

## REPEAT COURSE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Assessment and Grading Policy
<b>Approval Date:</b>	May 4, 2018
<b>Effective Date:</b>	May 4, 2018
<b>Procedure Owner:</b>	Chief, Customer Experience Officer
<b>Procedure Administrator:</b>	Senior Manager, Registrar

### Overview:

The purpose of this procedure is to describe rules and academic consequences for repeating credit courses. These rules support NorQuest's academic standards and enrolment practices.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

NorQuest College limits the number of times that a student may attempt a course for credit.

- A course attempt is not counted towards this limit if the student:
  - withdraws from the course on or before the 50% point of the course (and receives either no grade or a 'W' grade);
  - audits the course ('AUD' grade); or
  - registers in an excluded program such as Language Instruction for Newcomers to Canada (LINC), English as a Second Language Intensive (ESL), Youth in Transition (YIT)
- A student is allowed to attempt a course for credit a maximum of three times, regardless of whether the first attempt(s) at the course resulted in a failing or a passing grade.
- The program chair may approve exceptions to the number of times a course can be attempted. These exceptions must be communicated to the Office of the Registrar prior to registration.
- Grades for each course taken appear on the student transcript. If a student repeats a credit course, only the highest grade received in the course will count towards the student's cumulative grade point average (GPA). The transcript will identify repeat courses that are not being counted towards the student's GPA.
- Students who intend to transfer to another institution should familiarize themselves with the other institution's repeat course and transfer credit rules.

### Definitions:

**Cumulative GPA:** average GPA maintained overall credit courses taken at NorQuest. Preparatory courses and post-secondary courses have separate cumulative GPAs.

**Term GPA:** the GPA is term specific and includes activity within a term of study. This GPA displays on the student record (transcript).

### Related NorQuest College Information:

- [Assessment and Grading for Credit Courses Procedure](#)
- [Assessment and Grading Policy](#)

<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

N/A

April 2022

May 2018: new  
August 2019: Compliance Office template & reorganization update