	POLICY		
Policy No.	Officer Responsible		
S2003-02	**Vice-President Academic and Provost**		
Policy Name			
Repeated Courses			
Approved by	Replaces	Category	Next Review
Senate		**B**	**June, 2023**
Date Issued	Date Revised	Related Policies, Reference	
May, 2003	**June, 2018**		

1. **PURPOSE**

    This policy establishes a limit on the number of times a student may register in a particular course at Capilano University.

2. **SCOPE**

    2.1. This policy applies to students who wish to re-register for a credit course at Capilano University. Students must have received a letter grade (A-F, NC/C, W or WE) for their first registration in a course to be eligible to register in that course again.

    2.2. This policy does not apply to non-credit courses offered at Capilano University.

3. **POLICY**

    3.1. Students may choose to repeat course(s) in an attempt to enhance skills and learning, or to improve their grade.

    3.2. To maximize student success and enhance access to courses for all students, the university sets a limit on the number of times students may attempt a particular course.

    3.3. A student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record, and the higher of the two grades will be used in the calculation of the CGPA.

    3.4. A student may register for a particular course three or more times with the permission of the instructor or of the program coordinator and/or program chair. The grades for all attempts will be recorded, and the higher grade of the last two grades will be used in the calculation of the CGPA.