



## Academic Policy

# Policy Concerning Repeating Subjects and Courses

Policy on repeating subjects and courses

Approved on: 8<sup>th</sup> November 2009  
Approved by: Academic Board  
Contact person: Registrar

### 1. Introduction

The purpose of this policy is to set out the guidelines regarding repeating subjects and courses at undergraduate and graduate level.

### 2. Definitions

Grade Point	The points assigned to the Grade obtained in a subject. In MNU, the points assigned to the grades are as follows: HD=4, DN=3, CR=2, PP=1, FF=0 and WF=0. Other grades are not awarded points.
Quality Points	The Quality Points of a subject is calculated by multiplying its Credit Points by the Grade Point earned by the student.
Total Quality Points	The Total Quality Points is the sum of the Quality Points of all subjects studied in a period, usually a semester.
GPA Credits	The GPA Credits is the sum of credits of all subjects attempted that have or could have earned the student a Grade Point. (Some subjects may not yield a Grade Point. Such subjects include those that are assessed on a Satisfactory (SA) or Unsatisfactory (US) basis such as some practical teaching subjects.)
GPA	Grade Point Average. It is calculated by dividing Total Quality Points by the GPA Credits. GPA is calculated at the end of each term.
CGPA	Cumulative Grade Point Average. A <i>Cumulative Grade Point Average</i> is the mean GPA from all completed semesters of the course whereas the GPA may only refer to one semester.

Degree	PowerCampus term for any qualification awarded by MNU.
Attempted Credits	The sum of the Credit Points of all the subjects attempted by a student in a given period. Student earns all Attempted Credits if s/he passes in all the subjects attempted.
Earned Credits	The sum of all the Credit Points of the subjects the student passed in a given period, usually a term.
Transferred Credits	Credits earned for subjects at MNU or other institution in a previously attempted course that are counted in the Total Credits for the current course.
Total Credits	Total Credits is the sum of the Earned Credits and Transferred Credits. The Total Credits must reach a number specified by the Maldives Accreditation Board to be eligible for an award.

### **3. Repeating Subjects**

Repeating subjects can have an impact on a student's GPA and/or financial aid and fees. Before repeating a subject, students must be aware of what the impact of repeating that subject will have on their GPA and/or financial aid.

- (a) Subjects offered by MNU may be repeated only twice. (i.e., a subject may be taken a maximum of three [3] times). If the policy of a particular academic major or minor is to allow fewer than two repeats of a subject, then students in that major or minor are obliged to follow the more restrictive policy of that academic department. Such policies must be available in writing at the time of registration.
- (b) Students can repeat any subject to attempt a higher grade provided that seats are available, unsubsidized fees are paid, overload conditions are met and the student obtained at least PP in the first attempt.
- (c) In the case where a subject completed elsewhere has been cross-credited by MNU, the transferred subject credits will not be included when calculating the student's GPA, although it will contribute towards the Total Credits of the student for the degree. Unlike GPA Credits, Earned Credits includes the credits of subjects with Pass/Fail grades. The decision whether a student is ready to be graduated is based on the student's Total Credits for the degree.
- (d) Only the identical subject must be repeated to improve grades. Departments can accept an alternative subject toward a degree requirement, but it will not change the existence of the previous subject grade on the transcript.
- (e) All attempted subjects will appear on the transcript. The transcript is the University's official record of a student's academic history in MNU, and nothing is ever removed from it without a valid justification.
- (f) If a subject changes in code or title before a student has the chance to repeat it, the student may still take it for a change of grade provided that the department offering the subject certifies that it is still the same subject

in terms of content. It is important to get the department's approval in writing in advance.

- (g) Students cannot replace the grade earned from a subject at MNU with a grade earned in an equivalent subject at another institution or university.

#### **4. Repeating Courses**

- (a) Students must complete their courses within a period of full-time duration of the course plus one year. For example, a one-year advanced certificate course must be completed within three years.
- (b) Failure to obtain a satisfactory pass grade in the third attempt or in the more restrictive number of attempts as stated in relevant documents of a subject will result in automatic withdrawal from the course, if that subject is essential to completing the course requirements.
- (c) However, as an exception to the above, (4 (b)), and in the case that there is only one subject remaining for degree completion AND the maximum course duration has not elapsed AND one year has elapsed since withdrawal, students may be re-registered to complete that subject. Such students will be considered suspended for the one year duration.
- (d) Students may be readmitted to the same course after one academic year had elapsed since withdrawal from the course due to failures. For readmission to the same course, students must document the measures that they have taken to ensure success in the new admission. Readmission to the same course must be approved by the Head of Department and Dean or Head of the division.

#### **5. MNU responsibility to offer subjects in the maximum enrolment duration**

- (a) While all efforts will be made to enable a student to complete a qualification in the maximum duration of enrolment for a course as noted in 4 (a), for legal purposes, the responsibility of MNU to offer subjects in the prescribed sequence to students in a course is limited to students who register for the prescribed full-time load and who do not repeat subjects or drop subjects in the specified full-time duration of a course.

#### **6. Effective Date**

This policy will become effective on 9<sup>th</sup> June 2013.

##### Revision History:

First approved: 8th November 2009 | w.e.f. 1st January 2010 | Academic Board  
1<sup>st</sup> revision: 20<sup>th</sup> October 2013 | Academic Senate 52<sup>nd</sup> session