



## CORE-COURSE WORKSHEET INSTRUCTIONS

See below for helpful instructions when completing the [Core-Course Worksheet](#).

- » Each Core-Course Worksheet must be signed by the parent/guardian on file.
  - Unsigned core-course worksheets will be marked as unofficial and will not be reviewed.
- » Documents should be sent as attachments via email and cannot be accepted via Adobe EchoSign or Dropbox.
- » Only the NCAA Eligibility Center-provided Core-Course Worksheet will be accepted.
  - Any original or self-created worksheets will be considered unofficial.
- » Core-course worksheets should not be submitted for coursework in progress.
- » A [Nontraditional Core-Course Worksheet](#) is required for each core course completed using a nontraditional home school provider.
  - [Click here](#) to review nontraditional home school providers.

<b>Form Field</b>	<b>What Should Be Entered</b>
Course Name	Title of the course should be the same as the title on the transcript.
Grade Level/Academic Year Taken (e.g., 2023-24, 2024-25, etc.)	Should reflect the grade in which the student took the course (e.g., grade 9, 10, 11, 12).
Selected Area for Graduation Credit	Academic area in which the course receives credit for graduation. For courses not within the core-course categories (see <a href="#">core-course worksheet information</a> ), a Core-Course Worksheet is not required as these classes are not evaluated as part of the student-athlete's certification.
Teacher of Record	Individual who plans and delivers actual instructional activities (lectures, discussions, tutorials, feedback, assistance, etc.). This individual also assesses student comprehension and assigns grades or reports student content mastery.
Other Teacher	If the duties and responsibilities of the teacher of record are shared with another individual, list that individual's name here.
Prerequisite(s)	List any courses that must be successfully completed before taking this course. <b>Example:</b> Algebra 1 is a prerequisite for Algebra 2.
Text(s) Used	List the instructional materials used or a summary of materials used.

<b>Form Field</b>	<b>What Should Be Entered</b>
Curriculum Provider/ Designer	If the course was taken through an outside program or school, or if the home school instructor used a predesigned or packaged curriculum, list that information in this field.
Course Description	Brief paragraph that outlines the general goals and content of the course. <a href="#">See examples below.</a>
Course Content/ Goals/Outline	This section can be a bulleted list of the key content standards or topics to be studied in the course. <a href="#">See examples below.</a>
Types of Assessment Used	List the different types of formative and summative assessments used throughout the course (e.g., tests, quizzes, writing assignments, verbal assessment, projects, presentations, etc.).
Assessments Designed/ Developed By	Content for this field will largely depend on what curriculum/provider is being used. If the student is taking a course through an online school or program, that school or program has likely designed and developed the assessments. If the parent/guardian or tutor has developed the course, that individual(s) has probably developed the assignments and assessments. It may be a combination of both, depending on how the course has been designed and taught.
Assessments Graded By	List the person(s) responsible for grading the assignments and assessments.
Grade Based On	Provide a brief explanation regarding how the student's grade was calculated. <b>Example:</b> Tests/quizzes 30%; written work 50%; class participation 20%. This is NOT a request for a grading scale.
Grade Achieved	List the grade the student achieved. The grade listed on the worksheet should match the grade awarded on the transcript.
Credit Awarded	List the credit the student was awarded. The credit listed on the worksheet should match the credit awarded on the transcript.

## Sample Course Descriptions

### Pre-Calculus with Trigonometry

Following Geometry and Algebra 2, this full-year course provides traditional math instruction with frequent practice. Includes options for students to communicate and explore content in ways that illuminate the transitions between concrete and abstract thinking.

### English 1

This course will emphasize literature and an introduction to high school-level composition skills. In the first semester, the student will read and discuss a novel and work on five-paragraph essays. In the second semester, the student will read and discuss a variety of short stories. Discussions will include analysis of the focus, setting, characters, plot and theme. Student will write their own short story.

## World Geography

This course studies the land, people and cultures of the world with an emphasis on how features, such as cultural and economic factors, affect the character of each nation in our global community.

## Biology

This course will provide a thorough understanding of the fundamental principles of scientific investigation, life at the molecular and cellular level, life at the systems and organism level, and the interaction of life forms.

## Sample Course Content/Goals/Outline

The following examples illustrate the different ways you can provide information regarding the actual content or key outcomes covered in the course.

### Example Type: Narrative

#### Biology

Content includes the following topics: nature of matter; carbon compounds; chemical reactions and enzymes; photosynthesis; cellular respiration; cell growth and division; genetics; human genome; evolution of populations; bacteria and viruses; classifications; protozoa; worms; arthropods; chordates; amphibians; reptiles; mammals; digestive and excretory systems; circulatory and respiratory systems; endocrine and reproductive system; skeletal, muscular and immune systems.

### Example Type: Chart

#### Pre-Calculus with Trigonometry

<b>Actual Content</b>	<b>Key Outcome</b>
Functions and mathematical models.	Regression for nonlinear data.
Periodic functions and right triangle problems.	Residual plots and mathematical models.
Applications of trigonometric functions.	Matrix operations and solutions of linear systems.
Applications of circular functions.	Rotation and dilation of matrices.
Trigonometric function properties, identities.	Probability.
Parametric functions.	Functions of a random variable.
Properties of combined sinusoids.	Analytic geometry of conic sections and quadric surfaces.
Triangle trigonometry.	Polar equations of conics.
Deviations, residuals, correlation coefficient.	Sequences and series.

### Example Type: Outline

#### English 1

1. Novel study: "Animal Farm" to include history and background of the author.
  - a. Specific study of author's purpose, characterization, symbolism/allegory and theme.
  - b. Class discussions and journal writing.

1. Writing process: Pre-writing, drafting, revising, editing and finalizing.
  - a. Specific writing assignments include compare/contrast, persuasive, descriptive and analytical.
  - b. One research paper of three-to-five pages.
3. Short story authors include: Twain, O. Henry, Dickens, Poe, Bradbury, Vonnegut, Jackson, Angelou.
  - a. Discussion and analysis of plot, character, setting, theme.
  - b. Journal analysis of short-story elements.
  - c. Student to write original short story.

**Example Type: Outline**

**World Geography**

1. North America.
2. Europe.
3. Africa.
4. Asia.
5. Each to include: borders, terrain, water, climate, vegetation, wildlife, famous sites/events, ethnicities, languages, religions, transportation, government, economics and industry.

**Course Content Requirements: Comparative Religion or Philosophy**

Course content and skills must be present for comparative religion or philosophy courses to be considered as core courses. For more information on the criteria for sufficient approval for comparative religion and philosophy see the [High School Review Committee's Policies and Procedures](#).

