

**UH REPEATED COURSE POLICY
As of December 2017**

UH Mānoa	UH HILO	UH WEST O'ahu	HAWCC	HONCC	KAPCC	KAUCC	LEECC	UHMC	WINCC
Source:	Source:	Source:	Source:	Source:	Source:	Source:	Source:	Source:	Source:
(2017-18 Catalog, http://www.catalog.hawaii.edu/undergrad-creditsgrades.htm) – Effective Fall 2012, a new Grade Replacement Policy	(https://hilo.hawaii.edu/catalog/repeating-courses)	(Catalog 2017-2018, https://laulima.hawaii.edu/access/content/group/a3236a44-3b6e-4c62-a10f-426b5fd541ac/CATALOG%2C%20UHWO/UHWO_Catalog_posted.pdf , p. 16)	(Catalog 2017-18, https://www.hawaii.hawaii.edu/sites/default/files/assets/catalog/docs/catalog17-18.pdf , p. 31)	(Catalog 2017-2018, https://www.honolulu.hawaii.edu/catalog , p. 56)	(https://www.kapiolani.hawaii.edu/wp-content/uploads/2017/12/2017-2018-catalog-policies-Dec-5.pdf , p. 54)	(Catalog 2016-2017, http://kauai.hawaii.edu/catalog_17/2017_full.pdf , p. 43)	(http://www.leeward.hawaii.edu/course-repetition)	(https://issuu.com/uhmc/docs/uhmc_general_catalog_2016-2017_hq (only downloadable with ISSUU login, p. 76)	Catalog 2017-18
Policy:	Policy:	Policy:	Policy:	Policy:	Policy:	Policy:	Policy:	Policy:	Policy:
<p>Repeating Failed Courses - Students who receive an F or NC earn no credits. Students may repeat any course in which they received an F or NC for that semester. For courses taken as a repeat, the last grade received for the course shall be included in the student's cumulative GPA. The grade from the previous attempt shall be excluded from the GPA. Grades for each attempt are permanently recorded on the transcript.</p> <p>Repeating Courses with Grades of C-, D+, D, or D-</p>	<p>Repeating Courses With certain restrictions that are noted below, undergraduate students may retake a course with the intention of earning a higher grade. When a course is repeated, the GPA is computed by using the most recent grade received. If "W" is the "repeat" grade, the initial grade will be used to compute the GPA. If "F" is the "repeat" grade and the initial grade was "D" or higher, students will retroactively lose the credits that they previously earned. Grades from both initial and repeat attempts remain a part of the student's</p>	<p>Beginning fall 2015, the last grade received for a repeated course shall be included in the student's cumulative GPA and the grade from the previous attempt shall be excluded from the GPA. Grades for each attempt remain a part of the student's permanent academic record.</p> <p>If a W is the repeat grade, the initial grade earned will be used to compute the GPA. If a D- or F is the repeat grade and the initial grade was a D or higher, students will not retroactively lose the credits that they previously earned.</p>	<p>Repeating Courses Students can repeat courses once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students must register during late registration on a space-available basis with instructor approval. All entries remain a part of the student's permanent academic record.</p> <p>Repeating courses for a higher grade: If a student is</p>	<p>Repeating a Course Students may repeat any course in which D, F, N, W, or L was received. Credit is allowed only once for a repeated course. The first and all subsequent grades will remain on the student's Academic Record and all grades will be used to compute the grade point average (G.P.A.) and to determine academic status.</p> <p><input type="checkbox"/> Certain courses may be repeated for additional credits. The course description in the Catalog indicates whether or not a course is repeatable for additional credit.</p>	<p>Repeating a Course: Credit can be earned only once for a course. If a course is repeated, the first and all subsequent grades will remain on the student's academic record. Repeated course grades will appear on the student's academic transcript but will have an "E" notation next to them to indicate that these grades are excluded from the student's GPR. The grade that counts in the calculation of the GPR is identified by an "I" notation, for "included."</p> <p>For repeated courses taken at Kapi'olani</p>	<p>Repeating Courses - If you received a grade of "D" or lower, you may repeat the course and receive the higher grade and grade points. Credit is allowed only one time. You do not need instructor approval to repeat the course.</p>	<p>Repetition of Courses No student may attempt the same course more than two times without special approval. The third or any subsequent attempt of the same course requires the approval of the Dean of Student Services or designee. Withdrawal from a course after the erase period will count as an attempt of the course.</p> <p>This policy does not apply to: 1. Courses which are identified in the Leeward CC Catalog as repeatable for additional credit. These courses may be repeated up to</p>	<p>Repeating Courses Students may repeat any UH Maui College course once with the instructor's permission, then may repeat a course only with the permission of the Vice Chancellor of Academic Affairs. The credit from a repeated course is entered once toward the credit earned and applied only once toward a certificate or degree requirement, unless specified otherwise in the course description. All grades are reflected on the transcript, but only the highest grade is computed into the grade point average.</p>	<p>A student may repeat any course taken at the College but will receive additional credit only if the course description in the catalog states that the course may be repeated for additional credit. With the exception of courses which specifically allow repeating for additional credit, credit will be allowed only once for a course, and the student will receive the higher grade and grade point. The lower grade, however, shall remain on the student's record.</p>

