

ELIZABETH CITY STATE UNIVERSITY
Academic Transcript, Classification and Honors Policy

Preamble

Elizabeth City State University's (ECSU) Office of the Registrar is the official custodian of student transcripts and records of student enrollment and academic standing. This policy governs the process in which educational records will be released at a student's request, the obligation to notify the Office of the Registrar of student name and address changes, the classification of students and the manner in which academic honors will be determined.

A. Requests for Transcripts

- i. Elizabeth City State University uses National Student Clearinghouse to accept transcript orders via Online Transcript Ordering. Official transcripts shall not be released by the Office of the Registrar until all of the student's financial obligations have been satisfied.
- ii. Transcripts can be ordered through the National Student Clearinghouse website using a valid credit card.
- iii. The standard processing time for a transcript request is three business days. Transcripts older than Fall 1994, data mismatches and/or request received during peak periods such as the end of a semester may require additional time for processing. An email notification will be sent when the transcript has been processed for delivery. Transcript orders will not be processed when the University Registrar's Office is closed.
- iv. Elizabeth City State University will prevent transcripts from being released until all financial obligations to the university are paid in full. All orders placed on hold due to indebtedness will be canceled after 30 days. Current students can view their holds in their Self-Service Banner Accounts. Former students may contact the University Bursar to inquire about holds at bursar@ecsu.edu.

B. Change of Name and Address

It is the obligation of every student to promptly notify the Office of the Registrar of any name change by providing a copy of their most recent Driver's License, Marriage License or Social Security Card. Address changes can be made online via Self Service Banner.

C. Classification of Students

ECSU classifies students based upon the number of hours accumulated. Listed below is a breakdown of student classifications:

1. Freshman: From 0 semester hours to 29 semester hours
2. Sophomore: From 30 semester hours to 59 semester hours
3. Junior: From 60 semester hours to 89 semester hours
4. Senior: From 90 semester hours and above

D. Semester Credit Hours

- i. All course offerings are evaluated in terms of the unit of semester credit hours. A semester credit hour normally represents the completion of a course involving 50 minutes of lecture, recitation reports or a combination of directed learning activities each week of the semester.
- ii. Course meetings for three class hours per week or two times per week at one hour and 20 minutes, normally yield three semester hours of credit.
- iii. Two hours per week of laboratory work in freshman and sophomore courses allow a student to earn one semester hour of credit.
- iv. Junior and senior-level courses allow a student to earn one semester hour of credit for three to four hours of laboratory work.

E. Academic Honors

- i. ECSU recognizes both full-time and part-time students for their academic performance at the end of each semester. These select students, having demonstrated diligence, industry, and scholarship, are named to the Chancellor's List, the Dean's List, the Honor Roll, or the Viking Scholars List, depending on the level of academic achievements.
- ii. In determining academic honors and awards, a student's cumulative grade point average is used. This is compiled by dividing the total number of quality points earned by the total number of semester hours attempted, exclusive of authorized withdrawals and repeated courses. To be eligible for special recognition for academic achievement, students must meet and maintain the following grade-point averages and course load:
 - a. The Chancellor's List: The names of students who carried 12 semester hours or more and earned a semester average of 3.75 or above, with no grade lower than "B".
 - b. The Dean's List: The names of students who carried 12 semester hours or more and earned a semester average of 3.5 to 3.74 with no grade lower than "C".
 - c. The Honor Roll: The names of students who carried 12 semester hours or more and

earned a semester grade point average of 3.0 to 3.49 with no grade lower than "C".

- d. The Viking Scholars List: The names of students who carried between 6 and 11 semester hours as of term end (fall/spring only) and earned a semester average of 3.5 or above with no grade lower than "B" and no Incomplete grades, withdrawals of any type, or Pass/Fail grades.