



Application for NCAA Division II Membership

APPLICATION INSTRUCTIONS AND MINIMUM REQUIREMENTS

APPLICATIONS **MUST BE RECEIVED** IN THE NCAA NATIONAL OFFICE
NOT LATER THAN **JUNE 1, 2012**

Pursuant to NCAA Constitution 3.1.1, membership in the NCAA is available to colleges, universities, athletics conferences or associations and other groups that are related to intercollegiate athletics that have acceptable academic standards (e.g., the institution is accredited by one of the six regional accrediting agencies) and that are located in the United States and Canada, its territories or possessions. Such institutions or organizations must accept and observe the principles set forth in the constitution and bylaws of the NCAA.

In accordance with NCAA Bylaw 20.3.2.1, an institution applying for NCAA Division II membership shall complete an application, signed by the chancellor or president and be received in the NCAA national office not later than June 1, 2012. An applicant institution must be sponsored by an active member institution or conference. A nonrefundable application fee of \$28,000 shall accompany the application form.

The NCAA Division II Membership Committee has the authority to accept or not accept an application to enter the Division II membership process.

If the committee does not accept the application to enter the Division II membership process, the application fee of \$28,000 shall be refunded.

If the committee accepts the application for the institution to enter the Division II membership process, the institution shall enter the candidacy period. The candidacy period shall be a minimum of two years, but may be longer based on the assessment of the committee. At the completion of the candidacy period, the institution shall receive an assessment of its readiness to proceed to the provisional period. The provisional period shall be a minimum of one year, but may be longer based on the assessment of the committee.

An additional fee of \$14,000 shall be due following the first two years of the Division II membership process and an additional \$14,000 every year thereafter until the institution is accepted into active Division II status or withdraws from the Division II membership process.

Submit **two copies, one electronic and one hard copy** of the application. All electronic applications must be submitted in PDF format and must include a table of contents and must be bookmarked. The table of contents must be hyperlinked to the content and to the bookmarks. **Do not** include photographs in your application materials.

Completed applications and inquiries should be directed to:

Leslie Schuemann
NCAA Academic and Membership Affairs

Telephone: 317/917-6222

Facsimile: 317/917-6875

Via U.S. Postal Service:

P.O. Box 6222

Indianapolis, Indiana 46206-6222

Via Overnight Delivery:

1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

NCAA Division II Membership Committee
Minimum Requirements to be Considered for Division II Membership

In order for an application to be considered by the NCAA Division II Membership Committee for entrance into the Division II membership process, an institution must demonstrate that it meets the following minimum requirements. Ultimately, the committee has the authority to accept or not accept an institution's application to enter the Division II membership process, even if the institution is meeting the minimum requirements at the time of application. Class size will be determined by the committee annually. Every application pool is considered on its own merit. Recommendations for an institution's improvement provided by the committee post selection will not guarantee approval in the next cycle.

Analysis/Feasibility Study.

The institution shall demonstrate that broad-based campus-wide discussions involving multiple constituencies which includes, but is not limited to the governing body of the institution occurred regarding membership in Division II, including a discussion of the necessary resources and personnel to operate a Division II intercollegiate athletics program. The institution should also demonstrate consideration of the overall fit and alignment with Division II philosophy, attributes and the strategic platform. If the institution used the services of an outside firm or consultant to conduct a feasibility study, the institution must share the findings of the study with the committee.

Accredited Four-Year Baccalaureate Degree(s) Granting Institution.

The institution shall demonstrate that it is accredited by one of the six regional accrediting agencies and has been offering four-year baccalaureate degree(s) for a minimum of one academic year prior to submitting an application to enter the Division II membership process. Canadian institutions must have applied to a United States regional accrediting agency prior to being considered for acceptance into the Division II membership process.

History of a Varsity Athletics Program.

The institution shall demonstrate that it has been offering an athletics program at the varsity level for a minimum of one academic year prior to submitting an application to enter the Division II membership process.

Strategic Plan for the Intercollegiate Athletics Program.

