

# FIVE-YEAR/10-SEMESTER EXTENSION REQUEST CHECKLIST

In accordance with NCAA Bylaw 30.6.1, the NCAA membership has authorized the NCAA Student-Athlete Reinstatement Committee to review an institution's request, on behalf of a student-athlete, for an extension of eligibility. This legislation is designed to provide a student-athlete with the opportunity to participate in four seasons of intercollegiate competition within a five-year/10-semester period. In order for the committee to consider such a request, the following information must be included:

- \_\_\_\_\_ A cover letter from the institution requesting an extension;
- \_\_\_\_\_ The student-athlete's complete academic transcript (including all institutions attended by the student-athlete);
- \_\_\_\_\_ Completed chart for analysis of extension requests (enclosed);
- \_\_\_\_\_ A written statement from the student-athlete describing the circumstances surrounding the extension request;
- \_\_\_\_\_ Medical documentation that, when analyzed together, demonstrates that the injury or illness was "incapacitating" in nature and prevented the student-athlete from participating during a specific season. Required medical documentation includes the following: documents that are contemporaneous, and a current letter from the student-athlete's physician describing whether the injury or illness was incapacitating, and whether the student-athlete could compete during a specific season. (Contemporaneous medical documentation includes, but is not limited to, doctor's notes, doctor's evaluations, emergency room records, physical therapy documentation and nurse's records, which generally include a description and diagnosis of the patient's condition at the time of the injury or illness);
- \_\_\_\_\_ For matters involving erroneous reliance, personal or family finances, natural disasters or other nonmedical circumstances that the institution believes meet the criteria detailed in Bylaw 30.6.1.1, documentation also should be presented from an appropriate authority; and
- \_\_\_\_\_ Any other documentation that is relevant to the discussion of this matter (e.g., hardship-waiver approval).

All appeals must be submitted by a member institution or conference office and should be forwarded to the NCAA director of student-athlete reinstatement.