UPDATING REPEATED COURSES PROCEDURES

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PROCEDURES FOR UPDATING REPEATED COURSES

Overview

When a student repeats a course for the second time the second grade becomes the grade of record. In this case the first attempt is excluded from averages and credits. If the course is repeated a third or more times these subsequent attempts are also excluded from averages and credits. This process is the same for cross-listed and course credit exclusion courses.

The bulk of the exclusions for repeated courses are done by the senior member of the Grades Team during the climax of a grades exercise each term (fall, winter and summer) however, course credit exclusions are not fully represented on the list generated in the SIS (Student Information System) Reports for this bulk upload.

Link to the latest NCR Legislation:
http://www.yorku.ca/secretariat/policies/document.php?document=92

POLICIES, PROCEDURES AND REGULATIONS

Repeating Passed or Failed Courses for Academic Credit, Policy on

Notes: Approved by Senate: 1998/06/25; Amended: 2002/05/23 and 2004/06/24; Date Effective: September 2004and June 26, 2008.

Approval Authority: Senate

Policy Statement

1. (a) Students are allowed to repeat a passed or a failed course once for academic degree or certificate credit. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.

(b) When a student is allowed to repeat a course for academic degree or certificate credit, the second grade will be the grade of record and the only grade calculated in the student's grade point average (Major, Cumulative, Sessional and Overall). A course can be credited only once towards satisfaction of degree or certificate academic credit requirements.

(c) The record of both the first and second time the course was taken will appear on the student's transcript, with the first course designated as 'No Credit Retained'. [1]

(d) The restrictions regarding repeating a passed or failed course also apply to cross listed courses and course credit exclusions.

2. The above items do not apply to graduate degree or diploma programs, the BEd degree programs of the Faculty of Education, or the LLB degree program of Osgoode Hall Law School.

3. The above items do not apply to practicum courses offered in the Bachelor of Social Work degree program or practicum courses offered in the Bachelor of Science in Nursing (BScN) degree program.

[1] It should be noted that when a course is repeated, the first instance of the course being taken and the grade that was awarded will continue to appear on the transcript with the designation "NCR" – "No Credit Retained" - added as a qualification beside the grade. The transcript legend will explain that the NCR designation means that neither the course credit nor grade have been included in the calculation of the student's grade point average.

Notes:

This last legislation is an amendment to two prior ones however; other legislations exist prior to these three which require a different order of updating, a lower passing grade, a partial exclusion and so on. A course repeated prior to September 2004 will not benefit from this legislation unless approved by petition to the Faculty.

- **Personal Alerts:** Personal alerts pop up on a student's record from time to time that contain important messages that can affect the updating of a repeated course. For example, if a student is found guilty of an academic misconduct there might be specific messages on the alerts as to how to update the exclusions for the repeated course(s) involved.

- For any given student record, more than one legislation may apply, as some students have been here for the passing of more than one legislation regarding repeated courses.

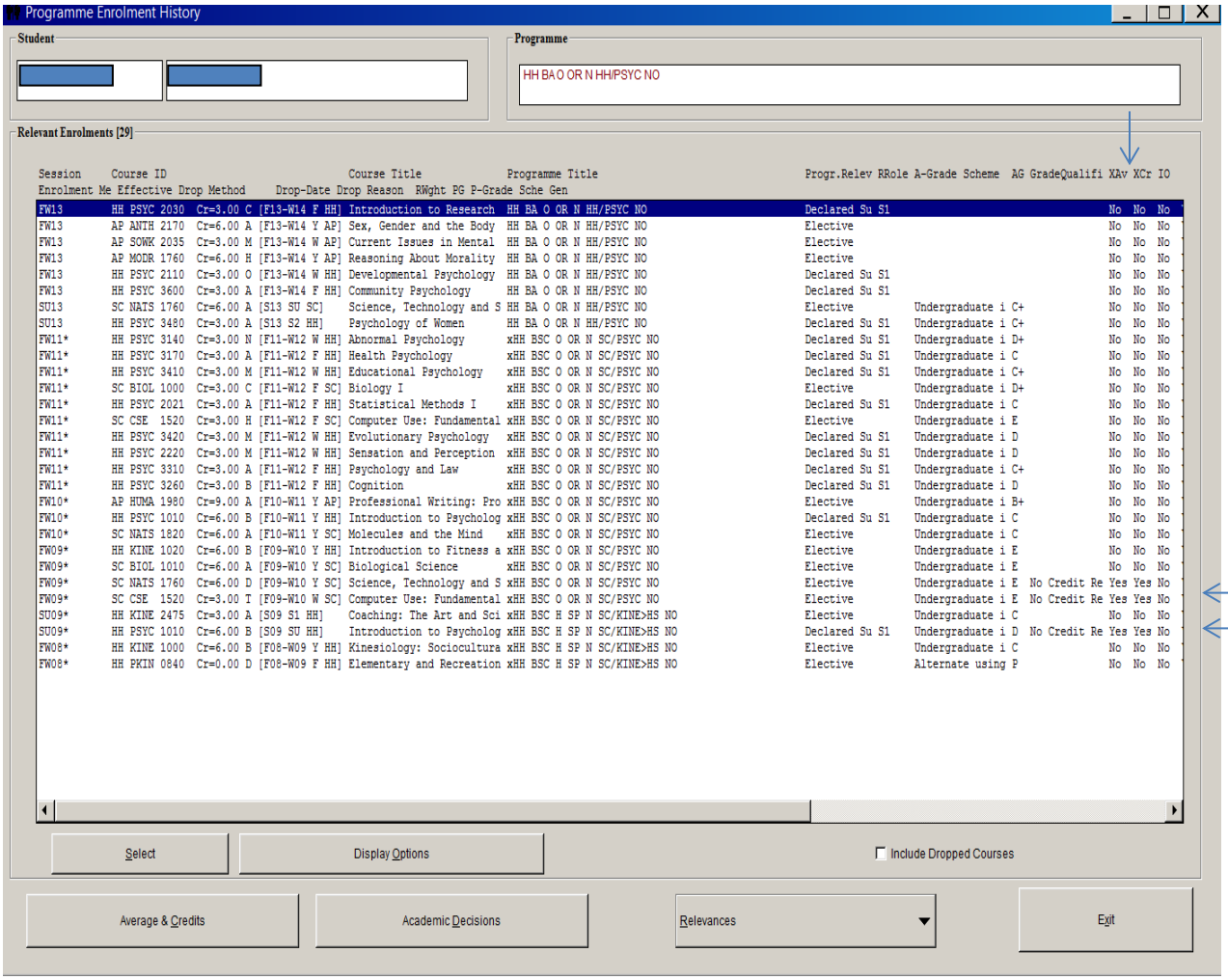
- Courses are excluded on the Personal Program(s).

- The NCR (No Credit Retained) placed against the repeated courses marks the course as the first attempt but in order to effectively exclude the course from averages and credits a Yes must be checked on exclude averages and exclude credits (see page 6 under Initial Steps).

- The repeated course legislation is applied at the point of repeat and averages and decisions are updated accordingly.

