



REPEAT COURSE RULE (POLICY REDEFINED) FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

April 2017

The purpose of this document is to inform colleges of the Repeat Course Rule policy for students in the PeopleSoft environment.

While it is the hope of State Board for Community and Technical Colleges (SBCTC) that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same course more than once. Under Resolution 02-09-16 as adopted by SBCTC and placed into policy, students may not enroll in the same course more than a total of three times and in no circumstance will be reported as state-support enrollment for enrollments after three times. This course repetition policy was not operational in the Legacy environment.

The PeopleSoft system has been configured to restrict a student from enrolling in a course more than three times (two repeats plus original enrollment). This restriction will be applied to the undergraduate academic career only and will not be activated for continuing education courses. The repeat rule will only be invoked on new enrollments in PeopleSoft and will not apply to enrollments that convert from Legacy or include transfer courses.

Chapter 5 Appendix A Reporting Enrollment Repeat Course Rule

Students cannot be reported for courses funded with state dollars if enrolled more than three times for the same course – this is defined as two repeats in addition to the original enrollment. A course applies to the repeat rule if the student receives an evaluative (graded) or non-evaluative (withdraw) symbol for the course as counted per census date rules as posted on the transcript.

Exceptions to the rule include:

- A. **Extenuating Circumstances**--At the discretion of the college, students with extenuating circumstances may receive permission to enroll in a course for a fourth attempt. These extenuating circumstances may include, but not limited to, medical or military withdraws as defined in state statute, course required for a certificate or degree with limited or no substitute option, significant break in enrollment, grade forgiveness process, or mandated training for employment.
- B. **Variable Credit Courses** – A student may enroll in a variable credit course as many times as

necessary to complete the entire curriculum and credit value of the course. However, a student may not repeat any portion of a variable credit course that has already been completed.

Note

Students who retake a previously passed course more than once may become ineligible for federal or state financial aid.

Students who receive veteran benefits cannot be certified for or receive compensation for repeating a course they have previously passed.