



## Request for a Graduate Grade Exclusion

### Student Information

Student Name			Date
Student ID	BroncoMail Email Address		
Graduate Program	Catalog Year	Anticipated Graduation Date	

### Policy Statement

Boise State University is committed to supporting its students in their educational attainment by allowing for grade exclusions. Such exclusions are permitted pursuant to University Policy #3160.

### Instructions

A graduate student must complete a *Graduate Request for Grade Exclusion* form. The Graduate College will verify if the student has met the criteria under the Criteria section below and will forward the request to the Registrar's Office for processing.

If the student has met the criteria, the courses excluded from the GPA calculation will be noted on the graduate transcript as a grade exclusion.

### Limitations

- A graduate student who has been dismissed or deactivated from a graduate degree or certificate program, including a graduate student who has received an academic dismissal, may not use the grade exclusion process for the graduate degree or certificate program from which they have been dismissed or deactivated.
- Grades earned while an undergraduate student has been admitted to an accelerated master's degree program at Boise State University may not be excluded from the respective master's degree program.
- Courses required for a graduate student's current graduate degree or certificate plan, even if completed while the graduate student was admitted to a different degree or certificate program or was a non-degree-seeking student, may not be excluded. In this case, the graduate student should use the Request to Repeat a Graduate Course form.
- A graduate student cannot choose to have individual grades within a semester excluded. All grades and credits requested for exclusion under the prior degree or certificate plan, or while a non-degree-seeking student, are excluded.
- All grades and credits, even in an excluded semester, remain on the transcript as official grades; however, the excluded grades and credits will not count toward graduation or be calculated toward the cumulative GPA or program GPA requirements.

I have read and understand the limitations of the Graduate Grade Exclusion policy.

### Criteria

A graduate student may request to exclude from their GPA calculation grades earned in graduate or undergraduate courses completed at **Boise State University** when the following criteria are met:

- The graduate student is currently admitted as non-degree seeking, or is requesting exclusion of courses completed that are not applicable to the current graduate degree or certificate plan; and
- The graduate student has not exceeded the allowed number of grade exclusions at Boise State University.

I have read and understand the criteria of the Graduate Grade Exclusion policy.



### Term(s) Requested for Grade Exclusion

Semester/Term	Year	School
		Boise State University
		Boise State University

### Submission Check List

Attach your unofficial transcript and Program Coordinator Letter (if applicable) documentation to this Request for *Grade Exclusion* form and submit to the Graduate College for review. Check the following documents that are included with your request:

- Request for Graduate Grade Exclusion form (required)
- Boise State University unofficial transcript (required)
- Program Coordinator Letter (optional)

### Signatures

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Student Signature	Print Name	Date
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">University Use Only Below</div>	
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>		
<input type="checkbox"/>	_____ Program Coordinator Signature (optional)	_____ Date
<input type="checkbox"/>	_____ Graduate College Signature	_____ Date
<input type="checkbox"/>	_____ Registrar's Office Signature	_____ Date