The Initial Steps

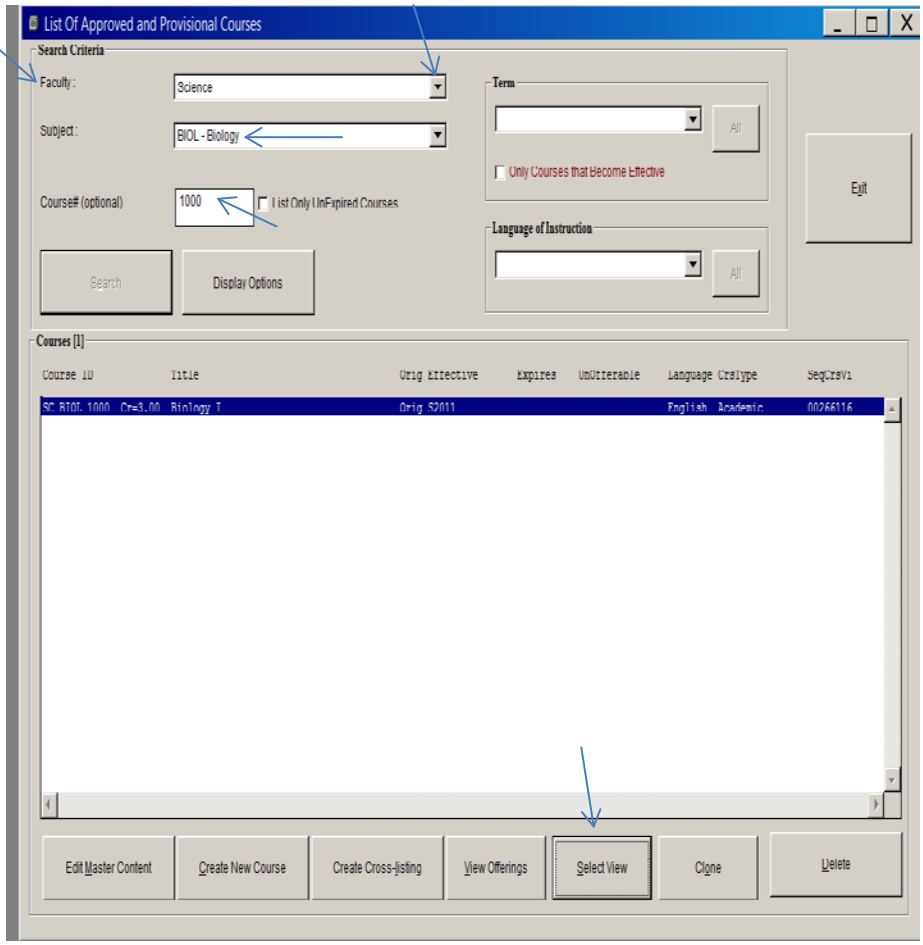
- Ensure that your display options, on PES, are set to display whether or not a repeated course is excluded from averages and credits and check the personal program(s) you are updating to determine if the course is already excluded on the appropriate program(s). *Yes* under **XAv** (Exclude Averages) and *Yes* under **XCr** (Exclude Credits) beside the No Credit Retained, in the screen shot below, indicate that the exclusion is updated on both averages and credits. *No* means that it needs to be updated if the course is repeated.



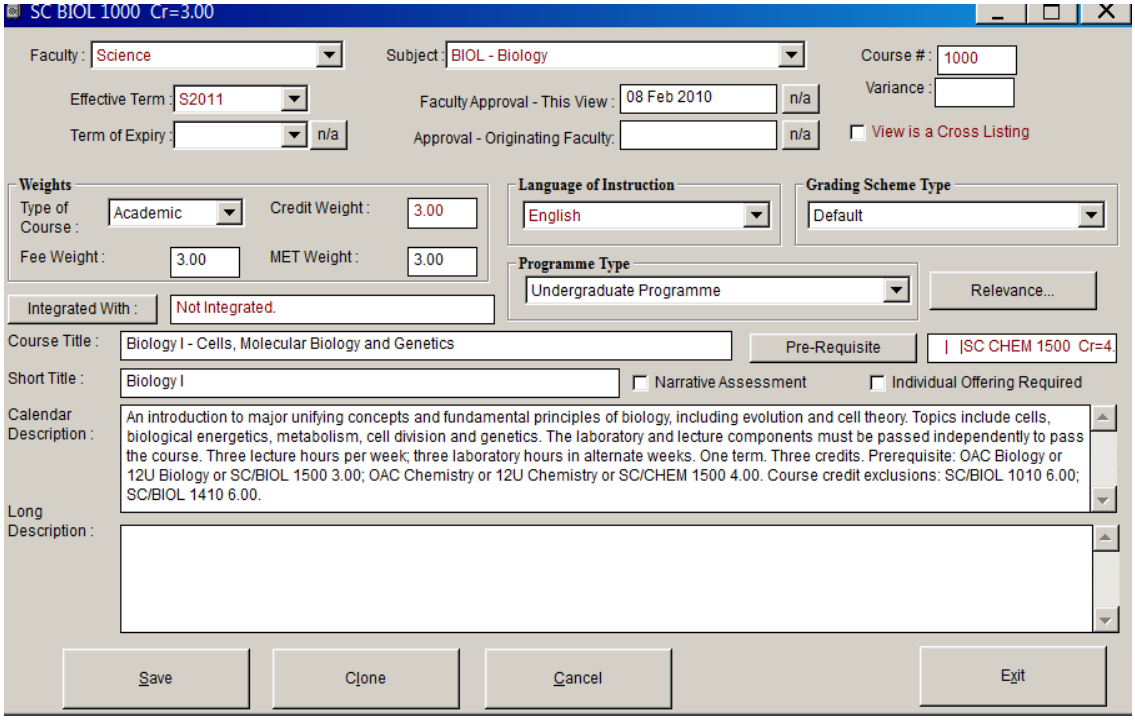
Note: Courses repeated on a current session are not updated before the climax of a grades exercise each term (fall, winter and summer) and is updated by the senior member of the Grades Team.

- Identify whether the course is repeated, cross-listed or course credit exclusion. To confirm course credit exclusion look in **COS (Course Offering System)** to verify the course credit exclusion.

  In COS, click on **Mode**, move the mouse to **Course Repository**, click on **List Courses/Create Offerings** and **List of Approved and Provisional Courses** appears. Click on the drop down menu beside **Faculty** and choose the Faculty of the course you are researching. In this case the Faculty is ***Science*** as you are looking for the course credit exclusion for SC BIOL 1000 Cr=3.00 C [F11-W12 F SC] which is first taken in FW09. Then, choose the **Subject** (BIOL) then, the **Course#** (1000) and click on **Select View**

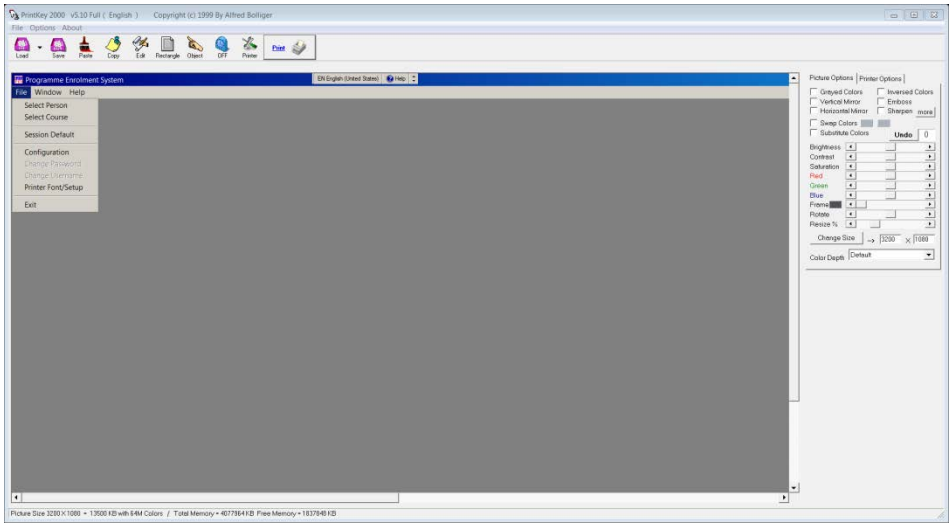


Once you click on **Select View** the screen below will pop up. Read it to confirm the course credit exclusion.

