

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

The College of New Jersey provides a wide range of advising resources. Students are assigned an academic advisor who is a faculty member in their major program or an assistant dean in their school. Advising support may also be provided by faculty mentors teaching First Seminars, department chairs, the Office of Liberal Learning, the Center for Student Success, the EOF Program, and/or the Career Center.

Students are ultimately responsible for their own academic progress and for determining that they meet all academic requirements. The Academic Requirements report, a tool to assist in tracking academic progress, is available to all students in PAWS. Students are strongly encouraged to regularly review their Academic Requirements report.

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

The College of New Jersey is a community of scholars and learners who respect and believe in academic integrity. This integrity is violated when someone engages in academic dishonesty. Complaints of student academic misconduct will be addressed and adjudicated according to the *Academic Integrity Procedural Standards*.

A. Authority

The Academic Integrity Policy concerns the academic behavior expected of all students. Non-academic integrity standards are not covered by this policy, but rather fall within the authority of Student Affairs and the Office of Student Conduct.

Authority for academic integrity ultimately rests with the President of the College and the Board of Trustees, who delegate authority for academic conduct to the Provost. The Provost may delegate this authority to the Chief Academic Integrity Officer and to the Academic Integrity Administrator. Under their direction, the Academic Integrity Officers and All-College Academic Integrity Board and other appropriate staff are responsible for implementing the academic integrity process. The Provost has authority to appoint hearing boards or administrators. Any reference in the *Academic Integrity Policy* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The *Academic Integrity Policy* shall apply to all academic student conduct that occurs in or outside the classroom. The Academic Integrity Administrator has discretion to determine what conduct will be addressed by the academic integrity process.

B. Interpretation, Amendments, and Companion Documents

Any questions of interpretation or application of the *Academic Integrity Policy* from faculty, staff, or students shall be referred to the Chief Academic Integrity Officer for final determination.

Any substantive changes will be reviewed in accordance with applicable governance policy and procedures.

The *Academic Integrity Policy* has two companion documents: *Academic Integrity Procedural Standards* and *Violations of Academic Integrity*. The *Academic Integrity Procedural Standards* document describes the procedural standards for addressing and adjudicating complaints of academic misconduct. The *Violations of Academic Integrity* document summarizes the most common forms of academic dishonesty. *Violations of Academic Integrity* is not exhaustive. Responsibility for the maintenance of *Violations of Academic Integrity* falls to the Chief Academic Integrity Officer.

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. This definition of full-time study applies to the fall and spring semesters and to the regular summer sessions. The standard academic load is four course units per semester; however, programmatic exceptions do exist and students should check with their major department. A student in a degree program with a standard academic load who wishes to take more than 4.5 course units must receive permission from the dean's office to do so. This includes additional credits taken simultaneously at another institution. In order to be eligible to request permission to take more than 4.5 course units, a student must have completed 8 course units at TCNJ (4 course units for transfer students) and have at least a 3.3 GPA. Some of the criteria that may be considered when making decisions to grant permission for more than 4.5 course units are: 1) evidence of the student's ability to continue to maintain at least a 3.3 GPA; 2) whether the additional course or credit is a prerequisite for a subsequent required course; 3) whether there are extenuating curricular circumstances, such as completing a double major.

The TCNJ academic year is divided into four terms (Fall, Winter, Spring, and Summer). The Summer term is further divided into three sessions (Summer 1, Summer 2, and Summer 3).

Students may take a maximum of four course units during the summer term, with no more than two units in a single session. Students may only take one course unit during the Summer 1 session or Winter term. This policy applies to the total number of courses taken in any given term whether those classes are taken at TCNJ or at another institution during a TCNJ term. Any exception to these requirements would require Dean's approval.

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 of Disability Support 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.

Attendance

Class Attendance Policy

Students are expected to check the College calendar, and plan their course schedules and vacations so as to enroll only in those classes that they can expect to attend on a regular basis. Students are expected to participate in each of their courses through regular attendance at lecture and laboratory sessions, complete assignments as scheduled, and to avoid outside conflicts. 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.

In all circumstances, it remains the student's responsibility to initiate discussion about absence and arrangements for making up any missed work with each instructor.

Class Absence Policy

Absences from class are handled between students and instructors. The instructor may require documentation to substantiate the reason for the absence.

For Extended Absence

Extended absence is defined as the number of consecutive class sessions missed that will severely impede the student's successful completion of the course. This number depends on a number of factors such as the course content and schedule, number of the hours in a session, whether the course is taken in a regular semester, winter term, blended learning, etc. *The student should consult with the instructor to clarify this for the specific course.*

Extended absence from classes is to be reported by the student, or his/her responsible designee (including College officials), to the **Dean of Students**. As a courtesy to the student, the Dean of Students office will then notify 1) the student's instructors, 2) the student's academic advisor(s), and 3) the Dean's office of the student's school. Such notification will **not** be provided in cases where the absence is reported to the Dean of Students **after** the student has returned to class. If the student desires, the reason for the absence may be included in the notification. By forwarding such information, the Dean of Students is **not serving to authenticate any reason** for absence, nor is it serving to excuse any absence.

A student who has had an extended absence must be in contact with faculty as soon as possible, but no later than returning to campus. The Dean of Students office may, when asked by faculty, verify a student's absence. In cases of lengthy absence, make-up opportunities may not be feasible. The student must consult with the course instructor and his/her academic advisor to discuss other options such as withdrawal from the course, an incomplete grade, or a leave of absence within the parameters of existing College policies on these topics.

Faculty may consult with the Office of the Dean of Students and/or with a Dean's office for guidance in how to make reasonable accommodations for a student, if such accommodations are possible. If student absence is caused by: illness, injury, bereavement, or similarly compelling personal reasons, it is recommended that the instructor provide fair and reasonable make-up opportunities when possible. However, it is recognized that in some courses and situations it may not be possible for a student to resume taking a course.

