

**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:**

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

(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.
- FC** A “FC” grade designates work as unsatisfactory. FC will be assigned to a student to indicate unsuccessful completion of the course and no credit is awarded. This grade is not calculated into a student’s GPA.
- 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 grade. P grades do not carry any quality points and do not factor into a student’s GPA.
- P1** A “P1” grade designates work as satisfactory. P1 grades will be assigned to a student to indicate successful completion of the course. P1 grades will be given for an A, B, or C grade. P1 grades do not carry any quality points and do not factor into a student’s GPA.
- P2** A “P2” grade designates work as less than satisfactory quality. A P2 grade will be given for D grade. A P2 grade will only fulfill degree requirements that do not require a C or better for completion. A P2 grade does not carry any quality points and does not factor into a student’s GPA.
- WA** A “WA” grade will be assigned to a student who has been administratively withdrawn from a course or the University for extenuating circumstances, disciplinary reasons, and/or under special circumstances wherein administrative approval is required.
- 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 the Dean of the appropriate school an appeal regarding the course grade given within one year from the date the original grade was received.
- ii. If the appeal is denied by the Dean, the student may submit their written appeal to the Chairperson of the Academic Standards and Credits Committee for consideration and decision.
- iii. Only the instructor of record for the course can authorize a grade change, or at the recommendation of the Academic Standards and Credits Committee to the Provost and Vice Chancellor for Academic Affairs, a grade change can be authorized.

### **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 "IF".
- 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 Athletic Academic Certification Committee (Athletics Director, Associate Athletic Director for Compliance, University Registrar and Faculty Athletic Representative) is charged with monitoring the academic progress of each student athlete as it relates to NCAA, CIAA, and institutional rules and regulations.
- ii. Review of academic requirements will take place at the end of the Spring semester and if needed, at the end of summer sessions for the fall semester. Student athletes that meet the minimum standards set forth by ECSU and the NCAA will be certified for the academic year. If a student is not eligible for the fall semester for not meeting credit-hour and/or

GPA requirements, Athletics will review academic progress at the midyear to determine if the student can become eligible. Academic checks at the midyear will be for successful completion of nine-degree applicable credits per NCAA guidelines.

- iii. 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 10<sup>th</sup> 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. Student athletes will have an academic hold put onto their account each semester, so changes to their schedule during the academic year must be approved through athletics or the registrar's office, if athletics is not available.
- iv. Student athletes must successfully complete 9 credit hours each semester to be eligible for competition the next semester. They must also earn no fewer than 24-degree applicable semester hours during a calendar year, of which 18 must be during the academic year and 6 hours during the summer.
- v. Before the start of their fifth semester of enrollment, each student must designate or declare a major field of study and make satisfactory progress toward that degree.
- vi. Student athletes in their first two years of enrollment can use credits accepted towards any of the institution's degree programs. Beginning with the student athlete's fifth semester of collegiate enrollment, credits used to meet the term-by-term and annual credit-hour requirements must be degree-applicable credits toward the student athlete's designated degree program. Insufficient grades not accepted by the student athlete's declared degree cannot be used to meet the term-by-term and annual credit-hour requirements.
- vii. Course credits can only be counted once. If repeating a course due to an insufficient grade (e.g., grade of "D" earned in a program that requires a grade of "C") and the student athlete was able to utilize the credits previously when another grade or satisfactory grade if earned, those credits will not be used in the calculation for term-by-term and annual credit-hour (progress towards degree) requirements. Student-athletes who need to repeat a course should meet with the Associate Athletic Director for Compliance to determine the best plan of action as it relates to their athletic eligibility.
- viii. For student athletes to be eligible to represent ECSU in athletic competition they must be:
  - a. In good academic standing with the University,
  - b. Meet all NCAA term-by-term credit-hour requirements (9 degree-applicable credit hours in last full-time term)



- c. Annual credit-hour requirements (minimum of 18 degree-applicable credit hours earned during the academic year and a minimum of 24 credit hours earned during the calendar year), and
  - d. Obtain a minimum GPA of 2.0 or higher prior to the start of the fall semester.
- ix. All freshman student athletes must obtain their academic certification through the NCAA Eligibility Center for their initial athletic eligibility.

## **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. Residential, commuter, and online students must contact the Retention Office to complete the withdrawal process. Students will be directed to complete a Withdrawal Checklist to complete the university withdrawal process to understand the impact of withdrawing from the university along with being informed about the readmit process.
- iii. All other student populations must visit the Registrar's Office to complete the withdrawal process.
- iv. Students who have a pending judicial case are not allowed to withdraw from the university before the outcome of the case is completed on campus.
- v. Students who do not officially withdraw from the University will receive a grade of "F".
- vi. Students who would like to withdraw from the university due to extenuating circumstances shall follow the procedures outlined in section J of this policy regarding extenuating circumstances.

## **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 circumstances beyond a student’s control which impacted the student’s ability to meet the GPA requirements of satisfactory academic progress (SAP). Therefore, the University will consider a student’s request to withdraw from one, some, or all courses due to extenuating circumstances during the term in which the extenuating circumstances occurred.

- 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. official military orders;
- 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.

An extenuating circumstance shall be an exceptional one-time occurrence and not one that is characterized by a repeated pattern of behavior or continuous event that has compromised the student’s academic standing over time.

The reasons and situations below do not constitute an extenuating circumstance in and of themselves and will not be considered for this application process.

