MEMORANDUM

To: Ray Alden
    Executive Vice President and Provost

From: Barbara Williams-Rollings
    Special Projects Coordinator

cc: Margaret N. (Peg) Rees
    Senior Vice Provost

Date: October 16, 2003

Re: POLICY – REPEATING A COURSE FOR A DIFFERENT GRADE

UNLV’s policies for repeating classes follow the Board of Regents’ Handbook, but vary depending upon the individual student’s program of study. These policies are clearly stated within the UNLV Undergraduate and Graduate Catalogs, and other official institutional documents ranging from the Board of Regents’ Handbook [hereinafter referred to as Handbook] to the individualized policies set by colleges, departments, schools and / or programs.

I. GENERAL POLICY

The general policy is outlined in the Handbook, Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsec. 6 Repeating a Course. There are additional policy guidelines if the student is repeating the course because they received an “F.” This general policy is used by some colleges, departments, schools and / or programs.

II. BOARD’S AUTHORIZATION FOR INDIVIDUALIZED POLICIES

The Board of Regents recognizes that there are some programs in the University and Community College System of Nevada (UCCSN) that have selective admissions, and that continuation in these programs is contingent upon fulfilling the conditions set forth by the institution. These situations often call for the colleges, departments, schools and / or programs to specify the conditions the students must meet to continue in their programs. One of these conditions may include a different repeat policy. These individualized policies can be found in a range of official institutional documents (e.g., University catalogs, Student Handbooks, Advising Center documents).

III. STUDENTS’ RESPONSIBILITIES

University policies are integral to a student’s degree program and reaching their academic goals. It is imperative that the student be aware of the repeat policies and familiarizes themselves with the institutional requirements. The Handbook charges each student with the responsibility of knowing the rules: “If acceptable progress is not made in the program in which a student is enrolled, the College will place the student on college probation or college suspension. College and department rules govern these matters, and the student is responsible for knowing the rules.”
Students are also “responsible for providing the Office of the Registrar with written notification when a repeat course is near completion.”\(^9\) (See copy of attached form from the Registrar’s Office.) This notification is required not only to assist the Registrar with managing the student’s records, but because the “[c]omputer-printed grade reports do not initially compensate for repeated courses. Grade point averages, credits attempted, and credits earned will be manually adjusted.”\(^10\)

IV. CONCLUSION

Although there are different policies in place for our different degree programs, this information is made readily available. The printed materials are available in every college, department, school and / or program office, and most of these guidelines are also available through our University web site.

NOTE: There are other related materials regarding this policy that are included as the last endnote.\(^11\)

ENDNOTES

\(^1\)This policy pertains to students repeating a course for a different grade, not those courses that are “designated in the catalog as allowable repeats.” See UNLV Undergraduate Catalog 2002-2004, pg. 50, or visit our web site at http://www.unlv.edu/pubs/catalogs/undergraduate; UNLV Graduate Catalog 2003-2005, pg. 24, or visit our web site at http://www.unlv.edu/pubs/catalogs/graduate.

Examples of classes that are allowed to be repeated for a maximum number of credits:

UNDERGRADUATE: BUS 490 Individual Study. Study and research in the field of business administration. May be repeated to a maximum of six credits. Prerequisite: A 3.00 GPA, admission to the major, senior standing and completion of nine credit hours of courses within the major. 1-3 credits.

GRADUATE: ACC 789 Seminar in Accounting. 3 credits. Study in specialized areas of accounting. May be repeated to a maximum of six credits. Prerequisite: ACC 602 or consent of instructor.


\(^3\)In addition to the Board of Regents’ Handbook, see UNLV Undergraduate Catalog 2002-2004, UNLV Graduate Catalog 2003-2005; Student Handbook excerpts, and other materials provided by the different colleges, departments, schools and / or programs.

