

## **Academic Rules and Procedures (by alphabetical order)**

### **Academic Advising**

The College of New Jersey provides a wide range of advising resources. All students are assigned an academic advisor who is a faculty member in their major program or an assistant dean in their school. Advising also is provided by faculty mentors teaching First Seminars, department chairs, the Office of Liberal Learning and Academic Advising, the evaluation staff in the Office of Records and Registration, the Center for Academic Success, the EOF Program, and the Office of Career Services. In some programs such as teacher preparation, there are faculty members and staff who provide information about specialized requirements. Information also is available through the College's PAWS online system. However, students ultimately are responsible for their own academic progress and for determining that they meet all academic requirements including for their majors and liberal learning.

### **Academic Honesty**

All students are expected to adhere to standards of academic honesty in their study at the College. Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means; to submit, as his or her own, work which has not been done by him- or herself; or to give improper aid to another student in the completion of an assignment. Such dishonesty includes, but is not limited to, submitting as one's own a project, paper, test, or speech copied from, partially copied from, or partially paraphrased from, the work of another (whether the source is printed, under copyright, electronic, or in manuscript form). Credit must be given for words quoted or paraphrased. These standards apply to any academic work, whether it is graded or ungraded, group or individual, written or oral.

### **Academic Integrity Policy**

#### **I. Policy and Procedures for Disciplinary Action**

As described below, enforcement of the Academic Integrity Policy will depend upon individual faculty members, upon an Academic Integrity Officer for each school (designated by the dean), and upon an All-College Academic Integrity Board. The board will include three students and three faculty members (with three student and three faculty alternates), as well as one staff member from the Office of the Provost/Vice President for Academic Affairs, who will vote only in case of a tie and who will be responsible for all documentation relevant to integrity matters. Responsibilities of faculty members, Academic Integrity Officers, and the All-College Academic Integrity Board are specified below. Records of academic integrity violations will be kept in academic files in the Office of the Provost/Vice President for Academic Affairs.

If a faculty member believes that a student has violated the Academic Integrity Policy, the faculty member will first discuss the matter with the student. Also, the faculty member may choose to discuss the matter with the department chairperson. The faculty member may also determine whether there is any record of academic dishonesty in the student's academic file.

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### II. Unintentional Violations

If the faculty member is convinced that the lapse was *not intentional*, then he/she need not refer the matter to the Academic Integrity Officer (although that remains an option). The faculty member will decide what consequence(s) seem(s) appropriate and educational. Consequences may include:

1. Allowing the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) giving a full grade for the redone assignment, or
  - b) giving a diminished grade for the redone assignment, or
2. Assigning a grade of zero or failing to the work.

After the matter has been resolved, the faculty member may choose to send a report to the school's Academic Integrity Officer, although this is not required for unintentional violations. If a report is sent, the student will be given an opportunity to read and sign it.

### III. Intentional Violations

If the violation seems intentional, then the faculty member must report the case to the Academic Integrity Officer of the school by which the course is offered. The Academic Integrity Officer will talk with the student and with the faculty member, and will gather any other information relevant to the case. The Academic Integrity Officer will also check whether there is a prior record of academic integrity violation(s) by the student.

The Academic Integrity Officer will then use the gathered information to decide whether to refer the case to the All-College Academic Integrity Board. *An Academic Integrity Board hearing will be mandatory if there is a prior record of intentional integrity violation(s)*. However, any case may be referred to the All-College Academic Integrity Board. Thus, there are two possible courses of action when an intentional violation has been reported:

- A.** The Academic Integrity Officer considers the evidence and decides on the appropriate consequence(s).

If the Academic Integrity Policy was violated, the Academic Integrity Officer, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below. The Academic Integrity Officer will give the student an opportunity to read the report to be filed in his/her academic folder; the report will describe the violation and the penalty. By signing at the end of the report, the student will indicate either: "I accept this decision," or alternatively, "I wish to appeal to the All-College Academic Integrity Board." If the student accepts the decision, then the matter will not be forwarded to the Academic Integrity Board for a hearing. The student may attach a personal statement to the report.

If the Academic Integrity Officer decides that no violation occurred, then no report will be filed.

**OR** (Note: *An All-College Academic Integrity Board hearing is mandatory if the student has a prior record of integrity violation(s)*.)

- B.** The Academic Integrity Officer refers the case to the All-College Academic Integrity Board for a hearing.

The board (with attendance of five members required for a quorum) will meet as soon as possible with the student in question. The faculty member who reported the violation will be required to attend the hearing.

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If the board decides that there has been a violation, board members, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below, with severity determined by the nature of the violation and by whether a prior record exists. The board will prepare a report, describing the violation and the penalty for the student's academic folder. The student will be given an opportunity to read and sign the report, and may attach a personal statement to the report.

If the board decides that no violation occurred, then no report will be filed.

#### **IV. Disciplinary Options for Academic Integrity Officers and Board**

An Academic Integrity Officer or Academic Integrity Board shall choose among the following disciplinary options:

For an **unintentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the redone assignment, or
  - b) give a diminished grade for the redone assignment, or
2. Assign a grade of zero or failing to the work.

For an **intentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the redone assignment, or
  - b) give a diminished grade for the redone assignment, or
2. Assign a grade of zero or failing to the work, or
3. Record a grade of F for the course. Furthermore, the student may not withdraw from registration in the class, or
4. Record a disciplinary F for the course; this F shall permanently contribute to calculation of the grade point average (although not explicitly labeled disciplinary on the transcript), or
5. Suspend the student for the rest of the semester, or
6. Suspend the student for the rest of the semester and for the following semester. The board will determine whether credits earned at another institution during these semesters may be transferred for TCNJ credit, or
7. Dismiss the student from the College.

#### **V. Appeals of Academic Integrity Decisions**

Appeals may be directed as follows:

- Any decision by a faculty member may be appealed to the Academic Integrity Officer, who will hear the case.
- Any decision by the Academic Integrity Officer may be appealed to the All-College Academic Integrity Board, which will hear the case.
- Any decision by the All-College Academic Integrity Board may be appealed to the All-College Disciplinary Board. Appeals of All-College Integrity Board decisions are heard by the All-College Disciplinary Board at its discretion.
- All decisions of the All-College Disciplinary Board are final.

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### **Academic Load**

Students taking a minimum of three full course units per semester are considered to be full-time students for financial aid and billing purposes. One course unit is the equivalent of four credits. This definition of full-time study applies to the fall and spring semesters and to the regular summer sessions. The normal academic load is four course units. The maximum load for any student is five course units. Normally, a student must receive permission of his or her dean's office to carry five course units. Permission to carry beyond four course units may be requested by sophomores, juniors, and seniors with at least a 3.3 GPA. However, programs that require five course units in a given semester or under certain conditions may arrange for blanket approval through the Office of Records and Registration.

Students may take a maximum of four course units during the regular summer session, with no more than two units in a single session. Additional credit may be earned for work taken during the pre-session, provided that this does not overlap with the regular summer session.

### **Academic Skills Requirements**

Based on the results of approved placement mechanisms, some students will be required to enroll in preparatory classes in writing and mathematics. It is the student's responsibility to register for the appropriate course(s) and to complete those courses within one calendar year of initial enrollment at the College.