For Absence Due to Religious Observance

Students are expected to notify their instructors of anticipated absence for religious observance well in advance of the date on which any absence will occur. As with other substantiated reasons for absence, and in consideration of the needs of our diverse campus community, it is recommended that the instructor provide a fair and reasonable opportunity for work to be made up by the student, whenever possible. *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.*

For Absence Due to Official College Events

Students who are absent due to participation in a field trip, conference, or other official College event should communicate with their instructors about the absence well in advance. Instructors may require documentation to verify the reason for an absence. *The Office of Academic Affairs will verify, upon request, the dates of and participation in such college functions.*

For Absence Due to Participation in NCAA-Sanctioned Intercollegiate Sports

TCNJ encourages student athletic participation as well as academic achievement. Therefore, competition that is scheduled by local TCNJ officials should be scheduled at a time that is likely to cause minimal academic disruption. Contests that are scheduled by outside bodies such as NJAC or the NCAA are sometimes scheduled at inconvenient times and may be more disruptive. All athletic contests should be treated like an absence for an official college event. The student should communicate with the faculty member well in advance of the event and make arrangements to make up missed work. In the event that a scheduled contest conflicts with an exam (including a scheduled midterm or final), the student should be allowed a reasonable opportunity to make up the exam.

It is a violation of NCAA rules to miss class for an athletic practice. Therefore, such absences are not excused (unless the practice takes place during travel to take part in an athletic contest). Coaches are expected to schedule practices at times that are not likely to conflict with classes. Coaches are also expected to excuse without penalty any student who misses practice because of a scheduled class meeting. If there are consistent conflicts between class and practice times and the coach, in consultation with the athletic director, cannot change practice times or excuse the student from practice, the student must either withdraw from the class or leave the team. Any conflict between the coach and the student over course and practice times should be resolved by appeal to the athletic director. The Vice President for Student Affairs serves as the final appeal for such conflicts.

In the event that any NCAA policy regarding absences changes, this policy will change accordingly to remain compliant with NCAA regulations.

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 Academic and Registration Calendar at <http://tcnj.pages.tcnj.edu/academics/academic-calendars> // 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 Academic and Registration Calendar at <http://tcnj.pages.tcnj.edu/academics/academic-calendars> / provides specific dates for each semester. Individual course withdrawals must be done through PAWS. 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. Students are unable to withdraw from all enrolled courses in a semester through PAWS to be effectively considered a withdrawal from the college. Students should follow the withdrawal process as noted below.**

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 at <http://recreg.pages.tcnj.edu/student-withdrawal-process/>. **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 at <http://tcnj.pages.tcnj.edu/academics/academic-calendars/>

Withdrawal from the College for Involuntary Health or Safety Reasons

In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.

A. Criteria for Involuntary Health or Safety Withdrawal

1. The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:
 - a) Significant harm to the health or safety of the student or others (“Harm”); or
 - b) Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student (“Impediment”).
2. A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student’s circumstances can best be addressed through those responses. When practicable 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.
3. In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

B. 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. BART includes representatives from the Office of the Dean of Students, Health Services, Counseling and Psychological Services, Residential Education and Housing, Campus Police, and Academic Affairs. Other members may be added at the discretion of the Vice President for Student Affairs. The members of BART selected to review a particular case will depend upon the specific circumstances; however, an appropriate health professional and representatives of the Office of the Dean of Students and the Office of Academic Affairs must participate in any review.

C. Involuntary Health or Safety Withdrawal Process

1. Procedure Initiation

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 Dean of Students to request an informal review.
2. Preliminary Determination by Dean of Students
 - a) During the informal review the Dean of Students shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or

safety withdrawal has been received. In making that determination, the Dean of Students will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the Dean of Students could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.

b) If the Dean of Students has so found reasonable support for application of this policy, the Dean of Students, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the Dean of Students shall proceed with the appropriate procedures as outlined below.

3. Interim Involuntary Health or Safety Withdrawal

a) 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 College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the Dean of Students, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of Harm exists and emergency interim withdrawal under these procedures is appropriate.

b) If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the Dean of Students, and/or refuses to undergo assessment or to keep a scheduled appointment, the Dean of Students may require interim removal without a meeting and/or assessment if the Dean of Students concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.

c) 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.

4. Involuntary Health or Safety Withdrawal (Non-Interim)

a) Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the Dean of Students, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:

1) Exercise all reasonable efforts to meet with the student.

2) If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria for involuntary health or safety withdrawal. The professional shall present his or her findings to the Dean of Students. The assessment will be provided to BART and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the Dean of Students, BART and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).

b) The Dean of Students may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the Dean of Students (i) may consult on an informal basis with BART, faculty, Residence Education, and other College staff and (ii) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.

c) Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the Dean of Students, after consultation with BART, may (i) promptly proceed with a hearing as set forth below or (ii) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the Dean of Students shall promptly proceed with a hearing as set forth below.

5. Hearing

The College shall afford the student an opportunity for an informal hearing on the matter as set forth below.

a) The Dean of Students shall conduct the hearing.

b) Representatives of BART shall attend the hearing.

c) At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Dean of

Students may exclude evidence that s/he deems cumulative or not relevant.

- d) The student's rights at the informal hearing shall include the following.
 - 1) The right to be present, unless the student disrupts the hearing.
 - 2) The right to present relevant witnesses, evidence and statements.
 - 3) The right to question all witnesses at the hearing and to comment upon all documents presented.
 - 4) The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).
- e) The Dean of Students and members of BART may also ask questions of any the student or any witness.
- f) The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
- g) The hearing will be audio recorded and the recording will be made available to BART, the student (upon written request), and to any decision-maker involved in an appeal.

