



Eligibility Center

ELIGIBILITY CENTER'S LIFE CYCLE OF A CERTIFICATION

Regional Rules 2020



**Kara
Carlson**
Membership
Outreach and
Education



**Ryan
Richardson**
Core
Processing



**Amy
Routt**
High School
Review



**Matt
Harris**
High School
Review

ACADEMIC CERTIFICATIONS

- ▶ Core processing reviews all academic documents submitted for a prospective student-athlete's account.
- ▶ With 165,000 certifications annually staff has created a robust policies and procedures to assist with streamlining academic certifications.
- ▶ Each certification can present its own challenges, which requires collaboration between the two units.
- ▶ High School Review stays up to date on trends in secondary education, including the review of over 32,000 high schools and over 100,000 individual courses per year.

CASE STUDY 1

- ▶ Andy has attended the same school all four years of high school.
- ▶ Common course titles, grades with an approved grading scale and typical crediting format of semesters.

Richardson HS Richardson Valley, USA (P): 123-456-789 (E): richardsonhigh.edu	Dwyer, Andy D.O.B: 1/1/02 Address: 123 Pawnee Rd Phone: 555-555-5555
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Gr. 9. Richardson HS 2016/17	Gr. 10 Richardson HS 2017/18
English I CP 73 1.0 Algebra I 42 1.0 French I 61 1.0 Phys Ed 100 1.0 Bio I CP 70 1.0 History of the Americas 84 1.0	English II 76 1.0 Geometry 75 1.0 French I 81 0.0 Phys Ed 94 1.0 Chem 79 1.0 World Geography 90 1.0
SS Richardson HS 2016/17	
Algebra I (SS) 71 0.0	
Gr. 11 Richardson HS 2018/19	Gr. 12 Richardson HS 2019/20
English III 82 1.0 Algebra II 76 1.0 French II 74 1.0 Intro to Lifting 100 0.5 Physics CP 80 1.0 Intro to Finance* 84 0.5	Brit Lit HON 85 1.0 Integrated Math III – DE 70 1.0 French III 77 1.0 Coaching 100 0.5 Ceramics 91 0.5

<u>Grading Scale:</u> 90-100 A 80-89 B 70-79 C 60-69 D 0-59 F	CP = College Preparatory HON = Honors RM = Remedial SS = Summer school NA = Attendance not met * = Max 0.5 credits
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CASE STUDY 1

- ▶ French 1 was initially passed in grade 9 and credit was awarded.
- ▶ What happens if Andy retakes a course he previously passed?

Gr. 9. Richardson HS 2016/17		
English I CP	73	1.0
Algebra I	42	0.0
French I	61	1.0
Phys Ed	100	1.0
Bio I CP	70	1.0
History of the Americas	84	1.0

CASE STUDY 1

► Credit for retaken courses:

- Even though no credit is listed with a retake, Core will use the retake because full credit is established elsewhere on the transcript.

Gr. 9. Richardson HS 2016/17			Gr. 10 Richardson HS 2017/18		
English I CP	73	1.0	English II	76	1.0
Algebra I	42	0.0	Geometry	75	1.0
French I	61	1.0	French I	81	0.0
Phys Ed	100	1.0	Phys Ed	94	1.0
Bio I CP	70	1.0	Chem	79	1.0
History of the Americas	84	1.0	World Geography	90	1.0

CASE STUDY 1

► Common designations.

- “SS” = summer school in year 1.
- “Hon” = Honors Brit Lit in year 4.
- “*” = max credit to be earned for Intro to Finance is 0.5.

CP = College Preparatory
HON = Honors
RM = Remedial
SS = Summer school
NA = Attendance not met
* = Max 0.5 credits

Gr. 9. Richardson HS 2016/17		
English I CP	73	1.0
Algebra I	42	0.0
French I	61	1.0
Phys Ed	100	1.0
Bio I CP	70	1.0
History of the Americas	84	1.0
SS Richardson HS 2016/17		
Algebra I (SS)	71	1.0

CASE STUDY 1

▶ Common designations.

