# NCAA ELIGIBILITY CENTER

# POLICY FOR ACADEMIC CERTIFICATION
# QUICK REFERENCE GUIDE

*Purpose:* The NCAA Eligibility Center conducts academic certifications based on the approved core courses (per NCAA Bylaw 14.3.1.2) at each respective high school the student attends. The NCAA Eligibility Center's High School Review staff reviews core-course submissions and maintains a list of NCAA core courses for high schools and programs that have been reviewed and approved. Titled "List of NCAA-Approved Core Courses" (CCL), this list is located on the High School Portal.

This document explains how the academic certification staff uses the CCL, official high school transcripts (HST) and departmental operating procedures to determine which courses may be included in a prospective student-athlete's academic certification.

## Core-Course Analysis

Core-course analysis (CCA) means finding an appropriate course title on a high school's CCL for the title reported on the HST. Below is the hierarchy of steps for CCA in locating an appropriate match on the CCL.

1. **Verbatim Title and Academic Level of Rigor Match:** When selecting course titles to use in an academic certification, staff will attempt to match the course title on the transcript with a verbatim course title on the high school's approved CCL. This is a best-case scenario. **Please match your title word-for-word to how it is represented on your transcript.**

2. **Verbatim Title with Allowable Academic Level of Rigor Substitution Match:** When an exact course title match is available, but the academic level or rigor does not match, using the verbatim course-title match, staff will determine if there is an acceptable academic level of rigor substitution available. See Academic Level of Rigor Table.

3. **Root Word Match:** If an exact course title match is unavailable, staff will review the root word to determine if the root of word(s) comprising the course title is present and eligible to be entered into the certification. Any unknown word that is not a clear root word, Academic Level of Rigor, or acceptable designation will not be considered. See Root Word Chart.

4. **Course-Title Substitution Chart:** When an exact course title match is unavailable, staff will review the titles appearing on the CCL to determine whether a course-title substitution is available for one course title to be entered into the certification in place of another course title. See the Course-Title Substitution Chart.

## Important Core-Course Analysis Restrictions/Exceptions

The charts below highlight important exceptions/restrictions staff adhere to when dealing with interdisciplinary coursework, duplicative coursework, "ok thru" dates and other CCL notes.

| CORE-COURSE ANALYSIS RESTRICTIONS | | |
|---|---|---|
| **Situation** | **Definition** | **Action** |
| Duplicative Courses | Courses are duplicative when:<br>» Rule 1: Indicated in CCL notes.<br>» Rule 2: Two or more Tier 1 courses found in the same row of the "Course-Title Substitution chart."<br>» Rule 3: Retake of the same course.*<br>*This would include if retake had different Tier 1 academic level of rigor designation (e.g. "Algebra I CP" and "Algebra I Standard").* | When two courses are duplicative:<br>» Staff will use the grade/credit combination most beneficial to the student.<br>*Note:* Duplicative courses cannot be used for more than one total credit. |
| **Not Approved** Course on CCL | CCL reports a verbatim course or root word course title as "Not Approved."<br>*Example:*<br>» **Verbatim:** "Geometry" on HST or CCL lists "Geometry" as Not Approved.<br>» **Root Word:** "GEOM" on HST or CCL lists "Geometry" as Not Approved. | Staff will *not* use course. |
| » CCL restricts course by date(s) via "OK THRU" date.<br>*-AND-*<br>» Course taken *after* date. | *Example:*<br>» HST reports "Chemistry/ General" taken in 2022-23.<br>» CCL lists "General Chemistry (OK THRU 21-22)." | |
| » CCL restricts course by date(s) via "OK THRU" date.<br>*-AND-*<br>» Course taken *before/up until* date. | *Example:*<br>» HST reports "English 1/Basic" taken in 2022-23.<br>» CCL lists "Basic English 1 (OK THRU 22-23)." | Staff will enter course into certification. |
| CCL restricts course by credit. | CCL reports course and/or group of courses with a maximum credit value.<br>*Example:*<br>» "Max one credit for all journalism courses." | Staff will use the higher grade from the Journalism courses.<br>*Example:*<br>» HST reports Year 2, Journalism for 'A'; and Year 3, "Journalism 2" for a 'B'.<br>» Both courses on CCL.<br>» *Action:* Use "Journalism" only. |