The institution shall provide a clear, detailed strategic plan for its intercollegiate athletics program, including an outline of key goals and priorities, associated timeline and commitment of financial and personnel resources. The institution must demonstrate the documented approval of the strategic plan by the institution's governance and implementation of the strategic plan will occur.

Financial Model for the Intercollegiate Athletics Program.

The institution shall demonstrate that it administers its intercollegiate athletics program with prudent management and fiscal practices to ensure financial stability, including, but not limited to, sufficient operating and travel budgets for the effective operation of a Division II department of athletics.

Commitment of Personnel and Current Staff.

The institution shall demonstrate that it has personnel to operate the intercollegiate athletics program at the Division II level, including, but not limited to, a full-time director of athletics and a full-time administrator whose primary responsibility is compliance and who does not have coaching responsibilities.

Facilities.

The institution shall demonstrate that it has adequate facilities to operate a Division II intercollegiate athletics program. If the institution is upgrading and/or building new facilities, the institution shall include a detailed plan, including a timeline and a commitment of resources (e.g., finances) to upgrading and/or building the facilities. If the institution is renting facilities,

the institution shall demonstrate that it has a long-term agreement in place for use in both practice and competition.

Sports Sponsorship.

The institution shall demonstrate that it is meeting the Division II minimum sports sponsorship requirements as outlined in Bylaw 20.10.3 and the three-season requirement as outlined in Bylaw 20.10.4 at the time of application. Institutions must demonstrate that the sports were sponsored per the applicable legislation in the academic year immediately preceding the application date. Plans to sponsor additional sports to meet the legislated requirements in the academic year after the application deadline will not satisfy the sports sponsorship requirement.

Athletically Related Financial Aid.

The institution shall demonstrate that it is meeting the Division II financial aid requirements as outlined in Bylaw 20.10.1 at the time of application. If the institution is not meeting the requirements as outlined in Bylaw 20.10.1 at the time of application, the institution shall include a detailed plan, including a timeline and commitment of resources (e.g., finances) to demonstrate that it will be meeting the requirements of Bylaw 20.10.1 by the time the institution begins the provisional period. The institution must show documented approval of the plan and the implementation of the plan by the institution's governance structure.

Conference Affiliation.

The institution shall demonstrate a plan to be affiliated with a Division II conference.

**NCAA Division II Membership Committee
Additional Evaluation Criteria**

The following criteria are important in determining an institution's fit for Division II membership. The criteria may be used to differentiate between institutions that apply for Division II membership.

Demonstrated Commitment to the Community.

The institution shall demonstrate that it is committed to the Division II Community Engagement Initiative (diicommunity.org) for developing student-athletes and communities by actively engaging in shared experiences. The institution shall demonstrate with specific examples, a commitment to engaging the community by the institution and department of athletics including coaches and student-athletes. The institution shall have a procedure for documenting community engagement activities.

Success of the Varsity Athletics Program.

The institution shall demonstrate that the varsity athletics program has a demonstrated history of success as measured by the rankings in the conferences all-sports trophy or the Learfield Sports national all-sports ranking over the three years immediately preceding the application date.

The institution shall demonstrate the level of competitiveness by sport at the conference, regional and/or national level.

Academic Achievement of Student-Athletes.

The institution shall demonstrate a commitment to the academic success of its student-athletes, measured by the graduation rate of the student-athletes being equal to or greater than that of the general student-body.

Operational Staff.

The institution shall demonstrate it has adequate staffing to cover all responsibilities associated with operating a Division II athletics department to include but not limited to sports information, media relations and athletics training. The staff member(s) may have other minimal duties within the department of athletics which do not detract from the primary designated athletic responsibility. An institution shall demonstrate that it has a senior woman administrator which is the highest ranking female involved with the management of the institution's intercollegiate athletics program.

Demonstrated Commitment to Positive Game Environment.

The institution shall have policies and procedures in place that demonstrate a commitment to the Division II game environment initiative (diicommunity.org/gameenvironment), including good sportsmanship by all coaches, fans and student-athletes.

Application and Review Procedures.

