

## REPEATING A COURSE POLICY - UNDERGRADUATE

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### Introduction

1. An undergraduate 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 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 failed course may not be repeated more than six times.

### VERSION MANAGEMENT

| <b>Responsible Department: Registry Services</b> |                                                                                   |                         |                       |
|--------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------|-----------------------|
| <b>Approving body: Academic Board</b>            |                                                                                   |                         |                       |
| <b>Version no.</b>                               | <b>Key Changes</b>                                                                | <b>Date of approval</b> | <b>Date of effect</b> |
| 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           |
|                                                  | cation between failed course repeats and passed course repeats (maximum attempts) | 31 July 2026            |                       |
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