

University Senate  
EASTERN CONNECTICUT STATE UNIVERSITY  
UNIVERSITY SENATE BILL COVER SHEET

**SB: 23/24-16 Bill to permit credit/no credit option in new LAC (ELAC)**

Sponsoring Parties: Academic Affairs Committee

Submitted By: Greg Kane & Kim Dugan, Co-chairs

Semester in which proposed changes would become effective: Fall 2024

Text of Bill: See Attached

Introduced in Senate on \_\_\_\_\_

Returned to Committee on \_\_\_\_\_

Resubmitted to Senate on \_\_\_\_\_

Amended by Senate on \_\_\_\_\_

Tabled by Senate on \_\_\_\_\_

Approved By Senate on \_\_\_\_\_

Disapproved by Senate on \_\_\_\_\_

Sent to University President on \_\_\_\_\_

University President Deadline \_\_\_\_\_

Presidential action reported to Senate on \_\_\_\_\_.

Referred to \_\_\_\_\_ for implementation on \_\_\_\_\_.

**Official Signatures**

\_\_\_\_\_ On 4/17/24

William Lugo

University Senate President

  
\_\_\_\_\_  
Elsa Nunez

University President

Reasons for Disapproval (below)

☐ Approved On \_\_\_\_\_

Date

☐ Disapproved \_\_\_\_\_

Date

**As of Fall 2024, all ELAC courses may be placed on credit/no credit without restrictions.**

**Senate bill revision:** Senate - sb-1415-08

**Action:** Edit paragraph on pages 25/26 of the UNDERGRADUATE & GRADUATE

COURSE CATALOG 2023-2024 with the heading “Credit/No Credit Courses – Student Selected” to read as follows:

Students have the option to include up to four courses to be taken on a credit/no credit basis in addition to university-designated credit/no credit courses. Courses in the student’s designated major, minor, concentration, and the foreign language requirement cannot be taken on a credit/no credit basis in order to fulfill the designated requirement. Only one student-selected credit/no credit course may be taken in any semester. A student shall earn (must receive) a final grade of “credit” in order for the course to fulfill the designated requirement. Per the Repeat Course Policy, a repeated course cannot be placed on credit/no credit. It can only be repeated for a letter grade. Students must file the appropriate form with the Registrar’s Office no later than the 12<sup>th</sup> week of the semester for courses that fall within the regular semester schedule. For all other courses, this should be done no later than the end of the second third of the course. If the work is above passing, the course is recorded on the permanent record as credit (CR\*). The grade for a course placed on credit/no credit does not affect the grade point average.

This edited text reflects the removal of text in the current course catalog, as highlighted in the following two pages.

New students are notified of their advising and registration dates by the Admissions Office and/or the Academic Services Center. Before attending registration sessions, students should see to any outstanding financial obligations and obtain any necessary special approvals or written permissions.

Undergraduate students wishing to register for graduate courses must obtain the permission of the Dean of Education and Professional Studies.

Students may not register for courses and be allocated on-campus housing until required fees have been paid and the medical examination form, supplied by the University, has been properly completed. Applicants who have been accepted and who do not meet deadline requirements as set forth in correspondence concerning their admission to the University will have their approved matriculation canceled. Failure of students to fulfill their financial obligations also results in (1) the deletion of courses for which they have registered; (2) removal of their names from the class list; (3) postponement of registration for courses until a later date. Such students may not be able to rearrange the schedule originally established.

#### **Course Changes or Cancellations**

The University reserves the right to change the time a course is offered and reserves the right to cancel any course listed for the semester if there is insufficient student demand or resources for the course.

#### **Student Course Schedule Changes**

Eastern encourages students to plan their studies carefully and to register in advance for courses during official registration periods. For those exigencies that require students to alter their schedules, the following means are available:

##### **Adding Courses**

Students may add full-semester courses online through the first week of the semester without written approval. During the second week, courses may be added with written approval from the instructor. Students may add less than full-semester courses prior to the first day of the class. During the first week, the course may be added with written approval from the instructor. In all cases, it is the responsibility of students to confer with their advisor before making changes to their schedule. In all cases, add requests are only official with final approval by the Registrar's Office.

##### **Dropping Courses**

Dropping a course or courses should be carefully considered and undertaken only after discussion with the student's academic advisor. Any reduction in course load may impact a student's eligibility for financial aid, participation in intercollegiate athletics, health insurance, etc.

Students may drop full-semester courses through the first two weeks of the semester. Students may drop less than full-semester courses within the first week of class. In all cases, it is the responsibility of students to confer with their advisor before making changes to their schedule. Due to immigration regulations, international students should consult with the coordinator of international programs.

In all cases, drop requests are only official with final approval by the Registrar's Office. Courses dropped by the established dates will not appear on a student's permanent academic record. Courses not dropped officially by the deadline will appear on a student's academic record with the appropriate grade assigned.