The institution must fully complete the NCAA Division II Membership Application and the application must be received in the NCAA national office not later than June 1, in order to be reviewed by the committee for consideration to enter the Division II membership process. The application must be signed by the chancellor or president, director of athletics and the faculty athletics representative.

The committee, composed of 11 members, shall review and consider all applications received by the June 1 deadline during its summer meeting.

The committee shall forward its decisions on those institutions that should be accepted to enter the Division II membership process September 1 of that same year or not accepted to enter the membership process to the NCAA Division II Management Council for its review at its July meeting.

Within three business days following the July committee meeting, the institution(s) shall be notified of the committee's decision to either accept or not accept its application to enter the Division II membership process.

Within five business days following the July committee meeting, the NCAA national office will officially release those schools that have been accepted to enter the Division II membership process.

Appeals of the Committee's Decisions.

All appeals of the committee's decision regarding an institution's acceptance to the Division II membership process shall be filed within 30 calendar days following the notice of the committee's decision.

Additional/new information identified by the institution after the initial decision of the committee will necessitate additional review by the committee and may delay the process.

Appeals of the committee's decision shall be heard by the Management Council subcommittee. Decisions of the Management Council subcommittee are final.

Application Communication Information.

All communication regarding an application to enter the Division II membership process must be directed to Ms. Schuemann at the NCAA national office or the chair of the committee. Do not contact other members of the committee regarding your application for entrance into the Division II membership process that will come before the committee or after the committee's action. Such contact may cause that committee member to recuse himself or herself from consideration of the application.

Mandatory Meeting Attendance.

Institutions accepted to enter the Division II membership process are required to send institutional personnel to all mandatory meetings during the membership process. During the 2012-13 academic year, the candidacy year-one meetings include but are not limited to:

1. Candidacy Year-One President and Chancellors Meeting, October 29, 2012, (date subject to change).
2. Candidacy Year-One Directors of Athletics and Compliance Coordinators Meeting, October 29, 2012 (date subject to change).
3. NCAA Convention Candidacy Meeting, January 17, 2013 (date subject to change).

Absent a waiver from the Division II Membership Committee, failure to attend mandatory meetings during the membership process may prevent an institution from progressing in the membership process.

**APPLICATION FOR
NCAA DIVISION II MEMBERSHIP**



This application is to be used only for institutions seeking membership in NCAA Division II for its entire athletics program.

Academic Year: _____

NOTE: Information on this application is only applicable for Division II for which your institution is applying. Additionally, if the application is accepted by the NCAA Division II Membership Committee to enter the Division II membership process, this application will be shared with the vendor working with the committee to complete the first-year assessment.

SECTION ONE: INSTITUTIONAL INFORMATION.

1. Institution Name:

2. Institution's Main Address:

3. Institution website address:
Department of athletics website address:
Telephone:

4. Chancellor or President:
Email Address:

5. Faculty Athletics Representative:
Email Address:

6. Director of Athletics:
Email Address:

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.

7. Senior Woman Administrator:
Email Address:

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 and compliance coordinator. Complete the following even if the compliance coordinator is one of the individuals already listed:

Compliance Coordinator:
Email Address:

Most compliance-related forms will be forwarded to only one of the five people listed in Item Nos. 4 through 8. Indicate the person who should receive these forms:

9. Has your institution previously submitted a membership application to the NCAA?

Yes No If YES, what was the date of your application?

10. Has your institution ever been a member of NCAA Divisions I or III?

Yes No If YES, what Division

11. Indicate your institution's classification: Public Private

12. Year institution was founded:

13. Breakdown of gender and race/ethnicity:

14. Total full-time undergraduate enrollment for current semester or term (not including extension or evening students): (men: ; women:).

15. Graduation rate of student-body:

16. Graduation rate of student-athletes:

17. Does your institution have a published mission statement?
Provide a copy of the institutional mission statement and hyperlink to the bookmark.

18. 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

19. Institution's governing entity (e.g., board of trustees):

20. Regional accreditation agency:
 - a. Date of most recent regional accreditation self-study:
 - b. Current accreditation status:
 - c. Initial date of accreditation as a four-year institution:

21. Person to whom the director of athletics reports, if other than president:

22. The name of the institution or conference that is sponsoring your membership application.

23. Are you being considered for membership in an active NCAA Division II conference?

Yes No If YES, which conference?

