

**ELIZABETH CITY STATE UNIVERSITY**  
**Academic Advisement Policy**

**Preamble**

Academic advising is a top priority at Elizabeth City State University (ECSU). All students must be advised prior to registration each semester by their academic advisor. The academic advising model at ECSU is a split model design with professional academic advisors supporting students in their first year. Students transition to a faculty advising model in the second year until graduation from ECSU. Professional advisors are hired specifically to support academic advising practices, policies and technologies while helping first year student's transition into their new collegiate environment. Faculty advisors are trained specifically on academic advisement policies, practices and technology to support their assigned students within their discipline.

The academic advisor's role is to assist students in planning a suitable academic program. However, each student is ultimately responsible for following all academic regulations that are applicable to their course of study. This includes University Studies requirements, pre-requisites and major/minor requirements. Each student is responsible for all course registrations and for completing the requirements for graduation.

**A. Academic Advising**

- i. Each degree-seeking student at ECSU is assigned an academic advisor to help with course scheduling, major selection, curriculum planning and academic concerns.
- ii. Every academic advisor is required to go attend an Academic Advisement workshop prior to working with students. The Master Faculty Advisor Council consisting of 1-2 Master Advisors in each department who assist the new faculty advisors and helps to address any academic advisement concerns a faculty may have. The relationship between academic advisors and advisees is essential to each student's academic success, and contributes greatly to student retention and graduation rates.
- iii. Academic advisors meet with students during orientation advising and pre-registration advising to provide guidance for course scheduling and when students need advice in planning individual programs of study. Faculty advisors support transfer students during orientation advising sessions during summer and winter.

**B. Student Advisement**

- i. Each student must meet with their academic advisor during Orientation, Pre-

registration, and when the student needs advice in selecting courses and planning their individual program of study.

- ii. Students must obtain assistance from advisor to stay abreast of curriculum requirements and to complete their application for graduation
- iii. Each student is ultimately responsible for meeting his/her curricular requirements.

#### C. Waivers and Substitutions

- i. ECSU permits waivers and substitution of courses for a maximum of six (6) semester hours and program requirements with the proper approval. Only under unavoidable and exceptional circumstances, will a faculty advisor recommend substitution or exemption from a prescribed course of study established by an academic department. The terms substitution and waiver as used within this policy are not synonymous. Substitution refers to an alternative option for meeting a course or program requirement. Waiver refers to situations where an exemption to a course or program requirement is granted. Under circumstances where waivers are granted, students shall be expected to complete the total number of hours required for the respective major.
- ii. If it becomes necessary to substitute courses or alternate from the prescribed course of study, students must consult with faculty advisors or the Chairperson of their major.
- iii. The course substitution form must be filled out with a justification for the request along with a copy of the syllabus and/or course description
- iv. Course substitutions for upper-level courses must be similar in content.

#### D. Course Load

- i. Each semester, full-time students are expected to carry a full-time course load, consisting of 12-18 semester hours of credit. Students shall not be permitted to take more than 18 credit hours per semester except with approval, as outlined in exceptions section. Students with previous cumulative grade point averages below "C" or 2.0 may not register for more than 13 semester hours of credit.
- ii. To graduate in four years, students must successfully complete all graduation requirements and an average annual course load of 30 semester hours. This course load requires the student to take approximately 15 hours per semester or earn hours through summer enrollment.

iii. Exceptions:

- a. A student with a cumulative grade point average of 3.25 or above may be authorized, with the approval of the Provost and Vice Chancellor for Academic Affairs, to carry up to a maximum of 21 semester hours.
- b. Students with a cumulative grade point average below 3.25 but above 2.0 may petition to the Provost and Vice Chancellor for Academic Affairs to carry up to a maximum of 21 and will require statements of support from their advisor, chair and dean.
- c. A student returning after academic suspension will have a limited class load of no more than 13 semester hours during the first semester of readmission and must maintain a 2.3 semester grade point average until they have satisfied the minimum grade point average requirement.