

2004-05

Guide for the

# College-Bound Student-Athlete

FOLLOW THE TRACK TO SUCCESS—AS A STUDENT-ATHLETE



# Contents

The NCAA	<b>3</b>
Contact Information	<b>3</b>
Introduction	<b>5</b>
Academic Eligibility	<b>6</b>
Core Courses, GPA, Tests, Special Conditions	<b>8</b>
APPENDIX A NCAA Initial-Eligibility Clearinghouse	<b>12</b>
APPENDIX B Information for Parents and Guardians	<b>18</b>
APPENDIX C Questions to Ask as You Consider Colleges	<b>20</b>
APPENDIX D Details for High-School Counselors	<b>23</b>
APPENDIX E Recruiting Regulations	<b>26</b>
APPENDIX F Glossary	<b>29</b>
NCAA Student Release Forms	<b>31</b>

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## THE NCAA

The National Collegiate Athletic Association, also known as the NCAA or “the Association,” is the organization through which many of the nation’s colleges and universities speak and act on athletics matters at the national level. It is a non-profit, voluntary association of more than 1,260 schools, conferences, organizations and individuals devoted to the sound administration of intercollegiate athletics. Its mission is to protect the best interests of student-athletes.

In 1973, the Association’s membership was divided into three legislative and competitive divisions—Divisions I, II and III. The three divisions currently have 1,006 active members (325 in Division I, 270 in Division II, and 411 in Division III). The most notable difference among the three divisions is that institutions in Divisions I and II may offer athletics scholarships, while Division III schools do not offer athletics scholarships.

## NCAA

### Web site:

[www.ncaa.org](http://www.ncaa.org)

### U.S. Mail address:

NCAA Membership Services  
P.O. Box 6222  
Indianapolis, IN 46202-6222

### Overnight shipping address:

1802 Alonzo Watford Senior Drive  
Indianapolis, IN 46202

### Telephone:

317/917-6222

Membership Services Representatives are available from noon to 4 p.m. Central time.

### Facsimile:

317/917-6622

## CONTACT INFORMATION

### NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

Please review Appendix A for information about registering with the NCAA Initial-Eligibility Clearinghouse.

You will find clearinghouse information online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). It will be your most reliable source of current NCAA procedures and rules, related information and answers to your questions as a potential student-athlete.

### Clearinghouse Contact Information

#### NCAA Initial-Eligibility Clearinghouse:

P.O. Box 4043  
Iowa City, Iowa 52243-4043

#### Package or overnight delivery:

301 ACT Drive  
Iowa City, Iowa 52243-4043

#### Web address:

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

#### Clearinghouse customer service:

Representatives are available from 8 a.m. to 5 p.m., Central time, Monday through Friday.

U.S. callers (toll-free):	877/262-1492
International callers:	319/337-1492
24-hour telephone response:	877/861-3003
Fax:	319/337-1556

### Before You Begin...

*This Guide for the College-Bound Student-Athlete will lead you through a number of important topics, including your academic eligibility, registration with the NCAA Initial-Eligibility Clearinghouse, financial aid and recruiting rules. We have tried to address issues for three important readers:*

- Prospective student-athletes;
- Parents or legal guardians; and
- High-school counselors and athletics administrators.

*We invite your suggestions on how we can make this guide easier for you to follow. Please share your ideas with us by calling or writing the NCAA at the address and phone number found on the back cover of this guide.*

# Introduction



We designed this guide to help you and your families understand the National Collegiate Athletic Association rules for progressing from being a high-school athlete to a student-athlete in college in one of the Association's three divisions.

As you engage in college sports, you'll be inspired to develop an attitude of determination, teamwork, resilience and self-discipline. You'll increase your appreciation of life-long education. Work closely with your high-school counselors, recruiters and college admissions officers to prepare for your next important step as a collegiate student-athlete.



It's never too early to begin evaluating your wide range of college choices. Get all the information you need on how to choose a college wisely. NCAA institutions range from small schools to large universities, with varying commitments to financial aid and to athletics. The Association's members total more than 1,000 schools.

You may qualify—by both your interest and your athletics performance to become one of 360,000 students out of millions enrolled nationally in America's colleges and universities who combine education and athletics in college. Your likelihood of ultimate recruitment into professional leagues is small, so for most of you, your years as a student-athlete in college will be the peak of your athletics experience.

Remember, good athletics is about winning at competition in games. Good academics combined with athletics is about winning in life. So, keep education your top priority. This new phase of your life can be a wonderful experience that will result in a lifetime of friendships, memories and happiness.

Those who went before us in the NCAA survived the test of time, setting their values right. Student-athletes are the center of our Association. Without question, obtaining your college degree is crucial—to you and to us.

A blue ink signature of Myles Brand, written in a cursive, flowing style.

**MYLES BRAND**  
NCAA President



# Academic-Eligibility Requirements



## DIVISION I 2005 THROUGH 2007

If you enroll in a Division I college between 2005 and 2007 and want to participate in athletics or receive an athletics scholarship, you must meet the following academic standards:

- Graduate from high school;
- Complete the 14 core courses listed below;
- Present a minimum required grade-point average in your core courses; and
- Achieve a combined SAT or ACT sum score that matches your core-course grade-point average in the grade point average and test score index on page 7.

### 14 Required Core Courses

- Four years of English;
- Two years of mathematics (algebra I or higher level);
- Two years of natural or physical science (including one year of lab science if offered by your high school);
- One extra year of English, mathematics or natural/physical science;
- Two years of social science; and
- Three years of extra core courses (from any category above, or foreign language, nondoctrinal religion or philosophy).

*NOTE: Computer science courses can be used only if your high school grants graduation credit in mathematics or natural/physical science and the courses appear on your high-school's core-course list as a math or science course.*

**You will be a nonqualifier** if you do not meet the academic requirements listed above. As a nonqualifier, you:

- May not participate in athletics competition or practice during your first year in college;
- May receive financial aid based only on need (not athletics-based financial aid) in your first year in college; and
- May play only three seasons (to earn a fourth season you must graduate before your fifth year of college).

## DIVISION I 2008 AND LATER

If you enroll in a Division I college in 2008 or later and want to participate in athletics or receive an athletics scholarship, you must meet all NCAA requirements for 2005-2007 and have completed two additional core courses (new total of 16) as shown below:

### 16 Required Core Courses

- Four years of English;
- **Three** years of mathematics (algebra I or higher level);
- Two years of natural or physical science (including one year of lab science if offered by your high school);
- One extra year of English, mathematics or natural/physical science;
- Two years of social science; and
- **Four** years of extra courses (from any category above, or foreign language, nondoctrinal religion or philosophy)

### What are core courses?

For a definition of core courses, see page 8.

See your high-school's core-course list at

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

## Core GPA and Test Score Index for Division I

Core GPA	SAT	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

## DIVISION II 2005 AND LATER

If you enroll in a Division II college in 2005 or later and want to participate in athletics or receive an athletics scholarship, you must meet the following academic standards:

- Graduate from high school;
- Complete the 14 core courses listed below;
- Present a 2.000 grade-point average in your core courses; and
- Achieve a combined SAT score of 820 or a sum score of 68 on the ACT.

### 14 Required Core Courses

- Three years of English;
- Two years of mathematics (algebra I or higher level);
- Two years of natural or physical science (including one year of lab science if offered by your high school);
- Two extra years of English, mathematics or natural/physical science;
- Two years of social science; and
- Three years of additional courses (from any category above, or foreign language, nondoctrinal religion or philosophy).

*NOTE: Computer science courses can be used only if your high school grants graduation credit in mathematics or natural/physical science and the courses appear on your high-school's core-course list as a math or science course.*

**You will be a partial qualifier** if you do not meet the academic requirements listed above, but you have graduated from high school and meet one of the following:

- The specified minimum SAT or ACT score; or
- Completion of the required 14 core courses with a 2.000 grade-point average in your core courses.

As a partial qualifier, you:

- May practice with your team at its home facility;
- May receive an athletics scholarship during your first year;
- May not compete during your freshman year; and
- May compete in the four seasons remaining.

If you have not graduated from high school or have not presented the core-course grade-point average, SAT or ACT scores required for a qualifier, **you will be considered a nonqualifier**.

As a nonqualifier, you:

- May not participate in athletics competition or practice during your first year in college;
- May receive financial aid based only on need (not athletics-based financial aid) in your first year in college; and
- May play in four seasons.

## DIVISION III

Contact your Division III college regarding its policies on financial aid, practice and competition.



# Core Courses, Grade-Point Average, Tests & Special Conditions



The academic rules on pages 6 and 7 will be used to determine whether you may participate in sports during your first year in college. These rules are not a guide for your admission to college. Each NCAA member institution has its own admission requirements. **Remember, meeting the NCAA academic rules does not guarantee your admission into a college. You must still apply for admission.**

## CORE COURSES DEFINITION

A core course must:

- Be an academic course in one or a combination of these areas: English, mathematics, natural/physical science, social science, foreign language, nondoctrinal religion or philosophy;
- Be four-year college preparatory; and
- Be at or above your high-school's regular academic level (no remedial, special education or compensatory courses).

Not all classes you take to meet high-school graduation requirements may be used as core courses.

Check your high-school's list of approved core courses at the clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or ask your counselor.

## GRADE-POINT AVERAGE

### How Your Core-Course Grade-Point Average is Calculated

The clearinghouse will calculate the grade-point average of your core courses on a 4.000 scale. The best grades from your NCAA core courses will be used. Grades from additional core courses you took will be used only if they improve your grade-point average.

The clearinghouse will assign the following values to each letter grade:

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

### Special High-School Grades and Grade-Point Average

If your high school uses number grades (like 92 or 93), those grades will be changed to your high-school's letter grades (like A or B). See your high-school's grading scale at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

If your high school uses plus and minus grades (like A+ or B–), the plus or minus will not be used to calculate your core-course grade-point average.

