

Amateurism Decision Inquiry Process

FREQUENTLY ASKED QUESTIONS

Q1: What is the purpose of the amateurism decision inquiry process?

A1: The decision inquiry process permits a member school to request reconsideration of a prospective student-athlete's final amateurism certification decision.

Q2: What is the threshold for a final amateurism certification decision to be reconsidered?

A2: A final amateurism certification decision may be reconsidered based on new relevant information (supported by contemporaneous documentation) that was not reasonably available to any involved individual at the time of the previous decision. The Eligibility Center has discretion to determine whether the member school's reconsideration request meets the threshold. If so, the Eligibility Center will validate the new information, review any facts that may be affected and reevaluate the certification. If not, the Eligibility Center will deny the reconsideration request.

Q3: What must be included with a Decision Inquiry Form submission?

A3: The reconsideration request (uploaded via the Eligibility Center's [Membership Portal](#)) must include (1) a complete Amateurism Decision Inquiry Form, (2) a statement on letterhead that explains why the member school believes the information meets the threshold, and (3) supporting documentation.

Q4: What should a member school review before submitting a Decision Inquiry Form?

A4: The member school should review all documentation (e.g., research, correspondence, final review summary) in the PSA's Eligibility Center account before submitting a Decision Inquiry Form. To view certification-related documents, log in to the [Membership Portal](#) and do the following: (a) Hover over Reports, click Search Student Details and enter the student's NCAA ID; (b) check the box next to the student's NCAA ID and click Get PSA Details; (c) click the student's name; then (d) click the blue ribbon that reads, "Click here to access student documents."

Q5: What happens after a member school submits a Decision Inquiry Form?

A5: Upon receipt, the Eligibility Center will review the submission and determine whether the member school's reconsideration request meets the threshold. If so, the Eligibility Center will validate the new information, review any facts that may be affected and reevaluate the certification. The Eligibility Center will contact the member school to convey the decision inquiry response and a decision task will be assigned into the account (visible to the IRL institution via the [Membership Portal](#) and in the PSA's Eligibility Center account).

Note: Meeting the reconsideration threshold does not guarantee the decision will be altered.

Q6: May graduation dates be disputed via a Decision Inquiry Form?

A6: No. Only facts are at issue in the decision inquiry process. For questions regarding a PSA's high school graduation date determination, contact the Eligibility Center's membership support line at 877-544-2950 Monday-Friday, 8:30 a.m. to 5 p.m. Eastern time.

Q7: May I submit a new matriculation letter through via a Decision Inquiry Form?

A7: No. An updated matriculation letter should be uploaded via the Eligibility Center's [matriculation letter student search](#).

Q8: Will mitigation be considered via a Decision Inquiry Form?

A8: No. Only facts are at issue in the decision inquiry process; however, mitigation may be considered as part of the legislative relief waiver and/or student-athlete reinstatement process.

Q9: May interpretive arguments be resolved via the Decision Inquiry Form?

A9: No. Only facts are at issue in the decision inquiry process; however, a member school may submit an interpretive request (via RSRO) regarding an amateurism certification at any point during or after the review. To ensure the Eligibility Center receives notice of the interpretive decision and updates the PSA's account, a member school should select "Amateurism Certification Process" in the "Sub Case Types" section of the interpretive request and enter the PSA's NCAA ID.

Note: By requesting an interpretation (or seeking a joint interpretation), the institution acknowledges agreement with the facts in the review summary and is precluded from submitting a fact-finding request.

Q10: May I submit information regarding the National/International Competition Exception via a Decision Inquiry Form?

A10: No. You may email a completed and signed copy of an NGB Attestation Form (found in the Amateurism Certification section of the [Membership Portal's](#) Resources tab) to acp-processing@ncaa.org at any time.

Q11: What is the difference between the Eligibility Center's Amateurism Decision Inquiry Form and the Amateurism Inconsistency Notification Form?

A11: The Amateurism Decision Inquiry Form permits a member school to request reconsideration of a final amateurism certification decision based on new information, while the Amateurism Inconsistency Notification Form permits a member school to report additional information and/or discrepancies that may adversely impact a prospective student-athlete's amateurism certification.

Q12: How does a member school obtain a Decision Inquiry Form?

A12: A member school may only obtain a Decision Inquiry Form by contacting the Eligibility Center's membership support line at 877-544-2950 Monday-Friday, 8:30 a.m. to 5 p.m. Eastern time.

