

# REPEATS

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## REVISION HISTORY

Version	Date	Name	Description
	04/12/2021	Bracken Dailey	Update to standard procedure format and include updates on transfer work

## INTRODUCTION AND PURPOSE

UCR has Senate Regulations that articulate the credit a student may receive for a course, to include, when a repeat is permissible. These rules have been coded as part of an End of Term Repeat job (ZUREOTR) that appropriately updates student records based on these rules. In addition to the Academic Senate, some rules come from Undergraduate Admissions and rules from UC related to transfer articulation. The purpose of this document is to outline the regulations, rules and also how to use the job.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

UC Academic Senate Policy - <https://senate.universityofcalifornia.edu/bylaws-regulations/regulations/rpart3.html#rpart3-IIIch4-3>

780. C. Except as provided in [SR 636\(D\)](#), repetition of courses not authorized to be taken more than once for credit is subject to the following conditions: (Am 9 May 84)

1. A student may repeat only those courses in which a grade of D, F, Not Passed, or Unsatisfactory was received; however, Divisions may authorize repetition of courses graded Incomplete. Courses in which a grade of D or F has been earned may not be repeated on a Passed or Not Passed basis. (Am 9 May 84)
2. Repetition of a course more than once requires approval by the appropriate dean in all instances.
3. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.
4. In computing the grade-point average of an undergraduate who repeats courses in which the student received a D or F, only the most recently earned grades and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade-point average shall be based on all grades assigned and total units attempted.

*This is also articulated in UCR Senate Regulation R1.6 – R1.6.3.*

Operational interpretation of the 16-unit max is that UCR will exclude up to but not exceeding 16 units. If a course will push a student above the 16 units, that course will not be included in the count and the student will have less than 16 units excluded. Prior to Fall 2016, UCR split courses to meet exactly 16 units. Fall 2016 and on, UCR excludes any coursework that is up to but doesn't allow the student to exceed the 16-unit limit. Students were grandfathered into this new policy and a split course was only readjusted if a new repeat after Fall 2016 impacted that split course.

- Any coursework that is excluded as a duplication of credit (RDUP) is not counted towards the 16-unit maximum.
- Courses with a grade of NC also are not included when counting the first 16 units, though they are marked with an exclude (E).

English course as part of the California Entry Level Writing Requirement do have an exception and can be repeated if the student earns a C-.

636.C.1. To satisfy the University of California Entry Level Writing Requirement by means of a course, the student must earn a C or above or its equivalent. A student who receives a final grade of C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s). (Am 30 Jan 2008)

Course articulation has some unique rules that are documented in the *Transfer articulation repeat and duplication of credit rules later in this document*. This document was created in collaboration with Undergraduate Admissions. There are very unique rules for ENGL 001A/001B/001C so take note of them in this document. Transfer Credit and Articulation Services (TCAS) will also adjust transfer work articulation as established with the Colleges/Schools to assist with unique English needs.

Coursework that is transferred in from other UC campuses, to include special program participations, and UCR Extension are calculated into the UCR GPA. Due to this they are treated as a UCR course for all repeat rules. *Note: UC extension courses (extension programs for other UC campuses) are NOT calculated into the GPA and are treated as other non-UC transfer work.*

Committee on Courses [General Rules and Policies Governing Courses of Instruction](#) provides guidance on topics courses and duplication of credit (overlapping courses).

- Topics courses that are approved to be repeatable as content changes must have the title updated on SSASECT to demonstrate the change in content.
- Duplication of credit is governed by rules in SCAMEXC unless it is a one-directional or a series that is not able to be controlled in Banner. These are monitored by advisors and submitted through WorkFront for update.
- If a student enrolls in two courses within the same term that have a one-directional content overlap rule, Committee on Courses ruled in December 2020 that the student will be awarded credit only for the higher level course, as is specified in the course description, and not be awarded credit for both unless the Department advises differently.

Committee on Courses approved course repeat definitions are defined in SCACRSE in the Repeat Status field and are referenced in the end of term repeat job (ZUREOTR).

