

SENATE POLICY

Policy on Repetition of Courses

(Inception: December 17, 1997 (as common University-wide policy))

(Amended: June 11, 2009, December 9, 2009, April 13, 2012, October 6, 2017, October 9, 2020)

Undergraduate

Students in first entry undergraduate programs may repeat a course a maximum of two times (three attempts in total when the original attempt is included).

In the Faculty of Nursing, students who failed a required nursing course may not repeat the course more than once. No more than two required nursing courses may be repeated in the case of failures.

Students who have been required to withdraw from a program based on this policy will be able to transfer into any other program (general or honours) at the University provided they meet the admission and program requirements for that program.

In exceptional circumstances, permission to take a course for a fourth time may be granted by the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), following a detailed review of the student's academic record and documented extenuating circumstances that may have affected the student's success in the course. The decision of the Dean (or designate) of the Faculty in which the student is registered shall be final and shall be filed together with the rationale with the Office of the Registrar.

In accordance with the policy on course equivalencies and in exceptional circumstances, the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), may allow the student to substitute an equivalent course in place of the course the student wishes to repeat. Exceptional circumstances may include: where a course is no longer offered; where a course is not available to the student within the following three semesters; where a course is not available to the student within a given semester and the student's progression through the program would be unduly negatively impacted by delaying the course repeat attempt; or where a course is not available within a time period that includes the graduating semester.

Graduate

If students enrolled in graduate programs fail to obtain credit for a course, the course may be repeated once only, and should be taken at the earliest opportunity. No student may repeat, or replace with another course, more than two term courses in which credit was not obtained. (In accordance with Policy on Grading and Calculation of Averages.)

When a course is repeated, the passing grade will be recorded as a pass (P) on the academic record. Neither the original grade nor the P will be used in calculating the semester or cumulative average. If a passing grade is not obtained, an NP will be recorded and the original grade will stand in the calculation of academic average.

In accordance with the policy on course equivalencies and in exceptional circumstances, the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), may allow the student to substitute an equivalent course in place of the course the student wishes to repeat. Exceptional circumstances may include: where a course is no longer offered; or, where a course is not available to the student within a given semester and the student's progression through the program would be unduly negatively impacted by delaying the course repeat attempt.

Note: Please refer also to the Policy on Grading and Average Calculations for details on how a repeated course is calculated.