- a. Poor performance in coursework or failing one or more courses
- b. Not wanting to use the 16 semester hours course withdrawal maximum (see ECSU Policy 300.1.26)
- c. Missed deadlines, including those for add/drop/registration, course withdrawal,

and university withdrawal

- d. Change of major
- e. Dropping courses to avoid failing grades
- f. Academic or disciplinary sanction
- g. Employment conflict or need to work

iii. Process to Request a Withdrawal for Extenuating Circumstances

a. Application

To initiate the process, a student must first complete an application to request a withdrawal for extenuating circumstances. The application can be found on the Registrar's Office website under the "Forms and Documents" section. A student can also access the application in the Student Portal. Once the initial application is submitted, the student will receive a follow-up email with additional information, a checklist, and instructions on where and how to upload official supporting documentation. Submission of an application and official supporting documentation does not guarantee approval of the request.

b. Partial versus Full Withdrawal

On the application, the student will be asked to indicate whether they are requesting a partial withdrawal (one or some courses) or a full withdrawal (all courses). If the student requests to be withdrawn from one or some courses, the student must provide a justification explaining why they are seeking to be withdrawn from specific courses and provide appropriate supporting documentation.

c. Application Deadline

The deadline to submit the application and supporting documentation for requests to withdraw for extenuating circumstances is 30 days after the last day of classes for the term in which the extenuating circumstance(s) occurred.

The University reserves the right to *consider* requests submitted after the published deadline, if appropriate and warranted.

iv. Official Supporting Documentation

A student must provide official written documentation which explicitly substantiates and

corroborates the assertion of the extenuating circumstances. After completing the initial application, the student will receive a follow-up email with additional information, a checklist, and instructions on where and how to upload supporting documentation.

v. Application Review and Communication of Decision

a. Application Review

The University employs an experienced, multidisciplinary committee to review and render decisions on all requests for withdrawals for extenuating circumstances. Staff from the Office of the Dean of Students, Student Health Services, Counseling Services, Military and Veterans Affairs, Academic Affairs, and Athletics comprise the committee.

b. Communication of Decision

Decisions on requests for withdrawals for extenuating circumstances are communicated to the student by the Associate Vice Chancellor for Academic Affairs via email.

If a request is approved, the student shall be administratively withdrawn from the course or courses and the following will apply:

1. A “WA” will be recorded on the transcript along with a comment on the official transcript that states the student was administratively withdrawn due to extenuating circumstances.
2. The course(s) will count as attempted hours.
3. The course(s) will not count in GPA calculations.
4. The course(s) are subject to all financial aid and SAP rules and calculations.

vi. Questions

Students with questions about the withdrawal for extenuating circumstances process can contact the Associate Vice Chancellor for Academic Affairs at [academicaffairs@ecsu.edu](mailto:academicaffairs@ecsu.edu) or the Assistant Vice Chancellor for Student Affairs/Dean of Students at [deanofstudents@ecsu.edu](mailto:deanofstudents@ecsu.edu).

## 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 Withdrawals

The guidance for extenuating circumstances withdrawals for Spring 2020 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.

## L. Emergency Grading and Academic Record Notation

The following emergency grading guidelines are effective on November 2, 2020 and will be restricted to the Fall 2020 semester. The option to choose credit only pass/fail courses are restricted to undergraduate students who are registered in the Fall 2020 semester.

- i. Credit Only Pass / Low Pass / Unsatisfactory Option
  - a. Undergraduate students will have the option to elect their individual courses as Pass / Low Pass / Fail only.
  - b. Students must elect to take their courses pass / low pass / fail after grades are posted at the end of the Fall 2020 semester.
  - c. A student's performance in a credit-only course will be reported as Pass (P1) when course work is equivalent to A, B, or C and credit for the course will be given.
    1. The Pass grade will have no effect on a student's grade point average.
    2. The Pass grade will count towards all graduation requirements.
    3. All course, program, major, or prerequisite requirements for grades of 'C' or better will be satisfied with a Pass grade.
  - d. A student's performance in a credit-only course will be reported as Low Pass (P2) when course work is equivalent to D and credit for the course will be given.
    1. The Low Pass grade will have no effect on a student's grade point average.
    2. The Low Pass grade will count towards graduation requirements.
    3. All course, program, major, or prerequisite requirements for grades of 'C' or better will not be satisfied with a Low Pass grade. Students would be required to retake the course to earn of grade equivalent to a 'C' or better.
  - e. A student's performance in a credit-only course will be reported as Fail (FC) when course work is equivalent to an F and no credit for credit for the course will be given.
    1. The Fail grade will have no effect on a student's grade point average.
    2. The Fail grade will not count towards graduation requirements.
  - f. Credit-only courses do not count in the calculation of eligibility for the dean's list or academic honors.
  - g. Given this grading change for Fall 2020, Academic Standing will not be calculated and will be continued from Spring 2020.
  - h. Once a student selects the pass / low pass / fail course option the decision is final.
  - i. ECSU will include a transcript note on all academic records, regardless of grading basis, notating the continuing global public health emergency during the Fall 2020 semester.

ii. Extension of Incomplete Deadlines

- a. Incompletes assigned to courses in Fall 2020 will be extended automatically to the last day of classes for the Spring 2021 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

- a. The guidance for extenuating circumstances will be extended to capture students who may have been impacted in their academics due to the coronavirus (COVID 19) situation.
- b. Students will receive a WE
- c. 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 Fall 2020 will not count against the current cap limits for repeating courses as outlined in Policy 300.1.11 – Repeating of Courses Policy.