

## MEMORANDM

**TO:** TCNJ Deans, Chairs, Faculty, Staff, and Students

**FROM:** Committee on Academic Programs (CAP)

**RE:** Dean's List Policy **DATE:** November 4, 2020

**Background and Charge:** In Fall 2020, the Committee on Academic Programs (CAP) was asked by Steering evaluate the current criteria for calculating the GPA for Dean's List as indicated in the Dean's List Eligibility policy. The current policy excludes undergraduate students from the Dean's List when they enroll in graduate courses that do not count toward their undergraduate career (either because programs do not approve double counting or because students do not need to double count). This due to the fact that the students do not have the "three undergraduate course units" needed to qualify for the Dean's List – although they have completed three course units if the graduate course is counted. Records and Registration received emergency approval for students in this situation for Spring 2020 to be eligible for the Dean's List and CAP was asked to consider whether the current policy should be changed. In addition, we were asked to make changes to Undergraduate Enrolling in and Double Counting Graduate Courses policy to align with any changes made in the Dean's List Eligibility policy.

**Rationale:** The current Dean's List Eligibility policy does not allow graduate courses that are not counted toward the undergraduate credit to be factored in when calculating the GPA for Dean's list. CAP had a discussion with Assistant Director Moore regarding this and the emergency spring exception. CAP believes that the current policy unfairly penalizes students who enrolled in graduate courses (when they should be recognized for their excellent work), and is therefore not an equitable policy.

**Methods:** CAP worked with Assistant Director Moore to revise the Dean's List Eligibility policy to allow the graduate course grades to be used to determine eligibility for students who are concurrently enrolled in both undergraduate and graduate courses, but who are not counting their graduate courses for undergraduate credit. We shared the revised policy with the Deans to ensure their support.

**Final Recommendation:** CAP's final recommendation is to amend the policy to allow graduate courses to count towards Dean's List. We made changes to both The Dean's List Eligibility and the Undergraduate Enrolling in and Double Counting Graduate Courses policy to allow for graduate courses that are counting toward the graduate degree only to count toward the GPA calculation for the undergraduate Dean's list. We also made one editorial change to the Undergraduate Enrolling in and Double Counting Graduate Courses policy to help differentiate between double counted classes and transfer credits that come from a different institution as suggested by Assistant Director Moore. See the description of the modifications below.

### **Modifications to the Policy**

1. We added the following statement “Graduate classes (3 or more credits each) with XGC grading (graduate classes counting towards the graduate degree only) count toward the Dean's List” in the Dean’s list policy.
2. We added clarifying language to the Dean’s List policy to make it clear that these rules only apply to undergraduate students, to spell out P/U and Crd/NCr, and to add Credit by Exam to the list of excluded classes.
3. We added the following statement: “Grades earned in TCNJ graduate courses that are excluded from the undergraduate GPA and counted toward a TCNJ graduate degree will be transferred to the graduate career and factored into the graduate GPA” to the Undergraduates Enrolling in and Double Counting Graduate Courses in the “Credits and Grading Guideline section” to align with the changes to the Dean’s list. We added
4. Please also note that upon suggestion from Maura Moore and Tim Clydesdale we have revised the statement at the end of the Credit and Grading Guidelines from “ When these courses are double-counted toward a TCNJ graduate degree, they will be listed as “T” on the graduate transcript, and the grade will not be factored into the graduate GPA” to ““When these courses are double-counted toward a TCNJ graduate degree, they will be listed with their grade on the graduate transcript, but the grade will not be factored into the graduate GPA”. Records and Registration believes that this change will help to differentiate between TCNJ graduate courses that are double counted and graduate courses taken at a different institution.