

Elizabeth City State University
Catalog Addendum
2012-2014

This addendum contains supplements and additions to the Elizabeth City State University (ECSU) 2012-2014 Undergraduate Catalog. The information contained herein is current as of June, 2013 and is not intended to alter any sections of the Catalog that are not specifically addressed herein. All Catalog sections not addressed in the Addendum shall remain in full force and effect until further notice.

The purpose of this addendum is to report significant policy changes, and other important updates that can affect your education if you are a new student beginning the fall 2013-2014 academic year. Also, if you are a continuing student, please review the section on page 2 and page 5 in this addendum carefully to understand your role in adhering to the published content. Please note that it is the student's responsibility to maintain awareness of changes to programs and requirements, and to read all mail alerts. Students are expected to meet with academic advisors at least once each semester and to check updates to policies and procedures.

Elizabeth City State University
Policy Updates

SATISFACTORY ACADEMIC PROGRESS – FINANCIAL AID (2012-2014
University Catalog - Update: Page 24)

To be eligible to receive Financial Aid, which includes funds from federal, state and institutional programs, students must maintain satisfactory academic progress(SAP).Elizabeth City State University (ECSU) is required by the U.S. Department of Education to establish minimum standards of SAP means the student is proceeding in a positive manner toward graduation. SAP is calculated each semester and includes all periods of the student’s enrollment, including periods in which the student does not receive financial aid funds.

(NEW) Satisfactory Academic Progress – Financial Aid

Students attending ECSU must be in good academic standing and making satisfactory progress with a minimum grade point average (GPA) and completion rate in accordance with the maximum time frame, as stated below. **In addition, effective fall 2013 all returning students with cumulative earned hours from 1-90 and above must maintain a cumulative GPA of 1.80 at the end of Fall 2013 and a cumulative GPA of 2.0 at the end of Spring 2004.**

Effective fall 2014, all students will be governed by the following scale:

A. Grade Point Average Requirement (Qualitative)

Students must maintain the following minimum cumulative GPA:

Cumulative Earned Hours	Minimum Cumulative GPA
1 -29	2.0
30 – 59	2.0
60 – 89	2.0
90 – 190	2.0
2nd Degree & Certificate	2.0
Graduate Students	3.0

If a student’s GPA falls below the required minimum cumulative GPA, his or her eligibility to receive financial aid will be jeopardized. A student will be put on financial aid warning for the semester following the term the student fails to earn the required minimum cumulative GPA. The student has the next semester of attendance to earn the required minimum cumulative GPA. The student may receive financial aid while on financial aid warning. At the end of the warning period, if the required minimum cumulative GPA is met, the student is taken off of financial aid warning. If the required minimum cumulative GPA is not achieved, then the student will be put on financial aid suspension during the next semester of attendance. The student will not receive financial aid assistance while on financial aid suspension. The total cumulative earned hours consist of hours earned at ECSU and accepted transfer credits. Transfer credits are not included in the computation of the cumulative GPA for financial aid unless the credit was earned while

attending other schools as a Transient Student which a student taking classes at another institution as an ECSU student.

B. Completion Rate (Quantitative)

Students must earn a minimum of 66 percent of the cumulative coursework attempted (including transferred hours). Failure to complete this minimum percentage will result in a student being placed on financial aid warning during the next semester of attendance. If the student completes 66 percent of the coursework attempted during the warning semester, then the student will be taken off of financial aid warning. If the student completes less than 66 percent of cumulative coursework attempted during the warning semester, then the student will be placed on financial aid suspension for the next attending semester.

C. Maximum Time Frame

All students must complete their program of study within a maximum time frame of one and-one-half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one-and-one-half times the minimum number of credit hours necessary for completing program requirements, the student will be ineligible to receive financial aid. Attempted hours include all attempted hours at ECSU and all accepted transfer credit. Double majors are expected to complete their program of student within 186 credit hours. If the student qualifies for graduation in a particular major but makes a personal decision to double major, the student is no longer entitled to receive Federal Title IV Aid. Second degree students are required to complete their second degree within the maximum 150% of the hours required for the second degree (maximum of 246 including hours for the first degree). For graduate students, the maximum time frame is 54 attempted hours. If the time limit has been exceeded, aid eligibility ends. The student will be placed on financial aid suspension status.

Grades

Grades of IP (in-progress), W (withdrew), WA (withdrew administratively), WP (withdrew passing), WF (withdrew failing), and WD (withdrew from the university) are not included in calculating a student's GPA, but are counted as coursework attempted. I (incomplete) and FA (failure due to absenteeism) are counted as an F. All grade changes must be submitted and processed during the first 10 days of classes of the following semester. Any changes after the first 10 days of the following semester will not be included in the SAP calculation.

