



POLICY ON COURSE REPEATS

POLICY NUMBER:	2018-07-POL-AS
TITLE OF THE POLICY:	Course Repeats
DATE OF ADOPTION:	19 March 2018
SUPERSEDES:	All previous policies, rules, regulations, procedures regarding Course Repeats
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2020
PURPOSE OF THE POLICY:	To establish guidelines by which University of The Bahamas undergraduate students may repeat courses they have already taken or courses from which they have withdrawn
ACCOUNTABILITY:	Office of Academic Affairs
RELATED POLICIES:	Policy on Grading
APPENDICES:	None

1.0 General

University of The Bahamas (UB) undergraduate students may repeat courses they have already taken or courses from which they have withdrawn.

2.0 Policy

- 2.1 Students may repeat any course, including courses from which they have withdrawn.
 - 2.1.1 If a course is repeated, the highest grade achieved shall be used to calculate the student's grade point average.
 - 2.1.2 The series of repeats and grades shall be retained on the student's academic record (transcript).
- 2.2 Students may repeat courses for additional credit provided the course has been so designated and approved by Academic Senate. This applies to courses designated as 'May be repeated for credit' in the UB catalogue which also lists the maximum credit limitation or the maximum number of times the course may be repeated for additional credit.
- 2.3 Students may repeat courses they have failed.
 - 2.3.1 Students who fail a course three times must seek permission to repeat the course by submitting a *Request to Repeat a Failed Course* form to the relevant Academic Dean through the Head of the Academic Unit responsible for the course.
 - 2.3.2 Students who request to repeat a course may be required to
 - 2.3.2.1 take and pass the course prerequisite before attempting the course for the fourth time or
 - 2.3.2.2 complete remedial work or
 - 2.3.2.3 engage in peer tutoring or
 - 2.3.2.4 engage in supplemental instruction or
 - 2.3.2.5 fulfill other requirements as determined by the Academic Dean.
 - 2.3.3 The highest grade achieved shall be used to calculate the student's grade point average.

2.3.4 The series of repeats and grades shall be retained on the student's academic record (transcript).