

APPLICATION FOR NCAA DIVISION III MEMBERSHIP



Division III
DISCOVER | DEVELOP | DEDICATE

**Must be received in the NCAA national office
not later than May 15.**

This application is to be used only for institutions reclassifying their entire athletics program or prospective new members joining the NCAA.

Academic Year: _____

Check the appropriate membership application.

Provisional: (New member to the NCAA) Reclassification: (NCAA member reclassifying entire athletics program)

1. Institution name: _____

2. Street address or P.O. Box: _____

City, State, Zip Code: _____

3. Chancellor or President: _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

4. Faculty athletics representative: men's women's both

Name: _____

Academic title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

Faculty athletics representative: men's women's both

Name: _____

Academic title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

5. Director of athletics: men's women's both

Name: _____

Academic title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

Director of athletics: men's women's both

Name: _____

Academic title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

NCAA Constitution 4.02.4 defines a senior woman administrator as the highest-ranking female administrator involved in the management of an institution's intercollegiate athletics program.

6. Senior woman administrator: _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

7. Athletics direct report (individual to whom
athletics reports): _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

8. Individuals who are authorized to request interpretations on behalf of an institution are the chancellor or president (or designee), faculty athletics representative, director of athletics (or designee), senior woman administrator, athletics direct report and compliance coordinator. Please complete the following even if the compliance coordinator is one of the individuals already listed:

Compliance coordinator: _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

Most compliance-related forms will be forwarded to only one of the six people listed above. Please indicate the person who should receive these forms: _____

9. Individuals who are authorized to request interpretations on behalf of an institution are the chancellor or president (or designee), faculty athletics representative, director of athletics (or designee), senior woman administrator, athletics direct report, compliance coordinator and sports information director. Please complete the following even if the sports information director is one of the individuals already listed:

Sports information director: _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

Most compliance-related forms will be forwarded to only one of the six people listed above. Please indicate the person who should receive these forms: _____

10. Student-athlete advisory committee administrative representative: _____

Title and address: _____

_____ Telephone: _____

E-mail address: _____ Fax: _____

11. Total full-time undergraduate enrollment for current academic year:

Total: _____ Men: _____ Women: _____

12. Indicate your institution's classification: Public: Private:

13. Indicate your institution's status: For profit: Not-for-profit

14. Does your institution offer at least one four-year (or two-year upper level) curriculum leading to a Bachelor of Arts or Bachelor of Science degree? Yes No

15. What regional agency has accredited your institution?

Date of most recent accreditation? _____

16. Is your institution a member of any other intercollegiate athletics associations? If so, please list them.

Men: _____ Women: _____

17. Has your institution previously submitted a membership application to the NCAA? Yes No

If yes, what was the date of your application? _____

18. Is your institution involved in an investigation, infractions case, serving academic penalties or on probation with your governing body (e.g., NCAA, NAIA, etc.)? Yes No

If yes, please explain: _____

19. List all athletics conferences of which your institution is a member and the sports in which you compete in that conference.

Men: _____

Women: _____

20. Financial Aid.

- a. Is your institution aware of the prohibition on awarding new athletically related financial aid to incoming student-athletes beginning with the first year of provisional/reclassifying membership and thereafter?

(See NCAA Division III Bylaw 20.3.3.3 for provisional and Bylaw 20.6.2.2.3 for reclassifying requirements)

Yes No

- b. Is your institution aware of the prohibition on awarding any athletically related financial aid to any student-athletes following completion of the second year of provisional/reclassifying membership?

(See Bylaw 20.3.2.2 for provisional and Bylaw 20.6.2.2.3 for reclassifying requirements)

Yes No

21. Complete the chart by listing all varsity intercollegiate sports involving all male teams, all female teams and mixed male and female teams sponsored by your institution.

The season in which the sport occurs is determined by when the majority of an institution's contests or dates of competition occur.

- Fall: September through December;
- Winter: December through March; and
- Spring: February through May

To complete the chart, please consider the following information:

At the time of application, a provisional/ reclassifying member must be prepared to sponsor in the first year of provisional/reclassifying membership:

- a. At least six sports for men and at least three of the six sports must be team sports. Further, there must be a sport offering in each of the three sport seasons (i.e., fall, winter, spring). Sponsorship standards are listed in NCAA Bylaw 20.11.3.8 (minimum contests and participants requirements for sports sponsorship). If institutional full-time undergraduate enrollment is less than 1,000, at least five sports for men and at least three of the five sports must be team sports; and
- b. At least six sports for women and at least three of the six sports must be team sports. Further, there must be a sport offering in each of the three sport seasons (i.e., fall, winter, spring). Sponsorship standards are listed in NCAA Bylaw 20.11.3.8 (minimum contests and participants requirements for sports sponsorship). If institutional full-time undergraduate enrollment is less than 1,000, at least five sports for women and at least three of the five sports must be team sports.