- CT – Content Changes/RPT in Term
  - Course can be repeated within the term and a student can receive credit up to the Maximum Hours as long as the content changes. Content changes is driven by the title in SSASECT.
- PR - Not Repeatable
  - CNAS courses that have been approved by the Academic Senate to not be repeatable during the first pass of registration. This is leveraged by the Registration Repeat job. From an academic history perspective for coding of repeats it is treated equal to a Standard Repeat (SR).
- RC – Repeat content/topic Changes
  - A student can receive credit up to the Maximum Hours as long as the content changes. Content changes is driven by the title in SSASECT. Unlike “CT”, course cannot be repeated within the term.
- RE – C- Registration & Acad Hist
  - Course is approved with an exception to all a “C-” be repeated for grade improvement. Certain english courses currently are the only approved exception.
- RF – C- Registration Only
  - Course is NOT approved with an exception for grade improvement, but students must obtain a “C” for graduation, so must register again if received a “C-“. Common for Foreign language courses that require a “C” for graduation; however, are not approved by the Academic Senate for an exception for grade improvement.
- RP – Repeatable
  - A student can receive credit up to the Maximum Hours no matter the content of the course. Title of the section is NOT evaluated. Unlike “RT”, course cannot be repeated within the term.
- RT – Repeat more than once per/term
  - Course can be repeated within the term and a student can receive credit up to the Maximum Hours no matter the content of the course. Title of the section is NOT evaluated.
- SR – D+ Standard Repeat
  - Standard repeat courses. Student is only eligible to receive credit for the course one time.

CNAS did receive approval that designated courses within their College are not repeatable during the first pass of registration. This was designed to allow first time takers access to seats in these classes prior to students who are looking to repeat the course for a better grade. *Repeat Exception\_CNAS* provides the initial course approval list and the Course Specialist manages adjustments that have occurred since this initial approval. Courses in this category utilize the “PR” code in the Repeat Status field.

Term permits for documenting eligibility to take a course more than once are recorded on SFASRPO. The assignment of either REPEAT or REPEATAH governs the outcome of the end of term repeat job (ZUREOTR).

- REPEAT – there are two scenarios where this permit is used
  - Student received D+ or lower in course (C- for exceptions) and is eligible to take the course a second time. This is assigned by the Registration Repeat job (ZURRPTTR) prior to the start of registration and runs nightly to update as grades are posted for the prior term (courses are considered passing until grades are submitted).
  - College/School is giving the student permission to take a course for a third or more attempt but did NOT approve the course to impact the student’s GPA in academic history. This course/grade will not replace a previous grade, but instead be excluded as duplication of credit.
- REPEATAH – Assigned by the College/School giving the student permission to take a course for a third or more attempt and it WILL impact the student’s GPA in academic history and adjust the student’s record based on the established repeat rules.

There are times when manual updates must occur. When this does occur, an RMAN code is added to the Person Course Attributes in SHATCKN or Course Attributes in SHATRNS to notify the job to skip this student so the manual update is not overridden. Use of this code does require this student to be manually reviewed for future quarters so it should be used sparingly. Documentation of the purpose of the RMAN on a student’s record should be recorded in SPACMNT.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. College/Schools Office

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training ([appnavigatorsb.ucr.edu](http://appnavigatorsb.ucr.edu)) to follow along.

## PAGES

The forms listed below are covered in this training.

Page	Page Name	Description
SCACRSE	Basic Course Information	Provides the approved Repeat Details for each course
SCAMEXC	Mutual Course Exclusion	Provides the content overlap rules when it is bi-directional
SFASRPO	Student Registration Permit-Override	Term permits (REPEAT and REPEATAH) are added to impact registration and academic history
ZURRPTR	UCR Registration Repeat Job	Job that assigns REPEAT permit to SFASRPO each term for students who are eligible to take a course for a 2 <sup>nd</sup> time.