6. Decision

- a) The Dean of Students shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from BART. If the Dean of Students concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the Dean of Students will so inform the student and BART in writing, and the procedure shall terminate. If the Dean of Students concludes that the student does meet the criteria for involuntary health and safety withdrawal, the Dean of Students shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and BART within two (2) business days after the conclusion of the hearing.
- b) If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the Dean of Students, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the Dean of Students' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

7. Appeal of Involuntary Health or Safety Withdrawal

- a) A student who is involuntarily withdrawn under this policy may submit a written request to the Vice President for Student Affairs for a review of the decision. To be timely, any such appeal must be

received by the Vice President for Student Affairs within seven (7) business days of the notification of the Dean of Students to involuntarily withdraw the student. The student may request that the Office of Records and Registration notify the student's instructors of the student's absence from classes. The Vice President for Student Affairs shall review the written appeal within seven (7) business days of receipt of the written appeal.

b) At the conclusion of the review, the Vice President for Student Affairs shall determine whether to (i) require that a new hearing be conducted by the Dean of Students or other administrator designated by the Vice President for Student Affairs; (ii) uphold the withdrawal; or (iii) reinstate the student. The Vice President for Student Affairs may also modify the conditions of readmission. The decision of the Vice President for Student Affairs shall be final.

8. Readmission

a) A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Dean of Students and provide appropriate documentation to comply with the conditions of readmission.

b) The Dean of Students will review the request for readmission as follows:

- 1) review and investigate compliance with the conditions of readmission;
- 2) consult with appropriate members of BART; and
- 3) meet with the student.

c) The Dean of Students will recommend to the Office of Admissions whether, in the judgment of the Dean of Students, the student should be readmitted.

d) The Office of Admissions will make the final decision regarding readmission.

9. Miscellaneous

a) Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.

b) Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.

c) Whenever an action may be or is required to be taken under this policy by the Dean of Students or Vice President for Student Affairs, the action may be taken respectively by the Dean or Vice President's designee.

d) 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.

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 and based on the student's academic year of matriculation to TCNJ. Test scores must be sent directly from *CollegeBoard* to TCNJ. Awarded credit will be rejected if student registers for course for which an AP award has been given. Students may elect to reject any AP award given in order to take the course at TCNJ by notifying the Office of Records and Registration.

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 courses. Higher level courses with a minimum score of 5 may be accepted.

Military Service and DSST (formerly DANTES)

Credit may be awarded for U.S. military service schools and for DSST 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 DSST 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

For a fee, currently enrolled students at The College of New Jersey who wish 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 at <http://academicaffairs.pages.tcnj.edu/files/2012/06/creditbyexam.doc>. 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.

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 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.

A student's academic standing at the College is determined by his or her cumulative grade point average. The grade point average is based only on courses taken at the College and is calculated by dividing the student's total grade points (the product of the number of credits attempted and the weight of the grade earned in each course) by the number of course units a student attempted in letter-graded courses at the 100 level or above. This excludes credits transferred from other institutions and classes graded with W, P, U, CR, CD or ND.

**TCNJ
Retention
Standards**

Number of Courses Attempted at TCNJ	Cumulative GPA	Academic Standing
More than zero	2.0 or Higher	Good
Up to 8 Course Units	1.75 to below 2.0	Intervention
Up to 8 Course Units	Below 1.75	Probation
Above 8 Course Units	Below 2.0	Probation

Good Academic Standing

A student is in good academic standing if he or she achieves the minimum cumulative grade point average noted above for the total of his or her attempted units.

Academic Intervention Standing

All entering undergraduate (freshmen and transfer) students, who have attempted 8 course units or fewer at The College of New Jersey will be placed on Academic Intervention if their grade point average falls below 2.0 but is 1.75 or higher. After grades are posted and GPA calculations are made, The Office of Records and Registration will send these students an Academic Intervention letter, copied to their academic advisor(s) and the appropriate College academic support personnel and offices, which may include the EOF office, Athletic department, Center for Student Success, Counseling and Psychological Services, or others. The academic advisor will assist the student in developing an Academic Improvement Action Plan, which will include regular meetings with the academic advisor and may recommend referrals to other support services.

Academic Probation Standing

A student will be placed on Academic Probation by the College if the student:

1. has attempted *zero to eight course units in letter-graded courses* and has earned a cumulative GPA of less than 1.75. OR
2. has attempted *more than eight course units in letter-graded courses* and has earned a cumulative GPA of less than 2.0.

The student will be sent an Academic Probation letter, copied to his/her academic advisor(s) and the appropriate College academic support personnel and offices, which may include the EOF office, Athletic Department, Center for Student Success, or others. The student:

1. must work with his or her advisor to develop an Academic Improvement Action Plan.

2. will be allowed to take a maximum of 3 course units in the following semester and will be instructed to adjust his or her schedule accordingly. A student who fails to do so will have his/her schedule adjusted by the Office of Records and Registration. The student must solicit the approval the chair of his or her academic major department to reinstate any course that has been dropped. A course will be reinstated only if there is a compelling reason to do so.

Academic Dismissal

If a student is placed on Academic Probation for any two consecutive semesters (or three total semesters in his/her academic career at the College) he or she is subject to dismissal from the College.

The Office of Records and Registration sends dismissal letters to affected students after the posting of all grades. A student who receives an Academic Dismissal letter will be provided the opportunity to appeal this decision. Instructions for appealing a dismissal are included in the letter sent by Records and Registration.

The following situations inform an academic dismissal and appeal of a dismissal.

