

I. Purpose:

To outline a policy for retaking of courses.

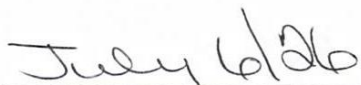
II. Policy:

Students may retake a course as many times as they wish, subject to institutional, program or course specific restrictions and satisfactory academic progress requirements. They will be required to register and pay all fees each time they take a course.

Programs may establish additional retake standards and requirements or exemptions to the institutional retake policy. These standards must be approved by the Dean of the program concerned, the Vice President Academic, and the Registrar. The College will publish these standards in the Calendar.

III. Procedure:

1. Each time a student takes a course at Assiniboine, the grade will appear on the student's transcript.
2. A student may receive credit for the course only once for the same or equivalent course, no matter how many times the course is taken.
3. When a student takes a course more than once, all grades will be used to calculate the student's weighted grade point average (WGPA). Note that the WGPA is calculated using all of the student's marks in a term.
4. When a student takes a course more than once, the best grade achieved will be used to calculate the student's cumulative weighted grade point average (CWGPA). Note that the CWGPA is a calculation using a student's marks for their entire academic records, using best grade(s) achieved only.
5. If a student takes a course more than once and achieves the same grade, the most recent grade only will be used in the CWGPA calculations.
6. For Mature Student High School programs, all course attempts are recorded by Assiniboine, however, only successful grades will appear on the Centre for Adult Learning transcript and be included in grade calculations.



Date



President