1.0 POLICY STATEMENT

1.1   MacEwan University (the "University") limits the number of times that students may repeat credit courses. These restrictions support high academic standards and efficient enrolment management.

2.0 PURPOSE

2.1   The University promotes accessibility and student success through student-centred philosophies and teaching/learning approaches.

2.2   The University promotes high academic standards; limiting the number of times a course can be repeated contributes to the maintenance of high academic standards.

2.3   Many programs at the University are subject to quotas and are in high demand. To give each student an equal opportunity to undertake the required course work in a program, it is necessary to limit the number of times a student is allowed to take a course.

3.0 APPLICABILITY

3.1   This policy encompasses all credit courses at the University with the exception of English as an Additional Language and University Preparation courses.

3.2   For purposes of this policy, a course taken at another post-secondary institution under the terms of the External Course Taking policy will be counted as an attempt.

3.3   Topic-based courses in which the topic may change from section to section are outside the scope of this policy. The criteria for assessing a second taking of a topic-based course will be instituted by the chair in consultation with the dean.

4.0 DEFINITIONS

Academic Standing Grade Point Average (ASGPA)
Calculated by dividing sum of total grade points achieved at the University during the period of review by the sum of all credits with Grade Point Values attempted at the University during the same period.

Cumulative Grade Point Average (CGPA)
Calculated by dividing the sum of total grade points achieved at the University by the sum of all credits with Grade Point Values attempted at the University. The CGPA shows on the transcript.

Grade Point Value
A number between 0.00 and 4.00 that is assigned to a letter grade.

Graduation Grade Point Average (GGPA)
Calculated by dividing the sum of total grade points achieved at the University and counted towards a program credential by the sum of all those credits with Grade Point Values.

Term Grade Point Average
Calculated by dividing the sum of grade points achieved in a term at the University by the sum of all credits with Grade Point Values attempted at the University during that term. A term GPA shows on the transcript.

5.0 POLICY ELEMENTS

5.1 Repeat Limitations

5.1.1 Students in credit courses shall be allowed to repeat any course one additional time for credit, regardless of whether the initial registration resulted in a failing or passing grade. However, completed credit will only be granted once for each course. The completed credits will be applied to the occurrence in which the highest grade is earned. The lowest graded attempt or completion will be excluded from receiving completed credits; such exclusion will be noted on the transcript.

5.1.1.1 The dean of the Faculty/School in which the student is enrolled may grant individual exemptions to course repeat limits on the basis of a chair's recommendation.

5.1.1.2 The Office of the University Registrar will be advised in writing of any such exemptions that are granted.

5.2 Transcript and Grade Point Average

5.2.1 When a student repeats a course at the University, all grades and attempted credits appear on the transcript. All attempted credits with Grade Point Values contribute to the calculation of the term, cumulative, and academic standing Grade Point Average (GPA). For the overall graduation evaluation, the course with the highest grade will be used to fulfill graduation requirements and calculate Graduation Grade Point Average (GGPA).

5.2.1.1 Courses that are repeated more than once without an approved exemption will be recorded on transcripts with the notation "Same as [Course XXXX]" but will not be assigned credits nor be used towards graduation requirements.

5.2.1.2 Grades for courses that are repeated after a credential has been granted will not affect the GGPA or the content of the credential that has already been granted.

5.3 Excluded Attempts

5.3.1 Course withdrawals (W) and Audits (AU) as defined in the Grading policy do not count as course attempts.

6.0 ASSOCIATED PROCEDURES

None

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Prior Learning Assessment and Recognition
- Grading
- Inter-Institutional Transferability
- External Course Taking
- Academic Standing
- Graduation Procedure

- Auditors of Courses

8.0 ACCOUNTABILITY

Policy Sponsor
Provost and Vice President Academic

Responsible Office
Office of the University Registrar

9.0 HISTORY

Relevant Dates

Approved: **14.09.23**

Effective: **14.09.23**

Next Review: **19.09.23**

Modification History

05.06.09:   New policy approved by Academic Council 05.05.10, and approved 05.06.09 by Board motion 01-6-9-2004/05.

07.02.08:   Amended by Academic Council 07.01.09 and approved 07.02.08 by Board of Governors motion 01-02-08-2006/07.

09.10.08:   Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

12.03.13:   Revisions approved as recommended by Academic Policies Committee and approved by Academic Governance Council motion AGC-09-03-13- 2012.

14.09.23:   Policy was reviewed by Academic Policies Committee and no changes were made. Presented to Academic Governance Council as information item 7.2.3.

14.10.28:   Terminology updated to reflect housekeeping and textual changes and approved by Academic Governance Council motion AGC-04-10-28-2014.

14.12.22:   Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

18.12.03:   Minor revisions made to 5.1.1 and 5.2.1 for clarification. Approved by Policy Sponsor.

24.04.15:   Minor revisions made for clarification and to ensure alignment with Academic Standing policy. Approved by Policy Sponsor.