HAMAD BIN KHALIFA UNIVERSITY

AC-G-05.V01: GRADUATE COURSE REPEAT POLICY

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Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017
Last Updated:

1. PURPOSE

This policy presents the governing guidelines to repeat a graduate course and the guidelines for grade recording of a repeated course.

2. POLICY DESCRIPTION

Graduate students under certain circumstances, as articulated in this policy, may be permitted to repeat a previously completed course.

2.1 POLICY STATEMENTS

1. Graduate students are permitted to repeat courses with a grade of "B-" or below. Courses with a grade of "B" or higher are not allowed to be repeated. Students are allowed to repeat a particular course only one time.
2. Graduate students who fail a course twice will be academically dismissed.
3. Grades earned in the second attempt shall count towards the calculation of the CGPA.
4. The official transcript of a student shall record the grades for all attempts of a course. The first attempt shall be denoted with an "R", indicating that this is a repeated course and that the grade will not count towards cumulative GPA calculations.
5. The course repeat policy for courses with the same title and catalog number (such as "Individual Study" or "Special Study") shall be applied when the repeated course covers the same topics as when the course was taken in the first attempt.
6. With the approval of the College Dean, the course repeat policy may be applied to equivalent courses (the two courses do not have different catalog numbers and titles but are designated as equivalent). Students must secure a pre-approval from the College Dean to register for the course's replacement before registering in the course.
7. No changes in the CGPA can be made after a degree has been awarded, even if students repeat a course.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE