

Grade Exclusion Policy – Rules & Regulations

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 during 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 the Office of the University Registrar’s website for a complete list of courses ineligible for grade exclusion.
- students must file a written petition to invoke the policy with the dean of the student’s college 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 Academic Center for Student Athletes;
- once a petition to exclude a grade has been accepted by the student’s dean, 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 a 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 the recalculation of a student’s academic standing (e.g., scholastic warning, probation or drop) at the end of a previous semester or term;

Please turn page over.

- 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 University Registrar by the Dean of Students or designee, the policy may not be used to exclude a grade assigned as a result of academic dishonesty;
- students may invoke the policy multiple times for the same course;
- 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.

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.

The Office of the University Registrar’s website has the complete list of the regulations that apply to this policy. (www.lsu.edu/registrar)

By signing below, I acknowledge that I have read and understand the rules that apply to the Exclusion Policy and that I must meet with a college counselor to complete the grade exclusion petition form to officially request the exclusion:

Student’s Printed Name _____

Student’s signature _____

LSU ID Number _____

Date _____

Office Use ONLY

Entered By: _____

Date: _____

Today's Date _____

College/Year/Curric ____/____/____



GRADE EXCLUSION PETITION

NAME _____

LSUID ____ - ____ - ____

LSU E-MAIL ADDRESS _____

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 ¹

¹Exclusions 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 _____

Date _____