



National Junior College Athletic Association

Colorado Springs, Colorado 80933-7305

POST OFFICE BOX 7305

PHONE 719-590-9788

FAX 719-590-7324

GEORGE E. KILLIAN
EXECUTIVE DIRECTOR

Guide to Preparing NJCAA Eligibility Forms

This guide has been formulated to assist your college in preparing the eligibility forms for submitting to the national office. Conference and/or Regional regulations may vary.

All information at the top of each eligibility form must be filled in completely. This includes filling in the exact dates of the previous and current terms. At the bottom of each form both signatures and the college seal are mandatory.

Be sure to include all transcripts, delayed enrollment statements, sports schedules, GED's and military DD-214 forms that are required. A column by column explanation appears on the following pages.

Column #1 - Name and Social Security Number

If a student does not have a Social Security Number, a Student Identification Number will suffice. Please indicate if number given is not a Social Security Number. Must use legal name.

Column #2 - Date of High School Graduation (Month and Year)

List the month and year the student's high school graduation diploma was issued. If the student entered college on the basis of a GED the date the student's high school class graduated should be given in column #2. Note: A student's graduating class is the class in which a student is enrolled in during the 9th grade and subsequently completes eight consecutive semesters of high school work culminating in graduation.

Column #3 - Name of High School

The full name of the High School the student graduated from should be given. Include the name of the state if it differs from your own. If the student did not graduate from high school, leave this section blank, unless student has successfully passed the General Education Development Test (GED), then print GED in column #3.

Column #4 - Transfer Student

Mark this column if the student attended another institution as a full-time student for at least one academic term (longer than 15 days). If the student in question was only part-time (less than twelve (12) hours) this column should not be marked. Part-time terms should be explained in the area provided on the back of each form. All transfers must be explained on the back of the form. This column should be marked, even if the student has served a term of attendance at the certifying institution.

Column #5 - Date of Initial College Enrollment (Month and Year)

List the month and year the student began as a full-time student in college (any college). If Column #2 and Column #5 reflect any delay in enrollment, other than summer, and explanation must be given in the area provided on the back of each form.

Column #6 - Number of Full-Time Terms Previously Enrolled

This column should indicate the number of full-time terms the student was enrolled in prior to the current term. Column #6 must show at least two semesters or three quarters for every academic year enrolled. If not, an explanation of part-time or non-college attendance must be given in the space provided on the back of each form.

Column #7 - Hours Earned in Previous Full-Time Term

This column is necessary for those students establishing eligibility on the basis of the previous term grades. The non-high school graduate, non GED recipient must complete a term passing twelve credit hours with a 1.75 GPA or better.

Column #8 - Accumulation of Credits

This column is necessary for all students in their second season of participation. Any passing credit hours may be used here. If a transfer student has established eligibility on the basis of resident credit hours a transcript is not required. This should be stated on the back of the form. The best hours necessary to establish eligibility may be used to compute GPA.

Column #9 - Number of Hours Registered for a Current Term

All participants must be enrolled in at least twelve hours unless the provisions of Section 4.i (part-time rule) are being used.

Column #10 - Number of Seasons Participated

This column is used to record the number of season (s) in which the student has participated, including the present season. This column should show either a one or a two to signify the first or second season of participation.

Column #11 - Date of Physical Exam

Only the month and year need to be recorded.

Column #12 - Student's Signature

The eligibility form is not valid unless every student has signed the form.

Students participating under Section 4.i (part-time rule) should show a zero in column #6 and between six and eleven in column #9. Also, a transcript must be included for students using the part-time rule.

Check to be sure you file eligibility in accordance with the deadline date in Section 13.