Division I Domestic Academic Certification – Fundamental Introduction

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A LOOK BEHIND THE CURTAIN

Topics
- Core-Course Selection
- Credit
- Tasks
- Best Practices
Core-Course Selection

Ideally…
Transcripts would perfectly align with lists of approved courses.

- Exact matches (verbatim)
- Course title AND level

In reality…
There is not always an exact match for each core course on a PSA’s transcript.

- Selection policies guide acceptable substitutions.
Selection Policies

1. Exact match
2. Substitutions
   a. Adjectives that can be ignored
   b. Course sequencing substitutions
   c. Course level substitutions
   d. Course title substitutions

Substitutions - Adjectives

Adjectives that can be ignored (with example):
- Sequential (Sequential Math I)
- Integrated (Integrated Physical Science)

Substitutions – Sequencing

Course sequencing substitutions:
- Course sequencing represented differently
- [1/2/3/4] [9/10/11/12] [I / II / III / IV ]
  [1-2 / 3-4 / 5-6 / 7-8]
- Example:
  English 2 = English 10 = English II = English 3-4
Substitutions – Levels

Course level substitutions:

- Four tiers of course levels:
  - **Tier 3**: AICE, AP, IB
  - **Tier 2**: Accelerated, Advanced, Enriched, Gifted & Talented, Honors, Pre-AICE, Pre-AP, Pre-IB
  - **Tier 1**: Academic, College Prep, Magnet, Regents

- Leveling down:
  
  ![Diagram](image-url)
Substitutions – Levels

Examples:

<table>
<thead>
<tr>
<th>Transcript</th>
<th>List</th>
<th>Substitute?</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Biology</td>
<td>Biology H</td>
<td>✗</td>
</tr>
<tr>
<td>Tier 3</td>
<td>Tier 2</td>
<td>✗</td>
</tr>
<tr>
<td>Algebra 1 Skills</td>
<td>Algebra 1 CP</td>
<td>✗</td>
</tr>
<tr>
<td>Basement</td>
<td>Tier 1</td>
<td>✓</td>
</tr>
<tr>
<td>English 3 Enriched</td>
<td>English 3 Basic</td>
<td>✓</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Basement</td>
<td>✓</td>
</tr>
</tbody>
</table>

Substitutions – Titles

Course title substitutions:

- Titles that are not exact matches, but variation is not significant enough to alter course content.
- Subject to updates after each certification cycle.

Substitutions – Titles

**English samples:**

- AP Lang/Comp
  - grade level English (e.g., English 11)
- AP Lit/Comp
  - grade level English (e.g., English 12)
Substitutions – Titles

Math samples:
- AP Calculus AB or BC ⇔ AP Calculus
- Geometry ⇔ Plane & Solid (P/S) Geometry ⇔ Descriptive Geometry ⇔ Euclidean Geometry
- Formal Geometry ⇔ Deductive Geometry
- Intuitive Geometry ⇔ Unified Geometry ⇔ Modern Geometry ⇔ Geometry & Measurement ⇔ Geometry With Proofs

Substitutions – Titles

Science samples:
- Marine Science ⇔ Marine Biology
- AP Physics ⇔ AP Physics B or C ⇔ AP Physics / specific content (e.g. AP Physics: Mechanics)
- Anatomy & Physiology ⇔ Human Anatomy ⇔ Human Anatomy/Physiology ⇔ Human Physiology ⇔ Anatomy ⇔ Physiology ⇔ A & P

Substitutions – Titles

Social Science samples:
- "History" ⇔ "Studies"
- "Global" ⇔ "World"
- "American" ⇔ "US"
Substitutions – Titles
More Social Science samples:
- US History < 1900 ↔ US History I
- US History > 1900 ↔ US History II
- US History ↔ US History/Geography ↔ US History/Government ↔ (specific state)/US History

Substitutions – Titles
More Social Science samples:
- World History to 1500 ↔ World History I
- World History from 1500 ↔ World History II
- World History ↔ World History/Geography ↔ World History/Culture
- World Geography ↔ World Cultural Geography ↔ Cultural Geography ↔ Geography for Life ↔ Geography

Substitutions – Titles
And… even more Social Science samples:
### Substitutions – Titles

<table>
<thead>
<tr>
<th>Transcript</th>
<th>List</th>
<th>Substitute?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geometry</td>
<td>Unified Geometry</td>
<td>✔</td>
</tr>
<tr>
<td>Idaho History</td>
<td>US History</td>
<td>✗</td>
</tr>
<tr>
<td>World Studies I</td>
<td>Global History I</td>
<td>✔</td>
</tr>
</tbody>
</table>

### Summary

Why do we need all these rules???

- High schools change course titles and/or offerings, but do not update their NCAA lists of approved courses.
- These policies allow for certain substitutions when exact matches do not exist.
- Consistency is key!

### Credit
Definition

- Credit is the measurement that assigns value to a grade earned.
- Credit must be awarded for coursework to be used in an academic certification.

Four Common Credit Issues

1. Retakes.
2. Credit - Academic Term.
3. Credit - Singular Courses.
4. Grade Reports.

Retakes

- When a student retakes a course that was passed originally, it is common for a school to not award credit for the retake.
**Retakes**

Partial retakes

- A portion of a final grade and credit cannot be combined with a partial retake.

