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 previouslyrt coom1 (eB1.9 (use)T32.1T)e c:

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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:

   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.