

William Paterson University Policy Academic Policy

SUBJECT:	Grading		TITLE:	Grade Regulations	
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Office of the Provost	
CODING:	02-20-01-02-05	ADOPTED:	9-1-1987	AMENDED: [date amended]	03-02-16
			LAST REVIEWED: 9-1-2015		

PURPOSE

This policy describes the university academic requirements and practices involving determination of course grades.

ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

POLICY

The criteria for determining the final grade must be clearly explained in the syllabus distributed at the beginning of the semester. The University has set the following grading requirements and criteria:

A, A-	Excellent
B, B+, B-	Good
C, C+, C-	Satisfactory
D, D+	Minimally Passing
F	Failing
FN	Student stopped attending class, did not return, did not officially withdraw and still appears on the grade list*
P	Passed Course, taken on a Pass/Fail basis, equivalent to A-D
IN	Incomplete
N	Unacceptable, must repeat (Writing Effective Prose, First Year Foundation and Language 110)
M	Missing, no grade submitted (Registrar Designation)
WD	Withdrawn Officially
AU	Audit

*The FN designator is to be used in those cases where a student registers and enrolls in a class, does not drop during add-drop period, and does not officially withdraw from the course or from the university. Students should be marked with the FN designator if they appear on the final grade roster, and have not attended the class after the 60% point of the term. Students who attend the class after the 60% point of the term should receive the grade earned by their performance. F grades indicate that a student attended the course at least once after the 60% point of the term and “earned” the F grade.

Academic Credit Life: A baccalaureate degree must be completed within a period of ten years from the time the student first matriculated. Waivers and extensions of time must be approved by the dean of the college of the student’s major.

Academic Honors:

Deans’ List: Students carrying a minimum of 12 credits who earn a grade point average of 3.45 or better are named to the Dean’s List after the completion of the Fall or Spring semester. Courses taken under the pass/fail option are not counted toward the 12 credit requirement.

Graduation Latin Honors Students who have completed at least 45 credits—not including credits earned with pass/fail grades—at William Paterson University and who graduate with a final grade point average of 3.45 or better for all undergraduate courses are recognized as honor students with the following designations:

- Average of 3.45-3.64 = *cum laude*
- Average of 3.65-3.84 = *magna cum laude*
- Average of 3.85-4.00 = *summa cum laude*

Second degree students who have earned 45 or more credits—not including credits earned with pass/fail grades—at William Paterson and currently have a GPA of 3.45 or higher will be eligible for the respective Graduation Latin Honors

Grade Change: A report of the student's grades is entered on the official record and is altered only upon the initiation of the instructor and the approval of the department chairperson and appropriate dean unless under extraordinary circumstances. In some cases, the privilege of re-examination is permitted.

Grade Expungement: Former William Paterson students who left the University for academic reasons and subsequently successfully completed two semesters or twenty-four credits at an accredited institution of higher learning with a GPA of at least 2.0, or who have graduated from a county or community college or other accredited two year institution (or four year institution if seeking a second degree) will be considered as new applicants and their prior William Paterson grade point average will be excluded from cumulative GPA calculations if they are readmitted.

Incomplete Grades: Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued. Grades of Incomplete (IN) may be assigned only when the student has successfully completed most of the work required for a course but due to extraordinary circumstances is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester. Under no circumstances should an Incomplete (IN) be assigned when, through negligence or with no acceptable excuse, a student fails to take an examination or to submit required work on time.

Grades of Incomplete (IN) may be assigned only with an agreement of mutual understanding between the faculty member and the student.

Pass/Fail: This applies only to undergraduate students taking undergraduate courses. A maximum of one course (3-4 credits) may be taken Pass/ Fail during a semester and no more than 12 credits may be taken Pass/ Fail in a student’s academic career.

- Only free elective courses may be taken P/F. Major and co-requirements cannot be taken pass/fail.
- Students must complete a Pass/Fail contract in the Office of the Registrar. Deadlines are posted on the Semester Calendar.
- Once the pass/fail contract is submitted it cannot be reversed.
- If a grade of F is earned in a pass/fail course, it is calculated into the student's GPA
- Second degree students may not take a course on a pass/fail basis
- Graduate students may not take a course on a pass/fail basis

PROCEDURES

Auditing: Students may register for a course with the **AUDIT** option without receiving a grade or credit. Students do not participate in class assignments and requirements.

To AUDIT a course you must be William Paterson University student; register and pay regular University fees and tuition for the course; email an audit request from your WPUNJ email account to registrar@wpunj.edu.

All transcripts will reflect a grade of "AU." For further questions regarding auditing a course, contact the Office of the Registrar via e-mail:registrar@wpunj.edu

GPA Calculations: A student's academic standing is indicated by her or his grade-point average. The average is determined by dividing the total number of quality points earned by the total number of quality hours attempted. Courses graded P, IN, N, M, AU, WD are not computed in determining the grade-point average.

Only courses taken at William Paterson University of New Jersey will be computed in determining the grade-point average. A minimum average of “C” (2.0) is required in both the major and overall academic work on the undergraduate level* and 3.0 on the graduate level.

Quality Point Scale		GPA Calculation Example				
		Course	Grade	Quality Hours Attempted	Credits Earned	Total Quality Points
A	4.0					
A-	3.7	Writing Effective Prose	A	3	3	12.0
B+	3.3	Teaching Reading	B+	3	3	9.9
B	3.0	U.S. History 1	P	0	3	0.0
B-	2.7	Calculus 1	C	4	4	8.0
C+	2.3	Totals		10	13	29.9

C	2.0		GPA	2.99 (TQP/Quality Hours Attempted— 29.9/10=2.99)
C-	1.7			
D+	1.3			
D	1.0			
F	0.0			

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 09/01/2015

*Individual programs may have criteria in excess of these minimum standards. Students are responsible for knowing the required standards for their academic program, and programs are required to have approval from the Office of the Provost in the limited cases where standards exceed these minimum criteria.