- ▶ When course designations are present, Core Processing staff will use the legend on the high school transcript (or prior information from the high school) to try and determine meaning of any unknown designations.



Review page 10 of the [Course Title Usage Guide](#) for a list of Common Specific Course Designations.

CASE STUDY 1

- ▶ “DE” is a common designation for dual enrollment courses.
- ▶ Are Algebra II and Integrated Math III duplicative?
- ▶ If courses are duplicative staff will award credit for the course with the best grade.

Richardson HS Richardson Valley, USA (P): 123-456-789 (E): richardsonhigh.edu	Dwyer, Andy D.O.B: 1/1/02 Address: 123 Pawnee Rd Phone: 555-555-5555
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Gr. 9. Richardson HS 2016/17 English I CP 73 1.0 Algebra I 42 1.0 French I 61 1.0 Phys Ed 100 1.0 Bio I CP 70 1.0 History of the Americas 84 1.0	Gr. 10 Richardson HS 2017/18 English II 76 1.0 Geometry 75 1.0 French I 81 0.0 Phys Ed 94 1.0 Chem 79 1.0 World Geography 90 1.0
SS Richardson HS 2016/17 Algebra I (SS) 71 0.0	
Gr. 11 Richardson HS 2018/19 English III 82 1.0 Algebra II 76 1.0 French II 74 1.0 Intro to Lifting 100 0.5 Physics CP 80 1.0 Intro to Finance* 84 0.5	Gr. 12 Richardson HS 2019/20 Brit Lit HON 85 1.0 Integrated Math III – DE 70 1.0 French III 77 1.0 Coaching 100 0.5 Ceramics 91 0.5

Grading Scale: 90-100 A 80-89 B 70-79 C 60-69 D 0-59 F	CP = College Preparatory HON = Honors RM = Remedial SS = Summer school NA = Attendance not met * = Max 0.5 credits
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CASE STUDY 1

- ▶ Commonly known higher course levels are not duplicative with each other:
 - ▶ Advanced Placement (AP);
 - ▶ AICE;
 - ▶ International Baccalaureate (IB), (IB-HL), (IB-SL); and
 - ▶ Dual or college enrollment courses.
- ▶ Core staff would use both Integrated Math III and Algebra II based on the policy above. After entering in all usable courses and credits, we would allow our system to calculate the academic decision.

CASE STUDY 2

Grady High School
Belmont, USA
(p): 123-456-7890
(e): AGHS@usa.edu

Student Name: Leslie Knope			
DOB: 3/21/02			
Address: 456 Pawnee Road			
Phone number: 555-123-4567			
Gr. 9 Grady HS 2017/18			
	Gr	S1	S2
English 9	A-	0.5	
Algebra I	B-	0.5	
CP Physics	B+	0.5	
Geography	B	0.5	
Mandarin I	C	0.5	
Marching Band	A-	0.5	

JENKINS SENIOR HIGH SCHOOL
Jenkestown, USA
(p): 123-456-7890
(e): jshs@usa.edu

Student Name: Leslie Knope		
DOB: 3/21/02		
Address: 456 Pawnee Road		
Class of 2020		
Grade 9 Jenkins Senior HS 2017/18		
	GRADE	YEAR
English 9	B	1.0
Algebra I	B+	1.0
CP Physics	A-	1.0
Geography	B	1.0
Art Appreciation	A	0.5
French I	C	0.5
Grade 10 Jenkins Senior HS 2018/19		
	GRADE	YEAR
English 10	B	1.0
Geometry/Trig	B-	1.0
French II	B+	1.0
US History - JO	A	1.0
Chemistry - JO	A	1.0
Grade 11 Jenkins Senior HS 2019/20		
	GRADE	YEAR
English 11	A	1.0
Algebra II	B	1.0
French III	A	1.0
P.E. / Health	A+	1.0
EDGE -Economics	B	1.0

CASE STUDY 2

Grady High School
Belmont, USA
(p): 123-456-7890
(e): AGHS@usa.edu

Student Name: Leslie Knope			
DOB: 3/21/02			
Address: 456 Pawnee Road			
Phone number: 555-123-4567			
Gr. 9 Grady HS 2017/18			
	Gr	S1	S2
English 9	A-	0.5	
Algebra I	B-	0.5	
CP Physics	B+	0.5	
Geography	B	0.5	
Mandarin I	C	0.5	
Marching Band	A-	0.5	

Grade 9 Jenkins Senior HS 2017/18		
	GRADE	YEAR
English 9	B	1.0
Algebra I	B+	1.0
CP Physics	A-	1.0
Geography	B	1.0
Art Appreciation	A	0.5
French 1	C	0.5

- ▶ Grady High School reports semester grades.
- ▶ Jenkins Senior High School reports final grades for the year.
- ▶ Which grades do we use and how much credit can we award each core course?

CASE STUDY 2

Grady High School

Belmont, USA

(p): 123-456-7890

(e): AGHS@usa.edu

Student Name: Leslie Knope
DOB: 3/21/02
Address: 456 Pawnee Road
Phone number: 555-123-4567

Gr. 9 Grady HS 2017/18

	Gr	S1	S2
English 9	A-	0.5	
Algebra I	B-	0.5	
CP Physics	B+	0.5	
Geography	B	0.5	
Mandarin I	C	0.5	
Marching Band	A-	0.5	

Grade 9 Jenkins Senior HS 2017/18

	GRADE	YEAR
English 9	B	1.0
Algebra I	B+	1.0
CP Physics	A-	1.0
Geography	B	1.0
Art Appreciation	A	0.5
French 1	C	0.5

► Courses continued at high school number two will be awarded the year grade/credit given by high school number two.

► Courses not continued at high school number two will be awarded the semester grade/credit given by high school number one.

CASE STUDY 2

► Unknown designations.

- JO – US History and Chemistry in grade 10.
- EDGE – Economics in grade 11.

► Core processing staff will not move forward without more information.

Student Name: Leslie Knope		
DOB: 3/21/02		
Address: 456 Pawnee Road		
Class of 2020		
Grade 9 Jenkins Senior HS 2017/18		
	GRADE	YEAR
English 9	B	1.0
Algebra I	B+	1.0
CP Physics	A-	1.0
Geography	B	1.0
Art Appreciation	A	0.5
French 1	C	0.5
Grade 10 Jenkins Senior HS 2018/19		
	GRADE	YEAR
English 10	B	1.0
Geometry/Trig	B-	1.0
French II	B+	1.0
US History - JO	A	1.0
Chemistry - JO	A	1.0
Grade 11 Jenkins Senior HS 2019/20		
	GRADE	YEAR
English 11	A	1.0
Algebra II	B	1.0
French III	A	1.0
P.E. / Health	A+	1.0
EDGE -Economics	B	1.0

CASE STUDY 2

- ▶ Internal note goes into PSA's account: *"CASE FORWARDED TO HSR: Unknown designation – "JO" with Chemistry and US History in Grade 10. "EDGE" with Economics in Grade 11."*
- ▶ Following task is assigned to the PSA:

We have received information about your completed coursework at Jenkins Senior High School that requires clarification. If additional information is required from your high school, they will be contacted directly.

Once the clarification has been resolved, this task will be closed and your account will move in line for review.

This task is for informational purposes only and you do not need to do anything additional at this time.

MORE INFORMATION

- [See a list of initial-eligibility terms](#)
- [Learn more about initial-eligibility requirements](#)
- [Search our FAQs](#)

This task will be marked complete once the clarification has been resolved.

CASE STUDY 2

- HSR Staff will assign two separate tasks to the high school requesting information about each of the designations.

We need information about the "JO" course designation on your high school's transcript.

