

REPEATING A COURSE POLICY

1. A student may repeat a course for which a failing grade has been awarded.
2. The original grade remains on the student's official academic transcript even if the course is subsequently repeated and passed.
3. When a course is repeated and passed, the passing grade will be recorded on the transcript and only this grade (**not** the original grade) will be used in computing the cumulative GPA.
4. If a student withdraws from a repeated course, the W grade assigned will not replace the original failing grade. The failing grade will continue to be calculated in the student's GPA.
5. A failing grade cannot be replaced by transfer credit.
6. A student may repeat a course for which a passing grade has been earned only with the permission of the Academic Progress Committee. This may occur only once, and the second grade earned is used for the GPA regardless whether the second grade awarded is higher or lower.
7. Repeating a course may have US financial aid implications, and students petitioning to repeat a course who are receiving financial aid should seek advice from the Finance Office.
8. A course may not be repeated more than six times.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed references to F grades.	July 2021	July 2021
003	Removed header	17 October 2022	17 October 2022