### **Academic Standing**

*(See section on Dismissal and Academic Standing.)*

### **Americans with Disabilities Act (ADA) Policy**

The College of New Jersey is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The College prohibits discrimination against any student, employee, or applicant on the basis of physical or mental disability, or perceived disability. The College will provide reasonable and appropriate accommodations to enable employees and students to participate in the life of the campus community. Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Requests for accommodations must be initiated through the [Office for Differing Abilities Services](#).

### **Assessment of Student Learning**

In order to ensure the effectiveness of its curricula, The College of New Jersey must assess the success of its students in achieving the college's learning goals and outcomes. This requires student cooperation. By accepting admission to The College of New Jersey, a student agrees to help strengthen the quality of his or her education by participating in assessment activities such as written tests, focus groups, and portfolio reviews.

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### Attendance

#### *College Attendance Policy*

Every student is expected to participate in each of his/her courses through regular attendance at lecture and laboratory sessions. It is further expected that every student will be present, on time, and prepared to participate when scheduled class sessions begin.

At the first class meeting of a semester, instructors are expected to distribute in writing the attendance policies which apply to their courses. While attendance itself is not used as a criterion for academic evaluations, grading is frequently based on participation in class discussion, laboratory work, performance, studio practice, field experience, or other activities which may take place during class sessions. If these areas for evaluation make class attendance essential, the student may be penalized for failure to perform satisfactorily in the required activities.

Students who must miss classes due to participation in a field trip, athletic event, or other official college function should arrange with their instructors for such class absences well in advance. The Office of Academic Affairs will verify, upon request, the dates of and participation in such college functions. In every instance, however, the student has the responsibility to initiate arrangements for make-up work.

#### *Student Absences*

Students are expected to attend class and complete assignments as scheduled, to avoid outside conflicts (if possible), and to enroll only in those classes that they can expect to attend on a regular basis. Absences from class are handled between students and instructors. The instructor may require documentation to substantiate the reason for the absence. **The instructor should provide make-up opportunities for student absences caused by illness, injury, death in the family, observance of religious holidays, and similarly compelling personal reasons including physical disabilities.** For lengthy absences, make-up opportunities might not be feasible and are at the discretion of the instructor.

The Office of Academic Affairs will notify the faculty of the dates of religious holidays on which large numbers of students are likely to be absent and are, therefore, unsuitable for the scheduling of examinations. Students have the responsibility of notifying the instructors in advance of expected absences.

In cases of absence for a week or more, students are to notify their instructors immediately. If they are unable to do so, the Office of Records and Registration should be contacted. The Office of Records and Registration will notify the instructor of the student's absence. All notification should be done in a timely fashion. In every instance, the student has the responsibility to initiate arrangements for make-up work.

### Auditing Courses

Auditors are students who attend a course but receive no academic credit. They pay normal tuition and fees, and the individual instructor determines the degree of class participation. In order to audit a course, students must obtain permission from the Office of Records and Registration **prior** to the last day of Add/Drop each semester. Because only a limited number of auditors can be accommodated, only students with bona fide reasons will be allowed to audit. Once the decision has been made to audit a course, a student may not request a letter grade, nor may a student receive credit by examination from The College of New Jersey. Audited courses do not count toward enrollment minimums for scholarships or financial aid.

## Changes in Enrollment

### *Adding and Dropping Courses*

Registered students may make adjustments to their schedules from the day they initially register until the end of the first week of classes in the fall or spring semesters. The Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)) provides specific semester dates. Schedule changes should be made using the College's PAWS online system. In cases where a class enrollment is at its designated maximum, the student must be granted permission via a registration override from the department chairperson or school assistant dean to enroll in the class.

### *Withdrawing from a Course*

Students may withdraw from a course up to the end of the ninth week of the fall and spring semesters. The Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)) provides specific dates for each semester. To withdraw, a student must file the appropriate form with the Office of Records and Registration. Students withdrawing from courses within the withdrawal period but after the add/drop period automatically will receive a grade of W on their transcripts, which has no effect on a student's grade point average. **It is the student's responsibility to withdraw officially from a course. Failure to withdraw formally will result in failing grades and possible dismissal.**

### *Withdrawing from the College*

Students who withdraw from the College before the end of the ninth week of the semester will be given a grade of WD in all courses. Withdrawal after that will result in an instructor assigning the grade of WP (which does not affect a student's GPA), or WF (which is calculated as an F in a student's GPA). A student may not withdraw from the College in the last three weeks of a semester.

To withdraw officially, a student should initiate the withdrawal process via the internet at [www.tcnj.edu/~recreg](http://www.tcnj.edu/~recreg). **It is the student's responsibility to withdraw officially from the College.** Failure to withdraw formally will result in failing grades, possible dismissal, and additional financial obligations.

Dates for the end of each semester's withdrawal period are listed on the Office of Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)).

### *Withdrawal from the College for Involuntary Health or Safety Reasons*

A student who poses a significant risk to the health or safety of him/herself or others, or substantially impedes educational process or activity for apparent medical, psychological, or behavioral reasons may be subjected to involuntary health or safety withdrawal by the College.

#### *Criteria for Involuntary Health or Safety Withdrawal*

A student will be subject to involuntary health or safety withdrawal if the student:

- a) poses a significant risk to the health or safety of him/herself or others; or
- b) substantially impedes educational process or activity for apparent medical, psychological, or behavioral reasons.

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A student should not be subject to involuntary health or safety withdrawal under these procedures when judicial, academic or other responses are available and the student's circumstances can best be addressed through those responses. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.

### *Interim Involuntary Health or Safety Withdrawal*

If health or safety is an immediate concern, the College may take interim action to protect the well-being of the student and/or other members of the community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises when the Vice President for Student Affairs (or his/her designee), after considering reasonably available information determines in his/her judgment that a threat of significant risk to self or others exists. Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

### *Behavioral Assessment and Response Team*

The College has established the Behavioral Assessment and Response Team ("BART") whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal.

### *Involuntary Health or Safety Withdrawal Process*

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the Vice President for Student Affairs or his/her designee to request an informal review. Upon review, the Vice President for Student Affairs or his/her designee may recommend that a student be withdrawn for health or safety reasons under the criteria set forth above. If the student does not agree to withdraw voluntarily, the Vice President for Student Affairs or his/her designee will consult with BART, which will complete review of the recommendation within five working days of receipt.

Prior to review of the recommendation for involuntary health or safety withdrawal by BART, the student will ordinarily be required to undergo a medical and/or psychological evaluation at the College's expense by a health professional designated by the College. The evaluation will be provided to BART and other administrators involved under this policy and the student will sign any releases deemed necessary. A student who refuses to undergo an evaluation or to provide any release of requested information for BART consideration may be subject to interim involuntary health or safety withdrawal and/or disciplinary action.

If consultation with BART supports the decision to withdraw the student, the student may voluntarily withdraw by the deadline communicated to the student or the College will involuntarily withdraw the student. Conditions for readmission will be specified in writing.

