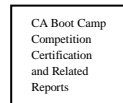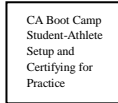# 7   Student-Athlete Eligibility Information

This chapter includes information regarding the eligibility screens within the CA program, including:

- Accessing Student-Athlete Eligibility Information
- Student-Athlete Initial Eligibility
- Student-Athlete Transfer Eligibility
- Student-Athlete General Eligibility
- Student-Athlete Degree Progress
- Student-Athlete Waivers
- Eligibility Work Sheets

Click on video icon and view the following videos

Note: All field labels that appear in blue print throughout the Student-Athletes area of the CA program indicate that the information in those fields will appear on the eligibility checklist report. The eligibility checklist can be found in the Standard Reports section.

Accessing Student-Athlete Eligibility Information

The Student-Athlete Eligibility Information screen is accessed by clicking **"Student-Athletes"** in the Account Links menu on the left side of the screen, clicking a particular student-athlete's name on the List screen and then clicking any of the tabs for the eligibility screens.

Student-Athlete Initial Screen

○   The Initial screen includes the initial-eligibility information for a student-athlete (e.g., qualifier status and other information related to the NCAA Eligibility Center, admission information, SAT and ACT scores, grade-point average, temporary-certification dates and international student-athlete information).

List Detail Guardian Sports Financial Aid **Initial** Transfer General Deg. Progress Waivers Forms

| New Student | Delete Student |

Save

Eligibility Center Records

DI Academic Certification | Decision not yet available

Amateurism Certification Status for MFB | Not Applicable

Last EC Data Update Received | 07/31/2013

Refresh EC Data and Save

Institutional Records

| Admission Info... | Test Scores... | Prior Enrollment |

High School | Core GPA 3.4 | Overall GPA 0.0

Sum SAT

Sum ACT

Initial Eligibility Waiver Received No

Temporary Certification From   To

☐ International Student-Athlete

☐ Admitted Based on Athletics?

Country of citizenship

Comments

Note: Data entered for fields in blue print on this screen will appear on the eligibility checklist report.

Eligibility Center Records

A student-athlete's current academic and amateurism certification status determined by the NCAA Eligibility Center (EC) can be accessed through the "Initial" screen of the "Student-Athlete" module.

How to Request Certification Information from the EC

- Click the **"Refresh EC Data and Save"** button.

  The certification statuses are accurate as of the moment they are imported but will not continue to update in real time. Therefore, CA will also record the date when the last update was received to assist institutions in tracking those periods while a certification remains pending.

  The field marked "Last EC Data Update Received" will change to the current date only if there has been a change to the EC data previously stored in CA; if there has been no change to the student-athlete's EC status, the date will continue to report the date of the last change. Note: This field is intended to reflect the date on which the status update is received (in CA) – not the date on which the certification decision was made.

If the academic or amateurism status indicates the user should "Refer to the Eligibility Center" the user should check the status directly on the EC report. For example, the EC may have certified a student-athlete for a sport that is not listed in the CA record and therefore will not transfer data. The user should ensure the EC status prior to making a final eligibility certification.

How to Add Test Scores for a Student-Athlete

1. Click the **"Test Scores"** button to open the chart for entering test scores.

2. Click the **"Add New Score"** button.

3. Enter the "Test Date" and "Date Score Received," and add test scores.

4. The CA program calculates the total test scores by combining the highest score in each subsection of the test.

5. Click the **"OK"** button to close the Test Scores screen.

6. Click the **"Save"** button on the Initial screen.

7. The highest sum SAT score appears in the "Sum SAT" field and the highest sum ACT score appears in the "Sum ACT" field on the Initial screen.

8. Please note that the "Sum SAT" score and the "Sum ACT" score may be manually entered on the Initial screen. The manual entry option is only available if you have not previously entered data in the Test Scores screen.