1. If a student who is dismissed appeals the dismissal and is reinstated by the College dismissal committee, the student *may* be granted a two semester grace period at the discretion of the committee to raise his/her cumulative GPA to a 2.0 or higher. Situations in which the dismissal committee may consider granting a grace period include:
 - a. In the most recent semester the student completed at least 3 courses and the student's semester GPA is 3.0 or higher.
 - b. The student has been accepted into a new major or pre-major and in the most recent semester the student completed at least 3 courses and the student's semester GPA is 2.0 or higher.
 - c. Circumstances exist in which the dismissal appeal committee feels a grace period will increase the student's likelihood of successful completion of a major.
2. Stipulations regarding the grace period will be outlined in the student's re-instatement letter. If after the two semester (Fall & Spring) grace period, a student's cumulative GPA does not place him/her in good academic standing (2.0 or higher), he/she will be dismissed from the College and must follow the procedures outlined in this policy in order to be considered for reinstatement to the College.
3. Although taking an intersession course may be part of the academic improvement plan, a student will not be reinstated automatically or solely by taking an intersession course. He/she must still complete the appeal process.

Appeals

The academic dismissal appeals process will be coordinated by the Office of Records and Registration. That office will convene the Academic Dismissal Appeals Committee to review all appeal requests. To most effectively consider information about the wide range of factors that may impact a student's ability to be successful at the College, membership of the committee should include the Assistant Dean(s) of the respective schools, the Dean of Students, the Director of the Educational Opportunity Fund, the Director of the Center for Student Success, and a staff representative from the Office of Records and Registration. The Academic Dismissal Appeals Committee will meet at the end of each semester to review all dismissal appeals from students and will be responsible for conveying all decisions to the Office of Records and Registration. The Office of Records and Registration will respond to students in writing (email and U.S. Postal Services).

A student's appeal application and all supporting documents must be submitted by the deadline date prescribed in the Academic Dismissal letter. As appropriate, a student's appeal application should reference the situations outlined above.

A student's complete appeal will include the following:

1. Appeal Application Form
2. Documentation of Circumstances
3. Descriptive Analysis
4. Descriptive Plan of Action
5. Academic Plan of Action Form
6. Department Chair Recommendation Form
7. Faculty Support Letters
8. TCNJ transcript to be provided by the Office of Records and Registration

A student who has been academically dismissed from The College of New Jersey and either did not appeal the dismissal or had the appeal denied, may not be readmitted to the College until a minimum of two semesters (not including intersessions) have elapsed and must make a formal application through the Office of Admissions.

Grace Period for Re-admitted Students via the Office of Admissions

A student who was previously academically dismissed from the College and was readmitted to the College by the Office of Admissions will be granted a two semester (Fall and Spring) grace period to raise his/her cumulative GPA to 2.0 or higher. A readmitted student will not be subject to dismissal during this grace period. If, after a two semester grace period, the cumulative GPA does not place the student in good academic standing (2.0 or higher), the student will be dismissed from the College.

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 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, will be accepted for transfer credit. Approval is not required for courses listed as approved on the New Jersey Transfer website <http://www.njtransfer.org> 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 to the first semester that a student enters or returns to the College or for the semester that the student took the course.

Final Examinations/Evaluations

Final Evaluations are an important component of the high-quality and rigorous educational experience at The College of New Jersey. All courses are to have a final evaluation that takes place during final exam period. The time designated as the "final exam period" contains both reading days and final exam days. It is expected that reading days will be a time during which students will be able to devote substantial time and effort to preparing for final evaluations. During this period, students will have an opportunity to reflect on what they have learned and integrate course material in a long-lasting and meaningful way. During the reading period, there should be no mandatory scheduled activities for a course, including in-class examinations (including make-up exams), presentations, or required meetings with instructors. There is an understanding that faculty should be accessible to students during reading period.

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 may be acceptable as well. 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 these concepts in a holistic and integrated manner.

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.

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. Except in the unusual cases outlined below, faculty members may not schedule final exams outside of the regularly scheduled period for the course.

The due dates for final evaluations that are not in-class exams or in-class activities but instead 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.

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. Additionally, in order to preserve the integrity of the exam period, no in-class or take-home exams that have the character of a "final examination" as described above, or that counts more than 15 percent toward the final grade, should be held or made due during the last week of classes.

Students should not be expected to take more than two final exams on a given day. In the event that 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.

While no regular season games involving TCNJ student-athletes are scheduled during final exam period, post-season playoff games, which are set by the local conference, NJAC, or NCAA, may occur during this period. When a post-season game conflicts with a scheduled final exam, the student-athlete should arrange with the instructor to reschedule the exam. Instructors are expected to accommodate such requests.

Students are expected to take their final exams in the time blocks scheduled by The College. Except in the unusual cases outlined above, this is the standard rule.

Faculty, staff and students should not make end-of-semester travel plans prior to the publication of the final exam schedule (or should schedule travel for after the end of the final exam period)

Any exceptions to this policy must be approved in writing in advance by the chair (or program director) and dean.

Grade Appeals

(For complaints not involving discrimination or sexual harassment)

The grade appeal policy applies to course grades for both undergraduate and graduate level courses offered in any term and in any modality. It is recognized that appeals of a course grade may rest on concerns (see below) regarding one or more specific graded assignments. This policy provides for a procedure to address such concerns within the framework of the grievance process. Any grade appeal process must be initiated only after the final grade has been posted for the relevant course. Students who are concerned about a grade awarded on a specific assignment in a course are encouraged to speak to the instructor immediately after receiving the graded assignment.