During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

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### *Appeal of Involuntary Health or Safety Withdrawal*

A student who is involuntarily withdrawn under this policy may submit a written request to the Vice President for Student Affairs for an informal proceeding to review the decision. To be timely, any such appeal must be received by the Vice President for Student Affairs within three business days of the notification of the Vice President for Student Affairs or his/her designee to involuntarily withdraw the student. The student may request that the Office of Records and Registration notify his/her instructors of his/her absence from classes.

The Vice President for Student Affairs or his/her designee shall conduct the informal proceeding within seven working days of receipt of the written appeal. The student will be provided with all the following:

- a) the opportunity to review any psychological or medical evaluations relied upon by the Vice President of Student Affairs of Students or his/her designee;
- b) a written statement providing a detailed explanation of the reasons for involuntary health or safety withdrawal and the information relied upon; and
- c) the opportunity to be assisted by an appropriate advisor, which may include a parent/legal guardian, a health professional of the student's choice, or legal counsel.

At the conclusion of the informal proceeding, the Vice President for Student Affairs or his/her designee shall determine whether to (a) uphold the withdrawal; (b) reinstate the student; or (c) reinstate the student subject to specified conditions that may include, without limitation, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, reduced course load or any combination thereof. The Vice President for Student Affairs or his/her designee may also modify the conditions of readmission. The decision of the Vice President for Student Affairs or his/her designee shall be final.

### *Readmission following involuntary withdrawal*

A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Vice President for Student Affairs or his/her designee and provide appropriate documentation to comply with the conditions of readmission.

The Vice President for Student Affairs of Students or his/her designee will review the request for readmission as follows:

- a) review and investigate compliance with the conditions of readmission;
- b) consult with appropriate members of the Behavioral Assessment and Response Team; and
- c) meet with the student.

The Vice President for Student Affairs or his/her designee will recommend to the Office of Admissions whether, in the judgment of the Vice President for Student Affairs or his/her designee, the student should be readmitted. The Office of Admissions will make the final decision regarding readmission.



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### Class-Level Definitions

Class level is determined by the student's number of earned course units. One course unit is the equivalent of four credits. Only undergraduate degree candidates will be assigned a class level. Class levels are used to determine student eligibility for many college activities and procedures (e.g., registration priority, parking privileges, on-campus housing). Class levels are as follows:

Level	Earned Course Units
Freshman (First Year)	0-7.75
Sophomore (Second Year)	8.00-15.75
Junior (Third Year)	16.0-23.75
Senior (Fourth Year)	24.0+

### Credit by Examination

#### *Advanced Placement*

Credit may be awarded based on student achievement on many of the Advanced Placement tests. A schedule of Advanced Placement Equivalencies may be found on the Records and Registration website (<http://www.tcnj.edu/~recreg/policies/advancedplacement.html>) or students may consult the Office of Records and Registration for information on acceptable tests and their scores.

#### *CLEP*

Credit may be awarded for a limited number of the College Level Examination Program (CLEP) tests. Consult the Office of Records and Registration for information on acceptable tests and their scores.

All of the policies concerning CLEP credit will be applied to evaluating the CLEP credit awarded to transfer students who had received CLEP credit from their previous institution(s).

#### *International Baccalaureate*

College credit may be awarded to students completing International Baccalaureate Programs. Programs will be reviewed on a case-by-case basis.

#### *Military Service and DANTES*

Credit may be awarded for U.S. military service schools and for DANTES subject standardized examinations. Credit for service school courses is given according to the recommendations of the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Credit for DANTES college-level tests is given if equivalent courses are offered by the College and if a passing score recommended by the American Council on Education has been received.

#### *The College of New Jersey Examination/Assessment*

Currently enrolled students wishing to earn credit through the College's own examination/assessment process need the permission of the chairperson of the department in which the examination is being given. Forms for this process are available either through the academic departments or through the Office of Academic Affairs. Having once enrolled in a course, whether for a regular grade, a pass/fail grade, or an audit grade, a student may not elect to take the course on a credit-by-examination basis. The fee for the examination is based on the number of course units to be awarded per examination and is \$60 per course unit (or fraction thereof).\*

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*\*Costs subject to change.*

### **Cross-Listed Courses**

A single course may be listed with different prefixes, numbers, and titles under more than one department. These courses will be so noted in this *Bulletin* and in the PAWS online system. For the purposes of satisfying any requirement, these courses shall be treated as equivalent (except that departments or programs required by accrediting agencies to offer specifically titled courses may reserve the right to refuse to offer credit to students taking cross-listed courses under the alternative prefix and title). Under whichever prefix and title the course has been taken, it may be counted only once by a student in meeting graduation requirements.

### **Discrimination and Sexual Harassment Policy**

The College of New Jersey seeks to maintain a positive learning and work environment for its students and employees. Such an environment can exist only if all members of the campus community treat each other with respect. The College, therefore, prohibits illegal discrimination including harassment based on another person's status. Status refers to race, creed, color, national origin, ancestry, religion, age, sex/gender (including pregnancy), affectional or sexual orientation, marital status/civil union, domestic partnership status, gender identity or expression, familial status, disability, atypical hereditary cellular or blood trait, genetic information, nationality, sexual harassment, retaliation, or liability for service in the Armed Forces of the United States. Discrimination in terms, conditions, or privileges of employment or discrimination in academic enrollment, assignment, grade, or the conferral of any academic or college-related benefit violates college policy.

It is the responsibility of all faculty, staff, and students to strive to create a campus community free of all forms of discrimination. This policy, therefore, applies to all employees and students.

Anyone who encounters discrimination is urged to report incidents to the College's Affirmative Action Officer as soon as possible.

### **Dismissal and Academic Standing**

The College of New Jersey is committed to supporting students on their educational path toward graduation. The following policies and procedures are dedicated to ensuring that our students are aware of their academic status, acknowledge any present academic difficulties, and receive the support they need to resolve these difficulties. If, despite appropriate intervention on the part of the College, a student fails to achieve academic success, it is prudent for the College to assist the student to make alternative academic plans in a reasonable period of time.

#### ***Good Academic Standing***

A student's academic standing at the College is determined by his or her grade point average. The grade point average is based only on courses taken at the College and is calculated by dividing the sum of the student's quality points (the product of the number of units attempted per course and the weight of the grade earned in each course) by the student's quality hours (the total number of units a student attempted in letter-graded courses at the 100 level or above).

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A student is in good academic standing if he or she achieves the minimum cumulative grade point average noted below for the total of his or her attempted course units (excluding credits transferred from other institutions and classes graded with Ws, Ps and NDs.)

<u>Number of Course Units Attempted at TCNJ</u>	<u>Minimum Cumulative GPA</u>	<u>Consequence of Failure to Achieve Minimum Cumulative GPA</u>
0–4 course units	1.75	Academic Warning*
4.25–8 course units	1.75	Academic Probation*
8.25 course units and above	2.0	Academic Probation*

*\*A student on Academic Warning or Academic Probation for two consecutive semesters (or three total semesters) will be dismissed from the College.*

### ***Academic Warning***

All undergraduate students will be placed on academic warning by the Office of Records and Registration if their grade point average falls below 1.75 at the end of their first semester at The College of New Jersey. This applies to entering freshmen and new transfer students. These students will be sent an academic warning letter that is copied to their Assistant Dean and advisor. The Assistant Dean will work with the student, the student's academic advisor, and any other appropriate College office or resource to assist the student in developing an academic improvement action plan. Students placed on academic warning status normally will be allowed to take a maximum of three full courses in the following semester and will be instructed to adjust their schedule accordingly. Students who fail to either adjust their load or obtain advisor permission to exceed three full courses will have the last registered course on their schedule dropped by the Office of Records and Registration. Students must have approval of their Assistant Dean to reinstate any course that has been dropped.