- Example:
  
<table>
<thead>
<tr>
<th>Grade</th>
<th>Subject</th>
<th>Grade</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>ENGLISH 9</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>10</td>
<td>ENGLISH 9</td>
<td>B</td>
<td>0.50</td>
</tr>
</tbody>
</table>

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**Credit – Academic Term**

- Academic calendar terms (semesters, quarters) within the academic year.

- Credit has to appear on transcript from school where coursework was completed.

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**Credit – Singular Courses**

- Coursework separate from the school's standard curriculum, school day or academic term.

- May include:
  
  - Summer school coursework
  - Dual-enrollment coursework
  - Virtual / online coursework
Credit – Singular Courses

Singular coursework falls into 2 categories:

1. “Home” high school must award credit.
   a. Summer school taken at home high school.
   b. Dual-enrollment coursework.

2. Other program/entity may award credit.
   a. Summer school coursework not taken at home high school.
   b. Coursework taken through external provider (online, virtual, etc.).

Grade Report

- The Eligibility Center considers a grade report to be an academic record that does not include credit.
- The Eligibility Center accepts grade reports instead of a transcript when the school has communicated that they never award credit for:
  1. Academic terms or
  2. Specific enrollment scenarios.

Note: Grade reports can be faxed.

No credit listed, not a transcript
Grade Report Obstacles

- Some programs (ex: APEX, NJ Virtual, MI Virtual, etc.) do not award credit.
- Coursework from non-credit awarding institutions cannot be used unless credit is awarded by the home high school.

Summary

- Credit has to be awarded for coursework to be used.
- Retakes can be used as long as credit is established.
- If an approved program awards credit there is no additional requirement for course title, grade or credit to appear on any other school’s transcript.
- Grade reports can be faxed.

Tasks
Definition

A TASK is the way the NCAA Eligibility Center (EC) communicates with the PSA.

- Academic certification currently utilizes 18 scripted manual tasks and four system-generated tasks.
- Modified with specific information.

Can You Guess?

How many total tasks were assigned from June 1, 2013 to September 1, 2013?

a. 46,726
b. 89,393
c. 1,000,001
d. 25,642

Can You Guess?

How many total tasks were assigned from June 1, 2013 to September 1, 2013?

b. 89,393
14

Can You Guess?
What percentage of the total number of tasks were manually assigned?
- a. 18%
- b. 43%
- c. 7%
- d. 64%

41

Can You Guess?
What percentage of the total number of tasks were manually assigned?

- c. 7%

Four Most Common Tasks
- Missing term.
- Matric and/or student matric needed.
- Combination of non-traditional coursework tasks, revised HST and program tasks.
- Transcript needs clarification.
Missing Term Task

The Eligibility Center has received an incomplete transcript missing term: XXX. The Eligibility Center must receive a complete official transcript directly from your high school before your certification can be reviewed.

Missing Term

Transcript is on file but incomplete.

The identified high school needs to send an updated official high school transcript to the EC.

- Official - mailed in a sealed high school envelope or transmitted by an approved electronic transcript provider.
- Unofficial - faxed, emailed, or sent by the PSA/parent in an unsealed envelope.

Matriculation Letter Task

A matriculation letter is needed to complete a certification. Contact the compliance officer at the NCAA college or university you plan to attend and have that person submit the matriculation letter to the NCAA Eligibility Center (please note this form must be signed by an institutional staff member outside the athletics department).

THIS TASK WILL BE AUTOMATICALLY MARKED AS "COMPLETE" WHEN THE MATRICULATION LETTER IS RECEIVED FROM THE COLLEGE/UNIVERSITY.
Matriculation Letter and/or Student Matriculation Letter

- Matriculation letter needs to be signed by someone outside the athletic department.
- Select A or B to enter the date of enrollment - not both.
- Can be faxed or uploaded.

Online Coursework Task

For online XXX, please have the credit-awarding school send a transcript, as well as computer printouts for:
1. Specific assignments/modules,
2. Grades earned per assignment/module,
3. Time spent on each assignment/module (specific log-in times) and
4. Dates of completion for each assignment/module.
Non-Traditional

Computer, Online, Virtual, Credit Recovery

The tasks request:
- Computer printouts.
- Specific assignments/modules.
- Grades earned per assignment/module.
- Time spent on each assignment (log-in times).
- Dates of completion for each assignment/module.

Transcript Needs Clarification Task

The transcript from XXX contains a course designation that needs clarification. The course designation in question is: XXX. The Eligibility Center must receive a detailed explanation of XXX course designation from your school before your certification can be reviewed. Please submit clarification on school letterhead:

via email to ec-processing@ncaa.org or fax to 317-968-5100.

Transcript Needs Clarification

This task requires the high school to send in an explanation of a specific designation on a course title when there is no prior information on file:

Examples: World History * English + Math 3 PA

The explanation must be on the high school’s letterhead, signed by an appropriate school official outside of the athletic department and mailed or faxed to the Eligibility Center.
Question?
What if the credit-awarding school cannot submit the requested information?

- The task will remain open.
- At final certification season, if coursework is needed the member institution needs to submit a final certification disclaimer form.

Summary
You can help the PSA to:

- Understand the task.
- Know where to go to request the information.
- Send the information in the “official” manner.
- Remember to close the task when complete if not auto complete.

Best Practices
Please Do…

- Manage your IRL.
- Utilize upload feature for matriculation letters.
- Send requested information officially.
- Monitor outstanding tasks.
- Ensure final transcript includes proof of graduation.

Please Don’t…

- Fax and mail the requested information.
- Request the high school to remove unknown designations.
- Send a fax or email requesting a certification be completed.

Questions?