

Failed and Repeated Courses

Responsible Authority:	Office the Registrar – Academic Records
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PURPOSE

To document the colleges policy on failed and/or repeated courses and its effects on the promotions process.

SCOPE

All post-secondary students

POLICY

1. Students who fail a course in their program will have to repeat and pass the course in order to be eligible to graduate. Additional fees may be assessed for repeated courses.
 - 1.1. Students can repeat passed courses for better grades with the approval of the Program Chair based on space and availability.
 - 1.2. Students may repeat a course a maximum of two times.
2. The grade point value of the failing grade will be used to calculate both the term grade point average (TGPA) and the cumulative grade point average (CGPA).
 - 2.1. Upon completing a repeated course, the higher grade will be used in the calculation of the GPA.
 - 2.2. When additional general electives or liberal studies courses have been taken it is the student's responsibility to inform the Academic Records Office to include the appropriate courses in the GPA. This applies to general electives or liberal studies courses that are taken outside of the prescribed program course requirements (e.g. continuing education courses)
3. All registered and/or completed courses are recorded on the academic record, including all failed and/or repeated courses.
4. Students may appeal grades in accordance with the Academic Appeals Policy.