

REPEATING COURSES POLICY

Policy Section:	Student & Academic Support Services	Effective Date:	October 16, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	September 8, 2025
Policy Administrator:	Office of the Registrar	Review Scheduled:	Every 4 years
Approver:	Academic Council Dean’s Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

The purpose of this Policy is to ensure clear guiding principles are defined around repeating a credit course.

This policy upholds the College's commitment to high academic standards; the College limits the number of times a credit course may be repeated. This measure ensures the integrity and rigor of its academic programming.

The policy outlines the rights and responsibilities of the student and of the College regarding repeating a credit course.

1. Guiding Principles

- 1.1 This policy applies to any student at the College and addresses standards/framework around repeating a credit course
- 1.2 Students may repeat a failed credit course once without requirement of any special permission. If a student has a minimum passing progression grade, they may not take the course a second time.
- 1.3 Students who wish to attempt to repeat the failed credit course for a third time (second repeat) are required to consult with the relevant Dean or designate to request permission. No subsequent attempts will be considered.
- 1.4 Students who do not meet the required GPA for graduation in their program, may repeat a credit course in which they passed with a grade of 60% and below.
- 1.5 The most recent grade will appear as the grade of record. Regardless of whether the most recent grade is the best grade or not.

- 1.6 Students may not repeat a credit course simultaneously with a credit course for which it is a prerequisite without Dean or designate approval.
- 1.7 Students may not repeat a credit course for which a transfer credit has been received. However, a failed transfer credit course may be repeated at the College.
- 1.8 Students who have requests in Trades please refer to the AIT (Apprenticeship and Industry training) regulations and guidelines for the terms around repeating a credit course.
- 1.9 In case of discrepancy between policies on repeating a credit course between Keyano and a collaborative partner, the strictest policy applies.

B. DEFINITIONS

(1)	College:	means Keyano College.
(2)	Course Grade:	means a letter, designation, or percentile indicating a degree of cumulative achievement for any educational work in a college course which may be comprised of multiple evaluation tools recorded by the Office of the Registrar.
(3)	Credit Course:	A course that carries a credit toward a certificate, diploma, or program of study formally approved by Alberta's Minister of Advanced Education.
(4)	Policy:	means the Repeating Courses Policy.
(5)	Student:	means an individual who is formally admitted to and/or registered in a course, program, or learning activity offered by the College. A student may be full-time or part-time, domestic, or international, and may be enrolled in credit or non-credit courses.
(6)	Transcript	means the official permanent record of a student's academic activities, accepted transfer credits, credit awarded by examination, advanced placement, or other credits, courses, credentials, grades, and cumulative GPA earned while enrolled at the college. Transcripts are maintained by the Office of the Registrar.

C. RELATED POLICIES

- Academic Standing Policy
- Credit Program Grading Policy
- Examination Policy: Deferred, Supplemental and Challenge Exams
- Grade Appeal Policy
- Prior Learning Assessment and Recognition Policy
- Student Academic Accommodations Policy

D. RELATED LEGISLATION

- *Post-Secondary Learning Act*

E. RELATED DOCUMENTS

- Credit Calendar (Keyano College website)
- Academic Standing Procedure
- Credit Program Grading Procedure
- Grade Appeal Procedure
- Prior Learning Assessment and Recognition Procedure
- Student Academic Accommodations Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
09/08/2025	New policy	All	Associate Dean, Nursing & Allied Health Associate Dean, Academic Upgrading & Global Access	Vice President, Academic & Student Experience