## PROCEDURES

### REGISTRATION IMPACT

1. Go to **SFASRPO**
2. Enter **SID** and **Term**
3. Exceptions can be made by the Associate Deans to allow enrollment beyond what academic policy states. When approved, staff must enter a **REPEAT** or **REPEATAH** permit to allow students to enroll above the approved numbers.
  - a. **REPEAT** code should be used when the approval is to enroll in the course again, but NOT to have grade improvement in academic history.
    - i. The student record at the end of the term will show this course enrollment as Excluded with an RDUP for duplication of credit.
    - ii. **It is critical to remember that an Excluded course cannot satisfy a requirement on the degree audit. Therefore, if this was approved for a student to show proficiency in a subject matter for a graduation requirement an exception will need to be made on the degree audit.**
  - b. **REPEATAH** code should be used when the approval is to enroll in the course again AND to have grade improvement (if it is within the student's 16 unit limit).

- i. The student record at the end of the term will show this course enrollment as Included and the previous taking will be excluded so the student only earns credit once for the course.
- ii. **It is critical to remember that the repeat coding does not get placed on the student's record until after grading so the degree audit will not update until the end of the term.**

Students who have a low grade as defined below are given REPEAT permits by the Registration Repeat job (ZURRPTR) prior to the start of enrollment for their 2<sup>nd</sup> taking, per policy. This taking does NOT require Associate Dean approval. This provides a seamless registration experience for the student while preventing those who received a high grade as defined below from enrolling again.

- c. Academic policy permits students to enroll again in **RE** and **RF** courses if a C-, D+, D, D-, F, or NC was earned the first time.
- d. It also permits students to enroll again in **SR** courses if a D+, D, D-, F, or NC was earned the first time.
- e. It does not provide a permit for courses in progress because successful completion is assumed.
- f. A REPEAT permit is not needed if the student earned a W since that does not count as an attempt.
- g. Permits students to enroll again in **PR** courses if a D+, D, D-, F, or NC was earned the first time and registration is now in the 2<sup>nd</sup> pass. Prior to the second pass of registration, the parameter of the job is updated to assign a REPEAT permit for PR courses.

Permit *	Permit Description	CRN	Subject	Course Number	Section
REPEAT	Repeat - Reg Approval Only		LING	020	
REPEAT	Repeat - Reg Approval Only		PHYS	002A	

  

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Indicator
56381	1	LING	020	001	74	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1220	O	L1		C	LEC	A	
65722	1	LING	020	024	5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	O	D1		C	DIS	A	

## CONTENT OVERLAP

Courses that have content overlap (Banner calls it mutual exclusion) in SCAMEXC are *not* treated as equivalent in evaluating repeats in academic history. They are assigned an “exclude” (E) with a duplication of credit attribute (RDUP) to identified it was not allowed. Student should not get credit for content overlap. Students should be held to these rules at the time of registration, so that they do not enroll in courses they should not; however, there are rules that cannot be managed by Banner (see note below).

**NOTE: SCAMEXC can only enforce rules that are bi-directional. Courses that have approvals that are one-directional or for a series, must be manually updated based on review and a Workfront submission by the Advisor.**

A REPEATAH does NOT override these rules.

## STEPS

1. Go to **SCAMEXC**
2. Enter **Subject, Course, and Term**

Subject *	Course *	Level *	Grade *	Start Term *	End Term *
CS	009M	U	D-	201840	202030
CS	009P	U	D-	201840	202030

- Definitions will be in place based on the Start Term and End Term at the course level
- Rules are evaluated based on the term the second course was taken (course in the key box). For example, in this situation, if CS 009P was taken in Winter 2020 (202010), but CS 010 wasn't taken until Fall 2020 (202040). The duplication is no longer in effect and the student would be eligible to receive credit for both courses. If the student took CS 010 in Spring 2020 (202020), then the duplication is in effect and CS 010 would be excluded with an attribute of RDUP.
- For exclusion rules that cannot be defined on SCAMEXC, go to **SCADETL**
- Enter **Subject, Course, and Term**
- In the course description you can read the credit statement at the end of the description.