How to Add High School or Preparatory School Information for a Student-Athlete

1. Click the **"Prior Enrollment"** button on the Initial screen to open a screen for tracking information about high schools or preparatory schools attended by the student-athlete.
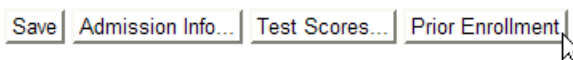
2. Click the **"Add School"** button.

a. If the school was previously added in the Setup area on the Educational Institutions screen:

   •   Type any part of the school's name in the "Name" field and click the **"Search"** button.

   •   A list is generated that includes schools which were entered on the Educational Institutions screen, as well as member institutions listed in the NCAA membership database.
   •   Click the name of the appropriate school to be added to the student-athlete's Prior Enrollment screen.

b.   If the institution has not already been added to the CA program:

- Click the **"New School"** button. The New Educational Institutions screen will appear.

- Add the school's information into the data fields of the New Educational Institutions screen.

- Click the **"Save"** button.
- Click the **"X"** in the top right corner to close the New Educational Institutions screen.
- Type any part of the school name in the "Name" field and click the **"Search"** button.

- Click the name of the appropriate school to be added to the student-athlete's Prior Enrollment screen.
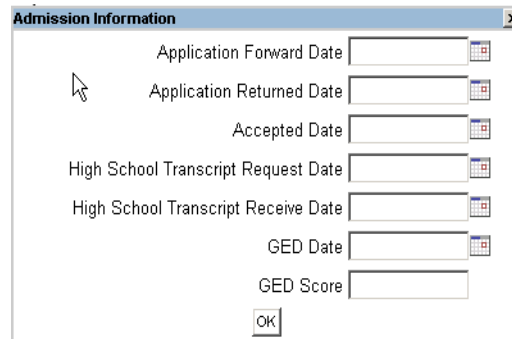
c.   If the student-athlete attended more than one high school or preparatory school, click the **"Add School"** button. To view the information for each school, select the school's name from the "Enrollments" drop-down box.

3.   To return to the Initial screen, click the **"Initial/Transfer"** button.

Save | Delete | Sports... | Initial/Transfer | Add School

How to Add Admissions Information for a Student-Athlete

1.   Click the **"Admission Info…"** button on the Initial screen and add the admissions information into the data fields.

Admission Information

Application Forward Date	
Application Returned Date	
Accepted Date	
High School Transcript Request Date	
High School Transcript Receive Date	
GED Date	
GED Score	

OK

2.   Click the **"OK"** button.

3.   Click the **"Save"** button on the Initial screen.

Student-Athlete Transfer Screen

The Transfer screen allows the user to track information related to permission to contact a transfer student-athlete; year in residence; residence requirement; exception/waiver granted; eligibility for practice, financial aid and/or competition; and previous collegiate attendance information.

List Detail Guardian Sports Financial Aid Initial **Transfer** General Deg. Progress Waivers Forms

New Student   Delete Student

Type of transfer student [ ][v] [Save] [Delete]   [Previous College Attendance]
Permission granted by previous institution to contact student-athlete [ ][v]
Residence Requirement Needed [ ][v]
Year in residence From [   ][📅] To [   ][📅]
Residence requirement exception or waiver granted [   ][v]
Eligible For [ ] Practice [ ] Competition
Eligible for Financial Aid [ ] Athletics [ ] Institutional [ ] Need-based
Satisfies applicable transfer rules [ ][v]
Mid-year Transfer [ ][v]
DI Academic Certification [   ]

Previous College Attendance Report

Notes [   ]

Data entered for fields in blue font on this screen will appear on the eligibility checklist report.

How to Add Transfer Information

1.   Choose the "Type of transfer student" (e.g. "2-4," "4-4" or "4-2-4").

2.   Complete the remaining fields as necessary.

3.   Once the user has determined that the student-athlete satisfies all of the applicable transfer rules (e.g. reviewing the Previous College Attendance Report), choose **"Yes"** in the drop-down box for that field and a "Y" will appear in that column on the eligibility checklist. **Note that the CA program does not determine whether transfer rules have been met.**

How to Add Previous Collegiate Attendance Information for a Transfer Student-Athlete

1.   Click the **"Previous College Attendance"** button to open a screen for tracking information about previous institutions attended by the student-athlete.

