



**FOR  
RECOMMENDATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Academic Affairs Committee

**SPONSOR:** Angela Lange, Acting Vice-Principal Academic and Dean  
**CONTACT INFO:** 905-828-3719, [vpdean.utm@utoronto.ca](mailto:vpdean.utm@utoronto.ca)

**PRESENTER:** Same as above.  
**CONTACT INFO:**

**DATE:** November 5, 2018 for November 12, 2018

**AGENDA ITEM:** 4

**ITEM IDENTIFICATION:**

Modification to Existing University of Toronto Mississauga Academic Regulation: Repeating Passed Courses Policy

**JURISDICTIONAL INFORMATION:**

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for minor amendments to Campus academic regulations that are consistent with University-wide policy.

**GOVERNANCE PATH:**

1. **Academic Affairs Committee [For Recommendation] (November 12, 2018)**
2. Committee on Academic Policy and Programs [For Approval] (January 14, 2019)

**PREVIOUS ACTION TAKEN:**

No previous action has been taken.

**HIGHLIGHTS:**

This proposal outlines changes to the existing Repeating Passed Courses policy that will allow students to designate up to 1.0 repeated passed credits, to be called Second Attempt for Credit (SAC), as counting toward their GPA.

Under the existing policy, students are allowed to repeat passed courses only once and only when the course is needed to enter a program, to satisfy a prerequisite, or to demonstrate higher performance for an external credential or future graduate study. The second attempt is not counted

in the student's GPA calculations or in the degree credit count, but is instead denoted as "extra" on the student's academic record.

The proposed modification affords students more opportunities to recover from challenges in first year that keep them from entering programs that require a minimum mark in a particular course and/or a minimum CGPA. It makes the University of Toronto Mississauga's Repeating Passed Courses policy consistent with other U15 universities.

This modification relies on the existing Repeating Passed Courses policy to determine whether a student is eligible to repeat a course. If a degree student can repeat a course, they can further apply to designate the repeated course as Second Attempt for Credit (SAC) and have the repeated course count towards their CGPA.

The Office of the Vice-Principal Academic and Dean consulted closely with the Office of the Registrar in the development of this policy modification. The copy text was circulated among the University of Toronto Mississauga Department Chairs and the University of Toronto Mississauga Students' Union for feedback. It was also sent for information to the Vice-Provost, Academic Programs; the University Registrar; and the Vice Deans, Undergraduate and Registrars of the Faculty of Arts and Sciences and the University of Toronto Scarborough.

The modified policy will be included in the 2019-20 Academic Calendar.

#### **FINANCIAL IMPLICATIONS:**

There are no net implications for the campus' operating budget.

#### **RECOMMENDATION:**

Be it Recommended,

THAT the proposed University of Toronto Mississauga Repeating Passed Courses policy, as recommended by the Acting Vice-Principal Academic & Dean, Professor Angela Lange, and described in the proposal dated October 22, 2018, be approved, effective May 1, 2019.

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#### **DOCUMENTATION PROVIDED:**

Repeating Passed Courses (Current Copy)  
Repeating Passed Courses (Tracked Changes Copy)  
Repeating Passed Courses (Final Copy)

University of Toronto Mississauga  
Governance Proposal

SECTION 1

<b>Type of Proposal:</b> <i>(i.e. Modification to existing Academic Regulations, Transcript Notation, Pilot Program, etc.)</i>	Modification to existing Academic Regulation
<b>Department/Unit Proposing:</b>	Office of the Vice-Principal Academic and Dean
<b>Department/Unit Contact:</b>	Lorretta Neebar, Registrar and Director of Enrolment Management lorretta.neebar@utoronto.ca
<b>Date of Proposal:</b>	October 22, 2018
<b>Faculty/Academic Division:</b>	<b>University of Toronto Mississauga</b>
<b>Effective Date:</b>	May 1, 2019
<b>For Transcript Notations:</b>	
<b>Wording for the notation:</b>	N/A
<b>List of programs that will be able to take advantage of the notation:</b>	N/A

SECTION 2

1. DESCRIPTION

This proposal outlines changes to the existing Repeating Passed Courses policy that will allow students to designate up to 1.0 repeated passed credits, to be called Second Attempt for Credit (SAC), as counting toward their GPA. These courses must be designated as SAC before completion of the course, aligning its deadline with the deadlines for CR/NCR and LWD selection. If a passed course is being repeated and SAC is not selected, then the second attempt will remain on record as extra.

2. BACKGROUND

Currently, students are allowed to repeat passed courses only once and only when the course is needed to enter a program, to satisfy a prerequisite, or to demonstrate higher performance for an external credential or future graduate study. The repeated passed course (the second attempt) is not counted in the student's GPA calculations or in the degree credit count. The repeated passed course appears on the student's academic record and is denoted as "extra".

Summary information pertaining to the use of the existing Repeating Passed Course policy, where students have been granted permission to repeat passed courses in order to achieve a minimum grade requirement or have a certain level of performance in an area demonstrated on their transcript, is provided below. Since September of 2015:

- There have been 1340 instances of repeating passed courses. The outcomes varied, from: obtaining a mark (received CR in original attempt), no mark change, mark increase, mark decrease, or notations of LWD and SDF.
- Where the second attempt was completed, students achieved a median increase of 13% over their previous grade.
- Approximately 10% of students do less well when repeating a passed course.

