

CAP's Final Recommendation Ungraded Option Policy

TO: Steering Committee
FROM: Committee on Academic Programs
RE: Final Recommendation on Ungraded Option
DATE: April 1st, 2015

Background:

On March 26, 2014 CAP received a charge from the Steering Committee seeking a “review of the ungraded option policy, focusing on the availability of the option for Maymester, summer term, and winter term.”

Testimony:

Steering requested that CAP solicit testimony from “Student Government, Academic Leaders, and the Office of Records and Registration.” A CAP subcommittee worked on this charge during the Spring 2014 semester and produced a preliminary recommendation at that time. Testimony was subsequently collected from Student Government through that organization’s CAP representatives and from Academic Leaders and the Office of Records and Registration via email. Based on the suggestions gathered during the process, the recommendation was revised during the Fall, 2014 semester. The revised final recommendation is outlined below.

Final Recommendation:

The Ungraded Option is made available to TCNJ students in order to encourage them to pursue particularly challenging course experiences in which they may otherwise not enroll. Full participation in the course is expected. Ungraded Option courses cannot be applied toward majors, minors, or Liberal Learning requirements. All courses taken for an ungraded option must count as free electives. The Ungraded Option is available for courses offered on the TCNJ main campus in any term of enrollment, but specifically excludes Faculty-led Off Campus Experiences, Exchange Programs, Study Abroad or Away Programs, and/or the TCNJ-Sponsored Semester Abroad. A maximum of 4 Ungraded Option course units may be applied to a baccalaureate degree. Ungraded Option courses do not count toward the minimum number of course units needed to be on the Dean’s list or to graduate from the College with academic honors. The Ungraded Option cannot be used to repeat a course in conjunction with the Repeat Course Policy. The deadline to apply to take a course as an ungraded option (or to switch a course from an ungraded to a graded option) is the same date as the course withdrawal deadline for the semester or term in question. It is the student’s responsibility to ensure that a course taken for an ungraded option meets the criteria outlined above. As such, it is encouraged that students who wish to take a course for an ungraded option apply to do so as soon as possible.

Degree candidates in good academic standing who have completed at least 8 course units at TCNJ are permitted to enroll in one Ungraded Option course per semester. A student must request that the Office of Records and Registration designate a course as “Ungraded Option” within the deadline posted by The Office of Records and Registration. The Office of Records

and Registration will review the request to ensure that the course meets the requirements for an ungraded option. A student's enrollment in a course as ungraded is not shared with the course instructor until final grades are submitted. At the end of the semester, instructors submit regular letter grades. These grades are converted into either CD (credit) or NC (no credit) by the Office of Records and Registration. The student must earn a passing grade (D or better) to receive a CD designation. A failing grade will receive a NC designation. Such designations will not affect a student's GPA. Courses designated as CD are included among those applied toward graduation.