

# Registration and Records

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## Period of Registration

Instructions and specific dates for registration are published in the schedule of classes which is available on the web and in the Office of Admissions and Records before the beginning of each semester. Fees are due according to the instructions listed each semester in the schedule of classes. Registration will be cancelled for nonpayment of fees.

**Late Registration Fee:** Students who enroll once instruction begins are charged late registration fees.

**Clearance of Accounts:** Students with records that indicate a delinquent indebtedness to the university are not permitted to register, or receive a transcript of record or certification of enrollment.

## Advisement for University Course Requirements

Academic advisement is an essential aspect of a university education and a critical element in student success at the University of Nevada, Reno. It is an ongoing process that begins before the student's first classroom experience, continues throughout the academic year and finally, prepares him/her to enter the world outside the university. Advisement is mandatory for new freshman. Registration holds are placed as new freshman are admitted and prior to the registration period for their second semester. The holds are removed as students are advised.

**Degree Audit Reports:** A Degree Audit Report (DARS) is available for enrolled undergraduate students through ePAWS. DARS lists the requirements for specific degree programs, shows how an individual student's coursework is being used to satisfy degree requirements, and verifies each student's eligibility for graduation. Students are strongly encouraged to plan enrollment for future terms by adding planned courses to their DARS record. DARS is an important tool in the advising process. Students should bring a current DARS report to each advisement meeting. Forms used to update DARS are available at <http://www.ss.unr.edu/records/forms.asp>

For more information on DARS visit <http://www.ss.unr.edu/records/dars/>

**Planning and Scheduling Classes:** Prior to registration, students are expected to seek academic advisement from their college advisor. An advisor can help students:

- Make smart choices about which courses to take
- Understand the requirements for majors and minors offered throughout the university
- Develop educational and career goals suited to demonstrated abilities and expressed interests
- Understand academic and administrative policies and procedures
- Find resources available on campus to assist in the realization of identified goals and objectives

Students needing assistance in locating an advisor are referred to the listing of academic advisement contacts at the following website: <http://www.ss.unr.edu/records/advisor.asp>.

**Required Courses:** Students must satisfy the course requirements of the University core curriculum as well as those of their college and major. Students must be continuously enrolled in Math and English courses until they complete the core curriculum Math and English requirements for their program. Refer to the appropriate sections of this catalog.

## English placement/exemptions:

1. An ACT English standard score of at least 30 (or SAT verbal scores of at least 680), verified by a satisfactory written composition administered and evaluated by English department personnel, qualifies a student for exemption from ENG 101 and placement in ENG 102. Students do not receive credit for ENG 101 as a result of this advanced placement.
2. The English requirement may also be satisfied by
  - College Board Advanced Placement Examination (CBAPE) (refer to the CBAPE portion of this catalog);
  - College-Level Examination Program (CLEP) (refer to the CLEP portion of this catalog);
  - a CLEP subject examination in college composition (refer to the CLEP portion of this catalog);
  - an Excelsior College Examination (ECE) in freshman English (refer to the ECE portion of this catalog);
  - satisfactory completion of a special department examination;
  - acceptable transfer credit equivalent to ENG 102.
  - International Baccalaureate Examination (IB) (refer to the IB portion of this catalog.)

Each examination must be supported by a satisfactory written essay.

Each student is expected to complete the university's English requirement during the freshman year so that the acquired knowledge can be applied to the remaining courses in the degree program.

**English as a Second Language (ESL):** All new international students (both undergraduate and graduate) entering degree programs at the university must take the Bridge English Placement test administered by the Intensive English Language Center unless they meet one of the following conditions:

- a score of 100 (Internet-Based Test), 250 (Computer-Based Test), 600 (Paper-Based Test) or higher on the TOEFL;
- a degree from an American university;
- the equivalent of English 101 or higher transferred from an American university or college.

The TOEFL requirement is waived for university admission for students coming from English speaking countries. All students who do not meet one of these criteria must take the Bridge English Placement Test. If the test results show weaknesses in English language proficiency, students will be placed in one or more sections of ENG 112 (a-d). The IELC will enroll students in the required courses. Undergraduate students may not waive any required ENG 112 courses; these courses are taken concurrently with courses in the student's degree program during the first semester at the university. Graduate students may receive a deferral of the requirement if there is a course conflict with other required courses. The deferral would be decided in consultation between the IELC and the graduate student's advisor.

Undergraduate students must also complete ENG 113 (equivalent to ENG 101) and ENG 114 (equivalent to ENG 102) to graduate.

International graduate teaching assistants must achieve an acceptable score on the SPEAK (Speaking Proficiency in English Assessment Kit) test.

## Mathematics placement/exemptions:

Students must complete a mathematics course from the following core curriculum options to satisfy the requirement for graduation:

MATH 120, 126 R and 127 R, 128, 126 R and 131, 176, 181, STAT 152 and MATH 126 R or APST 270 and MATH 126 R. MATH 122, 123, and 126 R do not meet the university core curriculum requirement or the math graduation requirement.

