

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

## **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, or partially paraphrased from the work of another (whether the source is printed, under copyright, 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**

### **I. Policy and Procedures for Disciplinary Action**

As described below, enforcement of the Academic Integrity Policy will depend upon individual faculty members, upon an Academic Integrity Officer for each school (designated by the dean), and upon an All-College Academic Integrity Board. The board will include three students and three faculty members (with three student and three faculty alternates), as well as one staff member from the Office of the Provost/Vice President for Academic Affairs, who will vote only in case of a tie and who will be responsible for all documentation relevant to integrity matters. Responsibilities of faculty members, Academic Integrity Officers, and the All-College Academic Integrity Board are specified below. Records of academic integrity violations will be kept in academic files in the Office of the Provost/Vice President for Academic Affairs.

If a faculty member believes that a student has violated the Academic Integrity Policy, the faculty member will first discuss the matter with the student. Also, the faculty member may choose to discuss the matter with the department chairperson. The faculty member may also determine whether there is any record of academic dishonesty in the student's academic file.

### **II. Unintentional Violations**

If the faculty member is convinced that the lapse was *not intentional*, then he/she need not refer the matter to the Academic Integrity Officer (although that remains an option). The faculty member will decide what consequence(s) seem(s) appropriate and educational. Consequences may include:

1. Allowing the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) giving a full grade for the assignment, or
  - b) giving a diminished grade for the work.or
2. Assigning a grade of zero or failing to the work.

After the matter has been resolved, the faculty member may choose to send a report to the school's Academic Integrity Officer, although this is not required for unintentional violations. If a report is sent, the student will be given an opportunity to read and sign it.

### **III. Intentional Violations**

If the violation seems intentional, then the faculty member must report the case to the Academic Integrity Officer of the school by which the course is offered. The Academic Integrity Officer will talk with the student and with the faculty member, and will gather any other information relevant to the case. The Academic Integrity Officer will also check whether there is a prior record of academic integrity violation(s) by the student.

The Academic Integrity Officer will then use the gathered information to decide whether to refer the case to the All-College Academic Integrity Board. *An Academic Integrity Board hearing will be mandatory if there is a prior record of intentional integrity violation(s).* However, any case may be referred to the All-College Academic Integrity Board. Thus, there are two possible courses of action when an intentional violation has been reported:

- A. The Academic Integrity Officer considers the evidence and decides on the appropriate consequence(s).  
If the Academic Integrity Policy was violated, the Academic Integrity Officer, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below. The Academic Integrity Officer will give the student an opportunity to read the report to be filed in his/her academic folder; the report will describe the violation and the penalty. By signing at the end of the report, the student will indicate either: "I accept this decision," or alternatively, "I wish to appeal to the All-College Academic Integrity Board." If the student accepts the decision, then the matter will not be forwarded to the Academic Integrity Board for a hearing. The student may attach a personal statement to the report.

If the Academic Integrity Officer decides that no violation occurred, then no report will be filed.

**OR** (*Note: An All-College Academic Integrity Board hearing is mandatory if the student has a prior record of integrity violation(s).*)

- B. The Academic Integrity Officer refers the case to the All-College Academic Integrity Board for a hearing.  
The board (with attendance of five members required for a quorum) will meet as soon as possible with the student in question. The faculty member who reported the violation will be required to attend the hearing.  
If the board decides that there has been a violation, board members, after consultation with the faculty member, will determine the appropriate sanction(s) from the list of options below, with severity determined by the nature of the violation and by whether a prior record exists. The board will prepare a report, describing the violation and the penalty for the student's academic folder. The student will be given an opportunity to read and sign the report, and may attach a personal statement to the report.

If the board decides that no violation occurred, then no report will be filed.

#### **IV. Disciplinary Options for Academic Integrity Officers and Board**

An Academic Integrity Officer or Academic Integrity Board shall choose among the following disciplinary options:

For an **unintentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the assignment, or
  - b) give a diminished grade for the assignment.
- or
2. Assign a grade of zero or failing to the work.

