

**NCAA LEGISLATIVE RELIEF WAIVERS**  
**FREQUENTLY ASKED QUESTIONS**  
*(Last updated April, 2014)*

Below are frequently asked questions (FAQs) related to the NCAA legislative relief waiver process. NCAA member institutions and conferences are encouraged to review this list of FAQs prior to submitting a waiver through the Requests/Self-Reports Online case management system. Please call the legislative relief waiver voice mail at 317/917-6144 if you are an NCAA member institution or conference and have a question that is not answered below.

**General.**

**Question No. 1:       What is the purpose of the legislative relief waiver process?**

**Answer:**               The NCAA Division I Legislative Council Subcommittee for Legislative Relief (SLR), the NCAA Division II Committee for Legislative Relief (CLR) and the NCAA Division III Management Council Subcommittee for Legislative Relief (SLR) were created as a response to the membership's desire for more rules flexibility. These waiver groups were originally established in 1993 as subcommittees of the NCAA Divisions I, II and III Management Councils to review the application of NCAA legislation in cases where the circumstances are extraordinary in nature (NCAA Division I Bylaw 5.4.1.3 and Divisions II and III Bylaw 5.4.1.7).

**Question No. 2:       What bylaws may be waived through the legislative relief waiver process?**

**Answer:**               NCAA member institutions, conferences and (sub)committees may apply for a legislative relief waiver when no other (sub)committee has the authority to waive specific NCAA legislation for extenuating or extraordinary circumstances. Below is a list of common bylaws waived through the legislative relief waiver process (please note this is not an exhaustive list and not all legislation referenced below applies in the three divisions):

**NCAA Bylaw 13 (recruiting legislation).**

- a.       Contacts or evaluations.
- b.       Offers and inducements.
- c.       Local sports clubs.

- d. Official visits.
- e. Precollege expenses legislation.

**Bylaw 14 (eligibility legislation).**

- a. Delayed enrollment—seasons of competition (Division I Bylaw 14.2.3.2).
- b. 20th birthday—tennis (Division I Bylaw 14.2.3.2.1).
- c. 21st birthday—all other sports (Division I Bylaw 14.2.3.5).
- d. Organized competition prior to enrollment (Division II Bylaw 14.2.4.2).
- e. Organized competition prior to enrollment (Division III Bylaw 14.2.4.3).
- f. 4-4, 2-4 and 4-2-4 transfer requirements (Divisions II and III).

**Bylaw 15 (financial aid).**

- a. Eligibility for financial aid.
- b. Retroactive financial aid.
- c. Team financial aid limits.

**Bylaw 16 (awards and benefits).**

- a. Awards legislation.
- b. Miscellaneous expenses.

**Bylaw 17 (playing and practice seasons).**

- a. First permissible practice or competition date.
- b. Extension of permissible playing and practice season.

**Bylaw 30 (administrative regulations).**

- Foreign tour restrictions.

**Overview of requests NOT reviewed by SLR/CLR:**

- a. Extension of five-year or 10-semester clock [Divisions I, II and III Committee on Student-Athlete Reinstatement (SAR)].
- b. Hardship waivers (SAR).
- c. Season-of-competition waivers (SAR).
- d. Full-time enrollment for practice/competition.
- e. Initial-eligibility waivers (Divisions I and II Bylaw 14.3).
- f. Progress-toward-degree waivers (Divisions I and II Bylaw 14.4).
- g. Violations.

**Question No. 3: What steps should I take to determine if a waiver is necessary and/or what type of waiver I should submit?**

**Answer:** Institutions, conferences and (sub)committees must exhaust all legislative and interpretive issues before submitting a waiver request. Institutions may work with their conference office or the academic and membership affairs staff via the institutional line at 317/917-6003 or submit an interpretive request via Requests/Self-Reports Online to address interpretive issues.

**Question No. 4: Who may I call if I have additional questions specific to legislative relief waivers?**

**Answer:** Once it has been confirmed that a legislative relief waiver is necessary, institutions and conferences may call the legislative relief waiver voice mail at 317/917-6144 for help during NCAA business hours 9 a.m. to 4:30 p.m. Eastern time. Leave your name, your institution name, the best number to reach you and the reason for the call.

