ELIZABETH CITY STATE UNIVERSITY
Grading, Evaluation and Academic Progress Policy

Preamble

Students shall be assigned a letter grade at the end of each semester and each of summer session. This grade measures the academic assessment of each student. Instructors must submit grades electronically by the time designated by the University Calendar.

A. Grading and Quality Point System

i. Cumulative grade point averages are computed on a quality point system. The grade (quality) point system based on all hours attempted at ECSU is used to calculate students’ Academic Achievement. Grade symbols currently in use for all undergraduate courses are: A-Excellent, B-Good (above average), C-Average, D-Poor (passing but not satisfactory in some Departments), F-Failing (course must be repeated to earn credit), I-Incomplete, IP-Incomplete Passing, IF-Incomplete failing.

ii. Quality points are computed by multiplying the number of semester hour credits by four for courses in which a grade of A is earned; by three for a grade of B; by two for a grade of C; and by one for a grade of D. No quality points are given for grades of I, F, IF, IP, P, W, WA, WD, WE and they are not computed in the cumulative GPA except for the grade of I, F, and IF. ECSU does not recognize plus or minus.

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of semester hours attempted.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 202</td>
<td>A</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>ENGL 301</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>ECOM 202</td>
<td>C</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>TECH 101</td>
<td>D</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>MATH 157</td>
<td>F</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>W</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(24 divided by 12 = 2.0)
The interpretation of the letter grades is as follows:

**A**  Designates work of exceptionally high quality. The “A” grade represents the highest level of academic achievement; it is given only for work of the highest quality.

**B**  Designates work which is above average and of good quality. The “B” grade represents a high level of academic achievement; it is given for work which is above average but lacks the high quality of “A” work.

**C**  Designates work which is satisfactory and of average quality. The “C” grade represents an adequate level of academic achievement; it is given for work which is acceptable but lacks the superior quality of “B” work.

**D**  Designates work of less than satisfactory quality. The “D” grade represents a minimal level of academic achievement; it is given for work which is less than average in quality but is at least of sufficient quality to meet minimum standards in most courses and thus carries credit. However, in ENGL 102 Composition I and ENGL 103 Composition II, grades of “D” work do not meet the minimum standards and must be repeated.

**F**  Designates work of such unsatisfactory quality that no credit is awarded.

**I**  Indicates that the student may have maintained a passing average, but for reasons beyond the student’s control course assignments have not been completed. An instructor should give a student an “I” grade ONLY for justifiable reason. An “I” grade carries no quality points and is computed in the student’s GPA.

**IF**  Indicates an incomplete grade that was changed to a failing grade by the Registrar’s Office after the designated time had expired for the change or a grade change was submitted with a failing grade. An “IF” grade carries no quality points and is computed in the GPA.

**IP**  Indicates that the student has not completed the Senior Honors Thesis/Project or has not passed the PRAXIS to exit EDUC 400. This grade is awarded only for students enrolled in HON 494 Senior Honors Colloquium. Students may take two semesters to complete the Senior Colloquium Thesis/Project with an “IP” (In Progress) grade for the first semester. Students may take three semesters to complete EDUC 400. The “IP” grade may also be awarded in graduate courses that require theses and in certain Flight Courses dependent upon the completion of all required flight hours.

**P**  A “P” grade designates work as satisfactory. P grades will be assigned to a student to
indicate successful completion of the course. P grade will be given for an A, B, C, D grades.

**WA** A “WA” grade will be assigned to a student who has been administratively withdrawn from a course or the University for disciplinary reasons and/or under special circumstances wherein administrative approval is required.

**WE** Withdrawal for extenuating circumstances will be assigned to a student who has provided documented evidence to support extenuating circumstances that prevented them from being able to continue the course.

**W** Withdrawal. The grade of “W” is given to indicate withdrawal from a course by the designated deadline.

**WD** Withdrawal from the University.

### B. Grade Reports

i. Grade reports shall be available electronically at the end of each semester and at the close of each summer school session.

ii. Mid-term campaign reports shall be issued from the instructor to the student through the student’s Banner and noted in their E4U accounts.

iii. Semester final grades shall be recorded electronically by each instructor by the university-determined deadline.

iv. Students and faculty advisors may view grades electronically for all terms.

### C. Student Appeals of Course Grades

i. A student, after conferences with the instructor involved and Department Chairperson, may present in writing to Provost and Vice Chancellor for Academic Affairs an appeal regarding the course grade given within one year from the date the original grade was received.

ii. The Chairperson of the Academic Standards and Credits Committee refers all appeals of course grades to that Committee and the Departmental Chairperson in which the course was offered.
iii. No change of grade is made except as a result of the recommendation rendered by the Academic Standards and Credits Committee to the Provost and Vice Chancellor for Academic Affairs who then authorizes the change.