4 Units, Lecture, 3 hours; laboratory, 3 hours. Prerequisite(s): none. An introduction to the fundamentals of life processes at the cellular level. Topics include cell structure, chemical composition, metabolism, reproduction, genetics, and development with emphasis on humans. Not recommended for natural science majors. Either BIOL 002 or BIOL 003 may be taken as a breadth requirement in biology; together they provide a general introduction to the field of biology. Credit is not awarded for BIOL 002 if it has already been awarded for BIOL 005A, BIOL 05LA or BIOL 020.

- A one-directional statement is defined by the sequence of course enrollment. For example, with BIOL 002, the student cannot receive credit if credit has already been earned for BIOL 005A; however, a review of the BIOL 005A shows there is not a credit rule and thus if BIOL 002 was taken first, a student could receive credit for BIOL 005A.

4 Units, Lecture, 3 hours; discussion, 1 hour. Prerequisite(s): BIOL 05LA (may be taken concurrently) or BIOL 020 (may be taken concurrently) with grades of "C-" or better; CHEM 001A and CHEM 011A with grades of "C-" or better or CHEM 01HA and CHEM 1HLA with grades of "C-" or better; consent of instructor is required for students repeating the course. An intensive course designed to prepare for upper-division courses in cell and molecular biology. Covers biochemical, structural, metabolic, and genetic aspects of cells. Required for Biology majors; recommended for science majors desiring an introduction to biology.

## END OF TERM REPEAT JOB (ZUREOTR)

This job runs on the job scheduler nightly as part of the retro grade change process. This suite of jobs is triggered by three updates to a student's record:

- grade change on SHATCKN,
- REPEAT or REPEATAH added on SFASRPO, and
- an articulation inserted on SHATRNS.

The job consists of the end of term repeat job, academic standing job (for all terms impacted by potential updates in the repeat process), Chancellors list job, and GPA calculation. At UCR, academic standing and thus Dean’s and Chancellor’s list, is dynamic and will be updated based on any adjustments to the student’s record that impacts those values.

**Important note to remember: this process can not be triggered by a deletion (record removal) of a value. If this occurs, the staff member must submit a Workfront ticket to request the job be manually processed. Also, if during an articulation update information is overwritten for the update and not inserted it will not trigger the job.**

The suite of jobs is stopped during grade submission (10<sup>th</sup> week of instruction through grade submission deadline). This is to ensure records don’t update until End of Term processing occurs. The suite is run as part of End of Term processing the day after grades are due and then is turned back on that night as a nightly job.

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## TRANSFER ARTICULATION REPEAT AND DUPLICATION OF CREDIT RULES

	Repeat of same course	Content Overlap of different courses
<i>The student failed the course and therefore, did not earn credit for the course</i>		
<b>Student receives an F/NC at a school other than UCR</b>	The course would not be data entered into Banner. Student can take course at UCR or any content overlap course.	
<b>UCR course has a grade of F/NC and the student then takes the same course a course with content overlap at another institution</b>	Student can take the course at another insitution and receive unit credit, but it will NOT exclude the UCR course with the F/NC grade from the student's record	Student can take a course with content overlap at any other institution and receive full credit
<i>The following rules assume the student passed the course with at least a D- and therefore, earned units for the course and it was NOT at a UC campus or UCR Extension.</i>		
<b>Two courses from two different institutions or the same institution articulate to the same UCR course</b>	UGA will cross out the second course and only data enter one of the courses into Banner; student can only get course credit for the course one time. UGA sometimes will make a judgement call and give the student the higher grade or if the Colleges request the other course to be included instead.  If both courses are coming from the same institution and that insitution excluded one or more of the takings, UGA will honor the originating institutions rule.	
<b>Two courses from a single CCC or multiple CCC that articulate to the same UCR course</b>	UGA will review TCA and will cross out courses that have max credit limitations. Student should receive all earned units and the repeat job should not exclude a course; the College/School may decide to change one of the articulations to subject credit only	