**Question No. 5: Who may apply for a legislative relief waiver?**

**Answer:** Only NCAA member institutions, conferences or (sub)committees may submit legislative relief waiver requests. Outside parties such as parents, student-athletes, attorneys, etc. do not have the authority to submit legislative relief waivers.

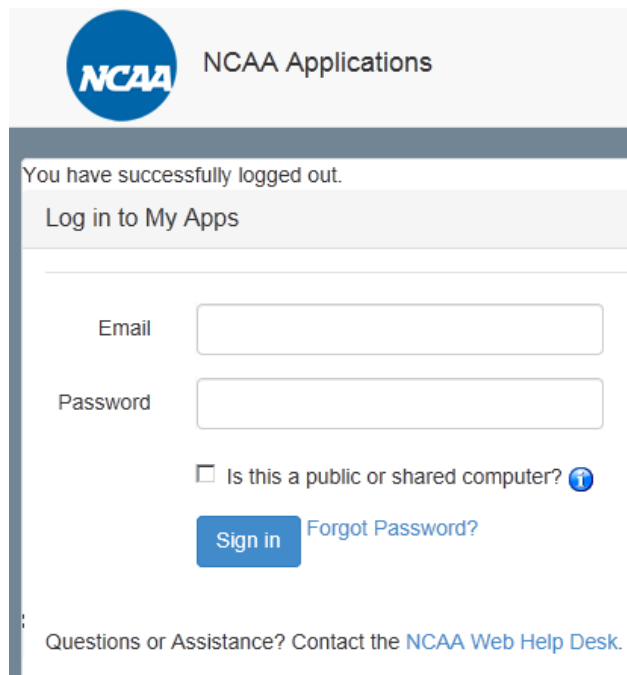
**Legislative Relief Waiver Submission Procedures.**

**Question No. 6: How do I submit a legislative relief waiver request?**

**Answer:** As of March 7, 2011, all waiver requests must be submitted through Requests/Self-Reports Online. Waiver requests will not be accepted via facsimile, email or United States Postal or overnight mail. For Requests/Self-Reports Online legislative relief waiver submission instructions you must first be given access as a user by the Single-Source Sign-On administrator at your institution and you must have an ncaa.org email login ID and password to gain access.

**Question No. 7: How do I access Requests/Self-Reports Online?**

**Answer:** Go to ncaa.org, click on "My Apps" located at the top right corner. This will take you to the NCAA Applications sign-in screen.



NCAA Applications

You have successfully logged out.

Log in to My Apps

Email

Password

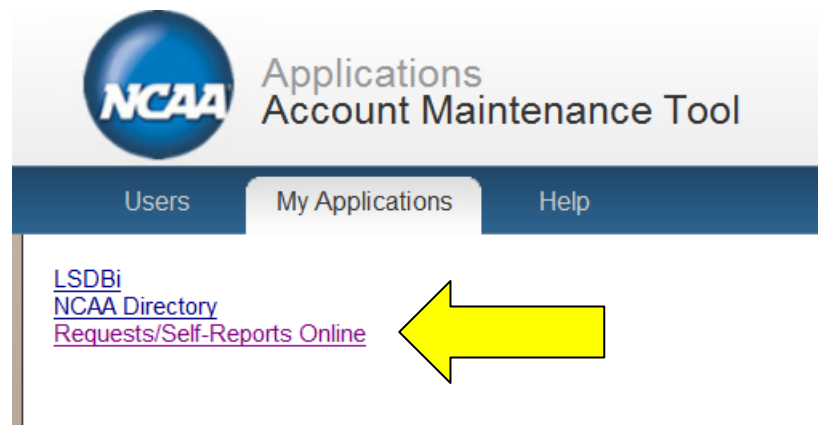
Is this a public or shared computer? ⓘ

[Sign in](#) [Forgot Password?](#)

Questions or Assistance? Contact the [NCAA Web Help Desk](#).