Save   Delete   Previous College Attendance
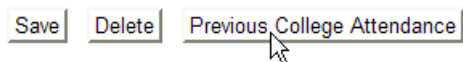
2.   This screen functions in the same manner as the Prior Enrollment screen on the Initial screen. For information on how to add educational institutions to this screen, see the instructions for "How to Add High School or Preparatory School Information for a Student-Athlete" in the Student-Athlete Initial Screen section.

3.   The "Trans. English Hours", "Trans. Math Hours" and "Trans. Science Hours" fields allow users to track additional credit-hour requirements for applicable two-year college transfer student-athletes.

Physical Education Activity Credit Hours

If the student-athlete has declared Physical Education or Education, which requires physical education activity courses, the user should select the check box to allow for the additional physical education activity greater than two credit hours. The CA program will highlight the Physical Education Activity Credit Hours field in red if the hours exceed two and the "Physical Education degree program or a Degree Program in Education that requires physical education activity courses" check box is not selected.

NOTE: Transferable credit hours entered on the transfer screen will not automatically be included in the total number of credits that appear on the degree progress screen. Each institution will need to determine degree applicability and manually enter the transferable credit hours on the transfer screen for the applicable year.

Division II Institutions Only

Data entered in the "Transferable Credit Hours" field will then populate the Degree Progress screen "Transfer Hours" field once the user clicks on "Save".

Transferable Credit Hours 24.0

Academic Year	GPA Rule		Transfer Hours
	Overall Cumulative GPA For Graduation	Student Sample's Cumulative GPA	
2014-15	1.9	2.4	24.0

Previous College Attendance Report

The Previous College Attendance Report found on the Transfer screen summarizes all previous college attendance information into one report to assist users in determining if all transfer requirements have been satisfied.

Dixie Mitchell

Previous Enrollment

DI Academic Certification: Final Qualifier

Institution	FT Terms in Attend	Dates of Attend	Grad	Hrs Taken	Trans Credit Hrs	Phys Ed Activity Credit Hrs	Trans Eng Hrs	Trans Math Hrs	Trans Sci Hrs	Trans Apply to Deg	Trans GPA	Tot Trans Summer Hrs	Hrs Earn in the Prev Regular FT Term
NAIA	1.0	Fall 2014 Spring 2014		0.0	9.0	0.0	3.0	4.0	2.0	0.0	2.205	0.0	0.0
Vaughn Community College	2.0	Spring 2014 Spring 2015		24.0	16.0	1.0	0.0	0.0	0.0	16.0	2.75	0.0	8.0
TOTALS	3.0			24.0	25.0	1.0	3.0	4.0	2.0	16.0		0.0	

Student-Athlete General Screen

The General screen tracks general-eligibility information, including full-time enrollment; eligibility forms completed; number of semesters/quarters used (Division II only); certification dates for practice, competition and financial aid; overall eligibility status listed by sport; and comments that appear on the eligibility checklist.

Data entered for fields in blue print on this screen will appear on the eligibility checklist report.

How to Enter General Eligibility Information

1.   Click the **"Enrolled Full Time"** box to place a check mark in the box if the student-athlete is enrolled full-time. Click the box again to remove the check mark if the student-athlete is not enrolled full-time.

2.   Click the **"Student-Athlete Statement"** and **"Drug-Testing Consent"** fields to place a check mark in the boxes for those fields once the student-athlete has signed both forms;

     Or, for CA users that utilize the NCAA Compliance Forms database, click the **"Update Form Status and Save"** button to import confirmation that the student-athlete successfully completed the Student-athlete statement and Drug-testing consent forms without additional questions for the compliance staff.

3.   Enter the dates in which the student-athlete is certified to practice, compete, receive financial aid and has completed medical exam requirements.

4.   The "Eligibility by Term" fields should be completed once the user is able to determine whether the student-athlete is meeting all applicable eligibility standards by sport and by term.

     a.   The CA program does not fill in this field for the user.

     b.   This field is used to complete the "Eligible" column on the squad list and eligibility checklist.