\(^4\)Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsec. 6 Repeating a Course:

a. Before Granting a Degree.
   (1) Repeating “Fs”.
      (A) A student receiving a final grade of F or WF in a course at UNLV can obtain credit by reregistering for the course at UNLV, repeating the classwork, and receiving a passing grade.
      (B) A failed course cannot be repeated more than once unless the course is a university general core requirement of a specific college, or department requirement.
      (C) The original grade will remain on the student’s academic record with an appropriate notation. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average.
      (D) Those courses, which may be repeated more than once, will have the repeat grade and accompanying credit averaged in on the transcript and included in the grade point average. However, if the course is repeated more than once, only the academic standing of the current term will be affected by a repeated course.
      (E) A failed course cannot be challenged by examination. (B/R 10/87)

(2) Repeating Courses in General.
      (A) For the repeat of an F or WF, see Section a.1.a.) [a.(1)]; otherwise, this section shall apply.
(B) A student may repeat any UNLV course once, except for the courses designated in the catalog as allowable repeats, and have the repeat grade counted as part of the UNLV grade point average. Both grades will remain on the transcript with an appropriate notation.

(C) The repeat grade must be of the same grading option as the original grade.

(D) For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average.

(E) In instances where the grades are identical, the most current grade and credit will be counted in the UNLV totals.

(F) The academic standing of only the most current term will be affected by a repeated course.

(G) A student attempting to repeat any course more than once, other than those allowable as in the catalog, shall be subject to cancellation of class, credit, and loss of fees. (B/R 10/87)

b. After a Degree has been Granted.
Repeating Courses. The fact that UNLV has granted a degree to a student shall not preclude the student's right to repeat a course for the purpose of improving a grade. However, class standing will not be affected by the results. The original grade will not be deleted from the record and the grade point average at the point that the degree was granted will not be adjusted.

c. Student's Responsibility of Notification. Students are responsible for providing the Office of the Registrar with written notification when a repeat course is near completion. A repeat adjustment form is available from the registrar's office for this purpose and must be requested by the student. (B/R 8/94)

Computer-printed grade reports do not initially compensate for repeated courses. Grade point averages, credits attempted, and credits earned will be manually adjusted. (B/R 10/87)

See also Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 19. Requirements for Graduation:

1. Choice of Catalog to Satisfy Graduation Requirements for UNLV Students:
   a. A student enrolled at a UCCSN institution who has not officially changed majors may elect to graduate under the catalog of the year of enrollment in a baccalaureate level program or the year of graduation.
   b. Students who officially change their major with the registrar's office may choose the catalog of the year of the latest change of major or the year of graduation.
   c. Whichever catalog is used, it cannot be more than ten years old at the time of graduation.
   (B/R 10/94)

2. Each student must satisfy the current scholarship requirements. An undergraduate student shall have a cumulative grade point average of 2.0 for the total of all college-level credit attempted and the total of all college-level credit attempted at UNLV. Grades of S, N, I, X, AD, and WP are excluded from the grade point average computation. Also excluded are grades of WF earned after September 7, 1976. A student may repeat a course once without having the original grade computed in the average (applicable to repeats completed after February, 1971.)

3. In addition to the courses required by each school or college, each candidate for a bachelor's degree must satisfy the English and U.S. and Nevada Constitution requirements.

4. The minimum number of credits required for an associate degree is 60; and 124 for the bachelor's degree. See the UNLV Catalog for the specific degree requirements of each college.

5 Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 13 Precedence of Courses, subsecs. 1 and 2:
   1. Required Courses - All students must give precedence to required courses in regular sequence and may not register in an elective course to the exclusion of a required course. Only under exceptional circumstances may the dean of the college permit a student to defer a required course or to withdraw from it. In no case may a required course be deferred for more than one year.

2. Failed Courses - Any required subject in which a student has failed, or for which the student received no credit, takes precedence over all other subjects in the arrangement of the program of courses. Such a failed subject must be repeated in class as soon as the course is offered in the University of Nevada program. In exceptional cases, a required course, which has been failed, may be taken at another accredited institution.

