

Section:	II.3.47	
Title:	Ungraded Option	
Effective Date:	April 21, 2015	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
Related Documents:	N/A	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	April 21, 2015	Revised
1.0	2005	New policy; Initial Release

I. INTRODUCTION

This policy outlines the requirements that must be met for students to take courses as “Ungraded Options.”

II. DEFINITIONS

N/A

III. POLICY

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, and therefore 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.