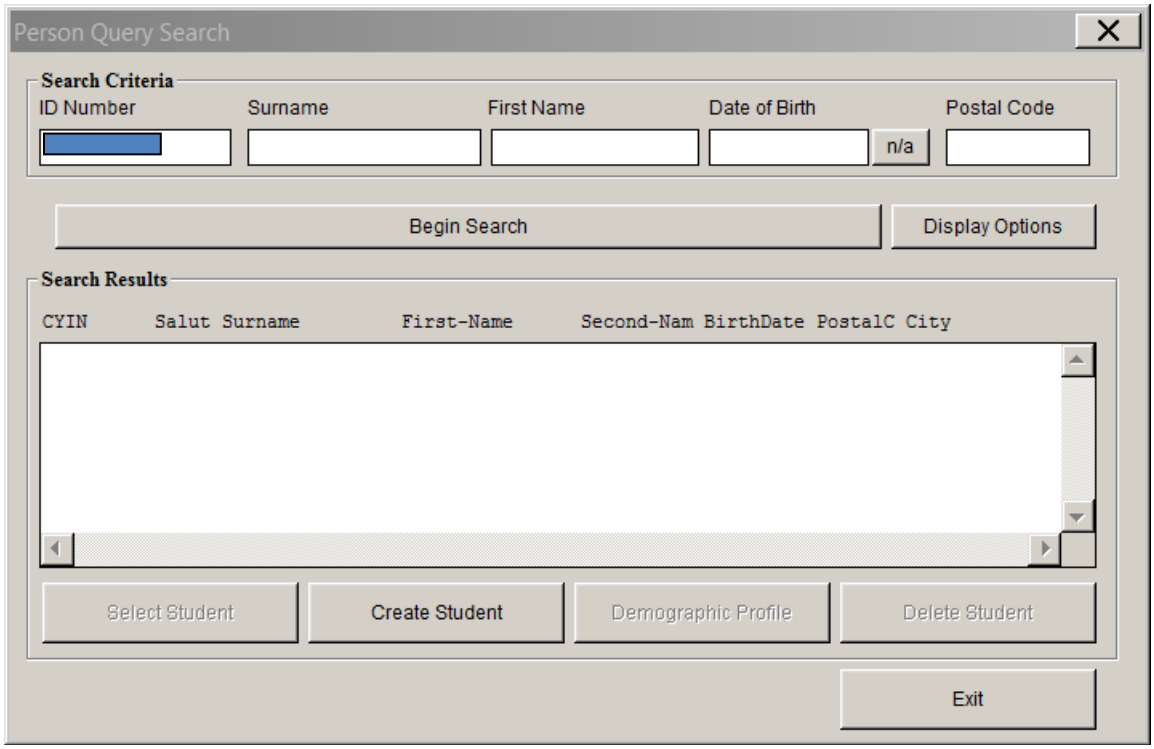


Next Steps: How to Update a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Personal Enrolment System)

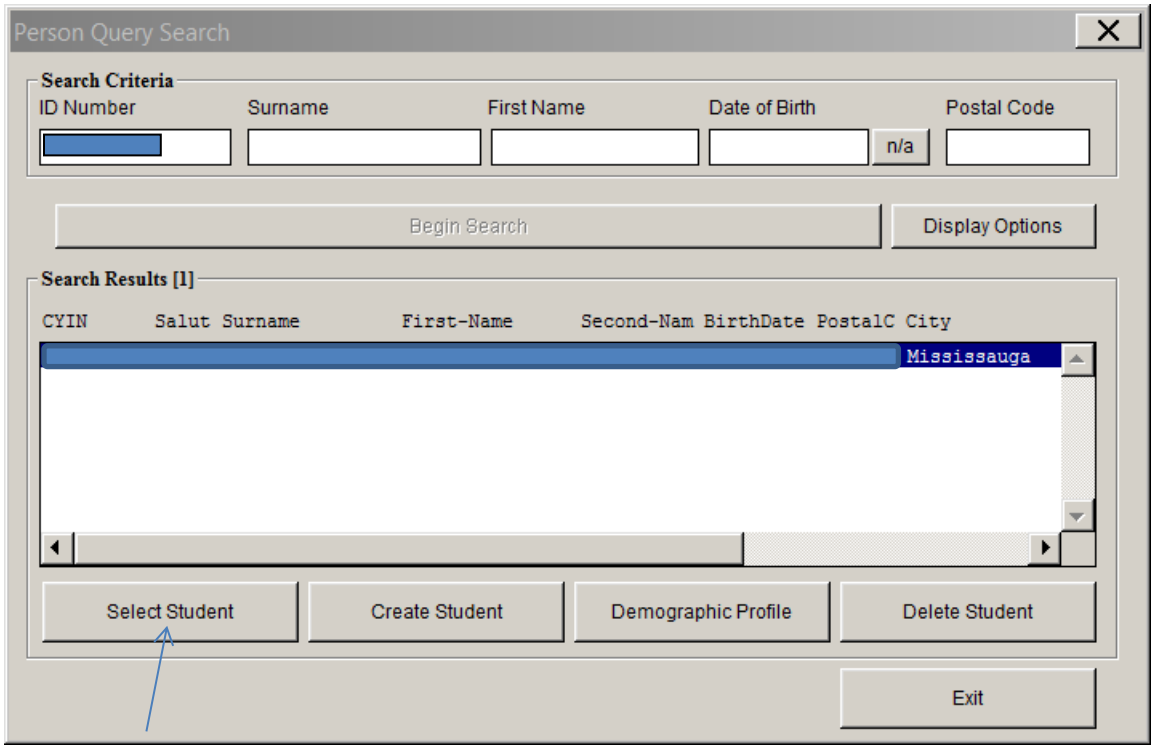
1. In ***PES***, click on **File** and click on **Select Person** in the drop down menu**.** The *Person Query Search* pops up.



