MEMORANDUM

TO: Academic Deans and Directors

FROM: Denise Eby Konan
       Interim Assistant Vice Chancellor for Academic Affairs

SUBJECT: Clarification of Mānoa Course Repeat Policy: C- Courses May Be Repeated

Implementation of the plus and minus grading system has necessitated clarification of the policy on repeating courses. In most undergraduate degree programs at Mānoa, students must earn at least a C or 2.0 grade in each course applied to the requirements of the program.

Thus effective Fall 2003, undergraduate students may repeat a course in which a grade of C- or 1.7 is earned.

Note that the undergraduate course repeat policy stated in the 2003-2004 UHM Catalog is incorrect. The following course repeat procedures will apply.

♦ Students may only repeat a course in which they received a grade of C-, D+, D, D-, or F, or an NC.
♦ Degree credit for a course is given only once.
♦ The grade assigned for each repeated course is permanently recorded on the transcript.
♦ Grades for all repeated courses will be included in the GPA.

Please contact me at 956-5971 if you have further questions regarding this matter.

c: Interim Vice Chancellor Karl Kim
       Council of Academic Advisors
       Academic Procedures Committee
       SEC Chair Mary Tiles
       Committee on Academic Policy and Planning
       Catalog Coordinator Diane Nakashima