Introduction

Districts serving student-athletes who wish to attend a Division I or II college or university must ensure nontraditional courses meet NCAA guidelines. Districts must apply to the NCAA Eligibility Center to receive approval for core-courses used in original credit and credit recovery programs. This document outlines best practices for meeting eligibility requirements for nontraditional courses.

Getting NCAA Approval

Courses must have approved **curriculum** and **instructional methods** to gain NCAA approval.

Approved Instruction **+** Approved Curriculum **=** NCAA Approval

Instruction

Courses may be taught by Apex Learning teachers or District teachers.

District Teachers

Courses taught by **district teachers** must appear on your school's NCAA approved course list. The NCAA will verify that both the curriculum and instruction meet eligibility requirements.

Apex Learning Teachers

Select courses completed using Apex Learning Virtual School **(ALVS) teachers** may be used in the certification process. These courses include approved instruction + curriculum.

View the ALVS Approved Course List[1] and enter 481142, the ALVS CEEB Code.

High School Account Status				
Account Status*	Account Status Type	May approved core courses be used?	May proof of graduation be used?	Description (Please review the Additional Information box below as it may contain other important information about this account.)
X	Cleared	Yes	Yes	Courses listed as approved on this account's list of NCAA Courses and proof of graduation from this account may be used in the certification process. Some CLEARED accounts may have coursework that does not meet NCAA core course legislation.

HS Information	
NCAA High School Code	481142
CEEB Code	481142
High School Name	APEX LEARNING
Address	1215 4TH AVE STE 1500 SEATTLE WA - 98161

Additional Information
Courses taken through this school/program meet NCAA nontradiational core-course legislation. The courses listed below represent only courses taken directly through Apex Learning Virtual School. They do not represent courses that are purchased and implemented by partnering districts, schools or other programs. In order for an approved course taken through the Apex Learning Virtual School part-time program to be used in an NCAA initial-eligibility certification, the course must be awarded credit and placed on the transcript from a credit-awarding school or program. Check with your home high school to determine if courses taken through this program will receive credit.

Read: ALVS and NCAA[2]

Curriculum

Apex Learning provides multiple pathways to support academic success for all students. **Core, Honors, and Advanced Placement** courses meet NCAA curriculum guidelines.

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[1] https://web1.ncaa.org/hsportal/exec/hsAction

[2] https://cdn.edmentum.com/alvs/documents/Best-Practices_NCAA_ALVS.pdf

Best Practices for Apex Learning Courses Taught by District Teachers

The following best practices comply with NCAA nontradiational course requirements and apply to both **credit recovery** and **original credit** courses in blended and virtual environments.

1. Staff Courses with State Certified Teachers

All courses (credit recovery and original credit) must be facilitated by a certified teacher in the subject area. Teachers should perform the following duties over the duration of a course:
- Initiate instruction regularly with all students
- Communicate with students regularly (face-to-face, email, phone, web conferencing)
- Evaluate and provide feedback on completed work and assessments
- Assign a final grade

2. Do Not Modify the Course Outline

Nontraditional courses must contain the same content as their traditional counterparts. Courses must:
- Be high-school level, college preparatory, and listed in the high school course catalog
- Contain the same rigor, scope and sequence, and duration as a traditional course
- Require students to write and complete offline activities
- Contain a combination of assessment methods including quizzes, papers, exams, and discussion
- Students must complete all course lessons and activities including teacher-scored activities

3. Do Not Allow Unit Test-Out

Any form of test-out or acceleration is explicitly prohibited. Students must complete all work in the course regardless of their ability to demonstrate prior knowledge or mastery.

4. Require and Document Teacher- Initiated Interaction and Instruction

Require ongoing access between the student and teacher for the purposes of instruction, evaluation, and assistance. The following examples of teacher-student interaction can be documented:
- Orientation
- Parent Meetings
- Student Progress Review Meetings
- Email communication, interactions in the Message Center, and the Discussion Board
- Teacher-initiated instruction for **all** students (not just those who are struggling or behind pacing)
- Formative feedback on student work

5. Require and Archive Offline Student Portfolios

Require students to maintain an offline portfolio containing all coursework.
- Print the Activity Scores Report and use it as the first page of the portfolio. This report lists graded assignments and corresponding due dates, when set.
- Keep all written work in the portfolio. Include notes, study sheets, lab reports, logs, journals, essays, practice sheets, review sheets and study guides.
- Written teacher feedback should be evident on scored assignments.
- NCAA may review student work; therefore, portfolios should be saved for at least four years.