If your high school normally “weights” honors or advanced courses, these weighted courses may improve your core-course grade-point average. Your high school must notify the clearinghouse of such weighting. To see if your high school has a weighted scale that is being used for calculating your core-course grade-point average, visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) for an explanation of how these grade weights are handled.



### Remember:

Meeting the NCAA academic rules does not guarantee your admission into a college. You must still apply for admission.

## ACT AND SAT TESTS

### Test-Score Requirements

You must achieve the required score on an SAT or ACT test before your full-time college enrollment. You must do this whether you are a citizen of the United States or of a foreign country. You must take the national test given on one of the dates shown below.

*NOTE: No campus or state tests, like those given in Colorado and Illinois, may substitute for the national SAT or ACT.*

#### National Testing Dates

SAT	ACT
October 9, 2004	September 25, 2004
November 6, 2004	October 23, 2004
December 4, 2004	December 11, 2004
January 22, 2005	February 12, 2005
March 12, 2005	April 19, 2005
May 7, 2005	June 11, 2005
June 4, 2005	

### Taking Tests More than Once

You may take the SAT or the ACT more than one time. If you take either test more than once, you may use your best subscore from different tests to meet the minimum test-score requirements. Here is an example:

	Math	Verbal	Total score
SAT (10/03)	350	<b>470</b>	820
SAT (12/03)	<b>420</b>	440	860
Scores used	<b>420</b>	<b>470</b>	<b>890</b>

Your test score will continue to be calculated using the math and verbal subsections of the SAT and the math, science, English and reading subsections of the ACT. **The writing component of the ACT or SAT will not be used to determine your qualifier status.**

## STUDENTS WITH DISABILITIES: SPECIAL CONDITIONS

A student with a disability must meet the same requirements as all other students but is provided certain accommodations to help meet these requirements. **If you are a student with a diagnosed disability, you will need to let the NCAA know about your disability only if you plan on using core courses after your eighth semester of high school and you plan on attending a Division I college.**

### To Document Your Disability

Send the following to the NCAA at the address found on page 3. Do not send this information to the clearinghouse:

- Copy of your professional diagnosis; and
- Copy of your IEP, ITP, 504 plan or statement of accommodations.

(One of the above documents must be dated within the last three years.)

### Core Courses

If you are a high-school student with a disability and have received

help (for example, taken special classes or received extra time for tests) because of that disability, you are eligible for the following:

- You may use a course that your high school has designed for students with disabilities, as long as it appears on your high-school's list of approved core courses.
- You may take core courses any time before your enrollment as a full-time student in college, even during the summer after your last high-school year. Remember, for Division I, you must document your disability with the NCAA to receive this accommodation.

### Nonstandard Tests

If you have a disability, you may also take a nonstandard test to satisfy test-score requirements. Follow these guidelines:

- Register for nonstandard testing as described by ACT or SAT, submitting a properly documented and confirmed diagnosis.
- Follow procedures governed by ACT or SAT. (The test may not be administered by a member of your high-school athletics department or any NCAA school's athletics department.)
- If you take a nonstandard ACT or SAT, you may take the test on a date other than a national testing date, but you still must achieve the required test score.
- Your counselor can help you register to take a non-standard test.

## THE GED

The General Education Development (GED) test may, under certain conditions, satisfy the graduation requirement, but it will not satisfy core-course GPA, or test-score requirements. Contact the NCAA for information about GED submission.

## HOME SCHOOL

Home-schooled students who plan to enroll in a Division I or Division II institution in fall 2004 or after must register with the clearinghouse and must meet the same requirements as all other students.

Home-schooled students should register with the clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Click on **Prospective Student-Athletes** then **Domestic Student Release Form** and follow the prompts.

After registering, the home-schooled student must send the following information to the clearinghouse:

- Standardized test score(s) must be on an official transcript from a traditional high school OR be sent directly from the testing agency;
- Transcript listing credits earned and grades (home-school transcript and any other official transcript from other high schools, community colleges, etc.);
- Proof of high-school graduation;
- Evidence that home schooling was conducted in accordance with state law; and
- List of texts used throughout home schooling (including text titles, publisher and in which courses the text was used).

## ACADEMIC-ELIGIBILITY WAIVERS

If you don't meet the academic requirements to be a qualifier, a waiver of the requirements may be filed on your behalf. This waiver can be filed only by an NCAA school. Contact the NCAA or the college you will attend for information about the waiver process.

## MORE QUESTIONS ABOUT ACADEMIC REQUIREMENTS

Here are some questions you may still have after reviewing the previous sections.

### Q: How do I know which courses are core courses?

A: You may view your high-school's list of NCAA-approved core courses at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). (On the **General Information** page of that Web site, select **List of Approved Core Courses**). Or, you can ask your high-school counselor for the list.

### Q: May courses taken in eighth grade satisfy core-course requirements?

A: No. Courses taken in eighth grade will not satisfy core-course requirements.

### Q: What is the lowest grade that will be used for a course to count as a core course?

A: The lowest grade is D.

### Q: How is my core-course GPA calculated?

A: Your core-course GPA is the numerical average of your best grades achieved for all required core courses. If you have taken extra core courses, those courses will be used in your GPA, only if they improve your GPA.

### Q: Will courses taken after my senior year meet core-course requirements?

A. **For Division I, no.** Only courses completed in grades nine through 12 will qualify as core courses for Division I. Courses taken in summer school after your fourth (senior) year cannot be used. If you are missing one or more core courses after high-school graduation, you must return to your high school during its regular academic year to take any missing courses and you can't enroll in a Division I college until the following year. For Division I, you may also retake any core course during that additional year at the same high school and substitute the new grade earned in that repeated year to recalculate your grade-point average.

**For Division II, yes.** All core courses completed before your full-time enrollment at a Division II college may be used by the clearinghouse.

**For students with diagnosed disabilities, yes.** If you have a properly diagnosed and documented disability, as described on page 9, you may use one or more core courses completed after high school but before full-time enrollment in college. Contact the NCAA for additional information.

### Q: May independent-study, Internet and correspondence courses count as core courses?

A: Yes, as long as the following four conditions are met:

- The course meets core-course requirements (see page 8);
- The instructor and student have access to each other during the course so that the instructor can teach, evaluate and provide assistance to the student;
- Appropriate academic authorities evaluate the student's work according to the high-school's academic policies; and
- The course is acceptable for any student to take and is placed on your high-school transcript.

### Q: Do pass-fail grades count?

A: Yes, these grades may satisfy your core-course requirements. The clearinghouse will assign your high-school's lowest passing grade for a pass-fail class.

### Q: May college courses count as core courses?

A: Yes, a college course may be used as a core course if it is accepted by your high school and if the course:

- Would be accepted for any other student;
- Is on your high-school transcript (Division I only); and
- Meets all other requirements for a core course.

### Q: How are courses taken over two years counted?

A: A one-year course that is spread over a longer period of time is considered one course and will receive a maximum of one core-course credit. (Example: elementary algebra, spread over two years would receive one unit of credit.)

### Q: How does the NCAA treat courses similar in content?

A: Some approved core courses might be considered duplicates. That is, the content of one course is the same as that of another, even though the classes might have different titles. If you have taken two classes considered to be duplicates, you will receive only one core-course credit (typically for the course with the higher grade). Please ask your high-school counselor if you have questions about duplicate courses.

### Q: Do courses for students with disabilities count as core courses?

A: Yes. Students with a diagnosed disability may use courses designed for students with disabilities to meet NCAA core-course requirements. Courses for students with disabilities must appear on the high-school's list of approved core courses for a student to receive NCAA credit for the course. These courses must be similar in content and scope as a regular core course offered in that academic area. Check with your counselor.

### Q: Will credit-by-exam courses meet core-course requirements?

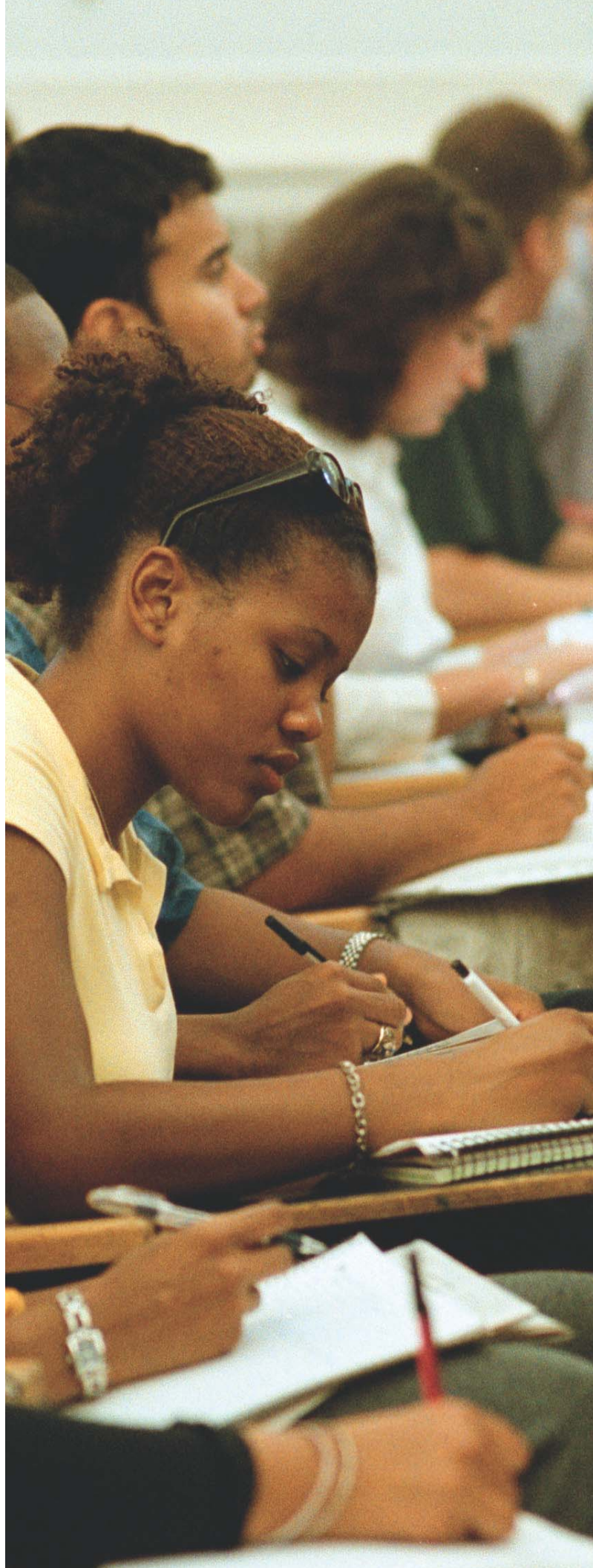
A: No. Courses completed through credit-by-exam may not be used.

