

AM I ELIGIBLE?

THE NCAA ELIGIBILITY CENTER 'S METHOD OF REVIEWING
THE ACADEMIC DOCUMENTS OF INTERNATIONAL
PROSPECTIVE STUDENT-ATHLETES

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INTERNATIONAL ACADEMIC CERTIFICATION



This Session Will Cover:

- ⦿ The definition of a "core" course;
- ⦿ Core-course distribution (requirements per subject area),
- ⦿ Categorization of documents,
- ⦿ A review of the method utilized when reviewing transcript based credentials,
- ⦿ A review of the method utilized when reviewing exam based credentials,
- ⦿ Standards for acceptance of credentials,
- ⦿ Top certification issues,
- ⦿ Actions you can take to prepare for future academic certifications, and
- ⦿ Questions.

Role of Eligibility Center's International Academic Certification Staff

- Responsible for evaluating academic credentials for all incoming freshmen and transfer students.
- Implement NCAA legislation dictating initial eligibility requirements.
- Determine completion of core course requirement, proof of graduation, grade point average calculation.

Definition of a Core Course

- Qualifies for high school graduation in one or more of the following areas: English, mathematics, natural or physical science, social science, foreign language or non-doctrinal religion or philosophy;
- Is considered academic, four-year university preparatory;
- Is taught at or above the high school's regular academic level;
- For mathematics courses, is at the level of Algebra I or a higher level mathematics course; and
- Is taught by a qualified instructor as defined by the appropriate academic authority.

Core-Course Distribution

NCAA Division I

16 Core Courses

- 4 years English
- 3 years math (Algebra I or higher)
- 2 years natural/physical science (1 year of lab if offered by high school)
- 1 year additional English, math or natural/physical science
- 2 years social science
- 4 years additional courses (from any area above, foreign language or nondoctrinal religion/philosophy)

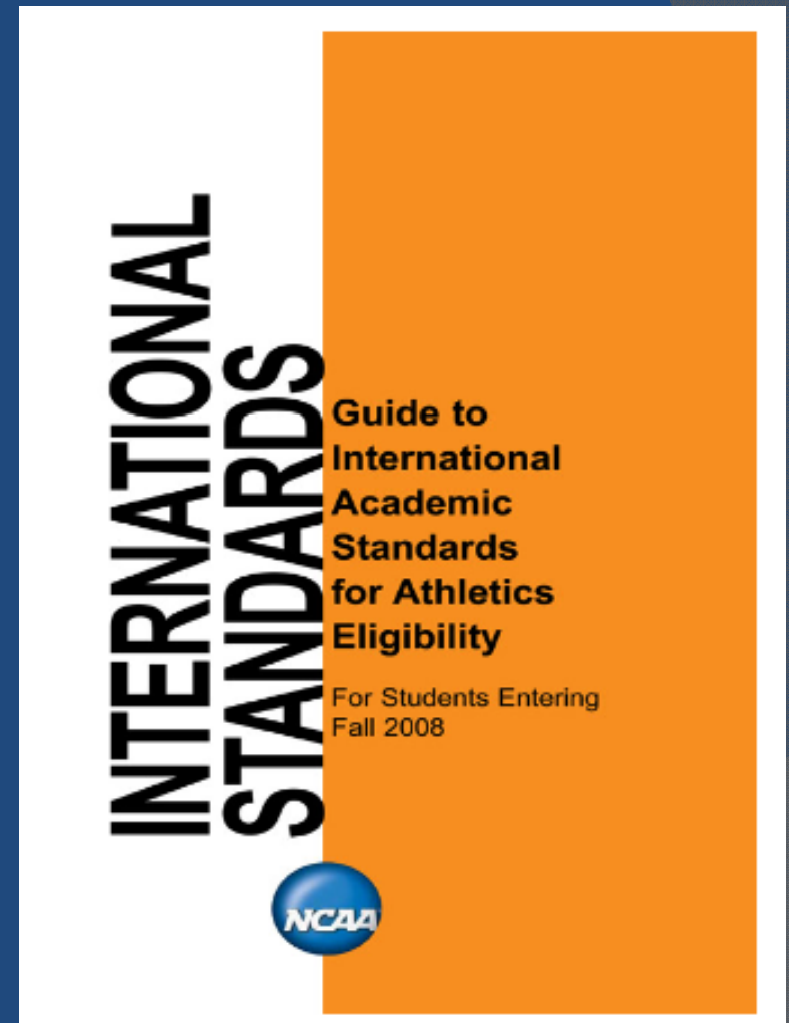
NCAA Division II

14 Core Courses

- 3 years English
- 2 years math (Algebra I or higher)
- 2 years natural/physical science (1 year of lab if offered by high school)
- 2 years additional English, math or natural/physical science
 - * 3 years 2013 and after
- 2 years social science
- 3 years additional courses (from any area above, foreign language or nondoctrinal religion/philosophy)
 - * 4 years 2013 and after