Transfer Students

Transfer students accepted by ECSU, not previously enrolled at ECSU, will be classified as maintaining SAP for the first semester enrolled. At the end of the first semester, the student's grades will be measured in accordance with the ECSU's SAP requirements. Students who previously attended ECSU, transferred to another school, then returned to ECSU, will have all of their coursework reviewed.

Financial Aid Suspension

Once a student is on financial aid suspension, the **student must pay for the next attending semester at his or her own expense** (alternative loans may be used). All federal, state and institutional funds are removed for the semester(s) the student has to pay. Once the student has enrolled for 6 or more hours and successfully completed the semester maintaining SAP requirements, the student's financial aid will be reinstated to financial aid probation status for the next attending term.

Appeal of Financial Aid Suspension

Students have the right to appeal their suspension of financial aid if they have extenuating circumstances that prevented them from making SAP. Extenuating circumstances are limited to 1) death or serious illness or injury to an immediate family member, 2) extended hospitalization or medical condition of the student, 3) victimization of a violent crime or natural disaster, 4) work related difficulties, and 5) other unexpected documented situations. Lack of transportation to school, poor class performance, and pursuit of a double or dual major are not extenuating circumstances. The appeal must be specific, typed, and address the student's entire previous academic performance as well as how the circumstances have changed so that the student can meet SAP. The typed appeal must be attached to the Appeal of Financial Aid Suspension Form. The form may be obtained from the Office of Student Financial Aid and Scholarships (OSFAS) or the FA section of the ECSU Web site. **The appeal form must be submitted one week prior to the start of the semester in which the student plans to attend.** Failure to adhere to this time line will result in the student losing the right to appeal the financial aid suspension. The SAP Appeals Committee will meet to review appeals at the beginning of each semester. The OSFAS will notify the student of the committee's decision via campus email. Decision results will be available on Self-Serve Banner (SSB). **The committee's decision is final.**

If approved, the student will be placed on financial aid probation status for the subsequent semester. While on financial aid probation, the OSFAS may require the student to maintain a specified percentage of semester coursework, cumulative GPA, and receive tutorial assistance. If any of the prescribed conditions are not met, eligibility will be denied. The student will be awarded based on funds available. Replacement of previously awarded funds is not guaranteed.

A student is expected to know the SAP Policy. Students can review their SAP status on Banner Web after final grades have been processed. The OSFAS attempts to notify students when they are on financial aid suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the OSFAS. If a student is not notified of the financial aid suspension, that does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

Academic Eligibility Standards (2012-2014 University Catalog Update: Page 27-28)

(NEW) Academic Standing

A student's academic standing during any term is determined by the cumulative GPA earned on the total quality hours. To be in good standing all incoming freshman, beginning fall 2013 and forthcoming must maintain a cumulative 2.0 GPA. Individuals with less than a cumulative 2.0 are placed on either probation or suspension. **All returning students with cumulative earned hours from 1-90 and above must have maintained a cumulative GPA of 1.80 at the end of fall 2013 and a cumulative GPA of 2.0 at the end of Spring 2014. Effective fall 2014, all students will be governed by the new Academic Standing requirement of 2.00**

The cumulative GPA compared to the semester hours attempted and earned is used to determine the academic standing of a student. After the completion of two semesters and/or 24 semester hours, whichever comes first, evaluations are made to determine the academic standing of students. To determine the academic eligibility of transfer students, total credit hours accepted from other institutions are added to the credit hours attempted and credit hours earned at ECSU. Students are expected to maintain awareness of their academic standing by obtaining periodic assistance from their assigned academic advisors and/or University Registrar's Office. The minimum academic standing requirements are as follows:

Cumulative Earned Hours	Minimum Cumulative GPA
1 -29	2.0
30 – 59	2.0
60 – 89	2.0
90 – 190	2.0
2nd Degree & Certificate	2.0
Graduate Students	3.0

Class Attendance

The expectations of class attendance are set forth in ECSU's Class Attendance Policy (ECSU Policy 300.1.5), as it may be amended from time to time. Students enrolled for semester or summer sessions but stop attending classes shall be required to officially withdraw from ECSU. Students who stop attending classes and fail to officially withdraw from ECSU shall be administratively withdrawn by the University and receive grades of "FA" in accordance with this policy.