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<p>Students who receive grades of C-, D+, D, or D- earn the credits for that course. Students may repeat any course in which they received a grade of C-, D+, D, or D-. For courses taken as a repeat, the last grade received for the course shall be included in the student's cumulative GPA for that semester. The grade from the previous attempt shall be excluded from the GPA. Grades for each attempt are permanently recorded on the transcript. Only one set of credits (i.e., 1 credit for a 1-credit course; 3 credits for a 3-credit course, etc.) can count toward degree requirements. Students should check with their academic advisor on repeating courses that they have already received a minimal passing grade.</p> <p>For students who receive financial aid repeating courses in which they received a grade of C-, D+, D, or D-, their</p>	<p>permanent academic record.</p> <p>Students may not enroll in a course and receive a grade (including "W") more than three times, except in those courses identified in the Catalog as repeatable.</p> <p>The only courses a student may repeat with a Credit/No Credit option are those in which the student previously received a grade of "NC" (No Credit). A course for which a student has already received credit may not be repeated through credit by institutional examination.</p> <p>Courses initially taken at UH Hilo must be repeated at UH Hilo in order for the repeat grade to be calculated in the GPA. Grades from other institutions will not be used to calculate the GPA. A repeated course is not removed from the student's record. All grades earned are shown on the transcript. Any repeated courses taken after</p>	<p>Grades from both initial and repeat attempts remain a part of the student's permanent academic record.</p> <p>Credit is only earned once for repeated courses, with the exception of courses which specifically allow repeating for additional credit as stated in the course description of the UH West Oahu General Catalog. Students should check with an academic advisor on repeating courses that they have already received a minimal passing grade.</p> <p>The only courses a student may repeat with a Credit/No Credit option are those in which the student previously received a grade of NC. A course for which a student has already received credit may not be repeated through credit by institutional examination.</p> <p>Courses initially taken at UH West O'āhu must be repeated at UH West O'āhu in order</p>	<p>repeating a course for a higher grade, credit is allowed only once. The GPA is calculated by using the highest of the grades received with the following exception for a grade of "C" or higher in a Writing Intensive (WI) course. In the event that a student completes a WI course with a "C" or higher, and previously completed or repeats the course without the WI designation, the grade for the WI course will be used to calculate the GPA. If the WI course is not completed with a "C" or higher, and the student previously completed or repeats the course without the WI designation, the higher grade will be used to calculate the GPA. (Policy Haw 5.304) Transfer courses do not apply.</p> <p>Repeating courses for a higher Writing Intensive (WI) grade: If a student is repeating a WI</p>	<p>□ If a student inappropriately repeats a course for which a "C" or higher is earned, (i.e., in circumstances other than those described above, neither the credits nor grade points will be used to compute the G.P.A.</p>	<p>Community College during or after Fall 2013, only the highest grade awarded will be used to determine the Grade Point Ratio. Only the course grades of A, B, C, D, or F shall be used for this purpose.</p> <p>Example: A student takes ZOOL 141 in Fall 2014 and earns a "C" then retakes it in Spring 2015 and gets an "F". The "C" grade would count in the student's GPR (included "I") and the "F" grade would not count (excluded "E"). And if this same student should retake it for a third time in Fall 2015 and gets a "B", the "B" grade would count in the GPR (included "I") and the "C" and "F" grades would both not be counted (excluded "E").</p> <p>Courses that may be repeated for credit, such as MUS 114 College Chorus, are not included in this policy.</p> <p>Repeating Writing Intensive (WI) and/or Hawaiian</p>		<p>the maximum number specified. 2. Courses taken during Summer Session.</p> <p>If a course is repeated, both the earlier and the subsequent grades earned shall remain on the student's transcript. In doing a graduation check for an Leeward CC degree or certificate, credit will be allowed only once for a course repeated unless the Catalog course description for that course specifically states that it may be repeated for additional credit(s). If a course description in the Catalog states that a course may be repeated for additional credit but fails to specify the maximum number of credits for which the course may be repeated, the course shall be treated as if it may be repeated only once for additional credit, with the exception of the following music courses: MUS 103 Guitar Ensemble I MUS 104 Beginning Jazz Ensemble</p>		