Undergraduate or graduate students who wish to dispute a course grade must first attempt to resolve this matter through discussion with the course instructor. If the student and instructor are unable to reach a resolution regarding a disputed grade, or if the student was unable to establish contact with the professor of the course, the student may file a written appeal with the chair of the department in which the course was offered. A student who wishes to file a written grade appeal must inform the department chair within a period of fifteen calendar days after meeting with the instructor of the course. In cases where the student was unable to establish contact with the professor, a written appeal must be filed with the department chair within thirty calendar days after the end of the semester in which the grade was posted. For the purposes of grade appeals, "end of the semester" is defined as the last day that grades are due in a given term. This date can be found on the TCNJ academic calendar. In cases where grades are submitted after the official deadline, a student may file a grievance up to thirty days after the grade is posted. It is the responsibility of the student to provide evidence that indicated that the grade was submitted after the official deadline (such as through documentation from the Office of Records and Registration). In cases where the chair was the instructor of the course in which the grade is being disputed, or if the chair feels it necessary to recuse him or herself, the dean of the school in which the course was taken shall appoint a tenured faculty member from the given school, preferably from the same department, to consider the appeal. Grade appeals at the department level may be handled individually by the chair or by his/her designee or by an ad-hoc committee convened to review an individual student's specific grievance. Some departments may have a standing committee that addresses grade appeals as they arise.

It is the responsibility of the student to submit a written statement to the department chair (or chair's designee) outlining the basis and grounds of the complaint. Valid reasons for disputing a grade include, but are not limited to the following: an error was made in calculating the grade; the instructor failed to notify students clearly and promptly of the criteria for grade determination; a grade was assigned based on reasons other than announced criteria and standards; a grade was assigned based on factors other than academic achievement; published course policies were not followed properly.

Appropriate documentation must be submitted as necessary to support the appeal. The department chair (or designee in the case of recusal) is responsible for responding to the student with a request for additional information or notification of the appeal decision (that the grade will be upheld or changed) within a period of thirty calendar days of the start of the academic term following the semester in which the grade appeal was submitted. For example, a grade appeal submitted in the spring semester would need to be resolved within thirty days of the beginning of the next fall semester. It is the responsibility of the department chair (or designee) to evaluate relevant information and make a fair and informed decision.

Upon receipt of the chair's decision, a student may appeal the decision to the Dean's Office of the school in which the course was offered. It is the responsibility of the student to file a written appeal (with appropriate documentation) within thirty calendar days after receiving the chair's decision. In cases where a dean must recuse him or herself, the Office of Academic Affairs shall appoint another dean at the College to consider the grade appeal. Upon receipt of a student's official appeal of a course grade, it is the responsibility of the dean to render a decision regarding the best protocol to handle the grievance. As such, a student grade appeal may be addressed individually by the dean, by an appropriate designee from his or her office or school, or by a special committee convened to address the given grade appeal. It is the responsibility of the dean to respond with a decision on a grade appeal within thirty calendar days of the start of the academic term following the semester in which the grade appeal was submitted to the dean; for example, a grade appeal submitted to the dean in the spring semester would need to be resolved within thirty days of the beginning of the next fall semester.

A student may appeal the decision of a dean's office to the Office of Academic Affairs (the Provost or a provost-level designee). However, the basis of this appeal cannot simply be dissatisfaction with the decision of the dean. Rather, the basis for such an appeal may only occur on the grounds that the dean, or her/his designee(s), did not follow established College policy. Students who wish to appeal a grade to the Office of Academic Affairs must do so within thirty calendar days after receiving the dean's decision, and must specifically outline how appropriate College policies were not followed during the previous review processes. The Office of Academic Affairs has the authority to decide if the student's appeal has merit in which case it may choose to review the matter further and then present a final decision regarding the grade in question. The decision of the Office of Academic Affairs is final and not subject to appeal. If the Office of Academic Affairs denies the basis of the student's appeal, then the decision of the dean or her/his designee(s) is final.

In each instance of an appeal process at the level of the department, Dean's Office, or Office of Academic Affairs, the following appeal procedure will be used: The individual(s) conducting the appeal process will gather relevant information. The individual(s) conducting the appeal procedure will speak separately with the student appealing the grade, the faculty member who posted the grade under appeal, and any others the individual(s) conducting the appeal procedure deem to have information relevant to the appeal, such as the Director of Disability Support Services.

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 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 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 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. Faculty and department chairpersons may contact the Office of Records and Registration to receive the Change of Grade Form. 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
ND**		No-credit
I	Not calculated	Incomplete work
W	Not calculated	Withdrew from course before the end of the 9 th week of the semester
WD	Not calculated	Withdrew from college before the end of the 9 th week of the semester
WF	0.00	Withdrew from college after the 9 th week of the semester, failing
WP	Not calculated	Withdrew from college after the 9 th 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 Graded/Un-Graded 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 post an *I* grade via 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.**

Mid-Semester Evaluations

Mid-semester progress reports are required for all students in all courses. At a minimum, the reports will indicate whether a student's progress is satisfactory, unsatisfactory, or on the border. The reports may provide optional qualities as well.

Ungraded Option

The Ungraded Option is made available to TCNJ students in order to encourage them to pursue particularly challenging course experiences in which they may otherwise not enroll. Full participation in the course is expected. Ungraded Option courses cannot be applied toward majors, minors, or Liberal Learning requirements. All courses taken for an ungraded option must count as free electives. The Ungraded Option is available for courses offered on the TCNJ main campus in any term of enrollment, and therefore specifically excludes Faculty-led Off Campus Experiences, Exchange Programs, Study Abroad or Away Programs, and/or the TCNJ-Sponsored Semester Abroad. A maximum of 4 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 from the College with academic honors. The Ungraded Option cannot be used to repeat a course in conjunction with the Repeat Course Policy. 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. It is the student's responsibility to ensure that a course taken for an ungraded option meets the criteria outlined above. As such, it is encouraged that students who wish to take a course for an ungraded option apply to do so as soon as possible.

