



HOW TO UPDATE YOUR HIGH SCHOOL'S GRADING SCALE

Alpha Grading Scales

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

- » A=4.0
- » B=3.0
- » C=2.0
- » D=1.0

Note: The Eligibility Center does not use pluses and minuses. For example, an A+, A and A- would all receive four quality points.

Numeric Grading Scales

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

Weighted Grades

NCAA rules state that weighted grades may be used by the 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. Weighted grades are calculated as part of the student's overall grade-point average.

Notes:

- » 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 Eligibility Center.
- » Weight applied to numeric grades prior to conversion to letter grades, or weight added to numeric grades as a multiplier (i.e. numeric grades multiplied by 1.05, 1.1, etc.) cannot be used for NCAA certification purposes.

How to Update Your Numeric Grading Scale or Course Weighting

To have your high school's new/revised numeric grading scale or course weighting on file with the 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 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 the Eligibility Center receives 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 high 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.

Electronically Submit Documents on Letterhead (Include Your High School's Code or CEEB):

Email: ec-highschool@ncaa.org

Fax: 317-968-5102

Subject: NCAA High School Review Grading Scale/Weighting