Academic Advising
In Progress Repeat Checking

Repeat Codes

The IU repeat checking process not only runs on graded courses, but also on coursework that is in progress. This provides better information regarding courses being equivalent or a repeat of a completed course to students throughout the semester, not just the warning at the time of registration. This also highlights for advisors and recorders potential problems regarding a student’s enrollment for the current term that might have negative consequences on the student’s academic progress or ability to graduate.

Advisors can also determine if, in the course catalog setup, a course is equivalent to other courses and will be caught in the repeat checking process. In an advising session, advisors can also use the IU Equivalent Course Search page to see if a course to be taken is equivalent to any they have already taken.

Repeat Codes

Two Repeat Codes have been added to the SIS. These codes will only appear on Academic Advising Transcripts.

1. **IPRP** Message: Equivalent: Previously Completed. May Lose Credit; See Advisor.
2. **IPNC** Message: Equivalent: Admin Registration. Record not checked for Repeats.

**Note:** Neither code has impact on the academic statistics of the student; these courses continue to earn in-progress credit hours.

The **IPRP** code will automatically be applied when a student registers or is registered administratively through Enrollment Request and will be automatically changed or removed at Grade Processing.

The **IPNC** code may be applied manually by Registrars IF a student is registered for a course via the Enrollment page. Registrars can place this code when they register a student via the Enrollment page OR they can research the student’s academic record and determine if placing this code is appropriate. For example, if this is the ONLY IU course a student has taken perhaps it is best NOT to manually add the code.

**To locate previously taken repeated courses:** Use the Degree Progress & Transcript Record to find the matching Subject and Catalog Number.

**To locate previously taken equivalent courses:** Use the IU Equivalent Course Search to find the Subject and Catalog Numbers of courses that are in the same Equivalent Course Group as the “in-progress course”. Instructions on using this search mechanism are in the SIS Online Help under Academic Advising then Repeat Checking.
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Scenarios for use of IPRP and IPNC:

- A student adds a course before the semester begins.
  Action: IPRP code appears on the course for the current term if it is a Repeat (exact same Course ID or member of an Equivalent Course Group where the repeat limit is exceeded). Message is visible to advisor and student on the Degree Progress & Transcript report.

- A student adds a course after the semester begins.
  Action: IPRP code appears on the course for the current term if it is a Repeat (exact same Course ID or member of an Equivalent Course Group where the repeat limit is exceeded). Message is visible to advisor and student on the Degree Progress & Transcript report.

- A student is placed in the course automatically from the waitlist or as a result of block enrollment.
  Action: IPRP code appears on the course for the current term if it is a Repeat (exact same Course ID or member of an Equivalent Course Group where the repeat limit is exceeded). Message is visible to advisor and student on the Degree Progress & Transcript report.

- A Registrar manually adds a Course through the “Enrollment” pages, not through the typical Enrollment process.
  Action: IPNC code should be placed on the course for the current term as a safeguard for all courses added through this means so that Recorders and students know that this course has not been checked against the student’s academic record. Registrars who check the students record can evaluate the appropriateness of the code; for example if is the only IU course the student has, then the code is not necessary.

- A student drops a course (with or without a W grade).
  Action: IPRP code is stripped by overnight process. Message disappears from the Degree Progress & Transcript report.

- A student drops as a total withdrawal.
  Action: IPRP code is stripped by overnight process. Message disappears from the Degree Progress & Transcript report.

- A course is graded outside to the grading period (with any grade other than a “W, I or R”).
  Action: During regular Fall and Spring semesters, grades cannot be loaded to SIS before official grading periods even if loaded into Canvas, so the IPRP Code stays until the night before the Fully Graded Date. Message remains visible to advisor and student on the Degree Progress & Transcript report until then. At that point, the code is stripped and the course is reviewed by standard end-of-semester “T” mode repeat processing. During the summer sessions, the process runs nightly to evaluate newly loaded grades, so the removal of the IPRP code happens overnight and the newly graded course is evaluated in “G” mode repeat processing.

- A course is graded with an “I” or an “R” grade.
  Action: The IPRP Code stays until the “I” or “R” grades are replaced with any other grade. At that point, the overnight processing that looks for prior semester grade change removes the IPRP code and evaluates the course in “G” mode repeat processing.