[Team sports include: Baseball, basketball, field hockey, football, ice hockey, lacrosse, rowing (women's), rugby (women's), soccer, softball, volleyball and water polo.]

Fall Sports

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 11-12 ¹	Number of Participants in 11-12 ²	Number of Contests in 12-13 ³
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Winter Sports

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 11-12 ¹	Number of Participants in 11-12 ²	Number of Contests in 12-13 ³
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

¹ This information should indicate the number of contests completed in the appropriate sport against four-year institutions.

² This information should indicate the approximate number of participants who will be on the roster in the appropriate sport.

³ This information should indicate the number of contests scheduled and/or projected in the appropriate sport against four-year institutions.

Spring Sports

Varsity Sport	Men's Team	Women's Team	Mixed Team	Number of Contests in 11-12 ¹	Number of Participants in 11-12 ²	Number of Contests in 12-13 ³
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

¹ This information should indicate the number of contests completed in the appropriate sport against four-year institutions.

² This information should indicate the approximate number of participants who will be on the roster in the appropriate sport.

³ This information should indicate the number of contests scheduled and/or projected in the appropriate sport against four-year institutions.

22. Please include your institution's completed viability statement.

The institution is required to complete a viability statement describing the institution's commitment to the NCAA Division III philosophy statement [Reference: Bylaw 20.11 (Division III membership requirements)]. Attachment A.

23. Please include the following requirement:

Sponsorship by an active NCAA Division III member, including the establishment of a good-faith mentoring relationship and submission of a letter of recommendation signed by the sponsoring institution's president or chancellor, director of athletics, senior woman administrator and faculty athletics representative.

24. Please include your institution's completed compliance assessment statement.

The institution is required to demonstrate evidence of a functioning compliance system.

25. Please note that there shall be a maximum of four institutions admitted to the provisional or reclassifying membership program in any one year [Reference: Bylaw 20.6.2.1.2 (application standards)]. Institutions shall be assessed based on the following criteria:

- a. Geographic location in an area that needs or can accept new members;
- b. Reclassifying versus provisional status;
- c. Existing or potential membership in an active Division III conference; and
- d. Broad-based sports sponsorship profile.

**This application is made in good faith, with full knowledge and acceptance of the
"Conditions and Obligations of NCAA Membership."**

Note: All individuals listed on Page Nos. 1 and 2 must sign below.

Signed: (Chancellor or President)

Printed name

Date

Signed: (Faculty Athletics Representative)

Printed name

Date

Men's Women's Both

Signed: (Faculty Athletics Representative)

Printed name

Date

Men's Women's Both

Signed: (Director of Athletics)

Printed name

Date

Men's Women's Both

Signed: (Director of Athletics)

Printed name

Date

Men's Women's Both

Signed: (Senior Woman Administrator)

Printed name

Date

Signed: (Athletics Direct Report)

Printed name

Date

Signed: (Student-Athlete Advisory Committee
Representative)

Printed name

Date

THIS APPLICATION MUST BE RECEIVED BY THE NCAA NATIONAL OFFICE NOT LATER THAN MAY 15. COMPLETION OF THIS APPLICATION IN NO WAY IMPLIES OR ENSURES APPROVAL OF MEMBERSHIP. IF AN INSTITUTION FAILS TO FULLY COMPLETE THE APPLICATION OR THE NCAA DOES NOT RECEIVE THE APPLICATION ON TIME, THE INSTITUTION SHALL NOT BE CONSIDERED FOR PROVISIONAL/RECLASSIFICATION MEMBERSHIP FOR THE UPCOMING ACADEMIC YEAR.

[PROVISIONAL/RECLASSIFYING APPLICANTS]

SEND THE COMPLETED APPLICATION IN **ELECTRONIC FORMAT** TO THE INDIVIDUAL BELOW. PLEASE BE AWARE A CHECK IN THE AMOUNT OF \$19,500 PLUS ANNUAL DUES (\$900) WILL BE REQUIRED BY SEPTEMBER 1 IF YOUR INSTITUTION IS ACCEPTED TO THE PROVISIONAL/RECLASSIFYING PROCESS.

[Note: In addition, provisional/reclassifying members also must pay the appropriate amount for NCAA annual dues during each year of the provisional/reclassifying membership process.]

Azure Davey
adavey@ncaa.org

NCAA
Academic and Membership Affairs
Attn: Azure Davey
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317/917-6222
Facsimile: 317/917-6874

OVERNIGHT DELIVERY
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Academic and Membership Affairs
Attn: Azure Davey
1802 Alonzo Watford Senior Drive
Indianapolis, Indiana 46202
Phone: 317/917-6222
Facsimile: 317/917-6874