3. 6 Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 3 General Admission Requirements, Subsec. 4. Programs
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designated as limited entry require fulfillment of selective admissions criteria as contained in the institutional catalog and other appropriate college documents. Continuation in selective admissions programs is likewise contingent upon fulfillment of conditions specified by the institution and contained in official institutional documents. (B/R 10/81)

The repeat policies currently in effect as of October 15, 2003, are listed and maintained in the Repeat Policy Manual which is incorporated with this policy statement.

Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsec. 13 Scholastic Probation, Suspension and Readmission:

(1) If acceptable progress is not made in the program in which a student is enrolled, the College will place the student on college probation or college suspension. College and department rules govern these matters, and the student is responsible for knowing the rules.

See also UNLV Undergraduate Catalog 2002-2004, page 54. Application for Graduation: Candidates are cautioned to examine their academic records for accuracy and to compute credit only once for repeat courses.

Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsec. 6 Repeating a Course:

c. Student's Responsibility of Notification. Students are responsible for providing the Office of the Registrar with written notification when a repeat course is near completion. A repeat adjustment form is available from the registrar's office for this purpose and must be requested by the student. (B/R 8/94)

See also UNLV Undergraduate Catalog 2002-2004, page 54. Application for Graduation: Candidates are cautioned to examine their academic records for accuracy and to compute credit only once for repeat courses.

OTHER RELATED MATERIALS

BOARD OF REGENTS' HANDBOOK

1) Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 3 General Admission Requirements:

Admission criteria to the University of Nevada, Las Vegas is outlined in Sections 1 – 7 of Chapter 16. (B/R 1/02)

1. Associate Degree Programs - The admission requirements to associate degree programs are the same as for baccalaureate programs.

2. Baccalaureate Programs - Admission to Freshman Standing requires graduation from an accredited or approved high school with a minimum overall GPA as follows:
   - Effective prior to Fall 1993: 2.30 or above
   - Effective Fall 1993: 2.50 or above
   - Effective Fall 2003: 2.75 or above
   - Effective Fall 2005: 3.00 or above
   (B/R 12/01)

3. Students enrolled in high school as of the spring of 1992 and who graduate by the spring of 1996 will not be denied admission if they meet the admissions criteria in place as of the spring of 1992. (B/R 4/93)
4. Programs designated as limited entry require fulfillment of selective admissions criteria as contained in the institutional catalog and other appropriate college documents. Continuation in selective admissions programs is likewise contingent upon fulfillment of conditions specified by the institution and contained in official institutional documents.  (B/R 10/81)

2) Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsecs.:

1. The UCCSN grading policy is identified in Section IV of this Chapter.  (B/R 6/93)

2. S and F indicate satisfactory or failing performance in courses available on the satisfactory/fail option, noncredit courses, and graduate courses involving thesis or a professional paper.  (B/R 4/76)

3. W signifies the dropping of a course, or withdrawal from the University before the end of the eighth week. Neither course nor grade will appear on the transcript. After the eighth week, but before final exam week, withdrawal from a course will be listed as withdraw. W will not be computed in the grade point average.  (B/R 4/76)

4. I can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course; and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be recomputed accordingly. Undergraduate level courses must be completed before the end of the following regular semester and graduate level courses must be completed within one year. Students who are making up an incomplete do not reregister for the course, but make individual arrangements with the instructor who assigned the I.  (B/R 5/85)

5. X is restricted to research projects extending beyond one semester. At the time the project is successfully completed, the instructor will then submit a grade to replace the X.

6. Repeating a Course. INCLUDED IN FOOTNOTE X

7. Satisfactory/Fail Grading. Certain courses are offered only on a satisfactory/fail basis whereby the student will receive a grade of "S" or "F," rather than be graded on the ABCDF scale. A limited number of courses are offered on this S/F basis. No courses are offered with an option of either S/F or A-F grading. Courses graded only on S/F are identified in the class schedules for each semester. Policies and procedures governing satisfactory/fail registration are:

   a. The grade of "S" is not used in computing the grade point average; "F" grades are included in averages.

   b. No limitation is placed on the number of S/F graded courses for which a student may register during any given semester.

