

## LSU “W” Policy and “Retake” Policy

### Adding or Dropping Courses

To avoid schedule changes after the official registration period, students are encouraged to plan each semester's course work in consultation with academic advisors. Any schedule changes should be made as soon as possible after the beginning of classes.

Students may drop courses through the seventh class day without receiving a grade of “W.” Students may add courses through the eighth class day. A “W” grade will be entered on a student's record for any course dropped between the seventh class day and the final date for resigning from the University and/or dropping courses. Students should consult the academic calendar maintained by the University Registrar ([www.lsu.edu/registrar](http://www.lsu.edu/registrar)) to determine deadlines each semester.

Within the limits of the following table, “W” grades do not affect a student's GPA; however, an excessive number reflects negatively on a student's record and involves substantial cost by way of tuition, books, room and board, and lost opportunities. To graduate in a timely manner, a student should complete at least 15 hours per semester and plan on attending at least one summer term.

Withdrawals cannot exceed the numbers allowed in the following table unless authorized by the dean of the student's college. Withdrawal allowances cannot be carried forward.

Hours Earned	Withdrawals Allowed	
	Since August 2010	
0- 59		3
60-119		3
> 119		1

Students may drop all courses by withdrawing from the University according to the guidelines in the section, “Resignation from the University” A resignation will not count toward the number of drops permitted. Courses dropped during summer term or intersession will not count toward the number of drops permitted. Hours Earned does not include advanced standing type credits with respect to this policy.

## **Credit for Repeated Courses**

A student may not repeat a course in which a grade of —CII or better has been earned unless the catalog description indicates that the course may be repeated for credit or the student's dean approves the repetition for some special reason. If a student registers for a course in violation of the above policy, the student's dean may deny degree credit for the course.

Unless otherwise stated in the course description, credit will be awarded only once for a course that is repeated. When students are permitted to repeat for credit a course previously taken, only the last grade determines acceptability of the course for degree credit. If a student receives a failing grade when repeating a course for which a passing grade had been previously earned, the student will lose the credit previously earned for the course. All instances of repeated courses are included in GPA calculations; however, degree credit may be awarded only for the last repetition.

**Students who fail a course twice at LSU may not retake the course without approval from the dean of the student's major college.** Appeals to enroll in a course after having failed the course twice need to be initiated immediately following the semester or summer term in which the second failing grade was earned, but no later than the first class day of the next semester or summer term enrolled.

Students who receive an "F" in a course must repeat the course in the *LSU System* in order to receive credit and quality points for it. With *prior* concurrence of the chair of the department in which the course is offered and the dean of the college in which the student is enrolled, credit and quality points may be approved in individual cases for courses repeated outside the LSU System.

## Nicholls University “W” Policy and “Retake” Policy

### REPEATING COURSES

Effective with summer 1997, all grades for each course appear on a student’s transcript and all hours attempted and total quality points earned are used in calculating the **official cumulative (external)** grade-point average. This is the official GPA posted on the transcript and used to determine academic honors, class standing, and academic probation and suspension. In all cases of repeated courses, the hours earned can only be credited once.

An **adjusted (internal) average**, which is used for determining graduation eligibility, some program admissions, and eligibility for participation in some extra- and co-curricular activities, is computed by subtracting the quality hours and quality points earned in all previous attempts in a repeated course from the overall number of hours and quality points. Effective with fall 2011, the highest grade as opposed to the most recent grade counts in the adjusted average.

### COURSE DROP AND RESIGNATION POLICY

A student may drop a course or courses with a grade of **W** or may resign from the university with grades of **W** prior to the date specified in the university calendar. After that date a student may not drop a course or resign from the institution without receiving **F**’s in all courses taken. In extraordinary circumstances the student’s academic dean may authorize resignation with grades of **W** or dropping a course with the grade of **W**. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

### Dropping/Adding Courses

#### Schedule Changes

A student should consult with an assigned faculty advisor before adding or dropping a course or changing sections. This is to ensure that the student chooses those courses which will apply toward the student’s degree. Courses may be added or dropped at any time during early and regular registration. After regular registration ends, the following rules apply:

Courses may be added through the fifth class day with permission of the instructor and student’s dean. Students may increase indebtedness (tuition and/or fees) for addition of courses.

There shall be no refund for dropping a class after regular registration ends.

A course dropped prior to census date will not be recorded on the student’s transcript. A student may drop a course with a grade of **W** after the census date. (See the Academic Calendar for census day date for each semester or session.)

