

5.9 Forgiveness and Repeated Courses

5.9.A Forgiveness

The forgiveness policy is a system by which an undergraduate student may repeat an undergraduate course with only the most recent grade received for this course (this grade may also be an F) used in the CGPA and the fulfillment of graduation requirements. All grades received in any course, including those retaken under the forgiveness policy, are retained, and recorded on the transcript. Previous credits where the forgiveness policy has been applied to a course will be removed from both the term and overall CGPA.

An undergraduate student is allowed to apply forgiveness to undergraduate courses a maximum of four times during his or her KUST career and two times for the same course. A student who has already attained 90 or more credit hours may not apply the forgiveness policy to 1000- and 2000-level courses.

5.9.B Repeating Courses

- 1) Undergraduate students are permitted to repeat and replace up to 16 credit hours. Students may only repeat courses in which they received a D or F and I under certain situations.
- 2) Degree credit for a repeated course will be given only once, but the grade assigned at each enrolment shall be permanently recorded on the Official Transcript. Repeated course units excluded in a student's GPA will be removed from the number of units attempted, as well as balance points so in computing the GPA, only the grade and corresponding grade points earned the second time a course is taken will be used.
- 3) Repeated courses are annotated on the transcript as either being "REPEATED, INCLUDED IN GPA" for the second time a course is taken and "REPEATED, EXCLUDED FROM GPA" the first time the course is taken.
- 4) After the 16-credit hours maximum is reached, or if the units for the repeated course will partially exceed the 16 unit repeat limit, the GPA shall be based on all grades assigned and total units attempted and will appear on the transcript for both courses as "REPEATED, INCLUDED IN GPA".
- 5) Followings are the guideline for repeating course:
 - a) If a student failed the repeated course, he/ she will be dismissed from the university for one semester. The student may be readmitted to the same program the following semester.
 - b) If a student failed the same course after his/ her re-admission, he/ she will be dismissed from the university for one year. For the purpose of re-admission to KUST, the student can only apply as new high school (12 classes) graduate.

- c) If a student dismissed from KUST and applies to another university, he/ she will not be re- admitted to KUST.
- d) Summer semester counted as regular semester for the purpose of repeating course. (this is against regulation of MHESR)