MEMORANDUM

TO: ECU Faculty

FROM: Grant Hayes, PhD
Acting Provost and Senior Vice Chancellor for Academic Affairs

Angela Anderson
Acting Vice Provost and University Registrar

DATE: September 9, 2020

SUBJ: Emergency Grading and Academic Record Notations due to COVID-19

COVID-19 continues to impact the work of our great university. As a result of the unusual circumstances surrounding this global pandemic, an option to request grades be converted to Pass/Fail for undergraduate courses will be available for the Fall Semester 2020. Please note this emergency grading option applies to undergraduate students only.

**How emergency grading will be applied to student records:**

- All courses will be graded with the standard grading scale for Fall 2020 (letter grades). The deadline for Fall grade submission is Tuesday, December 1, 2020, at 8 am. All grades are due at this time, and student records will reflect these updates in Banner Self Service by 8 am on Wednesday, December 2, 2020.
- Beginning on December 2, 2020 and until December 15, 2020, students may elect to convert their grade to a Pass/Fail designation. Students will initiate that request through PiratePort via the Special Grading Accommodation card.
  - The application will display each course for Fall 2020, along with instructions for requesting a grade change to Pass (P) or Fail (FZ).
  - All Pass/Fail requests will be made in December, regardless of the block the course was taken.
  - Detailed instructions will be sent to students in November.
- A Pass/Fail grade will not count toward the student’s GPA.
- A *passing* grade will count for hours towards degree, hours in residence, senior college credit, and will fulfill prerequisite requirements where a grade is not indicated in the academic catalog.
- Hours earned for a *passing* grade will continue to count towards the student’s overall hours. The student should check with their academic advisor, to determine if there are any issues with a *passing* grade in academic programs where licensure is an outcome (i.e. teaching license).
- East Carolina University has included a transcript note on all academic records, regardless of grading basis, notating the global public health emergency during Fall 2020.

Thank you for your exceptional efforts, ongoing commitments, and continued work to advance ECU’s mission.

Be safe and be well.