

## **Procedure 2017: Course Numbering, Grading Policies and Course Sequencing**

### **Summary of Key Changes**

The Procedure has been updated as follows:

- Replace Assistant Provost with Registrar as the Procedure Administrator;
- Replaces references to freshman to first-year students;
- Added a definition for course auditing;
- Updates “Withdrawal due to Illness” section to include how to apply and required documentation, as well as the respective roles of the Wellness Center, Academic Appeals Committee, and Registrar;
- Includes specific direction for medical withdrawals for graduate and international students.

# **STOCKTON UNIVERSITY**

## **PROCEDURE**

## **Letter Grading**

The following letter grades will be recorded on the student's official transcript:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7
- F = 0

A grade of A symbolizes excellent work, grades in the B range symbolize good work, grades of C+ and C symbolize satisfactory work, grades of C- and in the D range symbolize poor work, and an F symbolizes failure.

## **Pass/No Credit (P/NC) Grading**

At the discretion of the instructor or program, a course may be available either in letter grade mode or P/NC mode or both. If both options are available, *students must indicate the grading mode desired at the time of registration*. If students do not designate otherwise, the A–F grading mode is used. The choice of grading mode cannot be changed after the drop/add period.

The availability of the P/NC option is governed by the following conditions:

1. A maximum of one course per semester can be designated in the P/NC mode.
2. A student who is on probation cannot take courses in the P/NC mode during the probationary period.
3. Certain programs and University-wide requirements require academic progress in courses with a C or better; in those instances, the P/NC credit option is not available to students wishing to complete that program.
4. Students must have earned 12 credits before they are eligible for P/NC mode courses.
5. A maximum of 10 percent of Stockton credits to be applied toward graduation requirements may be taken in P/NC mode.

Courses graded P (Pass) or NC (No Credit) will be recorded on the student's official transcript, but will not be factored into calculation of the student's GPA. P symbolizes passing work (i.e., performance in the A to D- range), and NC symbolizes failing work.

## **Non-Grade Transcript Notations**

The following notations may appear on transcripts: AU, W, WI, I, IP and X

### **AU symbolizes “auditing”**

AU symbolizes that a student has officially audited a course. The University provides an opportunity for students to participate in a course in its entirety and

not have the course count toward a degree or be evaluated for a grade. Auditing is offered on a space-available basis and means that the student must register for and pay all tuition and fees normally charged for the course. The instructor of the course determines the extent of an auditor's participation in the course. After-the-fact requests for degree credit or a grade for an audited course are not permissible. Students who wish to audit courses must complete and submit the

1. **Complete Online Request Form.** Students must complete and submit the Request for Medical Withdrawal online form, along with supporting documents and required medical documentation. All applications for withdrawal require detailed and credible documentation; additionally, applications for a partial withdrawal must be thoroughly documented to substantiate the selective nature of the partial medical withdrawal.

2. **Provide Required Medical Documentation.** The student must submit an original, signed letter from a licensed medical provider, licensed mental health provider or an equivalent healthcare provider on the provider's letterhead. Medical documentation will be evaluated by the Stockton University Wellness Center and must contain, minimally:

- General nature of the medical condition which prevents the student from completing coursework;
- Date of the onset of the illness (or if a chronic condition the date the condition was exacerbated);
- The last date the student was able to attend class;
- The duration and/or severity of the condition, and if appropriate, a determination of when the condition will be successfully resolved so that the student can return to effectively function in an academic environment; and
- The healthcare provider's recommendation for full or partial medical withdrawal.

Incomplete requests that do not include all required documentation will not be processed.

3. **Eligibility Determination by the Wellness Center.** Upon receipt of the required documentation, the Wellness Center will:

- a. Review the request and medical documentation submitted by the student.
- b. Confirm if there is adequate and appropriate medical documentation to support the student's request for medical withdrawal and advise the Registrar, Academic Appeals Committee, and the Office of the Provost.
- c. May make a recommendation to the Academic Affairs Committee.

Because of course scheduling, it is recommended that graduate students consult with the program chair prior to seeking a medical withdrawal.

International students must consult with the Stockton University Office of Global Engagement prior to requesting a medical withdrawal to determine the effect on the student's immigration status.

Students are strongly encouraged to meet with their Instructor, Preceptor, School Assistant Dean and/or Office of Financial Aid, if applicable, to seek advising, before withdrawing to review all available options.

Frequently asked questions (FAQs) and responses about the medical withdrawal process are available [here](#).

Note: Reduction in credit hours may impact a student's financial



