Process Name: Repeating a Course
Date: October 20, 2005
Time: 11:05 A.M.
Location: R. Cullins House
Participants:
Session Lead:

Narrative/Description: Students must notify the Registrar’s Office that they are/have repeated a course by: placing an “R” to the left of the reference number on a registration form, coming to the service window in person, or go on-line and complete the “Notification of Repeated Course” form on the Registrar web site.

The staff maintains a hand written list of all repeated courses. Many times a department or advisors will notify the office of a repeated course. After the last day to drop with a W, the staff reviews the repeat list to see if anyone need so be removed. Once final grading is complete, the staff manually post repeats to SIS on screen SP1. The course are flagged to remove the gpa data from the gpa calculation.

Electronic Inputs: Form may be completed on-line.

Manual/Paper Inputs: Registration Form

Key Decision Points (list all): Staff must manually locate repeated course.

Related Policy(s): Grade Point Average: Sul Ross State University utilizes the four-point grading system. The student’s grade point average is determined by dividing the total number of hours attempted into the total number of grade points received. The grade for a course is not calculated in the grade point average if the course is repeated and a passing grade is received. When a course is repeated, the original grade will remain on the record but will not be counted in all courses which are repeated (except those specifically described “May be repeated for credit”; the final course grade will be counted.

Interface to Other Systems: None

Web Features: Form may be completed on-line. Repeat appears on web transcript.

Electronic Outputs: Repeat adjusts transcript and degree audit data.

Manual/Paper Outputs: Academic Transcript and degree audit.

Customer(s): Faculty, students.

Regulatory Items: None
Frequency/Volume: On-going. Peaks during grade processing each term.

Potential Break Points: If student does not notify office, SIS does not pick up repeated courses in system automatically.

Automation: None

Issues: Needs to be some way for SIS to read and determine repeated courses.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.