

Course Repeat Policy

Policy Name: Course Repeat (CPE)
Policy Owner: Director, CPE
Approved By: SMT
Approval Date: 10/09/2021
Effective Date: 01/05/2021
Next Review Date: 01/05/2024
Scope: Professional Education Programs

I. Purpose

This Policy provides guidelines for students, program management and program operational staff to ensure that requests to retake Professional Education (PE) courses are managed effectively and consistently.

II. Principles

- 1) Students may elect to repeat a passed or failed course in its entirety up to a maximum of three times per course within 3 years of the original program start date or a major curriculum revision (i.e course learning outcome change), whichever is sooner.
- 2) All final course grades will be listed on the Official Grade Report.
- 3) The most recent grade will be considered the final grade.
- 4) Students will be required to pay the full current course fee at the time of enrolment when repeating a course.
- 5) Students who repeat courses cannot submit the same assignments as per the academic integrity policy of York University.
- 6) Course availability and space considerations may delay repeating the course.

III. Responsibilities

- i. Approval – Director, CPE
- ii. Review & Maintenance – PM Group
- iii. Compliance – Program Managers

IV. Policy Version Control

Version	Changes	Author	Approval	Approval Date	Effective Date
1.0	Initial Policy	MDB	CBC	10/9/21	10/31/21

V. Related Documents

- i. Withdrawal, Transfer and Deferral Procedure
- ii. Program Payment Policy (Professional Education)

VI. Definitions

VII. Appendices