For an **intentional** violation:

1. Allow the student to redo all or part of the work, if doing this would give him/her beneficial experience, and
  - a) give a full grade for the assignment, or
  - b) give a diminished grade for the assignment.

or

2. Assign a grade of zero or failing to the work.
- or
3. Record a grade of F for the course. Furthermore, the student may not withdraw from registration in the class.
- or
4. Record a disciplinary F for the course; this F shall permanently contribute to calculation of the grade point average (although not explicitly labeled disciplinary on the transcript).
- or
5. Suspend the student for the rest of the semester.
- or
6. Suspend the student for the rest of the semester and for the following semester. The board will determine whether credits earned at another institution during these semesters may be transferred for TCNJ credit.
- or
7. Dismiss the student from the College.

#### **V. Appeals of Academic Integrity Decisions**

Appeals may be directed as follows:

- Any decision by a faculty member may be appealed to the Academic Integrity Officer, who will hear the case.
- Any decision by the Academic Integrity Officer may be appealed to the All-College Academic Integrity Board, which will hear the case.

- Any decision by the All-College Academic Integrity Board may be appealed to the All-College Disciplinary Board. Appeals of All-College Integrity Board decisions are heard by the All-College Disciplinary Board at its discretion.
- All decisions of the All-College Disciplinary Board are final.

## **VI. Integrity Statement**

Students entering The College of New Jersey will receive a brochure explaining the College's commitment to academic integrity and the current policy and procedures for dealing with academic integrity violations. They will be required to submit a signed copy of the following integrity statement:

*I have received The College of New Jersey brochure on academic integrity, and I understand and agree to abide by the complete policy on academic integrity and procedures for discipline of academic integrity violation as stated in their entirety in the student handbook.*

## **Academic Load**

Students taking a minimum of 12 semester hours/credits per semester are considered to be full-time students. This definition of full-time study applies to the fall and spring semesters and to the summer session. The normal academic load is 15 semester hours, although a student may carry up to 18 semester hours without special permission. Permission to carry beyond 18 semester hours may be given by the department chairs to sophomores, juniors, and seniors with at least a 3.3 GPA. No student may take more than 21 semester hours in a semester.

Students may take a maximum of twelve semester hours during the regular summer session. Additional credit may be earned for work taken during the pre-session provided this does not overlap the regular summer session.

## **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 for Differing Abilities Services. Appeals related to the provision of reasonable accommodations by the College may be directed to the Office for Differing Abilities Services or the Office of Equal Opportunity and Affirmative Action.

## **Attendance**

### **• College Attendance Policy**

Every student is expected to participate in each of his/her courses through regular attendance at lecture and laboratory sessions. 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.

Students who must miss classes due to participation in a field trip, athletic event, or other official college function should arrange with their instructors for such class absences well in advance. The Office of Academic Affairs will verify, upon request, the dates of and participation in such college functions. In every instance, however, the student has the responsibility to initiate arrangements for make-up work.

- **Student Absences**

Students are expected to attend class and complete assignments as scheduled, to avoid outside conflicts (if possible), and to enroll only in those classes that they can expect to attend on a regular basis. Absences from class are handled between students and instructors. The instructor may require documentation to substantiate the reason for the absence. **The instructor should provide make-up opportunities for student absences caused by illness, injury, death in the family, observance of religious holidays, and similarly compelling personal reasons, including physical disabilities.** For lengthy absences, make-up opportunities might not be feasible and are at the discretion of the instructor.

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. Students have the responsibility of notifying the instructors in advance of expected absences.

In cases of absence for a week or more, students are to notify their instructors immediately. If they are unable to do so they may contact the Office of Records and Registration. The Office of Records and Registration will notify the instructor of the student's absence. The notification is not an excuse but simply a service provided by the Office of Records and Registration. Notifications cannot be acted upon if received after an absence. In every instance the student has the responsibility to initiate arrangements for make-up work.