Categorization of Documents

- ◉ The Foreign Student Records Committee (FSRC), a committee of international credential evaluators from NCAA member institutions, has evaluated the academic documents awarded by 149 countries.
- ◉ The results of this review have been consolidated into the Guide to International Academic Standards for Athletics Eligibility.
- ◉ Through this evaluation, the FSRC has classified documents for each country into three distinct categories.



Category One Documents

- ⦿ Are accepted as proof of high school graduation (POG),
- ⦿ Are considered to demonstrate completion of the required core-course distribution and
- ⦿ Generally, no additional credentials are required to be submitted.

Category Two Documents

- Are accepted as proof of high school graduation (POG),
- May or may not be considered to demonstrate completion of the required core-course distribution and
- May or may not be evaluated without requiring additional documentation to be submitted. However, for students matriculating from exam based countries, submission of high school transcripts is recommended. Under certain circumstance these documents may be used during the certification process.

Category Three Documents

- ⦿ Are not accepted as proof of high school graduation (POG),
- ⦿ Are not considered to demonstrate completion of the required core-course distribution and
- ⦿ May only be used in conjunction with Category 2 documents.

Credential Evaluation Process

- ① Verify Authenticity of Credential.
- ② Identify Grades in Core Subject Areas.
- ③ Convert Grades to U.S. Grades.
- ④ Convert Grades to Quality Points.
- ⑤ Multiply QP by Credits Assigned on Credential when Applicable.
- ⑥ Divide Total QP by Total Credits.
- ⑦ $\text{Total QP} / \text{Total Credits}$.

Evaluation of Transcript Based Credentials

- Category One transcript based credentials are evaluated by reviewing the grades of the core courses listed on the credential. Grades are weighted in accordance with the unit values credited on the credential. The core-course distribution does not have to be met as the academic rigor of the program of study is considered to be equivalent to the distribution.

Evaluation of Transcript Based Credentials

- Category Two transcript based credentials are evaluated by reviewing the core courses listed on the document and weighted according to the units of credit listed on the credential. However, the core-course distribution does have to be met, as the academic rigor of the program of study is not automatically considered to be equivalent to the distribution.

Evaluation of Transcript Based Credentials

- Category three credentials are only evaluated if a category two document does not display accomplishment of all required courses contained within the core course distribution. In these instances, the staff will request a category three document for use in the certification process.

Evaluation of Transcript Based Credentials without course weights displayed

- Transcript based credentials without course weights displayed, will be treated on a case-by-case basis. However, the following application is frequently followed:
- 1) When annual seat hours can be determined for coursework {(hours per week) x (weeks of attendance)}, they will be totaled and compared to the Carnegie Unit system followed in the United States.

Evaluation of Transcript Based Credentials without course weights displayed, continued

- 2) When annual seat hours cannot be determined, students pursuing 7 courses or less per year will be awarded one Carnegie unit of credit . Student pursuing more than 7 courses per year will be awarded one Carnegie unit of credit for English, math, and the native language and .5 credits for all other subject areas.
- 3) The standard credits awarded may be re-examined if the headmaster/principal of the secondary school attended provides the Eligibility Center with both a letter explaining the crediting system and supporting documentation. It is incumbent upon the student to acquire these documents and they must address all courses listed on the documents. Each course may then be re-examined and reassigned credit values.

