

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 50.0 REPEATING A COURSE

Policy #:	I – 50.0
Effective:	May 2008
Revised:	
Responsible Dept.:	VPISS

PURPOSE

The ability to repeat a course provides students with the opportunity to improve or refine the knowledge, ability, skills in specific course content.

POLICY

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: 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; 99-199-299.) Other than the general usage courses, only those courses designed to develop and maintain proficiency in the visual and performing arts, or to meet requirements for certification or recertification in allied health or applied technology fields, may be designated as repeatable for credit. Students should be limited to 10 credits earned through multiple Enrollments in the same course.

A student is limited to two (2) enrollments in a credit course that is not designated as repeatable for credit or is not a General Usage course. The Chief Academic Officer or designee may a student-by-student basis, make exceptions to this policy. Such exceptions will be documented and placed in the student's academic record.

PROCEDURE

1. Course not designated as “repeated” per above policy are entered into the SIS system with a limit of 2 enrollments.
2. Students seeking to enroll for a third time will be automatically blocked from doing so.
3. These students are to be referred to the VPISS for consultation. In the VPISS' absence, the student may be referred to Dean of Student Services.
4. The VPISS will discuss student's rational for requesting a third enrollment, the implications of this on possible transfer GPA , identify any additional conditions placed on the student (no additional courses, use of learning center etc) and document student's understanding prior to authorizing enrollment.