Which transcripts are evaluated?

- **NLI/Athletics Aid Offer:** The transcripts of ALL prospects being offered a National Letter of Intent and/or offer of athletics aid must be evaluated by either the Compliance Office or Academic Eligibility Coordinator depending on the prospect classification BEFORE the offer is made.

- **Official Visit:** The transcripts of prospects making official visits to the SJSU campus will be evaluated upon request; however, it is highly recommended that the transcripts of at risk or lesser performing official visit students be evaluated by the Compliance Office, not just the coaching staff.

- **We do not evaluate transcripts of prospects that do not fit into one of the two categories listed above. A Transcript Evaluation 101 Session will be conducted annually for designated members of each coaching staff during which we will provide a tutorial in transcript evaluations (for initial-eligibility, transfer eligibility and admissions).**

Where do I bring a transcript for evaluation?

- High school transcripts begin the evaluation process with the Assistant Director of Compliance.

- All transfer transcripts begin the evaluation process with the Academic Eligibility Coordinator.

When can I expect to receive the completed transcript evaluation?

- We will make every effort at turning evaluations around within 5 days of receipt of ALL transcripts and test scores.

What is the internal process for transcript evaluations?

- **A completed Transcript Evaluation Request Form must be submitted with ALL transcripts submitted for evaluation. Transcripts submitted without this Form attached will be returned.**

  - **High School Transcripts**
    - Compliance Office adds prospect to IRL if registered with the Eligibility Center.
    - Compliance Office completes an NCAA initial-eligibility evaluation based on the high school’s List of Approved Core Courses (48H), and notes any deficiencies or concerns.
    - Compliance Office forwards initial-eligibility evaluation to Academic Eligibility Coordinator.
    - Academic Eligibility Coordinator evaluates transcript for SJSU admissions requirements, and notes any deficiencies or concerns.
    - Academic Eligibility Coordinator emails complete transcript evaluation as an attachment to coaching staff, Compliance Office and Associate AD/Student Services/SWA.

  - **Two-Year/Four-Year Transfer Transcripts**
    - Four-Year Transfers must obtain and submit a permission to contact to the Compliance Office prior to an evaluation.
    - Academic Eligibility Coordinator completes a transcript evaluation to decipher NCAA transfer eligibility and SJSU admissions requirements.
    - Academic Eligibility Coordinator acquires prospect's NCAA Eligibility Center status (registration, academic, amateur and IRL activation) from Compliance Office.
    - Academic Eligibility Coordinator emails complete transcript evaluation, including Eligibility Center status, to coaching staff, Compliance Office and Associate AD/Student Services/SWA.

Evaluation Questions?

- High school initial-eligibility, NCAA Eligibility Center, IRL additions/deletions, amateurism questions must be directed to the Assistant Director of Compliance.

- Transfer eligibility and ALL SJSU admissions questions must be directed to the Academic Eligibility Coordinator.

Updated 6/11/13