**Q: Are vocational courses acceptable?**

A: No. Traditional vocational courses (e.g., typing, auto mechanics, accounting and health) are not acceptable.

**Q: May my study in a foreign country help meet core-course requirements?**

A: If you attended a secondary school outside the United States for all or part of grades nine through 12, different evaluation procedures will be applied to your international education documents. You must register with the clearinghouse if you completed course work outside the United States and your high school must submit original-language documents with certified translations for clearinghouse evaluation.





# NCAA Initial-Eligibility Clearinghouse



*Important: The clearinghouse certifies your eligibility to compete as a student-athlete, but your college must accept you as a student.*

The clearinghouse evaluates your academic record to determine if you are eligible to participate at a Division I or II college as a freshman student-athlete. (The clearinghouse is not the NCAA, but an organization that performs services relative to initial eligibility for the NCAA.)

## Clearinghouse Contact Information

### NCAA Initial-Eligibility Clearinghouse:

P.O. Box 4043  
Iowa City, Iowa 52243-4043

### Package or overnight delivery:

301 ACT Drive  
Iowa City, Iowa 52243-4043

### Web address:

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### Clearinghouse customer service

Representatives are available from 8 a.m. to 5 p.m., Central time, Monday through Friday.

U.S. callers (toll-free):	877/262-1492
International callers:	319/337-1492
24-hour telephone response:	877/861-3003
Fax:	319/337-1556

## CLEARINGHOUSE REGISTRATION

### Complete the Student Release Form

To register with the clearinghouse, you must complete and sign the Student Release Form (SRF) and send it to the clearinghouse along with a \$30 registration fee. This SRF does two things:

- It authorizes each high school you have attended to send the clearinghouse your transcript, test scores, proof of graduation and other necessary academic information.
- It authorizes the clearinghouse to send your academic information to all colleges that request your eligibility status.

**Online registration:** The preferred method is to register online. Go online to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Select **Prospective Student-Athletes** and click on **Domestic Student Release Form** or **Foreign Student Release Form**. Complete the SRF form online, and include your credit or debit card information to pay the fee. Then follow instructions to complete the transaction.

Print both Copy 1 and Copy 2 of the transcript release form, sign them and give both to your high-school counselor. You can print out additional copies of the completed form for your records.

### Important:

You pick your own PIN. Write your PIN down and keep it handy. You will need it when you are contacting the clearinghouse.

**Paper registration:** You may register by typing or clearly printing your information on a paper copy of the SRF. (Download the form at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or photocopy it from this guide.) Fax one signed copy of the SRF to the clearinghouse with your credit or debit card information or send the SRF by U.S. mail with a check or money order for \$30. Give Copies 1 and 2 of the transcript release form to your high-school counselor. Keep a copy for your own records.

**When completing the SRF sections, please follow the step-by-step instructions outlined below.**

### Section I: Student Information

Enter all information accurately, including your Social Security number (SSN) and date of birth. This information must match exactly other data the clearinghouse receives for you (like high-school transcripts and requests from colleges seeking your eligibility status).

### Section II: High School You Now Attend

Enter the name, address and code number of the high school you now attend, along with your expected date of high-school graduation. Get your high-school code from your counselor or use the code look-up at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Click on **Prospective Student-Athletes** then **List of Approved Core Courses**.

### Section III: Schools You Previously Attended

If you have attended more than one school (including summer school) during grades nine, 10, 11 or 12, complete Section III. List in chronological order all schools you previously attended, starting with the most recent. If you attended ninth grade in a junior high school located in the same school system where you later attended high school, do not list the ninth-grade school. If you need to list more schools than space allows, use a separate sheet of paper.

**Special instructions for Web users:** If you need to enter more than six high schools, contact the clearinghouse at 877/262-1492. Or, once you've registered with the clearinghouse, select **Prospective Student-Athletes** then **Registered Student Login**, then add information for the additional schools on your record.

### Section IV: Personal Identification Number (PIN)

Create a personal identification number (PIN) of four digits (numbers between 0 and 9) that you can easily remember. Do not choose a PIN that might be easily guessed (like your birthday or street address). Record your PIN in the space provided below and keep it in a safe place.

PIN number:

**Check your file status.** Once you have submitted your SRF and PIN, you may check your status in one of three ways:

- Visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). On the home page, click on **Prospective Student-Athletes** then **Registered Student Login** (enter your SSN and PIN).
- Call the clearinghouse 24-hour, toll-free number 877/861-3003 from a touch-tone phone. You will be asked to enter your SSN and PIN.
- Call the clearinghouse customer service line at 877/262-1492. If you have forgotten your PIN, fax or mail your new PIN choice to the clearinghouse along with your name, address, SSN, date of birth and signature.

### Section V: Clearinghouse Communication Method

The clearinghouse may communicate with you by e-mail or U.S. mail. This will include most correspondence and certification reports. E-mail correspondence will require that you have submitted a valid e-mail address in Section I of your SRF. You will need to indicate the option you prefer. We encourage you to select the e-mail option. E-mail will enable you to receive correspondence from the clearinghouse up to two weeks earlier than regular mail.

You may change your communication option or update your e-mail address at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or by writing or faxing the clearinghouse.

### Section VI: Pay Your \$30 Fee (or submit fee waiver)

Your form will be eligible for processing only with payment of a \$30 application fee (or submission of a fee waiver if you have been granted a waiver). You may pay by debit or credit card, or check or money order. Do not send cash. If you send your form by fax, you must pay by debit or credit card.

You are eligible for a waiver of the registration fee only if you have already received a waiver of the ACT or SAT fee. Your SRF fee waiver section must then be completed by an authorized high-school official and include the school seal. If you registered online, an authorized high-school official may validate the waiver online by following procedures on the clearinghouse Web site. If you have not yet been granted a fee waiver by ACT or SAT, you are not yet eligible for a waiver of the registration fee.

### Section VII: Authorization Signature

Carefully examine the entire SRF to make sure you have completed it correctly, included your fee payment authorization and signed it. If you are younger than 18 years old, your parent or legal guardian also must sign.

If you complete your SRF on the Web, you will be asked to verify your signature by checking a box to certify your identity. A similar check box and name field is also included for your parent or guardian who must provide a signature if you are younger than 18.

### Section VIII: SRF completion by your high school

Your high school will complete your registration by sending Copy 1, along with your high-school transcript, to the clearinghouse. After graduation, but before your high school closes for the summer, your high school must send Copy 2 to the clearinghouse, along with a copy of your final transcript confirming your high-school graduation.

### Remember:

The clearinghouse does not use plus or minus grades when figuring your core course grade point average. For example, grades of B+, B and B- will each be worth 3 quality points.

### Keep Track Of Your Courses, Units & Credits

We have included on the next pages of this guide two tables to help you keep track of your completed core courses, units, grades and credits you received for them, plus your ongoing grade-point average. Generally, you will receive the same credit at the clearinghouse as you received from your high school. Examples are provided in the English and math sections of both worksheets:

**1 trimester unit = 0.33 units**

**1 semester unit = 0.50 units**

**1 year = 1.0 unit**

### Keep Grade-Point Totals for Each Course

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

**A – 4 quality points**

**B – 3 quality points**

**C – 2 quality points**

**D – 1 quality point**

*Remember: The clearinghouse does not use plus or minus grades when figuring your core-course grade-point average. For example, grades of B+, B and B- will each be worth 3 quality points.*

### Examples of total quality point calculations:

- An A grade (4 points) for a trimester course (0.33 units):  
 $4 \text{ points} \times 0.33 \text{ units} = 1.32 \text{ total quality points}$
- An A grade (4 points) for a semester course (0.50 units):  
 $4 \text{ points} \times 0.50 \text{ units} = 2.00 \text{ total quality points}$
- An A grade (4 points) for a full-year course (1.00 units):  
 $4 \text{ points} \times 1.00 \text{ units} = 4.00 \text{ quality points}$

### Calculate Your Overall Grade-Point Average

To calculate your estimated core-course grade-point average, divide the total number of points for all your core courses by the total number of core-course units you have completed.

*NOTE: Your calculation helps you keep track of your grade-point average. The clearinghouse will calculate your official core-course grade-point average once it has received your final transcript.*

### Examples of core-course grade-point average calculations:

- 45 quality points for 13 core-course units  
 $45/13=3.462 \text{ grade-point average}$
- 42 quality points and 14 core-course units  
 $42/14=3.000 \text{ grade-point average}$

### Compare Your Core-Course Grade-Point Average to Division I or II College Requirements

You can check to see if you will meet the academic requirements listed on pages 6 and 7 of this guide by comparing these requirements to the core courses you have completed, are currently tak-

ing and the core-course grade-point average you have calculated based on those core courses.