## **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 on The College of New Jersey examinations. 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. The College's [Schedule of Classes](#) and the [Records and Registration web site](#) document specific semester dates. Schedule changes should be made using [TESS](#), the College's electronic registration system. In cases where a class enrollment is at its designated maximum, the student must have written permission from the department chairperson 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 College's [Schedule of Classes](#) and the [Records and Registration web site](#) document specific dates for each semester and for summer school. To withdraw, a student must file the appropriate form in the Office of Records and Registration. Students withdrawing from courses within the withdrawal period will automatically receive a grade of W, which has no effect on the student's grade point average. **It is the student's responsibility to withdraw officially from a course. Failure to withdraw formally may result in failing grades and dismissal.**

- **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 the instructors assigning the grades of WP or WU (which do 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 in the Office of Student Life. **It is the student's responsibility to withdraw officially from the College.** Failure to withdraw formally may result in failing grades, dismissal, and additional financial obligations.

Dates for the end of each semester's withdrawal period are listed in *The College's Schedule of Classes* and on the [Office of Records and Registration web site](#).

## **Class-Level Definitions**

Class level is determined by the student's number of earned hours. Only undergraduate degree candidates will be assigned a class level. Class levels are used to determine student eligibility for many college activities and procedures (i.e., registration priority, parking privileges, on-campus housing). Class levels are as follows:

<b>Level</b>	<b>Earned Hours</b>
Entering Freshman	0
Freshman	0.5–29.5
Sophomore	30–59.5
Junior	60–89.5
Senior	90+

## **Credit by Examination**

- **Advanced Placement**

Credit may be awarded based on student achievement on many of the CEEB Advanced Placement tests. A schedule of Advanced Placement Equivalencies may be found on the [Records and Registration web site](#) or students may consult the Office of Records and Registration for information on acceptable tests and their scores.

- **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.

- **CPEP**

Transfer credit is awarded for CPEP (New York State Regents Program) according to the recommendations of the appropriate department.

- **International Baccalaureate**

College credit may be awarded to students completing International Baccalaureate Programs. Programs will be reviewed on a case-by-case basis.

- **Military Service and DANTES**

Credit may be awarded for U.S. military service schools and for DANTES 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 DANTES 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 Examinations**

Currently enrolled students wishing to earn credit through the College's own examination process need the permission of the chairperson of the department in which the examination is being given. Forms for these examinations are available either through the academic departments or through the Office of Academic Affairs. 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. The fees for the examinations are based on the number of credit hours to be awarded per examination:\*

*\*Costs reflect 2002–2003 rates and are subject to change at any time.*

3 credits	\$40 (plus extra \$20 for out-of-state students)
4–6 credits	\$55 (plus extra \$20 for out-of-state students)
over 6 credits	\$75 (plus extra \$20 for out-of-state students)

## **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 this bulletin and in the Schedule of Classes. 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, age, sex, affectional or sexual orientation, marital status, familial status, disability, nationality 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 equal opportunity and affirmative action office as soon as possible.

## **Dismissal and Academic Standing**

- **Academic Standing and Probation**

A student's academic standing at the College is determined by his or her grade point average (based only on courses taken at The College of New Jersey) and the total of quality hours attempted at the College plus credits transferred from other institutions. If a student has a cumulative grade point average of 2.0 or above, he or she is considered as being in good academic standing. A student whose cumulative grade point average falls below 2.0 but who meets the following retention standards is considered to be on academic probation but will be allowed to continue at the College:

<b>Total TCNJ Minimum Quality Hours Plus Transfer Credit</b>	<b>Minimum Cumulative GPA at TCNJ Required to Avoid Dismissal</b>
7–14 semester hours	1.0
15–33 semester hours	1.6
34–56 semester hours	1.8
over 56	2.0

- **Dismissal from the College**

At the end of each spring semester, all students below the minimum retention standards are placed on the College's Intent to Dismiss List. Dismissal may take place without a student's receiving any previous academic warning; and a student may be dismissed whose cumulative grade point average was above 2.0 in the previous semester. However, a student must have attended The College of New Jersey for two semesters before being subject to dismissal. Students placed on the Intent to Dismiss List have several opportunities to secure their removal from the list prior to final dismissal which is posted in August. Those options are outlined in the student's Letter of Intent to Dismiss.