2. Type or copy and paste the student number under **ID Number** located below **Search Criteria,** click on **Begin Search**

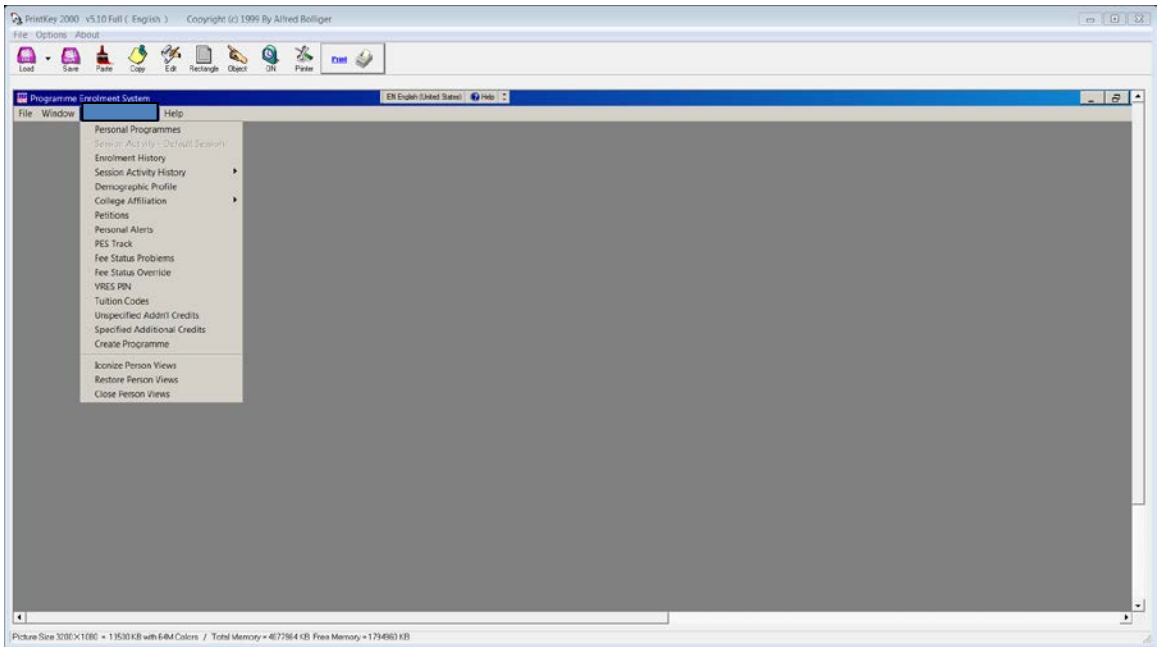


3. Click on **Select Student** and the **Personal Enrolment System** appears



Programme Enrolment System

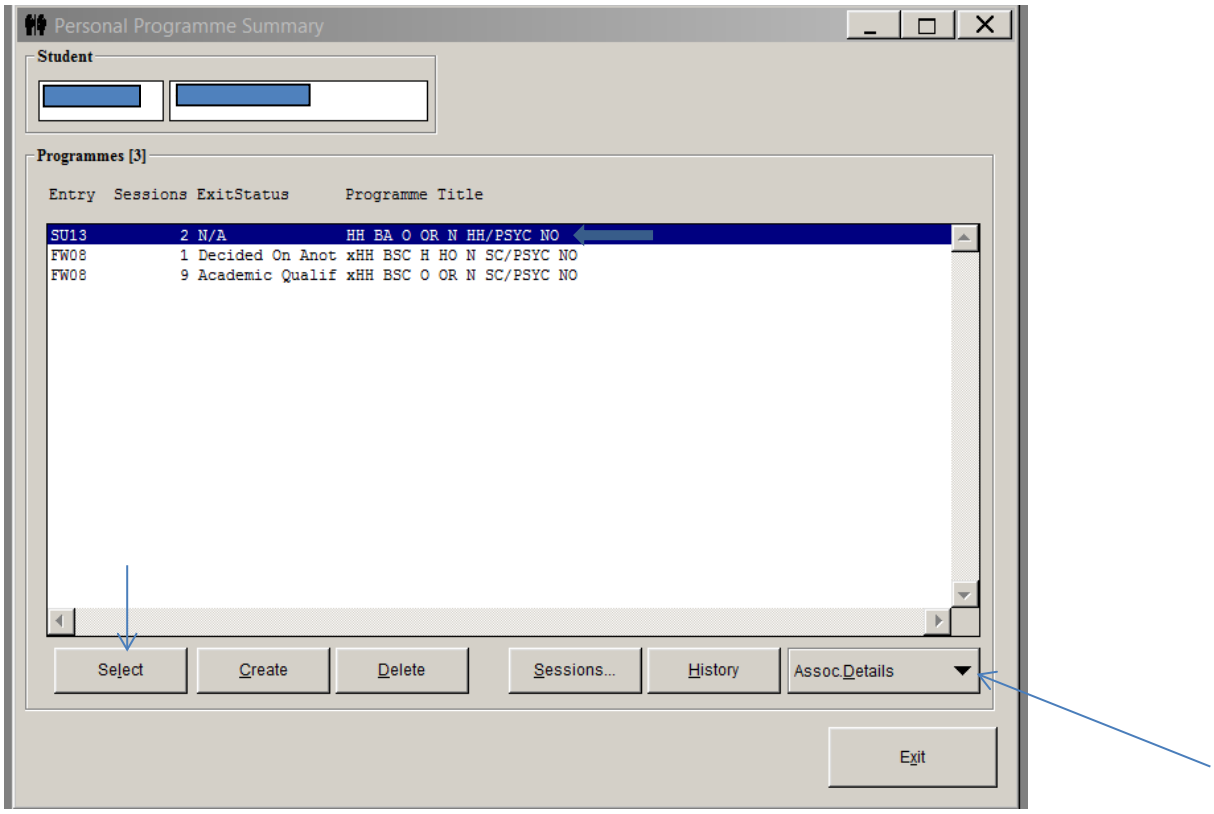
4. Click on the student name and number and the drop down menu appears



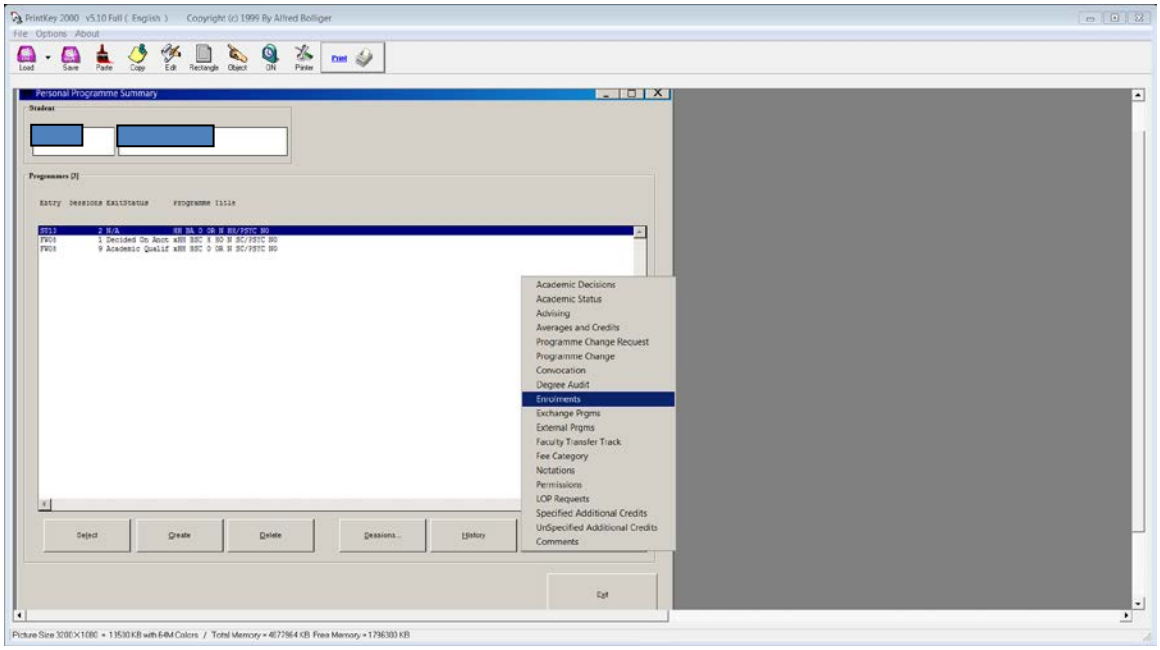
5. Click on **Personal Programmes** and the ***Personal Programme Summary*** appears