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<p>enrollment status may not include the repeat course and may affect the amount of aid received. Students should check with the Financial Aid Services Office on repeating courses that they have already received a minimal passing grade in regards to their eligibility for financial aid.</p> <p>Repeating Courses with Grades of C or Higher Students who have already received a grade of C or higher for a course that is not designated as "repeatable" may repeat it only with the permission of the instructor or of the department offering the course. Grades for each attempt are permanently recorded in the transcript, but only the first grade (not the repeat) is included in the GPA. Only one set of credits (i.e., 1 credit for a 1-credit course; 3 credits for a 3-credit course, etc.) can count toward degree requirements.</p>	<p>graduation will impact the student's cumulative GPA, but not their graduation GPA.</p> <p>Many graduate and professional schools recalculate the grade point average using grades from all classes taken, including repeats, in determining eligibility for admission. This fact should be carefully considered by students who are attempting to increase their grade point average by repeating courses in which they have received a passing grade.</p>	<p>for the repeat grade to be calculated in the GPA. Course grades earned from other institutions cannot be used to replace grades earned in courses at UH West O'āhu. Grades earned from other institutions are not be used to calculate the UH West O'āhu GPA.</p> <p>Per Federal Financial Aid Policy, a repeat course will not be counted toward determining financial aid enrollment status unless it is a course allowable to be repeated for credit as stated in the catalog. Students who receive veterans' educational benefits and wish to repeat a course in which they received a minimal passing grade (e.g., C-, D+, or D), should contact the Registrar's Office to determine if this impacts their eligibility, amount of aid awarded, or enrollment status will also be evaluated on SAT or ACT scores</p>	<p>course for a higher WI grade in the same course, then the higher WI grade is kept and the WI requirement is met. (Policy Haw 5.304)</p> <p>Repeating courses for additional credit: Certain courses may be designated as repeatable for credit and are identified in the catalog. The course may only be used once as an area requirement towards the Liberal Arts (AA) degree. When repeated, the course will count as a general elective. Cross-listed courses may be repeated for credit under one alpha only. (Policy Haw 5.304)</p>		<p>Asian Pacific (HAP) Courses: Students who receive a grade of "C" or higher in a course previously not designated as WI are not allowed to repeat the course to satisfy the WI requirement for an AA degree.</p> <p>Transfer credit is generally not awarded for courses that duplicate material for which academic credit has already been given. Credit will not be awarded for a repeated course in which a passing grade was previously earned.</p> <p>Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.</p>		<p>as of 12/11/17 MUS 112 Hawaiian Ensemble I MUS 113 Hawaiian Ensemble II MUS 114 College Chorus MUS 201 Vocal Ensemble MUS 202C Community College Band MUS 203D Keyboard Ensemble MUS 203G Guitar Ensemble II MUS 204 Advanced Jazz Ensemble MUS 206 Electronic Keyboard Ensemble MUS 221C Intermediate Piano Class I MUS 221B Advanced Voice Class MUS 221D Woodwind, Brass Or Percussion MUS 221G Contemporary Guitar MUS 221H Classic Guitar III MUS 222C Intermediate Piano Class II MUS 227 Piano By Ear I MUS 228 Piano By Ear II MUS 232 Applied Music</p> <p>Students who intend to transfer are reminded that many colleges and</p>		

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