The mathematics requirement may also be satisfied by earning three credits through the following examinations or transfer credit:

1. CBAPE
2. IB
3. CLEP, general and subject
4. special department examinations or
5. by receiving equivalent transfer credit in comparable mathematics courses.

Math placement testing or satisfactory SAT/ACT scores are required prior to enrolling in math courses. Refer to the current class schedule for additional details.

## Requirements for Registration

Registration instructions appear each semester in the schedule of classes, which may be obtained from the Office of Admissions and Records or accessed on ePAWS and the University's web site at: [www.unr.edu](http://www.unr.edu)

Students must obtain advisor approval and, as required, satisfy the course and/or test score placement prerequisite for their registration to be valid when fees are paid. Each department is authorized to cancel the registration of any student who does not:

- Satisfy the course or test score placement prerequisites.
- Attend class during the first week of instruction.
- Obtain prior permission to register for more than one section of a class.

**Credit Load:** The maximum number of credits students may take each semester, with the approval of the assigned faculty advisor, is 21 undergraduate credits or 16 graduate credits. Noncredit courses are considered as credit equivalents. Any exception to these regulations requires the advance written approval by the dean of the student's college. Graduate students must obtain the approval of the graduate dean.

**Addition of Courses:** Students may add courses or change course sections until the late registration period closes.

**Audit to Credit:** Students who initially register for a course as auditors and then seek to take the course for credit must make the change on or before the late registration period closes.

**Dropping a Course:** Students are responsible for managing their own enrollment. Instructors are not responsible for dropping students from classes but may do so during the first week of instruction for non-attendance. Students may drop courses via ePAWS during the first nine weeks of the semester. If a course is dropped between the sixth day of classes and the end of the ninth week of classes, a grade of "W" appears on a student's transcript. Students who withdraw from the university after the ninth week of classes, and who are passing all of their classes, receive grades of "W" on their transcripts. Students who withdrew after the ninth week, and who are not passing all of their classes receive grades of "F".

Students are not permitted to drop individual courses or change courses from grade to audit during the tenth week through the end of the semester. Under extenuating circumstances, including illness, accident or similar medical emergency or other hardship, students have the option of either requesting an incomplete grade in one or more courses, or withdrawing from the university. In both cases, students must follow the rules listed in sections of the catalog regarding these policies.

No student may drop a course to avoid discipline for academic dishonesty or a violation of the academic standards policy. If a course is dropped before discipline is imposed, any "W" may be changed to an "F". A student is not eligible to apply for grade replacement, academic renewal or improper withdrawal for the semester in which the offense occurred.

**Advisement Hold on Registration:** New freshmen must be advised prior to registration for their first two semesters. A hold is placed on each new freshman's record and is removed after the student has been advised. Students should contact their college advisement office or the general Advising Center for further information.

**NSHE Policy on Developmental/Remedial Credit:** All degree-seeking students who place in developmental/remedial coursework must take the prescribed sequence of courses until remediation is completed. Students requiring remediation must complete all required coursework prior to completion of 30 college-level credits unless otherwise authorized by the institution.

**Credit to Audit:** Students may change courses from credit to audit during the first nine weeks of the semester.

**Withdrawal from the University:** Students wishing to withdraw from the university for the semester should contact Admissions and Records, Fitzgerald Student Services Building, (775) 784-4700, for assistance in finalizing their withdrawal from the university. Consult the class schedule for specific information regarding withdrawal procedures. Students who leave the university without officially withdrawing receive a failing grade in all courses.

**Change of College and/or Major:** Students may change their college or major by obtaining the proper form from the Office of Admissions and Records (or their college dean) and securing the required signatures. The completed form must be filed with the Office of Admissions and Records before it becomes final.

Students must satisfy the course, academic progress, and graduation requirements of the college or major to which they are transferring.

**Removal from a Major:** Students on disqualification are removed from a major status by the Office of Admissions and Records. Students may also be removed from a major at any time if they are not making satisfactory progress toward a degree, in violation of university conduct regulations or of the ethical standards of a professional program in which they are majoring. This action must be approved in writing by the dean of the college concerned, upon recommendation of the department faculty, and filed with the registrar.

**Change of Name:** A student may change his or her name by completing a change of name form in the Office of Admissions and Records, and then submitting a copy of appropriate, supporting documentation.

**Cancellation of Courses:** The university reserves the right to cancel any course in which the enrollment is insufficient to warrant offering the course. Academic departments are responsible for notifying the students of the cancellation.

