

REPEATING A COURSE

Policy Number: 205

Categorized: [Academic](#)

Responsible Office: Chief Academic Officer

Subject: Repeating a course for credit

Related Policies: [Transcripts](#)

Procedures: See below.

Additional Information: [College Catalog: Repeating a Course](#)

Effective Date:

Last Reviewed Date: 06/23/2020

1. Scope

This policy applies to all students who were enrolled during any semester or session beginning in Fall 1988 and repeated a course. This policy does not apply to credit courses that are designated as repeatable for credit in the VCCS Master Course File or are identified as general usage courses.

2. Policy Statement

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. All grades earned for all courses taken are indicated on the student's permanent record. However, only the last grade earned in a repeated course is used in cumulative or curriculum grade point average (GPA) calculations and for satisfying curricular requirements. GPA calculations for previous semesters will not change.

When a course is repeated, only the last "A" through "F" grade earned, not the highest grade, is counted.

When a course is repeated and the grade of "F" is earned, all grades, credits attempted, credits completed, and quality points for previous enrollments in that course are no longer applicable.

If the subsequent grade is a "W," "X," or "I," it does not replace the grade earned previously.

Grades of "W," "X," and "I" shall not count as first or subsequent attempts for purposes of GPA calculation. Grades of P+/P- shall count as first or subsequent attempts for purposes of GPA calculation.

Courses exempt from the course repeat policy are not affected by this policy; each grade counts.

Repeating a course does not change a student's GPA for a given semester. A graduate's curriculum 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.

Exceptions to this policy will be considered on a case-by-case basis.

3. 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 theatre workshops.

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.

4. Procedures

- a. A student may request an exemption to the two-enrollment limitation for credit courses by submitting a [Course Repeat Request Form](#) to the academic division offering the course. Exceptions will be considered on a case by case basis.
- b. The following courses are exempt from the two-enrollment limit:
 - AUT 215, 225, 226
 - CST 132
 - 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, 266, 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.
- c. Students will be limited to 10 credits earned through multiple enrollments in the same course.

5. Authority

VCCS Policy 5.6.3 Repeating a Course