English as a Second Language Course Submission

All English as a Second Language course titles must be submitted by the high school/district contacts through the high school portal. ESL course titles will be processed pursuant to the criteria for review as outlined in the NCAA High School Review Committee Policies and Procedures.

ESL course titles in the subject area of English will require additional documentation; ESL course titles in other subject areas may also require additional documentation. These courses will appear on the high school portal in the “Additional Information Required” course category.

**Required ESL course documentation**

If the ESL course is designated as Additional Information Required, schools must provide all the following documentation for both the approved equivalent course title and the ESL course title:

- Course Description.
- Unit by Unit Course Curriculum/Outline.
- Flow Chart.
- Sample of three major assessments. (e.g., midterm, final exam, cumulating project, etc.)

Also provide responses to the following two questions:

- Is the ESL exclusively for ESL students?
- Are all students in the ESL course progressing through the course as a cohort?

**Document upload instructions**

This information can be uploaded through the high school portal. After logging in to the high school portal, select the tab “NCAA Courses – Submit Pending Course Documents” to attach required course documentation.

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