



Requests for an Exceptional Ruling to a Standard Rule

Overview

Requesting an exception to a standing rule allows an NAIA institution to seek an exception to an NAIA rule or policy in exceptional circumstances. There are times in which unexpected or extenuating conditions occur that bar a student or institution from complying with NAIA rules. In such situations special consideration may be warranted, though a detailed exception may not be clearly defined in NAIA policy. An Exception to a Standard Rule grants an institution a one-time exception to a rule.

There are not enumerated minimum grounds that must be satisfied for an institution to request an exception. An institution may submit a request if it feels that the circumstances call for a departure from regulations established by the membership.

The Process

Once an institution has decided to seek an exceptional ruling, the institution must create a packet of information specifying the situation. The institution then sends all necessary information to its conference eligibility chair. The eligibility chair will facilitate a review of the information by the conference's eligibility committee, culminating in a recommendation from the committee to approve or deny the request.

The conference eligibility chair will then forward all information to the NAIA National Office. The National Eligibility Committee will consider the requesting institution's submitted information and the conference eligibility committee's recommendation before reaching a final decision. A letter detailing the National Eligibility Committee's final decision is then sent to the president, athletics director, and faculty athletics representative of the requesting institution. NAIA Legislative Services staff does not take part in the determination of a request, but does facilitate the review, voting and final letter of the National Eligibility Committee.

Creating an Exception Request

This is a broad process that can be applied to nearly any category of NAIA legislation, thus the particular request determines what information will be necessary or relevant. Because the National Eligibility Committee will only have the submitted information to consider, it is an institution's goal to paint a clear, thorough picture of the circumstances and why an exception is warranted.

Required Items:

- NAIA Exception to Standard Rule Form
- All transcripts for any students involved (Unofficial transcripts are acceptable.)

Additional items:

- Personal narratives by individuals involved (e.g., student athlete, coach, athletics director, parents, academic advisor, etc.)
- Documentation that verifies central details (e.g., medical records of an injury or illness, receipts, game statistics/footage, newspaper articles, etc.)

Questions?

If you have any questions about the process, how it works, or what information may be necessary for a particular exception request, please contact NAIA Legislative Services.

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