

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 50.0 Credit Course Repeat

Effective Date: May 2008

Last Revised: September 2016

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

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

2. Policy Statement

PVCC follows VCCS Policy 5.6.3 which defines courses that are designated as repeatable for credit.

3. Definitions

N/A

4. Applicability

This policy applies to all students enrolled in courses at PVCC.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

A student is limited to two (2) enrollments on a credit course that is not designated as

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repeatable for credit or that is not a General Usage course. The Vice President for Instruction and Student Services or designee may, on a student-by-student basis, make exceptions to this policy. Such exceptions will be documented and placed in the student's academic record.

For students who repeat a course, only the last grade earned is counted in computing the cumulative and curriculum GPA, and for satisfying curricular requirements. All grades and quality points earned for the first grade are no longer applicable. Grades of "W," "X," or "I" will not replace any previous grade earned.

For courses that are designated as repeatable, all grades earned count toward computing the cumulative and curricular GPA and for satisfying curricular requirements.

6.1 Procedures for Implementation

- a) Courses not designated as repeatable are entered into the SIS system with a limit of two enrollments.
- a) Students seeking to enroll in a course not designated as repeatable for a third time will be automatically blocked from doing so.
- b) These students are to be referred to the Vice President for Instruction and Student Services or to Dean of Student Services for approval.
- c) The Vice President or dean will discuss with the student the implications of taking a course for the third time and identify any additional conditions to be placed on the student and document the student's understanding prior to authorizing enrollment.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A