

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>REPEATED COURSE</b>
<b>Effective Date:</b>	September 1, 2016
<b>Revised Date:</b>	
<b>Review Date:</b>	September 1, 2026
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>The University of Manitoba Act, s.34(1)(f)</i>
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	Vice-Provost (Academic Planning and Programs)
<b>Contact:</b>	University Registrar
<b>Application:</b>	All Faculty/College/School Councils and Students

### Part I Reason for Policy

- 1.1 The purpose of this Policy is to:
- (a) Articulate, on an institutional level, the rules that are to be applied when a course is repeated or its equivalent taken; and
  - (b) Identify the implications of repeating courses at the University.

### Part II Policy Content

#### Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.
  - (b) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.

- (c) **"Cumulative Grade Point Average"** or **"CGPA"** is the calculated GPA of all courses, institutional and transferred, completed at the same Level.
- (d) **"Degree Grade Point Average"** or **"DGPA"** refers to the calculated GPA of all courses accepted for credit by the University towards a designated degree.
- (e) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (f) **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.
- (g) **"Grade Point Average"** or **"GPA"** is the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted.
- (h) **"Initial Registration Period"** refers to the period of assigned registration times within the Calendar for new and returning Students.
- (i) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (j) **"Limited Access"** is a registration rule that prevents Students who have previously enrolled in a course, including courses from which they VW, from registering prior to the Limited Access Registration Date.
- (k) **"Limited Access Registration Date"** means the date, following the Initial Registration Period, upon which Students who are subject to Limited Access can register for courses.
- (l) **"Policy"** means this Repeated Course Policy.
- (m) **"Procedure"** or **"Procedures"** means a procedure approved by the Provost and Vice-President (Academic) under section 4.1 of this Policy.
- (n) **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.
- (o) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (p) **"Student"** refers to any person enrolled at the University.
- (q) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (r) **"University"** means The University of Manitoba.

- (s) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables Students to withdraw from a course or courses without academic penalty.

### **General Policy**

- 2.2 Subject to the regulations of Faculties/Colleges/Schools, a Student may be permitted to repeat a course or its equivalent. This applies to courses that were completed with a satisfactory grade or failing grade and courses from which a Student has received a VW.
- 2.3 Faculties/Colleges/Schools may determine, through their respective Faculty/College/School Councils, the limits on the number of repeated courses that a Student may incur while working towards completing their degree.
- 2.4 Faculties/Colleges/Schools may determine, through their respective Faculty/College/School Councils, the limits of repeated courses permitted for each individual course and whether or not Students who have previously achieved satisfactory grades will be permitted to repeat a course or its equivalent.
- 2.5 When a Student wishes to repeat a course or to register for a course equivalent to that for which the Student has received a VW, the following rules apply:
  - (a) Students will be subject to Limited Access for a period of three consecutive Terms following the Term in which the course was initially completed or in which the student elected to VW;
  - (b) Only the attempt in which the highest grade was achieved shall be counted towards a Student's degree or diploma. Inclusion of repeated course grades in the DGPA is subject to faculty/college/school regulations; and
  - (c) Grades from all course completions will be used in the calculation of the CGPA, subject to the Grade Point Averages Policy.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

**Part IV  
Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V  
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2026.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
  - (b) are in turn repealed.

**Part VI  
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII  
Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [College Council Bylaws](#)

- (b) [Definitions of Academic Units Policy](#)
- (c) [Faculty and School Council General Bylaw](#)
- (d) [Grade Point Averages Policy](#)
- (e) [Voluntary Withdrawal Policy](#)