### Class Absences:

1. There are no official absences from any university class. It is the personal responsibility of the student to consult with the professor regarding absence from class.
2. The University of Nevada, Reno deeply values and supports the participation of undergraduate students in university-approved extracurricular activities. In this spirit, the University of Nevada, Reno expects instructors to provide these students with alternate accommodations for exams, quizzes, or other course assignments missed as a result of participation in university-approved extracurricular activities. University-approved extracurricular activities may include, but are not limited to, intercollegiate athletics, band, drama, forensics, recruitment, or any other activity sanctioned by the college dean and/or the Provost.
3. It is the policy of NSHE to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holy days shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holy day absence only.
4. Students are responsible for the material covered in class, and it is the student's responsibility to arrange for the completion of all missed classroom work. This policy shall not apply in the event that the completion of an assignment or the administration of an examination at an alternate time would impose an unreasonable hardship on the instructor or the university that could reasonably have been avoided. It is expected that there should be a good faith effort by both faculty and student to come to a reasonable resolution. Any student who is denied a make-up option after appropriately noticing the instructor, shall have the right to appeal that decision to the instructor's immediate supervisor in the case of absences for participation in university-approved extracurricular activities and through

the normal appeal mechanism in place at the university for absences for participation in religious holy days. Contact the Office of Student Conduct for further information.

- It is the responsibility of the student to notify the instructor in writing using the Undergraduate Student Absence for University-Approved Activities Form if the student intends to participate in a university-approved extracurricular activity or a religious holy day which does not fall on state holidays or periods of class recess.

**Satisfactory/Unsatisfactory:** Students pursuing a bachelor's degree may earn a maximum of 30 semester credits in courses graded on a satisfactory/unsatisfactory (S/U) basis, subject to the approval of each college.

- Transfer students may earn a maximum of one-fourth of their remaining credits at the university on an S/U basis, providing the total does not exceed university policy.
- Transfer students with more S/U credits than allowed by university policy are ineligible for additional S/U registration, except for required courses offered on an S/U basis only.
- Each course taken to satisfy a university requirement must be completed with a regular letter grade, unless the course is only offered for S/U.
- Each college is responsible for determining the total number of credits earned with grades of "S", and the specific courses (transfer, elective or required) that are acceptable toward a degree in that college, within the limits of the university maximum.
- Each course that is approved for S/U grading only is so designated in this catalog for reference.
- Credits and grades recorded in accordance with the satisfactory/unsatisfactory policy are applicable toward meeting graduation requirements, but are excluded when calculating the grade-point average.
- Credit by exam is S/U only, except for those courses used to satisfy university, college, major or minor program requirements that require a letter grade.

## Categories of Students

**Regular:** An individual who is admitted to a degree program is defined as a **regular** student and is classified according to the total number of semester credits completed.

A **regular** student may enroll either full time or part time for any given semester.

**Nondegree:** An individual who is not admitted to a degree program is defined as a **nondegree** student. Individuals who have earned a bachelor's degree are not eligible for nondegree status. A nondegree student may register for a maximum of eight undergraduate-level semester credits (or equivalent) in classroom instruction in one semester. This includes students in noncredit courses and those students registered as auditors. Although there is no limit to the number of credits that may be earned as a nondegree student, a maximum of 32 semester credits is acceptable toward a baccalaureate degree. Nondegree students are not eligible for financial aid, including student loans.

All nondegree students are governed by university regulations, including academic warning and probation, and are encouraged to seek official admission at the earliest possible date.

Nondegree students may also register in courses offered through the Division of Continuing Education and in correspondence study.

**Auditor:** Students who wish to enroll for no credit may register as **auditors** with the approval of the instructor and the department offering the course. While no credit or grade may be earned, auditors may, at the discretion of the instructor, receive the same class privileges as other students. Please note that not all departments allow students to audit their courses.

Auditing students whose performance in class is considered unsatisfactory may be withdrawn from the university, if a written authorization, signed by the instructor, department chairman and college dean, is filed in the Office of Admissions and Records. Auditors are not eligible to receive financial aid, including student loans.

## Classification of Students

**Undergraduate: Undergraduate standing** — Undergraduate students are classified by the Office of Admissions and Records based upon the number of semester credits they have completed:

Freshman	29 credits or less
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90 credits or more

Students usually must be classified as juniors or seniors in order to register for courses numbered 300 through 499.

**Undergraduate: Nondegree**—Students not admitted to a degree program who have not earned a bachelor's degree.

**Graduate: Graduate standing**— Students who have earned a bachelor's degree from a regionally accredited institution who have been admitted to an advanced degree program.

**Graduate: Graduate special**— Students who have earned a bachelor's degree from a regionally accredited institution who have not been admitted to an advanced degree program. Graduate special students are not eligible for financial aid.

**Professional degree:** Students admitted to the M.D. or P.D. in Education or Professional Engineer programs.

## Full-time and Part-time Students

**Undergraduate:** Regular students who register for at least 12 credits in a given semester are defined as full-time. Those students registering for 11 credits or fewer are defined as part-time.

