

**POLICY**

1. Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>QUALITY POINTS</u>	<u>EARNED</u>	<u>ATTEMPTED</u>
A	Excellent	4.0	X	X
B+	Very Good	3.5	X	X
B	Good	3.0	X	X
C+	Above Average	2.5	X	X
C	Average	2.0	X	X
P	Passing (Not for Credit)	n/a		
*P	Passing (for Credit)	n/a	X	
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X

UNEARNED GRADES

R	Registered for Audit	n/a
T	Transfer	
W	Withdraw	n/a
CR	Credit	n/a
NC	No Credit	n/a

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or \*P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, NC, or W are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

2. Grade of "I" (Incomplete)

The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a written request received from the student no later than the day of the final examination. A valid reason for the request must be offered. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed. If the student is enrolled in a course for which the "I" grade course is a pre-requisite, however, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by 30 days into the next semester or by the extension date as granted, the grade of "F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades. Note: See Section 8 for specific information regarding "I" grades assigned in NURS courses.

### 3. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

### 4. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

### 5. President's Honor List

The President's Honor List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with a semester grade point average of 3.50 or better and no grade lower than a "C" in that semester, qualifies for this honor. The President's Honor List is compiled each semester, including the summer session. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, with a cumulative grade point average of 3.50 or better.

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

### 6. Pass/No Credit

A full-time student who has completed his/her freshman year may register for one free elective course outside of his/her major field on a pass-no credit basis each semester beginning with his/her third semester. A part-time student who has earned a minimum of 28 semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of "P" will be recorded for successful completion of each course with semester hours of credit applied toward degree. A grade of "NC," No Credit, will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the cumulative grade point average be affected.

### 7. College Honors Program

Students officially enrolled in the College Honors Program who have earned a "C" or "D" grade in any course will be given two options:

- a. To accept the grade earned; or

- b. To accept a "\*\*P" at the discretion of the instructor.

Should a student select option b more than one time, he/she will automatically be dropped from the Honors Program.

## 8. Nursing Program

Students enrolled in NURS courses receive an "I" grade if they miss a clinical session. If the clinical session is not made up within 30 days into the next semester, a grade of "F" in the course will automatically be recorded.

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

A student who receives a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a "C" grade. A student receiving his/her first non-passing grade in a NURS course may repeat the course only once. If a student achieves a second non-passing grade in a NURS course, he/she will fail out of the Nursing Program. However, nursing students who have failed out of the Nursing Program and who subsequently show successful remediation by achieving an LPN license may apply to the Nursing Program again as a new student. They would need to meet all the requirements in effect at that time for the Traditional or OSOL or CareerMobility tracks. Upon acceptance into the program, the students must repeat all NURS courses regardless of any prior successful grades.

A nursing student can appeal his/her grade or dismissal from the program in writing to the Appeal Board of the Nursing Program (see the Nursing Student Handbook).

## 9. Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

ADOPTED: August 26, 1968  
Revised: December 21, 1970  
Revised: January 22, 1973  
Revised: March 26, 1973  
Revised: June 23, 1975  
Revised: June 17, 1976  
Revised: June 23, 1978  
Revised: January 22, 1979  
Revised: June 4, 1979  
Revised: August 25, 1980  
Revised: January 26, 1981  
Revised: August 24, 1981  
Revised: April 26, 1982  
Revised: December 13, 1982  
Revised: June 27, 1983

Revised: January 26, 1987  
Revised: June 22, 1987  
Revised: January 22, 1990  
Revised: May 29, 1990  
Revised: March 25, 1991  
Revised: March 23, 1992  
Revised: April 22, 1996  
Revised: May 27, 1997  
Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: January 28, 2008  
Revised: August 25, 2008  
Revised: December 1, 2008  
Revised: August 24, 2009  
Revised: June 28, 2010

**PROCEDURE**

## 1. Course Withdrawal

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline.

