

<b>Section:</b>	II.3.47	
<b>Title:</b>	Ungraded Option	
<b>Effective Date:</b>	April 22, 2022	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	N/A	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
3.0	April 22, 2022	Revised
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

**Ungraded Option** - a student selected option indicating a “CD” (credit/pass) or “ND” (no credit/fail) rather than a letter grade on the official transcript. Courses selected for the Ungraded Option count toward graduation but do not count toward a student’s Grade Point Average.

**CD** - the designated grade utilized to indicate a credit/pass for the ungraded course.

**ND** - the designated grade utilized to indicate a no credit/fail for the ungraded course.

## III. POLICY

### **For Undergraduate Courses**

The Ungraded Option is made available to TCNJ undergraduate students in order to encourage them to pursue particularly challenging course experiences in which they may otherwise not enroll. It is also available to graduate

students enrolled in undergraduate courses that do not count towards the graduate program or degree, when approved by the department chair and dean.

A maximum of four Ungraded Option course units may be applied to a baccalaureate degree with a maximum of one course counting towards Liberal Learning requirements.

Undergraduates in good academic standing who have completed at least three course units at TCNJ are permitted to enroll in a maximum of one Ungraded Option course per semester. The student must earn a passing grade (D or better) to receive a CD designation. A failing grade will receive a ND designation. Such designations will not affect a student's GPA. Courses designated at CD are included units among those applied toward graduation.

Full participation in the course is expected. Ungraded Option courses cannot be applied toward the requirements for the student's major (including correlate courses) or minor. 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. If students are required to take a course for accreditation or licensure, then that course is not eligible for this policy.

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.

If a student has previously completed a course for a letter grade, the same course may not be repeated with the ungraded option in conjunction with the Repeating Courses policy. However, a course completed with a "CD" designation may be repeated for a grade.

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. Students may request the ungraded option at their discretion but are encouraged to talk with their academic advisor to consider whether taking this option may impact their future graduate and professional program.

Approvals are specific to a student's major at the time of the request. Students considering a change of major or minor should consult with their prospective department about courses taken as ungraded to see if any need to be repeated for a grade.

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, which coincides with the course withdrawal deadline for the term. The Office of Records and Registration will review the request to ensure that the course meets the requirements for an ungraded option. At the end of the semester, instructors submit regular letter grades. These grades are converted into either CD (credit) or ND (no credit).

**Policy for Graduate Courses:**

The Credit/No Credit policy cannot be used for any graduate level courses.