

ACADEMIC_Course Repeat Policy_038

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Purpose

The purpose of the course repeat policy is to establish standards for repeating courses at Qatar University.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

The Course Repeat Policy at Qatar University defines rules and regulations for providing undergraduate students the opportunity to repeat courses and to eventually replace their previous grades with the new obtained grades in the calculation of their cumulative Grade Point Average (GPA).

Responsibility

This policy was developed by the Office of the Vice President and Chief Academic Officer in collaboration with the Office of the Vice President for Student Affairs and endorsed by the University President.

The Office of the Vice President for Student Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Policy Statements

1. Undergraduate students may repeat a course taken at Qatar University in which a final grade of D+ or below was earned.
2. Undergraduate students who failed a required course must obtain the approval of their academic advisor and the head of department of their program before repeating the course.
3. Undergraduate students who failed a course twice shall receive an academic warning.
4. Students repeating a course do not earn additional cumulative credit.
5. In the event that a student repeats and completes a course, the highest grade obtained in all attempts of the course will be used in the calculation of the cumulative GPA
6. Grades for all attempts of a course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the calculation of the student's cumulative GPA.
7. A notation of "R" will appear next to the grade(s) of repeated courses on the student's transcript.
8. The repeat course policy does not apply, with the exception indicated below, to courses that use the same course id (same subject and number) but where different topics are offered in different terms. Such courses include special topics courses.
Exception: For courses that use the same course id (same subject and number) but where different topics are offered in different terms, the course repeat policy is to be applied only when the repeated course taken by the student cover the same topics as the previously attempted course.
9. Students seeking to repeat a deactivated course may register in an equivalent or substitute course and replace the grade obtained in the original course subject to approval for the course grade replacement from the head of the department before registering in the course.
10. Following the awarding of a degree, no changes in the grade point average will be made, even if students repeat a course.

11. Students who cross-register a course at another institution with which QU has an articulation agreement shall receive the grade obtained from the other institution. In all other cases, a course repeated at another university will be transferred with a grade of “TC” and will be used to satisfy degree requirements but will be excluded from the cumulative GPA calculation.
12. Students wishing to repeat courses with a grade of D or D+ for the third time shall request approval from the Academic Advisor.