



## **HAMAD BIN KHALIFA UNIVERSITY**

### **AC-U-03.V01: UNDERGRADUATE 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:**

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### 1. PURPOSE

This policy presents the situations in which an undergraduate student may be permitted to repeat a course and establishes the guidelines for grade recording of a repeated course.

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### 2. POLICY DESCRIPTION

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

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#### 2.1 POLICY STATEMENTS

1. Undergraduate students are permitted to repeat any course up to two times. The Dean may exempt the maximum number of times a student is allowed to repeat a course.
2. Grades earned in the last attempt shall count towards the calculation of the CGPA.
3. The official transcript of a student shall record the grades for all attempts of a course. Except for the last attempt, all other attempts shall be denoted with an "R", indicating that this is a repeated course and that the grade will not count towards cumulative GPA calculations.
4. 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.
5. With the approval of the College Dean, the course repeat policy may be applied to equivalent courses (the two courses do not have the 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.
6. No changes in the CGPA can be made after a degree has been awarded, even if students repeat a course.

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### 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.

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#### 3. 1 COMMUNITY SHOULD KNOW THIS POLICY

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

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### 4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

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### 5. ACCOMPANYING PROCEDURE

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