Please click on the link in the Response area to upload your high school's current academic year course catalog and a letter of explanation answering the following questions:

- What does "JO" represent?
- If this designation includes multiple letters or symbols, what does each letter or symbol represent?
- How, if at all, do course titles with this designation differ from courses without the designation in terms of content, depth, rigor, and pace?
- Does this designation always have the same meaning? If no, please explain.
- Is this designation unique to one course or does it appear on multiple course titles?

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

This task will be marked complete when we review your submitted information.

We need information about the "EDGE" course designation on your high school's transcript.

Please click on the link in the Response area to upload your high school's current academic year course catalog and a letter of explanation answering the following questions:

- What does "EDGE" represent?
- If this designation includes multiple letters or symbols, what does each letter or symbol represent?
- How, if at all, do course titles with this designation differ from courses without the designation in terms of content, depth, rigor, and pace?
- Does this designation always have the same meaning? If no, please explain.
- Is this designation unique to one course or does it appear on multiple course titles?

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

This task will be marked complete when we review your submitted information.



Do not advise a high school to submit a revised transcript with the designations removed; that will result in a “revised high school transcript” task requesting additional information.

CASE STUDY 2

- ▶ Possible outcomes upon high school responding to designation tasks:
 - ▶ Update high school account with an explanation of designation and whether it can be used. Those PSAs impacted are then forwarded back to Core for re-review.
 - ▶ Forward internally for additional review.
 - ▶ Task high school for additional information.

CASE STUDY 3

- ▶ Ron attended Harris Academy 2016-17, 2018-19 and 2019-20.
- ▶ The “T” designation after the credits for year 2017-18 is the commonly known designation for transfer.
- ▶ Grades and credit for 2017-18 would not be entered from the Harris Academy transcript.

Harris Academy

Northside, USA

(p): 123-456-7890

(e): harrisacad@usa.edu

Student Name: Ron Swanson

DOB: 11/20/01

Address: 789 Pawnee Road

Graduation Date: 5/15/20

Date Printed: 5/20/20

2016/17 Gr 9 Harris Academy

English I CP	73	1.0
Algebra I	80	1.0
French I	61	1.0
Phys Ed	100	1.0
Intro to Physics	70	1.0
History of the Americas	84	1.0

2017/18 Gr 10 Routt Virtual Academy

Chemistry	B	1.0 T
English II	B	1.0 T
Modern U.S. History	B	1.0 T
Geometry	B	1.0 T
Astronomy	B	0.5 T

2018/19 Gr 11 Harris Academy

English III	80	1.0
Algebra II	78	1.0
French II	69	1.0
Intro to Lifting	100	0.5
Biology	85	1.0
Intro to Finance	80	0.5

2019/20 Gr 12 Harris Academy

English IV	86	1.0
Pre-calculus	81	1.0
Government	90	0.5
Economics	93	0.5
Advanced Lifting	100	0.5

CASE STUDY 3

Routt Virtual Academy (K12)

Routt City, USA
(p): 123-456-7890
(e): rvak12@usa.edu

Student Name: Ron Swanson		
DOB: 11/20/01		
Address: 789 Pawnee Road		
Entered Date: August 30, 2017		
Date of Withdrawal: June 1, 2018		
Class of 2020		
2017/18 – Gr 10 Routt Virtual Academy (K12)	GR	S1
D-SCI-303AXV1-K SCI303AX Chemistry	B	.5
D-ORN-200V1-K ORN200 Finding Your Path II	CR	.25
D-ENG-208AV1MI-K ENG208A English 10 MI	C+	.5
D-HST-313AV1-K HST313A Modern US History	B-	.5
D-MTH-203AV1-K MTH203A Geometry	B	.5
D-OTH-033V1-DYN OTH033-DYN Veterinary Sci	A	.5
	GR	SII
D-HST-313BV1-K HST313B Modern US History	B-	.5
D-WLG-210BV1-M WLG210B French II	F	0
D-WLG-210AV1-M WLG210A French II	D	.5
D-OTH-032V1-DYN OTH032-DYN Astronomy	B-	.5
D-SCI-303BXV1-K SCI303BX Chemistry	B-	.5
D-ENG-208BV1MI-K ENG208B English 10 MI	B-	.5
D-MTH-203BV1-K MTH203B Geometry	B-	.5

- ▶ Core identifies that Routt Virtual Academy is under “Extended Evaluation.”
- ▶ Extended evaluation requires individual review of the school’s courses.

