

ELIZABETH CITY STATE UNIVERSITY

Graduation/Commencement Policy

Preamble

Elizabeth City State University (ECSU) confers degrees twice during the academic year, with formal commencement ceremonies at the end of the fall and spring semesters. Students completing requirements at the end of summer sessions will belong to the class of the following fall commencement. All academic programs require a minimum and maximum of 120 credit hours.

A. Graduation Requirements

The degrees are awarded to students who have satisfactorily fulfilled the following graduation requirements:

- i. Completion of all General Education courses as prescribed by the University for all students;
- ii. Have an overall and major grade point average of 2.0 respectively;
- iii. Completion of all courses and other requirements prescribed by the major Department. For specific department or program requirements, the applicable sections of the student catalog should be referenced.
- iv. A record of having taken and completed the required examinations or approved equivalents for exiting the program of study;
- v. Approval and recommendation by the Department and general faculty as a candidate for graduation.
- vi. Filing of an Application for Graduation for the Fall Semester by the announced deadline to be determined by the Office of the Registrar; and Spring Semester by the announced deadline to be determined by the Office of the Registrar.
- vii. Candidates for graduation must meet all financial obligations to the University

through the Division of Business and Finance. All tuition and fees must be paid prior to graduation. Candidates whose accounts have not been paid in full, or otherwise cleared by Business and Finance, will not qualify for graduation. ECSU reserves the right to withhold all degrees, official transcripts and any other documentation from any student with outstanding financial obligations.

- viii. Meeting ECSU's residence requirements. Under this policy, the residence requirement refers to course credits earned at ECSU. A minimum of 25% (30 semester credit hours) applied toward a bachelor's degree must be earned through regular enrollment in ECSU courses, including a minimum of 15 semester credit hours in 300 level or higher courses in a student's major field.

B. Commencement Ceremony Participation

A student may participate in commencement exercises if:

- i. The graduation application was submitted by the announced deadline determined by
 - a. the Office of the Registrar for the respective commencement exercise, AND at the time of graduation application submission:
 - b. The student met all of the requirements for graduation; OR Student must have been enrolled in all courses remaining for degree completion during the semester. Students who have withdrawn from the university are not eligible to participate in commencement. Student has obtained a minimum cumulative GPA of 2.0.
- ii. Student has met all financial obligations to the University through the Division of Business and Finance.

All students participating in the commencement ceremony must be certified by the Office of the Registrar before the degree is conferred.

C. Commencement Honor Marshals

- i. For each commencement ceremony, ten (10) students from each class, exclusive of seniors, are selected to serve as honor marshals. Appointed by ECSU in recognition of their academic achievement and distinction, student marshals must be enrolled full-time and matriculating for a degree at ECSU.

- ii. Selected students must have the highest-grade point averages in their respective classes.
- iii. Transfer students must have the highest-grade point average in their respective classification; the total number of credit hours earned at ECSU is added to the total number of credit hours earned at other institutions.

D. Honor's Designation for Graduates for Commencement

For the purposes of the commencement ceremony, including the distribution of honor cords and the printing of the commencement program, distinctions are calculated based on the grades up to, but not including, the student's final term. The final assessment is completed after senior final semester grades are calculated and honors designation will appear on the student's transcript once degrees are conferred. Policy 300.1.9 details how degrees with distinction are awarded.