High School and District

English as a Second Language Course Submission

PURPOSE

English as a Second Language course titles must be submitted to the High School Portal by the primary or secondary contact listed in your high school or district's NCAA Eligibility Center account to appear on your high school's list of NCAA-approved core courses. The Eligibility Center's high school review staff will review your ESL course titles as noted in the **NCAA High School Review Committee Policies and Procedures**.

Note: Not all ESL courses are considered NCAA-approved core courses.

DIRECTIONS

Please upload this information, along with the requested documentation below in the Submit Pending Course Document section under the NCAA Courses tab in the **High School Portal**. *Questions about this submission?* Have your high school or district's **PIN** ready and call the Eligibility Center's high school support line at 877-622-2321, Monday-Friday 8:30 a.m. to 5 p.m. Eastern time.

UNDERSTANDING ESL COURSE REQUIREMENTS

Submit ESL courses for review if the following criteria are met:

1. The course is offered exclusively to ESL students.

2. Students in the course are at the same level and progressing through the same curriculum.

3. Course content and rigor of assessments are substantially equivalent to a singular, standard approved title on your high school's list of NCAA-approved core courses.

   Note: 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 CORE-COURSE DOCUMENTATION

If an ESL course title appears as "additional information required," high schools must provide:

» Course description.

» Detailed outline of course contents (e.g., unit-by-unit outline of course content, desired learning outcomes, competencies, scope and sequence of topics, etc.).

» Flowchart of where the course fits into high school's broader course offerings (including standard and ESL pathways and how students can move between the two).

» Samples of three major performance tasks or assessments demonstrating the rigor of the course (e.g., midterm, final exam, culminating project).

» Responses to the following questions:

   ○ Is the ESL course exclusively for ESL students?

   ○ Are all students in the ESL course at the same level?

NCAA ELIGIBILITY CENTER