**Graduate:** Graduate students who register for at least nine graduate credits are defined as full-time. Graduate students enrolled in eight credits or fewer are defined as part-time. The Graduate School provides verification of full-time enrollment for graduate students who are registered for 6-8 graduate credits and have a 20 hour a week graduate assistantship. Graduate assistants enrolled in few than nine credits are not considered full-time for financial aid purposes, as defined by the Department of Education.

## Grades and Examinations

### GRADES AND MARKS

**"A"** the highest grade, is given for work of exceptional quality. Each credit earned with a grade of "A" carries 4.0 grade points.

**"A"** carries 3.7 grade points for each credit earned.

**"B+"** carries 3.3 grade points for each credit earned.

**"B"** is awarded for better-than-average work. Each credit earned with a grade of "B" carries 3.0 grade points.

**"B"** carries 2.7 grade points for each credit earned.

**"C+"** carries 2.3 grade points for each credit earned.

**"C"** represents average work. Each credit earned with a grade of "C" carries 2.0 grade points.

**"C"** carries 1.7 grade points for each credit earned.

**"D+"** carries 1.3 grade points for each credit earned.

**"D"** carries 1.0 grade point for each credit earned.

**"D"** carries 0.7 grade points for each credit earned. "D-" is the lowest passing grade for which undergraduate credit is allowed.

**"F"** represents failure. No credit or grade points are earned with a grade of "F." Failed courses count as credits attempted

**"S"** and **"U"** indicate satisfactory or unsatisfactory performance in courses offered with this grading option, noncredit courses and completed graduate courses involving a thesis or dissertation. A grade of "S" indicates achievement equivalent to a "C" or above for undergraduate courses. A grade of "U" represents performance equivalent to a "C-" or below. For graduate courses, a grade of "S" indicates achievement equivalent to a "B" or above. The grade of "U" represents performance equivalent to a "B-" or below. Neither the "S" nor "U" grades are assigned a grade-point value.

**"AD"** indicates audit and is given when a student registers in a course for no credit and no grade.

**"W"** signifies that a course has been dropped or that a student has withdrawn from the university with passing grades. The grade of "W" is not included in the grade-point average. After the first eight weeks of the semester, an "F" is given to students who are failing when they withdraw from the university.

**"I"** is a neutral mark and represents incomplete. An "I" is given when a student is performing passing work, but for reasons beyond the student's control, is unable to complete the course requirements during the instructional period. An "I" mark is excluded from grade-point average computation. Non-attendance, poor performance or requests to repeat the course are unacceptable reasons for issuance of the "I" mark. When the student's request for an incomplete mark is deemed acceptable, the instructor is required to indicate the specific work that is necessary to complete the course. Students should not re-register for the course to complete an incomplete. **Marks of "I" are automatically changed to "F" if they are not made up by the last day of the next regular semester (Summer Session excluded) or if the student re-registers for the course.** Students may make up incomplete marks by completing outstanding course requirements before the end of the next regular semester. The requirements must be submitted to the student's instructor, who is responsible for reporting the final grade and acquiring the approval of the department chair and college dean. The written approvals must appear on the Grade Report for Incomplete form before the form can be filed in the Office of Admissions and Records. The extension of an incomplete mark for one semester may be requested. A completed and approved Request for Incomplete Extension form must be filed by the instructor in the Office of Admissions and Records at least two weeks before the end of the semester in which the approved "I" mark expires. Students are not permitted to graduate with an outstanding incomplete mark issued under this policy.

**"X"** signifies a course that is in progress. Students cannot graduate with X's or incompletes.

**"NR"** signifies that an instructor has failed to assign a grade to a student's course work. This grade is assigned by the registrar until the proper grade is determined. Students may not graduate with grades of "NR" on their record. **All grades of "NR" must be resolved by the last day of the following semester. Unresolved grades of "NR" become grades of "F."**

**"HP/HP/F"** indicates the grades of high honors/honors/pass/or fail for selected medical school courses.

**"R"** signifies Replaced. An individual course grade replaced under academic forgiveness (will not calculate into GPA).

**"AR"** signifies Academic Renewal. All course grades within a term removed according to institutional academic renewal policy (will not calculate into GPA).

**Grade Replacement Policy:** Students may repeat a maximum of 15 lower-division credits (100-200 level) to replace original University of Nevada, Reno grades. The course(s) must be repeated and completed at the University during the next two regular semesters in which the course is offered and the student is enrolled. If the course is not offered within the next two regular semesters, the student must take the course the next time it is offered. The most recent grade earned in the course will be used in the grade-point calculation. Students who wish to utilize the grade replacement policy, must file and application in the Office of Admissions and Records. Students may not apply for grade replacement for courses in which they received a sanction for academic dishonesty.

**Other Repeats:** Other university courses may be repeated to gain additional grade points. The number of credits repeated are added to those attempted, but no additional credits are earned.

