

Repeat Checking Processing Q&A

Purpose: The purpose of this document is to provide you with information on frequently asked questions regarding the repeat checking process.

Audience: Student Records Staff

Related QRGs:

- [Run Repeat Check Process](#)
- [Understanding Repeat Rule Configuration](#)
- [Manually Adjusting a Student Repeat Code from Enrollment Request Page](#)
- [Manually Adjust a Student Repeat Code from the Quick Enroll Page](#)
- [Manually Add a Student Repeat Code to Allow the Fourth+ Enrollment Attempt](#)

What is the FTE Generation SBCTC Repeat Policy?

Students who complete a course with a low or failing grade may repeat the course in a different term. The SBCTC Policy manual provides information on repeats and their relation to the state's FTE policy.

[5.30.25 Repeat Course Rule](#)

5.30.25 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.

Students who retake a previously passed course more than once may become ineligible for federal or state financial aid. Students who receive veteran benefits may not be certified for, or receive compensation for, repeating a course they have previously passed.

(See [Course Repeat Policy \[PDF\]](#) under “Policy resources” below.)

What is the Current ctclink Current Repeat Coding?

- Enforces the maximum of three attempts/enrollments in a non-repeatable course.
Repeatability is defined in the college catalog.
- A student with three prior enrollments in ctclink will not be able to self-enroll in that course.
- Additional attempts require staff to enroll the student using the RFTE code. **This acknowledges that your college is granting an exception and understands that it will not count toward FTEs. The RFTE excludes enrollment from FTE calculations.**

[Process List](#)

Repeat Rule

[Repeat Rule](#)
[Repeat Rule2](#)
[Repeat Rule3](#)
[Repeat Rule Detail 1](#)
[Repeat Rule Detail 2](#)
[Repeat Rule Detail 3](#)

Academic Institution WA220 Tacoma CC

Academic Career UGRD Undergraduate

Find | View All

First 1 of 2 Last

Repeat Rule ACADEMIC

Effective Term 1501 1950 WINTR

Total Attempts Allowed 3

Total Units Allowed

*Repeat Code Violated RLMT Repeat Limit

Enrollment Message Error

Current Repeat Codes Exempted from Attempts/Units Allowed

1) REXP Special Exception

2) RLMT Repeat Limit

3)

4)

5)

6)

7)

8)

Save

Return to Search

Previous in List

Next in List

Notify

[Repeat Rule](#) | [Repeat Rule2](#) | [Repeat Rule3](#) | [Repeat Rule Detail 1](#) | [Repeat Rule Detail 2](#) | [Repeat Rule Detail 3](#)

When Does the System Evaluate the Student's Enrollment for Repeat Checking Purposes?

Two checkpoints:

1. At the time of enrollment (self-service, quick enroll, enrollment request), current system configuration verifies the enrollment transaction does not violate the repeat rule.
2. After grades are posted, run the Repeat Check process. This process reviews courses with multiple attempts, compares the grades and uses the Repeat Rule to assign the appropriate Repeat Codes.

Batch Repeat Checking Scenarios -- No Manual Intervention is Necessary

Scenarios: All Enrollments in ctcLink

Scenario 1: Attempts 1 and 2 Occur IN ctcLink

- College went live in Fall 2021. Student enrolled in ENGL& 101 that term. The Fall 2021 grade did not meet the degree requirement, so student enrolls again in Winter 2022.
- After Winter 2022 grades post, the college runs the Repeat Check process.

- The process assigns RPEX (excluded from GPA) to the lower grade and RPIN (included in GPA) to the higher grade.

Scenario 2: Attempts 1, 2, and 3 Occur IN ctcLink

- College went live in Fall 2020. Student enrolled in ENGL&101 that term, then again in Winter 2021, and again in Spring 2022.
- After Spring 2022 grades post, the college runs the Repeat Check process.
- The process assigns RPEX (excluded from GPA) to the lowest TWO grades and RPIN (included in GPA) to the highest grade.