D. Change of Grade

i. Each instructor is expected to give permanent passing or failing grades. Once a final grade has been reported to the Registrar’s office, it may be changed only upon the authorization of the Provost and Vice Chancellor for Academic Affairs.

ii. Any request for grade changes must be done within one academic calendar year from the date on which the initial grade was submitted to the Office of the Registrar.

E. Removal “I” Grades

i. A grade of “I” (incomplete) indicates that the student may have maintained a passing average, but for reasons beyond his or her control, has not completed all course requirements. An “I” grade carries no quality points and is computed in a student’s GPA.

ii. When a grade of “I” is assigned, a detailed description of the work to be completed must be satisfied by the end of the eight weeks of classes during the next regular semester (see Academic Calendar). If not removed by the date determined by the academic calendar, the grade of “I” will automatically change to a grade of “F”.

iii. To remove the “I” grade, the student must complete all requirements necessary to earn a grade in the course.

iv. Once the coursework is completed, the instructor must submit a “Grade Change” Form bearing the signatures of the instructor, the Department Chair, and the Provost and Vice Chancellor of Academic Affairs.

F. Academic Sanctions Policy

i. Undergraduate students’ academic standing is based on the cumulative grade point average (CGPA) and Successful Completion Rate (earned hours divided by attempted hours). In order to be in Good Academic Standing students must

   a. Have a cumulative GPA of at least 2.0; and
   b. Earn a minimum of 67% of the cumulative credit hours they have attempted.
ii. All prior coursework, attempted and earned, is reviewed in the determination of Academic Standing. The Office of the Registrar will measure a student’s academic performance at the end of each academic term.

iii. Students who fail to meet the cumulative GPA requirement of 2.0 and/or 67% cumulative completion rate will be placed on academic sanction. Academic sanctions include academic warning, academic probation and academic suspension.

**Academic Warning**

i. A student will be placed on academic warning for one semester when the student's cumulative GPA falls below 2.0 or their cumulative completion rate (earned hours divided by attempted hours) is less than 67% at the end of a semester, including summer sessions.

ii. Students with a status of academic warning may enroll in courses and must complete an Academic Intervention Plan.

iii. A student on academic warning must achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% at the end of the next semester of attendance to be in good academic standing. Failure to achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% will result in academic probation.

iv. Students on Academic Warning are required to comply with the terms of their Academic Intervention Plan.

**Academic Probation**

i. A student is placed on academic probation when the student's cumulative GPA falls below 2.0 and/or their cumulative completion rate (earned hours divided by attempted hours) is less than 67% for **two consecutive semesters** of attendance, including summer sessions. A student on academic probation may not enroll in more than 15 credits per semester and no more than one course in any single summer session except under extenuating circumstances and with the permission of Academic Affairs.

ii. Students on Academic Probation are required to enroll and successfully complete the requirements of UNIV 100 and comply with the terms of their Academic Intervention Plan.

iii. A student on academic probation must achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% at the end of the next semester of attendance.
to be in good academic standing. Failure to achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67% while on probation will result in academic suspension.

**Academic Suspension**

A student who does not achieve a GPA of at least a 2.0 and a cumulative completion rate of at least 67% at the end of their probation term shall be placed on academic suspension. Students on academic suspension may not enroll in courses. Students who are placed on academic suspension may appeal. Students who do not successfully appeal their suspension must sit out of ECSU for two consecutive semesters, not including the summer session. After the required two-semester absence, suspended students may apply to the university to be readmitted on academic probation.

**Academic Suspension Appeals**

Students have the right to appeal academic suspensions and request readmission because of extenuating circumstances. The mitigating circumstances must be appropriately documented for the semester(s) in which the deficiency occurred.

Appeals must include:

i. A detailed explanation of the extenuating circumstances that occurred during the specific semester in which the student was placed on Academic Suspension.

ii. All necessary documentation to support the existence of the circumstances described (examples would include letter from doctor, clergy, professional, etc.) and evidence that the circumstances have been resolved.

iii. Incomplete appeals will not be reviewed. If additional information is required, an email will be sent to the student’s email account. After 5 days of being incomplete, the appeal will be denied.

iv. All appeals must be submitted by published university deadlines. Once all required documentation is submitted, students will be notified via email of the outcome of their appeal.

v. Students placed on academic suspension, but readmitted through the appeal process will be placed on Academic Probation and be limited to a course load of not more than 13 semester hours during the first semester of readmission and follow all other
requirements outlined in Academic Probation.

vi. Students returning from suspension must maintain a 2.3 semester GPA and must successfully complete at least 70% of their attempted hours each semester until they have a cumulative GPA of 2.0 or better and earned a minimum of 67% of the cumulative credit hours they have attempted.

vii. Students returning from academic suspension who fail to maintain a 2.3 semester GPA and successfully complete at least 70% of their attempted semester hours will be subject to suspension.

viii. Students who have been suspended a second time for academic reasons may not apply for readmission within a minimum of two consecutive semesters from the date of suspension.

ix. Students who have been suspended a third time for academic reasons shall be permanently suspended unless special permission is granted for readmission by the Provost and Vice Chancellor for Academic Affairs or they are admitted under the Special Readmit Policy.