If you already have an ncaa.org user id (i.e., your campus email address is your user id) and password and you can sign in.

If you do not have an ncaa.org user id and password, you will need to request a user account through your Single-Source Sign-On Administrator at your institution. If you have questions, or need further assistance, click on the "NCAA Web Help Desk" link at the bottom of the log-in screen. Once you have established an ncaa.org account, enter your institutional full email address and password and click "Sign In." This will take you to the Applications/Account Maintenance Tool screen. You will see three tabs: (1) Users; (2) My Applications; and (3) Help. Provided you have been given user privileges by your Single-Source Sign-On Administrator, Requests/Self-Reports Online will appear under the "My Application Links" tab.



Please check with your Single-Source Sign-On System administrator for access and privileges if Requests/Self-Reports Online does not appear under "My Application Links" tab. Under the "Help" tab is a user guide available to assist users within the Single-Source Sign-On System. Questions relating to Requests/Self-Reports Online should be directed to [rsro@ncaa.org](mailto:rsro@ncaa.org).

**Question No. 8:**      **Where can I locate the legislative relief waiver Requests/Self-Reports Online instructions, policies and procedures, guidelines, etc.?**

**Answer:**              Type the following Web address to access the legislative relief waivers Web page: [ncaa.org/compliance/waivers/legislative-relief-waivers](http://ncaa.org/compliance/waivers/legislative-relief-waivers). You can also enter legislative relief waivers in the search box in [ncaa.org](http://ncaa.org).

The legislative relief waivers main page will appear. Instructions, policies and procedures and guidelines links are available on the main page.

**Question No. 9: What is the timeline once I have submitted a legislative relief waiver request?**

**Answer:** Applicant institutions, conferences and (sub)committees are encouraged to submit legislative relief waiver requests at least three weeks prior to the desired event or action. This ensures the legislative relief waiver staff have time to review the waiver request and supporting documentation, contact the applicant institution, conference or (sub)committee with additional questions (if necessary) and issue a staff decision. Due to the volume of requests received throughout the academic year, institutions, conferences and (sub)committees are strongly encouraged to submit a waiver request at the time it is determined a waiver is necessary (rather than wait until the start of the sport season or just before the desired event or action). For requests involving in-season competition, the staff cannot guarantee competition will not be missed while the waiver is being processed.

**Question No. 10: Will the legislative relief waiver staff notify me to confirm that my waiver has been received?**

**Answer:** Waiver requests are assigned within one business day of the submission of the waiver via Requests/Self-Reports Online. The case status in Requests/Self-Reports Online will change to reflect the assignment of the case to the case manager. **Please note that you must check your case online to see updates and to see correspondence from the case manager assigned to your waiver request.**

**Question No. 11: What signatures are required to be submitted with the waiver application?**

**Answer:** Applicant institutions submitting waiver requests must obtain actual signatures (stamp signatures are not acceptable). As noted on Requests/Self-Reports Online one signature from inside the department of athletics is required (preferably the director of athletics) and one signature from outside the department of athletics (the faculty athletics representative or the chancellor/president). Forms are available on

Requests/Self-Reports Online to download and print for these signatures. Once the documents have been signed, they should be scanned and uploaded to the case under the Documents tab.

Applicant conferences submitting waiver requests must obtain actual signatures (stamp signatures are not acceptable) from the commissioner/executive director and one additional conference officer/employee. Waivers submitted from a (sub)committee within the governance structure require an actual signature (stamp signatures are not acceptable) from the (sub)committee chair or a member of the (sub)committee.

Signatures can also be e-filed. See instructions on Requests/Self-Reports Online for e-filing signatures into the system.

**Question No. 12: What additional information/documentation is required to be submitted with the legislative relief waiver request?**

**Answer:** Information standards have been developed by the (sub)committees to help the applicant institution or conference determine what information is necessary for particular waiver requests. The information standards are located on the Legislative Relief Waivers (SLR/CLR) main page. Further, any information an applicant institution or conference believes is necessary in order to support a particular waiver request should be submitted (e.g., academic transcripts, medical documentation, student-athlete statement, transfer release forms). Finally, the legislative relief waiver staff will notify the applicant institution or conference if additional information is necessary for a particular legislative relief waiver request.