| CORE-COURSE ANALYSIS EXCEPTIONS | | |
|---|---|---|
| **Situation** | **Definition** | **Action** |
| Interdisciplinary Courses | Course title with two or more disciplines included and is awarded twice the standard full-length credit on HST.<br><br>***Most common subject areas:***<br>» English/social science combined.<br>» Math/science combined.<br>***Most common course titles:***<br>» Humanities.<br>» American Studies. | Staff will review CCL for English and social science versions of the course and enter both for full credit.<br><br>***Example:***<br>» HST: "American Studies" for two credits.<br>» CCL has "American Studies – Eng" and "American Studies – SS."<br>» Staff will enter both courses for one credit each. |
| Approved and Not Approved for the same course on CCL. | CCL reports a verbatim course title as both approved and not approved.<br><br>***Examples:***<br>» "Economics & Personal Finance" = Approved.<br>» "Economics and Personal Finance" = Not Approved. | Staff will add the approved course title to the certification. |
| Intermediate Algebra | "Intermediate Algebra" and "Algebra" appear on both the HST and the CCL. | Staff will add both courses for full credit (unless CCL notes indicates otherwise).<br><br>***Note:*** These are two courses that are commonly confused for being duplicative but are not. |

***Note:*** *Information obtained from a high school or program may supersede the policies within this document, based on the specific circumstance of the high school or program.*

## Academic Level of Rigor Table

When an exact course title match is available, but the academic level of rigor does not match, using the verbatim course title match, staff will determine if there is an acceptable academic level of rigor substitution available.

**Guiding Principles**

» Staff will attempt to match an appropriate course title on a school's CCL for the title reported on the high school transcript.

» Staff must review each of the following on an HST to determine if there is an acceptable match on the CCL:

o Full course titles (e.g. Biology).

o Root Word course titles (e.g. W Hist = World History).

o Abbreviated course titles/acronyms (e.g. TOK = Theory of Knowledge, POD = Principles of Democracy).

» If the CCL reports a verbatim course or root word course title as "Not Approved," the core-course analysis ends and that course cannot be used.

| TIER | ACADEMIC LEVEL | ACCEPTABLE DROP-DOWN LEVEL |
|---|---|---|
| 3 | » Advanced Placement (AP).<br>» International Baccalaureate (IB).<br>» AICE.<br><br>*Duplicative Tier 3 coursework:*<br>» Tier 3 courses are never duplicative unless there is a retake of the exact same title.<br>*Example:*<br>"AP U.S. History" and "AP United States History" would be considered duplicative.<br><br>*'IB' courses:*<br>» The same 'IB' course can be used twice in certification if the course appears on the HST twice to award credit for both courses.<br>*Example:*<br>HST lists "History HL" in Year 3 and Year 4 and only option on CCL is "History HL." Staff will add course for both years.<br><br>*Both Tier 3/2 designations appearing with the same course title:*<br>» Course title appears with Tier 3 "AP" designation and Tier 2 "H" designation.<br>*Example:*<br>Staff will consider "U.S. History AP/H" as a Tier 3 course. | » Tier 2-level course.<br><br>» Tier 1-level course.<br><br>» Any basement-level course. |
| 2 | » Accelerated (Accel).    » High Honors (HH).<br>» Advanced (Adv).    » Honors.<br>» Adv Standing.    » IBMYP or MYP.<br>» Enriched (Enr).    » Pre-AICE.<br>» Gifted & Talented    » Pre-AP.<br>  (GIFT, GT, G&T).    » Pre-IB.<br><br>*Duplicative Tier 2 coursework:*<br>» Tier 2 courses are never duplicative unless there is a retake of the exact same title.<br>*Example:*<br>"Chemistry/Adv" and "Chemistry/Honors" are *not* duplicative. "Honors Chemistry" and "Chemistry H" are duplicative.<br><br>*Multiple Tier 2 designations in same course title:*<br>» If HST reports course title with a single Tier 2 designation, and the only CCL option contains multiple | » Tier 1-level course.<br><br>» Basement-level course. |

