

 ASSINIBOINE COMMUNITY COLLEGE Policies and Procedures	# pages 1 of 2	Number A 18
	Originator Vice-President, Academic	
Title Retaking of Courses	Effective date July 1, 2010	Replaces A 18 (update only)

Purpose:

To outline a policy for retaking of courses.

Policy:

Students may retake a course as many times as they wish. They will be required to register and pay all fees each time they take a course.

The only exception to this policy is in the Practical Nursing diploma program. In this program, students who fail any two nursing theory courses, OR two clinical practicum courses throughout the entire length of the program will not re-admitted to the program, (i.e. they will not be permitted to continue in the program or register for any nursing theory/practicum courses.) Nursing theory courses are defined as those courses directly related to nursing subject material and require a pass mark of 80 per cent. Practicum courses are scheduled experiences in a clinical setting and are defined by the code PRAC prior to the course number. (See the Practical Nursing diploma program guide for details and a list of courses).

Practical Nursing diploma students who have failed one clinical practicum may apply to the program to repeat that practicum. Their acceptance into the practicum is conditional, dependent upon the completion of a mandatory audit of the nursing theory courses that are prerequisite to that practicum. (See the Practical Nursing diploma program guide for details and a list of courses).

Procedure:

1. Each time a student takes a course at ACC, the grade will appear on the student's transcript.
2. A student may receive credit for the course only once, 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 a calculation using all of a 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 record, 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 CWGPA calculations.

President

Date