### Note:

- *If you lack core-course units, which is likely if you have not yet completed high school, make sure you enroll in and complete the courses you still need.*
- *If you complete more core-course units than you need, the clearinghouse will select the highest grades that meet initial-eligibility requirements to calculate your core-course grade-point average. Please note that it is still necessary to complete the required number of core-course units in each area (for example, two units of math).*
- *Contact the clearinghouse staff toll-free at 877/262-1492 if you need help.*
- *Please talk to your parents or guardians and guidance counselor if you have questions.*

### CHECK YOUR STATUS WITH THE CLEARINGHOUSE

After you have registered with the clearinghouse, paid the fee and sent your transcript and SAT or ACT score(s), you may check your status.

- Online by following these simple steps:
  1. Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net);
  2. Click on **Prospective Student-Athlete**;
  3. Click on **Registered Student Login**; and
  4. Input SSN and PIN.
- By touch-tone phone, call the 24-hour automated response number: 877/861-3003. You'll be asked to enter your SSN and PIN for status.
- Call customer service at 877/262-1492 from 8 a.m. to 5 p.m. Central time Monday through Friday.
- Submit your questions by e-mail via the Web site [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Go to the **Prospective Student-Athlete** page, select **Registered Student Login**, input your SSN and PIN, click on **Contact Clearinghouse** and type in your questions. You will receive a response within two working days.



# Division I Worksheet

*Note: This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The clearinghouse will determine your official status after you graduate.*

## ENGLISH (4 YEARS REQUIRED)

Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Example: English 9	.5	A	$(.5 \times 4) = 2$
Total English Units			Total Quality Points

## MATHEMATICS (2 YEARS REQUIRED 2005–2007; 3 YEARS REQUIRED 2008 AND AFTER)

Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0	B	$(1.0 \times 3) = 3$
Total Mathematics Units			Total Quality Points

## NATURAL/PHYSICAL SCIENCE (2 YEARS REQUIRED)

Course Title	Credit	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	Grade	Quality Points (multiply credit by grade)
Total Additional Units			Total Quality Points

## SOCIAL SCIENCE (2 YEARS REQUIRED)

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

## ADDITIONAL ACADEMIC COURSES (3 YEARS REQUIRED 2005–2007; 4 YEARS REQUIRED 2008 AND AFTER)

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

## CORE-COURSE GPA (14 CREDITS REQUIRED 2005–2007; 16 REQUIRED 2008 AND AFTER)

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

# Division II Worksheet

*Note: This worksheet is provided to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The clearinghouse will determine your official status after you graduate.*

## ENGLISH (3 YEARS REQUIRED)

Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Example: English 9	.5	A	$(.5 \times 4) = 2$
Total English Units			Total Quality Points

## MATHEMATICS (2 YEARS REQUIRED)

Course Title	Credit	Grade	Quality Points (multiply credit by grade)
Example: Algebra 1	1.0	B	$(1.0 \times 3) = 3$
Total Mathematics Units			Total Quality Points

## NATURAL/PHYSICAL SCIENCE (2 YEARS REQUIRED)

Course Title	Credit	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	Grade	Quality Points (multiply credit by grade)
Total Additional Units			Total Quality Points

## SOCIAL SCIENCE (2 YEARS REQUIRED)

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

## ADDITIONAL ACADEMIC COURSES (3 YEARS REQUIRED)

Course Title	Credit	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)
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## CLEARINGHOUSE QUESTIONS

Here are some questions you may still have after reviewing the previous section.

### **Q: Do I have to register with the clearinghouse?**

A: Yes. If you want to participate in Division I or II athletics as a freshman, you must register with the clearinghouse. See the first section of this guide for academic-eligibility standards that apply to you.

### **Q: Is clearinghouse certification the same as college admission?**

A: No. Initial-eligibility certification from the clearinghouse does not guarantee your admission to any Division I or II college. You must apply for college admission separately. The clearinghouse only determines whether you meet NCAA requirements as a freshman student-athlete in a Division I or II college to be able to compete, practice and receive an athletics scholarship.

### **Q: May I send my academic information directly to the clearinghouse?**

A: No. Transcripts must come to the clearinghouse by mail directly from the high school—not from you. Give Copies 1 and 2 of the transcript release form to your counselor at the high school from which you will be graduating.

*Note: The clearinghouse will not accept faxed transcripts.*

### **Q: Who may see my academic information?**

A: The clearinghouse will provide eligibility information only to colleges that request your academic information. If no NCAA member institution requests your eligibility status, the clearinghouse may not process an eligibility-status certification.

### **Q: When is the best time for me to register with the clearinghouse?**

A: Register after your junior year in high school. If you do not submit all required documents, your file will be incomplete and will be discarded after three years. After that time you will need to re-register and pay your fee again.

### **Q: Is there a registration deadline?**

A: No. However, you must be certified as a qualifier before you can receive an athletics scholarship or practice or compete at a Division I or II college.

### **Q: What if I have attended more than one high school?**


A: If you have attended multiple high schools since ninth grade, the clearinghouse must receive an official transcript for each school. Transcripts can come directly from each school or from the high school from which you are graduating. Check with your high school counselor.

### **Q: How may I arrange for the testing agency to send my scores directly to the clearinghouse?**

A: When you register to take the ACT or the SAT, mark code "9999" so that the testing agency will send your scores to the clearinghouse. The clearinghouse may also take your scores from your official transcript.







## APPENDIX B

# Information for Parents and Guardians

If you are the parent or legal guardian of a potential student-athlete, please pay special attention to the academic eligibility and clearinghouse sections.

### **ACADEMIC ELIGIBILITY**

If your child plans to compete, practice or receive an athletics scholarship at a Division I or II college, he or she must meet the eligibility requirements on pages 6 and 7 of this guide.

### **CLEARINGHOUSE REGISTRATION: TRANSCRIPT AND TEST-SCORE SUBMISSIONS**

It is best for your son or daughter to register with the clearinghouse after completion of his or her junior year. Once registered, your son or daughter must ask the high-school counselor or registrar to send his or her academic transcripts to the clearinghouse. ACT or SAT test score(s) also must be submitted to the clearinghouse. Your son or daughter may list the clearinghouse as a separate recipient of his or her ACT or SAT scores when he or she takes the test, or the high school can send the scores along with the transcript.

The clearinghouse will typically review your son's or daughter's high-school record and send a preliminary report to him or her, with notification of any missing requirements. A final report may be issued once your son's or daughter's high school submits a final transcript showing high-school graduation. Please call the clearinghouse at 877/262-1492 if you have any questions.

### **HOW TO MONITOR YOUR SON'S OR DAUGHTER'S ELIGIBILITY**

You may check the clearinghouse Web site at [www.clearinghouse.net](http://www.clearinghouse.net) to make sure your son or daughter is taking approved courses. A list of core courses should have been submitted to the clearinghouse by your son's or daughter's high school. Check your son's or daughter's schedule before and during each year in high school to make certain that he or she is taking or planning to take the required courses.

NCAA colleges may obtain information from the clearinghouse about your son's or daughter's status and progress only if his or her information is specifically requested by that college.

### **FINANCIAL AID**

If your son or daughter is academically eligible to participate in intercollegiate athletics and is accepted as a full-time student at a Division I or II school, he or she may receive athletics-based financial aid from the school. Division I or II financial aid may include tuition and fees, room and board, and books.

Division III institutions do not award financial aid based on athletics ability. A Division III college may award need-based or academically related financial aid.

A nonqualifier may receive only need-based financial aid (aid unrelat-

#### If you have questions:

- Contact the clearinghouse staff toll-free at 877/262-1492
- Or check the clearinghouse Web site [www.clearinghouse.net](http://www.clearinghouse.net)

ed to athletics). A nonqualifier also may receive nonathletics aid from private sources or government programs (such as Pell grants). The college financial aid office can provide further information.

It is important to understand several points about athletics scholarships in Division I and II schools:

- All athletics scholarships awarded by NCAA institutions are limited to one year and are renewable annually. **There is no such award as a four-year scholarship.**
- Athletics scholarships may be renewed annually for a maximum of five years within a six-year period of continuous college attendance. Keep in mind that athletics aid may be canceled or reduced at the end of each year.
- Athletics scholarships are awarded in a variety of amounts, ranging from full scholarships (including tuition, fees, room and board, and books) to very small scholarships (e.g., books only).
- The total amount of financial aid a student-athlete may receive and the total amount of athletics aid a team may receive may be limited. These limits can affect whether a student-athlete may accept additional financial aid from other sources. Ask financial aid officials at the college or university about any other financial aid your son or daughter might be eligible to receive and how this aid impacts his or her athletics aid limit. You must inform the college financial aid office about scholarships received from all sources, such as local civic or booster clubs.

An athletics scholarship is a tremendous benefit to most families, but you should also have a plan to pay for college costs that are not covered by a scholarship (like travel between home and school). You should also consider how you will finance your son's or daughter's education if the athletics scholarship is reduced or canceled.

## NATIONAL LETTER OF INTENT

The National Letter of Intent (NLI) is a voluntary program administered by the Collegiate Commissioners Association, not by the NCAA. By signing an NLI, your son or daughter agrees to attend the institution for one academic year. In exchange, that institution must provide athletics financial aid for one academic year.

Restrictions are contained in the NLI itself. Read them carefully. These restrictions may affect your son's or daughter's eligibility.

If you have questions about the National Letter of Intent, visit the NLI Web site at [www.national-letter.org](http://www.national-letter.org) or call 205/458-3013.

## AMATEURISM ISSUES

Each of the three NCAA divisions has its own amateurism regulations. To review these rules go online to [www.ncaa.org](http://www.ncaa.org). Please contact the NCAA if you have any questions.