Transfer students will be held to the same academic standards as those students who entered the College as first-time, first-year students.

### ***Academic Probation***

A student will be placed on Academic Probation by the Office of Records and Registration if:

- The student has attempted from more than four and up to eight letter-graded course units and has a cumulative GPA of less than 1.75.
- The student has attempted more than eight letter-graded course units and has a cumulative GPA of less than 2.0. While on probation, students are required to meet with their academic advisor to discuss their academic performance.

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The Office of Records and Registration will send students placed on academic probation a letter informing them of their status, with a copy to their academic advisor. The student must work with his or her advisor and Academic Dean to develop an action plan for academic improvement. In developing this plan, the student and advisor should call upon the assistance of the Center for Academic Success or any College office or resource, as appropriate. Students placed on academic probation status will be allowed to take a maximum of three courses in the following semester and will be instructed to adjust their schedule accordingly. Students who fail to do so or to gain appropriate advisor approval will have the last course on their schedule dropped by the Office of Records and Registration. The student must have the approval of his or her academic advisor to reinstate any course that has been dropped.

### *Academic Dismissal*

If a student is placed on Academic Warning and/or Academic Probation for any two consecutive semesters (or three total semesters) and is not in good academic standing, he or she will be dismissed from the College. Students may be dismissed after either the fall or spring semester.

The Office of Records and Registration will send students their dismissal letter upon the posting of grades. Those students receiving an Academic Dismissal letter will be provided with the opportunity to appeal this decision by following the instructions included in the letter. **A student must appeal his or her academic dismissal in order to be reinstated at the College.** (Please note that a student cannot be automatically reinstated solely by taking additional summer courses and thereby achieving the minimum academic standard.) The appeal application and all supporting documents must be submitted by the deadline date indicated in the Academic Dismissal letter.

Any student who is dismissed may appeal for re-entry in the next full academic semester (fall or spring). Students may, however, choose to attend the May summer session as part of their strategy for improving their academic status. Documentation of the dismissal and approval to return will be a part of the academic record.

Students who have been academically dismissed from The College of New Jersey may not be readmitted to the College until a minimum of two semesters (not including summer sessions) have elapsed.

### *Dismissal from the Major*

A student who does not meet the departmental retention standards (which can be found in the individual department/program listings in this *Bulletin*) may be dismissed from his or her major. That student remains enrolled at the College but must immediately seek admission to another major. Appeals of department dismissal may be made to the appropriate academic dean. Also see section below on Departmental/Program Entrance, Retention, and Exit Standards.

## **Enrollment at Other Colleges (for currently enrolled students at The College of New Jersey)**

Students currently enrolled at The College of New Jersey should receive approval from the Office of Records and Registration in order to take courses at another college or university. Advanced approval guarantees that the course(s), if successfully completed,

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will be accepted for transfer credit. Students must request that an official transcript of their work be sent to the Office of Records and Registration so that transfer credit may be awarded. Grades awarded for work at other schools are not calculated in the student's grade point average at The College of New Jersey. Credits accepted are based upon the number of credits (or units) awarded at the institution where the course was taken, not upon course units at The College of New Jersey.

Work transferred to the College must have a minimum grade of C. Transfer work normally is applied either in the semester following the semester of its completion or in the first semester that a student enters or returns to the College. Exceptions may be made for graduating students.

### **Final Examinations/Evaluations**

For each course, there shall be a final evaluation. Such an evaluation may take the form of an in-class final exam, a take-home final exam, a final paper or a final project. Other formats also may be acceptable. In each case, the evaluation should be comprehensive and integrative in nature, but not necessarily cumulative. The final evaluation does not need to exhaustively cover details from the entire course, but should instead require students to identify the major themes covered during the semester and to synthesize them in a holistic and integrated way. The grade on the final evaluation must count at least 15 percent, but may not count more than 50 percent, toward the student's final grade for the course.

The final examination schedule is available on the Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)), and final evaluations that take the form of an in-class exam or an in-class activity must be held during the regularly scheduled exam period for the course. The due dates for final evaluations that are not in-class exams or in-class activities but take the form of take-home exams, final papers, final projects or student-scheduled exams must fall within final exam period but need not coincide with the regularly scheduled exam period for that class.

Students should not be expected to take more than two final exams on a given day. If a student has three or more exams scheduled for a single day, the student may request that one of the exams be re-scheduled. In even-numbered years, the exam(s) falling third or later during that day should be rescheduled, and in the case of odd-numbered years, it shall be the first exam(s) of the day that is re-scheduled.

Due dates for papers, projects, exams and other course assignments that do not constitute the final evaluation shall be on or before the last day of classes. In addition, to preserve the integrity of the exam period, no in-class or take-home exams that have the character of a "final examination" or that counts more than 15 percent toward the final grade, should be held or made due during the last week of classes.

### **Grading**

The letter grades A through F have two principal functions: awarding course credit and recognizing relative merit. By awarding a grade of D or higher, an instructor certifies that a student has successfully completed the requirements of a course and thereby earned credit for that course. By awarding a grade of F, an instructor certifies that a student has failed to complete the requirements for a course and thus not earned credit for that course. In addition, instructors use letter grades A through D to recognize the relative merit of a student's performance.

#### ***Additive Credit***

Additive credit is given for certain courses which may be required of a student but are not counted toward graduation. These courses may be graded either

## Academic Rules and Procedures (by alphabetical order)-14

Pass/Unsatisfactory or with a letter grade, but in either case are not included in a student's grade point average or in the determination of the Dean's List or graduation with honors. Courses given for additive credit are considered credit-bearing for the purposes of financial aid, tuition, and the determination of full-time student status. Courses carrying additive credit are so marked in this *Bulletin* and have a course number below 100.

### *Calculating the Grade Point Average*

A student's grade point average (GPA) is based only on courses taken at The College of New Jersey. Not included in the calculation of the grade point average are: courses below the 100 level; courses taken on a Pass/Unsatisfactory or Credit/No-Credit basis; audited courses; courses transferred from other institutions; and credit earned through study abroad programs or international/national exchange.

The grade point average is based only on courses taken at the College and is calculated by dividing the sum of the student's *quality points* (the product of the number of units attempted per course and the weight of the grade earned in each course) by the student's *quality units* (the total number of units a student attempted in letter-graded courses at the 100 level or above).

At the end of each semester, a student may access his or her grades (both the cumulative grade point average and the grade point average for that semester) through the College's PAWS online system.