Degree candidates in good academic standing who have completed at least 8 course units at TCNJ are permitted to enroll in one Ungraded Option course per semester. A student must request that the Office of Records and Registration designate a course as "Ungraded Option" within the deadline posted by The Office of Records and Registration. The Office of Records and Registration will review the request to ensure that the course meets the requirements for an ungraded option. A student's enrollment in a course as ungraded is not shared with the course instructor until final grades are submitted. At the end of the semester, instructors submit regular letter grades. These grades are converted into either CD (credit) or NC (no credit) by the Office of Records and Registration. The student must earn a passing grade (D or better) to receive a CD designation. A failing grade will receive a NC designation. Such designations will not affect a student's GPA. Courses designated as CD are included among those applied

toward graduation.

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

Students must apply for graduation using PAWS. Although there are four graduation times each year (January, May, August, and December), there is a commencement ceremony only in May. January applications are due in December, May, August, and December applications are due in Early February.. The exact deadlines are available at <http://tcnj.pages.tcnj.edu/academics/academic-calendars>. Students graduating in January must be enrolled in a TCNJ Winter Term course to have their degree conferred in January. There is a graduation application fee as well as a late fee for students who apply after the deadline. The College of New Jersey allows undergraduate or graduate students who need three course units or less to complete the requirements for their degree to “walk” at commencement ceremony in May provided their program of studies can be completed by the December 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 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—<3.749	with honors (cum laude)
3.75—<3.899	with high honors (magna cum laude)
3.9 +	with highest honors (summa cum laude)

Honors Program (College Honors Program)

Membership in the Honors program is by invitation only. Typically, only students who have scored 1240 or higher on the SAT (with a minimum 600 for Math and 640 for Evidence-Based Reading and Writing [ERW]), or scored a 26 or higher on the Composite of the ACT, *and* are in the top 15% of their high school class are considered for Honors membership. In recent years, students admitted into the Honors Program have an average SAT above 1400 and/or an ACT above 31, and an average high school class rank in the top 5%. Less than 10% of incoming freshman are invited to join TCNJ's Honors Program.

Matriculated and Transfer Students: after completing at least 16 credits in a single semester, TCNJ students with a GPA of 3.50 or higher may apply to join the Honors Program. Application materials are available in the Honors Program Office (Green Hall, room 109).

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.

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 Health Form 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 <http://health.pages.tcnj.edu>.

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 1.5 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 the actual occupational setting after some theory education has been completed. Other purposes (income, career exploration, learning-by-doing, on-the-job training, etc.) cannot be the primary purpose, though they may occur as a second result of the internship experience.

Students who wish to participate in an internship program must have a minimum GPA of 2.0 and have completed a minimum of three course units at TCNJ. Departments may require a higher minimum GPA if it is deemed appropriate.

Appropriate prerequisite courses must be identified and be completed successfully prior to the internship experience. Additional requirements may be established by the department.

Actual professional situations where the student experiences the requirements of employment must be used.

The internship is an applied experience. In the internship, the student must apply what she/he has learned in the classroom. This academic foundation must be identified in a general way in the course offering proposal. Specific knowledge, methods, skills, activities, etc. must be listed for each intern in the proposal.

A minimum of 45 on-the-job hours should be required per quarter course unit of credit. Individual departments have discretion as to whether to require additional on-the-job hours and whether academic tasks can count as part of this hours requirement. However, no more than 25% of internship hours can be spent completing academic tasks.

A substantial written assignment (or portfolio) deemed appropriate by the faculty supervisor should be required. The scope and content of the assignment/portfolio will vary depending on the course level, number of units, and nature of the internship experience. A simple log describing activities may be included but in and of itself is not sufficient to satisfy this requirement. Exceptions may be approved by the department chair in fields where there is an extensive professional component already required (e.g., in the Journalism/Professional Writing major where the intern's duties may be public relations, researching, reporting that constitute a substantial writing, research, and creative experience).

The intern should be paid a salary whenever possible.

Internships may be offered on either a graded or pass-fail basis.

Second internships within the same program should be limited to those situations in which the student will be able to apply essentially different knowledge, methods, skills, etc. (still program related) than those applied in the prior internship. This limitation does not apply to a second internship in a different program (e.g., a second major, minor).

Maximum internship course units to be counted toward a degree by any one student are three. Maximum course units for a single internship are two.

Majors

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

Declaring a Major

Students may declare majors at any time prior to the completion of 16 course units if they have reached a decision and program entrance requirements are met. However, after earning 16 course units, students are required to declare a major by registering with the chair of the chosen department or program area. Upon declaration the chair gives written notice to the Office of Records and Registration and assigns the student an advisor within the major. Students proceed according to the requirements as stated in the Undergraduate Bulletin in effect at the time of their formal declaration. If changing majors, students must meet any new requirements as stated in the Undergraduate Bulletin in effect at the time of the change. Only enrolled degree-seeking students may declare majors, and any such declarations or changes are subject to approval by the program administrator. At least fifty percent of the major must be completed at The College of New Jersey or through a prior approved course exchange program. If a major is changed, the new major(s) must be officially declared before the deadline for applying for graduation in a given term. The Office of Records and Registration maintains a schedule of dates where major change requests may be submitted. Please refer to the Records and Registration academic calendar (<http://tcnj.pages.tcnj.edu/academics/academic-calendars/>) for the appropriate dates for each term.

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 *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 academic and registration calendar (<http://tcnj.pages.tcnj.edu/academics/academic-calendars/>). 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 (<http://recreg.pages.tcnj.edu/forms/>) 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 are provided with an Academic Requirements Report through the PAWS system. 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.

Second or Third or Dual Majors

Students may elect to take a second or third or dual 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 or dual majors and 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.

A student with a double, triple, or dual major must complete all requirements for each major. Correlate courses and liberal learning requirements may be applied to each major. Double, triple, or dual majors qualify students for “Option A: Designated Interdisciplinary Concentrations or Second or Dual 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, third, or dual 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, and—no matter what the additional major, will receive the BS degree.

