Institutions should be reminded that NCAA Division I Bylaw 14.3.1.1.1.1, submission of final transcript, was effective August 1, 2009. If a student-athlete is certified as a qualifier pursuant to the early academic certification exception and his or her initial full-time collegiate enrollment occurs at the certifying institution during the first term of the academic year, the institution shall ensure submission of his or her final high school transcript (official or unofficial) to the NCAA Eligibility Center by **February 1** following the student-athlete's initial full-time enrollment.

If a student-athlete is certified as a qualifier pursuant to the early academic certification exception and his or her initial full-time collegiate enrollment occurs at the certifying institution after the conclusion of the first term of the academic year, the institution shall ensure submission of his or her final high school transcript (official or unofficial) to the Eligibility Center by February 1 of the following academic year.

Division I also adopted a waiver process for when extenuating circumstances preclude an institution or student-athlete from submitting the final high school transcript. The Academic Cabinet may waive the requirements of this legislation based on objective evidence that demonstrates circumstances for which a waiver is warranted.

Prior to the February 1 deadline, institutions should identify their student-athletes who have not submitted a final high school transcript to the Eligibility Center. Through a simple process, institutions can run a report of all student-athletes who fit this criterion by using the Eligibility Center membership portal located in the Legislative Services Database for the internet (LSDBi). Log-in to LSDBi, select the “Eligibility Center” tab, and select “Reports” then “Search Student Details” to get to the search criteria. Please see screen prints below for guidance.
Division I

Records meeting the selected criterion:

Waiver Process

For institutions needing to submit a waiver for failing to submit a final high school transcript, a form is available on LSDBi within the Resources section, listed under Case Management/Waivers. Once complete, the waiver form should be submitted via facsimile or e-mail to the Eligibility Center. The waiver determination will be communicated via e-mail to the institutional contact noted on the form. If a waiver is approved, the approval notice will also be located within the student-athlete’s record on the Eligibility Center membership portal.

Please note, after February 1, failure to submit the early qualifier’s final high school transcript will result in an NCAA violation.