



# Guidelines for a Grade Exclusion

## Grade Exclusion Policy

- A grade exclusion can only be granted ONE time. Be sure it will benefit you before you apply.
- You must have been out of school for at least five (5) years or have had at least eight (8) years pass since you earned the grades you wish to have excluded.
- Grade exclusion can be granted for up to two semesters or quarters. The term(s) can be from Boise State and/or a transfer school.
- Course work that is repeated from Fall 2001 forward will already exclude the previous grade in the same class, therefore, grade exclusion is not necessary due to this repeat policy.
- You must have completed 12 credit hours at Boise State with a 2.50 grade-point average (GPA) or higher or 24 credit hours with a 2.25 GPA or higher to be considered for a grade exclusion.

## Questionnaire

1. Has there been a break of five consecutive years during which time you did not attend ANY institution of higher education or has there been a full eight years since the term you are requesting grade exclusion for?  
 Yes  No  
If yes, proceed. If no, then do not continue: you do not meet the minimum criteria for grade exclusion.
2. Is the GPA for the term(s) you are requesting *UNDER a 2.00 GPA*?  
 Yes  No  
If yes, proceed. If no, then do not continue: the term(s) do not qualify.
3. Did the term(s) that you are requesting grade exclusion for occur prior to the completion of a certificate, associate or bachelor's degree you have already earned?  
 Yes  No  
If yes, then go to question 4. If no, skip to question 5.
4. If those term(s) were before you earned, were they in a different career (applied technology, undergraduate, or graduate) and not counted in the degree you earned?  
 Yes  No  
If yes, proceed. If no, do not continue: you do not meet the minimum criteria for grade exclusion for the terms you have selected.

The next questions will not disqualify you from seeking grade exclusion, but you should be aware of the following:

5. Have you repeated courses in term(s) that you are requesting grade exclusion for?  
 Yes  No  
Does "excluded from GPA; no cred earned" appear on your transcript following a class in the requested term(s)?  
 Yes  No  
If yes to either, be aware that those grades are already excluded from your GPA calculation.
6. Are there courses in the requested term(s) that have a grade of D- or better that can be used towards your degree requirements?  
 Yes  No  
If yes, be aware that any excluded term(s) will not be used to evaluate your completed coursework towards your degree.
7. Are there courses in the requested term(s) that have a C or better that you have used as a prerequisite for another course?  
 Yes  No  
If yes, be aware that this will not impact the decision to grant or deny the request as long as all the requirements are for grade exclusion for the term(s) you have requested. However, excluded classes cannot be used to meet course prerequisites.  
If you wish to again attempt to earn credit in a course you are having grade exclusion applied to, you must repeat the course. You are unable to earn credit through credit for prior learning or by taking the College Level Examination Program (CLEP) for the course.
8. Have you been granted core certification from a previous school?  
 Yes  No  
If yes, be aware that if you are granted grade exclusion for coursework used in the calculation of your core certification, you will lose that core certification and will have to abide by Boise State core certification guidelines.

If you agree to those terms stated in questions 5-8, then submit your request. If not, do not submit this form. The grade exclusion questionnaire is for your purposes only; do not submit it with the Request for Grade Exclusion.

### **Calculating Eligibility**

To determine eligibility for grade exclusion, the Registrar's Office counts credit hours from the first qualifying term following the requested term. The first 12+ credits are counted. A term will not be broken up to meet the count. If you do not meet a 2.50 GPA after the first 12+ credits, 24+ credits are counted. If you meet a 2.25 GPA, then you will be approved and your grade exclusion request will be processed. Once the Registrar's Office has reviewed your documentation and done the calculation, you will receive a justification letter via your Boise State email address.

### **Grade Exclusion Submission Requirements**

Use this checklist to ensure you are submitting all required documentation and to avoid delays.

- Request for Grade Exclusion Form
- Copies of official transcripts from all higher education institutions that you have attended
- Boise State unofficial transcript



BOISE STATE UNIVERSITY

OFFICE OF THE REGISTRAR

# Request for Grade Exclusion

## Student Information

First Name	Last Name	Phone Number	Student ID	
Street Address		City	State	Zip

You may petition to exclude from you GPA calculation a maximum of two semesters in which your grade-point average (GPA) is less than a 2.00. These can be grades earned at Boise State University or at another institution. All grades earned in the term(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. 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 for at least five (5) years or have had at least eight (8) years pass since you earned the grades you wish to have excluded.
2. You must have completed twelve (12) credits at Boise State with a GPA of 2.50 or higher, or twenty-four credits with a GPA of 2.25 or higher in the semester(s) immediately following the semester(s) that you wish to have excluded. If you have a break in attendance, you must have completed twelve credits at Boise State with a GPA of 2.50 or higher, or twenty-four credits with a GPA of 2.25 or higher in your first semester(s) back.
3. You have not been granted any form of grade exclusion in the past, including Boise State's former forgiveness of grades policy.
4. You have not earned a certificate, Associate, or Bachelor's degree.

## Term(s) Requested for Grade Exclusion

Term Requested for Grade Exclusion	Name of College or University
Term Requested for Grade Exclusion	Name of College or University

I have read and agree to:

- The above stated Grade Exclusion Policy.
- All grades will remain on my transcript, and for the purposes of graduation honors (summa cum laude, magna cum laude, and cum laude), all grades—including those excluded—will be used to calculate my eligibility.
- If I am granted grade exclusion, those credits are still counted as attempted credits for financial aid purposes and may affect financial aid.
- 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 Boise State has excluded from GPA calculation.
- I may file for grade exclusion only once.

Student Signature	Date
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Return this form with your unofficial Boise State transcript and copies of official transcripts from all other institutions attended to the Registrar's Office, Administration Building, Room 110. You will receive a reply via BroncoMail within one month. If you would like the grade exclusion to reflect in your GPA for the current term, submit this form at least two weeks prior to end of term.