### *Change of Grade*

When an instructor finds that a grade that he or she has previously awarded misrepresents the completion of course requirements or the relative merit of a student's performance, that instructor may submit a Change of Grade Form. A change of grade requires approval by the chair of the department or program in which the grade was given and the dean of the school in which that department or program is housed. The instructor will be required to state his or her reason for requesting a grade change. Since *I* (Incomplete) and *IP* (In Progress) are the appropriate options for allowing students to complete work after the end of a course, "late work" is not an acceptable reason for requesting a change of grade. The request to change a grade must be made within one semester of when the grade was awarded.

### *Grading System*

Grade	Weight	Description
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
F	0.00	
P*	Not calculated	Passed
U*	Not calculated	Unsatisfactory
CD**		Credit

## Academic Rules and Procedures (by alphabetical order)-15

ND**		No-credit
I	Not calculated	Incomplete work
W	Not calculated	Withdrew from course before the end of the 9 <sup>th</sup> week of the semester
WD	Not calculated	Withdrew from college before the end of the 9 <sup>th</sup> week of the semester
WF	0.00	Withdrew from college after the 9 <sup>th</sup> week of the semester, failing
WP	Not calculated	Withdrew from college after the 9 <sup>th</sup> week of the semester,, passing
CR	Not calculated	Requirement met by examination
AU	Not calculated	Audit
IP	Not calculated	In progress

\*Used only for courses graded on a Pass/Unsatisfactory basis.

\*\*Used only for courses graded on a Credit/No-Credit basis.

### ***Incomplete and In-Progress Grades***

The grades *I* (Incomplete) and *IP* (In Progress) may be used when an instructor finds compelling reason for a student to complete work for a course after that course has ended. *I* may only be given when a student is unable to complete a course because of illness or other serious personal hardships. *IP* may be used when there are compelling academic reasons for permitting a student to complete work for a course after that course has ended. Although *IP* is generally reserved for independent studies, it may be used for students in courses other than independent studies when there are compelling academic reasons for doing so and the *IP* can be used without unfairness to other students in the class. If, for example, several students select an approved project for a term paper, laboratory report, or creative assignment that turns out to require more time for completion than is available before the end of the course, then an instructor may permit all of the students who have chosen that project the option of completing their work by a set date in the following semester.

To give an incomplete grade, the instructor should file an "I" through the PAWS online system. The instructor has the authority to establish a deadline for completion of all course work. If no deadline is given, the date of March 15 is used for courses taken in the fall semester and October 15 for courses taken in the spring semester or summer session. Work which is still incomplete at the time of the deadline will be assigned a grade of F. **It is the student's responsibility to contact the faculty member about completing course work and meeting the deadline.**

### ***Ungraded Option***

In order to encourage students to explore particularly challenging course work that extends beyond their liberal learning and major requirements, The College of New Jersey offers the Ungraded Option whereby students may fully participate in selected courses, but where the final grade will not be recorded.

Degree candidates in good academic standing who have completed at least eight course units at The College of New Jersey are permitted to subsequently enroll in one Ungraded Option course per semester. At completion of the course, the student must earn a passing grade to receive credit. The transcript will reflect a designation of either *CD* (Credit) or *ND* (No Credit). Such designations will not affect a student's GPA, but courses designated as *CD* are included among those applied toward graduation.

## Academic Rules and Procedures (by alphabetical order)-16

Students must designate a course as Ungraded Option within the first two weeks of the semester. At the end of the semester, instructors submit regular letter grades, and these grades are converted into either *CD* or *ND* by the Office of Records and Registration. Passing grades will receive a *CD* designation, while a failing grade will receive a *ND* designation. The Ungraded Option is not available during the summer session.

The Ungraded Option is made available to students at The College of New Jersey in order to encourage them to pursue particularly challenging course experiences in which they might otherwise not enroll. Full participation in the course is expected. Course selection will normally be made among a student's free electives. However while Ungraded Option courses cannot be applied toward majors or minor, they can be selected from major or minor courses once the minimum requirements for the major or minor have been completed. A maximum of four Ungraded Option course units may be applied to a baccalaureate degree. Ungraded Option courses do not count toward the minimum number of course units needed to be on the Dean's List or to graduate with honors. The Ungraded Option cannot be used to repeat a course in conjunction with the Repeat Course Policy.

### Graduate Courses—Taken by Undergraduates

With the permission of the department chair and the Office of Graduate Studies, an undergraduate at The College of New Jersey may take up to two graduate courses (3 credits per course) at the College. However, undergraduates enrolled in articulated programs at the College (i.e., five-year bachelor's-master's programs) may take three graduate courses (3 credits per course) at the College in order to move seamlessly from their undergraduate to their graduate studies.

### Graduation—Participation in

The College of New Jersey allows undergraduate students who need fewer than three course units to complete the requirements for a bachelor's degree to "walk" at graduation provided their program of studies can be completed by the following August graduation date.

### Honors

#### *Honors (Dean's List)*

All degree candidates who complete three or more course units (other than additive credit) in a semester with assigned letter grades and who have earned a 3.5 GPA that semester are eligible to be included in that semester's Dean's List. Pass (P) and Ungraded Option (CD) are not assigned letter grades and may not be used toward meeting the requirements for the Dean's List.

#### *Graduation with Honors*

To be eligible to graduate with honors, a student must have earned at least 16 course units at The College of New Jersey. These units may not include courses taken on a Pass/Unsatisfactory basis or Credit/No-Credit or additive credit or units earned through the College's credit-by-examination process. Honors are awarded based on the cumulative grade point average as follows:

3.6—<3.75

with honors (cum laude)

3.75—<3.9

with high honors (magna cum laude)



## Academic Rules and Procedures (by alphabetical order)-17

3.9 + with highest honors (summa cum laude)

### ***Honors Program (College Honors Program)***

Entering first-year students as well as currently enrolled students may apply to enter the College Honors Program. Minimum requirements for entering first-year students are **either** a combined SAT score of 1350 or graduation in the top five percent of the high school class. Currently matriculated students must have a 3.5 cumulative grade point average and have completed 4 course units.

Satisfactory completion of the College Program is indicated on graduates' transcripts. Additional information about the College Honors Program can be found in this *Bulletin* in the section on College-Wide Programs.

### ***Departmental Honors Program***

Students achieving academic distinction in their major may be invited by their department to participate in departmental honors. Departmental honors consist of two to three course units of advanced honors course work (as designated by the department) in the major. A senior research project—independent research under the guidance of a faculty specialist—is required as part of the departmental program. Most departmental honors programs involve juniors and seniors. Requirements for participating departments are included in the program listings for individual departments.

Up to three course units of departmental honors may be double-counted in the College's Honors Program. Satisfactory completion of departmental honors is listed on a graduate's transcript.

### ***Honor Societies***

Many of the departments and disciplines at The College of New Jersey have discipline-based honor societies. In addition, there are the following academic honor societies which students from many disciplines may be invited to join:

**Phi Beta Kappa.** The College of New Jersey is home to a chapter of Phi Beta Kappa. Phi Beta Kappa, the oldest and best known undergraduate honors organization in the United States, which has pursued its mission of fostering and recognizing excellent in the liberal arts and sciences since 1776.

**Phi Kappa Phi.** Founded in 1897, Phi Kappa Phi is the nation's oldest, largest, and most selective honor society for all academic disciplines.