Every student has the right to appeal an academic dismissal, and an appeal application is sent to the student along with the Letter of Intent to Dismiss. The appeal application and all supporting documents must be submitted by the deadline date prescribed in the Letter of Intent to Dismiss. A student who receives a Letter of Intent to Dismiss at the end of the spring semester is permitted to attend The College of New Jersey summer session immediately after dismissal. If the grades earned during that summer session raise the student's cumulative grade point average to within the retention standards, the pending dismissal is rescinded.

Students who have been academically dismissed from The College of New Jersey may not be readmitted to the College until after a minimum of two semesters (not including summer session) have elapsed. See the section on Re-Admission and Re-Entry to the College.

- **Dismissal from the Major**

A student who does not meet the departmental retention standards may be dismissed from his or her major. That student remains enrolled in the College but must immediately seek admission to another major. Appeals of department dismissal may be made to the appropriate academic dean. See the each department's or program's section of this bulletin for its Departmental/Program Entrance, Retention, and Exit Standards.

### **Enrollment at Other Colleges (for currently enrolled TCNJ students)**

Students currently enrolled at The College of New Jersey should receive permission 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. 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.

Work transferred to the College must have a minimum grade of C. Transfer work normally is applied either in the semester following the semester of its completion or in the first semester a student enters or returns to the College. Exceptions may be made for graduating students.

### **Final Examinations**

Each course will have a comprehensive, integrative course evaluation in the final week of the semester. For three-credit courses, these will entail two-hour examination periods. In most cases, there will be a written final examination, although there may be departmentally approved alternative experiences. Students should have no more than two evaluations in any given day.

### **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, has 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 GPA or in the determination of the 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. These include courses taken during the College's summer session and credits earned through the National Student Exchange program. Not included in the calculation of the grade point average are: courses below the 100 level; courses taken on a Pass/Unsatisfactory basis; audited courses; courses transferred from other institutions; and credits earned through international exchange/study abroad programs.

The grade point average is calculated by dividing a student's total quality points by his or her total quality hours. Quality points are calculated by multiplying the number of credits for a course by the weight of the grade (see grading system below) earned in that course. For example, a student earning a B in a four-credit course would receive 12 quality points (four credits multiplied by a grade weight of three). Quality hours are the sum of credits a student attempts (regardless of whether the courses are passed) at TCNJ in courses graded A through F (including WF) at the 100 level or above.

At the end of each semester, students may access their grades showing a cumulative grade point average as well as a grade point average for that semester. Grades are available on the College's electronic and telephone student systems.

- **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
INC	Not calculated	Incomplete work
W	Not calculated	Withdrew from course before midpoint of semester
WD	Not calculated	Withdrew from college before midpoint of semester
WF	0.00	Withdrew from college, failing**
WP	Not calculated	Withdrew from college, passing**
WU*	Not calculated	Withdrew from college, unsatisfactory**



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.*

*\*\*For withdrawals from college after the midpoint of the semester.*

## • 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.

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. 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.

