

## COLLEGE OF ENGINEERING INSTRUCTIONS FOR PROCESSING A GRADE EXCLUSION PETITION (GEP)

- This policy applies only when the grade exclusion request is filed **prior** to retaking the course.
- CoE Student Services dates for accepting & submitting petitions:

Semester	Start Accepting Petitions	Deadline for Petitions*
Summer Intersession 2018	July 23, 2018	August 7, 2018 @ 4:30pm
Fall 2018	July 30, 2018	August 29, 2018 @ 4:30pm
Winter Intersession 2018	December 3, 2018	December 11, 2018 @ 4:30pm
Spring 2019	December 13, 2018	January 18, 2019 @ 4:30pm
Spring Intersession 2019	May 9, 2019	May 14, 2019 @ 4:30pm
Summer 2019	May 13, 2019	June 6, 2019 @ 4:30pm

- The deadline to complete a request for any term/semester is the last day to add classes for that term!

To request implementation of the Grade Exclusion policy:

1. Review **BOTH** policy details and a listing of courses that *cannot* be used with Grade Exclusion. These can be found at the following LSU Office of the Registrar website.
  - **Policy details:** <https://sites01.lsu.edu/wp/registraroffice/academics/grade-exclusion/>
  - **Disallowed courses:** <http://sites01.lsu.edu/wp/registraroffice/academics/grade-exclusion/711-2/>
  - For courses in which 2 F grades were earned, *first* contact Student Services to appeal for permission to retake the course. LSU College of Engineering, William Brookshire Student Services Office, 2228 Patrick F. Taylor Hall, phone 225-578-5731
2. **For Student Athletes ONLY:** Bring your completed Grade Exclusion Petition (GEP) to the **Academic Center for Student Athletes (ACA)**. They will determine the compatibility of your request with maintaining your eligibility to compete. The GEP must have an ACA signature before the College of Engineering can process the request.
3. GEP are processed weekly. **You will be contacted** if there are issues that prevent your petition from being processed.

## College of Engineering Grade Exclusion Checklist

### LSU Grade Exclusion Policy

The University has a Grade Exclusion Policy. Under this policy, students may attempt to improve their 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.

By filing this Grade Exclusion Petition, I understand the following:

I am (check one):

- A STUDENT ENROLLED IN THE COLLEGE OF ENGINEERING.
- NOT a student enrolled in the College of Engineering. If NOT, you must contact your college of enrollment (UCFY, UCAC, other senior college) to complete a request. This form is only for use by College of Engineering students.

I am (check one):

- NOT** a student athlete (i.e. no NCAA restrictions)
- A STUDENT ATHLETE** and my GEP has been signed by the **Academic Center For Student Athletes** authorizing the College to process this request.
  
- I have (check one):
  - NOT** earned 2 F’s in the courses listed on this GEP (continue filling it out).
  
- I understand 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.
- I understand that 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).
- I understand that the policy can only apply to courses that have been scheduled (for the current or a future term); waitlisted courses in which incomplete grades have been awarded are not eligible for grade exclusion.
- I understand that courses in which incomplete grades have been awarded are not eligible for grade exclusion
- I understand special topics, independent study, and research type courses are not eligible for grade exclusion.
- I understand that transfer courses are not eligible for grade exclusion.
- I understand that academic programs may opt to exempt certain courses.
- I understand that the policy will apply to LSU dual enrollment courses.
- I understand that variable credit courses are not eligible for grade exclusion.
- I understand that courses offered through the Division of Continuing Education (Online Distance Learning courses) are not eligible for grade exclusion.

Please view the Registrars list:

<http://sites01.lsu.edu/wp/registraroffice/academics/grade-exclusion/711-2/>

- I understand that once a petition to exclude a grade has been accepted by the student's dean, it may not be changed after the last day to add classes.
- I understand that a W grade in 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.
- I understand that students may invoke the policy multiple times for the same course but NOT in the same semester. The grade exclusion request replaces only ONE prior attempt.
- I understand that once a grade exclusion is applied to a course, the quality points and credit hours attempted and earned will only be removed from the calculation of the LSU and cumulative GPAs. GPAs from prior semesters will not be recalculated.
- I understand that 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.
- I understand that 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.
- I understand that 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.*
- I understand that the excluded grade will be annotated on the transcript with the symbol "E" to denote that the grade was excluded.
- I understand that 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.
- I understand that 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.
- I understand that many graduate and professional schools include all course attempts when considering an applicant's GPA for admission to such programs.

I have read, understand, and accept each of the above stated rules to LSU's Grade Exclusion policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone:

Today's Date: \_\_\_\_\_  
College/Year/Curric \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_

Office Use ONLY

Entered By: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
 College/Year/Curric. \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \_\_\_\_\_



**GRADE EXCLUSION PETITION**

Office Use ONLY  
 Entered By: \_\_\_\_\_

**NAME** \_\_\_\_\_

**LSUID** 89 - \_\_\_\_\_ - \_\_\_\_\_

**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

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

**Student's Signature** \_\_\_\_\_

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

**Dean's Signature** \_\_\_\_\_

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

**\* Academic Center for Student Athletes**

**Approval** \_\_\_\_\_