### **Buckley Statement.**

**Question No. 13: What is the Buckley Statement?**

**Answer:** The Buckley Statement is a statement signed by the involved student-athlete that gives consent to disclose to authorized representatives of the SLR/CLR, applicant institution, its athletics conference (if any) and the NCAA any documents or information pertaining to his or her NCAA eligibility. Additionally, by signing the Buckley Statement, a student-athlete gives his or her consent to the NCAA to disclose his or her name and personally identifiable information from his or her education records

to a third party (including but not limited to the media) as necessary to explain the NCAA decision regarding the waiver request without such disclosure constituting a violation of the student-athlete's rights under the Family Educational Rights and Privacy Act (FERPA).

**Question No. 14: When must the Buckley Statement be signed?**

**Answer:** The Buckley Statement must be completed for waivers involving student-athletes who are currently enrolled at the applicant institution or will be transferring from, or to, the applicant institution. Buckley Statements are not necessary for requests that do not involve a student-athlete's educational records and may not be necessary for prospective student-athletes. Please contact the legislative relief waiver staff at 317/917-6144 if your institution is not certain whether a Buckley Statement should be completed.

**Question No. 15: Where can I locate the Buckley Statement?**

**Answer:** The Buckley Statement is a downloadable document in Requests/Self-Reports Online. The document should be downloaded, printed and signed by the student-athlete. Once the Buckley Statement has been signed by the student-athlete, the document can be scanned and uploaded to the case via the Documents tab in Requests/Self-Reports Online. For cases where a Buckley Statement is not necessary, an athletics staff representative must sign the Buckley Statement and upload this statement attesting that the Buckley Statement is not necessary.

**Legislative Relief Waiver Process.**

**Question No. 16: How long does the legislative relief waiver process take?**

**Answer:** The standard processing time requires three weeks. During this time period, the legislative relief waiver staff will review the waiver submission and supporting documentation, assign the case to a case manager who will contact applicant institution or conference with additional questions (if necessary) and issue a staff decision via Requests/Self-Reports Online. In addition to time for staff to review, the processing time will depend greatly on the completeness of the initial waiver request and the time applicant institution or conference takes to respond to the staff's additional



questions. Finally, depending on the type of waiver and circumstances involved, the process may require more or less than the standard three-week processing time; therefore, due to the volume of requests received throughout the academic year, institutions and conferences are strongly encouraged to submit a waiver request at the time it is determined a waiver is necessary (rather than wait until the start of the sport season or just before the desired event or action).

**Question No. 17: Will the legislative relief waiver staff notify me if additional information is necessary?**

**Answer:** Yes. The case manager has five business days from the date the case is assigned to conduct an initial review of the waiver request. If the legislative relief waiver staff has additional questions and/or documentation that are necessary, the case manager will contact the applicant institution or conference via the Communication tab on Requests/Self-Reports Online and/or telephone. The case manager will work closely with the applicant institution or conference to develop a complete legislative relief waiver request. Further, for requests that involve a student-athlete well-being component, the case manager will help the applicant institution or conference identify and develop the strongest assertions for the legislative relief waiver request.

**Question No. 18: Who will issue the decision on my legislative relief waiver?**

**Answer:** The legislative relief waiver staff has the authority to issue all initial decisions on a waiver request (except for blanket waivers). If the applicant institution or conference wishes to appeal the staff's decision, the institution or conference should provide verbal notification to the case manager, followed by the formal request entered via the Appeal/Reconsideration tab in Requests/Self-Reports Online before the appeal may be processed and forwarded to the appropriate divisional (sub)committee for review. Applicant institutions or conferences have 30 calendar days from the date of the staff's decision entered in Requests/Self-Reports Online to appeal the staff's decision.

**Urgent Waivers.**

**Question No. 19: What is the definition of an urgent waiver?**

**Answer:** The legislative relief waiver staff's standard processing time is three weeks. Waiver requests for which an applicant institution or conference is requesting a decision in less than the three-week standard processing time are flagged by the staff as time sensitive. Waiver requests for which an institution is requesting a decision in less than one week (i.e., five business days or less) are flagged by the staff as urgent.