To give an incomplete grade, the instructor should file an Incomplete Grade Form via ARTIE with the Office of Records and Registration. This form will indicate the reason for giving the incomplete, the requirements the student must meet in order to complete the course, and the deadline for completion. 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.**

## • Pass/Unsatisfactory

Degree candidates with a cumulative GPA of 2.0 or above and who have completed at least 25 semester hours are permitted to take one free elective in a semester on a Pass/Unsatisfactory basis. Neither the grade P nor U affects a student's GPA, but courses completed with a P are included among the credits applied toward graduation. Courses taken Pass/Unsatisfactory cannot be used to fulfill a student's requirements for a major, minor, or general education. Courses taken P/U do not apply to the minimum number of credits needed to be on the dean's list or to graduate with honors. A maximum of 12 credits may be earned with the P/U option. The P/U option is not available during the summer session.

Students apply for the P/U option at the Office of Records and Registration and should not inform their instructors that they are using this grading option. During the first four weeks of the semester (or first two weeks of the quarter), students may change from graded to ungraded status or return to graded status; no changes may be made after this period. At the end of the semester, instructors submit regular letter grades, and these grades are converted into either P or U by the Office of Records and Registration. Grades of A through D are considered passing; F is unsatisfactory.

## Graduation—Participation in

The College of New Jersey allows undergraduate students who need nine or fewer credits to complete the requirements for a bachelor's degree to "walk" at graduation, provided their program of studies can be completed by the August graduation date.

## Honors

- **Dean's List**

All degree candidates who complete 12 or more credits (other than additive credits) 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) is not an assigned letter grade and may not be used toward meeting the requirements for the dean's list.

- **Graduation with Honors**

To be eligible to graduate with honors, a student must have earned at least 60 semester hours credit at The College of New Jersey. These credits may not include courses taken on a Pass/Unsatisfactory basis or additive credit or credits earned through the College's credit-by-examination process. Honors are awarded based on the cumulative grade point average as follows:

- 3.450–3.649 with honors (cum laude)
- 3.650–3.849 with high honors (magna cum laude)
- 3.850 + with highest honors (summa cum laude)

Students graduating with honors will be sent an Honors Certificate after graduation when final cumulative GPAs have been computed and verified.

- **Honors Program**

*(also see section on of this Bulletin on College-wide Programs)*

- **College Honors Program**

The Honors Program is open to entering freshmen as well as currently enrolled students. Minimum requirements for entering freshmen are **either** a combined SAT score of 1350 or graduation in the top five percent of the high school class. Transfer students need a minimum 3.4 average from their previous institutions.

Satisfactory completion of the Honors Program is indicated on graduates' transcripts and Honors Certificates. Additional information about the Honors Program can be found in this bulletin in the section on College-Wide Programs.

- **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 six to 12 semester hours of advanced honors course work 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 nine semester hours 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 and Honors Certificate.

## 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. Proof of immunization is needed for enrollment at the College, and records of these immunizations are maintained at the student health center.

## 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 56 credits are eligible for independent study. At least 15 of the credits 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 six credits of independent study in a given semester. A department may limit the number of independent study credits 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 an actual work setting after theory education has been completed. Enrollment is limited to upper-division students with a major or minor in a program and at least a 2.5 GPA in that program. Additional prerequisites and requirements may be established by individual departments. As part of the internship, a substantial written assignment (or portfolio) requiring research and/or creative work is required.

Students may take a second internship in the same program only in situations where they will be able to apply essentially different knowledge, methods, or skills than those applied in the prior internship. This limitation does not, however, apply to a second internship in a different program such as a second major or a minor.

A minimum of 50 on-the-job hours is required for each hour of credit. Students may apply no more than 12 internship credits toward a degree, and each internship normally carries no more than six credits except in specific cases in which a department requires a single 12-credit internship. A maximum of 18 credit hours, including the internship, may be taken during the semester of the internship. Internships may be offered on either a graded or pass/fail basis.