Example of Transcript Based Credential Evaluation – Brazil

| Brazilian Units | U.S. Units |
|-----------------|------------|
| 120 + | 1 |
| 90-119 | 0.75 |
| 80-89 | 0.67 |
| 60-79 | 0.5 |
| 40-59 | 0.34 |
| 30-39 | 0.25 |

Grading Scale

The applicable grading scale for the category 1, 2, and 3 documents listed above are as follows:

Applicable Grading scale (may not be all inclusive)

| Grade | Translation | Numeric Grade | Equivalent U.S. Grade | Quality Points |
|-------------------|---------------|---------------|-----------------------|--------------------------|
| Superior | Higher | 9-10 | A | 4 |
| Superior | Superior | | | |
| Média Superior | Average | 7-8.9 | B | 3 |
| Média Superior | Superior | | | |
| Média Média | Average | 5-6.9 | C | 2 (lowest passing grade; |
| Média Inferior | Below | 3-4.9 | F | 0 |
| | Average | | | |
| Inferior Inferior | Inferior/Fail | 0-2.9 | F | 0 |

Sample Calculation: Portuguese
A (4 quality points) x .75 units = 3 QP

GPA = Total QP/Total Units

Tradutora Pública e Intérprete Comercial
 Tradução/versão nº 1236 Livro nº 09 Folhas nº 096-098 Pg. 2/3

December 22nd, 2008. —

HIGH SCHOOL TRANSCRIPT —

| | 1 st Grade | | | 2 nd Grade | | | 3 rd Grade | | |
|--------------------------------|-----------------------|--------|------|-----------------------|--------|------|-----------------------|-------|------|
| Course | Grd | Hrs | Att% | Grd | Hrs | Att% | Grd | Hrs | Att% |
| Core Curriculum | | | | | | | | | |
| Portuguese | 9.1 | 100 | | 8.0 | 100 | | 60 | 133.2 | 4 |
| Physical Education | | 66.4 | | | 66.4 | | | | |
| Arts | | | | 8.0 | 33.2 | | 80 | 33.2 | 0 |
| Physics | 8.2 | 133.2 | | 6.7 | 100 | | 67 | 100 | 19 |
| Chemistry | 8.2 | 100 | | 8.4 | 100 | | 61 | 100 | 13 |
| Biology | 8.2 | 100 | | 9.2 | 100 | | 72 | 100 | 15 |
| Mathematics | 8.1 | 133.2 | | 8.0 | 133.2 | | 60 | 133.2 | 10 |
| History | 9.3 | 66.4 | | 8.2 | 100 | | 73 | 100 | 9 |
| Geography | 8.6 | 66.4 | | 8.0 | 66.4 | | 62 | 100 | 10 |
| Supplemental Curriculum | | | | | | | | | |
| English | 7.2 | 66.4 | | 7.4 | 66.4 | | | | |
| Literature | 8.1 | 66.4 | | 8.4 | 66.4 | | | | |
| Composition | 9.2 | 33.2 | | 9.0 | 33.2 | | 73 | 66.4 | 3 |
| Spanish | | | | | | | 80 | 66.4 | 0 |
| Philosophy | 9.4 | 33.2 | | | | | 65 | 33.2 | 5 |
| Career Education | | | | | | | 74 | 33.2 | 0 |
| Total Hours | | 966.40 | | | 966.40 | | | 1000 | |
| Situation | Promoted | | | Promoted | | | Promoted | | |

Evaluation of Exam Based Credentials

- Category One exam based credentials are evaluated by reviewing the exam grades of core courses listed on the credential. Grades are weighted in accordance with the unit values if applicable. The core-course distribution does not have to be met as the academic rigor of the program of study is considered to be equivalent to the distribution.

Evaluation of Exam Based Credentials

- Category Two exam based credentials are evaluated by reviewing the core courses listed on the document credential. The core-course distribution does have to be met, as the academic rigor of the program of study is not automatically considered to be equivalent to the distribution.

Evaluation of Exam Based Credentials

- Category three credentials are only evaluated if a category two document does not display accomplishment of all required courses contained within the core course distribution. In these instances, the staff will request a category three document for use in the certification process.

Example of Category One Exam Based Credential Evaluation - Serbia

Original Document

Translation

**SERBIA AND MONTENEGRO
REPUBLIC OF SERBIA
Gymnasium "Crnjanski"**

In Belgrade
Register number 13/48 of 28.06.2007
Registration book number 25/41

Resolution number 022-05-28/2002-03 of 25.03.2005
Ministry of Education of the R. Serbia
It is concluded that the school complied work conditions.