| | | |
|---|---|---|
| | Tier 2 designations, staff will add course to the certification.<br><br>**Example:**<br>HST lists "Biology Adv"; CCL lists "Biology ADV/Honors" **or** "Biology Adv [Hon]." Staff will enter either "Biology ADV/Honors" **or** "Biology Adv [Hon]." | |
| 1 | » Academic (Acad or Aca).<br>» College Prep (CP).<br>» Common Core (CCSS or CC).<br>» Magnet (Mag).    » Regents (Reg or R) (common in NY).<br>» Regular (Reg or R).<br>» Standard (Stan).<br>» No level reported.*<br><br>**No level reported:**<br>» When no level reported, staff will consider course as Tier 1.<br>**Example:**<br>"Chemistry CP" on CCL may be used for "Chemistry" on HST.<br><br>**Substitutable/Duplicative Tier 1 coursework:**<br>» Tier 1 levels may be substituted for one another on the CCL.<br>**Example:**<br>For "Biology Acad" on HST, staff may enter "Bio Regular" from CCL.<br>» Tier 1 levels are duplicative of one another.<br>**Example:**<br>"Algebra CP" and "Algebra Common Core." | » Basement-level course. |
| Basement | » Analytical.<br>» Applied.<br>» Basic.<br>» Beginning.<br>» Bridge to Career.<br>» Community.<br>» Concepts.<br>» Conceptual.<br>» Contextual.<br>» Elementary.<br>» ESL/ESOL/ELL/ENL.<br>» Essentials.<br>» Foundations.<br>» Fundamental.<br>» General (Gen).<br>» Inductive.<br>» Informal (Inf).<br>» Introduction (Intro).<br>» Investigative.    » Medical.<br>» Modified.<br>» Practical.<br>» Principles.<br>» Remedial.<br>» Resource.<br>» SDAIE.<br>» Seminar.<br>» Support (Supp or SPPT).<br>» Skills.<br>» Survey.<br>» Technical (Tech).<br>» Tech Prep (TP).<br>» Topics.<br>» Traditional.<br>» Transition to Transitional.<br>» Understanding.<br>» Vocational (Voc). | None.<br><br>**Note:** If course appears on HST with basement term, the course title must appear as verbatim/root word match (with basement term) on CCL for staff to consider. |

**Note:** *Academic levels of rigor can **always** be dopped down to a lower tier; but can never be bumped up to a higher tier.*

# Root Word Chart

If an exact course title match is unavailable, staff will review the root word to determine if the root of word(s) comprising the course title is present and eligible to be entered into the certification. Any unknown word that is not a clear root word, academic level of rigor, or acceptable designation will not be considered.

**Guiding Principles**

  » **Root Word Definition:** The root of word(s) comprising a course title is present on the HST and/or CCL.

  » Any root in the same row is an acceptable match.

  » This is a two-way chart, meaning the root word can appear either on the HST or CCL.

  » This is not an exhaustive list, meaning if there are additional clear root word matches, the course title is okay to use.

  » If the CCL reports a verbatim course or root word course title as "Not Approved," the core-course analysis ends, and that course cannot be used.

| ALL DISCIPLINES | | | |
|---|---|---|---|
| **Course Title** | **Root** | **Root** | **Root** |
| FRESHMAN | FRESH | FR | |
| SOPHMORE | SOPH | SO | |
| JUNIOR | JUN | JR | |
| SENIOR | SEN | SR | |
| AMERICAN | AMER | AM | |
| WORLD | WRLD | WLD | W or W. |
| INTEGRATED | INTEG | INT* | |
| CULTURAL | CULT | CUL | |
| MYTHOLOGY | MYTH | | |
| SEMINAR | SEM | | |
| INTRODUCTORY | INTRO | INTR | INT* |
| INTERMEDIATE | INTER | INT* | |
| NINTH GRADE | GRADE 9 | GR 9 | 9 |
| TENTH GRADE | GRADE 10 | GR 10 | 10 |

*Note:* "INT" has multiple meanings and may have an impact on whether a title is approved. For example, "INT ALGERBA" on the transcript may be "Introductory Algebra", "Integrated Algebra," or "Intermediate Algebra." This may result in a request for clarification from the high school.

