

## 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 . 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.

<b>Class Nbr:</b>	34422	<b>Description:</b>	Intro Linear Algebra	<b>Component:</b>	Lecture
<b>Subject:</b>	Mathematic	<b>Catalog Nbr:</b>	235	<b>Class Section:</b>	7
<b>Academic Group:</b>	College of Natural Sci. & Math	<b>Career:</b>	Undergrad	<b>Session:</b>	University
<b>Status:</b>	Enrolled	<b>Reason:</b>	Enrolled	<b>Status Date:</b>	29.08.2003
<b>Action:</b>		<b>Reason:</b>			

  

Grading		Units					
<input type="checkbox"/> Override Grading Basis		<b>Units Taken:</b>	3,00	<b>Units Earned:</b>	3,00		
<b>Grading Basis:</b>	LET Undergraduate Letter Grading	<b>Course Count:</b>	1,00	<b>Progress:</b>	3,00		
<b>Grade In/Official:</b>	F F	<b>Repeat Code:</b>	OWGS OrigGrdSup	<b>Billing Units:</b>	3,00	<b>FA Progress:</b>	3,00

Go to: Term History Enrollment Summary

Original with later grade substitution.

## Common Repeat Codes

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

- 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.