**DIPLOMA
ON ACHIEVED HIGH SCHOOL EDUCATION**

[REDACTED] born on 25.05.1988 in Ljubljana, municipality of Center, country of Slovenia, attended the school year of 2006/2007 and completed grade four, branch-general.

The pupil took the final exam in examination period in June the school year of 2006/2007.

On the final exam he took the following subjects and got marks as follows:

Serbian language and literature..... **good /3/**
English language..... **very good /4/**

On the final exam he composed and defended his final work:

Exponential equations and inequations
And got mark:

Core Course Exams

The pupil passed the final exam with very good success (4.00) and achieved high education in duration of four years.

СРБИЈА И ЦРНА ГОРА
РЕПУБЛИКА СРБИЈА

Гимназија "Crnjanski"

у Београду

Решањем бр. 022-05-28/2002-03 of 25.03.2005

Министарство просвете Р. Србије

Број у матичној књизи 25/41

утврђено је да школа испуњава услове за рад.

ДИПЛОМА
О СТЕЧЕНОМ СРЕДЊЕМ ОБРАЗОВАЊУ

[REDACTED]

општина Центар, држава Словенија

похађао-ла – полагао-ла испите школске 2006/2007 године и завршио-ла четврти разред гимназије – смер: општи

за образовни профил:

Ученик-ца је полагао-ла матурски испит у јуни 2007. године.

На матурском испиту је полагао-ла предмете и добио-ла следеће оцене:

Српски језик и књижевност добар (3)

Енглески језик веома добар (4)

На матурском испиту је израдио-ла и одбранио-ла матурски рад: Експоненцијалне једначине и неједначине

и добио-ла оцену одличан (5).

Ученик-ца је положио-ла матурски испит са веома добрим успехом (4.00) и тиме стекао-ла СРЕДЊЕ ОБРАЗОВАЊЕ у трајању од четири године.

U.S. C (2QP) + U.S. B (3QP)
GPA: 5 QP / 2 Units = 2.5

Example of Category Two Exam Based Credential Evaluation – United Kingdom

General Certificate of Secondary Education

This is to certify that

ENGLISH MARTYRS R C SCHOOL LEICESTER

achieved the following results in

TWO SUBJECTS

HISTORY
FRENCH

GRADE C (d)
GRADE D (d)

DRAMA
D & T: FOOD TECHNOLOGY
ENGLISH
[Speaking and Listening Grade B(b)]
ENGLISH LITERATURE

B(b)
C(c)
C(c)
C(e)

FULL COURSE (Four (4) Subjects)
RELIGIOUS STUDIES
SCIENCE: DOUBLE AWARD
SCIENCE: DOUBLE AWARD
MATHEMATICS

GRADE B(b)
GRADE D(d)
GRADE D(d)
GRADE E(e)

GCSE:

(1) Alphabetical grading scale:

| Grade | Translation | Numeric Grade | Equivalent U.S. Grade | Quality Points |
|----------|-------------|---------------|-----------------------|----------------|
| A | | | A | 4 |
| B | | | B | 3 |
| C | | | B | 3 |
| D | | | C | 2 |
| E | | | C | 2 |
| F | | | D | 1 |
| G | | | D | 1 |
| Ungraded | | | F | 0 |

GPA Calculation

| Course | UK Grade | US Grade | QP |
|------------|----------|----------|----|
| English | C | B | 3 |
| Math | E | C | 2 |
| Science | D | C | 2 |
| Soc. Sci. | C | B | 3 |
| Additional | C | B | 3 |

GPA: 13 QP / 5 Units = 2.6

What Do I Do Next?

- After determining the GPA, the following questions must be answered affirmatively for the student to be considered a final qualifier.
 - DI - Is the GPA a 2.0 or higher?
 - Do the GPA and standardized test score align with the sliding scale?
 - Was the standardized test taken prior to high school graduation?
 - Has the core-course distribution requirement been satisfied?
 - DII - Is the GPA a 2.0 or higher?
 - Is the standardized test score an 820 or higher on the SAT or a 68 or higher on the ACT?
 - Was the standardized test taken prior to high school graduation?
 - Has the core-course distribution requirement been satisfied?

Standards for Acceptance of Credentials

- All college-bound student-athletes must submit proof of graduation and transcripts or exam certificates issued in the native language. Line-for-line English translations of all documents must be submitted when the native language is not English.

Documents must be sent via mail. Credentials sent via fax or e-mail will not be accepted.

