The course repeat policy will not automatically be applied to a student’s GPA. After completing the second attempt of a course, a student must submit the ***REPEAT COURSE GRADE CHANGE FORM*** to the Office of Student Support.

Students may repeat any course for credit for which they have received a grade below a C. The maximum amount of times that a student can take a course is three (3) times. If a student cannot successfully complete a course by the third time, the student must be advised and seek approval from the Chief Academic Officer to continue in the enrolled program. The prior course/grade will be removed from the transcripts. The repeated grade shall be recorded on the transcripts in the term it was taken and be used for grade point calculation. Standard tuition fees are applicable.

All attempts of a given course will appear on the official transcript with the grade(s) earned. Upon student request, when such repetition has taken place, the prior course will be reflected with a “REPEAT” on the official transcript. The repeated course will not be calculated into the student’s GPA or units earned. Students may not apply the course repeat policy to courses once they have graduated.

* The maximum amount of times that a student can repeat a course is 2 times.
* This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated all applicable fees apply.
* If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the course repeat policy may apply.

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| **STUDENT INFORMATION (To be completed by student)** | | | |
| Date: | Name: | SID# | Current CGPA: |

|  |  |  |  |
| --- | --- | --- | --- |
| **ORIGINAL COURSE INFORMATION** | | **REPEATED COURSE INFORMATION** | |
| Year/Term/Session: | /     / | Year/Term/Session: | /     / |
| Course Code/Title: |  | Course Code/Title: |  |
| Grade: |  | Grade: |  |

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| **STUDENT SIGNATURE** | | |
| I have read and understand the IAU Course Repeat Policy. | | |
| *STUDENT’S ELECTRONIC SIGNATURE:* |  | DATE: |

***\*\*\* ADMINISTRATIVE USE ONLY \*\*\****

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| **COMMENTS** | | |
|  | | |
| Approved By: |  | DATE: |