



THIRD ATTEMPT PROCEDURE

Procedure Type:	Academic	Initially Approved:	September 18, 2019
Procedure Sponsor:	President and CEO	Last Revised:	September 18, 2019
Administrative Responsibility:	Registrar's Office	Review Scheduled:	September 2024
Approver:	President and CEO		

A. INTENT

As per the 1000.01.01 Registration Policy, the intent of this procedure is to identify and intervene with support for students who have been unsuccessful twice in completing a course at Alberta University of the Arts (AUArts). This is a retention initiative-based procedure and is not intended as an academic decision.

B. SCOPE

This procedure applies to all undergraduate students, both program and non-degree students, registered in credit courses.

This procedure does not apply to graduate students, ArtStream or continuing education students.

This procedure will apply to registrations in Fall, Winter, Spring, and Summer semesters at AUArts.

C. PROCEDURES

1. Principles

- 1.1 Students who have had two (2) unsuccessful attempts in a course will be contacted to provide support interventions before attempting a third time.
- 1.2 Monitoring registration into a course for the third time is an attempt by AUArts to:
 - a. Act in the best interests of a student's permanent record;
 - b. Support students and set them up for success; and
 - c. Identify individuals who may be at risk and intervene to provide appropriate access to supports
- 1.3 It is the students' responsibility to act on opportunities of student support.
- 1.4 It is the Advisors and the Chairs' responsibility to communicate with the student, without bias, prior to the third attempt to determine possible ways of offering additional support and/or guidance.
- 1.5 A student may self-register without intervention up to twice in any one course.
- 1.6 Each attempted/completed course will appear on the transcript with the final grade. All attempts will be counted in the cumulative GPA but a course may only be used once towards credential completion.

- 1.7 It is the students' responsibility to meet with financial aid and awards advisor to ensure that funders will pay for a third attempt.
- 1.8 Third attempts will not be unreasonably denied. A student who has followed the procedure shall be allowed to make a third attempt.
- 1.9 This same procedure will apply with fourth attempts.

Procedure

2. Third attempt registration

- 2.1 After two failed attempts at a course the ability to self-register a third time will be removed.
- 2.2 The student will be required to meet with a Student Academic Advisor to make a plan for success.
- 2.3 The Student Academic Advisor will forward the student information and the plan to the Chair of the School offering the course. The Chair will determine if they require a meeting with the student for further information or not.
- 2.4 Once the Chair has actioned the information they will email registrar@auarts.ca indicating that the hold on registration can be removed.
 - a. The Registrar's Office staff will override the hold on the registration; and
 - b. Notify the student that they are able to register into the course.
- 2.5 The student will then be required to self register into the course through webService.

D. DEFINITIONS

Unsuccessful Attempt: Includes any course in which a student either withdrew after the drop date or received a failing grade, this includes, F, WF, or W.

E. RELATED POLICIES

- 1000.01.01 Registration Policy

F. RELATED LEGISLATION

- Post-Secondary Learning Act

G. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct
- 1000. GFC: Registration Procedure
- 1000. GFC: No-Show Procedure

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)