**Golden Key.** Golden Key, founded in 1977, is an academic honor society which recognizes and encourages scholastic achievement and excellence among college and university students from all academic disciplines

## **Immunization Requirement**

State law requires that students enrolled in New Jersey institutions of higher education present a valid record of immunization against certain preventable diseases. All students are required to complete a confidential Medical Information Form (MIF) and provide a valid record of immunization against certain vaccine-preventable diseases to the Office of Student Health Services. Detailed information including deadline dates can be found on the Student Health Services website at [www.tcnj.edu/healthservices](http://www.tcnj.edu/healthservices).

## **Independent Study**

Independent study should be used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It normally will involve research, primary source reading, or field work.

Degree candidates who have completed at least 14 course units are eligible for independent study. At least four of the course units must have been completed at The College of New Jersey. A minimum grade point average of 2.5 is required, subject to waiver by the department chair. A student may enroll in no more than two course units of independent study in a given semester. A department may limit the number of independent study course units which a student is permitted to complete within that department's programs.

An independent study contract/enrollment form must be prepared by the student, approved by the faculty sponsor and the department chairperson, and submitted to the Office of Records and Registration at the time the student registers for the course. Registration for independent study will be accepted only through the first week of the semester.

## **Internships**

The primary purpose of an internship is the development of occupational or professional competence in an actual work setting after theory education has been completed. Enrollment is limited to upper-division students with a major or minor in a program and at least a 2.5 GPA in that program. Additional prerequisites and requirements may be established by individual departments. As part of the internship, a substantial written assignment (or portfolio) requiring research and/or creative work is required.

Students may take a second internship in the same program only in situations where they will be able to apply essentially different knowledge, methods, or skills than those applied in the prior internship. This limitation does not, however, apply to a second internship in a different program such as a second major or a minor.

A minimum of 50 on-the-job hours is required per quarter course unit of credit. Students may apply no more than three course units of internship credit toward a degree, and each internship normally carries no more than two course units of credit.

Internships may be offered on either a graded or pass/unsatisfactory basis.

Each student seeking to enroll in an internship must, together with a faculty supervisor, develop a proposal indicating:

- The number of course units from any previous internship, the semester it was taken, and the firm or agency where the internship was done.
- How course units are to be earned and what on-the-job activities will be required of the intern.
- The specific knowledge, methods, and skills that will be developed within the context of the internship.
- The method of evaluating the internship to be used by the faculty supervisor.
- The firm or agency where the internship will be done.
- The professional person at the firm or agency who will supervise the student during the internship.
- The extent to which there will be on-site visits by a supervising faculty member.

## Academic Rules and Procedures (by alphabetical order)-19

Once the proposal has been approved by the department chair, it must be submitted to the Office of Records and Registration by the end of the first week of the semester in which the internship is to be completed.

### **Majors**

*(Also see section on Departmental/Program Entrance, Retention, and Exit Standards.)*

#### ***Declaring a Major***

Students are admitted to the College with a specified major or may choose to enter as Open Option students in a designated school.

Any currently enrolled student has the right to apply and be considered for entrance into an academic major in accordance with program entrance standards (see section below on Departmental/Program Entrance, Retention, and Exit Standards). Students should understand, however, that certain majors may not be able to accept them because of high student demand.

Students seeking to change a major should begin the process as early as possible in the semester in which they wish to change their major. This will help to ensure that students will meet any departmental deadlines and/or the campus-wide deadline dates posted annually on the registration calendar (<http://www.tcnj.edu/~pa/calendars/academic.html> ). It also will provide time for the new major (if approved) to be effective for the next registration and a new program evaluation to be completed.

Students may download a Change of Major/Second Major Form from the Office of Records and Registration website ([www.tcnj.edu/~recreg/forms/index.html](http://www.tcnj.edu/~recreg/forms/index.html)) or pick up a copy at the office in Green Hall 112. Students should also print a copy of their TCNJ transcript from the PAWS online system and take it with a completed Change of Major/Minor Form and other required information to a meeting with the chair of the department into which the change is requested. Based on this information and discussion with the student, department chairs will make determinations as to whether major changes are approved. When students are admitted to a major, they should be provided with a statement of degree requirements. The student is expected to follow the requirements for the year in which the change of major takes effect unless special exemption is made by the department chairperson and noted on the Change of Major/Second Major form. Approved changes of major will be effective on the date they are received by the Office of Records and Registration and will be recorded as of that date.

#### ***Second or Third Majors***

Students may elect to take a second or third major. However, no more than three majors may be elected and normally no more than one major within a department. To elect an additional major, a student must apply to and be accepted by the department of the additional major (see above *Declaring a Major*). Some education students are automatically double majors and upon admission only have to apply to a department if considering a third major. Course scheduling may make it difficult to complete some majors simultaneously. Completion of a second or third major may require more than the minimum number of course units required for a degree and may prolong the period of study at The College of New Jersey.

## Academic Rules and Procedures (by alphabetical order)-20

A student with a double or triple major must complete all requirements for each major. Correlate courses and liberal learning requirements may be applied to each major. Double or triple majors qualify students for “Option A: Designated Interdisciplinary Concentrations or Second Majors” under “broad sectors of human inquiry” if, between or among the majors, there are two or more courses from at least two of the sectors (Arts and Humanities, Social Science and History, and Natural Science and Quantitative Reasoning). If only two sectors are represented, students must then take two additional courses from the missing sector. Except for Natural Sciences and Quantitative Reasoning, where students must complete a laboratory science course and a course in quantitative reasoning whether or not the sector is included in one of the majors, it is not necessary to cover both domains in each sector. When additional courses in a sector not covered in one of the majors are required, each course must have a different prefix. Furthermore, a maximum of three course units from the first major may be applied to the second or third major. Unless the capstone requirement carries the weight of two course units and is approved by both major advisors, a capstone cannot apply to more than one major.

Students completing a second or third major will receive only one degree. The first major, as indicated by the student, will determine which degree will be granted (BA, BS, etc.) and the liberal learning requirement including foreign language). However, all students majoring in elementary, early childhood, deaf/hard of hearing, or special education also take an additional academic major, which will be reflected on their transcript. These students will receive the BS degree, and all majors will be reflected on their transcripts.

While the second or third major may be dropped at any time, the election of a second or third major or the switching of what will serve as the first major must be done prior to the semester of the student’s graduation. A second or third major cannot be completed after graduation (see college policy regarding second degrees).

Applications to elect, drop, or switch majors must be processed through the Office of Records and Registration by the same deadlines and following the same departmental requirements as a change of major request. Students pursuing a second or third major are expected to seek advisement as they would for the first.

## Minors

Minors are optional. Minors consist of five full course units (or four full course units plus an approved experience). Only one course taken as a part of the student’s major may also be counted toward the student’s minor; however, correlate courses for the major may be applied freely to the minor. Multiple minors may overlap by only one course. At least one-half of the courses required for the minor must be completed at The College of New Jersey or through a previously approved course exchange program. Minors will be recorded along with majors on the student’s transcript.

Students are encouraged, but not required, to pursue a minor in order to add an additional dimension to their studies. However, the College cannot guarantee that a student will be able to complete a minor because of limited space availability in certain courses and because of complexities of scheduling.