<p><b>Two courses from two different institutions or the same institution articulate to two different UCR courses that have content overlap rules</b></p>		<p>The student will receive credit for both courses.</p> <p>If both courses are coming from the same institution and that institution excluded one or more of the takings, UGA will honor the originating institution's rule.</p>
<p><b>If the student takes a course at any other campus and then takes a course that is content overlap or a repeat at UCR</b></p>	<p>If the course has already been articulated, Banner should NOT allow the student to enroll. If the student successfully enrolled in the course, for end of term, we would hold them to the UCR repeat rule, so the UCR course would be excluded.</p>	<p>If the course has already been articulated, Banner shouldn't allow the student to enroll if the content overlap rule is in SCAMEXC. If the student successfully enrolled in the course, for end of term, we would hold them to the UCR duplication of credit, so the UCR course would be excluded.</p>
<p><b>If the student takes a course at UCR and then transfers in a course from any other campus</b>  <i>*see exceptions below related to ENGL 001B/001C</i></p>	<p>The student is not allowed to repeat a UCR course at another institution. The transfer work will be data entered into Banner and then be excluded</p>	<p>The student is not allowed to have content overlap with a course already taken at UCR. The transfer work will be data entered into banner and then be excluded.</p>
<p><b>ENGL 001A - multiple courses articulating to ENGL 001A</b></p>	<p>UGA will cross out the second course and only data enter one of the courses into Banner; student can only get course credit for the course one time.</p>	
<p><b>multiple AP or IB exams for the same subject with passing scores</b></p>	<p>UGA will only consider the first taking; the subsequent takings are considered a duplication and not allowed</p>	
<p><b>ENGL AP score of 4 or 5 (IB = 6 or 7) and then a student took ENGL 001A</b></p>	<p>The ENGL 001A course is considered a duplication of credit because the student is already getting credit via the test score</p>	
<p><b>ENGL AP score of 3 (IB = 5) and then a student took ENGL 001A</b></p>	<p>The student can get 8 units of elective credit (from AP work) and then granted credit for ENGL 001A; If student doesn't take ENGL 001A course student gets 4 units of elective and 4 units of ENGL 001A from AP</p>	
<p><b>Took ENGL 001A and then took AP exam score of 4 or 5</b></p>	<p>Student would be awarded the credit for ENGL 001A and then from the AP/IB exam they would get credit for ENGL 001B</p>	
<p><b>Student has credit for UCR English 1A, B, &amp; C from college courses then takes AP/IB English with score of a 4 or 5 on AP/IB score of 6 or 7</b></p>	<p>considered duplication of credit and no AP or IB credit is awarded</p>	
<p><b>ENGL AP score gives student ENGL 001B credit and then student receives ENGL 001B credit from transfer work</b></p>	<p>Student will receive duplication of credit for the ENGL 001B articulation that is not with the AP score Make sure to check to see if the transfer work is ENGL 001B AND ENGL 001C for the course articulation in question. If so, see row below</p>	



<b>ENGL AP score gives student ENGL 001B credit and then student receives ENGL 001B AND ENGL 001C credit from transfer course</b>	Student will receive <b>full unit credit for the all</b> ENGL 001B units (AP and transfer course)	
<b>Completes ENGL 001A and 001B at UCR and then receives ENGL 001B/ENGL 001C through transfer work</b>	Student will receive full unit credit for the course that is transferred in, with no duplication/repeat	
<b>Courses articulated to ENGL 001B/ENGL 001C</b>	Students are eligible for multiple takings and should receive all unit credit for ENGL 001B and ENGL 001C	
<b><i>UC system course work and UCR Extension</i></b>		
<b>Student takes a course at another UC campus or UCR extension either before or after the UCR course</b>	All repeat rules apply as if it was a UCR course	All content overlap rules apply as if it was a UCR course
<b><i>Articulation Guidelines - Adjustments by College/School</i></b>		
<b>AP Test Scores</b>	These should always match SHATATR and the College/School should not update articulations	
<b>Adjustment for 105</b>	Earned units may be decreased as necessary to bring a student's number of transfer units down	
<b>Duplicate Course changed to Subject Credit</b>	If a student is transferring in more than one taking of a course; the College/School can change one of the takings to subject credit only course (subject ----)	