## AGENTS

During high school, your son or daughter might be contacted by an agent who is interested in representing your son or daughter in contract negotiations or for commercial endorsements. Some agents may not identify themselves as agents, but may simply say they are interested in your son's or daughter's general welfare and athletics career. They may offer gifts or other benefits to you and your family.

NCAA rules do not prevent meetings or discussions with an agent. However, your son or daughter will jeopardize his or her eligibility in a sport if he or she agrees, verbally or in writing, to be represented by an agent while attending high school or college, regardless of whether the agreement becomes effective immediately or after his or her last season of college eligibility.

Your son or daughter will also endanger his or her college athletics eligibility if he or she or your family accepts benefits or gifts from an agent. If an individual contacts your son or daughter about marketing his or her athletics ability, be careful. If you have concerns, contact your high-school coach, director of athletics or the NCAA.

## RECRUITING

See Appendix E for a summary of recruiting rules and terms.

## SCOUTING/RECRUITING SERVICES

During high school, your family might be contacted by a scouting/recruiting service. The NCAA does not sanction or endorse any of these services. Remember, a scouting/recruiting service cannot base its fee on the amount of a student's college scholarship. If you have any questions, please call the NCAA.

## ALL-STAR CONTESTS—BASKETBALL AND FOOTBALL

After your son or daughter completes high-school eligibility, but before graduating, he or she may participate in two high-school all-star football or basketball contests in each sport. If you have any questions, please call the NCAA.

## TRANSFER STUDENTS

If your son or daughter transfers from a two-year or four-year college to an NCAA school, he or she must meet certain requirements before being eligible for practice, competition or financial aid at that college. Order the NCAA Transfer Guide by calling 888/388-9748 or download it from the NCAA Web site at [www.ncaa.org](http://www.ncaa.org). Call the NCAA if you have questions about transfer requirements.



# Questions to Ask as You Consider Colleges



You may want to ask your college coaches the following questions. Write down the answers for your record as you consider colleges.

## ATHLETICS

1. **What positions will I play on your team?** It is not always obvious. Most coaches want to be flexible, so you might not receive a definite answer.

**A:**

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2. **What other players may be competing at the same position?** The response could give you an idea of when you can expect to be a starter.

**A:**

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3. **Will I be redshirted my first year?** The school's policy on redshirting may impact you both athletically and academically.

**A:**

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4. **What expectations do you have for training and conditioning?** This will reveal the institution's commitment to a training and conditioning program.

**A:**

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5. **How would you best describe your coaching style?** Every coach has a particular style that involves different motivational techniques and discipline. You need to know if a coach's teaching style matches your learning style.

**A:**

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6. **When does the head coach's contract end? How long does the coach intend to stay?** The answer could be helpful. Do not make any assumptions about how long a coach will be at a school. If the coach leaves, does this change your mind about the school/program?

**A:**

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7. **What are preferred, invited and uninvited walk-on situations? How many do you expect to compete? How many earn a scholarship?** Situations vary from school to school.

**A:**

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8. **Who else are you recruiting for my position?** Coaches may consider other student-athletes for every position.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **Is medical insurance required for my participation? Is it provided by the college?** You may be required to provide proof of insurance.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **What happens if I want to transfer to another school?** You may not transfer without the permission of your current athletics administration. Ask how often coaches grant this privilege and ask for an example of a situation where permission was not granted.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. **What other factors should I consider when choosing a college?** Be realistic about your athletics ability and the type of athletics experience you would enjoy. Some student-athletes want to be part of a particular athletics program, even if that means little or no playing time. Other considerations include coaching staff and style. Of course, the ideal is to choose a college or university that will provide you with both the educational and athletics opportunities you want.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACADEMICS

1. **How good is the department in my major?** How many students are in the department? What credentials do faculty members hold? What are graduates of the program doing after school?

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **What percentage of players on scholarship graduate?** The response will suggest the school's commitment to academics. You might want to ask two follow-up questions:  
1) What percentage of incoming students eventually graduate?  
2) What is the current team's grade-point average?

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **What academic support programs are available to student-athletes?** Look for a college that will help you become a better student.

\_\_\_\_\_  
\_\_\_\_\_

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **If I have a diagnosed and documented disability, what kind of academic services are available?** Special academic services may help you achieve your academic goals.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **How many credit hours should I take in season and out of season?** It is important to determine how many credit hours are required for your degree and what pace you will follow to obtain that degree.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Are there restrictions in scheduling classes around practice?** NCAA rules prevent you from missing class for practice.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Is summer school available?** If I need to take summer school, will it be paid for by the college? You may need to take summer school to meet academic and/or graduation requirements.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COLLEGE LIFE

1. **What is a typical day for a student-athlete?** The answer will give you a good idea of how much time is spent in class, practice, study and travel. It also will give you a good indication of what coaches expect.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **What are the residence halls like?** The response should give you a hint of how comfortable you would be in your room, in study areas, in community bathrooms and at the laundry facilities. Also ask about number of students in a room, co-ed dorms and the rules governing life in the residence halls.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Must student-athletes live on campus?** If "yes," ask about exceptions.

**A:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL AID

1. **How much financial aid is available for both the academic year and summer school?** What does your scholarship cover?

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **How long does my scholarship last?** Most people think a “full ride” is good for four years, but athletics financial aid is available on a one-year, renewable basis. Also ask what happens to your financial aid if you are injured.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **What are my opportunities for employment while I am a student?** Find out if you can be employed in season, out of season or during vacation periods.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Exactly how much will the athletics scholarship be? What will and will not be covered?** It is important to understand what college expenses your family is responsible for so you can arrange to pay those. Educational expenses can be paid with student loans and government grants, but it takes time to apply for these. Find out early so you can get something lined up.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Am I eligible for additional financial aid? Are there any restrictions?** Sometimes a student-athlete cannot accept a certain type of scholarship because of NCAA limitations. If you will be receiving other scholarships, let the coach and financial aid officer know so they can determine if you may accept additional dollars.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Who is financially responsible if I am injured while competing?** You need to understand your financial obligations if you suffer an injury while participating in athletics.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Under what circumstances would my scholarship be reduced or canceled?** Coaches should be able to give you some idea of how players are evaluated from year to year and how these decisions are made. The institution may have a policy governing renewal of athletics aid. Ask if such a policy exists and read it.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Are there academic criteria tied to maintaining the scholarship?** Some institutions add academic requirements to scholarships (e.g. minimum grade-point average).

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **What scholarship money is available after eligibility is exhausted to help me complete my degree?** It may take longer than four years to complete a college degree program. Some colleges assist student-athletes financially as they complete their degrees. Ask how such aid is awarded. You may have to work with the team or in the athletics department to qualify for this aid.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **What scholarship money is available if I suffer an athletics career-ending injury?** Not every institution continues to provide an athletics scholarship to a student-athlete who can no longer compete because of a career-ending injury.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. **Will my scholarship be maintained if there is a change in coaches?** A coach may not be able to answer this, but the athletics director may.

**A:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Details for High-School Counselors



## INITIAL ELIGIBILITY

### Why an Initial-Eligibility Clearinghouse?

NCAA member institutions agree that it is important for all high-school students to meet minimum academic standards to practice or compete in college athletics. The clearinghouse evaluates student courses, grades and test scores to determine whether students meet prescribed minimum academic requirements. The NCAA membership is committed to academic success and graduation of its student-athletes. This is a primary guiding principle of the Association.

### NCAA Initial Eligibility and College Admission are Both Needed

Admission to an NCAA college or university is not the same as NCAA initial eligibility. Each institution decides which students to admit, based on its admissions criteria. Keep in mind that if a student-athlete meets NCAA initial-eligibility standards, that student still may not be admitted to the institution. Likewise, a student-athlete who gains admission to a college or university may not meet NCAA initial-eligibility standards.

## HELP STUDENTS SELECT COURSES

### Grades Eight–12

If students take a rigorous college-preparatory curriculum, they are more likely to be successful. Help your students select courses that:

- Meet high-school graduation requirements;
- Adequately prepare for rigorous college work; and
- Meet NCAA initial-eligibility requirements.

### Grade 11

- Encourage students to take the ACT or SAT or both.
- When registering for the test, students should select the clearinghouse (code 9999) as a score recipient.
- After completing grade 11, students who plan to participate in college sports at a Division I or II college should register with the clearinghouse. The clearinghouse registration form is available online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). The student should not register before the end of the junior year, because the clearinghouse cannot process a student's certification until it has received a transcript that shows at least six semesters.
- After the student registers, send the student's transcript to the clearinghouse. The transcript may be sent by regular mail or overnight delivery. The clearinghouse will not accept faxed transcripts.

### Grade 12

- After graduation, review the student's transcript carefully. Make sure the transcript is accurate before you mail it. Once the clearinghouse receives a final transcript, it will not use an amended final transcript. Remember, faxed transcripts are not acceptable.
- You may check online the list of your high-school students who have registered with the clearinghouse, at [www.ncaa-clearinghouse.net](http://www.ncaa-clearinghouse.net). On the home page, click on **High**



School Administration, then on **HS Administrator Login**. After logging in, click on **Graduation List Reports**.

## YOUR HIGH-SCHOOL'S LIST OF NCAA-APPROVED CORE COURSES

### What is the list?

Each high school has its own list of NCAA-approved core courses. For the clearinghouse to use a course in a student's evaluation, the course on the transcript must be on your high-school's list.

### Where can I find my high-school's list?

- Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- Select **High School Administration**.
- Click on **List of Approved Core Courses**.
- Follow the prompts.