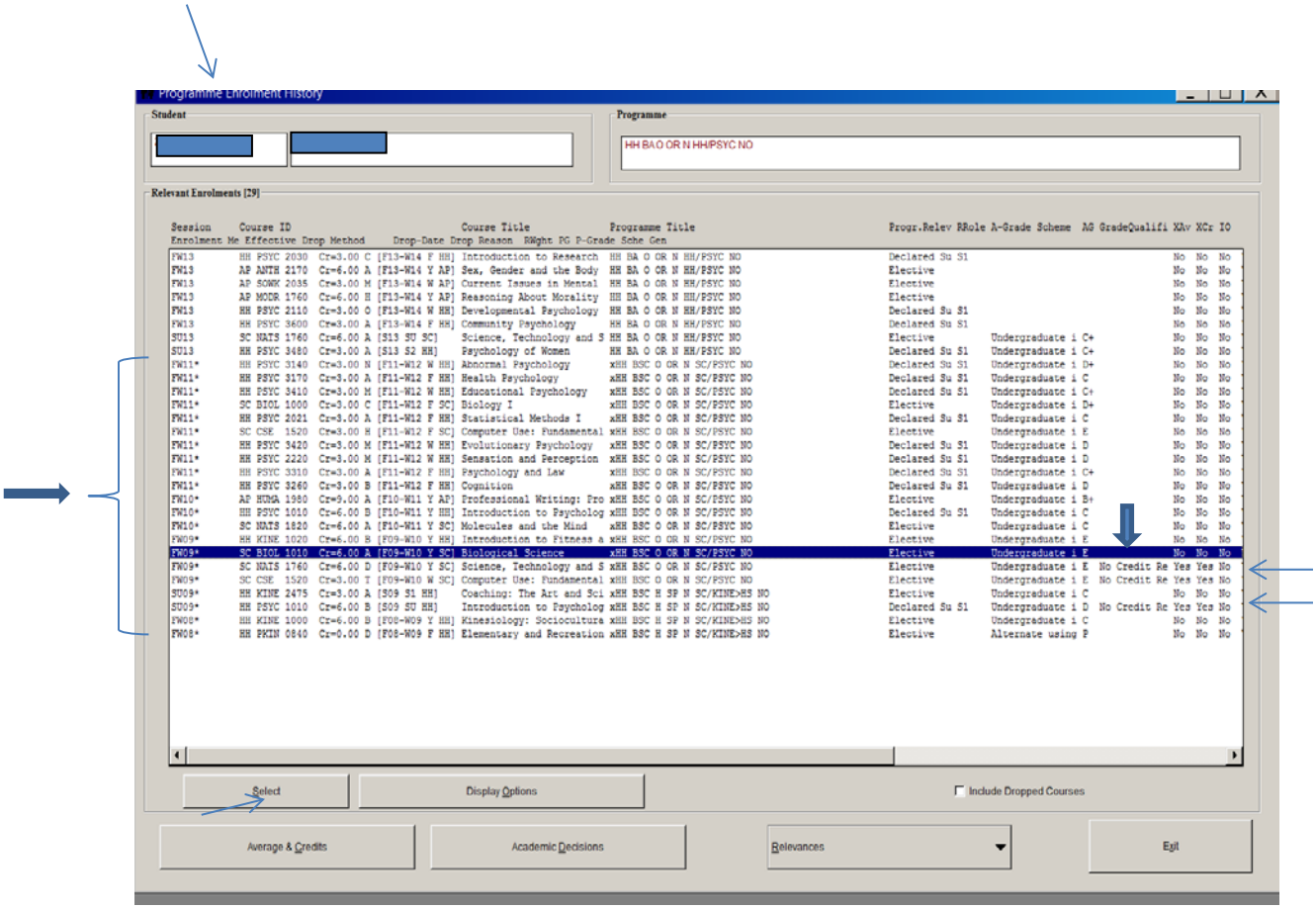
6. **Select** Personal Program to be updated (HH BA O OR N HH/PSYC NO)