**Question No. 20: What steps should I take if I discover I need to submit an urgent legislative relief waiver?**

**Answer:** Applicant institutions or conferences that must submit an urgent legislative relief waiver should call the legislative relief waiver staff at 317/917-6144 to provide advanced notice that an urgent waiver request will be submitted. In some circumstances, the request can be handled over the telephone through the phone waiver process.

**Question No. 21: How are urgent legislative relief waivers prioritized?**

**Answer:** The (sub)committees have directed the staff to prioritize urgent legislative relief waiver requests based on: (1) The date it was discovered a waiver was necessary; (2) The date of the next athletics competition or desired event/action; and (3) The date the waiver request was received by the legislative relief waiver staff. The staff will work with the applicant institution or conference to attempt to expedite the request in accordance with the desired timeframe; however, the staff cannot guarantee that a waiver request will be processed within the desired timeframe. In addition, for in-season requests, the staff cannot guarantee that the involved student-athlete will not miss competition while the waiver request is being processed. Due to the volume of requests received throughout the academic year, applicant institutions and conferences are strongly encouraged to submit a waiver request at the time it is determined a waiver is necessary. A limited number of legislative relief waiver staff process waiver requests in addition to other day-to-day duties.

### **Phone Waivers.**

**Question No. 22:      What is a legislative relief telephone waiver?**

**Answer:**                    A legislative relief telephone waiver is a waiver request granted by legislative relief waiver staff over the telephone. Applicant institutions or conferences may contact the legislative relief waiver staff at 317/917-6144 with an urgent/unforeseen circumstance involving a potential legislative relief waiver request and may receive relief from a legislative relief waiver staff member via the telephone waiver process. Please note that an applicant institution or conference may be advised that a telephone waiver may not be granted; however, that does not preclude the applicant institution or conference from requesting relief for the same circumstance through Requests/Self-Reports Online.

**Question No. 23:      What is the purpose of a legislative relief telephone waiver?**

**Answer:**                    The legislative relief telephone waiver process is intended to alleviate some of the burden/stress applicant institutions or conferences face when dealing with an urgent, unforeseen and/or extraordinary circumstance on campus or involving a student-athlete(s). The legislative relief waiver staff recognizes that in such circumstances, it may not be possible for applicant institutions or conferences to submit a complete legislative relief waiver, including appropriate signatures, based on the limited timeframe prior to the desired event action. The goal of the legislative relief telephone waiver process is to provide flexibility for applicant institutions or conferences dealing with an unforeseen circumstance in the most time-efficient manner possible.

**Question No. 24:      What legislative relief waiver requests may be granted over the telephone?**

**Answer:**                    It is impossible for our legislative relief waiver staff to list every circumstance or bylaw that could be processed as a telephone waiver. However, the staff will consider the following factors when issuing telephone waivers: (1) The complexity of the request (e.g., transfers involving in-season competition, appeals of amateur certification conditions, 10 business day waivers, cases involving potential legal issues and blanket waivers should not be processed as a telephone waiver); (2) Legislative relief case precedent; (3) The unforeseen nature of the request;

and (4) The timeline in which a decision is necessary. Examples of truly extraordinary/unforeseen circumstances include but are not limited to: Death, severe/life-threatening injury or illness, inclement weather and catastrophic events. Requests involving in-season/pending competition, regardless of the urgency of the competition, shall not be processed via the telephone waiver process.

**Question No. 25: Does a legislative relief telephone waiver eliminate the need for a waiver to be submitted?**

**Answer:** No. A legislative relief telephone waiver does not eliminate the need for applicant institution or conference to submit a legislative relief waiver. If relief is provided over the telephone, an institution or conference must still follow-up by submitting a formal legislative relief waiver request through the Requests/Self-Reports Online process with appropriate signatures within two weeks of the request being granted.