Of note, when explored more broadly, it appears that an increase in the use of repeating passed courses started in 2012.

### 3. RATIONALE

The proposed changes afford students more opportunities to recover from challenges in first year that keep them from entering programs that require (1) a minimum mark in a particular course and/or (2) a minimum GPA. Allowing students to designate a limited number of credits as “Second Attempt for Credit” (SAC), which count toward their GPA, acknowledges students’ effort in repeating courses and helps to ensure that their GPA more accurately reflects their academic ability.

The impact on the overall Cumulative Grade Point Average on 1.0 credits over the span of a 20 credit degree is low and therefore does not impact the integrity of the overall degree.

Modifying the existing Repeating Passed Courses policy to incorporate a SAC clause will also make the University of Toronto Mississauga consistent with other Canadian universities, many of which already have comparable policies in place.<sup>1</sup>

### 4. CONSULTATION

The Office of the Vice-Principal Academic and Dean consulted closely with the Office of the Registrar in the development of this policy modification. The copy text was then circulated among the Department Chairs and the University of Toronto Mississauga Students’ Union for feedback. It was also sent for information to the Vice-Provost, Academic Programs; the University Registrar; the Vice Deans, Undergraduate; and the Registrars of the Faculty of Arts and Sciences and the University of Toronto Scarborough.

### 5. FINANCIAL AND/OR PLANNING IMPLICATIONS

No financial/planning implications.

### 6. IMPLEMENTATION

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<sup>1</sup> U15 universities whose Repeating Passed Courses policy uses the higher grade between the initial and repeated attempts to calculate GPA include Queen’s University, Dalhousie University, and University of Saskatchewan. U15 universities whose Repeating Passed Courses policy take both attempts into consideration when calculating the GPA include McGill University, McMaster University, University of British Columbia, University of Calgary, and University of Manitoba.

This proposal relies on the existing Repeating Passed Courses policy to determine whether a student is eligible to repeat a course. If a degree student can repeat a course, they can further apply to designate the repeated course as Second Attempt for Credit (SAC) and have the repeated course count towards their GPA.

The copy text for this policy modification (provided in Section 3, below) will be included in the 2019-20 Academic Calendar to ensure that all students are aware that they may designate a total of 1.0 repeated credits as SAC. The Office of the Registrar will create a Second Attempt for Credit (SAC) form, which will be reviewed by the same personnel that presently advise on and review the existing Course Enrolment Exception Form.

### SECTION 3

#### **CURRENT COPY**

##### **Repeating Passed Courses**

Students may repeat a specific passed course only once, regardless of the grade earned. Students (both degree and non-degree) may only repeat any course in which they have already obtained credit (i.e., a mark of 50% or higher or CR) under the following conditions:

1. When students need to achieve a minimum grade in a course for entry to a limited-enrolment program;
2. When students need to achieve a minimum grade in a course to satisfy a course prerequisite;
3. When students need to demonstrate a level of performance for an external credential or future graduate study.

The repeated course will appear on the student's academic record, but will be designated "extra" and will not be included in GPA calculations or in the degree credit count. Students who wish to repeat a course under these circumstances should obtain appropriate advising in the Office of the Registrar prior to submitting their Course Enrolment Exception Form online at [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms). Eligible students may enrol provided there is space available and only after other degree students have had an opportunity to enrol.

#### **TRACKED CHANGES COPY**

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2. When students need to achieve a minimum grade in a course to satisfy a course prerequisite;
3. When students need to demonstrate a level of performance for an external credential or future graduate study.

Both the original and the repeated course will appear on the student's academic record, but. The repeated course will be designated "extra" and (will not be included in GPA calculations or in the degree credit count) unless the student designates it as a Second Attempt for Credit (see below). If the student chooses the Second Attempt for Credit option, the first attempt will be designated "extra."

Students who wish to repeat a course under these circumstances should obtain appropriate advising in the Office of the Registrar prior to submitting their Course Enrolment Exception Form online at [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms). Eligible students may enrol provided there is space available and only after other degree students have had an opportunity to enrol.

### Second Attempt for Credit (SAC)

Students at the University of Toronto Mississauga may designate up to a total of 1.0 repeated credits to be counted toward GPA calculations and in the degree credit count (referred to as Second Attempt for Credit, or SAC). In these cases, the first attempt will be designated "extra" (will not be included in GPA calculations or in the degree credit count), and the second attempt will count toward credit totals and GPA.

SAC requests are made to the Office of the Registrar by submitting their Second Attempt for Credit (SAC) form online at [www.utm.utoronto.ca/forms](http://www.utm.utoronto.ca/forms). The choice is restricted to repeat courses previously approved with a Course Enrolment Exception but is not restricted as to year, level of course, or campus.

In courses with a final exam, the SAC option must be requested no later than the last day of classes in the term in which the course was offered. In courses with no final exam, the deadline to request CRC is before the date of the final test or the due date of the final assignment.

## FINAL COPY

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1. When students need to achieve a higher grade in a course for entry to a limited-enrolment program;
2. When students need to achieve a minimum grade in a course to satisfy a course prerequisite;
3. When students need to demonstrate a level of performance for an external credential or future graduate study.

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