



DETERMINING AMOUNT OF CREDIT FOR CORE COURSES

This document explains how the Eligibility Center determines the amount of credit awarded to each course on a high school's [NCAA-approved list of core courses](#). The awarding of credit is a core component to a domestic academic certification. Credit must appear on an official high school transcript to be used in a certification. This credit can be shown in various formats but must be awarded per course title on the transcript. To help ensure consistency in the academic certification process, each school's crediting system is adjusted to a unified crediting scale by the Eligibility Center. The Eligibility Center's unified crediting scale allows for awarding of credit in only the following quantities: 0.25, 0.34, 0.5, 0.67, 0.75 and 1.0 unit. The school's transcript dictates the amount of credit awarded to each core course in relation to the crediting policy.

Sources of Credit

When performing an initial evaluation, the Eligibility Center staff will first attempt to identify all potential sources of credit. This is done primarily by reviewing transcripts on file, as well as reviewing the school information that the student listed during the registration process.

Note: An official transcript is required from all programs through which core coursework was completed.

Examples of notations that the academic certification staff would look for that could indicate additional sources of credit are:

- » Any coursework listed as transferred in from another high school or program.
- » Summer school that is not clearly completed via a traditional manner at the student's home high school of record.
- » Any online, virtual, correspondence, credit recovery or independent study coursework.
- » Entry or exit dates listed on the transcript.
- » Courses listed in the registration (additional coursework section) as being completed through programs other than the ones listed as the student's current or past "schools."
- » Dual enrollment/college coursework completed concurrently while at a high school with a less-than-cleared account status.

It is important to note that only documentation from programs where courses that may be core in nature would qualify as a "source of credit" for academic certification purposes. Obviously, a physical education course completed at a different high school in the summer would not prompt the academic certification staff to assign a task for a transcript from that school. Credit-by-exam courses cannot be used and will not be pursued.

Also, any coursework taken prior to grade nine or dual enrollment/college coursework completed concurrently while in high school do not count as an additional source of credit regardless of where (see above for less-than-clear account status) or how this coursework was completed. All designations, headings, etc. that appear on pre-ninth grade and dual enrollment coursework are disregarded by the academic certification staff.

Awarding Credit

Credit is depicted in various ways on an official high school transcript. Sometimes there is only a final grade with 1.0 credit awarded. Other schools (many in California, for instance) award 5.0 credits for each semester's worth of credit completed. A full unit course receives 10.0 credits on the high school transcript. As mentioned above, the Eligibility Center staff can only award a maximum of 1.0 unit for each core course completed. Thus, the 10.0 credits in this case are converted to 1.0 for academic certification purposes.

COMMON CREDIT INCREMENTS			
Final	1.00		
Semester	0.50	Semester Block	0.50
Trimester	0.34	Trimester Block	0.50
Quarter	0.25	Quarter Block	0.50

The following table outlines a variety of commonly observed credit scenarios on official high school transcripts and provides the Eligibility Center's approach to awarding credit in each situation.

TERMS							HOW CREDIT IS AWARDED
Quarter	Quarter	Semester	Quarter	Quarter	Final		Each quarter awarded 0.25 credits or final grade awarded 1.00 credit
Quarter	Quarter	Semester	Quarter	Quarter			Each quarter awarded 0.25 credits
Quarter	Quarter	Final					Final grade awarded 0.50 credits
Quarter	Quarter	Semester	Quarter	Quarter	Semester	Final	Two semesters each awarded 0.50 credits or final grade awarded 1.00 credit
Quarter	Quarter	Semester	Quarter	Quarter	Semester		Two semesters each awarded 0.50 credits
Quarter	Quarter	Semester	Final				One semester awarded 0.50 credits
Semester 1	Final						Final grade awarded 1.00 credit
Semester 1 with no credit	Semester 2 with full credit						Each semester awarded 0.50 credits

Additional Credit Scenarios

For increments of credit awarded outside of the available credit increments (0.25, 0.34, 0.50, 0.67, 0.75 and 1.00), the academic certification staff will award the highest system-defined credit increment that does not exceed the value awarded by the high school.

For example, if the high school's standard full unit course is awarded 10.0 credits (*as mentioned above*), a course awarded 10.0 credits would receive 1.00 unit in an academic certification, and 5.0 credits would be awarded 0.50 units in a certification. If credit is broken up even further, the certification staff will award the highest available credit increment (0.25, 0.34, 0.50, 0.67, 0.75 and 1.00) that does not exceed the value awarded by the high school. For instance, if at that same 10.0 credit school a student received 4.00 credits for a core course, the academic certification staff would award 0.34 credits.

Numeric Grades with No Final Grade Awarded

One term is failing, one term is passing and there is no final grade listed on the transcript, but the high school has awarded a full unit of credit: The Eligibility Center staff will use standard numeric averaging to determine whether the course can be used in the academic certification.

