

This contains general information about how the PeopleSoft Student Administration system checks for repeated courses and enforces the University of Calgary's repeated course policy.

The Repeat Check process operates in several ways:

1. It checks whether a course is being repeated at the point when a student enrolls in a course or when a staff member enrolls a student into a course. (Note repeat codes are not assigned to the courses at this point).
2. It is run as a batch process once per term after final grades for that term have been posted.
3. It runs automatically whenever courses are posted to a student's record as part of a transfer credit evaluation process. The checking routine is built into the transfer credit posting action.

Upon enrollment in a course:

The system will alert a student or staff member with a message at the time of enrollment when it detects that the enrollment is a second attempt. The message lets the person know that this attempt is subject to the institution's repeated course policy and may not earn credit.

This is an example of the message that staff may see:

Message Sequence	1	Message	Last Update DateTime	16/09/19 10:32:09AM
Course previously taken and may be subject to institutional repeat policy. (14640,187)				
When graded, this course may be subject to the Institution's Repeat Rules. It should be verified that this course will apply toward the course of study.				

Additionally, the system enforces the institution's course repeat policy by not permitting a student or staff member to complete a course enrollment if that enrollment will be the third or subsequent attempt for a particular course. An override must be applied to the enrollment transaction for it to complete successfully (i.e. a third or subsequent attempt must be approved by the Faculty of the student's program). A third attempt approval creates an 'OVRD' indicator on the course during the enrollment request transaction. See the chart for more information.)

Batch Repeat Checking:

This process locates every instance where a course in the recently completed term (i.e. now has a final grade) is part of a "set" of repeated courses. The effect of the process is that the newly completed instance of the course is compared to the previously completed instance.

For example, if this is the second attempt, the final grade is compared to the final grade of the first attempt and the system determines which was the higher grade of the two. If this is a third or fourth attempt, the current final grade is compared to the "highest" of the previously completed courses. The newest grade is compared with the grade that was previously marked as the "HIGH" attempt.

Managing Repeat Codes

SA – Academic Advisement



Repeat Code Chart:

	Grade	*On Enrolment	Round 1	Round 2	Round 3
First Attempt	C		Low	Low	Low
Second Attempt	B		High	Low	Low
Third Attempt	A+	OVRD		OHIGH	High
Fourth Attempt	A	OVRD			OLOW

The institution's rules are set up so that only the highest attempt earns credit toward the completion of program requirements. See above after the fourth attempt, only one of the attempts is marked as "HIGH" and the system will set this attempt as the one that earns credit. However, the final grades of ALL attempts are included in the term GPA calculation for the term in which they occurred.

Posting of Transfer Credit:

Repeat checking is very comprehensive and takes into account all course instances where the course ID is the same. Therefore when a course has been recorded as a valid transfer credit, it will be included in the repeat count with a course taken subsequently here (at UofC) which is the same or equivalent (i.e. has the same course ID).

It is important to note every time transfer credit is posted the entire series of checking occurs as if the batch repeat check process has been run. This can cause some challenges within the system.

For example, a student may take a course at Mount Royal University and it is being recorded at the point of re-admission to a program they were previously in at the U of C. While at U of C they may have already completed the same course twice. When the new transfer credit model is posted, the system will post the third attempt whether an approval for a third attempt has been attached to the transfer credit record or not. The repeat checking rules expect the override indicator to be present on any attempt beyond the first two. If the indicator is not there, the system will not have the information it needs to determine what actions to take.

In this case, the REPT code is applied by the system to the "unknown" attempt. Administrative staff will require a solid understanding of the repeat rules in order to interpret what repeat code is to be manually assigned and to which course. These code corrections will bring the repeat information back into alignment so the repeat checking process will provide the correct outcome the next time it occurs. Therefore when a repeat code is being corrected within a transfer credit model, the model will also need to be re-posted to trigger the repeat check to be re-done.

When transfer credit is involved, the Admissions Office is the primary resource for problem resolution.

Managing Repeat Code Assignment Tool:

A Repeated Course Report can be requested by Academic Organization (i.e. by Faculty) and further limited by Program and Plan if that is found to be useful. The purpose of this report is twofold:

1. Report every instance where the REPT code is appearing on a student’s record. This code is meant to indicate that the Repeat Check process could not make a determination how to handle a specific set of repeated courses.

If all the courses within the set were taken at the U of C, it is possible for authorized staff to change the repeat codes assigned to each instance manually by using one of the Enrollment Components (usually the Enrollment Request or the Quick Enroll are used). In effect, the staff member is replacing the repeat check process and performing the task of indicating this attempt is HIGH and this other attempt is LOW.

If one of the instances of the course involved a transfer credit, then the procedure will likely involve a combination of changing a U of C enrollment record and/or reposting the transfer credit model in which the repeated course is contained as previously mentioned. If the change is in an Automated Transfer Credit model, then the change must be processed by the staff at the Office of Admissions. Other Credit-type models can be re-posted by staff at Faculty Offices with the necessary security access for such transactions.

2. To report any instance where the same course is earning credit more than once. This is a safety measure as it is not expected that the system will permit this. However, should this occur, it is important that the situation be investigated and corrected to ensure that students are not being permitted to earn credit inappropriately in contravention to the institution’s repeat rules.

Note: There is a point of time when a student’s record will indicate that more than one attempt “earns credit.” This occurs when the newest attempt is still in progress. The student is in a course that could potentially earn credit but the final grade is not present and the repeat check has not yet taken place. It is a temporary state of affairs so the Repeated Course Report does not include such situations. The student record summary will display a Potential Repeat flag at the base of the relevant column in these cases. However, staff may notice this which report the “Earn Credit” status for a class such the Academic Advising Summary Screen – Full Course History:

Course Details																
Course Nbr	Course Topic ID	Grade	Units	Term	Taken Order	TC	TC Grp	Articulation Term	Earn Credit	Include in GPA	Add Dt	Repeat Code	Designation	Course ID	Class Nbr	
GLGY 201	Lecture 02		3.00	2177	F17				Y	Y	2017/09/05			122140	70590	
MATH 249	Lecture 01		3.00	2181	W18				In progress	Y	2017/10/05			125996	10023	
MATH 249	Lecture 01	D	3.00	2173	P17				Y	Y	2017/03/07			125996	30062	
MGST 217	Lecture 09		3.00	2177	F17				Y	Y	2017/05/14			162605	75812	
RELS 100	Lecture 02		3.00	2177	F17				Y	Y	2017/09/05			162605	75812	

This is the “Earn Credit” indicator column. Note both MATH 249 courses have a “Y” value. the second attempt is still in progress. Once both are completed and the repeat check is done, they will be noted like other repeat courses where only the highest grade will show a “Y” under the “Earn Credit” column.