

COURSE REPEAT

Approval Authority	Senate
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Grading System (101)

PURPOSE

This policy establishes students' ability to retake courses to enhance skills and knowledge or to improve their grade point average. It also sets a limit on the number of times a student may re-take a given course.

SCOPE

This policy applies to students who wish to re-register for UFV courses, excluding Continuing Education courses that are not applicable to a credential. The policy does not address limits on the number of individual courses that may be repeated in certain programs; such limits will be stated in the UFV academic calendar.

DEFINITIONS

In this policy, the following definitions apply:

Course repeat: A re-registration in a UFV course or its equivalent at UFV, when the student is currently registered, for credit or audit, or was previously registered and received a grade, including but not limited to any letter grade, F (fail), NCR (no credit), W (withdrawal), AU (audit), or CR (credit) in the same course.

Grade point average (GPA): A numerical average of course grades.

Special topics: a course that permits individual sections to be taught on different related topics that are not covered in other UFV courses. Each separate offering of a special topics course will be distinguished with an alphabetical identifier after the course number (e.g. BUS 307C, BUS 307D). Each iteration of a special topics course is considered a distinct course provided the letter designation differs.

POLICY

Students may choose to repeat courses to enhance skills and knowledge or to improve their grades and/or their UFV grade point averages. To maximize student success and to increase

access to courses for all students, UFV sets a limit on the number of times a student may attempt a given course.

A student may not normally register more than three times in a given course.

REGULATIONS

Unless otherwise specified in the official course outline, UFV courses may be taken for credit only once. When a course may be taken for credit more than once, all attempts that result in further credit will be included in the UFV GPA and the course repeat limit will not apply.

For courses that may be taken for credit only once, only two repeats of the course are permitted.

Transfer credit from another institution counts as an attempt at UFV.

Petition for fourth and final attempt: Students may petition Student Academic Affairs to register in a course for a fourth and final attempt if the following applies:

- The course is a program requirement, and
- Serious mitigating factors impeded the student's ability to be successful in one or more of the first three attempts. These include:
 - Documented physical or mental health concerns
 - Documented significant illness of a family member for which the student was required to provide caregiving
 - Documented evidence of a personal circumstance which significantly hindered the student's ability to be successful, such as the impacts of a natural disaster (including housing insecurity, financial insecurity, etc.), the death of an immediate family or household member, or other

The petition will include a plan that demonstrates the student will have a reasonable chance of success in the course.

The petition for a fourth attempt will be considered by a committee consisting of the area Dean, the program Department Head, and the Executive Director, Student Academic Affairs or designate. The committee may impose conditions upon successful petitioners.

All course attempts and grades will appear on the transcript, but only the higher of the grades will be counted in the UFV grade point average (GPA) as per Grading System policy.