

# GRADING SYSTEM

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## Grading System

The academic standing of each student is determined by the earned grade at the completion of each course. Each letter grade is assigned a value. The following grades and values are used at NJCU:

### Pass/Fail Options

A student has the option of requesting a final grade of Pass or Fail (Pass/Fail) instead of a letter grade in the following course types:

- Elective
- General Education Program electives or,
- Academic minor course
- At the discretion of any department, certain courses within the major can be designated "Pass/Fail." Please speak to your major department.
- Departments can designate using the university designated form.

According to the following guidelines:

- The Pass/Fail option is limited to nine (9) total credits.
- No more than one (1) course per semester may be selected under this option.
- The Pass/Fail option is not available for All University Requirement courses.
- Pass/Fail evaluation is interpreted to mean a grade of "Pass" for satisfactory completion of course requirements and a grade of "Fail" for an unsatisfactory completion of course requirements.

### Pass/Fail Procedure

1. The Pass/Fail option may be designated by the student only during the following timeframes in a given semester.
  - Spring deadline is April 15
  - Fall deadline is November 15
  - Summer and winter session in alignment with the final withdraw deadline as provided in the academic calendar (<https://www.njcu.edu/directories/offices-centers/registrar/academic-calendars/>).
2. Each student must submit, to the Registrar's Office, a completed Pass/Fail form ([https://www.njcu.edu/sites/default/files/pass\\_fail\\_request\\_form\\_11-22-16.pdf](https://www.njcu.edu/sites/default/files/pass_fail_request_form_11-22-16.pdf)) designating his/her choice of the Course for P/F evaluation.
3. A student's election of a Pass/Fail grade may not be changed after the form is filed in the Registrar's Office.

### IN (Incomplete) Grade

Used only in extraordinary circumstances, the "IN" grade grants an actively enrolled student further time to complete required course work. Used only when a student has missed class time or work due to unplanned absence but has been in touch with the instructor throughout the semester.

### IN Procedure

1. A student may request an incomplete grade. Note: documentation is required based on the circumstance.
2. Faculty may recommend an incomplete grade to assist a student who has shown desire to complete the course under difficult circumstances.
3. An **Incomplete Grade Request Form** which is an agreement between student and faculty on scope of work and timeframe, must be filled out.
4. The Request Form should be signed by the faculty and student and forwarded to the Academic Program Dean's Office for final approval.
5. An email will be sent out to all parties once the agreement is finalized along with a copy of the form.
6. It is the responsibility of the student to complete the work and the responsibility of the course faculty to review and grade completed work.
7. In situations where the course faculty is not retained in the completion semester the responsibility falls to the department chair to ascertain the previous work and grade the course.

The deadline for a change of grade for an "IN" is last day of classes of the next semester.

- Fall course deadline is the last day of classes of the following Spring semester.
- Winter course deadline is the last day of classes of the Spring semester.
- Summer Course deadline is the last day of classes of the Fall semester.
- Spring course deadline is the last day of classes of the following Fall semester.

Incomplete grades that are not resolved by the deadline will automatically be converted to "F" grade.

### Withdrawal Grades

Students seeking to withdraw from a course during the Semester must complete an official Withdrawal Form, and submit to the Registrar's Office, either via email or in person at Hepburn Hall, Room 214.

- The withdrawal form can be found at the Registrar's Office (<https://www.njcu.edu/directories/offices-centers/registrar/forms/>).
- Withdrawn course(s) will reflect a "W" grade on the transcript. No grade will be provided once a student files for a withdrawal.
- **Please go to the Withdraw Policy (<https://catalog.njcu.edu/undergraduate/academic-requirements-policies-procedures/withdrawing-from-class/>) for more information on types of Withdrawals and Refunds.**

### Repeat (R) Grade

Repeat grades are used under the following conditions.

- Only used for Academic Foundations courses
- Academic Foundation Courses (ENG 95, 96, Math 95)

- Students who demonstrate progress in a course but not sufficient progress to warrant a passing grade.
- Any student who receives an "R" grade must either repeat the course or demonstrate the ability to advance to the next level of course work through a supplemental program.
- Academic Foundation courses (catalog number less than 100) are not calculated in the grade point average or total number of credits earned.

#### Grade Posted

Final grades are posted to the transcript within three weeks following the last day of the semester. Grades can be accessed via GothicNet (<https://gothicnet.njcu.edu/psp/psft/?cmd=login>).

#### Change of Grade

Change of Grade is a faculty-initiated action should there be a correction that is required, or work is completed, and a higher grade is warranted.

- A Grade change form, must be submitted to the Registrar's Office prior to posting the degree. A Grade change will not be approved once the degree is posted.

#### Grade Recomputation

A student can repeat a course and have the lower grade received for that course excluded from the grade point average. Grade recomputation is automatically applied from the Registrar's Office. The following conditions apply:

- All grades will remain on the official transcript. An explanation of this policy appears on the transcript.
- Credit for course repeated is applicable only once toward the degree.
- A student may receive grade recomputation up to a maximum of 16 credits.
- This policy does not apply to students who have graduated.
- This policy is not retroactive. Courses repeated prior to the fall of 2014 require a form be submitted to the Registrar's Office.
- **Course coded with plagiarism are excluded from the recomputation policy.**

The recomputation form can be found on the Registrar's website (<https://www.njcu.edu/directories/offices-centers/registrar/forms/>).

PLEASE NOTE: Veterans Administration education benefits are not payable for courses previously completed unless the completed course has a grade of "F" and/or if the course has a minimum grade requirement for the student's major program of study. For additional information on the above policy or veteran affairs, please contact the [Office of Military & Veterans Services](#)

#### Grade Point Average

Students earn points based on the letter grade with A = 4 and F = 0, in each course. The quality points are then multiplied by the number of credits that course carries to calculate the GPA each semester.

Example

#### Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) reflects the total of all grades earned for all semesters. It is determined by dividing the total of all grade points by **the sum total** of all credit hours attempted.

Example

In the example above the student earned a 1.75 GPA based on 21 points. In the next semester the student earns a 2.6 GPA.

- Failing grades (F) impact the overall GPA negatively because a zero (0) point is averaged into the equation, not left off.
- The total number of credits earned can be found in the S.H.ERN (Semester Hours Earned) minus any developmental course credits. (developmental course are below 100 course numbers)