



NCAA International Student Records Committee Policy Crediting and Academic Timelines

Per NCAA International Student Records Committee policies and procedures, staff has authority to determine crediting and academic timelines. As part of this process, staff may review professional resources (e.g., NARIC) published information from the appropriate issuing body or government (e.g., ministry of education), and/or other information on a case-by-case basis. If information is deemed to be inconclusive or unavailable, staff will not make a determination.

- 1. Crediting.** The following information (authored by the pertinent issuing body) must be submitted to establish a new crediting policy for a country:
 - a. Relevant information indicating the correct crediting policy (e.g., minimum total hours required for each applicable course title/discipline in an academic year); and
 - b. Confirmation the crediting policy applies to all students from the country.
- 2. Academic Timelines.** The following information (authored by the pertinent issuing body) must be submitted regarding a country's academic timeline, which may have multiple tiers depending on the type of credential earned:
 - a. The native language terminology of each academic year within the timeline of compulsory education;
 - Note: Certified, line by line English translations may be required.
 - b. Confirmation the academic timeline applies to all students from the country; and
 - c. Specific title of the credential associated with the academic timeline (if applicable).
- 3. Reconsideration.** An institution may request reconsideration (via the student's account) of a crediting and/or academic timeline determination based on new and relevant information that addresses the above criteria.

If staff determines the threshold is met, staff will review the new information and render a new determination. However, if staff determines the submission does not meet the threshold (e.g., repackaged, outdated or irrelevant information), staff will deny the reconsideration request, and its determination is not subject to further review. Additional reconsideration requests are available if the information meets the required threshold.