

**2.X-2019: Repeated Courses**

**1. Purpose**

This policy establishes a limit on the number of times a student may register in a particular course at St. Mary's University (University). Students may choose to repeat course(s) in an attempt to enhance skills and learning, or to improve their grade.

**2. Scope**

2.1 This policy applies to students who wish to repeat a credit course at St. Mary's University. Students must have received a letter grade (A-F, W, WC) for their first attempt in a course to be eligible to register in that course again.

This policy does not apply to Bachelor of Education or non-credit courses at the University.

**3. Policy**

3.1 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

A student may register for a particular course twice without permission of the Dean of Arts & Sciences. The grade for each of these two attempts will be recorded on the official student record, and the highest grade will be used in the calculation of the Grade Point Average (GPA).

A student may register for a particular course for the third time only with the permission of the Dean of Arts & Sciences. The grades for all attempts will be recorded, and the highest grade will be used in the calculation of the GPA.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Registrar	December 19, 2019		Every 5 years

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**Request to Repeat a Course**

Student ID # 

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As stated in the **Repeated Courses Policy**, students may register for the same graded course (A-F, W, WC) a maximum of two times.

A student may register for a particular course three times with the permission of the Dean of Arts & Sciences. The grades for all attempts will be recorded, and the highest grade will be used in the calculation of the GPA.

First Name		Last Name		<i>Submit to:</i> <b>Enrolment Services Office</b> St. Mary's University 14500 Bannister Rd SE Calgary, Alberta T2X 1Z4 <a href="mailto:info@stmu.ca">info@stmu.ca</a> Tel: 403.531.9130 Fax: 403.531.9136  <b>Please PRINT clearly and complete entire form.</b>
Phone		Email		
Program		Year of Study		
Course to Repeat:	Course #	Course Name	Term	
What strategies will you use to achieve success?				

1. You will be contacted by email with an appointment time to meet with the Dean of Arts and Sciences.
2. Course repeat approval is **not** guaranteed. If approved certain conditions may apply.
3. Receiving approval to repeat a course **does not guarantee a seat in the course.** Approval is for **one semester.**
4. If you cannot register in the course for the term you have been given approval for, you will need to contact the Registrar to request moving the approval to the subsequent semester.

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Student Signature

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Date

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**OFFICE USE ONLY**

<b>Dean of Arts &amp; Sciences</b>	Signature	Date
<b>Registrar</b>	Signature	Date

**Privacy Statement:** The personal information collected on this form will be used for the purposes of providing services to students and processing payments. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University Privacy Policy.