G. Academic Eligibility for Athletes

i. The Academic Athletic Compliance Office helps to monitor the academic progress of each student athlete as it relates to NCAA, CIAA, and institutional rules and regulations.

ii. All student athletes must be enrolled in no fewer than 15 semester hours (full-time) during each of the fall and spring semesters to be eligible for practice, competition, and financial aid. If entering a 10th semester, a student athlete may enroll as a part-time student with prior approval by the Associate Athletic Director for Compliance and the Faculty Athletics Representative.

iii. Student athletes must earn or average no fewer than 24 applicable semester hours during a calendar year, of which 18 must be during the academic year and 6 hours during the summer.

iv. Before the end of the second year (fourth semester) of enrollment, each student must designate or declare a major field of study and make satisfactory progress toward that degree.
v. Student athletes must meet ECSU and NCAA minimum cumulative grade point average in order to compete.

vi. In order to determine athletic eligibility, all freshman students must be approved through the NCAA Initial-Eligibility Clearinghouse.

H. Withdrawals for Undergraduate Students

i. All students who are officially registered for classes and who wish to withdraw from the University must complete the withdrawal procedure by the established deadline on the university calendar.

ii. Students must visit the Registrar’s Office to complete the withdrawal process. Students will be directed to the Financial Aid Office in order to address financial obligations.

iii. 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 "WO" based upon the Withdrawal Report.

iv. Students who do not officially withdraw from the University will receive a grade of "F".

v. 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”.

I. Class Attendance

i. The expectations of class attendance are set forth in ECSU’s Class Attendance Policy. Students enrolled for semester or summer sessions but stop attending classes shall be required to officially withdraw from ECSU.

ii. Students who stop attending classes and fail to officially withdraw from ECSU shall receive a grade of “F” in accordance with this policy.

J. Extenuating Circumstances

i. 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 satisfactory academic progress (SAP). 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:

a. A WE will be recorded on the transcript and
b. The course(s) will count as attempted hours,
c. The course(s) will not count in tuition surcharge calculations
d. The course(s) will not count in GPA calculations, and
e. The course(s) are subject to all financial aid and SAP rules and calculations.

ii. 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 may include the following but are not limited to the examples below:

a. 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;

b. an official documentable military deployment;

c. 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.

iii. 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.

K. Emergency Grading and Academic Record Notation

The following emergency grading guidelines are effective on March 30, 2020 and will be restricted to the Spring 2020 semester. The option to choose credit only pass/fail courses are restricted to undergraduate students who are registered in the Spring 2020 semester.

i. Credit Only Pass/Fail Option

a. Undergraduate students will have the option to elect their courses as Pass/Fail credit only.
b. Passing grades will count towards graduation requirements.
c. Students must elect to take their courses pass/fail after grades are posted at the end of the spring semester.
d. A student’s performance in a credit-only course will be reported as P when course work is equivalent to A, B, C, or D and credit for the course will be given.
e. A student’s performance in a credit-only course will be reported as F when course work is equivalent to an F and no credit for credit for the course will be given.
f. A grade for a credit-only course will have no effect on a student’s grade point average.
g. Credit-only courses do not count in the calculation of eligibility for the dean’s list or academic honors.
h. Given this grading change for Spring 2020, Academic Standing will not be calculated and will be continued from Fall 2019.
i. Once a student selects the pass/fail course option the decision is final.
j. ECSU will include a transcript note on all academic records, regardless of grading basis, notating the global public health emergency during Spring 2020.

ii. Extension of Incomplete Deadlines

Incompletes assigned to courses in Spring 2020 will be extended automatically to the last day of the Fall 2020 semester. Any extension of time needed beyond this time will require the approval of the Provost and Vice Chancellor for Academic Affairs.
iii. Extenuating Circumstances
The guidance for extenuating circumstances will be extended to capture students who may have been impacted in their academic due to the coronavirus (COVID 19) situation.
   a. Students will receive a WE
   b. These withdrawals will not count against the 16 credits allowable as outlined in Policy 300.1.26 – Policy on Limitations of Course Withdrawals.

iv. Grade Replacement
Courses repeated from Spring 2020 will not count against the current cap limits for repeating courses as outlined in Policy 300.1.11 – Repeating of Courses Policy.