When a student's official record in the Office of Records and Registration indicates that he or she is registered in only one course in which a final grade will be earned, and the student wants to drop that course, a resignation form must be processed to clear the records.

A student may change the section of a course in the same manner as that used for adding and dropping courses. There shall be no refund of course related fees for changing a section after regular registration ends. However, a change in section may increase indebtedness.

## ULL System of Grading

Courses in the College in which a student has earned a grade higher than a "C" may be repeated only with permission of the Dean of Engineering. A student who is ineligible for admission to the College, or who has been dropped from the College, may schedule courses in the College only with permission of the Dean of Engineering. A student dropped from the College may apply to be readmitted after two semesters if he/she presents evidence of having improved his/her background for the selected major including the completion of 30 semester hours of academic work with at least a 2.50 grade point average.

The symbol "W" indicates the resignation or cancellation of the student from the University or the dropping of a course prior to the deadline printed in the Schedule of Classes. The course and grade will be posted to the student's permanent record but will not be included in the calculation of the semester, adjusted, and cumulative average.

Withdrawals in courses taken at UL Lafayette cannot exceed the numbers allowed in the following table without the student incurring a fee for excessive withdrawals. Withdrawal allowances cannot be "banked" or carried forward. <b>Hours Earned</b>	<b>Withdrawals Allowed without Fee</b>	
	0 – 29	1 or 2 (no more than 3 in first 59 hours)
	30 – 59	1 or 2 (no more than 3 in first 59 hours)
	60 – 89	1
	90 – 119	1
	> 119	1

The symbol "R," which appears only on a student's permanent record or a transcript thereof, indicates that a course so marked has been repeated.

### Repeating of Courses

1. At the University of Louisiana at Lafayette the effect of repeating a course previously taken at this University is the removal of the GPA hours, hours earned, and quality points of the previous attempt from the calculation of the adjusted average used for graduation and entrance into the Upper Division. The student is responsible for reporting a repeated course to the Office of the Registrar.
2. Repeating at the University of Louisiana at Lafayette a course previously taken at another college or university has no effect on the previous grade or GPA hours.
3. Repeating at another college or university a course previously taken at the University of Louisiana at Lafayette has no effect on the University of Louisiana at Lafayette grade or GPA hours.
4. Courses taken and repeated at another college or university will have the same effect as in 1 above.
5. Students are cautioned that many undergraduate curricula, graduate schools, professional schools, and other colleges and universities may compute the undergraduate GPA on all GPA hours when accepting applications for admission and/or when evaluating records for graduation.
6. The adjusted GPA is used for graduation and entrance into the Upper Division.

## **ULM “W” Policy and “Retake” Policy**

### **ADDING AND DROPPING COURSES**

A student may drop any subject with a notation of “W” (withdrawn from class) within the time limit specified in the University Calendar. Withdrawals during that period carry no academic penalties.

## **SELU System of Grading**

### **CLASSIFICATION**

Classification of students is based upon the number of semester hours earned.

The following rules govern the classification of a student:

1. Students are classified as freshmen until they have successfully completed thirty semester hours. Courses numbered 0 to 199 are primarily for freshmen.
2. To be classed as a sophomore, a student must have earned at least thirty semester hours of credit. Courses numbered 200 to 299 are primarily for sophomores.
3. To be classed as a junior, a student must have earned at least sixty semester hours of credit. Courses numbered 300 to 499 are primarily for juniors and seniors.
4. To be classed as a senior, a student must have earned at least ninety semester hours of credit. The term upperclassmen as used in this catalogue means sophomores, juniors, and seniors.

A freshman or sophomore student may register for a course at the 300 or 400 level, which has a companion 500 level number, only with the written permission of the course department head. Courses numbered 500 and above are for graduate students only and cannot be counted toward undergraduate degree credit.

### **REPEATING COURSES**

The following policy outlines the rules for repeating courses at Southeastern and details the use of repeated courses in the calculation of the different grade point averages.

1. A student who has earned a grade of “A” in any individual course is not eligible to repeat the course for additional academic credit or computation of any grade point average.
2. A student who has earned a grade of “B” or “C” in any individual course may repeat the course one time for credit in order to earn a higher grade. Both the first and second grades earned in the course will be computed in the student’s Cumulative Grade Point Average. Only the last grade earned will be computed in the student’s Degree Grade Point Average.
3. Any course in which a final grade of “D”, “F” or “WF” has been earned may be repeated as many times as needed until a grade of “C” or better is earned. (A grade of “C” or “B” may then be repeated once.

