

## How to Update Your School's Grading Scale

### Alpha Grading Scales

If your school uses traditional letter grades (A, B, C, D), there is no need to notify the NCAA Eligibility Center of your grading scheme. We will simply use the letter grades as noted on your transcript. The NCAA Eligibility Center will convert alphabetical grades into quality points:

A=4

B=3

C=2

D=1

NCAA legislation does not permit the use of pluses and minuses. For example, an A+, A and A- would all receive 4 quality points.

### Numeric Grading Scales

If your school uses numeric grade values on its high school transcripts, the NCAA Eligibility Center must convert those numeric values into quality points based on the four-point scale shown above. To do that, we must know how your school assigns letter grades based on its numeric scale, and also the first academic year your school's current scale went into effect.

### Weighted Grades

NCAA rules state that weighted grades may be used by the NCAA Eligibility Center under the following conditions:

1. Weighting may be applied to courses whose titles indicate they are honors, AP/IB, or advanced (such as Pre-AP/Pre-IB).
2. A maximum of 1.00 quality point may be assigned.
3. The weighted grades are calculated as part of the student's overall grade-point average.  
**Note:** Weighted grades that are used only for class rank and do not factor into a student's overall grade-point average cannot be used by the NCAA Eligibility Center.

### How to Update Your Numeric Grading Scale or Course Weighting

To have your school's new/revised numeric grading scale or course weighting on file with the NCAA Eligibility Center, please provide the following documentation electronically (*do not mail a hard copy – see contact information below*):

1. Put your request in writing, on school letterhead. Make sure the request is signed by the principal and/or the primary NCAA Eligibility Center contact;
2. A copy of the numeric scale or weighted grade policy as it is listed in a published source (such as a handbook, school profile or course catalog) for the current academic year; and



3. To establish an effective date, a copy of the same type of published documentation (or school board meeting minutes) from the year the scale/weighting went into effect. (**Note:** If the effective date was many years in the past, the documentation may be from a more recent academic year relevant to your current student-athletes.)

Once we receive the information, it will be entered in the system, and you will be able to see the applicable scale/weighting once you log in to the [High School Portal](#).

**Important:** If your school's revised grading scale or weighting is not applicable to your current graduating class, please do not submit the updated documentation until September or October of the academic year to which it first applies.

**Submit documentation electronically on letterhead (include your school's code or 'CEEB') to:**

NCAA High School Review

Grading Scale / Weighting

Email: [ec-highschool@ncaa.org](mailto:ec-highschool@ncaa.org)

Fax: 317/968-5102