Graduate students may repeat a course for which they received a grade which does not permit that course to be applied to an advanced degree (i.e. "C-" or below or "U"). The course may be repeated one time with the approval of the student's advisor and the director of graduate studies for the student's graduate program. The grade received for the repeated course does not replace the original grade received but is calculated into the student's overall grade point

average as if it were any other course.

**IMPORTANT! Repeating a course may impact a student's financial aid. Please contact Student Financial Services at (775) 784-4666 prior to repeating a course to assess the possible consequences.**

## GRADES AND GRADE-POINT AVERAGE

**Examinations:** Instructors are responsible for the proper evaluation of enrolled students throughout the instructional period.

**Final Grades:** Instructors are responsible for determining and submitting final grades to the department chair concerned who, in turn, files the grades in the Office of Admissions and Records, where they become official records of the university. The grades shown on the student's grade report are considered final unless the student notifies the registrar within six months of the date of issuance that an error has occurred. Appeals to this policy will not be considered after a degree has been conferred.

**Grade-point Average:** The grade-point average (GPA) is determined by dividing the sum of the earned grade points by the total number of credits attempted for a regular letter grade. The "I," "AD," "W," "NR," "X," "S" and "U" marks are excluded in computing the GPA.

## Grade Changes and Appeals

**Changing a Final Grade:** After the final grades are filed in the Office of Admissions and Records, a grade may normally be changed only to correct a clerical error. For these changes, the instructor must file a completed Change of Grade Form in the Office of Admissions and Records. The form must be approved by the department chair and the dean of the college.

**Appealing a Final Grade:** Students may appeal a final grade by filing an Intent to Appeal a Grade Form with the appropriate department chair within 10 days after instruction begins the following semester. Students who do not file the proper forms within the specified deadlines forfeit the right to appeal that grade. Appeal forms and specific regulations for this policy are available upon request in the Office of Admissions and Records.

**Appealing Grades Received for Improper Withdrawal:** Under certain circumstances, students who do not withdraw from the university in accordance with official procedures may appeal the grades they have received that semester. The appeal procedure applies **only to emergency or hardship situations, defined as follows:**

1. Personal illness or accident involving extended hospitalization.
2. Sudden and unexpected departure from the area resulting in the student's inability to return to the university, e.g., death in the immediate family, induction to military service.

The appeal must be made for all course work in the semester in question. It is the student's responsibility to support the appeal with written, documented evidence, such as an official hospital record, to substantiate the claimed hardship.

Students who meet the specified criteria and elect to file an appeal must submit a written statement with supporting documentation to the registrar.

**Appealing Grade Received for Improper Withdrawal from an Individual Course:** Under extraordinary conditions a student who does not withdraw from an individual course in accordance with official procedures may appeal the grade received in that course. The appeal procedure applies only to emergency or hardship situations. Specifically, the appeal must be supported by documented evidence that explains the extenuating circumstances and states the reasons the student is applying for a withdrawal from only one course. A student who meets the specified criteria and elects to file an appeal must submit a written statement, official documentation, and a departmental memorandum of support signed by the instructor of the course, the chair of the department, and the dean of the college. The appeal and supporting documents should be submitted to the registrar. All properly documented cases that satisfy the above criteria will be forwarded to the Student Appeals Board for final review and recommendation. This appeal procedure is not meant to relieve the student of grades received simply for poor performance in the class at issue. Students may not apply for improper withdrawal from

courses in which they receive a sanction for academic dishonesty.

**Academic Renewal:** This policy applies only to coursework attempted at the University of Nevada, Reno. Under certain circumstances, undergraduate students may petition the registrar for academic renewal. If the petition qualifies, students may have a maximum of two consecutive semesters of course work disregarded in all calculations regarding academic standing, grade-point average and graduation eligibility. If summer work is to be included in the disregarded course work, then a five-week summer term shall count as one-half semester.

Eligibility for academic renewal is subject to the following conditions:

1. At the time the petition is filed, at least five years must have elapsed since the most recent course work to be disregarded was completed.
2. In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, students shall have completed at least 15 acceptable credits of course work at a regionally accredited institution of higher education with a grade-point average of at least 2.50 on all work completed during that interval. Courses taken during the interval may be repeats of previously attempted college work.

The student's filed petition will specify the semester(s) or term(s) to be disregarded. If more than one semester or term is to be disregarded, the semester(s)/term(s) must be consecutive, be completed within two calendar years and include no intervening enrollments at the university.

If the petition qualifies under this policy, the student's permanent academic record will be suitably marked to indicate that no work taken during the disregarded semester(s), even if satisfactory, may apply toward graduation requirements. However, all course work will remain on the academic record, ensuring a true and accurate academic history.

Academic renewal can only be applied prior to graduation from the first undergraduate degree. Once a student graduates, academic renewal cannot be retroactively applied. Students may not apply for academic renewal from courses in which they received a sanction for academic dishonesty.