Withdrawal from Classes (2012-2014 Catalog Update: Page 29)

Any student who officially registers for a course must attend or drop the course by use of the Change of Schedule Form secured from the University Registrar's Office and execute the proper procedures within the designated time. A student who does not officially withdraw from a course receives an "FA" grade for the course at the end of the session and/or semester.

1. (NEW) Extenuating Circumstances or Military Service

The University recognizes that there may be extenuating circumstances beyond a student's control which impacted his/her ability to meet the GPA requirements of (SAP) set force in Section F of this policy. Therefore, the University will permit a student to withdraw from a course or courses with written approval from the Provost and Vice Chancellor for Academic Affairs only for extenuating circumstances that occurred during the semester or summer session **immediately preceding** the student's request. Upon approval, the student shall be administratively withdrawn from the course or courses and receive a grade or grades of "WA" in accordance with this policy.

a. Definition of Extenuating Circumstances

An "extenuating circumstance" is defined by the University as a situation which is beyond the student's control and which could not have been prevented by the student. Such circumstances include the following:

- i. a car accident or other incident which causes injury to the student resulting in hospitalization and/or health challenges which prohibit the student from being able to meet academic requirements;
- ii. a serious, life-threatening, or life-altering illness to the student or an immediate family member for whom the student must assume legal responsibility due to the condition;
- iii. an official documentable military deployment;
- iv. a natural disaster which negatively impacts the student's well-being due to total destruction of home or other essential familial provisions.

The University reserves the right to consider other situations in addition to those enumerated herein in determining whether or not the alleged extenuating circumstance(s) directly impacted the student's ability to maintain the required GPA.

b. Official Supporting Documentation

A student must have official written documentation which explicitly substantiates and corroborates the assertion of the extenuating circumstances. An extenuating circumstance shall be an exceptional one-time occurrence and not one that is

characterized by a repeated pattern of behavior which has compromised the student's academic standing over time.

(NEW) Withdrawal from the University for Undergraduate Students

All students who are officially registered for classes and who wish to withdraw from the University must complete the withdrawal procedure at least two weeks prior to final exam week. Students must visit the Counseling and Testing Center/Special Needs Services to receive exit counseling and to relinquish their student identification cards. Students will be directed to the OSFAS in order to address financial obligations. Students who have a pending judicial charge are not allowed to withdraw from the University before the outcome of charges is completed on campus. In accordance with this policy, the University Registrar will record grades of "WD" based upon the Withdrawal Report. Students who do not officially withdraw from the University will receive a grade of "FA". Students who are administratively withdrawn from a course/or the university for disciplinary reasons and/or under special circumstances with written approval from the Vice Chancellor for Student Affairs will receive a grade of "WA".

Adding and Dropping Courses (Page 27)

ECSU emphasizes the importance of students making realistic course load decisions, staying focused and completing courses. But, there may be situations when a student must withdraw from a course. Students may withdraw from any course or courses without penalty by submitting a Change of Schedule Form to the Office of the Registrar on or before the last day to withdraw from an individual course, as published in the Academic Calendar. This policy specifies limitations on course withdrawals.

(NEW) Maximum Course Withdrawal (Semester Hours)

Students can drop classes without penalty during the schedule change (drop/add) period at the start of the semester. Schedule change deadlines are published in the academic calendar. After the drop/add deadline, students can withdraw from **no more than 15 semester hours** during their undergraduate career. After a student has exceeded this limit, the student must receive a final grade of A, B, C, D, or F. Incompletes "I" will not be allowed as a substitute for a course withdrawal beyond the course withdrawal limit. The course withdrawal limit applies to first-time college students and follows them until they graduate. Current and returning students are not affected. Any course that a student drops is counted toward the 15 semester hour limit.

1. Transfer Students

Regardless of the number of colleges a student may have attended, the number of classes they may have taken, or the number of years they enroll as undergraduates, the policy limits them to 15 semester hours of course withdrawals. This includes any course a transfer student has dropped at another institution of higher education. The following chart shall be used:

TRANSFER HOURS	MAXIMUM HOURS
0-23 hrs.	15
24-51	12
52-89	9
90 or more	6
Candidate for second Bachelor	6

Change of Grade: The following information (bold/italics) was omitted from Page 30 of the 2012-2014 Catalog:

Any request for grade changes must be done within one calendar year from the date on which the initial grade was submitted to the Registrar's Office. *A change of grade, other than an "I" or "IP" grade will not be approved during the last two semesters of the student's enrollment before graduation. Exceptions to this policy will be made ONLY with the approval of the Academic Standards and Credits Committee. This policy also applies to "Repetition of Course Work."*