| ENGLISH | | | |
|---|---|---|---|
| Course Title | Root | Root | Root |
| ENGLISH | ENG | ENGL | |
| BRITISH | BRIT | | |
| COMPOSITION | COMP | | |
| LITERATURE | LIT | | |
| LANGUAGE | LANG | LAN | |
| COMMUNICATIONS | COMM | | |
| SPEECH | SPCH | | |

| MATH | | | |
|---|---|---|---|
| Course Title | Root | Root | Root |
| ALGEBRA | ALG | | |
| GEOMETRY | GEOM | GEO (Florida) | |
| PRE-CALCULUS | PRE CALC | PRECALC | |
| PROBABILITY | PROB | | |
| TRIGONOMETRY | TRIG | | |
| MATH | MTH | | |
| STATISTICS | STAT | | |
| COMPUTER SCIENCE | COMP SCI | | |
| COMPUTER PROGRAMMING | COMP PROG | | |

| NATURAL SCIENCE | | | |
|---|---|---|---|
| Course Title | Root | Root | Root |
| SCIENCE | SCI | | |
| BIOLOGY | BIO | BIOL | |
| CHEMISTRY | CHEM | | |
| PHYSICAL | PHYS | PHY | |
| ENVIRONMENTAL | ENV | ENVIR | ENVIRON |
| ORGANIC | ORG | | |

| | | | |
|---|---|---|---|
| PHYSICS | PHYS | PHY | |
| ANATOMY | ANAT | | |
| PHYSIOLOGY | PHYSIO | | |
| ECOLOGY | ECO | | |
| COMPUTER SCIENCE | COMP SCI | | |
| COMPUTER PROGRAMMING | COMP PROG | | |

| SOCIAL SCIENCE | | | |
|---|---|---|---|
| Course Title | Root | Root | Root |
| HISTORY | HIST | HIS | |
| UNITED STATES | U.S. | U.S. | U S |
| ECONOMICS | ECON | ECO | |
| PSYCHOLOGY | PSYCH | PSY | |
| CIVILIZATION | CIVIL | CIV | |
| GOVERNMENT | GOVT | GOV | |
| ANTHROPOLOGY | ANTHRO | | |
| GEOGRAPHY | GEOG | GEO | |
| SOCIOLOGY | SOCIO | SOC | |
| CIVICS | CIV | | |
| POLITICS | POL | | |
| POLITICAL | POLY | POL | |
| U.S. HISTORY | USH | | |
| WORLD HISTORY | WH | WHST | W HIST |
| | WLD HIST | | |

| WORLD LANGUAGE/ADDITIONAL | | | |
|---|---|---|---|
| Course Title | Root | Root | Root |
| SPANISH | SPAN | SPN | |
| SPANISH SPEAKERS | SPAN SPEAK | SP SPK | SS SPAN |
| FRENCH | FREN | FRE | FRN |
| PHILOSOPHY | PHILO | PHIL | |

| | | | |
|---|---|---|---|
| CHINESE | CHIN | | |
| NATIVE SPEAKERS | NS | | |
| COMPARTIVE RELIGION | COMP REL | COMP RELIG | |

## Course-Title Substitution Chart

When an exact course title match is unavailable, staff will review the titles appearing on the CCL to determine whether a course-title substitution is available for one course title to be entered into the certification in place of another course title.

**Guiding Principles**

» Any course appearing in the same row can be substituted for one another:

  o *Example:* Anatomy = Physiology.

  o *Example:* Anatomy & Physiology = A&P.

» This is a two-way resource, meaning an approved substitute title can appear either on the HST or CCL.

  o *Example:* HST to the CCL: (HST reports "English Literature," matching CCL substitution: "British Lit").

  o *Example:* CCL to the HST (HST reports "Brit Lit," matching CCL substitution: "English Literature").

» Root Word matches allowed.

  o *Example:* Probability and Statistics = Stat.

  o *Example:* Gov = Civics.

» "Academic Level of Rigor" and "Grade-Level Substitutions" tables must always be considered.

