

## **Repeat Option**

The Repeat Option indicates the number of times a course may be taken for and be applied toward a degree or certificate. Instructional Services enters a repeat limit on the required curriculum form in two places. In the Repeat Info field, the number of times the course may be repeated (after the first time) and the total credits ("max hours") awarded (including the credits earned for the original enrollment) are listed. The repeat limit is also provided to the student in an information line after the course description. Example for a 3-semester hour course: Information: May be taken 2 times for a maximum of 6 semester hours.

## **ICCB REPEATABLE REQUIREMENTS (Page 44 of the System Rules Manual):**

### **Courses Approved as Repeatable**

**1) Courses in which the content varies from term to term or from student to student (e.g., independent study, special topics, and internship courses) or in which a student is expected to gain increased depth of knowledge and skill through repetition shall, at the request of the college, be approved for repeatability under the following conditions:**

- A) The number of times the course may be taken for credit does not exceed four times, or the semester or quarter equivalent, e.g., a single course can be taken one time and repeated no more than three times per student;
- B) The method of determining the amount of credit to be awarded for each section of the course, for each term, or for each student is specified in the college's catalog, on the course syllabus, and on the course classification form, and the subject matter and number of credits for which the student enrolled is specified on the student's permanent academic record;
- C) The college's catalog, the course syllabus, and the course classification form requesting approval of repeatability by the ICCB indicate the number of such credits that will apply to degree or certificate completion for a single course or a combination of related courses; and
- D) The total number of credit hours for a single course or for a combination of related courses that are applicable to degree or certificate completion does not exceed the maximums established in subsection (b) governing credit hour determination, subsection (f) governing independent study, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.

**2) Vocational skill courses that must be retaken periodically by law for persons employed in an occupation or vocation to maintain employment shall, at the request of the college, be approved for repeatability beyond the limits described in subsection (h)(1)(A) under the following conditions:**

- A) The content of the course is determined by law and does not change from one year to the next; and
- B) A copy of the law (or regulation administering it) and a course syllabus accompany the course classification form requesting repeatability.

**3) An adult basic, adult secondary, or a remedial education course that is organized into discrete modules and offered for variable credit shall, at the request of the college, be approved for repeatability under the following conditions:**

- A) No discrete module is repeated more than three times;
- B) The title of a module completed and the grade received is permanently recorded on the student's permanent academic record; and
- C) The content and number of credit hours for a discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by ICCB.

**4) An adult basic, adult secondary or remedial education course that is not organized into discrete modules shall, at**

**the request of the college, be approved for repeatability under the following conditions:**

- A) The number of times the course may be taken for credit does not exceed four times, or the semester or quarter equivalent; e.g., a single course can be taken one time and repeated no more than three times per student.
- B) The variety of skill levels included in the course and the methods used to accommodate individual differences based on an assessment of student skills is specified in the course syllabus; and
- C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.