If NO, have you approached an active Division II conference regarding membership?

Yes No If YES, which conference?

Provide a plan for your institution to achieve conference affiliation.

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

Men: Women:

26. Sports Sponsorship:

Is your institution aware of the minimum sports-sponsorship requirement (NCAA Bylaw 20.10.3)? Yes No

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

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

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

⁴This information should reflect the number of equivalent full scholarship grants awarded in the appropriate sport to all student-athletes in that sport. This figure should be the total dollar amount of athletics aid and other countable aid (as determined by the institution) divided by the cost of a full grant at the institution. Per NCAA legislation, a full grant consists of tuition, fees, room and board, and books. Documentation must accompany this application that verifies the figures.

27. Is your institution involved in an investigation, infractions case or on probation with your governing body (e.g., NCAA, NAIA, etc.)? Yes No If YES, explain.

28. Staffing:

List **administrative staff** by title (e.g., director of athletics, senior woman administrator, compliance officer), indicate his or her time based in athletics, whether he or she assumes additional responsibilities and the percent of time devoted to each area. For example: compliance coordinator; full time, 12 months; 60 percent compliance, 40 percent administration.

Title	Time Base	Additional Responsibilities

List **coaching staff** by title (e.g., head coach, assistant coach, strength and conditioning coach), indicate his or her time based in athletics, whether he or she assumes additional responsibilities and the percent of time devoted to each area.

Title	Time Base	Additional Responsibilities

List **support staff** by title (e.g., athletics trainers, equipment manager, facilities personnel, administrative assistants, ticket personnel, fundraising staff) indicate his or her time based in athletics, whether he or she assumes additional responsibilities and the percent of time devoted to each area.

Title	Time Base	Additional Responsibilities

What other offices or individuals, if any, are performing compliance-related duties (e.g., financial aid, admissions, registrar, coaches)? In what areas?

Name	Title	Responsibilities

List liaisons, if any, between the department of athletics and the financial aid office.

Name	Title	Responsibilities

SECTION TWO: INTRODUCTORY INFORMATION.

1. Attach a copy of the institution and department of athletics organizational charts. Hyperlink to bookmark.

2. Does your institution have a written statement of philosophy for the athletics program? (Provide a copy of the department of athletics philosophy statement, hyperlink to bookmark.)

Check one. Yes No

4. Attach a copy of the director of athletics' job description. Hyperlink to bookmark.

5. Has your institution discussed the NCAA Division II Strategic Positioning Platform? If yes, how is your institution implementing the Strategic Positioning Platform? If NO, when does your institution plan to discuss the Strategic Positioning Platform?

6. Community Engagement Initiatives:
 - a. Has your institution discussed the NCAA Division II Community Engagement Initiative? If YES, what strategies have been developed by your institution to implement community engagement and provide examples of the department of athletics commitment to engaging the community. If NO, when does your institution plan to discuss community engagement?

b. What is your institution doing to engage its community?

7. Provide a detailed history of the athletics program including a timeline (include conference ranking and Learfield Sports national ranking over the **three years** immediately preceding the application date.)

Academic Year	Conference Ranking	Learfield Sports National Ranking

8. Describe the process and the individuals involved that your institution used to determine your institution's decision to apply for Division II membership (e.g., feasibility study, interest study).

9. Describe how your institution correlates to the Division II philosophy and strategic position.

10. What impact will Division II affiliation have for your campus as a whole? Your community?

11. What are the primary goals/priorities for your intercollegiate athletics program in the next five years? Attach a copy of the department of athletics strategic plan and hyperlink to the bookmark.

SECTION THREE: GOVERNANCE/INSTITUTIONAL CONTROL.

1. Organization/Structure.

- a. Has your institution designated an individual or body outside of athletics with direct oversight responsibility for athletics?

Check one. Yes No

If YES, list the name(s) and titles.

- b. Does your institution have an athletics committee/board?