## Academic Recognition

**Distinction at Graduation:** Students who graduate with a GPA of at least 3.75 receive the bachelor's degree with high distinction, or with distinction if the GPA is between 3.50 and 3.74, provided these additional requirements are satisfied:

1. At least ninety-six (96) semester credits are earned in courses graded "A" through "F."
2. At least sixty-four (64) semester credits are earned in residence at the university in courses graded "A" through "F."
3. Transfer students must satisfy the GPA requirement at the university and have a combined, transfer-university GPA of at least 3.75 for high distinction, or 3.50 to 3.74 for distinction.

Distinction is recognized at graduation ceremonies when the student has fulfilled **all** the requirements in the most recent **prior** semester.

**Honors at Graduation:** The requirements to graduate in the honors program are:

**Cum laude, magna cum laude or summa cum laude** is awarded to a graduating bachelor's degree student who completes the honors program (having completed 30 honors credits or points) and all university, college and major requirements with the specified GPA (both in the major program and overall), based upon at least 96 credits in courses graded "A" through "F":

- **cum laude:** GPA of 3.50 to 3.69 with a completed thesis;
- **magna cum laude:** GPA of 3.70 to 3.89 with grade of "A" on senior honor thesis;
- **summa cum laude:** GPA of at least 3.9 with grade of "A" on senior honors thesis.

At least 64 semester credits must be earned in residence at the university in courses graded "A" through "F." Each transfer student must satisfy the university requirements and have a combined transfer-university GPA that satisfies the minimum, specified total.

Cum laude, magna cum laude and summa cum laude are recognized at graduation ceremonies when the student has fulfilled **all** the requirements in the most recent **prior** semester.

Students completing the thirty (30) Honors credits with a GPA of at least 3.25 but less than 3.5 shall have a "Completed Honors Program" designation. Those with 30 Honors credits but less than a 3.25 GPA or those with fewer than thirty (30) credits shall have an "Honors Program Participant" designation.

For additional information, refer to the "Honors Program" description in the Interdisciplinary and Special Programs section of this catalog.

## Graduate Academic Standards

Graduate students should consult the Graduate School section of this catalog for information on graduate student academic standards.

## Undergraduate Academic Standards

**Class Conduct:** Students may be dropped from class at any time for negligence or misconduct, upon recommendation of the instructor and with approval of the college dean.

**Unsatisfactory Academic Status:** Undergraduate students who have less than a 2.0 semester and/or less than 2.0 cumulative University of Nevada GPA are making unsatisfactory academic progress, which may lead to academic actions described in the following section.

Students pursuing the bachelor's degree may not apply credits or grade points in University courses numbered below 100 toward a four-year degree or to raise their GPA. Credits and coursework from other institutions do not alter the University GPA.

Financial aid recipients must follow the Policies for Satisfactory Academic Progress published by the Office of Financial Aid, Employment and Scholarship Services.

Students classified by Admissions and Records as freshmen (0-29 earned credits) who have less than a cumulative 2.0 GPA are making unsatisfactory academic progress. However, such students who earn at least one credit in the fall semester are placed in a financial aid probation status and may receive their aid for one more semester. At the end of the spring semester, the student must have earned 24 total credits. Spring only freshmen aid recipients must have earned a minimum of 12 credits. Summer school at the University of Nevada is recommended to make up the deficiency. Refer to the procedure about reinstating aid eligibility. This policy does not apply to students who are academically disqualified from the University. When the student's classification changes to sophomore (30+ earned credits), the 2.0 minimum University of Nevada cumulative GPA must be maintained as well as the required earned credit standards.

Students are expected to maintain satisfactory academic progress throughout their University career. Academic progress is affected by semester and cumulative University GPA.

**Academic Action:** Academic action consists of Probation, and Dismissal. Students are placed on Probation and Dismissal at the end of each fall and spring semester.

### ACADEMIC PROBATION

Undergraduate students are placed on academic probation when a student's cumulative University of Nevada GPA is below 2.0.

Students who are placed on Academic Probation will receive a letter notifying them of their academic status. Admissions and Records will place a registration/advisement hold on each probationary student's record.

**Release from University Probation:** Undergraduate students are removed from Probation when their University of Nevada cumulative GPA rises above 2.0.

**Program Probation:** A school or college may place a student on Probation whenever satisfactory progress toward degree objectives is not maintained. The credit load of a student on Probation is determined in consultation with the assigned advisor and, when necessary, the dean of the appropriate school or college.

**Release from Program Probation:** The school or college defines release from program probation.

### DISMISSAL

Students who are on Probation for three consecutive regular semesters and fail to raise their cumulative University of Nevada

GPA above the Academic Probation threshold will be dismissed from the University.

Students will receive a letter notifying them of their academic status. Once dismissed the student is not allowed UNR enrollment for a period of one calendar year.

**Release from University Dismissal:** After one year, dismissed students may return to the university on second-semester probation. Students must raise their cumulative GPA to at least 2.0 within two regular semesters, or they will again be dismissed. The requirements for re-acceptance to specific programs and majors are always subject to both general University and specific program standards.