### How can I update my high-school's list?

- Go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- Select **High School Administration**.
- Click on **HS Administrator Login**.
- You will be required to input your high-school six-digit code and your high-school PIN. If your high school did not select a PIN, or you don't remember your high-school PIN, see the login page for directions on how to obtain a PIN.
- After logging in, click on **Submit Core Course Modifications**. From there, follow the prompts.

### Why is this important?

- It is vital that your high-school's list of approved core courses is kept up to date.
- This will ensure that your students receive appropriate clearinghouse credit for the courses they have taken.
- If you have not reviewed and updated your list in the past year, the eligibility of your students may be affected.
- You must review your list at least once per year.

## CORE-COURSE REQUIREMENTS

### Core Courses

A core course, as previously defined, is a recognized college-preparatory course taught by a qualified instructor. The course will fulfill your high-school's graduation requirements. Remedial or basic-level courses are not core courses. Your high-school's list of approved core courses, once submitted to the clearinghouse, will be available for students, parents and counselors on the clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

**Eighth-grade courses.** Eighth-grade courses do not satisfy initial-eligibility requirements.

**Courses completed after high-school graduation.** Courses taken after a student's eighth semester (fourth year) of high school will not satisfy Division I initial-eligibility requirements. In contrast, for Division II, all core courses completed after high school but before initial full-time enrollment in college may meet NCAA requirements.

**Pass-fail grades.** Pass-fail grades may be used to satisfy initial-eligibility requirements, but will be given the high school's lowest passing grade.

### Independent study and courses taught on the Internet.

Independent-study and Internet courses may satisfy initial-eligibility requirements if these courses meet core-course requirements. Instructor and student must have access to one another throughout the course, the student's work must be evaluated by appropriate authorities, and the course must appear on the student's high-school transcript.

**Credit-by-exam and vocational-school courses.** Credit-by-exam and vocational-school courses do not satisfy initial-eligibility requirements.

**Duplicate course work.** If a student completes two classes that are considered to be duplicates (e.g., Algebra I and Algebra A/B), he or she will only receive core-course credit for one of the classes (typically the course with the higher grade).

**Courses for students with disabilities.** Students with disabilities may use courses specifically designed for such students. The course must be comparable to a core course in the mainstream curriculum and must appear on your high-school's list of approved core courses. Submit courses for students with disabilities online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

## ACT AND SAT SCORES

**Test-score requirements.** Students must achieve a required SAT or ACT score (See page 7 for the Division I grade-point average/test-score index. See page 7 for the Division II requirements.). Students must take the tests under standard testing conditions on a national testing date before their initial, full-time enrollment at college. See the SAT Web site at [www.collegeboard.com](http://www.collegeboard.com) and the ACT Web site [www.act.org](http://www.act.org) for national testing dates. Dates may also be found on page 9.

**State or school exams.** No campus or state tests, like those given in Colorado and Illinois, can substitute for the national SAT or ACT.

**Calculation of highest score.** If a student has taken the ACT or SAT more than once, that student's highest score from each subtest or subsection will be used to determine his or her score, provided all scores are submitted to the clearinghouse. See page 9 for an example.

**Nonstandard tests.** Nonstandard tests are available for students with a diagnosed disability. Please visit the SAT or ACT Web sites for more information on registering for nonstandard tests.

**Writing component.** The writing component of the ACT and SAT will not be used by the clearinghouse to determine initial eligibility.

#### For more information:

- Contact the clearinghouse staff toll free at 877/262-1492
- Or check the clearinghouse Web site [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

## NCAA CORE GRADE-POINT AVERAGE

**Calculation of core grade-point average.** The NCAA core grade-point average is calculated using only those core courses that are accepted and appear on the student's clearinghouse certification report.

**Grade values.** The following grade values are used in determining a student's grade-point average:

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

### Division I and II core grade-point average requirements.

Students must achieve a minimum core grade-point average to compete at the Division I or II level. The core grade-point average for Division I students must correspond with the ACT or SAT score based on the core grade-point average and test-score qualifier index on page 7 of this guide. In Division II, a student-athlete must have a minimum core grade-point average of 2.000.

**Foreign students.** If you have a student who has been educated in part at a foreign secondary school, it will be necessary to obtain transcripts from the foreign institution and send those transcripts and translations along with the domestic transcript, to the clearinghouse. Students who graduate from high school in the United States will be evaluated under the same rules as all other domestic students.

**Computer science reminder.** The NCAA no longer accepts computer science courses, unless those courses receive graduation credit in mathematics or natural/physical science and appear as such on the high-school's list of NCAA-approved core courses.

**Home school.** Beginning April 1, 2004, students who have been home schooled in whole or in part in grades nine through 12 must register with the clearinghouse. To determine what documents must be submitted to the clearinghouse, please visit the clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

## CLEARINGHOUSE WEB SITE FEATURES

The following features are available to you as a high-school administrator on the clearinghouse Web site.

- **Core-course modifications.** Submit revisions to your high-school's core-course list.
- **Updates to clearinghouse contact data.** Update your school's contact name, graduation date, e-mail address, PIN or demographic data.
- **Graduation list reports.** Print a list of registered students from the current graduating class. After graduation, send the clearinghouse a final transcript with proof of graduation for each student on your roster.
- **Contact the clearinghouse.** E-mail inquiry to the clearinghouse is the easiest contact method.
- **Submit a fee waiver.** High-school administrators may submit fee waiver verifications for eligible students.

**More information.** For more information online, see the clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

# Recruiting Regulations



## INTRODUCTION

College coaches must follow the rules outlined in this section. You are expected to follow these rules as well.

## RECRUITING TERMS

**Contact.** A contact occurs any time a coach has any face-to-face contact with you or your parents off the college's campus and says more than hello. A contact also occurs if a coach has any contact with you or your parents at your high school or where you are competing or practicing.

**Contact period.** During this time, a college coach may have in-person contact with you and/or your parents on or off the college's campus. The coach may also watch you play or visit your high school. You and your parents may visit a college campus and the coach may write and telephone you during this period.

**Dead period.** The college coach may not have any in-person contact with you or your parents at any time in the dead period. The coach may write and telephone you or your parents during this time.

**Evaluation.** An evaluation is an activity by a coach to evaluate your academic or athletics ability. This would include visiting your high school or watching you practice or compete anywhere.

**Evaluation period.** The college coach may watch you play or visit your high school, but cannot have any in-person conversations with you and your parents off the college's campus. You and your parents can visit a college campus during this period. A coach may write and telephone you or your parents during this time.

**Official visit.** Any visit to a college campus by you and your parents paid for by the college. The college may pay the following expenses:

- Your transportation to and from the college;
- Room and meals (three per day) for you and your parents while you are visiting the college; and
- Reasonable entertainment expenses, including three complimentary admissions to a home athletics contest.
- Before a college may invite you on an official visit, you will have to provide the college with a copy of your high-school transcript (Division I only) and SAT, ACT, PACT, PSAT or PLAN score.

**Prospective student-athlete.** You become a "prospective student-athlete" when:

- You start ninth-grade classes; or
- Before your ninth-grade year, a college gives you, your relatives or your friends any financial aid or other benefits that the college does not provide to students generally.

**Quiet period.** The college coach may not have any in-person contact with you or your parents off the college's campus. The coach may not watch you play or visit your high school during this period. You and your parents may visit a college campus during



this time. A coach may write or telephone you or your parents during this time.

**Unofficial visit.** Any visit by you and your parents to a college campus paid for by you or your parents. The only expense you may receive from the college is three complimentary admissions to a home athletics contest. You may make as many unofficial visits as you like and may take those visits at any time. The only time

you cannot talk with a coach during an unofficial visit is during a dead period.

## RECRUITING CALENDARS

To look at recruiting calendars for all sports, go to [www.ncaa.org](http://www.ncaa.org).

## SUMMARY OF RECRUITING RULES FOR EACH SPORT—DIVISION I

	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
SOPHOMORE YEAR	<b>Recruiting materials</b>	• You may start to receive at end of year.	• You may receive brochures for camps and questionnaires.	• You may receive brochures for camps and questionnaires.	• You may receive brochures for camps and questionnaires.
	<b>Telephone Calls</b>	• College may accept collect calls from you at end of year. • College coach cannot call you.	• You may make calls to coach at your expense only. • College coach cannot call you.	• You may make calls to coach at your expense only. • College coach cannot call you.	• You may make calls to coach at your expense only. • College coach cannot call you. • <i>Ice Hockey—if you are an international prospect, a college coach may call you once in July after sophomore year)</i>
	<b>Off-campus contact</b>	• None allowed.	• None allowed.	• None allowed.	• None allowed.
	<b>Official visit</b>	• None allowed.	• None allowed.	• None allowed.	• None allowed.
	<b>Unofficial visit</b>	• Allowed.	• Allowed.	• Allowed.	• Allowed.
	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
JUNIOR YEAR	<b>Recruiting materials</b>	• Allowed.	• You may begin receiving September 1 of junior year.	• You may begin receiving September 1 of junior year.	• You may begin receiving September 1 of junior year.
	<b>Telephone Calls</b>	• Once during March of your junior year.	• Once during March of your junior year.	• Once during May of your junior year.	• Once during May of your junior year.
	<b>College coaches may call you</b>	• Once between June 21 and June 30 after your junior year. • Three times in July after your junior year • Once per week beginning August 1.	• Once between June 21 and June 30 after your junior year. • Three times in July after your junior year • Once per week beginning August 1.		• Once per week starting July 1 after your junior year.
	<b>Off-campus contact</b>	• Allowed, once only during April on your high-school campus • Allowed starting July 1 after your junior year.	• Allowed, once only during April on your high-school campus • Allowed starting July 1 after your junior year.	• None allowed.	• Allowed, once only during April on your high-school campus • Allowed starting July 1 after your junior year. • <i>For gymnastics—allowed after July 15 following your junior year.</i>
	<b>Official visit</b>	• Allowed, beginning January 1 of your junior year, but not during the summer of your junior and senior year.	• None allowed.	• None allowed.	• None allowed.
	<b>Unofficial visit</b>	• Allowed.	• Allowed.	• Allowed.	• Allowed.