Each student seeking to enroll in an internship must, together with a faculty supervisor, develop a proposal indicating:

- The number of credit hours from any previous internship, the semester it was taken, and the firm or agency where the internship was done.
- How credits are to be earned and what on-the-job activities will be required of the intern.
- The specific knowledge, methods, and skills that will be developed within the context of the internship.
- The method of evaluating the internship to be used by the faculty supervisor.
- The firm or agency where the internship will be done.
- The professional person at the firm or agency who will supervise the student during the internship.
- The extent to which there will be on-site visits by a supervising faculty member.

Once the proposal has been approved by the department chair, it must be submitted to the Office of Records and Registration by the end of the first week of the semester in which the internship is to be completed.

## Majors

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

- **Declaring a Major**

Students are admitted to the College with a specified major or may choose to enter as Open Option students in a designated school.

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 each department's section on Departmental/Program Entrance, Retention, and Exit). 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. 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 Declaration of Major/ Minor Form from the [Office of Records and Registration web site](#) or pick up a copy at the office in Green Hall. Students should also print a copy of their TCNJ transcript from [TESS](#) and take it with a completed Declaration of Major/Minor Form and other required information to a meeting with the chair of the department into which the change is requested. With this information and discussion with the student, chairs will make determinations as to whether major changes are approved. When students are admitted to a major, they should be provided with a statement of degree requirements. At the time the department approves a student's entrance, the department chair will indicate on the Declaration of Major/Minor Form the bulletin year under which the change is effective. Normally, the student is expected to follow the requirements for the year in which the change of major takes effect. Approved changes of major will be effective on the date they are received by the Office of Records and Registration and will be recorded as of that date.

## • **Second Majors**

Students may elect to take a second major. However, no more than two majors may be elected and normally no more than one major within a department. To elect a second major, a student must apply to and be accepted by the department of the second major. The process is similar to that of changing a major. Course scheduling may make it difficult to complete some majors simultaneously. Completion of a second major may take more than the minimum number of credits required for a degree, and it may prolong the period of study at The College of New Jersey.

Students completing a second major will receive only one degree. The first major, as indicated by the student, will determine which degree will be granted (BA, BS, etc.). However, all students majoring in elementary education or early childhood education take an additional academic major (see Department of Elementary/Early Childhood Education) and receive the BS degree. The bulletin in effect for the first major also applies to the second major.

The second major may be dropped at any time. However, the election of a second major or the switching of the first and second majors must be done prior to the semester of graduation. A second major cannot be completed after graduation.

## **Minors**

A minor consists of a minimum of 18 semester hours in a specified field other than one's major program as prescribed by the minor department. 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.

Only six semester hours taken as part of a student's major may also be counted toward the student's minor. However, "support" courses in another department which are required by the student's major may be counted toward the minor. All minors except those which are interdisciplinary must include at least six semester hours of upper division (i.e., 300- or 400-level) courses. At least half of the minor must be completed at The College of New Jersey or through a prior approved course exchange program.

To complete a minor, students must receive approval of the department offering the minor and then submit a Declaration of Major/Minor 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 may not be completed after graduation.

## **Non-Degree Study**

The College offers a limited opportunity for students to take undergraduate courses on a non-degree basis. 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 30 semester hours of course work 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 academic affairs office 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 which offers them. The three-digit number which 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, are somewhat more specialized or advanced
- 300 professional or advanced courses, normally not open to freshmen except by permission
- 400 professional or advanced courses, normally not open to sophomores

Courses which are numbered under 100 (e.g., MATH 090, 091) will not be counted toward the credits needed for graduation.

When course titles include I and II, the first half of the course is prerequisite to the second half.

## **Obligations**

Obligations to the College (e.g., tuition, fees, outstanding library books, parking fines) which have not been fulfilled may result in a student's being prohibited from registering for courses or in the withholding of a student's transcript. 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 [TESS](#).

