



Office of Graduate Studies and Postdoctoral Fellows

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MEMORANDUM

ATTENTION	Senate	DATE	7 October 2014
FROM	Mary-Ellen Kelm, Acting Dean of Graduate Studies	No.	GS2014.36
RE:	GGR 1.5.5 Graduate Student Retaking a Course		

GGR 1.5.5 Graduate Student Retaking a Course

At its meeting of October 6, 2014, SGSC reviewed and approved a revision to GGR 1.5.5, Graduate Student Retaking a Course, and is recommending the revised regulation to Senate. This gives rise to the following motion, effective Summer 2015:

Motion:

That Senate approve the proposed revisions to GGR 1.5.5 Graduate Student Retaking a Course

A handwritten signature in blue ink, consisting of a large, stylized 'M' followed by a horizontal line.



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MEMORANDUM

ATTENTION SGSC

DATE September 18, 2014

FROM Wade Parkhouse, Dean of Graduate Studies

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RE: Revisions to GGR 1.5.5

Motion

That SGSC approve the proposed revisions to GGR 1.5.5 Graduate Student Retaking a Course

Rationale

GGR 1.5.5 outlines the policy on graduate students retaking a course and limits the retaking of a course to either a student retaking the same course number with different material, or a student repeating a course for the purposes of improving their grade. However, the regulation is silent on the number of courses that can be repeated and the number of times a course can be repeated. As it is silent, the default has been to use the repeat policy for undergraduate courses, which allows up to five courses to be repeated, and our thesis examination policy, which limits a re-examination to once.

To address these issues it is recommended that we revise GGR 1.5.5 to limit to number of courses that can be repeated, and to limit the number of times that a course can be repeated to improve the grade. In prior discussions SGSC recommended that the limit on the number of courses that can be repeated be set at two, and the number of times that a course (including examination, extended essay, projects and thesis courses) can be repeated to improve the grade set to one, which is the same as undergraduate. At the undergraduate level essentially 5 of 40 courses may be repeated whereas graduate programs usually have between 4 and 16 courses, so setting the limit at two is reasonable as the permission to repeat a course is also required.

Proposed revisions to GGR 1.5.5

1.5.5 Graduate Students Retaking a Course

FROM	TO
A graduate student may retake a course under the following conditions: a) when the same numbered course covers different material in different terms (many special topics and directed readings courses are of this nature). b) when the student wishes to improve the grade earned in the course. Permission of the graduate program committee is required. Under a), both grades are recorded on the student's transcript, and the grade and the units for both iterations of the course are used for the calculation of the CGPA and towards the units required for the degree. Under b), both grades are recorded on the student's transcript with the notation that the course was retaken to improve the grade. However, only the better grade is used in calculating the CGPA and the units for the course are used only once towards the requirements for the degree. A student must indicate at the time of enrolment under which of the two conditions the course is being retaken. The correctness of this indication must be certified by the chair of the graduate program committee.	<u>A graduate student may apply to the graduate program committee to retake a course to improve a grade. At most two courses may be repeated with no course being repeated more than once.</u> <u>The grades for each instance of a retaken course are recorded on the student's transcript with notation that the course was retaken to improve the grade. The better grade is used in calculating the CGPA. Units for a retaken course are counted only once toward the total units required for the degree.</u>