

**STATE BOARD FOR COMMUNITY COLLEGES**  
**MAY 18, 2006**

**TITLE:**       **PROPOSED REVISIONS TO THE VCCS POLICY MANUAL**  
**REGARDING REPEAT COURSES SECTION 5.6.3 (9/05) REPEATING A**  
**COURSE** (Academic, Student Affairs, and Workforce Development Committee,  
III.A.2.b.)

**BACKGROUND:**

Proposed policy revisions are included for:

- III.A.2.b.(1) Section 5.6.3 (9/05) Repeating a Course
- III.A.2.b.(2) Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average
- III.A.2.b.(3) Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average

Various VCCS policy changes are necessary to clarify language regarding the difference between a student repeating a particular course and courses that may be designated as repeatable for credit in the master course file. At some colleges, this policy has been interpreted as the blanket approval of multiple (beyond two) enrollments in a course, rather than approval on an individual student basis. ACOP approved revisions to Sections 5.6.3, 5.6.0.3.1 and 5.6.0.3.2 at its April 2006 meeting. Minor revisions to Section 5.6.3 and revisions to Sections 5.6.0.3.1 and 5.6.0.3.2 are presented here for SBCC consideration.

At its March 2006 meeting, the ASAC Educational Programs Committee discussed criteria and rationale for a course to be designated as “repeatable for credit” in the master course file. The committee favored a narrow view that aside from general usage courses, courses designated as repeatable for credit have as their major purpose the development and maintenance of proficiencies that require certification and re-certification at periodic instances, such as in a health-related or technology field. Implementation of the policy revisions proposed here will include a review of courses in the master course file with regard to the repeatable for credit designation.

**ACTION RECOMMENDED:**

That the State Board for Community Colleges approve the proposed revisions to Section 5.6.3 (9/05) Repeating a Course, Section 5.6.0.3.1 (9/05) Cumulative Grade Point Average, and Section 5.6.0.3.2 (9/05) Curriculum Grade Point Average of the VCCS Policy Manual.

**PREVIOUSLY REVIEWED BY:**

- ✓ VCCS Academic Services and Research staff
- ✓ VCCS Academic and Student Affairs Council (approved March 2006)
- ✓ VCCS Advisory Council of Presidents (approved April 2006)

**RATIONALE:**

These policy changes will clarify policies on courses repeatable for credit and resultant computations for curriculum and cumulative GPA.

**RESOURCE PERSONS:**

Dr. Monty Sullivan, Vice Chancellor, Academic Services and Research,  
[msullivan@vccs.edu](mailto:msullivan@vccs.edu), 804.819.4970

Dr. Susan S. Wood, Assistant Vice Chancellor for Educational Programs and  
Instructional Technology, [swood@vccs.edu](mailto:swood@vccs.edu), 804.819.4936

Ms. Jennifer Allman, Director of Student Services, [jallman@vccs.edu](mailto:jallman@vccs.edu), 804.819.4971

## Proposed Policy Revisions on Repeat Courses, III.A.2.b.(1).

### Original language:

#### 5.6.3 Repeating a Course (SB)

A student should normally be limited to two (2) enrollments in the same credit course. Should a college wish to make an exception to this policy, the need should be documented and approved by the college's chief academic officer or designee. This limitation does not apply to the courses in the Master Course File identified as General Usage courses: 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.

### Proposed language (changes shown):

#### 5.6.3 Repeating a Course (SB)

*Credit courses that are designated as repeatable for credit in the Master Course File or are identified as General Usage courses in the Master Course File may be repeated for credit. (General Usage courses are 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.) A student should normally be limited to two (2) enrollments in ~~the same~~ a credit course **that is not designated as repeatable for credit or is not a General Usage course**. Should a college wish to make an exception to this policy **on a student-by-student basis**, the need should be documented and approved by the college's chief academic officer or designee. ~~This limitation does not apply to the courses in the Master Course File identified as General Usage courses: 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.~~*

### Proposed language (changes accepted):

#### 5.6.3 Repeating a Course (SB)

Credit courses that are designated as repeatable for credit in the Master Course File or are identified as General Usage courses in the Master Course File may be repeated for credit. (General Usage courses are 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.) A student should normally be limited to two (2) enrollments in a credit course that is not designated as repeatable for credit or is not a General Usage course. Should a college wish to make an exception to this policy on a student-by-student basis, the need should be documented and approved by the college's chief academic officer or designee.

