Determine the Legislative issue at the institution or conference. Exhaust interpretive options prior to waiver submission.

Login to RSRO Online with NCAA login information.

Click TAB Request a Waiver or Reinstatement.

Start a New Case.

**STEP 1**
General info

**Sub Case Types**
CHECK ALL THAT APPLY TO APPLICATION
indicates more information if needed

**STEP 2**
Case Information

**STEP 3**
Case Documentation

**STEP 4**
Signatures

**STEP 5**
Case Contacts and Submissions

**LIFE of a WAIVER**

**What information/documentation is required?**
The information standards are located on the SLR/CLR website.

**NCAA notification of Receipt**
Waiver requests are assigned after the submission is complete via RSRO Online. The waiver is reviewed and is assigned to a case manager. The assigned case manager will make contact with the institution.

**How long does the process take?**
The standard processing time is typically three weeks. Depending on the type of waiver, the process may require more or less time. Institutions and conferences are strongly encouraged to submit a waiver request at the time it is determined necessary. A waiver request requiring a decision in less than one week is flagged by the NCAA staff as urgent.

**Select Required Signatories**
Institutional Authority Outside of Athletics Department
AND Institutional Authority Inside of Athletics Department

Institution Information
Select Appropriate Answer
Applicant Institution.
Academic year related to this request.
Did you receive a phone waiver from NCAA staff for this request?

Legislation Related to this Request
Describe the institution’s request for relief.
Provide cite(s) of applicable legislation or interpretations.
Provide case numbers of any precedent relevant to this request.

Recommended Documentation
Upload Appropriate Documentation
Provide a written statement from the student-athlete describing circumstances and facts surrounding this request.
Provide written statement(s) from other individuals involved in the circumstances of this request.
Provide any documentation not previously specified that substantiates assertions made in this request.

NCAA notification of Receipt
Watch for confirmation of receipt

Upload Appropriate Documentation

Selective Case Contacts for the Case
And Additional Case Contacts

What happens once the waiver is submitted via RSRO Online?

Select Required Signatories
Institutional Authority Outside of Athletics Department
AND Institutional Authority Inside of Athletics Department

What steps should I take if I need to submit an urgent waiver? Call the legislative relief waiver voice mail at 317/917-6144 to provide advanced notice that an urgent waiver request will be submitted. In some circumstances requests can be handled over the telephone via the telephone waiver process.

Who may I call if I have additional questions? Institutions and conferences may call the legislative relief waiver voice mail (317/917-6144) for help during NCAA business hours. Leave your name, institution name, the best number to reach you and the reason for the call.

Who will issue the decision? The staff has the authority to issue all initial decisions. Staff may reconsider its decision if institutions submit new information that was not available previously. If an institution or conference wishes to appeal the staff’s decision, the request will be forwarded to the appropriate divisional (sub) committee for review.

Appeal Timeline
Institutions/conferences have 30 calendar days from the date of the staff’s decision to appeal.