- » If the average equals at least the lowest passing grade at the high school where it was completed, that grade will be entered for 1.0 unit into the certification.
- » If the average is not equal to or higher than the lowest passing grade at that school, no credit will be awarded. There is no rounding up in this scenario. If the lowest passing grade is a 60 and the average equals 59.5, no credit will be awarded.

Alpha Grade with No Final Grade

One term is failing, one term is passing and there is no final grade listed on the transcript, but the high school has awarded full unit of credit: The Eligibility Center staff will convert the alpha grades to their quality point equivalent (A=4.0, B=3.0, C=2.0, D=1.0) and average. The quality point is then converted back to the alpha grade. **Note:** There is no rounding up.

Example 1

- » Term 1 grade: F
- » Term 2 grade: C
- » Formula: $(0+2)/2 = 1$
 - The certification staff would award 1.0 unit of D, because the average (1) is the equivalent to the quality points awarded with a D.

Example 2

- » Term 1 grade: F
- » Term 2 grade: D
- » Formula: $(0+1)/1 = 0.5$
 - No credit will be awarded for the course because the minimum quality point equivalent to award a D is 1.

Failing One Term with a Final Grade

Passing one term and failing the other term with a final grade listed on the transcript, but the high school has awarded a full standard unit of credit: The Eligibility Center staff will omit the term grades and ONLY enter the final grade for one unit. The credit cannot be broken down.

Credit for Retaken Courses

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

- » Even though no credit is listed with the retake, the retake can be used if full credit was initially established. It is also permissible to use passing grades (D or higher) with no credit listed alongside them if credit for the retake is established elsewhere on the transcript.

Partial Retakes

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

Example

	CLASS	GRADE RECEIVED	UNITS EARNED
Grade 9	English 9	D	1.00
Grade 9	English 9	B	0.50

- » In this example, the initial pass is a final grade. The retake cannot be used with the original course since the initial grade and credit cannot be broken up.
- » The only way the Eligibility Center could use the English 9 course (B) taken in 10th grade for 0.5 units is to not use the English 9 course (D) for 1.0 unit. This could happen in scenarios where a student did not need the full unit of English 9 in order to meet the core-course distribution requirements.

Credit Awarded is Not Consistent with a Standard Unit of Credit

This issue occurs most commonly in transcripts that have a trimester format.

The below example shows some courses completed over two terms and some over three terms. For example, English 9 is completed over three terms and American History is completed over two terms.

To determine the appropriate increment of credit per term, identify how the majority of course titles appear and use that increment of credit. In the example below, three core courses are completed over three terms and two core courses are completed over two terms. Thus 0.34 credit will be entered as the increment of credit for course entry for each trimester completed.

2023-2024 GRADE 09 TERM 1		CA	CE
0400 American History A	B	0.5000	0.50
0301 Conceptual Physics A	B	0.5000	0.50
0010 English 9 A	B-	0.5000	0.50
0204 Geometry A	B	0.5000	0.50
0664 Photography I	C+	0.5000	0.50
0113 Spanish III A	C+	0.5000	0.50
Credit: 3.000 GPA: 2.667 UW GPA: 2.667			
2023-2024 GRADE 09 TERM 2		CA	CE
0401 American History B	C	0.5000	0.50
0302 Conceptual Physics B	B-	0.5000	0.50
0011 English 9 B	C+	0.5000	0.50
0205 Geometry B	B+	0.5000	0.50
0113 Spanish III A	B	0.5000	0.50
0496 Strength Training	A-	0.5000	0.50
Credit: 3.000 GPA: 2.833 UW GPA: 2.833			
2023-2024 GRADE 09 TERM 3		CA	CE
0303 Conceptual Physics C	B	0.5000	0.50
0012 English 9 C	C+	0.5000	0.50
0825 Food Tech I	B+	0.5000	0.50
0206 Geometry C	B-	0.5000	0.50
0925 Home Repair	A-	0.5000	0.50
0469 PE II	B	0.5000	0.50
Credit: 3.000 GPA: 2.945 UW GPA: 2.945			

Courses from Approved Programs that Do Not Award Credit

Some programs with approved lists of NCAA courses do not award high school credit for any coursework completed through their program. Instead, they leave it up to the home high school that the student is attending to formally award high school credit. Because of this nuance, the Eligibility Center staff will walk through the process outlined below to determine how much credit can be awarded for a completed course from one of these approved programs

1. *Is there suggested or recommended credit on the program's grade report or transcript?*
 - a. If yes, Eligibility Center staff will award that amount of credit and will not proceed to step two.
 - b. If there is no credit referenced, move to step two.
2. *Does the course appear on another approved high school's transcript where the student was attending with grade and credit?*
 - a. If yes, award the amount of credit from the approved high school's transcript and do not move to step three.
 - b. If the course is not on another approved high school's transcript with credit or if it is on a transcript but the high school is "not cleared" through the high school review process, proceed to step three.
3. If there is no reference to credit for the course on the program's grade report or transcript and there is no credit awarded for the course on the home high school transcript, the Eligibility Center staff will award a maximum of 0.50 units for the course completed at the program that doesn't formally award credit.

