



**NCAA Division III New Member  
Calendar of Activities**  
(Detailed by Program Class Year)  
2018-19 Academic Year

**Exploratory Period**

**January 15 prior to anticipated exploratory period (e.g., January 15, 2018; 2018-19 exploratory period):**

- Submit the NCAA Division III exploratory period application, along with nonrefundable fee.

**February prior to anticipated exploratory period:**

- Receive notification of application status and NCAA Division III Membership Committee mentor assignment.

**March/April:**

- Register for NCAA Regional Rules Seminars, to be held in May or June (optional – see note on Page No. 2).

**May 15 prior to anticipated exploratory period:**

- If qualified, apply for waiver of exploratory period (optional).

**September 1:**

- Officially begin exploratory period.

**September/October:**

- Either:
  - Attend exploratory period orientation session in Indianapolis; or
  - Host exploratory visit by NCAA staff and membership committee member.

(Note: The Division III Membership Committee shall determine whether an institution must attend an exploratory orientation at the NCAA national office or host a visit).

**November:**

- Register for the NCAA Convention (January 23-26, 2019, Indianapolis).

### **January:**

- Attend the Convention.
  - Chancellor or president and director of athletics are both required to attend the Division III Issues Forum, Friday evening provisional and reclassifying member educational session and Saturday morning Division III Business Session. The institution's SWA is also strongly encouraged to attend.

(Note: NCAA Divisions I or II institutions in the exploratory period may attend the Business Session of their current divisional membership).

### **January 15:**

- Submit the NCAA Division III provisional and reclassifying membership application.

### **February:**

- Receive notification of application status.

### **May/June:**

- Attend Regional Rules Seminars.

(Note: Optional for purposes of the Division III exploratory period; however, Divisions I or II institutions in the exploratory period may be required to attend the Regional Rules Seminars as a condition of their current divisional membership).

### **General:**

- Following exploratory period orientation session, conduct monthly check-ins with assigned membership committee mentor.
- Review the NCAA Division III Monthly Update.

### **Provisional/Reclassifying – Year One**

#### **August/September:**

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test.
- Use NCAA Getting in the Game educational tool (optional).

### **September 1:**

- Officially begin provisional or reclassifying membership process.
- Pay remainder of nonrefundable fee, plus Division III annual membership dues.  
  
(Note: Fee determined by the Division III Membership Committee and approved by the NCAA Division III Management Council).

### **September/October:**

- Host Year-One visit by NCAA staff and membership committee member.  
  
(Note: For institutions that attended an exploratory orientation at the NCAA national office during exploratory period.)
- Attend Year-One orientation at NCAA national office and conduct videoconference.  
  
(Note: For institutions that hosted exploratory visit by NCAA staff and membership committee member during exploratory period.)

### **November:**

- Register for the NCAA Convention (January 17-20, 2018, Indianapolis).

### **January:**

- Attend the Convention.
  - Chancellor or president and director of athletics are both required to attend the Division III Issues Forum, Friday evening provisional and reclassifying member educational session and Saturday morning Division III Business Session. The institution's SWA is also strongly encouraged to attend.

### **February:**

- Begin working on Year-One annual report and NCAA Division III Institutional Self-Study Guide (ISSG).

### **March/April:**

- Register for NCAA Regional Rules Seminars to be held in May or June.

### **April 29:**

- Submit Year-One annual report to membership committee mentor for review and feedback.

**May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).

**June 1:**

- Submit completed Year-One annual report, including:
  - Annual report;
  - Annual report confirmation sheet with all signatures;
  - Annual report checklist;
  - Sports-sponsorship summary report for men's sports;
  - Sports-sponsorship summary report for women's sports; and
  - Individual sports participant worksheet for all individual sports and both genders.
- Submit completed NCAA athletics program assessment. Submit completed Division III ISSG.

**Mid-June:**

- Receive Year-One annual report feedback and notification of Year-Two membership status.

**General:**

- Conduct monthly check-in with assigned membership committee mentor and review the NCAA Division III Monthly Update.
- Review NCAA Division III coaches portal.
- Conduct regular NCAA Division III Student-Athlete Advisory Committee meetings.
- Faculty athletics representative attends professional development event prior to June 1 of Year Three.\*
- Senior woman administrator attends professional development event prior to June 1 of Year Three.\*\*
- Senior-level administrator attends NCAA Inclusion Forum once during provisional or reclassifying membership.\*\*\*

### **Provisional/Reclassifying – Year Two**

#### **August/September:**

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test.
- Use NCAA Getting in the Game educational tool (optional).