» If the CCL reports a verbatim course or root word course title as "Not Approved," the core-course analysis ends and that course cannot be used.

| ENGLISH | | | | |
|---|---|---|---|---|
| **Course Title** | **Substitute** | **Substitute** | **Substitute** | **Substitute** |
| AFRICAN AMERICAN LITERATURE | BLACK LITERATURE | AFRICAN LITERATURE | AFRO-AMERICAN LITERATURE | |
| AMERICAN LITERATURE | U.S. LITERATURE | | | |
| AP/IB/AICE ENGLISH | Any English course from Tier 2/Tier 1/Basement from same year<br><br>*Examples:*<br><br>» "AP English Lit" in Year 3 = English 11. | | | |

| | | | | |
|---|---|---|---|---|
| | » "IB English" in Year 4 = English 12 Honors. | | | |
| ENGLISH (Specific Year 1-4) | ENGLISH LANGUAGE ARTS | LANGUAGE ARTS | ELA | |
| ENGLISH LITERATURE | BRITISH LITERATURE | LITERATURE | | |
| MYTHOLOGY | CLASSICAL MYTHOLOGY | GREEK MYTHOLOGY | | |
| SPEECH | SPEECH COMMUNICATION | PUBLIC SPEAKING | SPCOM (in Texas) | |
| ENGLISH (Specific Year 1-3)/(Specific course title) | (Specific course title) *Examples:* <br> » "English 3/World Lit" = "World Lit." <br> » "Am Lit" = "English 10/Amer Lit." | ENGLISH (Specific course title) *Example:* <br> » "English 3" = "English 3/Poetry." | | |
| English (Year 4)/Specific | (Specific course title) *Example:* <br> » "English 12/Short Story" = "Short Story." | | | |

*For any course with the term Literature, this is interchangeable with Literature/Composition.* **Example:** *World Lit = World Lit/Comp).*

| MATH | | | | |
|---|---|---|---|---|
| **Course Title** | **Substitute** | **Substitute** | **Substitute** | **Substitute** |
| ADVANCED FUNCTIONS AND MODELING (in North Carolina) | ADV F&M | | | |
| ALGEBRA | ALGEBRA I | ALGEBRA 1-2 | | |
| ALGEBRA II | ALGEBRA II/TRIGONOMETRY | ALGEBRA 3-4 | ALGEBRA 3-4/TRIGONOMETRY | |
| AP CALCULUS | AP CALCULUS AB | AP CALCULUS BC | AP CALCULUS AB/BC | |
| FUNCTIONS, STATISTICS, AND TRIGONOMETRY | FST | FUNCTIONS, STATS, AND TRIG | | |
| GEOMETRY | PLANE & SOLID (P/S) GEOMETRY | DESCRIPTIVE GEOMETRY | EUCLIDEAN GEOMETRY | FORMAL GEOMETRY |

| GEOMETRY (continued) | INTUITIVE GEOMETRY | UNIFIED GEOMETRY | MODERN GEOMETRY | GEOMETRY & MEASUREMENT |
|---|---|---|---|---|
| GEOMETRY (continued) | GEOMETRY WITH PROOFS | DEDUCTIVE GEOMETRY | GEO (in Florida) | |
| INDEPENDENT STUDY IN MATHEMATICS/(Specific Course) (in Texas) | INSTMTH/(Specific Course) | INSTUMTH/(Specific Course) | | |
| MATH FOR COLLEGE READINESS (in Florida) | MATH 4CR | MATH COLLEGE READINESS | | |
| MATH I | ALGEBRA | MATH I/ALGEBRA | INTEGRATED MATH I | INTEGRATED ALGEBRA |
| MATH II | GEOMETRY | MATH II/GEOMETRY | INTEGRATED MATH II | |
| MATH III | ALGEBRA II | MATH III/ALGEBRA II | INTEGRATED MATH III | |
| NC MATH (in North Carolina, for any year) | MATH I | CC MATH I | INTEGRATED MATH I | LOCAL OPTION MATH I |
| PRE-CALCULUS | PRE-CALCULUS AND TRIGONOMETRY | PRECALCULUS | PRE-CALC | |
| PROBABILITY & STATISTICS | PROBABILITY | STATISTICS | Statistics and Risk Management (STARSRM) (in Texas) | |

