William Paterson University Policy
Academic Policy

SUBJECT:	Grading		TITLE:	Grade Regulations		
CATEGORY: Check One	**Board of Trustees** ☐	**University** ☐	**Functional** ■		**School/Unit** ☐	
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**		5-2-2024

LAST REVIEWED: 5-2-2024

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 definitions for grades in undergraduate courses:

A, A-	Excellent
B, B+, B-	Good
C, C+, C-	Satisfactory
D, D+	Minimally Passing; applies to undergraduate courses only
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, IE	Incomplete, Incomplete Extension
N	Unacceptable, must repeat (Writing Effective Prose, First Year Foundation and Language 110)
NC	No Credit (See to Pass/No Credit Policy)
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WD	Withdrawn Officially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 last withdrawal date for that term. Students who attend the class after the last withdrawal date for that 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 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.

Pass/No Credit (First Year Students): First Time Freshmen students, enrolled in their first or second semester at WP, may utilize a pass/no credit (P/NC) option for up to two courses per semester. A transfer student with no more than one semester matriculated at another college or university may utilize the P/NC option for one semester for up to two courses.
- A student may select the P/NC option to convert one or two course grades of D or F to a P or NC up to one week following the deadline for final course grades.[1]
- D grades will have a P (Pass) grade entered on the transcript.
- F grades will have a NC (No Credit) grade entered on the transcript.
- Students enrolled in a Pass/Fail course may convert an F grade to NC.
- The course credits for a P grade will count toward major, minor, UCC, and graduation requirements but will not be factored into GPAs.
- The NC grade is similar to an F grade and therefore will not count toward graduation requirements or Satisfactory Academic Progress (SAP). However, unlike an F grade, the NC grade is not factored into the GPA.
- FN grades will not be converted to NC grades. The FN grade is entered when a student stops attending class after 60% of a semester or term is complete and the student has not withdrawn.
- Some required courses in major programs for which GPA or external exam pass rates are considered for accreditation purposes (for example, education, nursing, and athletic training) will not qualify for P/NC conversion. These P/NC exclusions will be designated in the Academic Catalog entry for these programs.
- This policy does not change minimum grade requirements in place for course progression (for example, when a minimum grade is required in one course before taking another) or for merit scholarship requirements.
- This policy does not change what is in place for recognizing strong academic performance such as for Dean's List and Latin Honors.[2]

Some financial aid and scholarship rules may require the actual letter grade to be used. In addition, changing a course grade to NC does not prevent a student from losing financial aid due to lack of Satisfactory Academic Progress. Students request this conversion via WP Connect. Students should discuss near and longer term

implications of such with their advisor.

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. This Pass/Fail Option and the Pass/No Credit Policy for First Year Students are separate; one does not exclude the other. Students may take advantage of both options as allowed in each policy.
- 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, IE, N, NC, 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				
A	4.0		Course	Grade	Quality Hours Attempted	Credits Earned	Total Quality Points
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: 05/02/2024

*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.

Amended or Adopted: 12/172015