#### **September 1:**

- Officially begin Year Two of provisional or reclassifying membership.
- Pay Division III annual membership dues.

#### **September-November:**

- Participate in Year-Two videoconference with NCAA staff.
- Review and update NCAA athletics program assessment.

#### **November:**

- Register for the NCAA Convention (January 17-20, 2018, Indianapolis).

#### **January:**

- Attend the Convention.
  - Chancellor or president (optional) and director of athletics (required) attend Division III Issues Forum, Friday evening provisional and reclassifying member educational session and Saturday morning Division III Business Session. The institution's SWA is also strongly encouraged to attend.
  - Note: chancellor or president attendance is required during Year Two if the institution received a waiver of the exploratory period or if the institution has experienced a change in presidential leadership.\*\*\*\*

#### **February:**

- Begin working on Year-Two annual report.

### **March/April:**

- Participate in Year-Two financial aid videoconference with NCAA staff – now applicable for all Year-Two provisional and reclassifying institutions.
- Register for NCAA Regional Rules Seminars to be held in May or June.

### **April 29:**

- Submit Year-Two annual report to membership committee mentor for review and feedback.

### **May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).

### **June 1:**

- Submit completed Year-Two annual report, including:
  - Annual report;
  - Annual report confirmation sheet with all signatures;
  - Annual report checklist;
  - Sports-sponsorship summary report for men's sports;
  - Sports-sponsorship summary report for women's sports; individual sports participant worksheet for all individual sports and both genders;
  - Updates on all substantive changes within NCAA athletics program assessment;
  - Updates on all substantive changes within Division III ISSG;
  - If eligible, submit a waiver of Year Three of provisional or reclassifying membership.

(Note: Institution should only submit a waiver if all required elements of Division III Bylaw 20.3.3.1.1 are met.)

### **Mid-June:**

- Receive Year-Two annual report feedback and notification of Year-Three membership status.

### **General:**

- Conduct monthly check-in with assigned membership committee mentor;
- Review the NCAA Division III Monthly Update;
- Review NCAA Division III coaches portal;
- Conduct regular NCAA Division III SAAC meetings;
- Faculty athletics representative attends professional development event prior to June 1 of Year Three;\*
- Senior woman administrator attends professional development event prior to June 1 of Year Three;\*\*
- Senior-level administrator attends NCAA Inclusion Forum once during provisional or reclassifying membership.\*\*\*

### **Provisional/Reclassifying – Year Three**

#### **August/September:**

- Use required NCAA compliance forms;
- Administer NCAA Division III rules test;
- Use NCAA Getting in the Game educational tool (optional).

#### **September 1:**

- Officially begin Year Three of provisional or reclassifying membership.
- Pay Division III annual membership dues.

#### **September-November:**

- Participate in Year-Three videoconference with NCAA staff. Review and update NCAA athletics program assessment.

#### **November:**

- Register for the NCAA Convention (January 17-20, 2018, Indianapolis).

### **January:**

- Attend the Convention.
  - Chancellor or president (optional) and director of athletics (required) attend Division III Issues Forum, Friday evening provisional and reclassifying member educational session and Saturday morning Division III Business Session. The institution's SWA is also strongly encouraged to attend.
  - Note: chancellor or president attendance is required during Year Three if the institution has experienced a change in presidential leadership.

### **February:**

- Begin working on Year-Three annual report.

### **March/April:**

- Participate in Year-Three financial aid videoconference with NCAA staff (if applicable).
- Register for NCAA Regional Rules Seminars to be held in May or June.

### **April 29:**

- Submit Year-Three annual report to membership committee mentor for review and feedback.

### **May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).

### **June 1:**

- Submit completed Year-Three annual report, including:
  - Annual report;
  - Annual report confirmation sheet with all signatures;
  - Annual report checklist;
  - Sports-sponsorship summary report for men's sports;
  - Sports-sponsorship summary report for women's sports;



- Individual sports participant worksheet for all individual sports and both genders;
- Updates on all substantive changes within NCAA athletics program assessment;
- Updates on all substantive changes within NCAA Division III ISSG.

#### **Mid-June:**

- Receive Year-Three annual report feedback and notification of Year Four membership status.