Check one. Yes No

If YES, what is the committee's role?

- c. Describe the role of the faculty athletics representative within the athletics program: Hyperlink the faculty athletics representative's job description to bookmark.

- d. Has your institution established a student-athlete advisory committee? If NO, what are your plans to establish this committee?

Check one. Yes No

- e. Is the chancellor or president actively involved in the oversight of the athletics program?

Check one. Yes No

Describe:

- f. Have formal lines of communication been established between the department of athletics and the designated oversight entities (e.g., chancellor/president, board of trustees, faculty athletics representative, athletics oversight committee)?

Check one. Yes No

- g. Is the organizational structure of the department of athletics periodically evaluated for its effectiveness?

Check one. Yes No

- h. Describe the process for a periodic review of the compliance program by an institutional authority outside of athletics.

- i. Is your institution developing initiatives to meet the NCAA Division II Model Athletics Department document?

Check one. Yes No

If YES, describe the initiatives.

- j. Has your institution developed policies to ensure the ethical behavior of coaches, staff and student-athletes? [Hyperlink to bookmark.](#)

Check one. Yes No

List the institutional policies to ensure the ethical behavior of coaches, staff and student-athletes.

2. Finances and use of funds.

- a. What is the total department of athletics operating budget including travel and travel budget only?

- b. Describe the process used to develop the institution's annual budget for intercollegiate athletics.

- c. Provide information on all revenue sources (e.g., fundraising, camps and clinics, student-athlete fees, other forms of institutional funding).

3. Eligibility.

- General information.
 - (1) Describe your institution's process for certifying eligibility (initial, continuing and transfer student-athletes).

 - (2) Have written policies and procedures been developed that document the eligibility certification process, including an outline of individuals' responsibilities?

Check one. Yes No

 - (3) Have your institution's procedures for certifying the eligibility of student-athletes been approved by the institution's chancellor or president?

Check one. Yes No

 - (4) Does your institution periodically evaluate the effectiveness of the eligibility certification process?

Check one. Yes No

4. Financial Aid.

- a. Is your institution's regular financial aid authority (e.g., financial aid director) directly responsible for awarding all institutional financial aid to student-athletes?

Check one. Yes No

- b. Has the process for awarding financial aid to student-athletes (including an appeal opportunity) been approved by appropriate institutional officials?

Check one. Yes No

If YES, describe.

- c. Is your institution meeting the Division II minimum financial aid requirements?

Check one. Yes No

If YES, how?

A minimum of 50 percent of the maximum allowable equivalencies in four separate sports, at least two of which must be women's sports;

A minimum total expenditure of \$250,000 in athletically related financial aid with at least \$125,000 in women's sports; or

A minimum of 20 total full equivalency grants with at least 10 total full equivalency grants in women's sports.

If NO, provide a detailed plan, including a timeline and commitment of resources to demonstrate that your institution will be meeting the minimum financial aid requirements by the time your institution begins the provisional period. The institution must document that the plan to meet the minimum financial aid requirements has been approved by the institution's governance structure.

5. Student-Athlete Well-Being.

- a. Has your institution produced a student-athlete handbook?

Check one. Yes No

- b. Does your institution have a written policy regarding missed class time?

Check one. Yes No

- c. Does your institution provide academic support services to student-athletes?

Check one. Yes No

- d. List the support services that are available to student-athletes (e.g., tutors, study hall, students with disabilities, grievance procedures)?

- e. Does your institution have written procedures (e.g., athletic training, emergency medical procedures) in place to ensure the health and safety of its student-athletes?

Check one. Yes No

- f. List the training room/medical staff (e.g., doctors full time or part time, athletic trainers, graduate assistants) and their availability for student-athletes and sports.

- g. Does your institution have a written plan for addressing gender equity and diversity initiatives?

Check one. Yes No

What has your institution done to ensure Title IX compliance, gender equity and diversity?

- h. Is your institution aware of the Division II Game Environment Initiative?

Check one. Yes No

What is your institution doing to ensure a positive game environment?

- i. Does your institution have a written policy regarding a commitment to game environment and sportsmanship?

