

STOCKTON UNIVERSITY



PROCEDURE

Course Numbering, Grading Policies and Course Sequencing

Procedure Administrator: Assistant Provost

Authority:

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Approved By: Harvey Kesselman, Acting President

A. Course Numbering

Courses at Stockton are identified according to a course numbering system that employs a three-letter acronym for General Studies or a four-letter acronym for Program and Supporting Studies, followed by a four-digit number (e.g., GIS 2177 or PHYS 3209).

The first digit following the acronym indicates the level of instruction.

1—introductory lower level

2—other lower level

3—upper level

4—upper level

5, 6—graduate level

The second digit following the acronym indicates the manner in which the course is taught.

0—Freshman Seminar

1-5—regular class

6—seminar

7—tutorial

8—independent study or senior project

9—internship or practicum

Thus, for example, a course numbered 2100 is a lower-level, regular class (lecture-discussion) course; one numbered 3600 is an upper-level seminar; and one numbered 2700 is a lower-level tutorial.

B. Grading Policies

Grades represent the professional judgment of a faculty member on a student's academic performance in a particular instructional experience.

Stockton University permits two systems of grading, letter grading or Pass/No credit (P/NC). P/NC grading must be approved prior to the time of registration, and will not be granted at any time during or after the term.

Letter Grading

The following letter grades will be recorded on the student's official transcript:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7
- F = 0

A grade of A symbolizes excellent work, grades in the B range symbolize good work, grades of C+ and C symbolize satisfactory work, grades of C- and in the D range symbolize poor work, and an F symbolizes failure.

Pass/No Credit (P/NC) Grading

At the discretion of the instructor or program, a course may be available either in letter-grade mode or P/NC mode or both. If both options are available, *students must indicate the grading mode desired at the time of registration*. If students do not designate otherwise, the A–F grading mode is used. The choice of grading mode cannot be changed after the drop/add period.

The availability of the P/NC option is governed by the following conditions:

1. A maximum of one course per semester can be designated in the P/NC mode.
2. A student who is on probation cannot take courses in the P/NC mode during the probation period.
3. Certain programs and University-wide requirements require academic progress in courses with a C or better; in those instances, the P/NC credit option is not available to students wishing to complete that program.
4. Students must have earned 12 credits before they are eligible for P/NC mode courses.
5. A maximum of 10 percent of Stockton credits to be applied toward graduation requirements may be taken in P/NC mode.

Courses graded P (Pass) or NC (No Credit) will be recorded on the student's official transcript, but will not be factored into calculation of the student's GPA. P symbolizes passing work (i.e., performance in the A to D- range), and NC symbolizes failing work.

Non-Grade Transcript Notations

The following notations may appear on transcripts:

AU, W, WI, I

AU symbolizes that a student has officially audited a course.

W symbolizes “withdrawal”

If the student completes a withdrawal from the University or individual courses between the end of the drop/add period and the end of the twelfth week of a full term, or the sixth week of a subterm, a W will be recorded. Students who have 25 percent or more W notations in the total number of Stockton credits required for graduation, or two Ws or more in the same course, will have their course withdrawal application declined and are required to meet with the Director of the Center for Academic Advising who will review with the student her or his academic progress. Any student whose withdrawal from a class puts the student within 4 credits of the 25 percent limit, or any student who is seeking to withdraw from a course for the second time, shall be required to meet with the Director of the Center for Academic Advising before registering at the University again and before the course withdrawal will be processed.

WI symbolizes “withdrawal due to illness”

Students may withdraw from one or more classes when there are severe medical circumstances beyond the student’s control. Such medical circumstances must be documented appropriately and submitted in a letter of appeal to the Office of the Provost. The Office of the Provost will submit the documentation to the Office of Health Services for review. Upon evaluation of the documentation provided, the Office of the Provost will notify the Office of the Registrar whether or not to enter the symbol “WI” for the relevant course(s) and will also notify affected faculty members. The University reserves the right to require the positive recommendation of the Office of Health Services prior to the student’s subsequently re-enrolling at the University. In order to make a recommendation on re-enrollment, the Office of Health Services may request pertinent medical documentation of the student’s readiness to resume academic activities.

I symbolizes “incomplete”

If in any semester it is determined that 1) the student is doing satisfactory work, and 2) due to an illness or emergency the student will be unable to complete the course work within that academic term, the student is eligible for consideration of an I notation. Work remaining for removal of the I notation, as described on the Agreement for Completion of Course Work Authorization, must be completed before the final class day of the subsequent term (not including summer sessions). A copy of this form is filed with the appropriate dean.

The Agreement for Completion of Course Work Authorization includes a summary of the work completed by the student at the time course work was discontinued by the student along with the student’s grade in the course at that time, a summary of the work remaining to be done and the date during the next term by which the work must be completed.

Special circumstances may exist by which completion of the Incomplete (I) requires special arrangements, e.g., lab courses, foreign language courses, internships and the like. Those arrangements must be described in an attachment to the Agreement for Completion of Course Work Authorization and approved by the appropriate dean(s). Both the student and the course instructor must sign this form and file it in the office of the dean of the school in which the course is listed. A copy should be retained by the student and by the authorizing faculty member. Any variation from the signed contract must be initiated by the faculty member and approved by the dean.

Assignment of Grades

Faculty can only assign grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and the notation I, (except when a course is only available in P/NC mode, faculty may assign P, NC and I). W, WI and AU will be assigned by the Office of the Registrar as will a P or NC when students have selected that mode.

Changes of Grades

Grades represent the professional judgment of faculty in their assigned areas of expertise and, once the final deadline for recording grades has passed, may only be changed when there has been a documented error in grade calculation or in those situations of a successful grade appeal. Grade changes, except those awarded under the appeal system, require the consent of the instructor and the supervising academic dean. Except in the cases where I notations are being changed by an instructor within one academic term of their assignment and following the details of the Agreement for Completion of Course Work Authorization, grade changes may only be made upon receipt of a properly signed change of grade form delivered to the Office of the Registrar by the school dean or his/her representative.

Change of "I" Notation

Those students receiving an Incomplete (I) notation must complete all remaining course work as specified in the Agreement for Completion of Course Work Authorization. Otherwise, the notation reverts to an F or NC, as appropriate. Once course work is completed, the instructor will record a regular grade within seven calendar days or by the due date for the current term's grades, whichever is sooner.

Repeating a Course for Credit

In order to repeat a course the student must re-register, pay all appropriate tuition and fees, and satisfactorily complete the course (whereupon a separate grade will be assigned). The original grade will remain on the student's permanent transcript and will be calculated in the grade point average. Except where specified in the University Bulletin, a course passed more than once may only be counted once toward graduation.

C. Course Sequences

Some courses are offered in a specific sequence because certain proficiencies in one serve as the basis for the next level course. Students who complete the higher level proficiency cannot subsequently earn credit in the lower level course. Examples of such sequences are MATH 1100 Pre-Calculus Mathematics with MATH 2215 Calculus I and LANG 1230 Beginning French I with LANG 1231 Beginning French II.

Review History

	Date
Faculty Senate	4/21/15
Provost's Council	4/21/15
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