About Repeat Codes

Staff in Academic Deans’ Offices can use the Enrollment Details page in SPIRE to access Repeat Code information for their students.

Repeating Courses at UMass Amherst

A. Students can repeat courses for which they earned grades of C- or lower (CD or lower, if the course was taken before Fall 2004). Students cannot repeat:
   - Courses for which they earned a grade of C or higher
   - Courses for which they received an academic dishonesty sanction

B. For the first five courses that a student repeats, the second grade earned is automatically substituted for the first. If this second grade is an F, the student loses the credit previously earned for this course, if any.

C. Academic Deans must approve grade substitution requests for any courses that have been repeated more than twice.

D. Grade substitution is available only for courses repeated on the UMass Amherst campus.

E. For courses that are repeated without grade substitution, the credits and grades earned for both the original attempt and the repeat are included in the student’s term and cumulative GPA. Degree credit is awarded only once.

View Repeat Codes

1. In the left Menu, go to Student Enrollment > Enrollment Details. The Enrollment search page will open.

2. On the Enrollment search page:
   - In the Last Name and First Name fields, enter the student’s first and last name. **Note:** If you choose to use the Term field, remember that you need to select the Academic Career first. Otherwise, you will get an error (e.g., no matching values).
   - Click Search. Your results will appear under Search Results on the same page, organized by term. If you entered a term, the Enrollment Details page for this term will open.

3. On the Student Enrollment 1 tab:
   **Note:** The Student Enrollment tabs provide details for enrolled and dropped courses only; they do not constitute a transaction history (similar to the one in the Enrollment List table).
   - In the blue navigation bar, click View All to see all the enrolled and dropped courses for this term. Each course will have its own ‘index card’; ‘index cards’ will be organized alphabetically by academic department.
   - In the left column, under Academic Group, check a course’s Status (e.g., Enrolled, Dropped).
   - In the middle column, under Career, check the Reason associated with this Status (e.g., SR Student Request Drop, etc.).
   - The Repeat Code field appears in the Grading box, in the lower part of a course’s ‘index card’. Please remember:
     - The Repeat Code field is blank unless the student has attempted the course more than once.
- Each repeat has its own code (see table below).
- Codes starting with 'O' mark a student's original attempt with a course.
- To better understand repeat codes and avoid memorizing them, we recommend that you use the Student Enrollment 2 tab to find out whether a course attempt counts for the student's units and GPA.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWGS</td>
<td>Original with later grade substitution</td>
</tr>
<tr>
<td>OILL</td>
<td>Original with later illegal attempt</td>
</tr>
<tr>
<td>ILLG</td>
<td>Illegal 2nd attempt</td>
</tr>
<tr>
<td>LEGL</td>
<td>Legal 2nd attempt</td>
</tr>
<tr>
<td>SWGL</td>
<td>2nd attempt in a sequence of three when this is a 2nd legal attempt, and is counting towards the student’s GPA</td>
</tr>
<tr>
<td>THRU</td>
<td>3rd attempt in a sequence of three.</td>
</tr>
</tbody>
</table>

4. On the Student Enrollment 2 tab, navigate to the 'index card' corresponding to the course attempt with a Repeat Code you wish to check.
   - In the right side of the 'index card', if the Include in GPA and Earn Credit check boxes are selected, this course attempt counts for the student's statistics.