



## AMATEURISM DECISION INQUIRY PROCESS FREQUENTLY ASKED QUESTIONS

**Q1. *What is the purpose of the amateurism decision inquiry process?***

**A1.** The decision inquiry process permits an institution to request reconsideration of a prospective student-athlete's final amateurism certification decision.

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**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 staff has discretion to determine whether the institution's reconsideration request meets the threshold. If so, staff will validate the new information, review any facts that may be affected and reevaluate the certification. If not, staff will deny the reconsideration request.

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

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

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**Q4. *What should an institution review before submitting a Decision Inquiry Form?***

**A4.** The institution 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."

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**Q5. *What happens after an institution submits a Decision Inquiry Form?***

**A5.** Upon receipt, Eligibility Center staff will review the submission and determine whether the institution's reconsideration request meets the threshold. If so, staff will validate the new information, review any facts that may be affected and reevaluate the certification. Staff will contact the institution to convey the decision inquiry response, which will also be posted in the [Membership Portal](#)'s Amateurism Documents section (visible to IRL institutions).

**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 NCAA Customer Service Center at 877-544-2950.

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**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 NCAA Eligibility Center's [Membership Portal](#).

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**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.

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

**A9.** No. Only facts are at issue in the decision inquiry process; however, an institution 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, an institution should select "Amateurism Certification Process" in the "Sub Case Types" section of the interpretive request and enter the PSA's NCAA ID.

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**Q10. *What is the difference between the Amateurism Decision Inquiry Form and an Amateurism Inconsistency Notification Form?***

**A10.** The Amateurism Decision Inquiry Form permits an institution to request reconsideration of a final amateurism certification decision based on new information, while the Amateurism Inconsistency Notification Form permits an institution to report additional information and/or discrepancies that may adversely impact a prospective student-athlete's amateurism certification.

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**Q11. *How does an institution obtain a Decision Inquiry Form?***

**A11.** An institution may only obtain a Decision Inquiry Form by contacting the NCAA Customer Service Center at 877-544-2950.