While the second, third, or dual 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, third, or dual major cannot be completed after graduation. .

Applications to declare, 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, third, or dual major are expected to seek advisement as they would for the first.

Types of majors

- *Disciplinary Majors*

A disciplinary major normally consists of not fewer than eight and not more than 15 full courses sharing the same departmental course prefix(s) (or an approved cross-list prefix) with a maximum of five additional correlate courses, exclusive of any departmental requirements that also satisfy liberal learning requirements. Pre-requisite courses or proficiencies must be clearly stated and are counted as correlate

courses. Each disciplinary major will have a designated capstone experience. Students enrolled in a disciplinary major are assigned an academic faculty advisor from the department housing that major.

- *Interdisciplinary Majors*

An interdisciplinary major normally consists of not fewer than eight and not more than 15 full courses combined from multiple disciplines in such a way as to allow students to focus on an area of interest from multiple disciplinary perspectives. The Women's and Gender Studies and International Studies programs are examples of this category. A maximum of five additional correlate courses (not in any of the identified disciplines that comprise the major), exclusive of any departmental requirements that also satisfy liberal learning requirements may be required. Prerequisite courses or proficiencies must be clearly stated and are counted as correlate courses. Each interdisciplinary major will have a designated capstone experience. Students enrolled in an interdisciplinary major are assigned an academic faculty advisor from the department or program housing that major.

- *Double Majors*

A student may double major by completing all the requirements of each major, both of which can stand alone as a disciplinary or interdisciplinary major. Correlate courses and liberal learning requirements may be applied to each major. A maximum of three full courses may be applied to both majors. Unless the capstone requirement carries the weight of two full courses and is approved by both major advisors, a capstone cannot apply to more than one major. A currently enrolled student who has completed the requirements for a double major will receive one degree, according to which major the student considers to be his or her first major. Liberal learning requirements are determined by the first major and are calculated by the Option A formula. Double majors will be noted on transcripts. Students enrolled as double majors are assigned an academic faculty advisor from each of the individual majors.

- *Dual Majors*

Dual majors are formed when at least one program must be attached to the other to be viable. The Elementary Education, Early Childhood Education, Education of the Handicapped, and Education of the Deaf and Hard-of-Hearing sequences and all secondary education programs fall into this category. Dual majors fulfill the liberal learning requirements of the first major. The liberal arts or science content discipline is considered the first major for all secondary sequences. The education major is considered the first major for Elementary Education, Early Childhood Education, Education of the Handicapped, and Education of the Deaf and Hard-of-Hearing sequences. Liberal learning requirements for all dual majors are calculated by the Option A formula. Elementary Education, Early Childhood Education, Education of the Handicapped, and Education of the Deaf and Hard-of-Hearing sequences, except for programs attached to Spanish, do not include a foreign language. Students in secondary education programs must complete their foreign language requirement to in the same manner as those in the disciplinary major alone, except that in BS programs students studying a foreign language not previously taken in high school need only complete it to the 102 level. Students enrolled as dual majors are assigned an academic faculty advisor from each program. In all cases, transcripts will note that students completed a dual major in the appropriate fields.

[Note: There is no state- or TCNJ-approved secondary major; this document's reference to a dual major with secondary education as a part must be understood as

classifying secondary education as an ‘attached’ program, and not as a stand-alone approved major.]

- *Self-Designed Majors*

The self-designed major enables students with exceptional drive and creativity to gain major credit for a course of study that cannot be accommodated by existing degree programs. This is particularly attractive for students who are prepared to undertake extensive work in interdisciplinary areas such as biochemistry, cognitive science, environmental studies, political economy, and religious studies. However, it may also afford opportunities for in-depth studies in a single discipline, such as a language that TCNJ does not offer a major. To be eligible for consideration, students must have at least a 3.0 GPA and submit a proposal to the Interdisciplinary Studies Committee no later than the beginning of their junior year. The proposed major should consist of not fewer than twelve courses. No more than four of the courses may be completed at other institutions. No more than three of the courses may be conducted as Independent Studies. At least half of the courses must be at the 300-400 level. The proposed courses must include a senior capstone project that serves as a means of unifying the major. Students completing self-designed majors must have two sponsoring faculty advisors chosen from departments whose courses are included in the program. Such majors are noted on students’ transcripts.

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. Non-degree study must be approved through the Office of Admissions. 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, 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.
- 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 – Fall & Spring

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 at <http://tcnj.pages.tcnj.edu/academics/academic-calendars>. Adds and drops must be completed by 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 fines 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 at <http://tcnj.pages.tcnj.edu/academics/academic-calendars>. Students will not be permitted to register after the add/drop 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 only once without permission. This applies whether the course was taken at The College of New Jersey or was officially transferred to the College. It also applies to courses taken at the College from which the student withdrew and received a withdrawal grade (e.g., W). 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. 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.

**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, students 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.

Second or Additional Baccalaureate Degree

Students who have been awarded a baccalaureate degree from The College of New Jersey or any other accredited four-year institution may be awarded an additional baccalaureate degree from The College of New Jersey under the following conditions:

1. All the requirements of the new major, within existing departmental and college policies, must be completed.
2. The College's residence requirement of a minimum of 12 course units for the additional baccalaureate degree must be satisfied.
3. This policy does not authorize the granting of two baccalaureate degrees simultaneously since, since students are given the opportunity to elect second or third majors.

Sexual Harassment

(See section on Discrimination and Sexual Harassment Policy.)

