

<b>Section:</b>	II.3.74	
<b>Title:</b>	Ungraded Option (Spring 2021 Semester)	
<b>Effective Date:</b>	March 22, 2021- May 18, 2021	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs; (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>		
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	March 22, 2021	New policy; initial release

## I. INTRODUCTION

Due to the continuing challenges that students are facing as a result of the global public health pandemic, this policy outlines the “Ungraded Option” for the Spring 2021 semester only. Except where noted below, the Spring 2021 Ungraded Option (as defined below)—applies to all currently enrolled undergraduate and graduate students at TCNJ. This policy will expire on May 18, 2021 at the end of the Spring 2021 Semester.

## 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

The Spring 2021 Ungraded Option allows students to request one of their courses for which they would have otherwise received a grade to be ungraded.

Undergraduate students choosing the “Ungraded Option” need to earn a “D” or better to receive a CD designation on the transcript (CD = credit). Graduate students choosing the “Ungraded Option” need to earn a “C” or better to receive a CD designation on the transcript. Failure to earn a passing grade results in the student receiving an “ND” (no credit/fail) on their transcript and no credit will be awarded.

The course selected for the Ungraded Option does not count towards a student’s GPA but does count toward graduation and any major, minor, or Liberal Learning requirements. The Spring 2021 Ungraded Option course policy does not count toward the four course maximum in the standard [Ungraded Option](#) policy. Students who choose the Ungraded Option will be expected to fully participate in the course.

#### A. Eligibility, Application, and Restrictions:

1. Students may select one course to apply the ungraded option (with some limited exceptions listed below). This policy will apply to both graduate and undergraduate courses.
2. Any student, regardless of number of completed course units or credit hours, may use this policy and designate one eligible course to apply the ungraded option (all students must consult their advisors before requesting this ungraded option).
3. Students must request or rescind the Spring 2021 Ungraded Option by April 16, 2021. This is the current course withdrawal and regular ungraded option deadline.
4. **Exceptions:** There are two categories of exception for the use of this policy:
  - a. Courses for which the ungraded option can be applied but students are required to meet a minimum grade requirement. If a student does not meet the minimum grade requirement then they will need to repeat the course. Courses that fall in this category may:
    - i. Require a specific minimum grade for major/program or for graduation (Find this information housed in the [undergraduate](#) and [graduate](#) bulletins and in the PAWS Academic Requirements report)
    - ii. Function as a gateway course for program entrance/admission ([Change of Major Information](#))

- iii. Count as a prerequisite course (Find this information housed in the [undergraduate](#) and [graduate bulletins](#) and in the PAWS Academic Requirements report).

In this case, if a course listed in i-iii above is selected, then a CD/ND grade would be recorded on the transcript. The assigned letter grades along with the CD/ND grades are available for review by the Department Chairs in the Final Grade Rosters in PAWS.

- a. Chairs will remove students from succeeding classes if stated prerequisite requirement(s) are not met.
- b. Chairs may delay program entrance until gateway standards are achieved.
  - 1. Students (who do not meet the minimum grade requirement) must repeat the course before moving forward.
  - 2. Students must still meet the minimum grade requirement before they will be permitted to take the next course in the sequence, or gain entrance into the desired academic program.
- b. Courses for which the ungraded option cannot be applied (letter grades must be recorded on transcript).
  - i. Courses that fall into this category may include:
    - a. Designated courses in schools/programs with specific accreditation and/or other external requirements (as was the case in the Spring 2020 Interim Ungraded Policy)
    - b. Capstones
    - c. Clinicals
    - d. Practicum, Fieldwork experiences
    - e. Internship courses with a minimum skill requirement
  - ii. Schools/Departments must provide Academic Affairs and Records & Registration with a complete list of designated courses which fall under this category by March 19, 2021.

- 5. This policy applies to a course for which the student would have otherwise received a grade.
- 6. This policy applies to a course taken for the first time or when repeating a course for which the student previously received a failing grade or W.

7. Choosing the Ungraded Option has no impact on a student's financial aid.
8. Ungraded Option courses do not count toward the minimum number of course units needed to be on the Dean's list (3 graded units).
9. Ungraded Option courses do not count toward graduating from the College with academic honors (16 graded units).

#### B. Notification Process:

Students may select the Ungraded Option for one Spring 2021 class by completing and submitting a form no later than April 16, 2021. The Office of Records and Registration (R&R) will make available the Spring 2021 Ungraded Option Qualtrics form on the [R&R Forms Webpage](#) beginning April 1, 2021 until April 16, 2021.

#### C. Deadlines:

Submission of the Ungraded Option form must be completed by April 16, 2021. Exceptional circumstances for submissions after that date will be handled on a case-by-case basis no later than May 7th, 2021 with requests communicated via email directly to the Assistant Deans.

#### D. Grading

In courses for which students will otherwise receive a grade, each instructor maintains a final grade for each student. At the end of the semester, instructors submit regular letter grades for all students. A course that is selected as an Ungraded Option in the Spring 2021 semester will still have a grade on file, although that grade will neither appear on the student's transcript nor be counted towards their GPA.