| SCIENCE | | | | |
|---|---|---|---|---|
| Course Title | Substitute | Substitute | Substitute | Substitute |
| ANATOMY & PHYSIOLOGY | ANATOMY | PHYSIOLOGY | A&P | HUMAN PHYSIOLOGY |
| ANATOMY & PHYSIOLOGY (continued) | HUMAN ANATOMY | HUMAN ANATOMY & PHYSIOLOGY | ANATOMY & PHYSIOLOGY OF HUMAN SYSTEMS | |
| AP PHYSICS | AP PHYSICS B | AP PHYSICS C | AP PHYSICS/ MECHANICS | AP PHYSICS/(any other specific discipline) |
| AP PHYSICS (continued) | AP PHYSICS 1 | AP PHYSICS 2 | | |
| EARTH/SPACE SCIENCE | ESS | EARTH SCIENCE | EARTH SYSTEMS SCIENCE (in Texas) | EARTH/SPACE |

| Course Title | Substitute | Substitute | Substitute | Substitute |
|---|---|---|---|---|
| EARTH/ENVIRONMENTAL SCIENCE (in North Carolina) | EARTH SCIENCE | ENVIRONMENTAL SCIENCE | | |
| FORENSIC SCIENCE | FORENSICS | FORC SCI 1 (in Florida) | | |
| GEOLOGY, METEOROLOGY, AND OCEANOGRAPHY (in Texas) | GMO | GEOLOGY | METEOROLOGY | OCEANOGRAPHY |
| INTEGRATED PHYSICS/CHEMISTRY | IPC | INTRO PHYSICS/CHEMISTRY | | |
| MARINE SCIENCE | MARINE BIOLOGY | | | |
| SCIENCE | INTEGRATED SCIENCE | | | |
| SCIENCE 9 | SCIENCE 9 (with any additional subject(s) added) *Example:* » SCIENCE 9/CHEMISTRY. | CATS 9 or Coordinated and Thematic Science 9 (in West Virginia) | | |

*The term 'lab' can appear on either the HST or the CCL but does not have to appear on both.* **Example:** *Biology = Biology/Lab.*

| SOCIAL STUDIES | | | | |
|---|---|---|---|---|
| **Course Title** | **Substitute** | **Substitute** | **Substitute** | **Substitute** |
| AFRICAN AMERICAN HISTORY | BLACK HISTORY | AFRO-AMERICAN HISTORY | | |
| ANTHROPOLOGY | CULTURAL ANTHROPOLOGY | | | |
| AP U.S. GOVT POL (in Arkansas) | AP U.S. GOVT POL/ADE | AP U.S. GOVT POL/ADE Enhan | | |
| CITIZENSHIP | CITIZENSHIP EDUCATION | | | |
| CIVICS AND ECONOMICS (in North Carolina) | CIVICS (or C) | ECONOMICS (or E) | ECON LEGAL POLITICAL SYSTEM (or ELPS) | AMER HIS: FOUND PRIN, CIVICS & ECON |
| CIVICS AND ECONOMICS (in North Carolina) *(continued)* | FOUND PRIN USA & NC: CIVIC LITERACY/CIVIC LITERACTY | | | |
| ECONOMICS | MACROECONOMICS | MICROECONOMICS | ECONOMICS-FREE ENTERPRISE | FREE ENTERPRISE |

