

REPEATING COURSES PROCEDURE

Procedure Section:	Student & Academic Support Services	Effective Date:	October 16, 2025
Policy Owner:	Vice President Academic and Student Experience	Last Revised:	September 8, 2025
Policy Administrator:	Office of the Registrar	Review Scheduled:	Every 4 years
Approver:	Dean's Council Academic Council		

The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.

A. PROCEDURES

The purpose of this procedure is to outline the procedural steps for a student requesting to repeat a credit course.

1. PROCEDURAL FAIRNESS

- 1.1 Student requests to repeat a credit course must align with the guiding principles outlined in the Repeating Courses Policy.
- 1.2 Students may request assistance or accommodations throughout the repeating a credit course process in accordance with the *Student Academic Accommodations Policy and Procedure*.
- 1.3 All parties involved in the appeal process are expected to maintain confidentiality regarding the request to repeat a credit course.

2. REQUEST PROCESS

- 2.1 First Repeat (Second time taking a Course):
 - a. Students requesting to attempt a failed credit course for a second time (first repeat) can do so without any special permission. Students must follow the typical registration process. If a student has a minimum passing progression grade, they may not take the course a second time.
 - b. If a student is requesting to attempt a credit course for a second time (first repeat) simultaneously with a credit course for which it is a prerequisite, the Student must request written approval from the relevant Dean or designate.
 - o The Dean or designate will review the request and provide written approval or denial to the student. A copy of this decision will also be provided to Student Advisors, Office of the Registrar.

2.2 Second Repeat (Third time taking a Course):

- a. Students requesting to attempt a credit course for a third time (second repeat) must meet with the instructor to discuss their eligibility.
- b. Students must then schedule a meeting with a student advisor and the academic success centre to develop a plan for success.
- c. Students must present their explanation and plan for success to the relevant Dean or designate.
- d. The Dean or designate reviews the request and provides written permission or denial to the student. The Dean or designate will also provide a copy to Student Advisors, Office of the Registrar.

2.3 Third/Subsequent Repeat (Fourth or subsequent time taking a credit Course):

- a. Students may not request to attempt a credit course for a fourth or subsequent time (third/subsequent repeat). No such requests will be permitted.

3. RECORDS MANAGEMENT AND CONFIDENTIALITY

- 3.1 All parties shall maintain confidentiality regarding the Student request in accordance with the *Protection of Privacy Act & Ministerial Regulation*.
- 3.2 All records will be retained in accordance with the College's Records Classification and Retention schedule.
- 3.3 The College may consider the student's past academic performance and any history of misconduct when deciding on the student's request to repeat a course.
- 3.4 Aggregate information may be prepared regarding requests to repeat a course without including any personal identifying information.

B. DEFINITIONS

(1)	College:	means all campuses and properties of Keyano College.
(2)	Course Grade:	means the assessment of a student's performance in a course. Typically represented by a letter or numerical value. The course grade reflects the student's level of achievement and is used to determine the students Grade Point Average (GPA).
(3)	Policy:	means the Repeating Course Policy.
(4)	Credit course:	means a course that carries a credit toward a certificate, diploma, or program of study formally approved by Alberta's Minister of Advanced Education.
(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.

C. RELATED LEGISLATION

- *Post- Secondary Learning Act*

D. RELATED DOCUMENTS

- Academic Standing Policy & Procedure
- Credit Program Grading Policy & Procedure
- Repeating Course Policy
- Student Academic Accommodations Policy & Procedure
- Student Rights Policy

E. 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