##### **Withdrawing from Courses**

If students wish to reduce their course load after the deadline for dropping the course, they must obtain a withdrawal form from the Registrar's Office. Full-time students who wish to withdraw from all of their courses must follow the Withdraw from the University process. The withdrawal form requires the signature of the student's academic advisor. A grade of W will be recorded on the student's permanent transcript but will not be used in calculating the grade point average. The completed form must be submitted to the Registrar's Office. Withdrawing from a course does not change enrollment status. However, it may impact a student's eligibility for financial aid, participation in intercollegiate athletics, health insurance, et. Due to immigration regulations, international students should consult with the coordinator of international programs prior to withdrawing from a course.

The course withdrawal deadline for full-semester courses is no later than the 12th week of the semester. The course withdrawal deadline for less than full-semester courses is no later than the end of the second third of the course. If students have not withdrawn officially from a course before the deadline, the course will appear on their academic record with the appropriate grade assigned.

#### **SPECIAL ENROLLMENT OPTIONS**

Though Eastern encourages students to engage seriously in coursework for graded credits from the outset, students may sometimes find that they need to proceed with caution or repeat work. The following enrollment options facilitate such decisions.

##### **Credit/No Credit Courses – Student Selected**

Students have the option to include up to four courses to be taken on a credit/no credit basis in addition to University-designated credit/no credit courses. Courses in the student's designated major, minor, concentration and all Tier II and Tier III course require-

ments within the Liberal Arts CORE Curriculum and the foreign language requirement cannot be taken on a credit/no credit basis in order to fulfill the designated requirement. Only one student-selected credit/no credit course may be taken in any semester. Two courses in the Liberal Arts CORE Curriculum may be taken on a credit/no credit basis. The credit/no credit option in the Liberal Arts CORE Curriculum is restricted to Tier I requirements. A student shall earn (must receive) a final grade of "credit" in order for the course to fulfill the designated requirement. Per the Repeat Course Policy, a repeated course cannot be placed on credit/no credit. It can only be repeated for a letter grade. Students must file the appropriate form with the Registrar's Office no later than the 12th week of the semester for courses that fall within the regular semester schedule. For all other courses, this should be done no later than the end of the second third of the course. If the work is above passing, the course is recorded on the permanent record as credit (CR\*). The grade for a course placed on credit/no credit does not affect the grade point average.

#### **Credit/No Credit Courses – University Designated**

Students should note that a limited number of credit/no credit courses are offered at the option of the department and with the approval of the appropriate academic dean. If the student's work is above passing, the credit is recorded on the permanent record as "CR" and credit is given with no grade point assigned. If the student's work is below passing, the course is recorded as no credit "NC." For these courses the student has no option.

#### **Auditing Courses**

Persons who do not wish to register for credit may be permitted to register as auditors under the following circumstances: they pay the regular fee; obtain written consent of the instructor and their advisor; audit only courses for which there are adequate classroom and laboratory facilities; and, if a full-time student, carry a minimum of 12 credits of non-audited courses.

Students who audit courses should do so with the intention of attending all class sessions and fulfilling work agreed upon in advance with the instructor. Audit status may not be changed to credit status. A student may take a course for audit that previously had been taken for credit. Auditors are subject to any academic conditions mutually agreed upon in advance by instructor and student. Audited courses may be taken for credit during a later semester.

It is the student's responsibility to return the course audit contract with appropriate signatures to the Registrar's Office by the deadline date. An "AU" designation will be placed on the transcript for a course placed on audit.

#### **Repeating Courses**

- An undergraduate course in which a student earned a grade of C or higher cannot be repeated for a letter grade. It can only be audited.
- If the student earned a C-, D+, D, F, CR, or NC in a course, the student can repeat the course for a letter grade but cannot place it on credit/no credit.
- The following rules apply to each of the first three different courses repeated for the first time:
  - a) If the first grade was C-, D+, D, or F, then the higher of the two grades earned in the repeated course will be calculated in the grade point average and credits will be earned only once.
  - b) If the course was placed on credit/no credit when taken the first time, then the letter grade earned from the repeat will be calculated in the grade point average and credits will be earned only once.
  - c) Grades earned in subsequent course repeats, whether they pertain to courses repeated once already or courses repeated for the first time, will be calculated in the grade point average. However, not course may be counted more than once toward the credits needed for a degree.
  - d) The transcript will show all grades earned, both those calculated in the grade point average and those not calculated.

### **COURSEWORK REQUIREMENTS**

#### **Instruction**

In the first class session, students will receive a syllabus from the instructor. The syllabus explains the course objectives, outlines the coursework and designates textbooks and other tools the student must acquire to take the course. The syllabus routinely provides information about the instructor's grading practices and methods of evaluating student work; examinations; written assignments; workshops; tutorials or conferences and other specific requirements; attendance policies, office hours and other means of contact outside of class.

As a general rule, students should assume the following obligations as they undertake coursework: spend at least two hours in preparation or study outside of class for each hour in class; purchase any required texts or tools; submit all required assignments; attend all scheduled examinations; and observe attendance policies as announced by the instructor.