   c. The maximum number of credits allowed that are graded S/F applicable to a degree program will be determined by the dean of the program.  (B/R 6/90)

8. Removing a Semester of F Grades. A student who received a semester of F under the pre-1971 grading system as a result of improper withdrawal may have one semester's grades changed to Withdraw Pass (WP) on his record by petitioning the Academic Standards Committee.  (B/R 3/74)

9. Satisfactory Progress. In cooperation with the respective college deans, the Academic Standards Committee shall establish college-level standards subcommittees, the composition of which will consist of students and faculty as determined by the Academic Standards Committee. At the end of a semester each college
standards committee shall receive a list from the Registrar of students in its college who have failed to make satisfactory progress.

Unsatisfactory progress will be defined as having failed to achieve a 2.0 grade point average for the semester, or having received grades of WP, WF, or F in fifty percent or more of credits attempted in a semester, or having been placed on academic probation. The college subcommittees shall have the following responsibilities:

a. Inform the students that they are in danger of going on academic probation, or that they have already been placed on it.

b. Determine if a student is accumulating an excessive number of WP, WF, or F grades.

c. Limit the academic load of a student.

d. Place students on academic probation or remove probation.

e. Place students on academic suspension.

f. Approve or disapprove applications for readmission after academic suspension.

A student shall have a right to appeal to the Academic Standards Committee all decisions made by the college-level subcommittees.

3) Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, F. University of Nevada, Las Vegas, Sec. 18 Grades and Examinations, Subsec.:

13. Scholastic Probation, Suspension and Readmission

a. University Probation. The University will place a student on probation if the UNLV Grade Point Balance falls below zero, that is, if the Grade Point Average falls below 2.00. Probation will be lifted as soon as Grade Point Balance rises to zero or above. A student on probation should plan carefully lest suspension follow. Probation is a warning that studies are not of expected quality. The student should seek advice from a faculty advisor. It is the student's responsibility to seek the advice. To locate an advisor, the student should consult department chairman or dean.

b. University Suspension. The University will suspend a student for one calendar year if UNLV Grade Point Balance falls to -15 or below after the student has been placed on probation. A suspended student will not be allowed to take any UNLV credit courses. The University will suspend only at the end of a regular semester in which the student has been on probation. University suspension automatically suspends the student from the program and college in which enrolled. A certified letter mailed to the last address provided by the student to the Registrar will discharge all University responsibility for notification.

c. University Readmission after Suspension. After one calendar year has elapsed, the University will readmit a suspended student upon application, provided the student gains acceptance or reacceptance into a College. (A student with less than 29 UNLV credits may choose the Academic Advising and Resource Center.)

d. Petitions for Relief from University Rules. If extraordinary circumstances warrant some modification of the foregoing rules, the student may petition for relief. The petition must secure approval of advisor, department chairman, dean and University Academic Standards Committee. Appeals continue to the Vice President for Academic Affairs.

e. College Probation, Suspension, and Readmission.

(1) If acceptable progress is not made in the program in which a student is enrolled, the College will place the student on college probation or college suspension. College and department rules govern these matters, and the student is responsible for knowing the rules.

(2) College suspension does not suspend a student from the University; however, a suspended student will not be permitted to take any UNLV credit course until the student has secured readmittance
or acceptance by another program or college. (Students with less than 29 credits may request acceptance by the Academic Advising and Resource Center.)

(3) The College may readmit a student suspended by the college, upon application to the dean, in accordance with college and department rules.

(4) Petitions for relief from college and departmental rules must secure approval of advisor, department chairman, and dean. Appeals continue to the University Academic Standards Committee and the Vice President for Academic Affairs. (B/R 10/84)

4) Handbook Tit. 4 – Codification of Board Policy Statements, Ch. 16 Student Admission, Registration, Grades and Examinations, IV. UCCSN Grading Policy:

The following grading policies apply to all UCCSN campuses, in addition to further specific requirements, which may appear elsewhere in this chapter.