4. After the course has been repeated, the last grade earned stands as the official grade. All grades for the course will appear on the student's transcript.
5. When determining academic standing, campus awards, and honors, all grades appearing on the student's transcript (Cumulative Grade Point Average) will be used.
6. Southeastern's professional schools and academic colleges may set higher repeat rules regarding admission into specified programs. Policies for admission to and graduation from specific degree programs may be found in the appropriate academic section of this catalogue.
7. A student who is not eligible to repeat a course for additional academic credit but remains enrolled in this course will receive a grade of NC (No Credit).

**Using Repeated Courses in the calculation of the Cumulative and the Degree Grade Point Averages:**

**A. Grade Point Average**

All hours attempted and total quality points will be used in calculating the *Cumulative Grade point Average*. Only the *Cumulative Grade Point Average* will appear on the academic transcript prior to graduation. Academic standing, campus awards, and honors will be determined by the *Cumulative Grade Point Average*.

**B. Degree Grade Point Average**

- The *Degree Grade Point Average* reflects only the last grade earned in courses ***required in the respective undergraduate degree***. All prior attempts of courses repeated for credit are disregarded when calculating the *Degree Grade Point Average*.
- The *Degree Grade Point Average* in the ***major*** reflects only the last grade earned in all ***major*** courses required in the degree.
- The *Degree Grade Point Average* on ***courses taken at Southeastern*** reflects only the last grade earned in Southeastern courses applicable to the student's curriculum.
- The *Degree Grade Point Average* may be used as an alternate to the *Cumulative Grade Point Average* to determine a student's eligibility for an undergraduate degree. The *Degree Grade Point Average* is not reported with semester grades, nor does it appear on the academic transcript prior to graduation. It is **not** used to determine academic standing, campus awards, or honors.

# Northwestern State University System of Grading

## Dropping and Adding Courses

Students may **drop and add** courses on or before the seventh day of classes (see University Academic Calendar). When a course is “dropped” it no longer appears on the student’s record, and fees for the class will be refunded or adjusted.

After the seventh day of classes, and before the “last day to withdraw or resign from the University” (see the University Academic Calendar), a student can **withdraw** from a course online using NSUConnect at <https://nsuconnect.nsula.edu:4445>. Some students are not allowed to withdraw from courses without prior approval (graduating seniors, international students, student-athletes, graduate students). Upon submission of the online request by the deadline posted in the University Academic Calendar, a grade of “W” is assigned to each course. Although “W” grades do not affect the grade-point average, excessive withdrawals reflect negatively on the student’s record, interfere with the student’s progress toward graduation, and may result in the loss of scholarships and other types of financial aid. Students should see the Financial Aid Satisfactory Academic Progress Regulations in the University Catalog to see how withdrawing from courses might affect their eligibility for financial aid.

Therefore, it is recommended that withdrawals be limited as described below:

Classification	Hours Earned	Maximum Number of Withdrawals
Freshman	0-29	3
Sophomore	30-59	2
Junior	60-89	1
Senior	90-119	1
Senior	120 or more	1

After the Seventh Day of Classes schedule changes will be handled as follows:

- Requests for schedule changes must be submitted to the student’s academic dean and must be due to extenuating circumstances.
- Students wishing to withdraw:
  - Receive a grade of “W”
  - Pay for the tuition and fees for the class
- Students wishing to resign:
  - Receive a grade of “W” in all classes
  - Are refunded 50% to 0% of their tuition (based on University refund schedule)

After the “last day to withdraw or resign from the University,” a student who cannot complete a course due to circumstances beyond the student’s control may contact his/her academic dean no later than the last day of classes for that semester to determine if the criteria are met for receiving a retroactive withdrawal.

- Examples of cases eligible for appeal include but are not limited to documented departmental administrative errors, illness (injury to student), death in student’s immediate family, natural disaster or exceptional traumatic event, and military duty.
- If the approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and the grade assigned shall be a “W”.
- If the dean allows the student to resign, a “W” grade shall be assigned in all courses. If the appeal is approved, the dean will notify the instructor(s) and the University Registrar.
- Retroactive withdrawal after a semester ends is permitted only by approval of a student appeal to the Registration, Credits, and Graduation Council. Information and appeal forms may be obtained from the University Registrar’s Office or by accessing the University Registrar’s Office web page at [www.nsula.edu/registrar](http://www.nsula.edu/registrar).