

HAWAI'I COMMUNITY COLLEGE OFFICE OF THE CHANCELLOR

HAW 5.304

Revised: October 23, 2020

Repeating Courses

Purpose:

The purpose of this policy is to:

1. Describe what happens when a student repeats a course;
2. Distinguish between repeating courses for a higher grade and repeating courses for additional credit;
3. Clarify how a repeated Writing Intensive (WI) course is used to meet the Associate in Arts (AA) and Associate in Science (AS) WI requirement.

Background:

The College's practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate's recommendations were submitted on May 7, 2002. In Fall 2002, the Senate developed the statement clarifying courses designated as "repeatable for credit." On January 27, 2012, the Senate approved a revision to the policy to include the exception for program-specific requirements. In Spring 2014, the Academic Senate was requested by the Vice Chancellors for Academic Affairs and Student Affairs to review the policy to clarify its impact on the Writing Intensive (WI) requirement for the AA degree. The AA degree requires a student to graduate with 3 WI credits with a "C" grade or higher. The Registrar and the Senate's Educational Policy Committee reviewed the policy. On May 9, 2014, the Academic Senate approved the revised policy. On October 23, 2020, Faculty Senate approved another revision.

The current revision is the result of the need to:

- Incorporate AS degrees in the WI requirements;
- Clarify between repeating courses for a higher grade and repeating courses for additional credit;
- Recognize repeating selected WI courses to meet multiple WI program requirements are determined by programs.

Policy:

A Hawaii Community College student can repeat a course once without restrictions except when permission to repeat selected courses is determined by program-specific requirements. Students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students are to register during late registration on a space-available basis and with instructor approval.

Students may repeat a course for the following reasons:

1. For a Higher Grade:

When students are repeating a course for a higher grade, credit is allowed once and the GPA is calculated using the highest of the grades. However, if students earn a grade of "C" or higher in a WI course and repeat the course without WI designation, the grade for the WI course is used to calculate the GPA. If the WI course is not completed with a "C" or higher, and students repeat the course without WI designation, the higher grade is used to calculate the GPA.

2. For Additional Credit:

Select courses are designated as repeatable for credit. These courses may be used only once as a general education requirement for the Liberal Arts (AA), Associate of Science (AS) and Associate of Applied Science (AAS) degrees and certificates. When repeated, the courses will count as general electives. However, programs may allow exceptions for specific courses. Only courses taken at Hawai'i Community College will count towards students' GPA.

3. For Higher Writing Intensive (WI) Grade:

Students who repeat the same WI course for a higher WI grade, will receive the higher WI grade.

4. For Multiple WI Program Requirements:

Permission to repeat selected WI courses to meet multiple WI program requirements are determined by programs. Students are advised to check with their programs regarding specific requirements.

All grades remain a part of the student's permanent academic record.

6/10/2002; 5/15/2014; revised10/23/2020