## **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 departmental 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 successfully complete the foundation course(s) have fulfilled the entrance requirement for 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 graduation/exit 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 session) 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 TCNJ under the Conditional Re-admission Policy. To be eligible for consideration under this policy, a student must not have been enrolled at TCNJ for a period of at least three years and must provide evidence that the problems responsible for his or her initial failure at TCNJ 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 24 semester hours 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 24 semester hours, students will be re-reviewed for full admission to TCNJ. 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 42 semester hours 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**

Students will select their courses for the next semester in conjunction with their advisers during the announced registration period each semester. After obtaining their advisers' 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 sent a bill for their tuition and fees. When the bill is returned to and processed by the Office of Student Accounts, registration is completed. **All students who intend to be registered must pay their bills in full. Failure to pay the bill by the stated deadline may cause the student's schedule to be deleted. Students who do not pay and who do not withdraw appropriately remain financially responsible for registered courses. It is the student's responsibility to determine that payment has reached and been processed by the College. Students may check the status of their accounts on The Electronic Student Services ([TESS](#)). Students should check their account status prior to the beginning of each semester.** Summer rules are different; see *The Schedule of Classes*.

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 in the master schedule of classes each semester. Adds and drops must be completed before the end of the first week of classes.

Late registration occurs just prior to the beginning of classes each semester. 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 and payment fees 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 in *The Schedule of Classes* each semester. Students will not be permitted to register after the late registration period.

## Repeating Courses

A student may repeat any course once. 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. Students who fail to secure the proper permission will be dropped from the course by the Office of Records and Registration. 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. Grades are not automatically recalculated. Students must petition for grade recalculation in the Office of Records and Registration.

\*Except in the School of Engineering where the most current grade is the one counted in the grade point average.

## Residence Requirement

To receive a bachelor's degree, a student must complete a minimum of 42 semester hours at The College of New Jersey. In the senior year (i.e., the student's final 30 semester hours), a maximum of nine semester hours may be taken at another college. Academic departments may require that a specific number of major courses or credits 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 final 30 semester hours may be made by the department chair with the concurrence of the appropriate dean; outside the major, exceptions may be made by The Office of the Provost/Vice President for Academic Affairs with the concurrence of the appropriate dean. Regardless of exceptions granted with respect to the final 30 semester hours, there are no exceptions to the overall minimum of 42 semester hours required to earn a bachelor's degree at The College of New Jersey.

## Scheduling of Courses

To assist students in their planning, each course description includes information on how often the course is offered. Most commonly, courses are marked as being given every semester, annually, or occasionally.

Courses listed as being offered "occasionally" normally are given at least once in a four-year period. Since the frequency of course offering is subject to change, students also should consult the schedule of classes available each semester from the Office of Records and Registration or on [TESS](#) (The Electronic Student Services).

## Sexual Harassment

*(See section on Discrimination and Sexual Harassment Policy)*

## Student Complaint Appeal Procedure

- I. Each department in the Schools of Art, Media, and Music; Culture and Society; Education; Engineering; and Science may establish its own complaint procedure and committee, preferably with student members. Appeals in the Schools of Business and Nursing shall go directly to their respective school committee.
- II. Each school shall establish a procedure and committee for appeal of complaints, and a procedure for selecting faculty for an appeals panel, following these guidelines:
  - A. At least six faculty members shall be elected to the panel for a term of two academic years. Three of these members are to be drawn by lot for each appeal. For each appeal, one faculty member from the department involved also shall sit on the committee. If one member of the panel is already from that department, no additional member need be involved. A faculty member involved in the appeal shall not sit on the committee hearing that appeal.
  - B. The SGA Executive Board shall choose at least six students for each of the school panels. From each panel, three are to be drawn by lot for each appeal. For each appeal, if possible, one student from the department involved shall also sit on the committee hearing that appeal. If one member of the panel is already from that department, no additional member need be involved. A student involved in the appeal shall not sit on the committee hearing that appeal.
  - C. The procedure for appeals shall be posted on bulletin boards in each school and department and on relevant Web pages accessible to students and faculty members. Copies shall be sent to: the Student Affairs and Faculty Affairs Councils of the Faculty Senate, the bargaining unit, the provost/VPAA, the dean of student life, the SGA Executive Board, and the appropriate dean.

