Special Grading Accommodations Application Overview

Effective May 11th, the Special Grading Accommodations application will be available to students in PiratePort. This application will allow students to submit Pass or Fail grade change requests to their advisor for applicable courses per ECU’s Emergency Grading Accommodation policy for Spring 2021. Students will submit grade change requests on a course-by-course basis.

Screenshot of the Special Grading Accommodations application
Special Grading Accommodations Application Workflow for Students

1. The application will display each of your courses for Spring 2021, along with instructions for requesting a grade change. Please carefully review the instructions before submitting a grade change request.

2. The first course in your course list will always be open by default, however you can expand or contract any other course by clicking the ^ and v icons.

3. When expanded, each course listed also includes the title, your original grade and requested grade. If you have not requested a grade change, the requested grade will be N/A.

4. Each course will display one of the following statuses:
   - **Convert to Pass**: Courses with this button are eligible to be converted to a “Pass” grade. Please carefully consider this option and reach out to your advisor if you have any concerns about requesting a pass grade change. Any pass grade change requests will be sent to your advisor for approval.
   - **Convert to Fail**: Courses with this button are eligible to be converted to a “Fail” grade. Please carefully consider this option and reach out to your advisor if you have any concerns about requesting a fail grade change. Any fail grade change requests will be sent to your advisor for approval.
   - **Not Eligible**: Courses with this status are not eligible for a grade change.
   - **Change Requested**: Once you submit a pass grade change request, the course will display this status until your advisor has approved or denied your request.
   - **Change Approved**: Any grade change requests that have been approved by your advisor will show this status.
   - **Request Denied**: Any grade change requests that have been denied by your advisor will show this status.
   - **No Longer Available**: The deadline for grade change requests is May 26th, 2021. Once the deadline has passed, all eligible courses for which you have not submitted a grade change request will show this status.
5. These statuses will update as requests are made and as requests are approved or denied. You can return to this application to check on the status of your requests, but you will also receive an email once any request is approved or denied.

6. Once you choose to submit a grade change request, you will be asked to confirm your decision in a pop-up.

   **Confirm Request pop-up**

   **Confirm Request**
   
   Click confirm to change this course to a pass/fail grade for the semester.
   
   Course:
   MATH-2121-001
   
   Course Title:
   Calculus for the Life Sciences I

7. If you request to convert a course to a “Pass” or “Fail” grade, your request will be sent to your advisor for approval.

8. Once a request is submitted, an email autogenerated by the Special Grading Accommodations application will be sent to your advisor and you will be CC’d. The email is sent on your behalf to allow the advisor to ‘Reply’ to the email if they have any questions or concerns.

9. You will also receive an autogenerated email each time a request is approved or denied.