



The College of New Jersey  
 Office of Records and Registration  
 P.O. Box 7718, Ewing, NJ 08628-0718  
 Phone: (609)771-2141 Fax: (609)637-5184

**APPLICATION FOR UNGRADED OPTION**

Last Name:  First Name:  MI:  PAWS ID:   
 Phone:  TCNJ E-Mail:  Major

Classification:      Freshman                      Sophomore                      Junior                      Senior

**Comprehensive Policy Statement of Ungraded Option**

1. The full policy for Ungraded Option is available at <https://tcnj.policystat.com/policy/14880124/latest/>
2. The deadline to apply to take a course as an ungraded option (or to switch a course from an ungraded option to 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 students who have earned a minimum of 3 course units at TCNJ and are in good academic standing. Students on academic probation are not permitted to exercise the Ungraded Option.
4. The Ungraded Option is available for undergraduate courses only.
5. Ungraded Option courses cannot be applied towards the requirements for a student's major or minor (including correlate courses). A maximum of one ungraded course may be used to meet non-correlate Liberal Learning requirements. 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.
6. Only one course per term is permitted under the Ungraded Option.
7. A maximum of 4 Ungraded Option course units (16 credits) may be applied to a baccalaureate degree.
8. 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.
9. 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.
10. The ungraded Option cannot be used to repeat a course in conjunction with the "Repeat of Course Policy."

**NOTE: 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
Year: <input type="text"/>	Semester:      Fall      Spring      Winter      Summer	

Student Signature

**Records and Registration Use Only:**

Date Received: \_\_\_\_\_  
 Copy to Student: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Denied Date: \_\_\_\_\_  
 Reason: \_\_\_\_\_