6. Document Time on Task

Document time students spend in the course – both online and offline.

- Include time spent working with teachers for instruction and completing offline activities.
- Use the Student Session report to access online session information including the number and duration of sessions and the date range for course access.

7. Proctor Assessments

Summative assessments should be proctored. Test proctoring should meet the following qualifications:
- The proctor should employ methods to verify student identification
- The proctor should not be a high school or college coach or athletic director

8. Document Policies and Procedures

The Eligibility Center may request district or school policies for non-traditional courses. Include:

- Eligibility requirements -Should not be limited to student-athletes
- Teacher certification requirements
- Expectations for teacher-initiated instruction beyond the digital curriculum
- Methods teachers use to evaluate and provide feedback to students
- Required minimum and maximum time periods for course completion
- Types of assessment and methods for proctoring
- Grading policy
- How courses are indicated on the student transcript -- Course names should match exactly

9. Submit New Courses for Approval and Verify Certification Yearly

- Submit new courses for approval to the Eligibility Center prior to students entering the 11th grade
- Courses submitted through the online submission system will be reviewed and your school's contact will be notified via email regarding the status of the submitted courses
- Course titles on student transcripts should accurately reflect the titles of the approved courses
- Students update their academic information and request final certification during their final year

10. Ensure Accuracy of Approved Core-Courses List Each Year

- Login to the High School Portal[3] (enter your CEEB code) to review your approved course list
- Follow the NCAA online submission process instructions[4] for updating course lists

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[3] https://web1.ncaa.org/hsportal/exec/hsAction

[4] https://ncaaorg.s3.amazonaws.com/ncaa/programs/prohub/NCAA_QuickGuideforApplyinginProgramHub.pdf

> **NCAA Core-Course Analysis - Documentation**
>
> **Course Syllabi** – *Find course syllabi including course descriptions and outlines in Help > Curriculum Resources > Course Guides*
> **Major Assessments (mid-term exam, final exam, performance task)** – *Contact Support[5] or your Success Manager for a file with these assessments*

Characteristics of Programs Commonly Not Approved

- ☒ Course content is less rigorous than traditional college preparatory course content.
- ☒ Students can test-out of or skip portions of content based on mastery.
- ☒ Students have limited access to a certified teacher in the subject area.
- ☒ Students and teachers do not have regular interaction throughout the course.
- ☒ Does not include teacher-initiated instruction beyond the digital curriculum (face-to-face or online).
- ☒ Teacher-led instruction is **only** provided "as needed" or when students are behind pacing or struggling to master concepts.
- ☒ Does not include teacher-led instruction for students who are on-track and earning passing scores.
- ☒ Classrooms contain enrollments across multiple subject areas within the same class period.
- ☒ There is no defined minimum or maximum time frame for course completion.
- ☒ Allows course completion in a short period (less than 8 weeks).
- ☒ Allows enrollment in numerous concurrent courses in the same subject area (Algebra I and Algebra II).
- ☒ Does not have security measures to verify student identity.
- ☒ Contains no formal assessment or has limited assessment.
- ☒ Does not maintain official student grade records (transcripts, course activity information).

NCAA Initial Eligibility Academic Requirements

Students must meet the following criteria to practice, play and receive a NCAA Division I or II scholarship.

1. Graduate from high school;
2. Complete a minimum of 16 core courses;
3. Present the required grade-point average (GPA);
4. Present a qualifying test score on either the ACT or SAT; and
5. Complete the amateurism questionnaire and request final amateurism certification.

Additionally, the following changes to the requirements went into effect August 1, 2016:
- Minimum core-course GPA of 2.30 in the 16 core courses (GPA of 2.00 for Academic redshirts);
- Change in GPA/test score index (sliding scale); and
- Complete 10 core courses by the beginning of the 7th semester; 7 must be in English, Math, and Science.

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[5] support@apexlearning.com

- These 10 courses cannot be retaken for credit recovery after the start of the 7th semester.
- More than 6 core courses may not be completed or retaken in the senior year to improve the GPA.

More Information

- NCAA Eligibility Center High School Portal: https://web1.ncaa.org/hsportal/exec/homeAction
- NCAA Resources: https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks
- NCAA Customer Relations, phone: 877-622-2321/Fax:317-968-5100

Getting Support

To access **online help** at any time, sign into Apex Learning and click Help in the main menu. Apex Learning Support

- Monday – Friday. 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com