| ECONOMICS (continued) | ECONOMICS, BUSINESS, AND FREE ENTERPRISE | COMPARATIVE ECONOMICS | ECONOMIC DECISION MAKING | ECO-FRE or ECO-FE (in Texas) |
|---|---|---|---|---|
| GLOBAL STUDIES | GLOBAL HISTORY | GLOBAL | | |
| GOVERNMENT | US GOVERNMENT | NATIONAL GOVERNMENT | FEDERAL GOVERNMENT | GOVERNMENT/ POLITICS |
| GOVERNMENT (continued) | CIVICS | US/(Specific State) Government | NATIONAL STATE AND LOCAL GOVT (NSL) | PARTICIPATION IN DEMOCRACY (or PART DEM) |
| GOVERNMENT (continued) | PARTICIPATION IN GOVERNMENT (or PIG) | PARTICIPATION IN GOVERNMENT/ECONOMICS (or PIG) | GOVERNMENT/ECONOMICS | |
| LAW | LAW EDUCATION | LAW RELATED EDUCATION | STREET LAW | LAW STUDIES |
| MYTHOLOGY | CLASSICAL MYTHOLOGY | GREEK MYTHOLOGY | ROMAN MYTHOLOGY | GREEK AND ROMAN MYTHOLOGY |
| STATE GOVERNMENT | (Specific State) GOVERNMENT | | | |
| STATE HISTORY | (Specific State) HISTORY | (Specific Geographic Region) HISTORY *Example:* » PACIFIC NW HISTORY | MODERN HISTORY OF HAWAII (or MOD HIST HI) | |
| US HISTORY 1 | US HISTORY | US HISTORY TO (Specific Date/Period/Year) | US HISTORY/ GOVERNMENT | US HISTORY/ GEOGRAPHY |
| US HISTORY 1 (continued) | EARLY U.S. HISTORY | US HISTORY/(Specific State) | US HISTORY/ CONSTITUTION | US History HS (in Maryland) |
| US HISTORY 1 (continued) | U.S. History | USH | | |
| US HISTORY 2 | US HISTORY (Specific Date/Period/Year) TO PRESENT | MODERN U.S. HISTORY | MODERN U.S. HISTORY/ GOVERNMENT | MODERN U.S. HISTORY/ GEOGRAPHY |
| US HISTORY 2 (continued) | RECENT U.S. HISTORY | MODERN U.S. HISTORY/(Specific State) | US HISTORY 2/CONSTITUTION | |
| US HISTORY INDUSTRIAL REVOLUTION (in Alabama) | US HISTORY IND REV | US HISTORY 1 | US HISTORY 2 | |
| WORLD GEOGRAPHY | WORLD CULTURAL GEOGRAPHY | CULTURAL GEOGRAPHY | WORLD GEOGRAPHY STUDIES | GEOGRAPHY |

| | | | | |
|---|---|---|---|---|
| WORLD GEOGRAPHY *(continued)* | GEOGRAPHY FOR LIFE (in Utah) | | | |
| WORLD HISTORY 1 | WORLD HISTORY | WORLD HISTORY to (Specific Date/Period/Year) | WORLD HISTORY/ GEOGRAPHY | WORLD HISTORY/ CULTURAL |
| WORLD HISTORY 1 *(continued)* | EARLY WORLD HISTORY | WORLD HISTORY 1-2 (in New York) | | |
| WORLD HISTORY 2 | MODERN WORLD HISTORY | WORLD HISTORY (Specific Date/Period/Year) to PRESENT | MODERN WORLD HISTORY/ GEOGRAPHY | MODERN WORLD HISTORY/ CULTURAL |
| WORLD HISTORY 2 *(continued)* | RECENT WORLD HISTORY | WORLD HISTORY 3-4 (in New York) | | |

*Note: The following terms are interchangeable for social studies, including root words:*

» American/United States.
» Modern/Contemporary.

| WORLD LANGUAGE/ADDITIONAL | | | | |
|---|---|---|---|---|
| **Course Title** | **Substitute** | **Substitute** | **Substitute** | **Substitute** |
| AP (specific language) | AP (Specific Language) LITERATURE | AP (Specific Language) LANGUAGE | AP (Specific Language) LANGUAGE AND CULTURE | |
| AMERICAN SIGN LANGUAGE (specific year) | SIGN LANGUAGE | ASL | | |
| AP LATIN | AP LATIN/VERGIL | AP LATIN | | |
| CHINESE (specific year) | MANDARIN CHINESE | MANDARIN | | |
| SPANISH (specific year) | SPANISH SPEAKERS (SS) | SPANISH FOR NATIVE SPEAKERS (NS) | SPANISH FOR HERITAGE SPEAKERS (HS) | |
| THEORY OF KNOWLEDGE | TOK | | | |

## Dual Enrollment Analysis

College or dual enrollment (DE) coursework may be considered in a student's academic certification. A dual enrollment course is a core course that was taken for grade/credit through a college program that appears on a high school transcript.

**Guiding Principles**

» Dual enrollment coursework must appear on a HST with grade/credit.

» Dual enrollment coursework must be clearly designated as a dual enrollment course on the HST.

