

The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

APPLICATION FOR UNGRADED OPTION

NAME: Last First M.I.	ID #: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (6 digit PAWS ID #)
PHONE: EMAIL:	MAJOR:

CLASS: So. Jr. Sr.

COMPREHENSIVE POLICY STATEMENT OF UNGRADED OPTION FOR UNDERGRADUATE STUDENTS

1. The policy for Ungraded Option is available at <http://policies.tcnj.edu/policies/digest.php?docId=9395>
2. **The deadline to apply to take a course as an ungraded option (or to switch a course from an ungraded to a graded option) is the same date as the course withdrawal deadline for the semester or term in question.**
3. The Ungraded Option is limited to matriculated students who have earned a minimum of 8 course units at TCNJ and are in good academic standing. Students on academic probation are not permitted to exercise the Ungraded Option.
4. Course selection will normally be made among a student's free electives, but may include a challenging course within the major or minor, ONLY once the minimum graduation requirements for the major/minor are achieved. The Ungraded Option may NOT be used to meet Liberal Learning requirements.
5. Only one course per term is permitted under the Ungraded Option.
6. A maximum of 4 Ungraded Option course units (16 credits) may be applied to a baccalaureate degree.
7. Grades of A, B, C, D will be converted to CD (Credit). A grade of F will be converted to ND (No Credit). The final grade (CD or ND) is not computed in the cumulative average. Only the grade CD is credited toward graduation requirements.
8. The Ungraded Option courses do not apply to the minimum number of units needed to be on the Dean's list or to graduate with honors.
9. The Ungraded Option cannot be used to repeat a course in conjunction with the "Repeat of Course Policy."

NOTE: The Office of Record and Registration cannot approve students who are Open Option or Undesignated given the uncertainty of a student's academic career path. Approvals are specific to the major as noted on this form and any change of major may result in this approval becoming null and void.

I have read the above regulations and wish to take the following course under the UNGRADED option:

Course # Course Title Instructor

SEMESTER/TERM: Year _____ Fall Spring Summer Winter

Signature Date

FOR OFFICE USE ONLY

Date Received _____

Granted By Whom: _____

Denied Date: _____

Reason: _____