



NCAA DIVISION II WAIVER TIP SHEET

The NCAA academic and membership affairs and NCAA Eligibility Center staffs frequently receive questions regarding the correct waiver case type. While staff can change the case type if the waiver is submitted with the incorrect case type, the institution must resubmit the waiver request with the correct case type and may be required to submit additional information based on the new case type. This additional step delays the waiver review process and, ultimately, the institution's receipt of a staff decision. This document is meant to serve as a guide for the most common waiver situations.

Which waiver do I need to file?

Scenario	Correct Requests/Self-Reports Online Case Type
Student-athlete does not meet two-year college transfer requirements.	<p>Division II Two-Year College Transfer Waiver.</p> <p>If the student-athlete received a fully approved initial-eligibility waiver before enrolling full time at a two-year institution, the student-athlete is considered a qualifier for purposes of applying the two-year college transfer requirements (staff interpretation [Reference: 8/6/14, Item No. a]). Staff will not process an initial-eligibility waiver after the student-athlete enrolls full time at a two-year institution.</p>
Student-athlete meets all requirements of the two-year college transfer requirements, a two-year college transfer exception, or receives a waiver but does not have nine-transferable degree credits from the previous full-time term.	Progress-Toward-Degree Waiver.
Student-athlete needs a 10-semester/15-quarter clock extension.	Extension of Eligibility Waiver.
Student-athlete is a nonqualifier or partial qualifier and the institution seeks eligibility for athletics aid, practice and/or competition in the initial year of full-time collegiate enrollment.	Initial-Eligibility Waiver.

Scenario	Correct RSRO Case Type
<p>Student-athlete is a nonqualifier or partial qualifier transferring from a four-year college during the initial year of full-time collegiate enrollment.</p>	<p>Initial-Eligibility Waiver.</p> <p>If fully approved, the student-athlete is considered a qualifier for purposes of applying the four-year college transfer requirements (staff interpretation [Reference: 8/6/14, Item No. a]).</p> <p>If partially approved or denied, the student-athlete must serve the remainder of the academic year in residence. Thereafter, the institution may seek relief from the transfer year-in-residence requirement via a legislative relief waiver.</p>
<p>Student-athlete was charged with use of season(s) of competition and/or is required to serve an academic year in residence due to participation in organized competition before initial collegiate enrollment.</p>	<p>Legislative Relief Waiver.</p> <p>If student-athlete delayed enrollment due to mandatory military service, select "Delayed Enrollment (DI) Organized Competition prior to Initial Collegiate Enrollment (DII) involving Military Service" subcase type.</p> <p>For all other reasons, select "Organized Competition Prior to Initial Collegiate Enrollment (DII Only)" subcase type.</p>
<p>Student-athlete is unable to use the one-time transfer exception only because student-athlete is not in good academic standing at the previous institution.</p>	<p>Progress-Toward-Degree Waiver.</p> <p>If approved, waiver resolves academic deficiency and student-athlete is eligible to use the one-time transfer exception.</p>
<p>Student-athlete is unable to use the one-time transfer exception only because student-athlete has only one season of competition or two semesters/three quarters and has not completed an average of 12 hours of transferrable degree credit for each full-time term attended.</p>	<p>Progress-Toward-Degree Waiver.</p> <p>If approved, waiver resolves academic deficiency and student-athlete is eligible to use the one-time transfer exception.</p>

Scenario	Correct RSRO Case Type
<p>Student-athlete is unable to use the one-time transfer exception only because he/she did not meet applicable progress-toward-degree requirements at the previous NCAA institution.</p>	<p>If student-athlete missed a term or was unable to complete a term because of an injury or illness and that resulted in an academic deficiency, file a Medical Absence Waiver through the conference office. If approved, waiver resolves the academic deficiency and student-athlete is eligible to use the one-time transfer exception.</p> <p>If Medical Absence Waiver is not applicable or denied by the conference office, submit a progress-toward-degree waiver. If approved, waiver resolves academic deficiency and student-athlete is eligible to use the one-time transfer exception.</p>
<p>Student-athlete is unable to use the one-time transfer exception only because he/she did not meet applicable progress-toward-degree requirements at the previous non-NCAA [e.g., National Association of Intercollegiate Athletics] institution.</p>	<p>Progress-Toward-Degree Waiver.</p> <p>If approved, waiver resolves academic deficiency and student-athlete is eligible to use the one-time transfer exception.</p> <p>Note: Institution must submit information regarding the student-athlete's deficiency and progress-toward-degree requirements at the previous non-NCAA institution in the waiver application.</p>
<p>Student-athlete is unable to use the one-time transfer exception because he/she is not meeting applicable progress-toward-degree requirements at the previous institution and one or more of the following:</p> <p>Student-athlete has transferred previously from a four-year institution (e.g., 4-4-4 transfer); or</p> <p>Previous institution does not support use of the one-time transfer exception.</p>	<p>Legislative Relief Waiver.</p>

Scenario	Correct RSRO Case Type
Student-athlete is unable to use the one-time transfer exception only because he/she has transferred previously from a four-year institution (e.g., 4-4-4 transfer).	Legislative Relief Waiver.
Student-athlete is unable to use the one-time transfer exception only because the previous institution does not support use of the one-time transfer exception.	Legislative Relief Waiver.
Student-athlete meets all requirements of the one-time transfer exception but does not have nine-transferable degree credits from the previous full-time term.	Progress-Toward-Degree Waiver.
Student-athlete needs to be enrolled in a less than full-time course load.	Progress-Toward-Degree Waiver.
Student-athlete participated in minimal competition and is looking to regain a season of competition because student-athlete was unable to complete the season due to extenuating circumstances.	Season of Competition Waiver.

Reminder: Case precedent can be found in RSRO by using the Search tab. Case precedent searches conducted in Legislative Services Database for the Internet will not return any results.

Which staff will process the waiver and who should I call if I have questions about a waiver before I submit through RSRO?

Case Type(s)	NCAA Staff Responsible for Processing Case Type	Contact Phone Number
Division II Two-Year College Transfer and Progress-Toward-Degree.	AMA Division II team.	317-917-6003.
Extension of Eligibility and Season of Competition.	AMA student-athlete reinstatement team.	317-917-6222. Ask to speak to a member of the student-athlete reinstatement team.
Initial-Eligibility.	Eligibility Center academic review team.	317-917-6222. Ask to speak to a member of the Eligibility Center academic review team.

Legislative Relief.	AMA Division II team.	317-917-6003.
Membership Requirements.	AMA Division II team.	317-917-6003.