

AA20. Repeating a Course Policy

Title:	Repeating a Course Policy
Policy Number:	AA 20/ 08, 2014
Effective Date:	Reviewed, July 2025
Issuing Authority:	Vice President For Academic Affairs

RATIONALE

For the purpose of having good academic standing, advisors may ask the student to repeat a course in order to avoid probation or to remove a probation. Students must adhere to the advisor instructions. Below is the policy:

POLICY

The student must repeat all failed courses when first offered. The student may also repeat a course in which s/he passed with a grade of "70" or lower only once to improve the CGPA. While all repeats shall remain on the student's record, the credits of a repeated course shall count only once, and the highest grade is used to compute GPA. A course may not be repeated more than two times, including withdrawals.

RELATED DOCUMENTS

- > University policies and procedures
- > University catalogues

1. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Academic Affairs

AUTHORITY: University Academic Board

POLICY REVIEWED BY: Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

EFFECTIVE DATE: July 15, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: July 15, 2018