Exception to Standards for Acceptance of Credentials

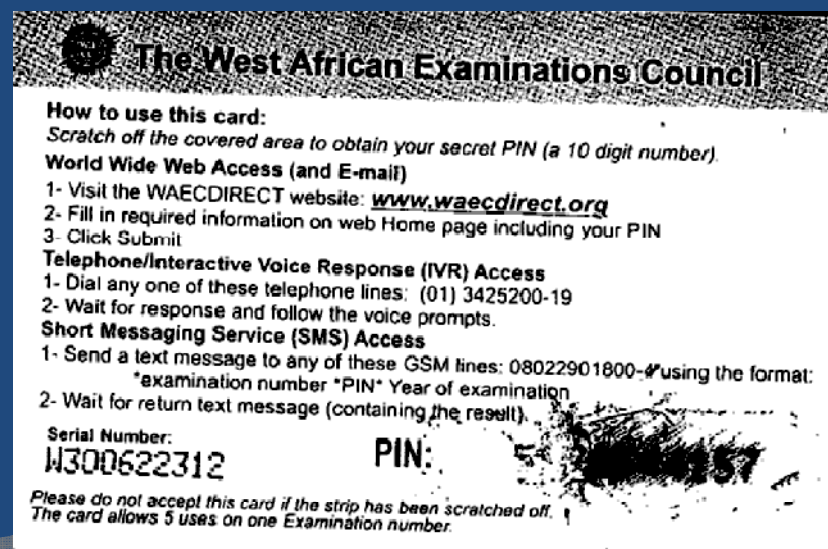
- Kenya Certificates of Secondary Education must be sent directly from the Kenya Examination Office.
- West Africa Exam Council results will only be accepted when a college-bound student-athlete provides testing information allowing staff to access electronic results. This must include the examination number, examination year, type of examination, and a Buddie card used to access the WAEC exam results.

- Example of Buddie card:

(Front)



(Back)



Translations

- ⦿ Translations must be provided by a person not related or associated with the student or the athletics department at the institution the college-bound student-athlete plans to attend.
- ⦿ The translator must provide a letter, including any appropriate stamps or seals, explaining his or her qualifications as a translator. It is recommended that translations be performed by a qualified professor from a university or college or a certified official translator.
- ⦿ Translations from unverifiable sources will not be accepted.
- ⦿ Translations must accompany the original documents written in the native language.

Photocopies

- Photocopies of credentials will only be accepted if they are certified as true copies of original documents forwarded from an NCAA member institution's office of admissions or the principal or headmaster of the college-bound student-athlete's secondary school. Photocopies that are not certified as true copies of originals or come from a source other than the sources listed above will not be used.
- Photocopies will not be accepted directly from a college-bound student-athlete or his or her relatives unless they are certified with a cover letter from the school official (listed above); each page is certified and stamped as a true copy; and arrive in an envelope sealed by the secondary school prior to providing the documents to the student.

Mailing Address

- Documents should be mailed to the Eligibility Center at the address listed below.

Mailing Address:
NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207

Overnight or Express Mailing Address:
NCAA Eligibility Center
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

- **Reminder:**

Documents must be sent via mail. Credentials sent via fax or e-mail will not be accepted

Top Certification Issues

- The file is not complete.
- Do not advise a high school to change a transcript.
- Are the classes core courses?
- Nontraditional courses. (Online courses – are they still core courses?)
- Is the amateurism section complete? Has final amateurism certification been requested?
- Is your Institutional Request List accurate?

Actions to Take to Prepare for Future Certifications

- Encourage athletics department staff to inform admissions/international programs of incoming college-bound student-athletes.
- Encourage College Bound Student-Athletes to register with the eligibility Center as early as possible.
- Obtain all official student transcripts and have test scores sent to Eligibility Center directly from the testing agency.
- Do not issue I-20 or encourage travel until final academic and amateurism certifications are rendered.
- Call the Eligibility Center if you need assistance evaluating college-bound student-athletes.

Resources

- Eligibility Center Home Page.
 - www.ncaaclearinghouse.net
- Information and Resources for Prospective-Student Athletes.
 - Accessible from the General Information page on the Eligibility Center's Web site.
 - Guide to International Academic Standards for Athletics Eligibility.
 - Accessible from the Information and Resources page on the Eligibility Center's Web site.

Questions