5.   Information entered in the "Comment" fields on the General screen will appear on the eligibility checklist (limit 40 characters each). If there is information that is not included in the CA program in blue print and is required by the user's institution or conference for certifying eligibility, it should be entered in these fields.

6.   Enter any necessary "Notes" for tracking the student-athlete's general eligibility.

7.   Click the **"Save"** button.

Division II Institutions Only

The shaded "Number of Semesters/Quarters Used" field is calculated by the system. CA users are not able to manually enter data into this field. The calculation eliminates the need for users to update the field annually. The calculation uses two fields: the "Full-Time terms in Attendance" entered on the Transfer screen and the number of "full-time" terms indicated (i.e., "FT" check boxes clicked) on the Degree Progress screen.

To attain complete and accurate information in CA Program, the "Full-Time terms in Attendance" from all previous institutions should be entered upon the student-athlete's initial enrollment at the user's institution. In addition, the terms of full-time enrollment at the user's institution should be updated via the check boxes on the Degree Progress screen each year. All of the data used for the calculation is saved within the system and is rolled over each academic year when the Sport Season startup tool is used.

Creating a user-defined field (see Chapter 4 – Setup Information) is an alternative method for tracking "Number of Semesters/Quarters Used". The user-defined field would allow the user to manually enter the data on an annual basis.

Student-Athlete Degree Progress Screen

The Degree Progress screen allows the user to track credit hours and grade-point average by term, designated degree program, five-year degree programs, class year, good academic standing, hours earned toward degree and cumulative grade-point average. Additionally, the academic worksheets may be generated on this screen.

Data entered for fields in blue print on this screen will appear on the eligibility checklist report.

How to Enter Information into the Credit-Hours Chart

1.   Click the **"Add Year"** button located in the chart at the top of the screen.

2.   Choose the **"Academic Year"** from the drop-down box.

3.   Add the Attempted hours, Earned hours and Remedial hours for each term.

Note: If the user chooses to navigate the page using the "Tab" key, the "Att." (Hours Attempted) data will be copied to the "Earn" (Hours Earned) field. The user may need to adjust the earned hours manually.

a.   Credit hours entered on this screen should be hours that are applicable to progress- toward-degree requirements.

b.   The CA program totals the credit hours for the entire academic year in the "Total Hours" column. This total is inserted into the "Cumulative Hours Earned Toward Degree" field in the chart at the bottom of the Degree Progress screen.

c. Historical credit information must be entered into the chart in order for the worksheets to calculate enrollment for the student-athlete correctly.

d. The "Earned" hours entered in the Credit-Hours Chart are used when generating the Degree Progress Worksheet, the Credit-Hour Worksheet, and the Six-Hour and Grade-Point Average Worksheet. These reports are explained in the Eligibility Work Sheets section of this chapter.

4. Enter the GPA for each term. Note that the CA program does not calculate the cumulative GPA since some degree-applicable courses do not count toward degree progress but do count toward the GPA.

5. If the student-athlete is enrolled full-time, click the **"FT"** (full-time enrollment) check boxes for the appropriate terms.

6. Click the **"Save"** button.

7. Note that if the institution has an interim term (e.g., mini-term, J-term) or following the spring term, the Credit-Hours Chart will allow hours to be entered for that term as well.

Interim					Spring						Interim				
Hours			GPA	CUM GPA	Hours			GPA	CUM GPA	FT	Hours			GPA	CUM GPA
Att.	Earn	Rem			Att.	Earn	Rem				Att.	Earn	Rem		
0	0	0	0	0	15	15	0	2.75	2	☑	0	0	0	0	0
0	0	0	0	0	12	12	0	2.75	3	☑	0	0	0	0	0

In order for the interim term to appear, the user must go to the Member Information screen within the Setup area to answer the questions about the interim term.

Does your institution have an interim term (e.g. mini-term, J-term) between semesters? ⦿ Yes   ◯ No

Does your institution have an interim term that begins during or following the spring term? ⦿ Yes   ◯ No

How to Add Information into the Percentage of Degree Requirements Chart

The left side of the chart at the bottom of the Degree Progress screen tracks the Division I percentage of degree requirements.

