25, 2018	Nov. 24, 2018
*Men's Water Polo	Nov. 18, 2018	Nov. 18, 2018
*Women's Water Polo	April 29, 2019	April 28, 2019
Wrestling	March 13, 2019	Results from the qualifying tournaments must be submitted by March 10, 2019.

*Denotes National Collegiate Championship.