To complete a minor, students must receive approval of the department offering the minor and then submit a Minor Application Form in the Office of Records and Registration. Students follow the course of study set out in the appropriate department section of the *Bulletin* for the year in which they declare that minor. Students should declare a minor as soon as possible but no later than the semester prior to graduation. A minor cannot be completed after graduation.

## **Non-Degree Study**

The College offers a limited opportunity for students to take undergraduate courses on a non-degree basis. This option is not available to students who attended another school (either high school or college) within the past three years and who are not able to meet the admission standards of the College. Non-degree students normally are required to apply for admission into a degree program before completing eight course units at The College of New Jersey. However, those who are taking courses for personal reasons may be permitted to exceed this limit if they formally notify the Director of Records and Registration of their intention not to pursue a degree. When non-degree students apply for entry into a degree program, they follow the application procedures for transfer students and must meet the same grade point average requirements.

## **Numbering of Courses**

Courses are designated by an alphabetical abbreviation of the discipline that offers them. The three-digit number that follows the alphabetical abbreviation is generally to be interpreted as follows:

- 100 open to all students
- 200 open to all students who have the prerequisite; somewhat more specialized or advanced
- 300 professional or advanced courses; normally not open to first-year students except by permission
- 400 professional or advanced courses; normally not open to sophomores

Courses numbered under 100 (e.g., MAT 095) will not be counted toward the course units needed for graduation.

When course titles include I and II, the first course is prerequisite to the second.

## **Obligations**

Obligations to the College (e.g., tuition, fees, outstanding library books, parking fines) which have not been fulfilled will result in a student's being prohibited from registering for courses or in the withholding of a student's transcript and diploma. Delinquent loans (federal, state, or college) also may result in the withholding of the student's transcript. Students may view their financial obligations and registration "holds" on the PAWS online system.

## **Program Entrance, Retention, and Exit Standards**

Every major program at the College has set standards for allowing students to remain in their major program, to transfer within the College from one major program to another, and to graduate from a major program. The following are the college-wide standards for program entrance, retention, and exit. Students should consult the department/program listings in this *Bulletin* for the specific standards used by an individual program.

- All programs have a specific requirement for student retention in their respective majors, consisting of a designated performance standard in at least one and no more than three "critical content" courses that represent the essential nature of the discipline and upon which advanced courses are based.

## **Academic Rules and Procedures (by alphabetical order)-22**

- All programs have a minimum specific entrance requirement for students seeking to transfer into that major, consisting of a designated performance standard in at least one and no more than three “foundation” courses that are predictive of success in the major. Students who meet the designated performance standards in the foundation course(s) have fulfilled the entrance requirement for the major. However, because of limited room in some programs, it is possible that not every student who meets these requirements can be admitted into the major.
- Except in cases where explicit grade point average (GPA) standards are mandated for national or state accreditation or certification, programs have an exit/graduation standard of a GPA of 2.0 in courses required within their respective majors. This may include courses required for the major but offered outside the major department. However, programs may set an additional exit/graduation standard requiring a minimum grade of C- in some or all courses required in the major.

### **Re-Admission and Re-Entry to the College**

Students who have discontinued their attendance at the College for any reason must submit an application for re-admission or re-entry to the Office of Admissions. Students who have voluntarily not enrolled at the College for two consecutive semesters (excluding summer sessions) are considered as having discontinued their attendance at the College and must apply for re-entry. Students who were academically dismissed from the College may not apply for re-admission until two full semesters have elapsed. All re-entering and re-admitted students must be accepted into a major and meet the degree requirements that are in effect at the time of their return to the College.

#### ***Conditional Re-Admission***

Degree-seeking students who left The College of New Jersey with a grade point average below 2.0 (or below the required average for their intended program of study) may apply for re-admission to The College of New Jersey under the Conditional Re-Admission Policy. To be eligible for consideration under this policy, a student must not have been enrolled at The College of New Jersey for a period of at least three years and must provide evidence that the problems responsible for his or her initial failure at The College of New Jersey have been resolved. Applicants should apply to the Office of Admissions by March 1 for fall re-admission and November 1 for spring re-admission. The committee responsible for hearing admissions appeals will review applications for conditional re-admission. The dean of the appropriate school to which the candidate seeks admission will also review and approve the application.

Those approved shall be conditionally admitted and allowed to take six course units under this status. The student will be assigned to the appropriate office for advisement so that courses can be scheduled that will meet the internal transfer requirements of the intended major/program of study. At the completion of six course units, students will be reviewed again for full admission to The College of New Jersey. For those granted full admission, no grades received for previous academic work prior to conditional re-admission will be included in the calculation for current GPA, and only academic work with grades of C or better will be credited toward requirements for the present degree program. The student’s historical transcript will remain intact, but grades from previous work will not be factored into the student’s grade point average. Students may utilize this policy one time. To receive a bachelor’s degree, and any honors associated with it, under this policy, a student must complete a minimum of 12 course units at The College of New Jersey. Once the student has been re-evaluated and received full admission, the student must complete his or her degree in accordance with this policy.

## **Registration**

Students will select their courses for the next semester in conjunction with their advisors before and during the announced registration period each semester. After obtaining their advisors' approvals, they will enroll in their courses according to a schedule and procedures announced by the Office of Records and Registration. Registration for the fall semester generally takes place in April, and registration for spring semester in November.

Following course enrollment, students will be billed for their tuition and fees. When the payment is processed by the Office of Student Accounts, registration is completed. All students who intend to be registered must pay their bills in full. It is the student's responsibility to determine that payment has been received and processed by the College. Students may check the status of their accounts on the PAWS online system. Students should check their account status prior to the beginning of each semester.

Each semester, there is an opportunity for registered students to adjust their schedules by adding and/or dropping courses. Dates and procedures for this activity are published on the Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)). Adds and drops must be completed before the end of the first week of classes.

Late registration occurs after the initial registration window. Students who either did not previously register or who did not complete their registration by attending to their bills may enroll in courses during this period. Late registration and payment fees will be assessed to previously enrolled students who register late. Students should understand that there is limited course availability during final registration. The dates for which late fees apply are published on the Records and Registration website ([www.tcnj.edu/~recreg/calendars/index.html](http://www.tcnj.edu/~recreg/calendars/index.html)) each semester. Students will not be permitted to register after the late registration period.

## **Registration-Summer**

Registration for Summer Session courses begins at the same time as registration for spring semester (normally in the first week in November). TCNJ Students register through, the College's online registration system. "Visiting Students" are able to register through the [Summer Session website](#). The three registration options for "Visiting Students" are: 1) an online registration request form; 2) a mail-in form; and 3) walk-in registration. Following course enrollment, students receive an email alerting them to their access to the College's registration system to review their bill for summer registration. Payment for summer registration is due one week after the registration date. As is the case during the academic year, it is the student's responsibility to determine that payment has reached the Office of Student Accounts.

Each summer session provides the first and second day of the session as an Add-Drop period. Students can drop a course at this time with no financial penalty. After the Add-Drop period, students are financially responsible for the course. No refunds will be given after that date.