Check one. Yes No

If YES, hyperlink to bookmark.

- j. Describe the housing available to student-athletes; including on and off campus, institutional and noninstitutional facilities.

6. Investigatory/Self Reporting Processes.

- a. Has your institution formulated a specific means by which it will investigate alleged or suspected rules violation?

Check one. Yes No

If YES, describe.

- b. How are senior-level institutional administrators informed of all internal investigations and their disposition?

SECTION FOUR – PREVISIT ASSESSMENT

1. Playing and Practice Seasons.

- a. Does your institution declare a playing season for each sport?

Check one. Yes No

If YES, describe the process.

- b. Does your institution monitor the minimum number of intercollegiate contests, and the minimum number of participants in each contest, counted toward meeting the minimum-contest requirement?

Check one. Yes No

If YES, describe the process and include the name(s) of the individual(s) who perform this responsibility.

- c. Describe the process for scheduling practice and contests.

2. Compliance Related.

- a. Has your institution established a formal process for staff members to request rule interpretations?

Check one. Yes No

If YES, describe the process and the individuals involved.

- b. Has your institution established a compliance committee?

Check one. Yes No

Describe the duties of the committee in the compliance process and list the members of the committee by name and title.

- c. Has your institution established a formal rules education process?

Check one. Yes No

If YES, describe the rules education program for student-athletes, coaches, representatives of athletics interests and athletics staff.

- d. Does the department of athletics have a policy and procedures manual related to the governance of the athletics program? [Hyperlink to bookmark.](#)

Check one. Yes No

- e. Does the athletics program have a compliance manual?

Check one. Yes No

4. Finances and use of funds.

- a. Are all revenues and expenditures of the department of athletics under the clear control of the institution?

Check one. Yes No

If YES, describe.

- b. Are procedures for the receipt and expenditures of funds in athletics clearly documented?

Check one. Yes No

- c. Are the sources and expenditures of all funds associated with the athletics program's operation subject to periodic audits by an independent auditor?

Check one. Yes No

If so, what was the date of the last audit? _____

How often are audits completed? _____

- d. Does your athletics program have an established booster organization?

Check one. Yes No

If YES, describe.

- e. Is your athletics program responsible for generating income through fundraising activities?

Check one. Yes No

If YES, describe.

5. Eligibility.

- a. Have formal lines of communication been established and maintained between the department of athletics and admissions/registrar's office?

Check one. Yes No

If YES, describe.

b. Has a single individual in the admissions/registrar's office been designated to coordinate that office's involvement in certifying eligibility? If so, who?

c. How does your institution define good academic standing?

d. Has your institution developed documentation that contains the relevant information used to determine a student-athlete's continuing eligibility?

Check one. Yes No

e. Has your institution developed procedures to certify student-athletes midyear for the six-hour rule?

Check one. Yes No

If YES, describe.

f. Does your institution have a special admissions policy available to student-athletes?

Check one. Yes No

If YES, describe.

g. Describe the process of certification for transfer eligibility, include key tasks, responsibilities and the individuals involved in the process.

h. Identify the individual in the registrar's office who has been designated to coordinate transfer eligibility certification and describe the duties and responsibilities.

i. Identify the role the admissions department has in the transfer certification process and the admission of transfer student-athletes.

j. Are mechanisms in place to ensure regular administrative oversight of the transfer-eligibility process?

Check one. Yes No

If YES, describe.

6. Financial Aid.

a. Has an individual in the financial aid office been designated to coordinate that office's involvement in awarding financial aid to student-athletes?

Check one. Yes No

b. Does your institution develop, maintain and update squad lists?

Check one. Yes No

If YES, describe the process and who performs this responsibility.

c. Are student-athletes identified in the financial aid office regardless of whether they are receiving athletics or other institutional assistance?

Check one. Yes No

If YES, describe the process and who performs this responsibility.

- d. Are policies and procedures for awarding financial aid to student-athletes periodically evaluated for their effectiveness?

Check one. Yes No

- e. Has your institution established an appeal process for the nonrenewal or cancellation of athletics aid?

