



How to Request a Grade Equivalency, GPA Equivalency, GPA Proxy

At New College of Florida, your narrative evaluation is the official and primary form of academic assessment. For the semesters prior to Fall 2025, we can calculate a GPA Proxy for external audiences. For Fall 2025 and later, we can provide grade equivalencies for individual courses, and a GPA equivalency for a semester or longer.

1. Complete the Online (GER) Grade Equivalency Request Form

Submit the Grade Equivalency Request Form located on the Provost's Office website. You will be asked to provide:

- Your name and N number
- Your NCF email
- The purpose for your request
- The course(s) or semester(s) you need a grade equivalency or proxy for

2. Wait for Confirmation

After you submit the form, you will receive a confirmation email. Your request will automatically be routed to the Provost's Office. No further action is needed unless staff contact you for clarification.

4. The Provost's Office Reviews Your Evaluations

A staff member will review your evaluations and prepare your unofficial grade equivalency or GPA estimate.

5. Your Letter is Uploaded to Navigate 360

Once completed, your grade equivalency or GPA document or transcript will be uploaded securely to your Navigate 360 record. You will receive email notification once it is available.

6. Processing Time

Requests are processed within two business days.

7. Questions?

Please email the Provost's Office at provost@ncf.edu with any questions.