

KAUA‘I COMMUNITY COLLEGE Grade Replacement for Repeated Courses

1. Purpose

The purpose of a grade replacement for repeated courses policy is to clarify how course registration and student grade point averages are handled in instances where a student repeats a course

2. References

3. Policy

Courses that are designated as repeatable for credit are not impacted by this policy. For all other courses:

- A. A student who has received a grade of A in a course cannot repeat the course.
- B. A student may repeat any course once without restrictions, except as stated in 3.A.
- C. A student who wishes to make a third or further attempt of a course must receive the approval of the instructor before enrolling in the course. Instructors are recommended to wait until the late registration period before granting such approval unless it is clear that space will be available for all non-repeat students who wish to enroll. If there are seats available in the class section, the instructor must grant approval no later than the end of the first week of the term. Students who must wait for instructor approval may request a waiver of the late registration fee.
- D. When a course is repeated, the student's grade point average will be calculated using only the highest grade earned among all attempts.
- E. Credit can only be earned once for a course.

All attempts will remain on the student's academic record. Attempts that are not included in the student's grade point average calculation will be identified with a special notation. Repeated courses are identified in column 'R' with E=excluded in GPA and credits and I=included in GPA and credits."R- appears on STAR transcript indicating Repeat-Excluded.

- F. Students should be aware that individual courses and academic programs at the college may make their own policies regarding course repeats for the purposes of entry into the program.

- G. Students transferring to another institution should be aware that the receiving institution will apply its own policies in interpreting students' academic records. Course repeats may be handled differently by the receiving institution.