Office of the University Registrar Fact Sheet

F Grades

A. GENERAL

Beginning with the 2006-2007 Academic Year, the University implemented a new policy regarding **undergraduate** students and F grades. The policy states that students who fail a course twice at **LSU** are not permitted to retake the course unless they have the permission of the *dean offering the major*.

1. Academic Bankruptcy
   If students declare academic bankruptcy, any F grades they earned are not used when determining if the students can repeat courses.

2. Cross-listed Courses
   Cross-listed courses are used when determining if students can repeat courses.

3. Related Courses
   Related courses are not used when determining if students can repeat courses.

4. Audited Courses
   Audited courses are not used when determining if students can repeat courses.

5. Full Sections
   If a department attempts to add a course to a student's schedule using the override function because the section is full, the department will not be able to add the course if the student has already earned two or more F grades in the course.

B. FILES

Each semester the Office of the University Registrar (OUR) provides the deans' offices with files that include data regarding students who have earned **one** or more F grades in courses and are currently enrolled in the same courses. If, however, students fail courses and subsequently pass the courses, the data is not included in the files should the students attempt to schedule the courses again. The following colleges consider D grades as passing: AGRI, BADM, ENGR, HSS, MCOM and MDA. The following colleges consider C or P grades as passing: ADSN, EDUC, SCE and SCI.

The files are as follows.

PROGRAM	CONTENTS	PRODUCTION
SRR2866	All students who have scheduled courses for applicable semester/term	After 1st No-pay Purge
SRR2868	Only students who scheduled since the 1st No-pay Purge	After Last Day to Add Courses
SRR2851	All registered students	After 14th Class Day
SRR2871	All students who completed the semester/term but excludes those who graduated	End of the Semester

1. Selection Criteria

   a. SRR2866 and SRR2868 files include data regarding students who have earned at least one F in a course. The students do not have to be currently scheduled in the courses.

   b. SRR2851 file includes data regarding students who have earned at least one F in a course and are currently registered in the same course.

   c. SRR2871 file includes students who have earned at least one F grade in courses and have schedule the courses for a future semester/term.

2. UCFY and UCAC Students
   The program in which a student is enrolled determines the college's file in which we include the student's data. For example, if a UCAC PBADM student's program is MKT, we include the student's data in the College of Business' file.

3. Files Creation
   We create a separate file for each college excluding GRAD and VETM.

4. Files Delivery
   The files are delivered via FilesToGo.

C. MYLSU , USRQ AND UCUR EDITS REGARDING STUDENTS WHO HAVE EARNED F GRADES IN THE SAME COURSE <u>TWO OR MORE TIMES</u>

   1. MYLSU
   If a student attempts to schedule the course, he or she cannot do so. The message "CANNOT ADD THIS COURSE UNLESS AUTHORIZED BY COLLEGE OFFERING YOUR MAJOR" displays. For example, if a UCFY student has declared HIST as his major, only personnel in the A&S Dean's Office (and OUR staff) can add the course to the student's schedule. If the student is

pursuing two degrees, the primary degree determines which dean's office can add the course to the student's schedule.

2. USRQ Screen

   a. OUR and Staff in Deans' Offices Offering the Curricula.
   When these staff members attempt to add the course, it will not be added and the edit message "STUDENT FAILED THIS COURSE TWO OR MORE TIMES" will display. This is a "soft edit" and by pressing the enter key a second time, the course will be added.

   b. All Other Staff.
   Personnel in other offices will not be able to add the course via USRQ. If they attempt to do so, the message "STUDENT MUST CONTACT DEAN'S OFFICE TO ADD THIS COURSE" displays. This is a "hard" edit.

3. UCUR Screen
   When personnel in OUR attempt to add the course via the UCUR Screen, the message "STUDENT FAILED THIS COURSE TWO OR MORE TIMES" displays. This is a "soft edit," and by pressing the enter key a second time, the course will be added to the student's schedule.

D. MYLSU , USRQ AND UCUR EDITS REGARDING STUDENTS WHO HAVE EARNED AN F GRADE IN A COURSE ONCE AND IS CURRENTLY ENROLLED IN THE SAME COURSE

1. MYLSU
   If a student attempts to schedule the course, he or she cannot do so. The message "CANNOT ADD THIS COURSE UNLESS AUTHORIZED BY COLLEGE OFFERING YOUR MAJOR" displays.

2. USRQ Screen

   a. OUR and Staff in Deans' Offices Offering the Curricula.
   When these staff members attempt to add the course, it will not be added and the edit message "STUDENT CURRENTLY ENROLLED IN COURSE PREVIOUSLY FAILED" displays. This is a "soft edit" and by pressing the enter key a second time, the course will be added.

   b. All Other Staff.
   Personnel in other offices will not be able to add the course via USRQ. If they attempt to do so, the message "STUDENT MUST CONTACT DEAN'S OFFICE TO ADD THIS COURSE" displays. This is a "hard" edit.

3. UCUR Screen
   When personnel in OUR attempt to add the course via the UCUR Screen, the message "STUDENT CURRENTLY ENROLLED IN COURSE PREVIOUSLY FAILED" displays. This is a "soft edit," and by pressing the enter key a second time, the course will be added to the student's schedule.