

REPEATING A COURSE POLICY

Introduction

1. A student may repeat a course for which a failing grade has been awarded.

General Principles

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~~irrespective of 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
004	Grammatical correction	24 April 2026	1 Sept 2026