



BE SURE ALL REQUESTED INFORMATION AT THE TOP OF THE FORM IS COMPLETE AND ACCURATE

1. List student's name and social security number or student ID. List students in groups by previous seasons of competition.
2. If the student is transferring in from another institution, write "YES" in space. An NAIA transfer form must be completed for this student and submitted to the Eligibility Chair, along with the eligibility certificate, before participation is allowed. The transfer form and notation of the student being a transfer is to be completed and noted only once so long as the student remains at your institution.
3. List the total terms the student has attended any postsecondary institution (as defined by COPA) and include the current term. Please note the type of term your institution is using (semester, quarter, trimester) at the top part of the certificate. The NAIA does convert terms into the type of term used by your institution. Terms are to be converted as follows: 1 semester equals 1-1/2 quarters or 1-1/5 trimester; 1 quarter equals 2/3 semester; 1 trimester equals 5/6 semester. Students are allowed 10 semesters, 12 trimesters or 15 quarters to complete eligibility. A student must have one half or more terms remaining, after converting, to be eligible the final term. Example: 10-1/2 semesters including the current term, the student can compete that term. 10-2/3 semesters including the current term, the student is not eligible for that term.
- 4a. State "Yes" or "No" as to whether the student is classified as a junior academically by your institution competing in the 3rd or 4th season in a sport.
- 4b. If the answer to 4a is "Yes," list the student's total cumulative GPA. Transfer students shall have the GPA computed on all transcripts from all previous institutions that the student has attended. Students whose last identification (not including summer) was with your institution shall have the GPA used by your institution placed here. Remember, summer or non-terms do not identify a student.
5. These hours must be hours accepted by your institution as institutional credit or consist of courses required by your institution and recognized as institutional credit on your transcript. Non-credit courses, although required by your institution, cannot be recorded in this column.
6. For transfers, use the credit hours listed on the transcript. For students whose immediate previous identification was at your institution, use the definition as stated in 5 above and list those hours the student passed (D or better) during the student's last term of attendance (9 or more institutional or required credit hours of enrollment).
7. Apply criteria listed in 6 above.
8. No more than 12 summer and/or non-term institutional credit hours can be used for this column. A non-term is defined as a term in which the student enrolls for less than 9 institutional and/or required credit hours at an institution. These hours must come after one of the two terms defined in column 6 or 7. Summer or non-term hours cannot be used if earned prior to the term before last (column 7).
9. List the previous seasons of competition in this sport at all institutions.
10. Students must have accumulated at least 48 semester/72 quarter institutional credit hours in general education and/or the student's major field of study to be eligible to compete the 4th season in a sport.
11. Students competing in the 2nd season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete the 3rd season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete the 4th season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours.