CAPILANO UNIVERSITY	POLICY			
Policy No.	Officer Responsible			
S2003-02	**Vice-President Academic and Provost**			
Policy Name				
Repeated Courses				
Approved by	Replaces		Category	Next Review
Senate			**Academic**	**January, 2031**
Date Issued	Date Revised	Date in effect	Related Policies	
May, 2003	January 13, 2026	January 13, 2026		

1. PURPOSE

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

2. DEFINITIONS

"Cumulative Grade Point Average" (CGPA) – the average of final grades for all credited courses

"Program GPA" – a calculation of all courses that a student has passed and used to fulfil their program requirement. Program GPA calculates only the successful marks of courses used towards the program requirements. It does not include F's, transfer credit marks, or university preparatory courses.

"Term Grade Point Average" (TGPA) – the average of the final grades for all credit courses taken within a defined academic term

3. SCOPE

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

3.2 This policy does not apply to non-credit courses offered at the University.

4. POLICY STATEMENT

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

4.2 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.

Undergraduate students

4.3   An undergraduate 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. Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the CGPA.

4.4   An undergraduate student may register for a particular course three or more times only with the permission of the instructor and the program coordinator (or program chair in the absence of a coordinator). A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student record. All grades will be used to calculate the respective TGPA, and the highest grade of all attempts will be used in the calculation of the CGPA.

Graduate students

4.5   A graduate 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. Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the Program GPA.

4.6   A graduate student may register for a particular course three or more times only with the permission of the instructor and the chair of the Graduate Program Committee. A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student records. All grades will be used to calculate the respective TGPA, and the highest grade of all attempts will be used in the calculation of the Program GPA.

4.7   A graduate student may repeat a maximum of two courses during their program. Permission to repeat a third course may be granted by the Chair of the Graduate Program Committee.

5.   DESIGNATED OFFICER

5.1   The Vice-President, Provost and Academic is the policy owner, responsible for the oversight of this Policy. The administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice-President, Enrollment Management & University Registrar.

6.   RELATED POLICIES AND GUIDANCE

S2003-03 Academic Standing Policy