



## PROCEDURE

### Course Numbering, Grading Policies and Course Sequencing

Procedure Administrator: Assistant Provost  
Authority: N.J.S.A 18A:64-8  
Effective Date: May 1, 2015; November 16, 2022\*  
Index Cross-References:  
Procedure File Number: 2017  
Approved By: Dr. Harvey Kesselman, President

#### A. Course Numbering

Courses at Stockton University 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, PHYS 3209, etc.)

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 — First Year Seminar
- 1-5 — lecture/discussion 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, 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).

##### 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, P/NC mode, or both. If both options are available, *students must indicate by filling out the Pass/No credit form, 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 student can only request one course per semester to 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 (including transfer 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

Students are strongly encouraged to meet with their Instructor, Preceptor, Academic Advising, School Assistant Dean, and/or Office of Financial Aid, if applicable, for

guidance before pursuing one of the following non-grade options.

Note: Reduction in credit hours may impact a student's financial aid. There is not an automatic tuition refund for an approved medical withdrawal. Details regarding refund eligibility are available in Procedure 6400 Refunds Upon Withdrawal.

### **AU symbolizes “auditing”**

AU symbolizes that a student has officially audited a course. The University provides an opportunity for the student to participate in a course in its entirety and not have the course count toward a degree or be evaluated for a grade. Auditing is offered on a space-available basis. The student must register for and pay all tuition and fees normally charged for the course. The instructor of the course determines the extent of an auditor's participation in the course. Requests for degree credit or a grade for an audited course after registration, drop/add are not permissible. Students who wish to audit courses must complete and submit the “Permission to Audit a Course” Form to the Office of the Registrar before the end of the Drop/Add period for that term. Students who receive financial aid should contact the Office of Financial Aid before submitting a “Permission to Audit a Course” Form.

### **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 eleventh week of a full term, or the fifth week of a sub-term, 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 will be required to meet with the Director of the Center for Academic Advising or their designee to review their 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 or their designee before registering at the University again and before the course withdrawal will be processed.

Withdrawals from courses after the published deadline are not permitted except in extraordinary circumstances. In the rare event that a student has experienced extraordinary circumstances that might permit an exception, the student may appeal by submitting a late withdrawal form found on the Academic Affairs webpage. Any documentation supporting the appeal should be included. Appeals will be considered up to 20 calendar days following the end of the term.

### **WI symbolizes “withdrawal due to illness”**

Students may withdraw from one or more classes due to extraordinary medical circumstances, mental health issues, or substance-related issues that interfere with the student's ability to complete coursework and/or manage day-to-day functions. There is not an automatic tuition refund for an approved medical withdrawal. Details regarding refund eligibility are available in Procedure 6400: Refunds upon Withdrawal criteria. Following approval of the medical withdrawal, tuition charges and eligibility for financial aid will be adjusted per the refund timeline published on the academic calendar, based on the last date of attendance or the last day the student was able to attend class(es).

Requests for medical withdrawal must be submitted by the 20<sup>th</sup> calendar day following the end of the term (i.e. fall, spring, summer). A medical withdrawal will only be granted in a current semester (or the semester that just ended for post term appeals) and will not be approved retroactively for any prior semester. A medical withdrawal will apply to all courses taken during a semester unless a specific explanation is provided that describes how the medical reason for the withdrawal affects only specific courses.

1. **Complete Online Request Form.** Students must complete and submit the Request for Medical Withdrawal online form, along with supporting documents and required medical documentation. All applications for withdrawal require detailed and credible documentation; additionally, applications for a partial withdrawal must be thoroughly documented to substantiate the selective nature of the partial medical withdrawal.
2. **Provide Required Medical Documentation.** The student must submit an original, signed letter from a licensed medical provider, licensed mental health provider or an equivalent healthcare provider on the provider's letterhead. Medical documentation will be evaluated by the Stockton University Wellness Center and must contain, minimally:
  - General nature of the medical condition which prevents the student from completing coursework;
  - Date of the onset of the illness (or if a chronic condition the date the condition was exacerbated);
  - The last date the student was able to attend class;
  - The duration and/or severity of the condition, and if appropriate, a determination of when the condition will be successfully resolved so that the student can return to effectively function in an academic environment; and
  - The healthcare provider's recommendation for full or partial medical withdrawal.

Incomplete requests that do not include all required documentation will not be processed.

3. **Eligibility Determination by the Wellness Center.** Upon receipt of the required documentation, the Wellness Center will:
  - a. Review the request and medical documentation submitted by the student.
  - b. Confirm if there is adequate and appropriate medical documentation to support the student's request for medical withdrawal and advise the Registrar, Academic Appeals Committee, and the Office of the Provost.
  - c. Make a recommendation to the Office of the Registrar regarding approval of the request.
4. Upon receipt of the evaluation of medical documentation from the Wellness Center, the Office of the Registrar will review the medical withdrawal request and grant or deny the request. During its deliberations, the Office of the Registrar may request additional (non-medical) information or documentation from the student.

5. The student will be notified of the determination decision through the student's Stockton-student email account. If the request is approved, the Office of the Registrar will update the student's transcript to reflect the withdrawal. If the request is denied, the student has the right to appeal the decision to the Office of the Provost whose decision is final.

Because of course scheduling, it is recommended that graduate students consult with the program chair prior to seeking a medical withdrawal.

International students must consult with the Stockton University Office of Global Engagement prior to requesting a medical withdrawal to determine the effect on the student's immigration status.

Additional information regarding the medical withdrawal process can be found on the Academic Affairs webpage.

### **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 for 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.

### **IP symbolizes "in progress"**

An IP will be recorded on the transcript by the Office of the Registrar for courses that continue to be "in progress" after the grading deadline.

An IP notation is assigned for multi-term incomplete final projects, capstone experiences, theses, or dissertations and is replaced by a final grade upon completion. Students must continuously register each semester for their master's thesis and will receive the IP grade until completion. If the final project, thesis, or dissertation is not graded, the IP notation will default to an F. All IP notations must be completed before the final class day of the subsequent term (not including summer sessions).

## **X symbolizes “placeholder”**

An X will be recorded on the transcript by the Office of the Registrar as a placeholder for completed non-credit courses that do not carry a grade or for other reasons determined by the Registrar.

## **Assignment of Grades**

Grades are due each semester by the deadlines noted on the Academic Calendar and are submitted by faculty online through the goStockton Portal. Faculty can only assign grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F grades online. Letter grades should be submitted for courses that have been approved for the Pass/No Credit grading mode. The letter grade will be converted on the student's transcript as P for grades A through D- or NC for a grade of F. AU, IP, W, WI, and X grades can only be entered by the Office of the Registrar. I grades will be entered by the Office of the Registrar with submission of an Agreement for Completion of Course Work form or direction from the Assistant Dean.

## **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 a successful grade appeal. Grade changes, except those awarded under the appeal system, may be submitted online by the instructor.

## **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 course 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
Procedure Administrator	07/22/2022
Faculty Senate	04/15/2022
Deans	07/22/2022
AA Leadership	08/18/2022
Divisional Executive	08/19/2022
General Counsel	10/28/2022
Cabinet	11/14/2022
President	11/16/2022

*\* "Repeating a Course for Credit" was added back to this procedure on 11/22/22. This will be removed once a new procedure outlining this process is finalized.*