



## GRADE EXCLUSION PETITION

NAME \_\_\_\_\_ LSUID \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

LSU E-MAIL ADDRESS \_\_\_\_\_ College/Year/Curric \_\_\_\_/\_\_\_\_/\_\_\_\_\_

### Guidelines

- Check the Office of the University Registrar’s website for the complete policy and the listing of courses ineligible to be excluded
- Requests must be completely processed by the last day to add courses for the term in which the course is being repeated
- A maximum of three exclusions (up to 12 hours) may be granted to a student during their academic career
- Transfer courses are NOT eligible for grade exclusion
- Student Athletes must have approval from the Academic Center for Student Athletes\*

COURSE RUBRIC	COURSE NUMBER	SEMESTER TAKEN	GRADE EARNED	HOURS	SEMESTER TO BE RE-TAKEN

**\*Exclusions apply to any section of the course for the indicated semester.**

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: A student’s decision to invoke the Grade Exclusion Policy for a specific course is irrevocable.*

Dean’s Signature \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: Must be signed by the Dean of the college in which the student is currently enrolled.*

\* Academic Center for Student Athletes Approval \_\_\_\_\_

NOTE: For Athletes – scan signed form to Carol Walker and assigned CCACSA Advisor. Implement once approved.



# Grade Exclusion Policy Acknowledgement

Effective with the 2013 fall semester, the university will implement the Grade Exclusion Policy. Under this policy, students may improve the undergraduate LSU and cumulative GPAs by repeating a maximum of three courses (up to 12 credit hours) in which a grade of "D" or "F" was received and requesting that the repeat grade be the only one that is used in the calculation\*. The following rules apply to this policy:

- only three such requests are available to students in their undergraduate careers;
- the policy will apply to courses attempted prior to the 2013 fall semester or thereafter, but the subsequent attempt(s) must be made beginning with the 2013 fall semester;
- the repeated grade must be in the same course rubric and number taken at LSU (if a course is cross-listed, the course must be repeated under the same rubric as it was originally attempted);
- transfer courses are not eligible for grade exclusion;
- special topics, independent study, and research type courses are not eligible for grade exclusion;
- academic programs may opt to exempt certain courses from this policy. See [lsu.edu/registrar](http://lsu.edu/registrar) for a list of courses ineligible for grade exclusion;
- students must file a written petition to invoke the policy with the dean of the college in which the student is enrolled by the last day to add courses in the semester or term in which the subsequent attempt is made;
- petitions filed by student athletes must be approved by the both the dean of the college in which the student is enrolled and the Academic Center for Student Athletes;
- once a petition to exclude a grade has been accepted by the dean of the college in which the student is enrolled, it may not be changed;
- withdrawal from a course for which an exclusion has been approved will not result in the original grade being excluded, but will count toward the three courses or 12 credit hour exclusion limit;
- once a grade exclusion is applied to a course, the quality points and credit hours attempted and earned will be removed from only the calculation of the LSU and cumulative GPAs. Past semester GPAs will not be recalculated;
- grade exclusions do not retroactively change the status of the student's semester academic honors (e.g., Dean's List) or result in a refund of tuition or fees;
- grade exclusions do not result in a recalculation of a student's academic standing (e.g., scholastic warning, probation, or drop) at the end of a previous semester or term;
- the exclusion adjusted GPA *will not* be used in determining both Latin Honors and University Medalists. *All grades will be used to determine Latin Honors and University Medalists.*
- the excluded grade will be annotated on the transcript with the symbol "E" to denote that the grade was excluded;
- upon communication to the Registrar's by the Dean of Students or designee, the policy may not be used to exclude a grade assigned as a result of academic dishonesty;
- once a student has earned a degree, the grade exclusion policy cannot be invoked with respect to any course attempted prior to earning the degree.
- students may invoke the policy multiple times for the same course;
- to determine how this policy affects student aid, TOPS, and/or scholarships, please consult with the appropriate office.
- Many graduate and professional schools re-compute GPAs in the process of considering an applicant for admission to such programs. The re-computation of GPAs may include restoring the cumulative GPA effects of initial attempts at courses repeated under this policy.
- A repeat grade can only replace one unsatisfactory grade. Students must indicate which grade (if multiple grades were earned) will be used for the exclusion policy.

I have read, understand, and accept each of the above stated rules of the Grade Exclusion Policy. Please return this request form to the Human Sciences & Education Office of Student Services (236 Peabody Hall).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Form Received \_\_\_\_\_  Course is approved for the GEP or  Course is denied for the GEP  Completed HSE GEP form  Complete university GEP form

Request Processed \_\_\_\_\_ Date Entered: \_\_\_\_\_ By: \_\_\_\_\_  Confirmation email sent to student Date sent: \_\_\_\_\_ By: \_\_\_\_\_