Batch Repeat Checking Scenarios -- Manual Intervention Necessary

Scenarios: All Enrollments in ctcLink

Scenario 3: 3+ Attempts 1, 2, 3, and 4 Occur IN ctcLink

- College went live in Fall 2020. Student enrolled in ENGL&101 that term, then again in Winter 2021, and again in Spring 2022. Student still hasn't passed.
- When the student tries to enroll for a fourth attempt in Fall 2022, they are STOPPED (upon-enrollment, the first checkpoint). Students cannot self-enroll and must reach out to staff for assistance.
- Based on your college's policy, Enrollment Services determines if the student is eligible to try again. If the college grants the exception, a staff person enrolls the student using the RTFE code. While the college may grant an exception, that enrollment will not be included in FTEs and will not receive state support.
- After Fall 2022 grades post, the college runs the Repeat Check process. The process assigns:
 - RPEX (excluded from GPA) to the lowest TWO grades of the FIRST THREE ATTEMPTS
 - RPIN (included in GPA) to the higher grade of the FIRST THREE ATTEMPTS
 - **Attempts beyond these three should already have RFTE assigned (during the first checkpoint). RFTE is excluded from the second checkpoint (post-grade posting) and remains in place.** The student needed this attempt; therefore, enrollment with the RFTE repeat code earns credits and the grade is calculated in the student's GPA

Scenario 4: Enrollments in Legacy and ctcLink


First 3 attempts happened in Legacy

Student will not be stopped* from enrollment in ctcLink until they reach 3 attempts in ctcLink.

*Converted enrollments had REXP applied. REXP attempts are excluded from the Repeat Rule.

Attempt 1 Happened in Legacy -- Attempts 2, 3 and 4 in ctcLink

- Once grades post, the college runs the Repeat Checking process. The Rule Check will not “count” the attempt from Legacy. *
- To the 3 attempts in ctcLink, the process assigns RPEX (excluded from GPA) to the lowest TWO grades and RPIN (included in GPA) to the highest grade.

 Although, yes, it's the true fourth attempt, we don't recommend adjusting the third attempt in ctcLink. Attempting an enrollment transaction will trigger the first checkpoint (upon-enrollment checkpoint). It will be seen as a fourth attempt in ctcLink and the Repeat Rule will respond accordingly and “prevent” the fourth enrollment.

- If REXP is in place, any Legacy attempts will earn credit and affect GPA.
- The highest grade earned in ctcLink will also earn credit and affect GPA.
- If the college determines it wants all attempts from both systems to be evaluated:
 - College can remove REXP and run process.
 - Process will apply appropriate codes to all attempts.

How and when do you use repeat codes?

Conversion-Related

REXP: Repeat Exception

- **Purpose:** The college system decided that converted enrollments would be “forgiven” in the context of repeats. REXP was created to support that “forgiveness.” Excludes the attempt from Repeat Checking completely.
- **Using REXP:** REXP was applied to converted enrollment. Staff should not assign REXP.

First Three Attempts in ctcLink are Eligible for FTE

RPIN: Repeat Included

- **Purpose:** The Repeat Checking process assigns RPIN to the highest grade of the first 3 attempts in ctcLink. The attempt earns credits and affects GPA.
- **Use:** Process assigns. Can be manually added with normal maintenance; **this is not recommended.**

RPEX: Repeat Excluded

- **Purpose:** The Repeat Checking process assigns RPEX to the lower two grades of the first 3 attempts in ctcLink. The attempt neither earns credits nor affects GPA.
- **Use:** Process assigns. Can be manually added with normal maintenance; **this is not recommended.**

Additional Attempts (beyond the first 3) in ctcLink are Not FTE-eligible

RFTE: Repeat by Exception

- **Purpose:** If the additional attempt is approved, staff assigns at the time of enrollment. The attempt earns credits and affects GPA.
- **Use:** Staff assigns. RFTE must remain on the record until grades post and the data snapshot is taken. *If subsequent attempts occur in the future, and college policy dictates, college can replace RFTE with RLMT (if it should not earn credit or affect GPA).*

RLMT: Repeat Limit

- **Purpose:** The Repeat Checking process assigns RLMT to any additional attempts that do not have RFTE (attempt was prior to new configuration) or REXP (i.e. it was removed by college post-conversion). The attempt neither earns credits nor affects GPA.
- **Use:** Process assigns. *Can be manually assigned to any attempts that should not earn credit or affect GPA.*

Considerations

- After running the repeat checking process, check your work by running QCS_SR_REPEAT_COURSE.
- You can use the process to evaluate specific EMPLIDs. If your college does not use the automated repeat checking process and only processes repeats when requested by the student, USE the automated process to evaluate that student.
- Create/update any local policy that addresses repeats, especially those defining allowable attempts and impacts to GPA.