**Question No. 26: What if my situation cannot be handled via the legislative relief telephone waiver process?**

**Answer:** There will be some situations that are urgent in nature that the legislative relief waiver staff will require the appropriate documentation to be submitted through the normal waiver process before issuing a decision. If the staff cannot handle a particular circumstance via the telephone waiver process, an institution or conference may still proceed with submitting a legislative relief waiver through Requests/Self-Reports Online.

### **Appeal Requests.**

**Question No. 27: What is the deadline for requesting an appeal?**

**Answer:** The (sub)committees review appeal requests on a weekly basis. The information for appeals is posted to the (sub)committees every Tuesday via a secure online website. In order for the applicant institution's or conference's appeal request to be reviewed by the (sub)committee, the case manager must receive verbal notification and formal notification must be submitted via the Appeal/Reconsideration tab in the Requests/Self-Reports Online system not later than noon Eastern time the

Friday prior to the Tuesday appeals posting. If an institution misses the appeals deadline, then the appeal will be delayed until the following week.

**Question No. 28: Does the legislative relief waiver staff require a written statement for the appeal?**

**Answer:** No. Applicant institutions or conferences are not required to submit any additional information in writing when requesting an appeal. To initiate the start of the appeal process; first, an institution or conference should provide verbal notification to the case manager, followed by the formal request via the Appeal/Reconsideration tab in Requests/Self-Reports Online before the appeal will be processed. The (sub)committees will receive the same information and/or documentation for a particular waiver request that the staff reviewed at the time the staff decision was issued. Additional information is only appropriate when the institution or conference obtains new information that was not available at the time the staff issued its original decision. Institutions are discouraged from submitting additional written statements that rehash the facts that have already been presented as this information will not change the staff's initial decision and may delay the appeal process.

### **Requests Involving Assertions Against Another NCAA Institution.**

**Question No. 29: What is the policy related to applicant institutions or conferences submitting assertions against another NCAA institution(s) or conference(s) as a primary basis for relief of the legislation?**

**Answer:** If an applicant institution or conference includes statements or assertions regarding another member institution's or conference's conduct or actions as a basis for relief, the applicant institution will be required to submit all application materials and supporting documentation to the member institution(s) or conference(s) cited as part of the allegations. The applicant institution must give the other member institution(s) or conference(s) 10 business days for the chancellor/president, director of athletics, faculty athletics representative, senior woman administrator or, in the case of a conference, the commissioner, to respond in writing to the (sub)committee and provide a copy of the response to the applicant institution. The response will be included in the application materials for review. If the applicant institution materials involve a specific student-athlete(s), the staff is unable to provide applicant's application materials or

supporting documentation to another member institution or conference without a written release from the student-athlete(s) according to federal law (FERPA).

**Question No. 30: How do I determine if my legislative relief waiver request falls under this policy?**

**Answer:** The staff will notify your institution if your legislative relief waiver request must undergo the 10 business day policy due to assertions involving another NCAA member institution or conference.

**Question No. 31: If the legislative relief waiver request I am submitting does include assertions against another NCAA institution or conference, should I forward the waiver materials to the previous institution for response prior to submitting the waiver to the NCAA office or should I file the waiver request first?**

**Answer:** File the waiver request first. The legislative relief waiver staff must first work with the applicant institution or conference to finalize all information necessary for the waiver request before initiating the 10 business day process regarding assertions involving another NCAA institution or conference. The staff will direct the applicant institution or conference to initiate the 10 business day process and will assist with tracking the 10 business days.

### **Case Precedent.**

**Question No. 32: Is there a case precedent database of previously decided legislative relief waivers posted on the Internet for institutions or conferences to review?**

**Answer:** Yes. Institutions and conferences may obtain legislative relief waiver case precedent on the Legislative Services Database for the Internet (LSDBi) and via Requests/Self-Reports Online.

**Question No. 33: How do I search case precedent?**

**Answer:** Search fields allow applicant institutions and conferences to search case precedent by: Specific dates, sport, division, bylaws and/or keywords. Searches can be conducted using any combination of these search options.