- a. A student may withdraw or be administratively dropped without academic penalty at any time up to the course withdrawal deadline, and a grade of "W" will be assigned. Because a student may exercise his/her right to request a "W" up to the course withdrawal deadline, he/she cannot receive an "F" grade through the course withdrawal deadline even if he/she is failing (see exceptions below). If the student stops attending classes or is administratively dropped after the course withdrawal deadline, a grade of "F" will be assigned. This applies to all sessions listed in the academic calendar.
- b. The following exceptions allow the College to assign an "F" grade prior to the course withdrawal deadline:
  - i. A student who has attained a grade of "F" in the clinical and/or lab portions of a nursing course prior to the course withdrawal deadline will be assigned an "F".
  - ii. A student who has engaged in academic dishonesty may be assigned a maximum penalty of a final course grade of "F" prior to (or following) the course withdrawal deadline. Whenever an "F" grade is assigned for academic dishonesty, the dean shall implement the administrative withdrawal of the student from the course (see Policy/Procedure #5180).
  - iii. A grade of "W" or "F" will be assigned to a student suspended or expelled from the College (see Policy/Procedure #5247) according to the date of suspension/expulsion as it applies to the course withdrawal deadline referenced above. However, there may be occasions when an "administrative withdrawal" is issued with the grade of "W" after the course withdrawal deadline.
- c. A student who has a documented emergency or other documented extraordinary circumstance may appeal his/her grade of "F" to "W" in writing to the Academic Standards Committee through the Dean of Special Services. This written appeal must be made within one semester of the grade verification. The course instructor must approve the change of grade.
- d. Students officially withdrawing up to the tenth day of classes (fifth day in summer sessions) will receive no grade nor will records be kept concerning course enrollment.
- e. The semester grade as reported (or confirmed in the case of "W" or "F" issued before the end of the semester) to the Registrar at the end of the semester is final and will not be changed except on the written explanation of the instructor and approval of the Vice President of Academic Affairs.

## 2. Quality Point Averages

- a. Only final course grades are used to compute quality point averages. For all purposes of record and reference, the cumulative grade point averages do not change at any time except at the close of a semester, including summer or other shorter sessions.
- b. A semester grade point average is the total number of quality points earned in a particular semester or summer session, divided by the total number of attempted semester hours for that semester.
- c. A cumulative grade point average is the total number of quality points earned at Ocean County College in all semester and summer sessions divided by the total number of attempted semester and summer sessions. Transfer credits do not affect quality points.
- d. The grade of "W", "P", "\*P", "T", "NC", and "R" are not included in any quality points.

## 3. Course Repeats

Students may repeat any course offered by the College subject to the restrictions described below. (The number of Nursing course repeats, however, is limited. See the Nursing Student Handbook for details.)

- a. Before the conferring of a degree/certificate, only the most recent grade shall be applied to the cumulative grade-point average and toward total credits (even if it is the lower grade). The former grade(s) shall remain on the student's permanent record and be marked "repeated" but shall not be included in the grade-point average or toward total accumulated credits before graduation.
- b. After the conferring of a degree-certificate, if the original grade was a passing grade, the repeated grade will not be calculated in (a) the degree/certificate grade-point average, (b) the cumulative grade-point average, or (c) the total credits. If the original grade was a failing grade, the repeated grade will be calculated in the cumulative grade-point average and in the total credits after graduation. The original course grade, however, will remain part of the student's record and will appear on the transcript.

## 4. Armed Forces Active Duty

Upon submission of the appropriate documentation to the Registration and Records Office, a student who is recalled from reserve status or is engaged in overseas active duty may elect to do one or more of the following:

- a. Withdraw from or all classes, and receive a "W" grade and a full refund from each class from which he/she withdraws.
- b. Arrange with the instructor(s) a way that the remainder of the class can be completed so that a grade may be assigned.

- c. Arrange with the instructor(s) that an Incomplete grade ("I") be given with a longer time frame than the usual (see Policy item 2, above). To use this option, the student and instructor must complete the appropriate form, which delineates the course requirements that must yet be met and the date by which those requirements must be completed.

ADOPTED: August 25, 2009

Revised: June 29, 2010