## SUMMARY OF RECRUITING RULES FOR EACH SPORT—DIVISION I (CONTINUED)

SENIOR YEAR	RECRUITING METHOD	MEN'S BASKETBALL	WOMEN'S BASKETBALL	FOOTBALL	OTHER SPORTS
	Recruiting materials	• Allowed.	• Allowed.	• Allowed.	• Allowed.
	Telephone Calls	• Once per week.	• Once per week.	• Once per week beginning September 1.	• Once per week.
	Off-campus contact	• Allowed.	• Allowed.	• Allowed.	• Allowed.
	Official visit	• Allowed beginning opening day of classes your senior year.	• Allowed beginning opening day of classes your senior year.	• Allowed beginning opening day of classes your senior year.	• Allowed beginning opening day of classes your senior year.
	Unofficial visit	• Allowed.	• Allowed.	• Allowed.	• Allowed.
	Evaluation and contacts  How often can a coach see me or talk to me off the college's campus?	<ul style="list-style-type: none"> <li>Up to five times during your senior year.</li> <li>A college coach may contact you or your parents/legal guardians not more than three times during your senior year.</li> </ul>	<ul style="list-style-type: none"> <li>Up to five times during your senior year.</li> <li>A college coach may contact you or your parents/legal guardians not more than three times during your senior year.</li> </ul>	<ul style="list-style-type: none"> <li>Up to six times during your senior year.</li> <li>A college coach may contact you or your parents/legal guardians, (including evaluating you off the college's campus) six times.</li> <li>One evaluation during September, October and November.</li> </ul>	<ul style="list-style-type: none"> <li>Up to seven times during your senior year.</li> <li>A college coach may contact you or your parents/legal guardians not more than three times during your senior year.</li> </ul>

## SUMMARY OF RECRUITING RULES—DIVISIONS II AND III

	DIVISION II	DIVISION III
Recruiting materials	• A coach may begin sending you printed recruiting materials September 1 of your junior year in high school.	• You may receive printed materials anytime.
Telephone calls	• A college coach may call you once per week beginning June 15 between your junior and senior year.	• No limit on number of calls or when they can be made by the college coach.
Off-campus contact	<ul style="list-style-type: none"> <li>A college coach can have contact with you or your parents/legal guardians off the college's campus beginning June 15 after your junior year.</li> <li>A college coach is limited to three in-person contacts off campus.</li> </ul>	• A college coach may begin to have contact with you and your parents/legal guardians off the college's campus after your junior year.
Unofficial visits	• You may make an unlimited number of unofficial visits any time.	• You may make an unlimited number of unofficial visits any time.
Official visits	<ul style="list-style-type: none"> <li>You may make official visits starting the opening day of classes your senior year.</li> <li>You may make only one official visit per college and up to a maximum of five official visits to various colleges.</li> </ul>	<ul style="list-style-type: none"> <li>You may make official visits starting the opening day of classes your senior year.</li> <li>You may make only one official visit per college.</li> </ul>



## APPENDIX F

# Glossary

### **ACT/SAT**

Standardized tests used by many colleges for admissions purposes. You must take the ACT or SAT and meet the scores outlined on page 7.

### **Amateurism**

To be eligible to play college sports, you must maintain your amateur status. To review NCAA rules go online to [www.ncaa.org](http://www.ncaa.org).

### **Booster**

An individual who supports a particular college's athletics program by donating money to the college or by promoting the college's athletics program.

### **Clearinghouse**

The organization responsible for certifying your academic eligibility for practice, competition and financial aid for Division I and Division II. See Appendix A.

### **Contact**

See recruiting terms, page 26.

### **Contact period**

See recruiting terms, page 26.

### **Core courses**

Courses that are academic, college preparatory and that meet high-school graduation requirements in one of the following areas: English, mathematics, natural/physical science, social science, foreign language, nondoctrinal religion or philosophy. See page 8 for more information.

### **Dead period**

See recruiting terms, page 26.

### **Evaluation**

See recruiting terms, page 26.

### **Evaluation period**

See recruiting terms, page 26.

### **Financial aid**

Money you receive from the college or from another source, such as outside loans or grants. Financial aid may be athletically related or based on something else, such as academic achievement or financial need. Also referred to as a scholarship.

### **GED**

General Educational Development test. The GED may take the place of high-school graduation under certain conditions. If you have the GED, you must still have the required number of core courses, the required grade-point average and the required ACT or SAT score.

### **Grade-point average**

Your NCAA grade-point average is calculated by using grades in your core courses only. See page 8 for an explanation of the core



grade-point average calculation.

**Grayshirt**

An individual who is recruited out of high school, but who delays enrollment in college for a term or terms.

**Home school**

An individual who does not attend a traditional high school. A student who has been educated at home must register with the clearinghouse like any other student.

**List of approved core courses**

This list contains all core courses taught at your high school. For the clearinghouse to use courses from your transcript, the course must be on your high-school's list of approved core courses. See page 8 for instructions on how to find your high-school's list.

**NCAA**

National Collegiate Athletic Association. The national governing body for more than 1,200 colleges, universities, conferences and organizations.

**NLI**

National Letter of Intent. A legal, binding contract in which the prospective student-athlete agrees to attend that college for one academic year. In return, the college agrees to provide the individual with athletics financial aid for one academic year. For more information, go to [www.national-letter.org](http://www.national-letter.org).

**Nonqualifier**

An individual who hasn't met the academic requirements outlined on pages 6 and 7. A nonqualifier can't practice, compete or receive institutional financial aid for one academic year and has three seasons of competition in Division I.

**Official visit**

Any visit to a college campus by you and your parents paid for by the college. See page 26 for more information.

**Partial qualifier**

A term used in Division II only. An individual who has met part of the academic requirements. A partial qualifier may practice on campus and receive institutional financial aid, but can't compete for one academic year. See page 7 for more information.

**PIN**

Personal Identification Number. When you register with the clearinghouse, you pick your own four-digit PIN. This PIN will allow you to check your eligibility online or by phone. Make sure you remember what PIN you picked. For high schools, each school selects its own five-digit PIN that allows high-school personnel to access specific information through the clearinghouse Web site.

**Prospective student-athlete**

An individual who has started classes for the ninth grade. Sometimes called a prospect, this is a person who would like to participate in college sports. Also known as a "recruit."

**Qualifier**

An individual who has met the academic requirements outlined on pages 6 and 7. A qualifier may practice, compete and receive institutional financial aid.

**Quiet period**

See recruiting terms, page 26.

**Recruited**

An individual who is recruited by a college is someone who has been called by a coach more than once, someone who has been contacted by a coach off campus, or someone who has received an official visit from a college.

**Recruiting**

College coaches will try to get you to come to their college. When the coach calls you, sends you written materials, comes to watch you practice or play or contacts you in person, that is referred to as recruiting. Coaches must follow certain recruiting rules. Please see pages 26–28 for more information about these rules.

**Redshirt**

An individual who does not play in ANY college game or scrimmage, in a given academic year. If you play in even one second of one game as a college athlete, you can't be a redshirt.

**Scholarship**

See Financial Aid.

**Student-athlete**

An individual who is recruited to attend a particular college to play on one of its athletics teams or a student who reports for practice at a college.

**Unofficial visit**

See recruiting terms, page 27.

**Waiver**

A process to set aside the academic rules because of specific, extraordinary circumstances that prevented you from meeting the rules. A waiver must be filed by the college on your behalf.

**Walk-on**

An individual who does not receive athletics institutional financial aid (scholarship), but who is a member of a college athletics team.



In order to participate in athletics and receive athletically based financial aid, you must register with the NCAA Initial-Eligibility Clearinghouse and meet eligibility standards. If you wish to register online with the clearinghouse, you must have a valid MasterCard or VISA debit or credit card. If you received a fee waiver for the ACT or SAT exam and are requesting a waiver of the clearinghouse fee, you may complete the written version of this form available from your high-school counselor or the clearinghouse. If you register online, an authorized high-school official may validate your access to the fee waiver by following the procedures on the clearinghouse Web site.

To register with the clearinghouse, please provide the following information:

PRINT in black ink or type. Be sure to READ and follow the instructions in the NCAA Guide for the College-Bound Student-Athlete.

## Section I: Student Information

Social Security Number    -

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Country (if not U.S.) \_\_\_\_\_

Date of birth  /  /  Phone (  ) -

E-mail \_\_\_\_\_

## Section II: High School You Currently Attend

High School Name \_\_\_\_\_

City/State \_\_\_\_\_

H.S. Code    -     Date you will graduate  /  /

## Section III: List in chronological order all schools you previously attended starting with the most recent.

(DO NOT list junior high schools that were part of your high school district.) If additional high school information is necessary, please attach on separate page.

1. High School Name \_\_\_\_\_  
H.S. Code    -     Date Entered  /  /     Withdrawn  /  /

2. High School Name \_\_\_\_\_  
H.S. Code    -     Date Entered  /  /     Withdrawn  /  /

3. High School Name \_\_\_\_\_  
H.S. Code    -     Date Entered  /  /     Withdrawn  /  /

## Section IV: Select a Personal Identification Number (PIN)

After you submit this form, you can check on the status of your file from a touch-tone phone or at the NCAA clearinghouse Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). To access the status of your record, you must provide this 4-digit personal identification number.

Enter 4 numbers of your choice here:     (NUMBERS ONLY)

Please record this number for future reference to your record.

## Section V: Select an Output Option

The NCAA clearinghouse can communicate to you either by e-mail/Web or paper format. This would include correspondence and certification reports. E-mail/Web correspondence will require that you have a valid e-mail address listed in Section I of this form.

