



Instructions for Receiving a GPA Proxy

To obtain a GPA proxy, please follow these steps:

- 1. Be sure that this is a mandatory request, and collect any and all documentation that provides this information. (Note, if you miss this step, it will delay the GPA Proxy process)**
 - Provide your area with the Provost Letter in order to initiate this request using the link below:
[Provost's Letter – NCF Grading System Explanation](#)
- 2. Contact the CEO Office (CEO@NCF.EDU)**
 - Reach out to the CEO Office to initiate the process.
 - Complete a GPA Proxy Request Form: [Proxy Request form](#)
- 3. Document Review and Verification**
 - The CEO Office will be the first to review your submitted documents for verification.
- 4. Approval Forwarded to Associate Provost**
 - Upon successful verification, the CEO Office will forward the approved documents to the Associate Provost for GPA calculation.
 - Please note, if you submit your request to the Provost email first, it may delay your request.
- 5. GPA Proxy Calculation**
 - The Associate Provost will calculate the GPA proxy based on the reviewed documents.
 - The Associate Provost will send the information to the CEO office.
- 6. Notification of Approval or Denial**
 - Once the calculation is complete, a formal letter will be sent to you from the CEO office.
 - This letter will inform you of the approval or denial of your GPA proxy request.

Note: The entire process from submission to notification generally takes between 2-4 weeks. Be sure to check your student email regularly for updates.

For any questions or further assistance, please contact the CEO Office at CEO@NCF.EDU