**Question No. 34: What should I do if I am having trouble finding relevant case precedent?**

**Answer:** Please consult with the legislative relief waiver staff at 317/917-6144 if you are having difficulty searching for case precedent.

**Question No. 35: Is it required that I cite case precedent for the legislative relief waiver?**

**Answer:** While it is not required, it is strongly suggested that the applicant institution or conference cite case precedent. Institutions and conferences are encouraged to compare and/or contrast its waiver request with precedent to explain how its request is similar and/or different.

**Blanket Waivers.**

**Question No. 36: What is a legislative relief blanket waiver?**

**Answer:** A legislative relief blanket waiver provides temporary relief from NCAA legislation for specific extenuating circumstances that have a reasonably demonstrated widespread impact. Blanket waivers are generally divisional specific (i.e., pertaining to a specific division only), apply to a specific time period and are intended to address a specific set of circumstances. If the waiver circumstances and the time period of the waiver apply, submission of a separate waiver is not necessary. If an institution, conference or committee's circumstances do not meet the requirements of, or are dissimilar to, the blanket waiver, a legislative relief waiver will need to be submitted.

**Question No. 37:     Where can I access all currently active legislative relief blanket waivers?**

**Answer:**           The Legislative Relief Waiver (SLR/CLR) website includes a list of currently active blanket waivers applicable to each division. Select the division on the main page to view the blanket waivers.

**Question No. 38:     How does a legislative relief blanket waiver get approved?**

**Answer:**           Only the (sub)committees have authority to issue blanket waivers. The legislative relief waiver staff cannot issue blanket waivers. Once a blanket waiver request is submitted to the national office, it is prepared by the legislative relief waiver staff in accordance with the standard policies and procedures for all waiver requests. The blanket waiver is then forwarded to the (sub)committee(s) for consideration via a secure online website. The (sub)committee(s) have approximately five-business days to issue a decision.

**Question No. 39:     Who may file a legislative relief blanket waiver?**

**Answer:**           Since blanket waivers are intended to address situations in which there is widespread impact across a division, conference offices and (sub)committees within the NCAA governance structure are commonly called on to submit blanket waiver requests. An institution that is going to submit a blanket waiver, it is strongly suggested that the institution document the impact and/or support from other institutions for the request.

**Information Standards/Guidelines/Directives.**

**Question No. 40:     What are information standards?**

**Answer:**           Information standards specify the minimum amount of information and/or documentation that is necessary when submitting a particular waiver request.



**Question No. 41: What are guidelines?**

**Answer:** Guidelines provide guidance to the staff and (sub)committees when issuing decisions on specific waiver requests. When a specific assertion or circumstance is, or is not, sufficiently documented, the guidelines provide guidance to the staff as to what may be the appropriate decision/outcome. Guidelines are not binding. The staff may consider other mitigation within a particular waiver request when issuing its decision to grant or deny.

**Question No. 42: What are directives?**

**Answer:** Directives specifically instruct the staff and (sub)committees of the appropriate decision when specific assertions and/or circumstances are presented. Directives are binding; therefore, the staff may not divert from the directive when issuing its decision.

**Question No. 43: How are information standards, guidelines and directives established?**

**Answer:** The (sub)committees in each division establish information standards, guidelines and directives on particular waiver requests or for specific circumstances when appropriate. The (sub)committees review all information standards, guidelines and directives applicable to the specific division on a bi-annual basis and make changes when appropriate. Existing information standards, guidelines and directives) must be formally approved by the appropriate governance committee in each division (i.e., NCAA Division I: Legislative Council; NCAA Divisions II and III: Management Council).

**Question No. 44: Where can I access the current list of information standards, guidelines and directives?**

**Answer:** The Legislative Relief Waiver (SLR/CLR) main page includes a list of information standards, guidelines and directives currently applicable to each division.