Campuses will be restricted to the use of the following grades:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>GRADE POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>H</td>
<td>Honors (for Medical School only)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (undergraduate courses: C or above graduate courses: B or above)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (undergraduate courses: D or below graduate courses: C or below)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>X</td>
<td>In Progress (research projects or courses extending beyond one semester)</td>
</tr>
<tr>
<td>AD</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported- Assigned by registrar Pending faculty submission of final grade</td>
</tr>
</tbody>
</table>

1. The "Plus" and "Minus" is a part of the grading scale of each campus. It is up to the individual faculty member to exercise this option.

2. The "F" grade is a part of the grading scale for each campus. It is up to the individual faculty member to exercise this option. Campuses may retain institutional practices related to forgiveness or academic renewal policies in which, under certain circumstances, students may repeat failed courses or disregard course work.

3. All Withdrawals indicate that the student did not complete the course. Each campus determines the timeline for assigning the W.

4. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member. Students may not appeal the format an instructor chooses. These recommendations become effective Fall, 1993. (B/R 6/93)
PAGE 50, Priority of Courses:
Priority should be given to required courses in proper sequence. No one should register in an elective course to the exclusion of a required one. Any required course for which a student has failed to receive credit should take priority over all other courses in the arrangement of the student’s program; it should be repeated as soon as it is offered. ENG 101 and 102 should be completed in the first year of work at UNLV.

PAGE 55, REPEATING A COURSE:
Any course may be repeated, regardless of the grade received. Credit will be allowed only once for successful completion of the course, except for the courses designated in the catalog as allowable repeats. A student may repeat any UNLV course once at UNLV and not have the original grade included in the computation of the grade point average. The repeat grade must be on the same grading option as the original grade. The original grade will remain on the student’s academic record with suitable notation. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average.

Students are responsible for providing the Registrar’s Office with written notification when a repeat course is completed. Computer-printed grade reports may not initially compensate for repeated courses. Grade point averages, credits attempted, and credits earned will be manually adjusted.

When a course is repeated more than once, only the original grade is omitted in computing the grade point average.

The fact that UNLV has granted a degree to a student shall not preclude the student’s right to repeat a course for the purpose of improving a grade. However, class standing will not be affected by the results.

A student receiving a final grade of F in a course can obtain credit by reregistering for the course, repeating the class work, and receiving a passing grade. A failed course cannot be challenged by examination.

A failed course does not have to be repeated unless the course is a university General Education Core requirement or a specific college or department requirement.

PAGE 57, DROPPING OR WITHDRAWING:
A student may drop or withdraw from courses that meet for a full semester until the end of the tenth week of a regular fifteen-week semester, until the end of the fifth week of an eight-week session, until the end of the fourth week of a six-week session, or until the end of the third week of a five-week session. The Registrar will set a drop date for all other length sessions at a point 60 percent into the term. Before the end of the drop period, the instructor must provide the student with a preliminary evaluation of the student’s progress. No drops or withdrawals will be allowed after the end of the drop/withdrawal period. Students who drop will not be subject to a grade.

A grade of F will be recorded for a student who stops attending class and fails to officially drop with the Registrar. Students who wish to withdraw from all classes in which they are registered must obtain a withdrawal form from the Registrar’s Office, obtain all required signatures, and return the form to the Registrar’s Office. The withdrawal is official only after it is accepted by the Registrar’s Office.

A student who has officially dropped a class and who is no longer registered for credit or for audit is ineligible for further attendance in that class.

Administrative Drops/Classroom Conduct: Failure to attend a course or to submit required work will result in a grade of F. The student who neglects a course is solely responsible for dropping the course or withdrawing from the university. However, an administrative drop may be initiated at the discretion of the instructor, who will record circumstances. The approval of the dean of the college offering the course is required. Deadlines and grades are the same as for a drop initiated by the student and are based on the date received at the Registrar’s Office. The student will be notified by the final grade report.

Students have a responsibility to conduct themselves in class and in the libraries in ways which do not interfere with the right of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or other potentially disruptive activities, is permitted only with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the course.

