

**IVY TECH COMMUNITY COLLEGE
 PETITION FOR COURSE EXCLUSION
 Fort Wayne**

Course Exclusion: A student who has returned to the College after an absence of at least three years may petition the Vice Chancellor for Academic Affairs to exclude quarter and/or semester hours of coursework statistics from the cumulative grade point average (GPA) calculation. Courses excluded from the cumulative GPA calculation are no longer counted as earned credits and cannot be used to satisfy program requirements. The grades earned will remain recorded on the transcript. Grade exclusion also has the following additional conditions:

- a.) This is a one-time-only option.
- b.) Courses that applied to a degree, certificate, or other certification requirements already earned cannot be excluded.
- c.) Courses that are required to be repeated for completion of program objectives are not eligible for exclusion.
- d.) Courses with a grade of “C” or higher are not eligible for exclusion.
- e.) Skills Advancement courses are not eligible for exclusion.
- f.) Students may exclude up to 20 quarter hours or 15 semester hours, or any combination or quarter and semester hours, not to exceed 15 credit hours converted to semester hours.
- g.) Courses that have been approved for exclusion are not eligible to be restored.

I wish to petition the Vice Chancellor for Academic Affairs to have certain coursework excluded from my cumulative grade point average. I understand course exclusion as described above.

STUDENT NAME _____ SSN _____

ADDRESS _____

CITY/STATE/ZIP _____

PROGRAM _____ CONCENTRATION _____ DEGREE _____ TERM LAST ATTEND _____

REASON FOR EXCLUSION – attach additional sheet if necessary to state your case.

Continue on other side.

I am requesting the following courses be excluded from my cumulative GPA:

COURSE NUMBER	TITLE	CR HR	TERM TAKEN	GRADE EARNED

Student Signature

Date

RETURN COMPLETED FORM TO: OFFICE OF THE REGISTRAR, IVY TECH COMMUNITY COLLEGE, 3800 North Anthony Blvd., Fort Wayne, IN 46805.

APPROVED _____

NOT APPROVED _____

Vice Chancellor for Academic Affairs

Date

Processed:

Office of the Registrar

Date

Notification: Student
Financial Aid