Academic Year	40/60/80 Rule		
	Total Hours Required	Cumulative Hours Earned Toward Degree	Rule Percent
2013-14	0.0	60.0	▾

1.   Enter the total hours required for the student-athlete's baccalaureate degree in the "Total Hours Required" field.

2.   The CA program inserts the number from the "Total Hours" in the Credit-Hours Chart at the top of the screen into the "Cumulative Hours Earned Toward Degree" field. It is important to note that these credit hours can be manually adjusted, if necessary.

3.   If a student-athlete has been enrolled full-time during his or her career, the CA program determines the percentage that the student-athlete is required to meet and the user is not able to change the percentage in the "Rule Percent" in the shaded drop-down box. However, if the student-athlete has not been continuously enrolled full-time or is a transfer student, the user needs to choose the correct percentage for the student-athlete.

4.   In order for the CA program to generate an accurate Degree Progress Worksheet, the credit information for the student-athlete's previous year(s) must be added to the Credit-Hours Chart at the top of the screen since the CA program calculates the number of years of information entered in this chart when determining the year of enrollment that the student-athlete is entering.

5.   The Degree Progress Work Sheet for this chart is discussed in the Eligibility Worksheets section of this chapter.

How to Add Information into the Cumulative Grade-Point Average Chart (Division I Institutions)

For Division I institutions, the right side of the chart at the bottom of the Degree Progress screen tracks the Division I minimum grade-point average requirements.

90/95/100 Rule		
Overall Cumulative GPA For Graduation	Scooby Doo's Cumulative GPA	Rule Percent
2.0	3.0	95 ∨

1.   The "Overall Cumulative GPA For Graduation" and the "Student-Athlete's Cumulative GPA" Fields must be entered manually by the user.

2.   If a student-athlete has been enrolled full-time during his or her career, the CA program determines the percentage that the student-athlete is required to meet and the user is not able to change the percentage in the "Rule Percent" drop-down box (i.e., box is shaded). However, if the student-athlete has not been continuously enrolled full-time or is a transfer student, the user needs to choose the correct percentage for the student-athlete.

3. In order for the CA program to generate an accurate Six-Hour and Grade-Point Average Worksheet, the credit information for the student-athlete's previous year(s) must be added to the Credit-Hours Chart at the top of the screen since the CA program looks at the number of years of information entered in this chart when determining the year of enrollment that the student-athlete is entering.

4. The Six-Hour and Grade-Point Average Work Sheet for this chart is discussed in the Eligibility Work Sheets section of this chapter.

How to Add Information into the Grade-Point Average Rule Chart (Division II Institutions)

For Division II institutions, the right side of the chart at the bottom of the Degree Progress screen tracks the Division II minimum grade-point average requirements. When running the Six-Hour and Grade-Point Average Worksheet, the correct GPA (i.e., 1.8, 1.9, or 2.0) for student-athletes is determined by the CA program based on the total number of hours earned (as entered in the Credit Hours Chart at the top of the screen).

Academic Year	GPA Rule		
	Overall Cumulative GPA For Graduation	Student Sample's Cumulative GPA	Transfer Hours
2014-15	1.9	2.4	24.0

1. Please note that in Division II a GPA does not need to be entered in the "Overall Cumulative GPA For Graduation" field because this field is not used by the CA program when running the Six-Hour and Grade-Point Average Work Sheet.

   a. When running the Six-Hour and Grade-Point Average Worksheet, the CA program determines the GPA by using the number of "Total Hours" earned that have been entered in the Credit Hour Chart at the top of the screen.

   b. The CA program does not fill in the "Overall GPA for Graduation" field on this screen, and it is okay for the field to be left blank for Division II student-athletes.

   c. The user may enter a GPA in the "Overall Cumulative GPA for Graduation" field if desired; however, please note that the GPA entered will be ignored by the CA program when the worksheet is run since the CA program uses the "Total Hours" earned to determine the correct grade-point average.