» A unique core-course analysis, separate from the analysis previously highlighted, is used for dual enrollment coursework. See below.

| COMMON DE DESIGNATIONS | | |
|---|---|---|
| College | Early College Experience (ECE) | Dual Enrollment/DE |
| Dual Credit/Dual/DC/Statewide Dual Credit (SDC) | Concurrent/Concurrent Enrollment (CE) | 101 (or any three-digit numeric code) |
| PSEO/Post-Secondary (PS) | PSA | Running Start/RS |
| CIS | CITS | CITHS/College in the High School |
| CIH | College name/abbreviation | College course code |
| Community College (CC) (e.g. WACC) | Junior College (JUCO) | University |

Staff will enter all eligible dual enrollment coursework using the Eligibility Center's internal dual enrollment CCL. Please note, not all dual enrollment coursework will be considered, as highlighted in the exceptions below.

| DUAL ENROLLMENT CCA EXCEPTION | ACTION |
|---|---|
| Operative word(s) included in title:<br><br>» Agriculture/Vocational/Career/Technical.<br>» Business/Accounting/Marketing.<br>» Bible/Non-Comparative Religion.<br>» Fine Arts/Art/Dance/Music/Choir/Band/ Theatre.<br>» Exercise/Physical Education/Sport/Nutrition.<br>» Computer/Design/Informatics.<br>» Finance/Financial/Bookkeeping/Personal Finance.<br>» Life Skills/Wilderness Survival.<br>» College Success/Orientation.<br>» Health/Nursing/Medical.<br>» Entertainment/Hospitality/Media. | The course title must match verbatim on home HS CCL with dual enrollment designation for course to be entered into the certification.<br><br>*Operative Word Course-Approved Verbatim:*<br><br>» "Medical Terminology – College" on HST.<br>» **Medical** is the operative word.<br>» Course title appears verbatim on HS CCL as "MEDICAL TERMINOLOGY COLLEGE".<br><br>Staff may enter the verbatim approved course using the home HS's CCL; or the closest matching title from the Eligibility Center's internal dual enrollment CCL.<br><br>*Operative Word Course with No Verbatim Match:*<br><br>» "Biological Agriculture—Dual" on HST.<br>» **Agriculture** is the operative word.<br>» Course title not on HS CCL with DE designation.<br><br>Staff will not consider dual enrollment course. |
| "GRAMMAR," "INTERMEDIATE ALGEBRA" and "ALGEBRA/INTERM" are common dual enrollment titles that would NOT be considered unless the verbatim course title appears on the home high school's CCL. | |

| | |
|---|---|
| Duplicative coursework | Dual enrollment titles are **not** duplicative **unless** a repeat of the exact same course title.<br><br>*Duplicative Example:*<br><br>» HST reports in Year 3: "English Comp 101" with Grade of 'D' and Credit.<br>» HST reports in Year 4: "English Comp 101" with Grade of 'B' and Credit.<br>» Staff will enter grade/credit combination up to one credit unit that is most beneficial to PSA.<br><br>**Not Duplicative Example:**<br><br>» HST reports in Year 3: "Biology 101 Dual" and "Biology 102 Dual."<br>» Staff will add both courses, selecting two closest matches from the Eligibility Center's internal dual enrollment CCL. |
| Academic level of rigor | Ignored for Dual Enrollment, including any 'basement' terms.<br><br>*Examples:*<br><br>» HST in Year 3: "Basic Chemistry—Concurrent."<br>» Staff will add closest matching title from Eligibility Center's internal dual enrollment CCL. |
| DE coursework taken through a less-than-cleared program<br><br>DE coursework taken through a home school program | An official college transcript from where the course(s) were completed.<br><br>*If no college transcript on file:*<br><br>» Staff will not enter coursework until an official college transcript is received, confirming the coursework completed.<br>   o Additional information may be required from the high school if a dual enrollment trigger is met. A DE trigger would include any of the following differences on the HS transcript vs. the college transcript.<br>   > College Name.<br>   > Academic Year.<br>   > Course Title/Code.<br>   > Grade.<br>   o For any DE course appearing on a HS transcript without credit, a maximum of 0.5 credit units may be awarded. |
| Dual enrollment course title matches verbatim from HST to High School CCL | Staff may enter the verbatim approved course using the home HS's CCL.<br><br>*Examples:*<br><br>» HST reports "English 12 Dual."<br>» Home high school CCL lists "English 12 Dual."<br>» Okay to add course under high school CCL or 741005. |