If a student does not comply with requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop. The instructor must record circumstances. The approval of the dean of the college offering the course is required. Prior to a decision, the dean will consult with the student and other parties as appropriate. Appeals go to the Academic Standards Committee and the provost. Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Community, will be referred to the administrative officer of the rules for appropriate action.
PAGE 58, GRADE SYMBOLS:
The following grade symbols are used in reporting and recording a student's proficiency in university courses:

A - Superior  X - Hold Grade
B - Above Average  AD - Audit
C – Average  F - Failing
D - Below Average  I - Incomplete
S - Satisfactory  W - Withdrawn
U – Unsatisfactory

Plus and minus symbols are used with the A, B, C, and D grades except that an A+ grade is not given.

The hold grade X denotes undergraduate research projects extending beyond one semester.

The mark of I — incomplete — can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. The incomplete must be made up before the end of the following regular semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are making up an incomplete do not register for the course, but make individual arrangements with the instructor who assigned the I grade.

The grade of W is issued only when students are withdrawn from classes after the drop date by petition to the University Academic Standards Committee.

To report the make-up, the instructor requests a removal of incomplete grade form from the Registrar when the student's work is near completion. The instructor is responsible for returning the completed form directly to the Registrar. When possible, make-up grades for currently registered students will be posted to the academic record before the semester's grades are entered; make-up grades received after the Registrar's Office begins the final audit of credit summaries will be posted after the semester's grades are entered.

PAGE 59, GRADE POINTS AND POINT AVERAGE:
To facilitate the averaging of grades, the following quality points are assigned for one semester credit hour of each grade:

<table>
<thead>
<tr>
<th>Grade Per Credit</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ……………………</td>
<td>4.0</td>
</tr>
<tr>
<td>A- ……………………</td>
<td>3.7</td>
</tr>
<tr>
<td>B+ ……………………</td>
<td>3.3</td>
</tr>
<tr>
<td>B ……………………</td>
<td>3.0</td>
</tr>
<tr>
<td>B- ……………………</td>
<td>2.7</td>
</tr>
<tr>
<td>C+ ……………………</td>
<td>2.3</td>
</tr>
<tr>
<td>C ……………………</td>
<td>2.0</td>
</tr>
<tr>
<td>C- ……………………</td>
<td>1.7</td>
</tr>
<tr>
<td>D+ ……………………</td>
<td>1.3</td>
</tr>
<tr>
<td>D ……………………</td>
<td>1.0</td>
</tr>
<tr>
<td>D- ……………………</td>
<td>0.7</td>
</tr>
<tr>
<td>F ……………………</td>
<td>0.0</td>
</tr>
<tr>
<td>S, I, X, W or AD</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Grade point average (GPA) is obtained by dividing the total number of points earned by the total number of semester credit hours attempted, excluding noncredit courses and courses in which the marks of S, I, X, or AD are recorded. (See Repeating a Course.)

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PAGE 24, REPEAT POLICY
Any course may be repeated, regardless of the grade received. Credit will be allowed only once for successful completion of the course, except for courses designated in the catalog as allowable repeats. A student may repeat any UNLV course once at UNLV and not have the original grade included in the computation of the grade point average. The repeat grade must be on the same grading option as the original grade. The original grade will remain on the student’s academic record with suitable notation. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average. Students are responsible for providing the Registrar’s Office with written notification when a repeat course is completed. Computer-printed grade reports may not initially compensate for repeated courses. Grade point averages, credits attempted, and credits earned will be manually adjusted.

When a course is repeated more than once, only the original grade is omitted in computing the grade point average. The fact that UNLV has granted a degree to a student shall not preclude the student’s right to repeat a course for the purpose of improving a grade. However, class standing will not be affected by the results. A student receiving a final grade of F in a course can obtain credit by preregistering for the course, repeating the class work, and receiving a passing grade.

A failed course cannot be challenged by examination. A failed course does not have to be repeated unless the course is a specific college or department requirement. A student may be allowed to repeat any course once and not have the original grade computed in the graduation GPA. If a course is repeated more than once, only the original grade is omitted in computing the graduation GPA.