

William Paterson University Policy

SUBJECT:	Pass/ No Credit	TITLE:	Pass/ No Credit Option for First Year Students		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional X	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Provost Office	
CODING:	02-20-00-00-00	ADOPTED:	10/1/2022	AMENDED:	
			LAST REVIEWED:		

I. PURPOSE

The purpose of this policy is to aid first year students in their transition to collegiate study by allowing a limited option to select Pass/ No Credit in some courses.

II. ACCOUNTABILITY

While the Office of the Provost is responsible for overall administration of this policy, implementation requires cross-divisional collaboration.

III. APPLICABILITY

This policy applies to first time first year students and first-time transfer students with no more than one semester of matriculation at another college or university.

IV. DEFINITION(S) (optional)

P Grade: The P grade stands for Pass. The credits earned in a course awarded the P grade under this policy count towards graduation requirements unless otherwise described within this policy. A P grade is not included in calculation of the grade point average.

NC Grade: The NC grades stands for No Credit. No credits posted for a course awarded the NC grade under this policy and therefore that course will not count towards graduation requirements. The NC grade is not included in the calculation of the grade point average.

V. REFERENCE(S) (optional)

Refer to the policy on Academic Satisfactory Progress for Undergraduate Students (https://www.wpunj.edu/policies/docs/academic_standing_policy_approved.pdf) to better understand how application of this policy impacts academic standing.

Refer to the policy on Financial Aid Satisfactory Academic Progress (<https://www.wpunj.edu/financial-aid/satisfactory-academic-progress/sap-policy.html>) to better understand how application of the policy may impact financial aid qualification.

VI. POLICY

First Time First Year students, enrolled in their first or second semester at William Paterson University may choose to convert a grade to Pass/No Credit (P/NC) 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 two weeks following the deadline for posting final course grades.

VII. PROCEDURES

- A. 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.
- B. The course credits for a P grade will count toward major, minor, UCC, and graduation requirements but will not be factored into GPAs.
- C. The NC grade is similar to an F grade and therefore will not count toward graduation requirements or Financial Aid Satisfactory Academic Progress (SAP). However, unlike an F grade, the NC grade is not factored into the GPA.
- D. 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.
- E. Students request this conversion via a portal on WP Connect. Students should discuss near and longer-term implications of such a conversion with their advisor prior to making the request. The dates during which students can make this request will be posted by the registrar each semester.
- F. For an extenuating circumstance, Deans and Associate Deans may request an extension of the conversion deadline on behalf of a student for a bone fide reason (e.g., instructor late grading, a completed incomplete, a grade appeal). Such requests are forwarded to the Registrar.

VIII. EXCEPTIONS

- A. 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.

- B. 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. Student who select the P/NC option for these courses may need to repeat the course before progressing to the next course.
- C. This policy does not change what is in place for recognizing strong academic performance such as for Dean's List and Latin Honors. The credits for courses assigned a P/NC grade under this policy will not count towards minimum credits limits for Dean's List, Latin Honors and other awards recognizing strong academic performance.
- D. 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.

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