III. The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. If either party is not satisfied with the decision at any step, appeal may be made to the next step.

- A. Discussion with the faculty member.
- B. Discussion with the chairperson of the department.
- C. Appeal to the departmental complaint committee, if any.
- D. Appeal to the school complaint committee.
- E. Appeal to the dean of the school.
- F. Appeal to the provost/vice president for academic affairs or chief academic officer.
- G. Appeal to the president of the College.

IV. The complaint and the proposed solution from step B onward shall be provided in writing to all parties involved, to the chairperson, and to the next group or person appealed to. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within 30 days after the request for hearing. In steps B through G, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.

V. The statute of limitations on filing student appeals shall be one semester following the end of the semester in which the incident occurred.

## **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 TCNJ conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Copies of Public Law 93-380 may be found in the Office of Records and Registration. 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.

Copies of the student's official transcript are released only on the written request of the student 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 this service. Transcripts are issued within one week of receipt of the written request, except during the beginning and ending weeks of each semester, when more processing time may be required. Transcripts received from other schools are the property of the College and are not copied or released.

Grades and personally identifiable financial information cannot be released to parents, guardians, or other interested parties without the specific permission of the student. Forms are available in the Office of Records and Registration and must be completed every semester for which a student wishes to release grades to third parties.

With the exception of directory information, TCNJ 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.

Directory information is defined as: student's name, hometown, telephone number, e-mail address, date and place of birth, entrance status, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution previously attended by the student. Students who do not wish their information released outside TCNJ or published in the campus directory must give written notice to the Office of Records and Registration annually by the beginning of the fall semester.

TCNJ assigns the Social Security number as the Student Identification Number. Should any student object to this practice, he or she may submit a written request to the Office of Records and Registration. A non-identifiable number will be assigned.



## **Syllabi**

During the first week of every course, a syllabus or course document should be distributed. The syllabus contains the following information: required materials such as textbooks, lab manuals, and supplies; course topics; course requirements such as exams, projects, assignments, term papers, field trips, and laboratory experiences; criteria for determining the final grade; and the attendance policy.

## **Transfer Credit**

The College of New Jersey will accept transfer credit only from regionally accredited institutions or newly established colleges and universities approved as collegiate institutions by their respective state department of higher education and in the process of seeking accreditation through the appropriate regional accrediting agency.

Grades of "C" are accepted in transfer except when the student's major department has a policy requiring a higher grade for a specific course. Transfer credit will not be awarded for CLEP scores below TCNJ's standards. Grades from transfer courses are not used in calculating a student's grade point average at the College. No more than a total of 60 semester hours of credit may be transferred from community colleges.

All transfer students receive full credit toward graduation for acceptable general education courses successfully completed at other accredited institutions. Wherever possible, general education courses completed elsewhere will be matched with specific general education requirements from The College of New Jersey. All transfer students must present or complete the total number of semester hours in general education required by their degree programs. If transfer students do not present the required number, they must make up this difference by completing general education requirements which have not been matched with courses taken previously. Although students may choose (with permission of their advisers) the order in which they complete these remaining requirements, they may not choose which requirements they must complete. The Office of Records and Registration shall provide each student with a list of requirements to be completed based on the following categories:

- a. Academic Writing
- b. Mathematics
- c. Foreign Languages (if required)
- d. One Interdisciplinary Course
- e. Two Natural Sciences Courses
- f. Two Social Sciences Courses (one process, one content)
- g. Humanistic and Artistic Perspectives

Transfer students with fewer than 12 semester hours to complete in this category may choose from any one of the following areas, provided that they take no more than one course in any one area. The areas are:

- I. Fine and Performing Arts
  - II. History
  - III. Literature
  - IV. Philosophy
-