Student Complaints

(For complaints/appeals not involving academic integrity appeals, grade appeals, discrimination or sexual harassment. Also see section on Discrimination and Sexual Harassment, and section on Grade Appeals)

Students having a complaint shall follow the steps below. If either party is not satisfied with the decision at any step, a written appeal may be made at the next step. In the case that the student cannot contact a faculty or staff member, the student should contact the chairperson of the department or director of the relevant office or program.

1. Clarification and potential resolution of the issue: A student should begin by discussing the issue with an appropriate faculty member or College staff person. In many cases, this may be the student's academic advisor. If the student is unsure where to direct the complaint, the student may consult with the chair of the department or assistant dean of the school most closely associated with the issue. If the issue is resolved through discussion, no further action is necessary. Step 1 should happen as soon as possible, but no later than thirty days after the issue occurred.
2. Formal complaint: If the issue is not resolved at Step 1, the student may articulate a formal complaint in writing via email to the faculty or staff member most closely associated with the issue. Appropriate documentation must be submitted as necessary to support the complaint. The faculty or staff person receiving the complaint will issue a written decision to the student within thirty calendar days. If the student does not receive a written response within thirty calendar days, the student should follow the procedure outlined in Step 3.

3. Appeal to the Chair or Director: Upon receipt of the decision in Step 2, the student may appeal the decision to the chairperson of the department or director of the relevant office or program. The appeal must be in written form and include appropriate documentation to support appeal of the previous decision. A student who wishes to file a written appeal must inform the department chair or director within a period of fifteen calendar days after receiving the decision at Step 2. It is the responsibility of the student to submit a written statement outlining the basis and grounds of the complaint, and supporting documentation must be included as necessary to support the appeal. The chair or director may choose to review the appeal, refer it to a designee or committee within the department or, if it is about an issue outside the department, refer it to the appropriate administrator. A review would include contacting appropriate individuals, as necessary. The Chair or Director must respond to the appealing party within thirty calendar days.
4. Appeal to the Dean's Office: Upon receipt of the decision in step 3, either party may appeal the decision to the office of the dean of the student's school. The dean or dean's designee will determine whether to consider the appeal or to refer it to another office. It is the responsibility of the appealing party to file a written appeal with appropriate documentation within thirty calendar days after receiving the decision at Step 3. The office reviewing the appeal must respond to the appealing party within thirty calendar days.
5. Appeal to the Provost: Either party may appeal the decision at step 4 to the Office of Academic Affairs (the Provost or a provost-level designee). An appeal at this level may only be made 1) on the grounds that the decision did not follow established College policy or 2) if new information is available. Neither party may appeal a decision made at Step 4 simply because of dissatisfaction with the decision. A party who has grounds for an appeal to the Provost must submit this appeal in writing within thirty calendar days after receiving the decision in Step 4 and must specifically outline either how appropriate College policies were not followed or that new information is available. The Office of Academic Affairs has the authority to decide if the appeal has merit, in which case it may choose to review the matter further and then present a final decision regarding the case in question. The decision of the Office of Academic Affairs is final and not subject to appeal. If the Office of Academic Affairs denies the basis of the appeal, then the decision at Step 4 is final.

Students with complaints should begin the complaint process as soon as possible but no later than thirty days after an issue occurs.

Records of formal complaints from Step 3 or higher will be kept for a period of five years in the department, school, or administrative office where the complaint is resolved.

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). 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. Information about student privacy rights at The College of New Jersey is available at <http://recreg.pages.tcnj.edu/student-privacy-rights> .

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 the request of paper transcripts. Transcripts normally are issued within one week of receipt of the written request.

Grades and personally identifiable information cannot be released to parents, guardians, or other interested parties without the specific permission of the student. The college will disclose, to a parent or authorized auxiliary party, the education records of a student provided the college has on file consent from the student. Students may provide that consent by creating an auxiliary access account in the authorized party's name.

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.

TCNJ considers the following as Directory Information and may release the following information upon request: student's name, enrollment status, hometown (city/state), dates of attendance**, degrees and dates awarded, photograph, honors and awards received (including dean's list), previous institutions attended, major(s) and minor(s) field of study, weight/height of athlete, classification (freshmen, sophomore, junior, senior, graduate), and participation in officially recognized activities and sports. Students who do not wish their information released outside The College of New Jersey must give written notice to the Office of Records and Registration annually by the beginning of the fall semester. TCNJ's Student Privacy Rights Policy can be viewed at <http://recreg.tcnj.edu/student-privacy-rights>

**Period of time during which a student attends or attended TCNJ (e.g. academic year, a spring semester). Does not include specific daily attendance.

Syllabi

During the first week of every course, a syllabus or course document should be distributed, containing the following information: a clear listing of all required materials; course requirements (including assignments, tests and examinations, projects, term papers, field trips, laboratory experiences, etc.); a purpose statement; learning goals and learning activities; and how they related to each other; a chronological listing of topics covered with dates due for assignments, examinations, field trips, and/or laboratory experiences; criteria for determining final grades; statements of adherence to TCNJ's policies on attendance, academic integrity, and Americans with Disabilities Act.

Transfer Credit

The maximum number of courses taken in transfer from schools designated as community colleges or junior colleges will not exceed 16 course units (64 credits) with the following exception. Students are permitted to transfer all credit required to complete an AA/AS degree program but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program.

The maximum number of courses taken in transfer from schools designated as four year institutions will not exceed 20 course units (80 credits). The minimum grade accepted in transfer is C.

Candidates matriculated in the RN to BSN program may transfer a maximum of 7.5 course units (30 credits) from diploma schools of nursing, provided that the diploma school is accredited by a national nursing accreditation body. The maximum number of courses transferred from all sources will not exceed 20 course units (80 semester hours).

For transferability, one course unit equals four (4) semester hours. The College of New Jersey will transfer in courses based on this same formula, i.e., a 3 semester hour course will equal .75 course units.