

Student Evaluation and Grading Options

Evaluation and Grading at Empire State College

Empire State College considers the narrative evaluation to be central to its educational program. However, the college recognizes that many students need letter grades for external purposes. Thus, the student academic record includes a narrative evaluation and a letter grade. The college calculates a grade point average (GPA) based on the letter grades and reports that GPA on the transcript. Students who know that they will not need grades or a GPA later on, may request narrative-only evaluations. The college does not assign grades for any advanced-standing credit, and these components are not included in an Empire State College GPA.

Changing your Evaluation and Grading Option

The default for all students entering the college is narrative evaluation with grades. You may change the option based on your needs and that change will take effect for your next enrollment. You may also submit a change concurrently with a learning contract proposal or registration form and the change will be effective with that registration, as long as the start date has not passed. Please use the form on the reverse to change your evaluation option.

Narrative Evaluation with Grades

In the narrative evaluation with grades option you receive a letter grade for each study. Within this option, you may select up to 12 credits of study and designate them as credit/no credit when you enroll (on learning contract proposal/registration form). If you have taken studies under the narrative-only evaluation option, these count toward the maximum 12 credits of credit/no credit study under the narrative evaluation with grades option.

You are required to maintain a minimum GPA of 2.0 after having completed 8 credits of Empire State College study. If after earning 8 graded credits, your GPA falls below 2.0, you are placed on academic warning and you may attempt up to 16 graded credits to restore your GPA to the 2.0 minimum. If you do not restore the GPA to 2.0 after earning 16 additional graded credits, you are academically dismissed.

The GPA is based only on Empire State College studies for which a letter grade is assigned and only on credit earned. The college reports the grades for successfully completed studies on the transcript and uses the scale to the right to calculate the GPA. The following outcomes are not included in the GPA and are not reported on the transcript: NC (no credit), DR (drop), WD (withdrawal).

| Grades/Outcomes | |
|------------------------------|----------------|
| FC * | Not Calculated |
| A+ ** | 4.33 |
| A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| D- | 0.67 |
| * Full Credit (C- or better) | |
| ** Discontinued after 7/1/04 | |

Narrative-Only Evaluation

Under the narrative-only evaluation option, you do not receive letter grades for Empire State College studies. The college does not provide a GPA for a student who selects this option. The college does not provide letter grades at a later date. Therefore, you must be sure that you will not need letter grades or a GPA in the future. If you select the narrative-only option, the only outcome reported on your official transcript is full credit (FC).



Student Evaluation and Grading Option Change Form

You may use this form to change your evaluation option. The change takes effect at the beginning of your next enrollment. You may also submit a change concurrently with a learning contract proposal or registration form and the change will be effective with that registration, as long as the start date has not passed for the enrollment term.

Before filling out this form, read the information on the reverse.

*Name _____ *SSN or ESC ID _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____

E-mail _____ Fax _____

I choose:

Narrative Evaluation with Grades

I understand that by choosing the narrative evaluation with grades option I will receive a letter grade for each study with the exception of those studies (up to 12 credits) that I designate as credit/no credit. I further understand that the college will report both the letter grades I have earned and a GPA on my transcript as described on the reverse.

Narrative-only Evaluation

I understand that by choosing the narrative-only evaluation option I will not be able to receive letter grades in any of my studies from here on (unless I officially change my evaluation option for a subsequent term), nor will the college calculate a GPA based on studies that were not graded. Further, I understand that the college does not provide grades later for any studies that were not originally assigned a grade.

*Signature _____ *Date _____

* required

Grading Option Change Confirmation

(to be completed by Empire State College staff)

[_____]
[Date of receipt _____]

Begins with the enrollment that starts on or after: _____