CASE STUDY 3

Core staff will add an informational task to the PSA's account regarding the individual review courses and then forward the PSA's account to HSR for additional review.

We have received information about your completed coursework at Routt Virtual Academy (K12) that requires clarification. If additional information is required from your high school, they will be contacted directly.

Once the clarification has been resolved, this task will be closed and your account will move in line for review.

This task is for informational purposes only and you do not need to do anything additional at this time.

MORE INFORMATION

- [See a list of initial-eligibility terms](#)
- [Learn more about initial-eligibility requirements](#)
- [Search our FAQs](#)

This task will be marked complete once the clarification has been resolved.

CASE STUDY 3

HSR staff will analyze the core-course list to determine the status of each course in the PSA's academic record.

Routt Virtual Academy (K12)

Routt City, USA
(p): 123-456-7890
(e): rvak12@usa.edu

Student Name: Ron Swanson DOB: 11/20/01 Address: 789 Pawnee Road Entered Date: August 30, 2017 Date of Withdrawl: June 1, 2018 Class of 2020		
2017/18 – Gr 10 Routt Virtual Academy (K12)	GR	S1
D-SCI-303AXV1-K SCI303AX Chemistry	B	.5
D-ORN-200V1-K ORN200 Finding Your Path II	CR	.25
D-ENG-208AV1MI-K ENG208A English 10 MI	C+	.5
D-HST-313AV1-K HST313A Modern US History	B-	.5
D-MTH-203AV1-K MTH203A Geometry	B	.5
D-OTH-033V1-DYN OTH033-DYN Veterinary Sci	A	.5
	GR	SII
D-HST-313BV1-K HST313B Modern US History	B-	.5
D-WLG-210BV1-M WLG210B French II	F	0
D-WLG-210AV1-M WLG210A French II	D	.5
D-OTH-032V1-DYN OTH032-DYN Astronomy	B-	.5
D-SCI-303BXV1-K SCI303BX Chemistry	B-	.5
D-ENG-208BV1MI-K ENG208B English 10 MI	B-	.5
D-MTH-203BV1-K MTH203B Geometry	B-	.5

Course Indicator	Title	Note
&	ENG204 HONORS LIT ANALYSIS AND COMP II	Coursework completed fall 2012 semester and prior may be used. Coursework completed spring 2013 semester and beyond will be reviewed individually.
^	ENG204: HONORS LIT ANALYSIS/COMP II	Coursework completed fall 2012 semester and prior may be used. Coursework completed spring 2013 semester and beyond will be reviewed individually.

CASE STUDY 3

Task assigned to Routt Virtual Academy (K12) for core-courses that require individual review documentation.

We need more information about core courses [Ron Swanson – 1234567890] completed at your high school. Please submit the following information:

- Complete list of all assignments, modules and assessments this student completed.
- Grades this student earned for each assignment, module and assessment.
- Time this student spent on all online and offline activities with specific login and logout times.
- Dates this student completed all online and offline activities.
- Documentation of the interaction this student had with his or her instructor for purposes of teaching, evaluating, and providing assistance.

Student/instructor interaction solely for the purposes of encouragement (e.g., "Great job!") and/or course management (e.g., password resets, unlocking subsequent units/modules) are not considered in the review process.

Each document should include the student's name and NCAA ID number. Please click on the link in the Response area to upload the requested documentation.

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

This task will be marked complete when we review your submitted information.

CASE STUDY 3

Upon review of PSA-specific individual review documentation an informational task is assigned to the high school's account regarding the decision(s).

Thank you for your assistance in providing documents for review. As part of your high school's Extended Evaluation status, the NCAA Eligibility Center reviewed documentation submitted by your high school on behalf of student-athlete Ron Swanson - 1234567890.