2. The "Student-Athlete's Cumulative GPA" must be manually entered by the user and is used by the CA program when running the Six-Hour and Grade Point Average Worksheet.

3. The "Transfer Hours" field is completed by the CA program using information entered on the Previous College Attendance screen (within the Transfer screen).

4.   The Six-Hour and Grade Point Average Worksheet for this chart is discussed in the Eligibility Worksheets section of this chapter.

How to Add Additional Information on the Degree Progress Screen

The middle box on the Degree Progress screen contains other important information for the user to track regarding the student-athlete's eligibility. Note that if user-defined fields are created in the Setup area, they will appear at the bottom of this box.

1.   Choose the appropriate **"Yes"** or **"No"** response from the "Good Academic Standing" drop-down box. A "Y" or "N" appears in the "GAS" column on the eligibility checklist if the user has completed this field. Note that the answer provided in this field is used when the CA program answers Item A on the Six-Hour and Grade-Point Average Work Sheet.

2.   The "Designated Degree Program" field allows the user to select the student-athlete's degree from the drop-down box. This list cannot be modified to include other degrees since it is a standard list that was taken from the Classification of Instructional Programs (CIP) published by the National Center for Educational Statistics.

3.   The "Date Degree Declared" field allows the user to select the date in which the student- athlete declared his/her respective degree program. The date will appear in the "Degree Declared" column on the eligibility checklist if the field is completed.

4.   The "Academically Ineligible" and "Ineligible due to violation" fields do not have any legislation tied to them. However, if a check mark is placed in the box for that field, a "Y" appears in the "AI & IV" column on the eligibility checklist, and a code prints in the "Change in Status" column on the squad list.

5.   Select the correct number of years (i.e., "4" or "5") for the student-athlete's degree program in the "Degree Years" field. The CA program uses different percentages for the Degree Progress Worksheet depending on the number entered in that field.

6.   Click the **"Save"** button.

Student-Athlete Waivers Screen

The Waivers screen tracks whether a student-athlete has been granted a waiver or has used an exception to the progress-toward-degree requirements. It includes fields for the type of waiver used, academic year and term of the waiver/exception.

### How to Add Progress-Toward-Degree Waivers or Exceptions

1. Click the drop-down box in the "Academic Year" column and select the appropriate academic year.

2. Click the drop-down box in the "Term" column and select the appropriate term.

3. Click the drop-down box in the "Waiver" column and select the appropriate waiver or exception.

4. It is important to note that some waivers and exceptions are limited as to the number of times a student-athlete is allowed to use them.

   a. Missed Term Exception: may only be used during one academic year in his or her entire period of collegiate enrollment. Also, a Division II student-athlete may not use this exception during his or her initial academic year of residence at the certifying institution.

   b. International Competition Exception: may be used only for two semesters (or three quarters) during a student-athlete's academic career.

   c. Nonrecruited/Nonparticipation Exception: may be used only for a student-athlete's initial season of eligibility after having been in residence at the certifying institution for one academic year.

Note: The CA program identifies the number of times a waiver or exception is used. For example, if the "Missed Term" exception has already been added for a student-athlete for one semester or two quarters, then the program removes it as an option from the drop-down list so that it may not be added again to the same student-athlete.

5.   If a student-athlete qualifies for an "Other" waiver or exception, then the type of waiver/exception may be added in the "Notes" column.

Eligibility Worksheets

o   Different eligibility worksheets are available for student-athletes depending on the academic year of the student-athlete's initial full-time enrollment.

o   Worksheets may be run directly from the student-athlete's Degree Progress screen, and the Degree Progress data also appears on the eligibility checklist (which is available in the Standard Reports section of the Reporting area).

o   In Division I, the following reports are available: the Degree Progress Worksheet, the Six-Hour and Grade-Point Average Worksheet, and the Credit-Hour Worksheet.

