

 University College of the North <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>2</b>	<b>Policy Number:</b> <b>AC-01-13</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Section:</b> <b>Academic - Students</b>	<b>Effective Date:</b> <b>June 13, 2023</b>	
<b>Title:</b> <b>Course Repeats</b>	<b>Replaces:</b> <b>February 26, 2019</b>	

## POLICY STATEMENT

A student may opt to repeat a course a maximum of one (1) time only, following the initial attempt. Any subsequent attempt by the student to register for the same course is at the discretion of the Faculty Dean, Associate Vice-President (AVP), or designate.

## PURPOSE OF POLICY

This policy establishes guidelines for the number of times a student may register in a given course and how grades from repeated course attempts are calculated in grade point averages.

## DEFINITION OF TERMS

**Course Attempt** - a course for which an approved grade appears on a student's transcript as per Policy AC-03-02 Grading, including VW.

**Term Grade Point Average (TGPA)** - a calculation representing the average value of the accumulated final grades within a particular term.

**Career Grade Point Average (CGPA)** - a calculation representing the average value of the accumulated final grades earned within all program courses.

## PROCEDURES

1. Students are permitted to register for the same course a maximum of two (2) times. However, students should check with their program, as some programs may have a different repeat policy.
2. Students requesting to take a course for the third or subsequent time are encouraged to meet with their academic adviser to develop an academic plan.

3. Students must obtain permission from the applicable Dean, AVP, or equivalent, to register in the course for the third, or any subsequent time, by completing and submitting the *Waiver Form*.
4. After receiving the required permission from the applicable Dean, AVP, or equivalent, students who are approved to register for the same course for a third or any subsequent time must complete a *Course Enrolment Form* and submit it to Enrolment Services.
5. Each course attempt will factor into the calculation of a student's TGPA. Only the student's highest grade from all attempts of a course will be factored into the CGPA.

**Related Policies**

AC-03-02 Grading