



## **Worksheet for Monitoring Initial-Eligibility Progress**

**NOTE: Do not submit this form to the NCAA Eligibility Center**

# Tips for Monitoring Your Initial-Eligibility Progress

The following two worksheets have been provided to assist you with monitoring your progress in meeting the NCAA initial-eligibility standards. You may want to consult with your parents, guardians and guidance counselor if you have questions. **[Note: These worksheets are for your personal use and should not be sent to the eligibility center.]**



## Step 1 Obtain Needed Documents

Obtain your high school's list of NCAA-approved core courses and your high school transcript(s). You may obtain your high school's **list of NCAA-approved core courses** from the eligibility center Web page at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). You also may be able to obtain this information from your high school guidance counselor. You will need a transcript from each high school attended.



## Step 2 List Courses, Grades and Credits

Using your high school's list of NCAA-approved core courses and your high school transcript, write the course title, amount of credit earned and grade in the spaces provided. Only include courses on the high school's list of approved core courses. Generally, you will receive the same credit at the eligibility center as you received from your high school. Examples have been provided in the English and mathematics sections of both worksheets:

1 quarter unit = .25 units  
1 trimester unit = .33 units  
1 semester unit = .50 units  
1 year = 1.0 unit



## Step 3 Do the Math

Determine the quality points for each course. Multiply the quality points for the grade by the amount of credit earned. Use the following grading scale unless your high school has a different scale on file with the eligibility center:

A – 4 points  
B – 3 points  
C – 2 points  
D – 1 point

**Note:** The eligibility center does not use plus or minus grades when calculating your core-course grade-point average. For example, grades of "B+" "B"

and "B-" will be calculated as "B" and each will earn 3 quality points. The eligibility center will provide a yearly grade by averaging grades achieved during terms within the academic year if the high school has awarded one full unit of credit for the course.

**Example:**

1 trimester with an "A" equals 1.32 quality points  
(.33 units x 4 quality points)  
1 semester with an "A" equals 2.00 quality points  
(.50 units x 4 quality points)  
1 year with an "A" equals 4.00 quality points (1.0 unit x 4 quality points)



## Step 4 Finalize Your GPA Calculation

To calculate your estimated core-course grade-point average, simply divide the total number of quality points for all core courses by the total number of core-course units completed. **[Note: This is for your personal use. The eligibility center will calculate your actual core-course grade-point average once it has received your final transcript(s).]**

**Example:**

48 quality points and 14 core-course units  $48/14 = 3.429$  core-course GPA  
42 quality points and 14 core-course units  $42/14 = 3.000$  core-course GPA  
28 quality points and 12.5 core-course units  $28/12.5 = 2.24$  core-course GPA



## Step 5 Compare

To monitor your current eligibility status, use the appropriate standards for Division I or II to determine if you are projected to meet the NCAA initial-eligibility requirements for grade-point average and core-course units.

**Note:** If you are deficient in meeting 14 or 16 core-course units, which is probable if you have not completed high school, plan to enroll and complete core courses in the areas where you are deficient.

**Note:** In the event you complete more than 14 or 16 core-course units, the eligibility center will select the highest grades that satisfy the initial-eligibility requirements to calculate your core-course grade-point average.

You may also contact the eligibility center staff at 877/262-1492 if you require additional assistance.

# Division I Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The eligibility center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale:

A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point

## English (4 years required)

| Course Title        | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|---------------------|--------|---|-------|---|---|
| Example: English 9  | .5     |   | A     |   | (.5 x 4) = 2                              |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
| Total English Units |        |   |       |   | Total Quality Points                      |

## Mathematics (3 years required August 1, 2008, and after)

| Course Title            | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|-------------------------|--------|---|-------|---|---|
| Example: Algebra 1      | 1.0    |   | B     |   | (1.0 x 3) = 3                             |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
| Total Mathematics Units |        |   |       |   | Total Quality Points                      |

## Natural/physical science (2 years required)

| Course Title                         | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|--------------------------------------|--------|---|-------|---|---|
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
| Total Natural/Physical Science Units |        |   |       |   | Total Quality Points                      |

## Additional year in English, mathematics or natural/physical science (1 year required)

| Course Title           | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|------------------------|--------|---|-------|---|---|
|                        |        |   |       |   |   |
|                        |        |   |       |   |   |
| Total Additional Units |        |   |       |   | Total Quality Points                      |

## Social science (2 years required)

| Course Title               | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|----------------------------|--------|---|-------|---|---|
|                            |        |   |       |   |   |
|                            |        |   |       |   |   |
|                            |        |   |       |   |   |
| Total Social Science Units |        |   |       |   | Total Quality Points                      |

## Additional academic courses (4 years required August 1, 2008, and after)

| Course Title                    | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|---------------------------------|--------|---|-------|---|---|
|                                 |        |   |       |   |   |
|                                 |        |   |       |   |   |
|                                 |        |   |       |   |   |
|                                 |        |   |       |   |   |
| Total Additional Academic Units |        |   |       |   | Total Quality Points                      |

## Core-Course GPA (16 required August 1, 2008, and after)

|                      |                         |  |
|----------------------|-------------------------|--|
| Total Quality Points | Total Number of Credits | Core-Course GPA (Total Quality Points/Total Credits) |
|----------------------|-------------------------|--|

# Division II Worksheet

This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The eligibility center will determine your official status after you graduate. Remember to check your high school's list of approved courses for the classes you have taken. Use the following scale:  
A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point

## English (3 years required)

| Course Title        | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|---------------------|--------|---|-------|---|---|
| Example: English 9  | .5     |   | A     |   | (.5 x 4) = 2                              |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
|                     |        |   |       |   |   |
| Total English Units |        |   |       |   | Total Quality Points                      |

## Mathematics (2 years required)

| Course Title            | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|-------------------------|--------|---|-------|---|---|
| Example: Algebra 1      | 1.0    |   | B     |   | (1.0 x 3) = 3                             |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
|                         |        |   |       |   |   |
| Total Mathematics Units |        |   |       |   | Total Quality Points                      |

## Natural/physical science (2 years required)

| Course Title                         | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|--------------------------------------|--------|---|-------|---|---|
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
|                                      |        |   |       |   |   |
| Total Natural/Physical Science Units |        |   |       |   | Total Quality Points                      |

## Additional year in English, mathematics or natural/physical science (2 years required)

| Course Title           | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|------------------------|--------|---|-------|---|---|
|                        |        |   |       |   |   |
|                        |        |   |       |   |   |
| Total Additional Units |        |   |       |   | Total Quality Points                      |

## Social science (2 years required)

| Course Title               | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|----------------------------|--------|---|-------|---|---|
|                            |        |   |       |   |   |
|                            |        |   |       |   |   |
|                            |        |   |       |   |   |
| Total Social Science Units |        |   |       |   | Total Quality Points                      |

## Additional academic courses (3 years required)

| Course Title                    | Credit | X | Grade | = | Quality Points (multiply credit by grade) |
|---------------------------------|--------|---|-------|---|---|
|                                 |        |   |       |   |   |
|                                 |        |   |       |   |   |
|                                 |        |   |       |   |   |
| Total Additional Academic Units |        |   |       |   | Total Quality Points                      |

## Core-Course GPA (14 credits required)

|                      |                         |  |
|----------------------|-------------------------|--|
| Total Quality Points | Total Number of Credits | Core-Course GPA (Total Quality Points/Total Credits) |
|----------------------|-------------------------|--|