7. To the bottom right of the Personal Programme Summary click on **Assoc.Details** and the drop down menu appears

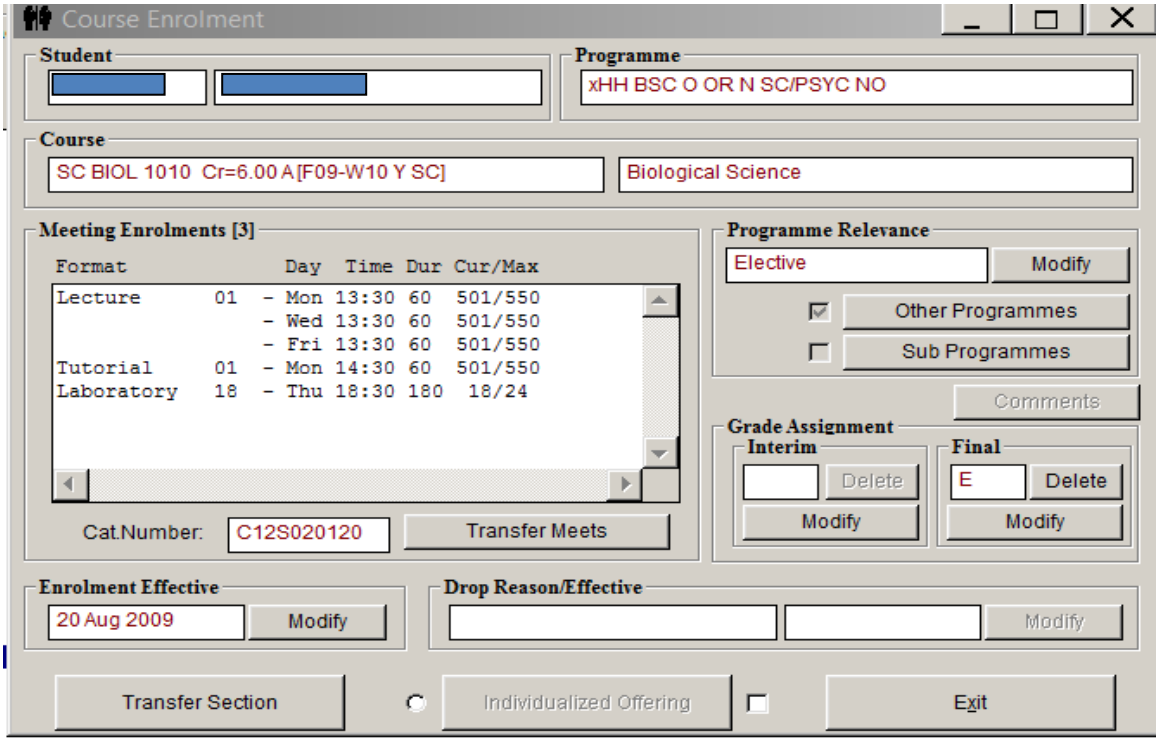


8. Scroll down to and click on **Enrolments** and this will bring up the ***Programme Enrolment History***

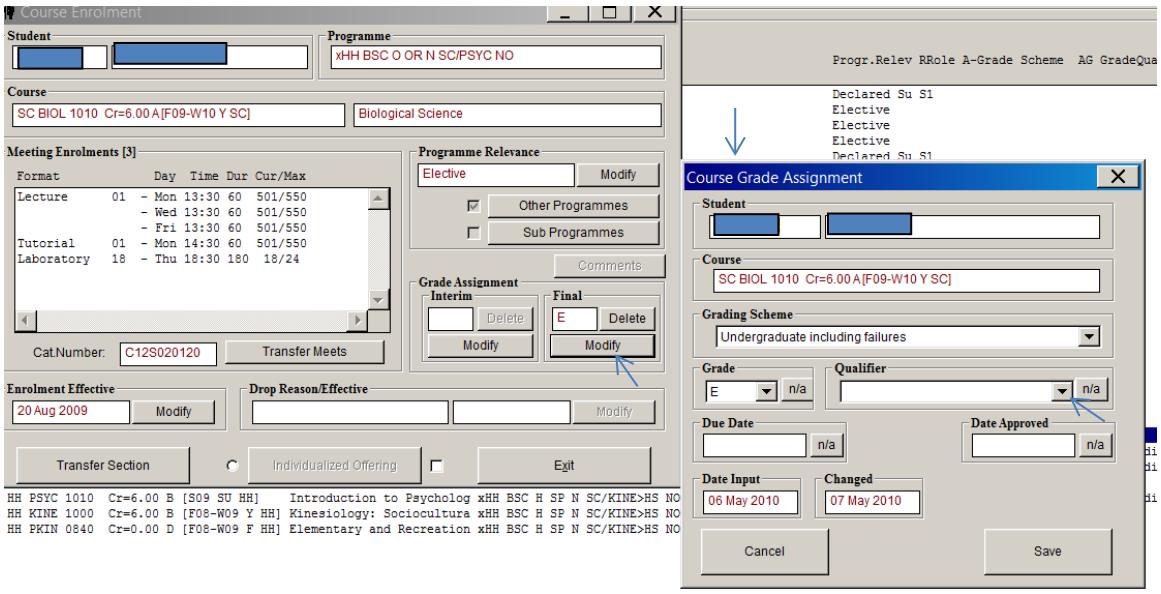


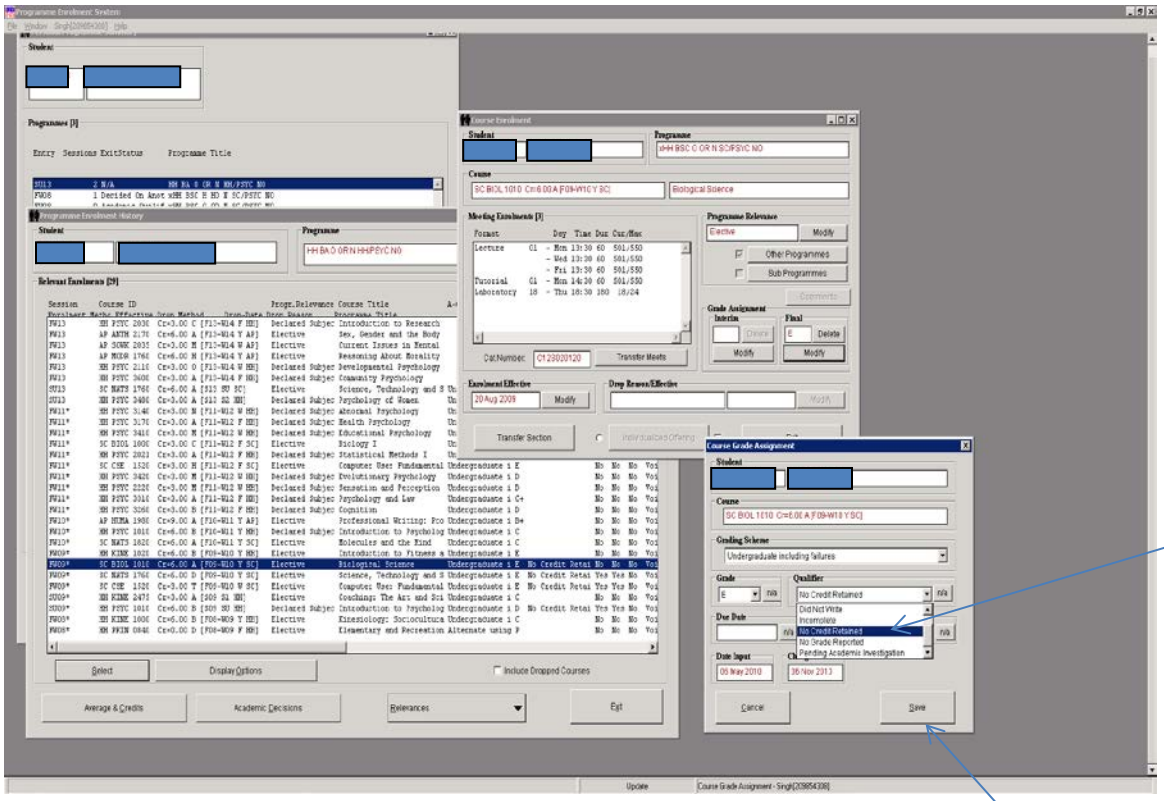


9. Highlight the course to be updated (SC BIOL 1010 Cr=6.00 A [F09-W10 Y SC]) and click on **Select**, the **Course Enrolment** screen appears

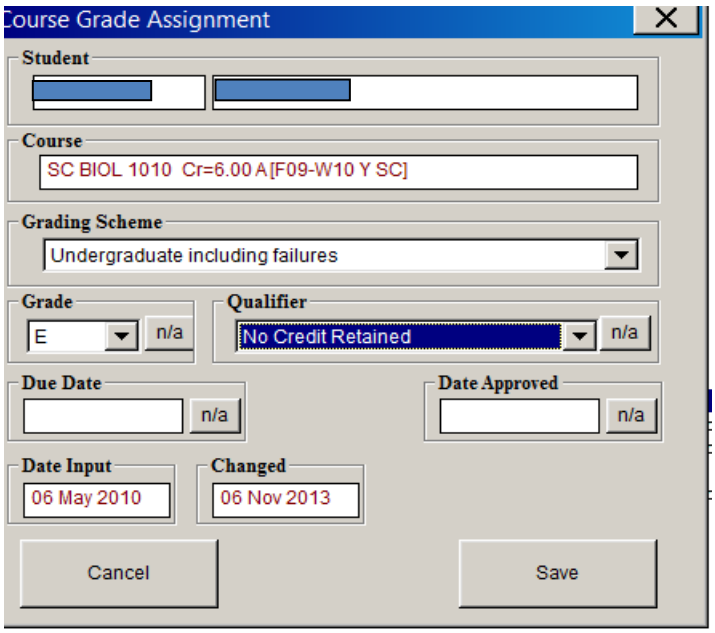


10. Under **Grade Assignment Final**, click on **Modify** and the **Course Grade Assignment** screen pops up. Under **Qualifier**, click on the arrow and choose *No Credit Retained* from the drop down menu.