☐ I elect the e-mail/Web option. In order to select this option, you must have a valid Internet e-mail address. This option will enable you to receive correspondence and communications from the clearinghouse up to two weeks earlier than correspondence that must be sent by regular mail.

☐ I elect the paper option. By selecting the paper option, you are delaying notification of your status by up to two weeks. If you have a valid Internet e-mail address, please consider selecting the e-mail/Web option.

You may change your communication option and update your e-mail address at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or by calling the clearinghouse at 877/262-1492.

## Section VI: Payment \$30

Your form will not be eligible for processing without correct payment.

☐ VISA ☐ MasterCard ☐ Check/Money Order  
(Please make payable to NCAA Initial-Eligibility Clearinghouse).

Card Number

Exp. Date:  /  /  Signature: \_\_\_\_\_

## Section VII: Authorization Signatures

I understand and agree to abide by the procedures in the NCAA Guide for the College-Bound Student-Athlete. I authorize the high schools listed to release to the NCAA Initial-Eligibility Clearinghouse my transcripts, including ACT and SAT scores, proof of graduation, and any other academic or school-related information or records, as requested by the clearinghouse for the purpose of determining my athletics eligibility. I further authorize the clearinghouse to release personally identifiable information from my educational records obtained by the clearinghouse (including this release form and resulting certification decisions) to the NCAA, to any testing service whose test scores are included in my records (e.g., ACT or ETS), to my high school(s) and to all NCAA member institutions requesting my eligibility information, to the extent that such information is necessary to report, verify or review my athletics eligibility. I also authorize the NCAA to disclose personally identifiable information from my educational records to a third party (including but not limited to the media) as necessary to correct any inaccuracies reported by the media or related to my preliminary or final certification decisions, without such disclosure constituting a violation of my rights, including my rights under the Family Educational Rights and Privacy Act.

I understand and agree that the information provided to the clearinghouse for the purpose of determining my athletics eligibility may be used for NCAA and clearinghouse research concerning athletics eligibility, the academic preparation and performance of student-athletes, and related issues. I also understand and agree that such research may be published or distributed to third parties, but that I will not be identified in any such published or distributed data. I also understand that the clearinghouse will send my eligibility status to any Division I or II institution that requests it. Further, I realize that the clearinghouse will not send my eligibility information at my request; rather, the institution must make the request for that information. Finally, I am aware that if no member institution requests my eligibility status, a final certification may not be processed. By submitting this form I understand it is my responsibility to provide accurate and true information to the NCAA clearinghouse and to provide updated information as necessary.

I realize that the NCAA Initial-Eligibility Clearinghouse takes steps that are intended to ensure that academic records and documents are properly handled, processed and assessed during evaluation of initial-eligibility status for prospective student-athletes. I also understand that in the unlikely event an error occurs in handling, shipping, processing, assessing or evaluating registration documents or academic records, the clearinghouse will correct the error, if possible, and refund the processing fee, if appropriate. I am aware that erroneous evaluations of initial eligibility are often the result of invalid or fraudulent information provided by prospective student-athletes and by academic institutions. I understand and agree that the clearinghouse is under **NO** duty to authenticate the validity or accuracy of academic records submitted by academic institutions or prospective student-athletes and makes all determinations of eligibility based on the documentation provided by the applicant and his or her institutions.

I understand and agree that to the maximum extent permitted by applicable law, in no event will the clearinghouse be liable for any special, incidental, indirect, exemplary or consequential damages resulting from erroneous evaluation of initial-eligibility status. **I further understand and agree that the remedy described above is the exclusive remedy available to prospective student-athletes for errors in handling or processing of registration records and in an evaluation of initial-eligibility status.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if student is under 18)

## Fee Waiver

☐ Fee Waiver (section must be completed by an authorized high-school official)

Verification of Fee Waiver Eligibility: I verify that the student named above has received a waiver of the ☐ ACT or ☐ SAT test fee (check appropriate box).

Signature of Official \_\_\_\_\_ School Seal

Printed Name/Title of Official \_\_\_\_\_ H.S. Phone \_\_\_\_\_

## Transcript(s) must be sent directly by the high school.

[Return completed copy to clearinghouse at address below. Please use self-addressed envelope provided in the student brochure.]

NCAA Clearinghouse—Forms Processing, P.O. Box 4043, Iowa City, IA 52243-4043.  
Phone: 877/262-1492 (8 A.M.—5 P.M. weekdays CT);  
877/861-3003 (24-hour voice response).  
Fax 319/337-1556.

# Student Release Form

*Release: Copy 1 (To be sent by high school with preliminary transcripts)*

## STUDENT'S NAME \_\_\_\_\_

Release: Copy 1 (To be sent by high school with preliminary transcripts)

The above student has requested academic records be sent to the NCAA clearinghouse from your high school. Your school may use this release as authority to transmit academic records to the address listed below.

## AUTHORIZATION SIGNATURES

I understand and agree to abide by the procedures in the NCAA Guide for the College-Bound Student Athlete. I authorize the high schools listed to release to the NCAA Initial-Eligibility Clearinghouse my transcripts, including ACT and SAT scores, proof of graduation, and any other academic or school-related information or records, as requested by the clearinghouse for the purpose of determining my athletics eligibility. I further authorize the clearinghouse to release personally identifiable information from my education records obtained by the clearinghouse (including this release form and resulting certification decisions) to the NCAA, to any testing service whose test scores are included in my records (e.g., ACT or ETS), to my high school(s) or to all NCAA member institutions requesting my eligibility information, to the extent that such information is necessary to report, verify or review my athletics eligibility. I also authorize the NCAA to disclose personally identifiable information from my education records to a third party (including but not limited to the media) as necessary to correct any inaccuracies reported by the media or related to my preliminary or final certification decisions, without such disclosure constituting a violation of my rights, including my rights under the Family Educational Rights and Privacy Act.

I understand and agree that the information provided to the clearinghouse for the purpose of determining my athletics eligibility may be used for NCAA and clearinghouse research concerning athletics eligibility, the academic preparation and performance of student-athletes, and related issues. I also understand and agree that such research may be published or distributed to third parties, but that I will not be identified in any such published or distributed data. I also understand that the clearinghouse will send my eligibility status to any Division I or II college that requests it. Further, I realize that the clearinghouse will not send my eligibility information at my request; rather, the college must make the request for that information. Finally, I am aware that if no member institution requests my eligibility status, a final certification may not be processed. By submitting this form, I understand it is my responsibility to provide accurate and true information to the NCAA Clearinghouse and to provide accurate and truthful updated information as necessary.

## STUDENT: READ AND SIGN BELOW

I certify that I am the person whose name appears on this form and that I have read and agree to the authorization statement outlined above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(For students under 18 years of age)

### Send to:

NCAA Clearinghouse  
P.O. Box 4043  
Iowa City, IA 52243-4043



# Student Release Form

*Release: Copy 2 (To be sent with a final graduation transcript)*

## STUDENT'S NAME \_\_\_\_\_

Release: Copy 2 (To be sent with a final graduation transcript)

The above student has requested academic records be sent to the NCAA clearinghouse from your high school. Your school may use this release as authority to transmit academic records to the address listed below.

## AUTHORIZATION SIGNATURES

I understand and agree to abide by the procedures in the NCAA Guide for the College-Bound Student Athlete. I authorize the high schools listed to release to the NCAA Initial-Eligibility Clearinghouse my transcripts, including ACT and SAT scores, proof of graduation, and any other academic or school-related information or records, as requested by the clearinghouse for the purpose of determining my athletics eligibility. I further authorize the clearinghouse to release personally identifiable information from my education records obtained by the clearinghouse (including this release form and resulting certification decisions) to the NCAA, to any testing service whose test scores are included in my records (e.g., ACT or ETS), to my high school(s) or to all NCAA member institutions requesting my eligibility information, to the extent that such information is necessary to report, verify or review my athletics eligibility. I also authorize the NCAA to disclose personally identifiable information from my education records to a third party (including but not limited to the media) as necessary to correct any inaccuracies reported by the media or related to my preliminary or final certification decisions, without such disclosure constituting a violation of my rights, including my rights under the Family Educational Rights and Privacy Act.

I understand and agree that the information provided to the clearinghouse for the purpose of determining my athletics eligibility may be used for NCAA and clearinghouse research concerning athletics eligibility, the academic preparation and performance of student-athletes, and related issues. I also understand and agree that such research may be published or distributed to third parties, but that I will not be identified in any such published or distributed data. I also understand that the clearinghouse will send my eligibility status to any Division I or II college that requests it. Further, I realize that the clearinghouse will not send my eligibility information at my request; rather, the college must make the request for that information. Finally, I am aware that if no member institution requests my eligibility status, a final certification may not be processed. By submitting this form, I understand it is my responsibility to provide accurate and true information to the NCAA clearinghouse and to provide accurate and truthful updated information as necessary.

## STUDENT: READ AND SIGN BELOW

I certify that I am the person whose name appears on this form and that I have read and agree to the authorization statement outlined above.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_  
(For students under 18 years of age)

Date: \_\_\_\_\_

### Send to:

NCAA Clearinghouse  
P.O. Box 4043  
Iowa City, IA 52243-4043



**NCAA**

**Web site:**

[www.ncaa.org](http://www.ncaa.org)

**U.S. Mail address:**

NCAA Membership Services  
P.O. Box 6222  
Indianapolis, IN 46202-6222

**Overnight shipping address:**

1802 Alonzo Watford Senior Drive  
Indianapolis, IN 46202

**Telephone:**

317/917-6222

Membership Services Representatives are  
available from noon to 4 p.m. Central time.

**Facsimile:**

317/917-6622