Check one. Yes No

If YES, have a copy of the policy available for review.

6. Amateurism.

- Does your institution monitor the amateur status of all student-athletes?

Check one. Yes No

If YES, describe the process and include the name(s) of the individual(s) who perform this responsibility.

7. Student-Athlete Well-Being.

- a. Does your institution have a mechanism in place to evaluate the treatment of student-athletes (e.g., exit interviews, surveys).

Check one. Yes No

If YES, have available for review.

- b. Does the department of athletics have a life skills program?

Check one. Yes No

If YES, list recent programs offered to student-athletes.

8. Recruitment.

- a. Are written procedures in existence documenting the recruiting process and clearly outlining individual responsibilities?

Check one. Yes No

- b. Does your institution coordinate recruitment monitoring activities through a central administrator?

Check one. Yes No

If YES, who?

- c. What types of recruiting documentation is required and maintained?

Describe.

- d. Describe the procedures used to monitor the recruitment activities of the institution's coaches.

- e. Does your institution or its coaches conduct summer camps or clinics?

Check one. Yes No

If YES, describe the monitoring procedure for participation, employment and compliance with NCAA legislation.

9. Investigatory/Self-Reporting Processes.

- a. Describe the roles of the individuals involved in the process of investigating and reporting rules violations include name, title and responsibilities in the process.

- b. Are written procedures in existence documenting the process by which the internal investigations will be conducted and reports submitted to the conference office and the NCAA?

Check one. Yes No

If YES, have a copy available for review.

10. Facilities.

- Does your institution have locker rooms for each team during their championship segment? For visiting teams? If not, describe where teams dress and shower.

INSTITUTIONAL CONTACT INFORMATION

Chancellor or President:

Title:

Address:

Telephone:

Fax:

Email Address:

Faculty Athletics Representative:

Title:

Address:

Telephone:

Fax:

Email Address:

Director of Athletics

Title:

Address:

Telephone:

Fax:

Email Address:

Senior Woman Administrator:

Title:

Address:

Telephone:

Fax:

Email Address:

Compliance Coordinator:

Title:

Address:

Telephone:

Fax:

Email Address:

Media Relations

Title:

Address:

Telephone:

Fax:

Email Address:

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 _____ Date _____
(Chancellor or President)

Print _____

Signed _____ Date _____
(Faculty Athletics Representative)

Print _____

Signed _____ Date _____
(Director of Athletics)

Print _____

Signed _____ Date _____
(Senior Woman Administrator)

Print _____

Signed _____ Date _____
(Compliance Coordinator)

Print _____

THIS APPLICATION MUST BE RECEIVED IN THE NCAA NATIONAL OFFICE NOT LATER THAN JUNE 1, 2012. COMPLETION OF THIS APPLICATION IN NO WAY IMPLIES OR ENSURES ACCEPTANCE TO THE DIVISION II MEMBERSHIP PROCESS. ULTIMATELY, THE DIVISION II MEMBERSHIP COMMITTEE HAS THE AUTHORITY TO ACCEPT OR NOT ACCEPT AN APPLICATION TO ENTER THE DIVISION II MEMBERSHIP PROCESS. FAILURE TO FULLY COMPLETE THE APPLICATION OR THE NCAA TO RECEIVE THE APPLICATION ON TIME MAY RESULT IN A SUBSTANTIAL PENALTY.

DIVISION II

Applicants for the Division II Membership Process: **Send completed form and a check in the amount of \$28,000 for payment of the application fee.** Submit **two copies, one electronic and one hard copy** of the application. All electronic applications must be submitted in PDF format and must include a table of contents and must be bookmarked. The table of contents must be hyperlinked to the content and to the bookmarks. **Do not** include photographs in your application materials.

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[Note: In addition, schools in the provisional year(s) of the Division II membership process also must pay the appropriate amount for NCAA annual dues during each provisional year of the membership process.]

Ms. Leslie Schuemann
NCAA Academic and Membership Affairs
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Indianapolis, Indiana 46206-6222

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Indianapolis, Indiana 46202

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