

ELIZABETH CITY STATE UNIVERSITY
Academic Integrity Policy for Students and Athletics

Preamble

The University has several policies pertaining to grading, class schedules and academic performance. The purpose of this policy is to connect the existing policies in relation to student athletics. This policy is intended to be consistent with all other existing policies concerning the issues involved.

A. Registrar and Student Records

- i. The instructor of record for a course is the only individual authorized to submit a grade and/or grade change for that course. A grade change must be justified by an appropriate academic reason and submitted on the established Grade Change Form. Each approving individual reviews the change for appropriateness. The final completed form is transmitted to the Registrar's Office for processing. Faculty members are designated as authorized individuals to submit course grades in Banner. With the approval of the University Registrar, only staff within the Registrar's Office whose job duties dictate interactions with grades have Banner access. All Banner access is governed by the University's Guidelines for Banner Security Access official document.
- ii. The Registrar audits all grade changes and verifies that the signature initiating the change is in fact the instructor of record for the course. The Registrar's Office is governed by University Guidelines for Banner Security Access, which delineates the audit procedures for verifying that only authorized personnel can submit grades or grade changes.
- iii. ECSU will maintain an electronic record of all grade changes and their approval.
- iv. Any course taught by independent study will have a unique identifier on the student record, keyed from the Independent Study Course Form.

B. Evaluating the Academic Performance of Student-Athletes and Other Student Subgroups

- i. Concerns regarding clustering and course grade-point averages calculated for student-athletes and other student subgroups versus nonstudent-athletes will be evaluated by the Associate Athletic Director for Compliance and the Faculty Athletics Representative.
- ii. Summary of student-athlete grade comparisons will be included in the Annual "Intercollegiate Athletics Report" required by the Board of Governors.

- iii. Changes in a course grade will only be made by the instructor of record for that course. No course schedule changes will be permitted for any students after the designated two-week drop/add period. Student-athletes are governed by this University policy like all students. All course schedule changes for student athletes must be approved by the Associate Athletics Director for Compliance or the Faculty Athletics Representative.
- iv. All athletic holds for student athletes must be removed by the Associate Athletics Director for Compliance, Faculty Athletics Representative or the Registrar.

C. Review and Approval of Non-standard Courses and Course Sections

- i. Courses taught through individualized instruction will conform to the same guidelines as all other undergraduate courses, including but not limited to having a syllabus or learning contract specifying student learning outcomes, number of hours of expected work, grading information, and scheduled meeting times with the faculty member. An Independent Study Course Form should be submitted for each individual student.