NCAA staff determined the following courses are approved and may be used in the student's certification: SCI303AX Chemistry, ENG208A English 10 MI, HST313A Modern US History, MTH203 A Geometry, HST313B Modern US History, WLG210A X Chemistry, K ENG208B English 10 MI and MTH203B Geometry.

NCAA staff determined the following courses are not approved and cannot be used in the student's certification: OTH032-DYN Astronomy and WLG210A French II (INTERACTIONS BETWEEN STUDENT AND INSTRUCTORS WERE EITHER (A) IRREGULAR, (B) NOT FOR THE PURPOSES OF TEACHING, EVALUATION AND PROVIDING ASSISTANCE OR (C) BOTH).

If you believe that your course meets the NCAA legislation, please contact the NCAA Customer Service Center at 877/622-2321 to request a Decision Inquiry Form, which must be submitted within 60 days of this notice.

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

Close this task using the "Click here to acknowledge" link.

CASE STUDY 3

► Duplicative Review:

- Based on course title analysis, Core staff indicates the following courses are duplicative:
 - History of the Americas from Harris Academy.
 - Modern US History from Routt Virtual Academy.

2016/17 Gr 9 Harris Academy

English I CP	73	1.0
Algebra I	80	1.0
French I	61	1.0
Phys Ed	100	1.0
Intro to Physics	70	1.0
History of the Americas	84	1.0

2017/18 – Gr 10 Routt Virtual Academy (K12) GR

D-SCI-303AXV1-K SCI303AX Chemistry	B
D-ORN-200V1-K ORN200 Finding Your Path II	CR
D-ENG-208AV1MI-K ENG208A English 10 MI	C+
D-HST-313AV1-K HST313A Modern US History	B-
D-MTH-203AV1-K MTH203A Geometry	B



A duplicative course review
can be requested by
contacting customer service.

CASE STUDY 3

► Duplicative review:

► Task assigned to Harris Academy.

We need more information to determine whether Ron Swanson 1234567890 completed a duplicative course.

Please click on the link in the Response area to upload the following documents for your high school's 'History of the Americas' course:

- Course description
- List of all texts used in the course
- Week-by-week outline of course contents (e.g., units, modules, competencies, topics covered in the course)
- Flow chart showing where course fits into your high school's broader course offerings (if applicable)
- Samples of three major assessments (e.g., midterm, final exam, culminating project, etc.)

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

This task will be marked complete when we review your submitted information.

► Task assigned to Routt Academy.

We need more information to determine whether Ron Swanson 1234567890 completed a duplicative course.

Please click on the link in the Response area to upload the following documents for your high school's 'Modern US History' course:

- Course description
- List of all texts used in the course
- Week-by-week outline of course contents (e.g., units, modules, competencies, topics covered in the course)
- Flow chart showing where course fits into your high school's broader course offerings (if applicable)
- Samples of three major assessments (e.g., midterm, final exam, culminating project, etc.)

MORE INFORMATION

[NCAA High School Review Committee policies and procedures](#)

This task will be marked complete when we review your submitted information.

CASE STUDY 3

▶ Duplicative review:

- ▶ After both high schools have provided the requested core-course documentation, HSR staff will review both the content and rigor of the courses to determine if duplicative.
- ▶ HSR staff then updates the PSA's account with the decision.



RESOURCES

- ▶ Course Title Usage Guide.
- ▶ Determination of Credit Guide.
- ▶ Duplicative Coursework Case Studies.
- ▶ NCAA Core-Course Lists.

QUESTIONS?

ncaa.org



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@ncaaec

ncaa.org/playcollegesports
eligibilitycenter.org

THANK YOU

► Contact the NCAA Eligibility Center:

- Membership line: 877-544-2950.
- 8:30 a.m. to 5:30 p.m. Eastern, Monday through Friday.
- Ecinfo@ncaa.org – Account inquiries; *membership use only*.
- Ec-processing@ncaa.org – Document submission only.
- Ec-international@ncaa.org – International account inquiries.



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