

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 1	Policy Number: AC-01-13
	Approved by: Learning Council	
Section: ACADEMIC - STUDENTS	Effective Date: February 26, 2019	
Title: COURSE REPEATS	Replaces: January 27, 2015	

POLICY STATEMENT

Students may choose to repeat courses to enhance skills and learning, or to improve their grade and/or their UCN CGPA. To maximize student success and enhance access to courses for all students, UCN sets a limit on the number of times students may attempt a given course.

PURPOSE OF POLICY

This policy establishes a limit on the number of times a student may register in a given course at UCN.

TERMS

Term Grade Point Average (TGPA) – (Term Totals) – a calculation representing the average value of the accumulated final grades within a particular term. Repeated course work will calculate with each term which it has been taken, however only the highest grade will be factored into the CGPA.

Career Grade Point Average (CGPA) – (Career Totals) – a calculation representing the average value of the accumulated final grades earned within all program courses. For repeated courses, the highest grade is used in the calculation for the CGPA. Transfer Credit (CR) are not included in the GPA calculation at UCN. Consult the transcript legend to determine which grades are eligible to be calculate in the GPA.

PROCEDURES

1. A student is allowed to register for the same course a maximum of two times.
2. Subsequent attempts to register in the same course is at the discretion of the Dean of the Faculty.
3. Should approval be granted to exceed the course repeat limit then the student must provide the signed "Course Enrolment Form" to the Enrolment Services Office for processing and payment.
4. For repeated courses, the highest grade achieved will be used in calculating the CGPA for courses that are repeated. The TGPA in which the lower grade was achieved will not be affected, as per policy AC-03-02 – Grading Policy.