

## 3.21 Repeating a Course Policy

A student may repeat a course to replace a failing grade, or to seek to improve the student's record when the student's first enrollment resulted in a passing grade below B.

A student may twice self-enroll into a course for which a grade other than 'W' (withdrawal) has been earned. Any further repeat enrollment in that course, i.e., a third or subsequent enrollment, requires the approval of the academic unit offering the course. The academic unit offering the course may require the student to consult with an academic advisor.

These conditions apply:

1. When a course is repeated, the grade and credits of the first enrollment will be marked as R and will no longer count towards general degree requirements and are excluded from the student's grade point average (GPA), even if the repetition grade is lower than the initial grade, but not if the grade for the repetition enrollment is 'I', or 'W'.
2. When a course repetition (second attempt) results in a passing grade, i.e., a grade of 'D' or higher, the grade and credits of this repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA.
3. Whenever a course repetition results in a passing grade, the course may not again be repeated.
4. Whenever a course repetition (second attempt) results in a grade of 'F', the course may be repeated, subject to the permission of the department and advisement requirement specified in this policy. The credits and grade for each failed course repetition are included in the student's credits attempted and GPA.
5. When a course is repeated more than once and the last repetition results in a passing grade, the grade, and credits for this last repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA, all previous attempts will be marked as R and will not be counted toward student's GPA.
6. All courses taken and all grades earned are included in the student's Alfaisal University transcript. Repeated courses appear on the Alfaisal University transcript with a note indicating they have been repeated (R).