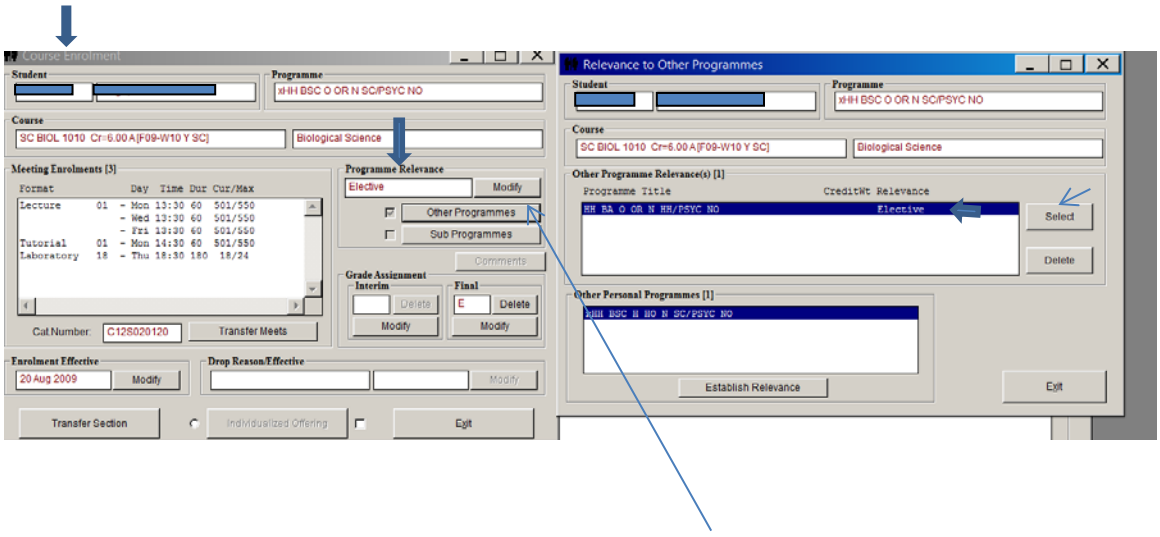
11. Click save and this will save the NCR beside the grade of E in this case



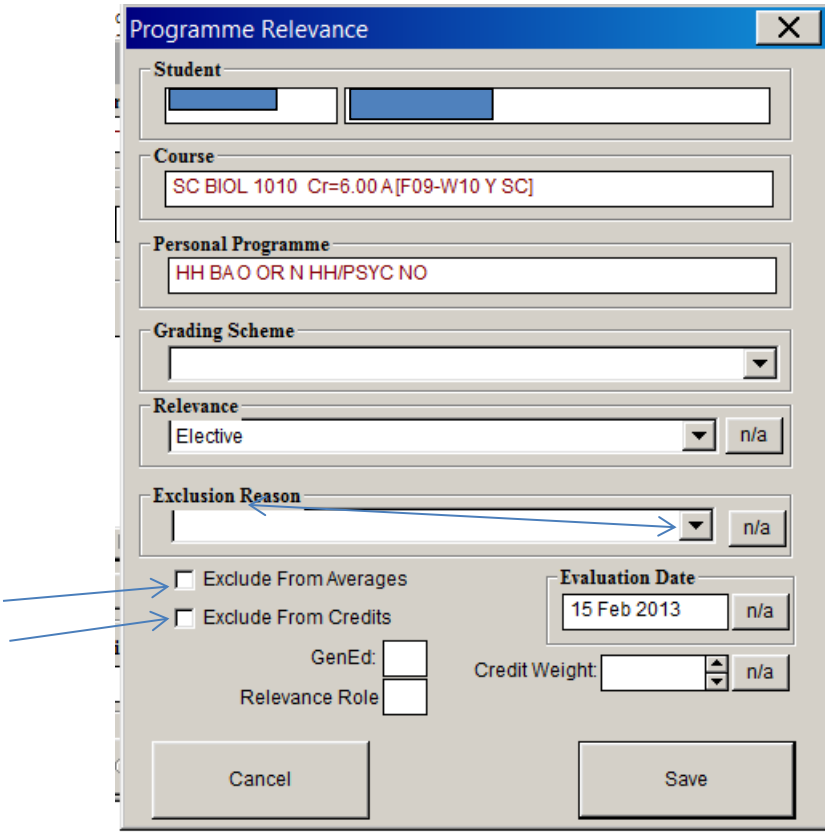
Note: When you save, the **Course Enrolment** screen appears.

12. Select **Other Programmes** under **Programme Relevance (**note**:** because the repeated course is not current in this case). Note: Select **Modify** if the repeated course is a current repeat (has no asterisks). The courses on the current program that are made relevant to the current program from a previous program are marked by the asterisks. See the screen entitled **Program Enrolment History** on page 13.

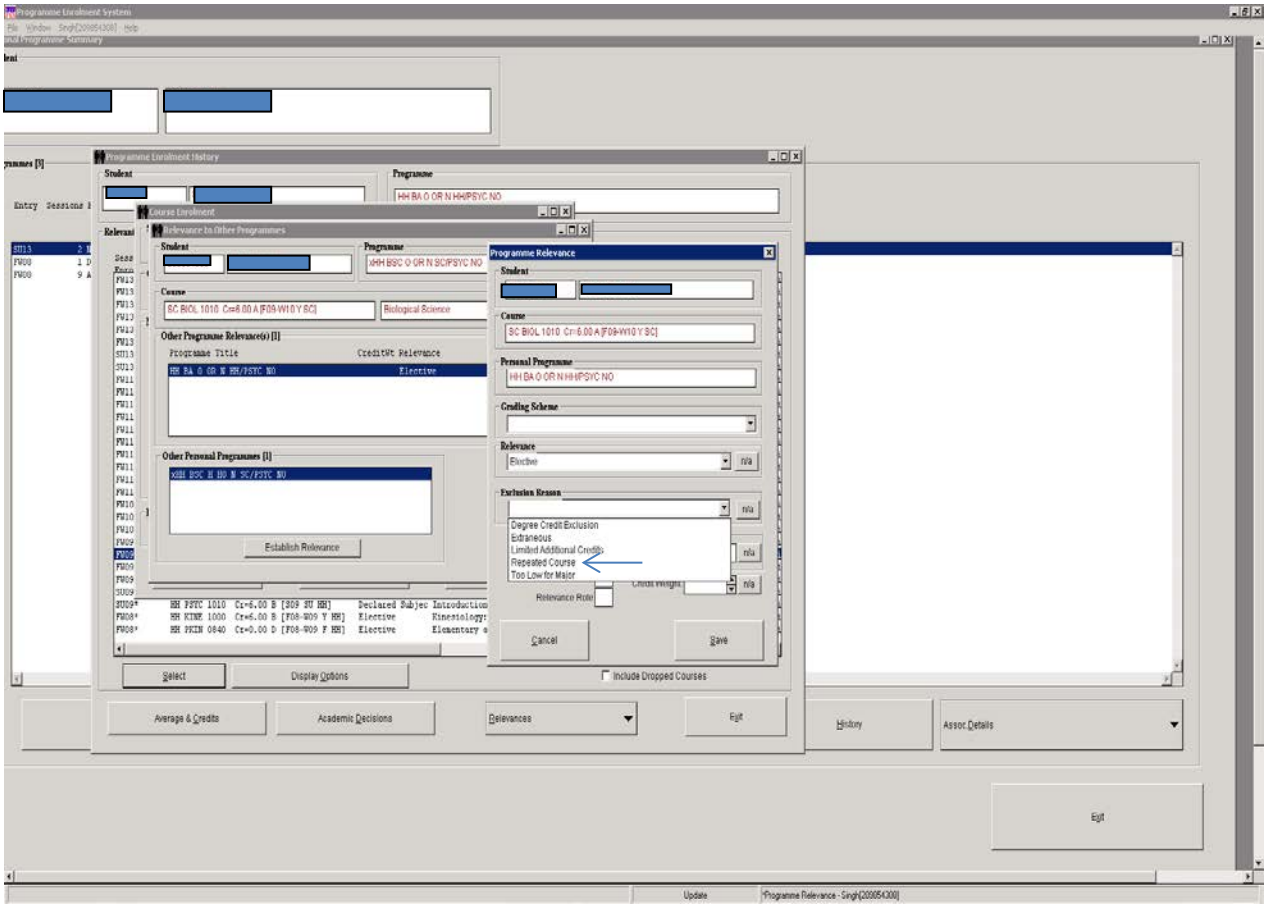
13. Click on **Other Programmes** and **Relevance to Other Programmes** screen appears. Select the HH BA O OR N HH/PSYC NO program and the **Programme Relevance** screen appears

