

Column

- 1 - If student has no social security number, enter the institutional identification number.
- 2 - Enter the student's legal name, last, first MI.
- 3 - List total hours student is enrolled during the current semester- must be registered as a full-time student. If a student drops to less than full-time during the sport season, he/she is immediately ineligible.
- 4 - Convert to semesters: one quarter = 2/3 semester.
- 5 - Each student entering 5th semester or more must have declared a major.
- 6 - Include seasons of competition from all intuitions.
- 7 - If the student is a freshman, he/she is not to be listed until certified through the Clearinghouse. NOTE: Complete both the "Transfer Student" section and Column 7 for any student who has attended another college for less than two (2) semesters or three (3) quarters.
- 8 - For students entering a collegiate institution the required GPA must be achieved in all grades earned at the certifying institution and all colligate institutions.
 - After first season of competition, GPA must be at least 1.8
 - After second season of competition, GPA must be at least 1.9
 - After third season of competition, GPA must be at least 2.0
- 9 - For the first two years of enrollment, credits that are applicable toward any of the institution's degree programs may be used to fulfill that 24-hour requirement. Beginning with the third year (fifth semester) the credits must be applicable to the student's specific degree program. To be eligible, each student must have passed at least 24 semester hours (quarter hours are to be converted to semester hours) since the beginning of the previous fall term or since the beginning of the preceding regular two semesters. Of the minimum 24, no more than 25%- 6 semester hours- may be through summer school courses. Students not meeting the 24-hour requirement may be evaluated under the "averaging method". If the student is being certified under the averaging method, enter "yes" in column 9D and attach the averaging worksheet. (14-4)
- 10 - If the student is a transfer student, the appropriate NCAA transfer clearance and the TRANSFER INFORMATION FORM must be on file.
- 12 - If an exception or wavier is being applied, indicate "yes" and be sure the appropriate exception/wavier form in signed and on file. In case where there is no prescribed waiver form, enter the exception/waiver on the Exception/Waiver list and keep signed copy on file.

General

Before a student's name is listed on the WVIAC Official Eligibility Certificate, the institution must have on file the following:

1. Student Athletic Statement (14.1.3)
2. Drug-Testing Consent Form (14.1.4)
3. A completed and signed squad list (15.5.9.2)
4. TRANSFER INFORMATION FORM and appropriate transfer clearance documentation.
5. Clearinghouse certification for freshman athletes (14.3)

There are situations not covered by this form that may warrant additional documentation.