



REPEATING A COURSE

#3-14

Approved: November 16, 2001 by: Education Council
Effective date: May, 2002
Date to be Reviewed: 2006

POLICY

To ensure student success and maximum community access to its courses, North Island College limits the number of times students may register for a course.

PURPOSE

This policy does not apply to:

- Continuing Studies courses;
- English as a Second Language courses;
- Adult Special Education courses;
- Continuous entry/exit vocational programs; and
- Courses requiring re-certification.

Students may register for a course, without special permission, a maximum of two (2) times. Register means to enroll (including as an audit student), regardless of whether the course is successfully completed. In this context, withdrawing from a course before the last day to withdraw without academic penalty, is not considered to be a registration.

Students who wish to register for a course for a third or higher time, must obtain written permission from the relevant Department Chair.

Appeal is to the relevant Instructional Dean.

Students who inappropriately register for a course for a third or higher time will be de-registered by the Registrar's Office without notice. Students will be sent confirmation of de-registration.

Credit will be granted only once.