#### **General:**

- Conduct monthly check-in with assigned membership committee mentor. Review the NCAA Division III Monthly Update.
- Review NCAA Division III coaches portal.
- Conduct regular NCAA Division III SAAC meetings.
- Faculty athletics representative attends professional development event prior to June 1 of Year Three.\*
- Senior woman administrator attends professional development event prior to June 1 of Year Three.\*\*
- Senior-level administrator attends NCAA Inclusion Forum once during provisional or reclassifying membership.\*\*\*

#### **Provisional/Reclassifying – Year Four**

##### **August/September:**

- Use required NCAA compliance forms.
- Administer NCAA Division III rules test.
- Use NCAA Getting in the Game educational tool (optional).

##### **September 1:**

- Officially begin Year Four of provisional or reclassifying membership.
- Pay Division III annual membership dues.

### **September-November:**

- Participate in Year-Four video conference with NCAA staff.
- Review and update NCAA athletics program assessment.

### **November:**

- Register for the NCAA Convention (January 17-20, 2018, Indianapolis).

### **January:**

- Attend the Convention.
  - Chancellor or president (optional) and director of athletics (required) attend Division III Issues Forum, Friday evening provisional and reclassifying member educational session and Saturday morning Division III Business Session. The institution's SWA is also strongly encouraged to attend.
  - Note: chancellor or president attendance is required during Year Four if the institution has experienced a change in presidential leadership.

### **February:**

- Begin working on Year-Four annual report.

### **March/April:**

- Participate in Year Four financial aid videoconference with NCAA staff (if applicable).
- Register for NCAA Regional Rules Seminars to be held in May or June.

### **April 29:**

- Submit Year-Four annual report to membership committee mentor for review and feedback.

### **May/June:**

- Attend Regional Rules Seminars.
  - Director of athletics (required).

**June 1:**

- Submit completed Year-Four annual report, including:
  - Annual report;
  - Annual report confirmation sheet with all signatures;
  - Annual report checklist;
  - Sports-sponsorship summary report for men's sports;
  - Sports-sponsorship summary report for women's sports;
  - Individual sports participant worksheet for all individual sports and both genders;
  - Updates on all substantive changes within NCAA athletics program assessment;
  - Updates on all substantive changes within Division III ISSG.

**Mid-June:**

- Receive Year-Four annual report feedback and notification of active membership status.

**General:**

- Conduct monthly check-in with assigned membership committee mentor.
- Review NCAA Division III Monthly Update and NCAA Division III coaches portal. Conduct regular NCAA Division III SAAC meetings.
- Senior-level administrator attends NCAA Inclusion Forum once during provisional or reclassifying membership.

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**Active Membership**

**September 1:**

- Officially begin Division III active membership.

### **NCAA Division III New Member Calendar of Activities**

\*The faculty athletics representative at a provisional or reclassifying institution is required to attend at least one professional development seminar or convention prior to June 1 of Year Three of the membership process. Attendance must be documented in the Year-Three annual report. An institution has the liberty to determine when it is most appropriate for the FAR to engage in one of the following events (or an event preapproved by the membership committee):

- Faculty Athletics Representatives Association (FARA) annual meeting;
- NCAA Convention; or
- NCAA Regional Rules Seminars.

\*\*The senior woman administrator at a provisional or reclassifying institution is required to attend at least one professional development seminar or convention prior to June 1 of year three of the membership process. Attendance must be documented in the year-three annual report. An institution has the liberty to determine when it is most appropriate for the SWA to engage in one of the following events (or an event preapproved by the membership committee):

- Women Leaders in College Sports National Convention;
- Women Leaders in College Sports Institutes;
- NCAA Convention;
- NCAA Regional Rules Seminars;
- NCAA Inclusion Forum; or
- NCAA Leadership Symposium.

\*\*\*At least one senior-level administrator (e.g., chancellor or president, athletics direct report, Title IX officer, dean of students) that does not work in an athletics department at a provisional or reclassifying must attend the NCAA Inclusion Forum at least once during the membership process. Attendance must be documented in an annual report. An institution has the liberty to determine which senior-level administrator shall attend the event.

\*\*\*\* While presidential attendance is recommended for all years of the new member process, in light of the demands that face institutional presidents and chancellors, presidential convention attendance is required only during the first two years of the membership process (exploratory year and provisional/reclassifying Year One; or provisional/reclassifying years one and two for those institutions that receive a waiver of the exploratory year) and during any subsequent year in which the institution has new presidential leadership. The required attendance during the first two years shall include attendance at the following convention sessions: the provisional and reclassifying member reception, the Division III Issues Forum and the Division III Business Session.