

Aligned Course Repeat Policy

Justification: Students taking courses from multiple campuses number in the 1,000s each year. With the implementation of fully online degrees and with courses being offered at multiple campuses, the number of students taking courses from more than one campus will only continue to increase. We do not, however, have consistent course repeat policies. The multiple policies can be confusing to students and harmful to their success.

Proposal: To align course repeat policies across the 10 campuses in the system.

General Principles:

- *All campuses maintain high academic standards for all students.
- *All campuses recognize there are exceptions for individual student circumstances that will always need to be accounted for.
- * The integrity of the campus GPA will remain. A student cannot substitute classes from other campuses for the purposes of improving a GPA on your home campus.
- * The student must be made aware that course repeats may impact VA benefits, federal financial aid, and Banner operations.

Common Elements for System-wide Grade Repeat Policy:

1. A course may be repeated up to three times. **Alternative: two times (for a total of three)** (this policy does not include courses coded into Banner with repeatability specifications like “Special Topics” or “Directed Reading” courses). Ability to repeat is automatic in STAR though students should consult with an advisor.
2. A student can repeat the course no matter the prior grade in that course (such a requirement allows for the policy to be implemented in Banner, a current roadblock to Mānoa’s course repeat policy). **Alternative: Student may only repeat if they receive a C-, D, or F.**
3. All grades are recorded on the student’s transcript (meaning all grades stay on the transcript).
4. The **highest grade** will be counted towards the GPA (rather than the most recent).
5. Courses taken at a campus **must be repeated at the same campus** for the repeat grade to be calculated in the GPA.
6. This policy will not impact transfer admissions into specific programs (e.g., UHM Business, Nursing, Dental Hygiene).

Feedback needed from: financial aid officers, registrars, gen ed faculty, advisors and other relevant parties.

Possible Next Steps: Develop campus resolutions to support common policy or a MOA to adhere to a common policy, possibly include in EP 5.209