## **Repeating Courses**

A student may repeat any course once. If a student desires to take a course more than twice, permission must be obtained from the chair of the department in which the student is majoring *and* the chair of the department offering the course. Students who fail to secure the proper permission will be dropped from the course by the Office of Records and Registration. When a course is repeated, only the highest grade is counted in the grade point average\* and toward meeting graduation requirements, although all grades earned will appear on a transcript. Grades are not automatically recalculated. Students must petition for grade recalculation in the Office of Records and Registration.

## **Academic Rules and Procedures (by alphabetical order)-24**

*\*Except in the School of Engineering where the most current grade is the one counted in the grade point average.*

### **Residence Requirement**

To earn a bachelor's degree, a student must complete at least 12 of their course units at The College of New Jersey. Normally the student's last eight course units must be taken at the College. No more than three course units in the senior year may be earned away from the College. Such enrollment must be expressly approved in advance by the student's department and the Office of Records and Registration. National Student Exchange and study abroad under the auspices of The College of New Jersey meet the senior year residence requirement.

Academic departments may require that a specific number of major courses be taken at The College of New Jersey. Academic departments also may require the student to validate major courses taken at another school.

Within the major, exceptions to the residence requirement within the senior year may be made by the department chair with the concurrence of the appropriate dean. Regardless of exceptions granted with respect to the final eight course units, there are no exceptions to the overall minimum that 12 of the course units for the bachelor's degree must be earned at The College of New Jersey.

### **Sexual Harassment**

*(See section on Discrimination and Sexual Harassment Policy.)*

### **Student Complaint Appeal Procedure**

- I. Each department may establish its own complaint procedure and committee, preferably with student members.
- II. Each school shall establish a procedure and committee for appeal of complaints, and a procedure for selecting faculty for an appeals panel, following these guidelines:
  - A. At least six faculty members shall be elected to the panel for a term of two academic years. Three of these members are to be drawn by lot for each appeal. For each appeal, one faculty member from the department involved also shall sit on the committee. If one member of the panel is already from that department, no additional member need be involved. A faculty member involved in the appeal shall not sit on the committee hearing that appeal.
  - B. The Student Government Association Executive Board shall choose at least six students for each of the school panels. From each panel, three are to be drawn by lot for each appeal. For each appeal, if possible, one student from the department involved shall also sit on the committee hearing that appeal. If one member of the panel is already from that department, no additional member need be involved. A student involved in the appeal shall not sit on the committee hearing that appeal.
  - C. The procedure for appeals shall be posted on bulletin boards in each school and department and on relevant webpages accessible to students and faculty members. Copies shall be sent to: the Student Affairs and Faculty Affairs Councils of the Faculty Senate, the bargaining unit, the Provost or chief academic officer, the Vice President of Student Affairs, the SGA Executive Board, and the appropriate dean.
- III. The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. If either party is not satisfied with the decision at any step, appeal may be made to the next step.



## **Academic Rules and Procedures (by alphabetical order)-25**

- A. Discussion with the faculty member.
  - B. Discussion with the chairperson of the department.
  - C. Appeal to the departmental complaint committee, if any.
  - D. Appeal to the school complaint committee.
  - E. Appeal to the Dean of the school.
  - F. Appeal to the Provost or chief academic officer.
  - G. Appeal to the President of the College.
- IV. The complaint and the proposed solution from step B onward shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within 30 days after the request for hearing. In steps B through G, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.
- V. The statute of limitations on filing student appeals shall be one semester following the end of the semester in which the incident occurred.

## **Student Records Policy**

### ***Release of Transcripts and Disclosure of Educational Records***

In order to comply with federal regulations, The College of New Jersey has adopted institutional policies and procedures to be followed with regard to the disclosure of information from the education records of current and former students. The student record policy of The College of New Jersey conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Copies of Public Law 93-380 may be found in the Office of Records and Registration. This policy gives a student the right to inspect his or her educational record within a reasonable length of time, to ask for interpretations, and to request that any inaccuracies be corrected.

Copies of the student's official transcript are released only on the student's request (either in writing or authenticated through the PAWS online system) and only after all obligations to the College, financial and otherwise, have been fulfilled. Requests for transcripts should be made to the Office of Records and Registration. There is no charge for this service. Transcripts normally are issued within one week of receipt of the written request.

Grades and personally identifiable financial information cannot be released to parents, guardians, or other interested parties, without the specific permission of the student. Forms are available in the Office of Records and Registration and must be completed annually for which a student wishes to release grades to third parties.

With the exception of directory information, The College of New Jersey does not permit access to or the release of education records without the written consent of the student. Records release exceptions will be made to the following: (a) to TCNJ officials including faculty and administrators who require such records in the proper performance of their duties; (b) in connection with the student's application for or receipt of financial aid or Veterans Administration benefits; (c) to organizations conducting studies for educational and governmental agencies (in which case individual students are neither identified nor identifiable); (d) U.S. government agencies as listed in Public Law 93-380; (e) parents of a dependent student as defined in the Internal Revenue Code of 1954; (f) accrediting agencies; (g) to comply with a judicial order or lawfully issued subpoena; and (h) appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person.

## **Academic Rules and Procedures (by alphabetical order)-26**

Directory information is defined as: student's name, hometown, telephone number, e-mail, date and place of birth, entrance status, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution previously attended by the student. Students who do not wish their information released outside The College of New Jersey or published in the campus directory must give written notice to the Office of Records and Registration annually by the beginning of the fall semester.

### **Syllabi**

During the first week of every course, a syllabus or course document should be distributed, containing the following information: required materials such as textbooks, lab manuals, and supplies; course topics; course requirements such as exams, projects, assignments, term papers, field trips, and laboratory experiences; criteria for determining the final grade; and the attendance policy.

### **Transfer Credit**

The College of New Jersey will accept transfer credit only from regionally accredited institutions or newly established colleges and universities approved as collegiate institutions by their respective state department of higher education and in the process of seeking accreditation through the appropriate regional accrediting agency.

For transferability, one course unit equals four semester hours. The College of New Jersey will accept transfer credit based on this formula, i.e., a three semester-hour course will equal .75 course units. Grades of a minimum of "C" are accepted in transfer except when the student's major department has a policy requiring a higher grade for a specific course. Even if accepted at another institution, Advanced Placement or CLEP scores must meet The College of New Jersey's standards in order to be accepted for transfer credit. Grades from transfer courses are not used in calculating a student's grade point average at the College. No more than a total of 16 course units (64 semester hours) may be transferred from a school designated as a community college or junior college. No more than 20 course units (80 semester hours) may be transferred from all sources.

Beginning in September, 2008, an AA or AS degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions. Students transferring with an A.A. degree into a BA program or an AS degree into a BS program will have accepted for transfer half of the credits required for the basic four-year degree (up to 64 credits = 16 course units). Such transfer students will be considered to have completed all lower division Liberal Learning requirements. If students covered by this transfer agreement wish to appeal decisions concerning the transfer of their courses, they can find a description of the appeals process and the necessary appeals form at: <http://www.tcnj.edu/~admiss/TransferCreditAppeal> These transfer students still must meet specific course prerequisites, requirements for the major and (where appropriate) for certification or accreditation requirement.