



## Repeating a Course Procedure

**Procedure Number:** 205P

**Responsible Office:** Academic Affairs

**Forms:** Enrollment Services: Course Repeat Request Form 125-013

**Effective Date:** 8/24/24

**Date Last Reviewed:** 8/24/24

---

### 1. Purpose

Students normally are limited to two enrollments in a credit course that is not designated as repeatable for credit in the VCCS Master Course File or is not identified as a general usage course. The procedures below describe how students may repeat some courses.

### 2. Definitions

*Course Repeatable for Credit in the VCCS Master Course File:* 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. Examples are applied music courses, automotive emissions inspection courses, and theater workshops.

The following courses are exempt from the two-enrollment limit:

AUT 215, 225, 226  
EMS 115, 173, 243, 244, 245  
GOL 135  
MUS 136, 137, 138, 145, 148, 149, 155, 165, 166, 175, 185, 236, 237, 238, 245, 248, 249, 255, 265, 275, 285  
PED 160, 161, 163, 164, 166  
General Usage Courses: 90, 190, 290; 93, 193, 293; 95, 195, 295; 96, 196, 296; 97, 197, 297; 98, 198, 298; and 99, 199, 299.

The above courses are exempt from the course repeat policy: each grade counts. Students will be limited to 10 credits earned through multiple enrollments in the same course.

*General Usage Courses:* Courses numbered 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; or 99-199-299.

### 3. Procedure

A student may request an exemption to the two-enrollment limitation for credit courses by submitting form 125-013 available in the NOVA Forms Library to the academic division offering the course. Exceptions will

be considered on a case-by-case basis. See 201P for more detail on how repeated courses impact grade point calculations.

Repeating a course does not change a student's GPA for a given semester. A graduate's program and cumulative GPAs and Honors designations at the time of graduation will remain unchanged if the graduate repeats a course.

A student is not entitled to repeat a course that is no longer offered by the College. If the course has been replaced, the replacement course may be used in calculating the curriculum grade point average, but the grade in the previous course will be counted in the cumulative grade point average.

Students are advised that other colleges may recalculate the GPA to include all courses, including those that NOVA does not count in the GPA.

Please note: the course repeat and GPA recalculation processes are run at the end of each semester after the grade submission deadline has passed. They are only run once per semester in batch.