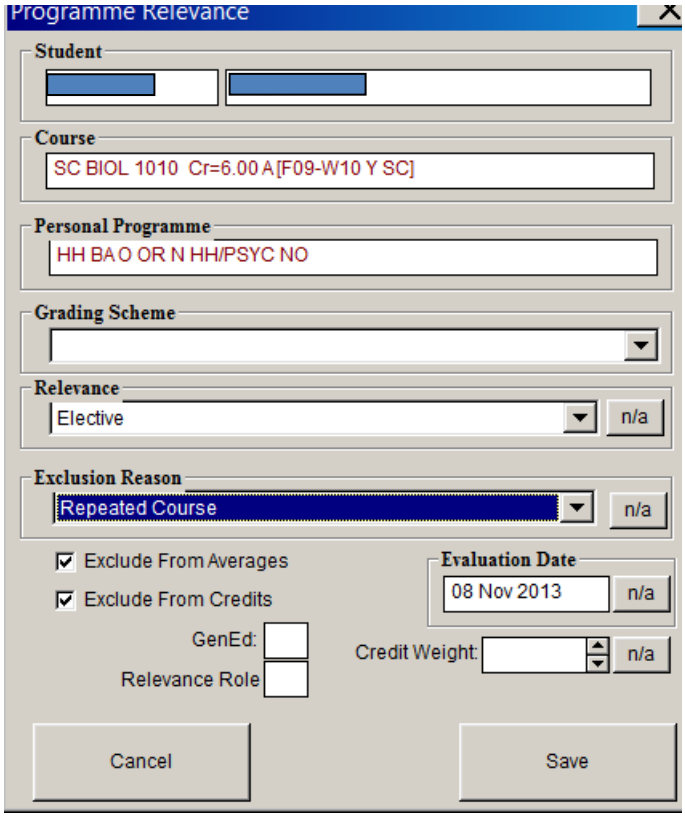


14. On the **Programme Relevance** click on the arrow under ***Exclusion Reason screen*** and the drop down menu appears.



15. Select **Repeated Course** and click on the **Exclude From Average** and click on the **Exclude From Credits** and then click Save. This will effectively exclude the average and credits for this course. See below.



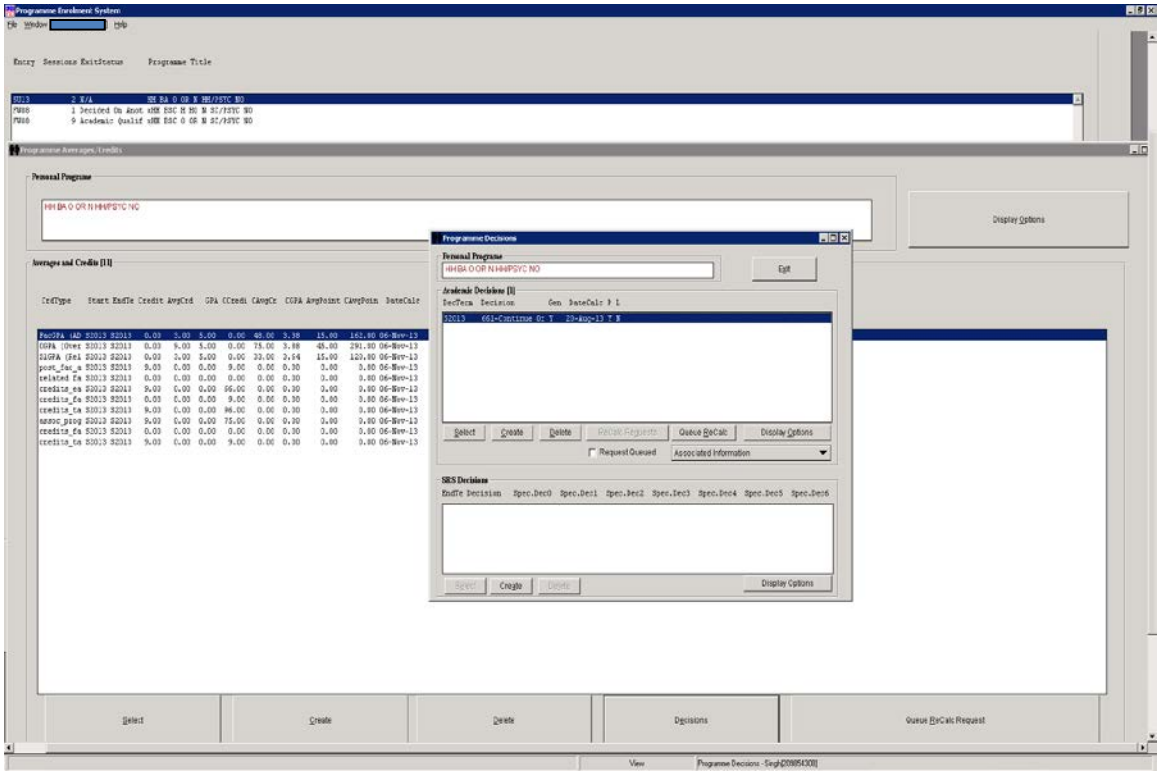


Note: At this point, the Averages and Decisions may need to be recalculated.

A Brief Note on Calculating Averages and Decisions:

When recalculating averages and decisions, the repeated course legislation is applied at the point of repeat and averages and decisions are updated accordingly.

- Once the courses are excluded recalculate the averages and decision at the point where the student repeats the course and all the sessions thereafter. You must wait for each decision to update before recalculating each decision as a change in the decision may require an update to events before recalculating the next decision(s). In this particular case because the course is repeated in FW11 (SC BIOL 1000 Cr=3.00 C [F11-W12 F SC]) and the new program has its first current session SU13 recalculate SU13. This will update averages and decisions.



Updating a Repeated, Cross-Listed, Course Credit Exclusion Course or a Designated Course Exclusion in PES (Personal Enrolment System) after a Faculty Transfer or Degree Change

After doing a faculty transfer or a degree change NCR will be visible on any course where the legislation was applied but averages and credits will not show as excluded and this will need to be updated anew for the new program.

When doing exclusions as a result of a Faculty Transfer or Degree Change you will need to do the exclusion by clicking on Other Programmes, ensuring that you select the correct program on which the exclusion is required. See pages 11-12 & 15-18 (items 12-15).

In the cases of Faculty Transfers and Degree Changes recalculating is most unlikely because there is no current program with averages and decisions as averages and decisions are updated after the current enrolled session is completed.

Note: NCR may not be available for some courses prior to 2000 that are to be excluded however; the exclusion still needs to be applied.

Question or Comments?

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