## Proposed Policy Revisions on Repeat Courses, III.A.2.b.(2).

### Current language:

#### 5.6.0.3.1 Cumulative Grade Point Average (SB)

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. Grades of “S,” “P,” “U,” “W,” “X,” and “I” shall not count as first or subsequent attempts when calculating GPA. Courses which do not generate grade points are not included in credits attempted.

### Proposed language (changes shown):

#### 5.6.0.3.1 Cumulative Grade Point Average (SB)

*Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements **unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated as repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the cumulative grade point average.** Grades of “S,” “P,” “U,” “W,” “X,” and “I” shall not count as first or subsequent attempts when calculating **cumulative** GPA. Courses ~~which~~ **that** do not generate grade points are not included in credits attempted.*

### Proposed language (changes accepted):

#### 5.6.0.3.1 Cumulative Grade Point Average (SB)

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated as repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the cumulative grade point average. Grades of “S,” “P,” “U,” “W,” “X,” and “I” shall not count as first or subsequent attempts when calculating cumulative GPA. Courses that do not generate grade points are not included in credits attempted.

## **Proposed Policy Revisions on Repeat Courses, III.A.2.b.(3).**

### **Current language:**

#### 5.6.0.3.2 Curriculum Grade Point Average (SB)

A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

### **Proposed language (changes shown):**

#### 5.6.0.3.2 Curriculum Grade Point Average (SB)

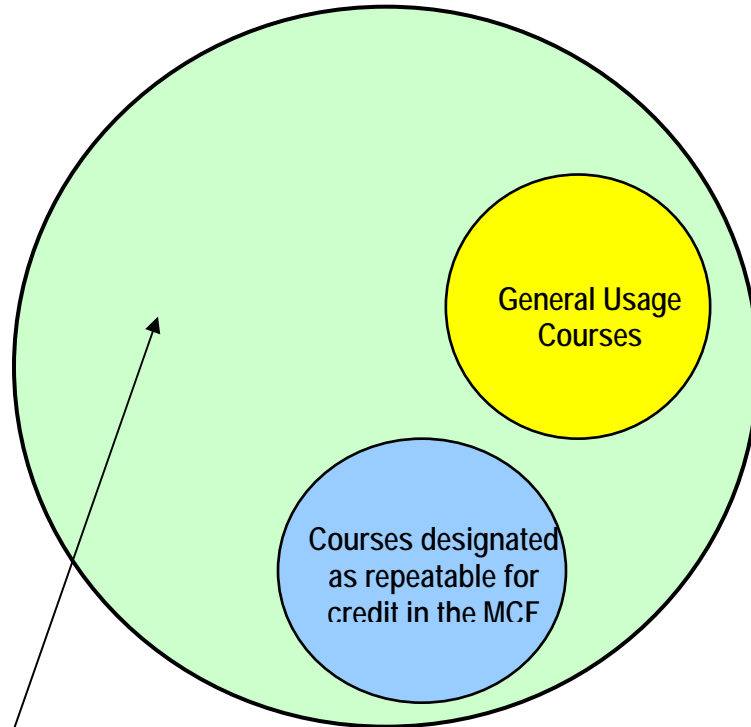
*A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA **unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the curriculum GPA.***

### **Proposed language (changes accepted):**

#### 5.6.0.3.2 Curriculum Grade Point Average (SB)

A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA unless the course is designated repeatable for credit in the Master Course File or is a General Usage course. In instances of courses designated repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the curriculum GPA.

# ALL VCCS CREDIT COURSES



A student may repeat these courses a second time without permission, or more than two times with permission.