

Guidelines for EN Grade Implementation in Spring 2022

What is the rationale for the EN grade?

- To help faculty and staff better understand and support students who fail because they did not complete enough course requirements to pass the course.

What is the EN grade?

- EN is an alternative E grade.
- EN is only an option for students who failed the course. It is NOT appropriate to consider or give an EN for students who earn an A, B, C, or D.
- The instructor will decide if the student should receive an EN or an E.
- EN is used for a *failing student when the assignments they attempted are worth less than 70% of the final grade.*
 - Graded assignments can include any and all of the following: exams, quizzes, discussion boards, activities, homework.
- If a student attempts assignments worth more than 70% of the total possible points for the course and still fails, then they should receive an E.

When should the EN grade be used?

- EN is only used for final letter grades (not for midterm grade reporting).
- EN is used college-wide and for all courses except for S/U courses. At this time, EN cannot be given to students taking a course as pass/fail or a course that gives S/U grades.
- EN can be used for 5-week, 8-week, 11-week, and regular semester length courses.
- EN can be used for CCP courses.

How does the EN grade impact GPA and transferability?

- EN and E are equivalent as far as impact on a student's GPA and transferability. Students will get 0.0 grade points per academic credit hour for both EN and E grades.
- The only difference between EN and E is the reason for receiving the grade (see definition above – what is the EN grade).

Does an EN grade impact a student's financial aid?

- If a student receives an EN and has financial aid, they may be required to pay back a portion of their tuition.
- Federal financial aid requires verification of student participation in instruction for students who earn an "EN" grade, which could affect their financial aid. Therefore, the last date of attendance is used to determine Active Engagement.
- Active Engagement is defined as completing graded course assignments (homework, quiz, essay, project, or labs); active participation in studio or practicum sessions; making content-related contributions to an online discussion forum (including responses both to prompts and to student/instructor post). Additionally, the EN grade should not be utilized for students who should have been reported during [Participation Verification Reporting](#).
 - Active Engagement may include;
 - Physically attending a class where there is the opportunity for direct interaction between the instructor and the students.
 - Submitting an academic assignment

- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- Active Engagement may not include
 - Logging into an online class without active participation
 - Living in institutional housing
 - Participating in the school's meal plan
 - Participating in general academic counseling or advisement
 - Participation in academic counseling and advising
- **It is *important that instructors complete the financial aid reporting throughout the semester to prevent non-attending students with financial aid from having to repay tuition at the end of the semester if they receive an EN grade (which is more costly than administrative withdrawal occurring earlier in the semester).***

What information will an instructor need to give when assigning a student an EN grade?

- The instructor will need to provide the “last date of attendance” when submitting final letter grades, as it is required for any alternative E grade due to federal regulations for financial aid.

What do I enter for the last date of attendance for an online course?

- We suggest you use the date of the student's most recent assignment submission as the date of “last date of attendance.”

How should the EN grade appear on the course syllabus?

- The grading scale should include A, B, C, D, E, and EN. The instructor can indicate that EN is failing due to nonattendance/nonparticipation as provided in the policies and procedures manual.
- <https://www.csc.edu/about/policies-procedures/5-09D.pdf>

When will EN be available to use?

- o EN will be implemented in Spring 2022.

Are faculty required to use EN grade?

- Faculty have the right to assign any grade from the syllabus.

Who is the contact person for any questions regarding the EN grade?

- For the Arts and Sciences Division, it is the Chair of your Department's Student Success Committee.
- For other Divisions, you can contact one of the Faculty Fellows for Academic Council (Ruey Bruce, Mary Lewis, Amy Popovich).