> Degree Progress Work Sheet
> Six-Hour & Grade-Point Avg. Work Sheet
> Credit hour Work Sheet
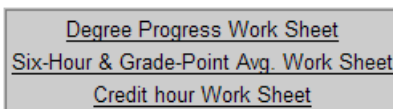
o   In Division II, the Six-Hour and Grade-Point Average Worksheet and the 75/25 Worksheet are available.

> Six-Hour & Grade-Point Avg. Work Sheet
> 75/25 Work Sheet
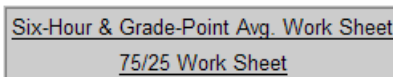
Credit-Hours Worksheet (Division I Institutions Only)

1.   This worksheet determines whether a student-athlete meets the 24-semester/36-quarter credit-hour requirement after the first year of collegiate enrollment, and the 18-semester/27-quarter credit-hour requirement (excluding summer school).

2.   The worksheet uses the "Earned" hours entered in the Credit-Hours Chart and waivers entered on the Waivers screen.

Degree Progress Worksheet -- 40/60/80 Rule (Division I Institutions Only)

1.   This worksheet determines whether the student-athlete meets the requirement of earning a specific percentage (i.e., 40, 60 or 80) of the course requirements in the student's degree program based on the year of enrollment that the student-athlete is entering.

2. The worksheet is generated using the information from the Percentage of Degree Requirements Chart (in the bottom left of the Degree Progress screen).

3. In order for the CA program to generate an accurate Degree Progress Worksheet, the credit information for the student-athlete's previous year(s) must be added to the Credit- Hours Chart. The CA program uses the number of years of information entered in this chart when determining the year of enrollment that the student-athlete is entering.

4. See the "Additional Information on the Degree Progress Screen" section of this chapter for a description of the "Degree Years" field and how a five-year degree program changes the percentage used when running the worksheet.

Six-Hour and Grade-Point Average Worksheet (Divisions I and II Institutions)

1. The Six-Hour and Grade-Point Average Worksheet is available for Divisions I and II institutions (regardless of the Division I student-athlete's enrollment date.

2. The worksheet determines whether the student-athlete has earned six credit hours during the preceding regular, full-time academic term.

3. This worksheet also determines whether the student-athlete meets the grade-point average requirements for each division (e.g., Division I 90/95/100 Rule; Division II grade-point average of 1.8, 1.9 or 2.0).

4. The worksheet is generated using "Earned" credit hours from the Credit-Hours Chart and GPA information from the Cumulative GPA Chart (on the Degree Progress screen).

5. In order for the CA program to generate an accurate calculation for the grade-point average, the credit information for the student-athlete's previous year(s) must be added to the Credit-Hours Chart at the top of the Degree Progress screen. The CA program uses the number of years of information entered in this chart when determining the year of enrollment that the student-athlete is entering.

6. Please note that in Division II a GPA does not need to be entered in the "Overall Cumulative GPA for Graduation" field since the CA program does not use this field when generating the Six-Hour and Grade-Point Average Worksheet.

    a. When running the Six-Hour and Grade-Point Average Work Sheet, the CA program determines the Division II GPA required by using the number of "Total Hours" earned that have been entered in the Credit-Hour Chart at the top of the screen.

    b. The CA program does not fill in the "Overall GPA for Graduation" field on the Degree Progress screen, and it is okay for the field to be left blank for Division II student-athletes.

  c. The Division II user may enter a GPA in the "Overall Cumulative GPA for Graduation" field if desired; however, please note that the GPA entered will be ignored by the CA program when the worksheet is generated since the CA program looks at the "Total Hours" earned to determine the correct grade-point average.

75/25 Worksheet (Division II Institutions Only)

1. This worksheet determines whether a student-athlete meets the 12/24 credit-hour requirement.

2. The CA program first assesses whether the student-athlete meets the credit-hour requirements using the actual method and, if necessary, assesses whether the student-athlete meets the credit-hour requirements using the averaging method.

3. The CA program also assesses whether the student-athlete meets the 75/25 requirement for percentage of credit hours during the academic year.

4. The worksheet is generated using the "Earned" credit hours entered in the Credit-Hours Chart and waivers entered on the Waivers screen.