The dean of a student's school or college may make exceptions to the dismissal policy.

## Undecided/Exploratory Student Policy

All non-transfer undergraduate students who have not officially declared or been admitted to a major or pre-major must receive advisement through the Academic Advising Center. A student's failure to receive advisement may delay graduation. If a non-transfer undergraduate student has not been admitted to a major or pre-major upon the completion of 45 credits, a registration hold will be placed on the student's record until the student meets with an academic advisor. This process will be repeated each semester until the student is admitted to a major or pre-major.

## Undecided Transfer Student Policy

All transfer undergraduate students who have not officially declared or been admitted to a major or a pre-major must receive advisement through the Academic Advising Center. A student's failure to receive advisement may delay graduation. Transfer students must declare a major or pre-major when they have earned 60 credits. Incoming transfer students with a minimum of 60 transferable credits have one semester at the University before they must declare a major or pre-major. If a transfer undergraduate student has not been admitted to a major or pre-major upon the completion of 60 credits (or after one semester if the student enters the University with 60 credits or more), a registration hold will be placed on the student's record until the student meets with an Academic Advising Center advisor. This process will be repeated each semester until the student is admitted to a major or a pre-major.

## Requirements for Graduation

**Catalog:** A student enrolled at a NSHE institution may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation. However, university core curriculum requirements for graduation are determined by the year of admission to the university as a regular degree-seeking student.

Students who change their major must choose the catalog of the year of the latest change of major or the year of graduation.

Whichever catalog is used, it cannot be more than 10 years old at the time of graduation.

In the case of NSHE transfer students, any exceptions to this policy will be handled by the Transfer Center and the transfer agreement contract process.

NSHE institutions do not guarantee the awarding of a degree based upon the unchanged requirements of a particular catalog. Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational qualifications or the expectations of accrediting authorities. If such revisions have occurred, the college may require a reasonable adherence to the degree requirements of a recent or current catalog.

Degrees, diplomas or certificates may not be granted unless all university requirements are fulfilled. A degree, diploma or certificate that is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student's record will be corrected accordingly.

**Academic Requirements:** In order to graduate, students are required to have a minimum cumulative GPA of 2.0, including all postsecondary course work attempted. In addition, students must earn a University of Nevada, Reno GPA of at least 2.0. This requirement includes all repeated courses and excludes those courses in which

the student has received marks of "AD," "I," "NR," "X," "S," "U" and "W" (Audit, Incomplete, Not Reported, In Progress, Satisfactory, Unsatisfactory and Withdrawal). Students cannot graduate with an "I," "NR," or "X" on their record. Additional academic requirements may be established by the dean of an individual college, which may include a higher minimum GPA.

**Resident Credit Requirements:** Candidates for a bachelor's degree at the University of Nevada, Reno must complete 32 upper-division credits in residence. Resident credits are defined as regular classroom instruction, as well as correspondence courses, continuing education classes, and other distance education courses offered through the University of Nevada, Reno. Students who have completed the residency requirement and have no more than 12 credits remaining to complete their degrees may petition to graduate in absentia. Students must obtain permission from their college deans to graduate **in absentia**. Students must not exceed the total number of transfer credits allowed toward the bachelor's degree.

**Authorized exceptions to this rule include:**

1. Preprofessional students who complete at least 96 credits in residence at the university may transfer a maximum of 32 semester credits of satisfactory course work from an accredited professional school toward a bachelor's degree. In order to apply the transfer credits, such students must satisfy all department, college and university requirements for graduation.
2. Any course that is satisfactorily completed at the university for credit, except credit earned by special examination, is considered resident credit at the campus sponsoring the course.

**Independent Learning Grades:** Final grades must be entered and a graduation GPA calculated before a degree can be awarded. If a graduation applicant's record includes in-progress grades in Independent Learning courses, the student will be administratively withdrawn from the coursework through Independent Learning prior to the degree being posted on the student's transcript.

**Application for Graduation:** University of Nevada, Reno students should follow these instructions in applying for graduation:

1. Graduation applications will be processed only for students in good academic standing.
2. Students must have completed a declaration of major form available on the Records and Registration website at: <http://www.ss.unr.edu/records/forms.asp>
3. Students must complete registration for their final semester as early as possible.
4. Print a copy of the Degree Audit Reports (DARS) report from ePAWS and review it with an advisor before submitting an application for graduation! The DARS report includes the requirements for graduation.
  - Every requirement on the report must be met before a degree will be posted.
  - During the final semester of enrollment, the status line on the DARS report should read "All Requirements Complete – Pending Current Registration."
  - After grades are posted for the final semester of enrollment, the DARS report must read "All Requirements Completed" before a degree will be posted on the student's transcript.
5. The Application for Graduation is available at <https://www.applyweb.com/public/register?s=unrgradu>
6. Applications must be received in the Office of Admissions and Records by:
  - January 31st for May graduation applicants
  - June 10th for August graduation applicants
  - September 2nd for December graduation applicants
7. Graduation reports listing the applicants and their DARS status are sent to each college advisement office at regular intervals during the semester.
8. Soon after each graduation application has been processed, the first page of the DARS report includes a graduation reconciliation form.
9. Follow the instructions on the graduation reconciliation form carefully. Instructions vary among colleges and programs. College advisement officers are responsible for forwarding DARS exception forms and other supporting documentation to the Office of Admissions and Records Office by the

reconciliation deadline (the end of the 10th week of instruction for fall and spring; the end of the first week of the second summer session for summer).