**Waiver Requests Involving Appeals of the NCAA Eligibility Center Amateurism Certification Process (ACP) [NOTE: Divisions I and II only].**

**Question No. 45:     What is a legislative relief waiver involving an appeal of an ACP condition?**

**Answer:**           In Divisions I and II only, the NCAA Eligibility Center amateurism certification staff certifies the amateur status of any student-athlete with no previous enrollment history at a Division I or II institution. In addition to certifying amateur status per Bylaw 12, the amateurism staff also certifies the eligibility of student-athletes who graduated from high school, delayed collegiate enrollment and participated in organized competition prior to initial full-time collegiate enrollment. This includes the following legislation:

- a.     Division I Bylaw 14.2.3.2 (delayed enrollment).
- b.     Division I Bylaw 14.2.3.2.1 (20th birthday – tennis).
- c.     Division I Bylaw 14.2.3.5 (21st birthday – all other sports).
- d.     Division II Bylaw 14.2.4.2 (organized competition prior to enrollment).

**Question No. 46:     What is the average amount of time that a legislative relief waiver involving an ACP appeal takes to process?**

**Answer:**           While the standard processing time for legislative relief waivers is three weeks, ACP appeals generally require more time for processing due to the complex nature of the legislation involved, the extensive amount of documentation typically involved as well as the internal information sharing that must occur between the eligibility center’s amateurism staff and the academic and membership affairs staff. Generally, ACP appeals require three to six weeks for processing. Institutions who wish to seek relief from an amateurism certification decision provided by the Eligibility Center involving any of the bylaws listed in the question above, are strongly encouraged to submit the waiver request as soon as it is determined that relief will be requested.

**Previously Approved Incidental-Expense Waivers (Bylaw 16.12).**

**Question No. 47: What is an incidental-expense waiver?**

**Answer:** NCAA legislation permits institutions and conferences to process certain expenses, without the need for a waiver, provided the specific fact pattern of the institution's or conference's expense request is identical to a request that has been previously approved. If there is no direct on-point precedent for approval of the expense, the institution or conference must submit a formal legislative relief waiver via Requests/Self-Reports Online.

**Question No. 48: Where can I obtain the list of previously approved incidental-expense waivers?**

**Answer:** Consolidated lists of all previously approved incidental-expense waivers were created for each division beginning with the 2008-09 academic year. These lists can be found on LSDBi or the legislative relief waiver website under each division. If using LSDBi to access the lists, please search education columns. The staff will continue to update the previously approved lists.

**Previously Approved Legislative Relief Waivers.**

**Question No. 49: What is a previously approved legislative relief waiver?**

**Answer:** The previously approved waiver process was approved with the intent to reduce bureaucracy and permit the membership and NCAA staff to work more efficiently in limited circumstances. Similar to previously approved incidental expense waivers in Bylaw 16.12, institutions may self-apply on campus any waiver that appears on the previously approved waiver list without submitting a formal legislative relief waiver request to the national office. An institution is only permitted to self-apply relief (approve a waiver request) if the institution's circumstances appear on the list of designated previously approved waivers and the circumstances satisfy the specified criteria established for the particular previously approved waiver. If an institution's circumstances do not appear on the list of previously approved waivers or if the circumstances do not satisfy all of the established criteria for a particular previously approved waiver, the institution may submit a formal legislative relief waiver via Requests/Self-Reports Online to the national office for consideration.

**Question No. 50: Where can I access the list of previously approved legislative relief waivers?**

**Answer:** Please visit the Legislative Relief Waiver (SLR/CLR) website and select the specific division to obtain the list of previously approved waivers.

**Question No. 51: To whom must a previously approved legislative relief waiver be reported?**

**Answer:** An institution that grants relief of NCAA legislation based on the specific previously approved waiver circumstances must submit a report to its conference office on an annual basis each year.

**Question No. 52: Who can I call if I have a question about a previously approved legislative relief waiver?**

**Answer:** Institutions or conferences are encouraged to call the legislative relief waiver staff at 317/917-6144 with any questions related to the administration of the previously approved legislative relief waiver process.

**Question No. 53: Will the list of previously approved legislative relief waivers be updated/expanded in the future?**

**Answer:** The list of previously approved legislative relief waivers will be updated on an annual basis by the legislative relief waiver staff. The subcommittee will consider on an annual basis additional waivers to include on the previously approved legislative relief waivers list.