

ACADEMIC POLICIES YOU NEED TO KNOW

1. Did you earn a D or F in a course? Course repeat may be an option.

Course Repeat Policy

When a course in which a student has previously earned a "D" or "F" is repeated, the grade earned in repetition will supersede the previously recorded grade. The original grades earned are never deleted from the permanent academic record when a course is repeated; however, such grades are dropped from the calculation of cumulative grade point average. It is thereby possible to improve your grade point average. Courses for which grades of "C" or better have been recorded may not be repeated.

In compliance with established university policy, failing grades and deficiencies in grade point averages may be removed only by taking work in residence at the University of Wisconsin-La Crosse.

Courses may not be repeated at another institution and transferred to this university.

Note: If a student withdraws from a course taken as a "Repeat," the original grade earned will be reinstated immediately in the overall grade point average calculation.

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2. Do you need to request an INCOMPLETE?

An Incomplete ("I") is a temporary grading symbol (not a final course grade) which may be reported for a student who has carried a subject through the last date that one may withdraw from a course and then, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination, or to complete some limited amount of course work.

In no case may an Incomplete be recorded by an instructor for a student who, through personal fault, has failed either to complete the requirements of the course on time or failed to report for the final examination as scheduled.

Read the complete explanation of an INCOMPLETE and how incomplete grades are removed on [page 41 of your undergraduate catalog](#).

3. How is my grade point calculated?

A - 4.00 grade points/credit

AB - 3.50 grade points/credit

B - 3.00 grade points/credit

BC - 2.50 grade points/credit

C - 2.00 grade points/credit

D - 1.00 grade points/credit

F - 0.00 counted as credits attempted

Check out these two web sites for calculating grades:

<http://www.uwlax.edu/advising/GPACalculators.htm>

http://www.bus.wisc.edu/undergrad/advising/gpa_calc.asp

Page 40 of your undergraduate catalog.

4. What grade point is required to be in good standing?

Cumulative credits attempted	good standing if cumulative GPA not less than	probation I or II if cumulative GPA less than	ineligible if semester GPA less than
1-18	1.60	1.60	1.00
19-29	1.80	1.80	1.25
30-44	1.80	1.80	1.50
45 and beyond	2.00	2.00	1.50

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5. What grade point is required to make the Dean's List?

3.50 semester GPA and a minimum of 12 semester credits

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6. Got your final grades on WINGS and think you should have earned a better grade in the class?

Contact the professor first. If the two of you cannot come to an agreement, what is your next option?

Appeal of Final Grade

All departments must establish policies and procedures which enable students to appeal final grades. These policies and procedures must outline the progression of a formal appeal and specify who, if anyone, is empowered to change a final grade.

All appeals for a final grade change must be initiated in writing through the department in question during the semester immediately following the semester in which the grade was earned. A copy of each department's policies and procedures must be filed in the office of the appropriate dean.

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