

Special Grading Accommodations Application Overview

Effective May 13th, 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 2020. Students will submit grade change requests on a course-by-course basis.

Screenshot of the Special Grading Accommodations application

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Special Grading Accommodations

Request To Convert Grades

Use the application below to request that your grade in each course be converted to the pass/fail grading system per ECU's Emergency Grading Accommodation policy for Spring 2020. Be aware that using this tool to change your grade has the potential to negatively impact the completion of your program. Please review impacts to your academic record [here](#). If you are unsure about this, please contact your advisor or program director to discuss these impacts prior to using this tool.

Your courses are listed below. Click the 'Convert to Pass' or 'Convert to Fail' button below each class/grade you would like to convert to its pass/fail equivalent. Each 'Convert to Pass' request will be sent to your advisor for review and approval. All 'Convert to Fail' requests will be approved immediately. If your course is not eligible for the pass/fail conversion, it will display Not Eligible.

Once you submit a request, you can see its status in the approval process. You can return to this application to submit further requests or check on the status of your existing requests. You will also be notified by email if your request has been approved or denied by your advisor.

NOTE: Students in the College of Nursing, both undergraduate and graduate, will be exempt from the Emergency Grading Accommodation policy. The medical student curriculum and dental student curriculum will also be exempt from the Emergency Grading Accommodation policy. Grades of 'incomplete' will not be eligible for pass/fail.

If you are unable to use this application, please submit your request directly to the Registrar's Office by emailing them at regis@ecu.edu. Please include the courses you request to be converted along with your Banner ID.

MATH-2121-001	^
Course Title: Calculus for the Life Sciences I	
Original Grade: C	
Requested Grade: N/A	
Convert To Pass	
ENGL-1100-060	v
PHIL-1500-001	v
HLTH-1000-001	v
HIST-1050-001	v
COAD-1000-120	v

Special Grading Accommodations Application Workflow for Students

1. The application will display each of your courses for Spring 2020, 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 automatically approved.
 - **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 fail grade change requests will be automatically approved and show this status. Any pass grade change requests that have been approved by your advisor will also show this status.
 - **Request Denied:** Any pass grade change requests that have been denied by your advisor will show this status.
 - **No Longer Available:** The deadline for grade change requests is June 30, 2020. 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” grade, your request will be sent to your advisor for approval. If you request to convert a course to a “Fail” grade, your request will be approved immediately.
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.