Grade Exclusion Questionnaire

(for student use only)

Use checklist to be sure you are submitting all required documentation and avoid delays.

___ Request for Grade Exclusion form
___ Copies of **official transcripts** from all higher education institutions that you have attended.
___ Unofficial Boise State transcript

Grade Exclusion can be granted for up to two terms. The term can be from Boise State University and/or transfer school. *Grade Exclusion can be granted ONLY ONCE.* Be sure it will benefit you before you apply.

Course work that is repeated from Fall 2001 forward will already exclude the previous grade in same class, in which case, Grade Exclusion is not needed since the repeat policy has been utilized.

You must have completed 12 credit hours at Boise State with a 2.50 GPA or higher or 24 credit hours with a 2.25 GPA or higher to be considered for a Grade Exclusion.

1. Has there been a break of 5 consecutive years during which time you did not attend ANY institution of higher education? _____

or

2. Has there been a full 8 years since the term you are requesting Grade Exclusion for? _____

If you answered 'YES' to question 1 or 2 proceed. If not, then STOP. You do not meet the minimum criteria for Grade Exclusion.

3. Is the GPA for the term/s you are requesting ***under*** 2.00 GPA? _____

If you answered 'YES' to question 3 then proceed. If not then STOP the term/s do not qualify.

4. Were the term/s that you are requesting Grade Exclusion for used in the completion of a Certificate, Associate or Bachelors degree you have already earned? _____

If you answered 'NO' to question 4 please proceed to question 6. If you answer 'YES' to question 4 then go to question 5.

5. If those term(s)* were before you earned your degree, were they in a different career (applied technology, undergraduate, or graduate) and not counted in the degree you earned? _____

* Term = Semester or Quarter

If you answered 'YES' to question 5, then proceed. If you answered 'NO' to question 5, then STOP. You will not qualify for Grade Exclusion for the terms you have selected.

6. Have you repeated classes in the term/s that you are requesting Grade Exclusion for? _____ Are the credits already excluded from your GPA? ____Do you have a line that says 'excluded from GPA; no credit earned' on your transcript following a class in the requested term/s? ____ if yes, **Be aware** that those grades are already taken out of your GPA calculation.
7. Are there courses in the requested term/s that have a grade of 'D' or better that will not be used to confer your degree? _____ **Be aware** that we will not be able to use any excluded term/s when we evaluate your completed course work to confer your degree.

8. Are there courses in the requested term/s that have a 'C' or better that you have used as a prerequisite course for another course? _____ **Be aware** that this will not impact the decision to grant or deny the request as long as all requirements are met for Grade Exclusion for the term/s you have requested. Excluded classes cannot be used to meet prerequisites. Please *be aware* that you **cannot** *have credit awarded* by completing *a* Challenge or CLEP *for courses that have been excluded*. You will have to repeat the class *in order to gain credit for a course granted grade exclusion*.
9. Have you been granted Core Certification from a previous school? _____ **Be aware** that if we grant Grade Exclusion for course work used in the calculation of your Core Certification, you will lose that Core Certification and have to abide by BSU core guidelines.

If you have read the **'Be aware'** statement at the end of questions 6, 7, 8, and 9 and can agree to those terms, then submit your request. If not, then STOP. When submitting your Request for Grade Exclusion, please submit the Request for Grade Exclusion form, your unofficial Boise State transcript, copies of official transcripts from all institutions attended, whether they are part of the Grade Exclusion request or not. (The Grade Exclusion Questionnaire is for your purposes only. Do not return it to us.)

Credit hours are counted from the first qualifying term following the requested term. We count the first 12 + credits. We will not break up a term to meet the count. If you do not meet a 2.50 GPA after the first 12 + credits, then we will count to 24 + credits. If you meet a 2.25 GPA then you will be approved and your Grade Exclusion request will be processed. Once we have reviewed your documentation and have done the calculation you will receive either an approved or a denied letter via your Boise State University email address.

BOISE STATE UNIVERSITY

Request for Grade Exclusion

You may petition to exclude from your GPA calculation a maximum of two semesters in which your semester GPA is less than a 2.0. These can be grades earned at Boise State or at another institution. All grades earned in the semester(s) selected must be excluded. You may not select individual grades. All grades will remain on your transcript, but the excluded grades will not be used to meet degree requirements or used in GPA calculation. However, all grades, including any excluded will be used to compute your GPA for graduation honors. You may not request grade exclusion for grades used to confer a post-secondary degree or certificate. To qualify you must meet the following criteria:

1. **You must have been out of school at least five years or have had at least eight years pass since you earned the grades you wish to have excluded.**
2. **You must have completed twelve credits at BSU with a GPA of 2.5 or higher, or twenty-four credits with a GPA of 2.25 in the semester(s) immediately following the semester(s) that you wish to have excluded. If you have had a break in attendance, you must have completed twelve credits at BSU with a GPA of 2.50 or higher, or twenty-four credits with a GPA of 2.25 in your first semester(s) back.**
3. **You have not been granted any form of grade exclusion in the past, including BSU's former forgiveness of grade policy.**

Print Your Full Name _____ BSU Student ID Number _____

Street Address _____ City _____ State _____ Zip _____ Telephone Number _____

Semester Requested for Grade Exclusion _____ College/University Name _____

Semester Requested for Grade Exclusion _____ College/University Name _____

I have read and understand the above stated grade exclusion policy. I understand that all grades will remain on my transcript and for the purposes of graduation honors, (summa cum laude, magna cum laude, and cum laude) that all grades, including those excluded, will be used to calculate my eligibility for these honors. **I also understand that if I am granted Grade Exclusion those credits are still counted as 'attempted' credits for Financial Aid purposes and may affect my Financial Aid.** I also understand that transfer institutions, graduate schools, and/or exam services (e.g. AMCAT and LSAT) may choose to ignore this grade exclusion policy and calculate my GPA using all of my grades including those BSU has excluded from the GPA calculation. I also understand that I may file for grade exclusion only once.

Signature: _____ **Date:** _____

Return this form with your BSU and all transfer transcripts to the Registrar's Office Administration Building room 102. You will receive a reply via BSU student email account within one month. If you would like for this to reflect in your GPA for current term submit at least two weeks prior to end of term.

Mail/deliver to: Boise State University Registrar's Office, 1910 University Drive, Boise, ID 83725-1365
FAX: 426-3169