

Guidelines For Preparing NJCAA/FCCAA Eligibility Form

Top of Form

1. All information must be filled in completely.
2. Exact dates must be given for previous and current terms.

Column #1 – Name and Social Security Number

1. The student's name should appear the same as the one on the LOI/Scholarship. List LAST NAME, FIRST NAME.
2. The student's social security number should be beside his/her name. If he/she does not have a social security number, a college identification number is acceptable.

Column #2 – Date of High School Graduation

1. Only the month and year are required.
2. If the student entered on the basis of a GED, the month and year the student's high school class graduated should be listed. For this purpose, the class in which the student enrolled during the ninth (9th) grade and subsequently completes eight (8) consecutive semesters of high school work culmination in graduation.
3. Verification of test results or copy of the diploma MUST accompany eligibility form.

Column #3 – Name of High School

1. The FULL name of the high school is required.
2. If not a Florida school, include the state.
3. If the student did not graduate, but passed the GED, list GED in column #3

Column #4 – Transfer Student

(Once a transfer...Always a transfer!)

1. Mark this column EACH TERM of reporting if the student attended another institution as a FULL-TIME student for at least one academic term longer than fifteen (15) days.
2. DO NOT mark the column if the student was PART-TIME (less than twelve hours). Part-time enrollment must be explained in the area provided on the back of form.
3. If you use transfer credits to compute eligibility, you MUST IDENTIFY he/she as a transfer, list in Category #3 and include all official transcripts, including your own, the first term of reporting.
4. All transfer students must be explained on the back of form EACH TERM of report. Official transcripts are required the first term of reporting only.

Column #5 – Date of Initial College Enrollment

1. List the month and year the student FIRST enrolled as a FULL-TIME student at any college. This is first full-time enrollment in “real college”.
2. Do not list any dual enrollment in this column.
3. If Columns #2 and #5 reflect any delay in enrollment prior to the current term other than summer, an explanation is required on the back of form.

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

1. List the number of full-time terms of enrollment prior to the current term.
2. If the student withdrew PAST FIFTEEN (15) calendar days, you must count this as a full-time term, even though he/she received “W”s in all classes.
3. If Column #6 does not show two (2) semesters or three (3) quarters for each academic year, an explanation of delayed enrollment is required on the back of form.

Column #7 – Hours Earned & GPA In Previous Full-Time Term NJCA Section 4-d & 4-f

1. FCCAA Policy (Section 8: Policy 7-F) requires you count ALL hours attempted in computing GPA for the previous term. Not the “best” as allowed by NJCAA.
2. If a transfer has quarter hours and you are on a semester system, you can list his/her last term of quarters in Column #7 and computer quarters to semesters in Column #8.
3. INCOMPLETE grades must be counted as an “F” and incomplete work must be made up and the grade officially changed in the current term, in order to count in Column #7.

Column #8 – Accumulation Of Credits NJCAA Section 4-e-2 & 4-f

1. This column must be completed for all students previously enrolled in college.
2. FCCAA Policy (Section 8: Policy 7-F) requires you count ALL hours attempted in computing GPA for Column #8.
3. Be sure to check carefully for college credit prior to enrollment in college. Look for dual enrollment, CLEP, or other courses/tests as described in the NJCAA Handbook.
4. If a student has accumulated credit hours at more than one college, you MUST provide official transcripts, including your own, if applicable.
5. You may compute “forgiveness” for repeated credits in Column #8, and you can use the “either/or rule”. However, he/she cannot repeat NON-CREDIT courses successfully completed with a “C” or higher.

Column #9 – Number of Hours Registered In Current Term

1. All students must be enrolled in at least twelve (12) hours, unless provisions of NJCAA Handbook Section 4-I (Part-time Rule) are being used.
2. A student who drops below twelve (12) hours becomes **INELIGIBLE IMMEDIATELY!** He/she does not regain eligibility until the **FIRST DAY OF CLASSES** in the following term.

Column #10 – Number of Seasons of Participation

1. This column should reflect either a “1” or “2” to indicate first or second season of participation.
2. It is strongly recommended that you have written verification of participation/non-participation of all transfer students from all the colleges attended prior to participation at your college.
3. Remember, there is no “red-shirt” rule under NJCAA policies for minimum participation. If they enter a game, they are deemed to have participated.

Column #11 – Date Of Physical Exam

1. List the month and year of the physical exam.
2. Remember, a physical exam is required prior to practice or competition.

Column #12 – Student’s Signature

1. The student should sign his/her name as it appears in Column #1.
2. A student’s signature verifies all recorded information is correct.
3. If they knowingly sign a form with incorrect information, it is a **VIOLATION** of NJCAA Policy and may lead to disciplinary action against the individual and/or college.

Back of Form

1. List all transfer students.
2. Give specific and detailed explanation of part-time or non-college attendance.
3. **Written explanations by students are not acceptable.**