10. Students who are enrolled in coursework elsewhere that will be used to satisfy graduation requirements must provide the Office of Admissions and Records with an official transcript verifying their enrollment by the reconciliation deadline.
11. Students who fail to meet the requirements for graduation during the term for which they have applied must submit and pay for a new graduation application.
12. Diplomas are mailed to students approximately 6 to 8 weeks after graduation.
13. The Office of Admissions and Records maintains a single address listing for each student. Students may update their address online via ePAWS.

\* Correspondence regarding applications for graduation is sent to each applicant's university-assigned email account.

## Credit Requirements for Bachelor's Degrees

Students must complete a minimum of 124 semester credits to graduate with a bachelor's degrees from the University of Nevada, Reno. Individual schools and colleges at the university may require additional credits.

## Multiple Bachelor's Degrees

Students may earn multiple bachelor's degree simultaneously only if the degrees have different titles, e.g., Bachelor of Science and a Bachelor of Arts or Bachelor of Science in Chemistry and a Bachelor of Science in Civil Engineering, provided all specified requirements are satisfied. A student may not earn multiple Bachelor of Science degrees or multiple Bachelor of Arts simultaneously.

Students must declare their intention to pursue a second undergraduate degree in the Office of Admissions and Records. Candidates for a second degree must earn at least 32 credits in residence beyond the minimum number of credits required for the first Bachelor's degree and must satisfy specific course requirements prescribed by the appropriate school or college.

Each degree requires a separate application for graduation. The regular graduation application and fee payment procedures apply for each degree that the student seeks.

## Dual Undergraduate Majors

Dual majors are permitted only if they fall under a like named degree, regardless of college, and only if the student has been accepted to the second program (major) by the college dean of the second program (major). For example, a major leading to a B.S. degree could not be combined with a major leading to a B.A. degree. Similarly, students enrolled in programs leading to a named degree (e.g., B.S. in chemistry) are not eligible for a dual major.

Students may complete a second major after graduation from the university provided all the requirements mentioned above are met. The second major will be posted on the student's transcript upon receipt of confirmation of completion of major requirements from the student's advisor, department chair, and dean.

**NOTE:** Students who have satisfied ALL requirements to graduate

with a dual major have satisfied the Capstone requirement for both majors if they have satisfied the Capstone requirement for one of the majors. **If the student retreats to the pursuit of a single major, then the original Capstone policy applies and at least one Capstone course must be taken outside the major department.**

## Undergraduate Minors

Each department offering an approved major, or any university interdisciplinary committee or board, may propose a minor for official program approval. A minor program requires students to complete at least 18 credits, including nine or more credits in upper-division courses.

A department offering a minor may require a minimum GPA within the courses of the minor program of study and/or minimum grade requirement for individual courses of the minor for successful completion, but may not impose additional requirements such as a minimum university overall GPA higher than 2.0.

The program requirements for approved minors are specified in the college and department sections of this catalog. Students must complete a declaration of minor form available on the Records and Registration website at: <http://www.ss.unr.edu/records/forms.asp>. The student's minor is indicated on his/her official record when all graduation requirements are satisfied.

## Undergraduate Certificates

The program requirements for approved certificates are specified in the college and department sections of this catalog. Students may add, delete or change their certificate by obtaining the proper form from the "Forms" link on the Records and Registration website at: <http://www.ss.unr.edu/records/> and securing the required signatures. Students who complete the program requirements must list the certificate on the application for graduation. Where a minor is required, students may not substitute a certificate without written permission from the college offering the major program.

## Undergraduate Thesis

Whenever a thesis is required for an undergraduate degree in any department, school, or college of the university, such thesis is to be filed in the university library.

## Advanced Degrees

For specific information about graduate and professional degrees at the university, refer to the Graduate School section of this catalog.

## Transcript of Record

Upon the written request of eligible students and the payment of proper fees, the Office of Admissions and Records issues official transcripts of the student's permanent records. (Refer to the Fees and Expenses section of this catalog for the university's statement on payment of accounts.)

Transcripts of record do not show grades or credit earned on work in progress until the respective semester or registration period officially closes. Transcript orders must be placed in advance to provide adequate time for processing.