



**FOR
RECOMMENDATION**

PUBLIC

OPEN SESSION

TO:	UTSC Academic Affairs Committee
SPONSOR: CONTACT INFO:	Prof. William A. Gough, Vice-Principal Academic and Dean 416-208-7027, vpdean.utsc@utoronto.ca
PRESENTER: CONTACT INFO:	Prof. Katherine Larson: Vice-Dean Teaching, Learning & Undergraduate Programs (416) 208-2978, vdundergrad.utsc@utoronto.ca
DATE:	March 13, 2023 for March 22, 2023
AGENDA ITEM:	2

ITEM IDENTIFICATION:

Changes to Undergraduate Academic Calendar Regulations (2023-24): Section 6C.4, UTSC

JURISDICTIONAL INFORMATION:

University of Toronto Scarborough Academic Affairs Committee (AAC) “is concerned with matters affecting the teaching, learning and research functions of the Campus” (*AAC Terms of Reference, Section 4*). Under section 5.1 of its Terms of Reference, the Committee is responsible for “*Academic regulations*” and under section 5.5 of its *Terms of Reference*: “*Amendments to Campus academic regulations that will have a major impact on the entire Campus or that would require an exception to some element of University-wide policy*” require the approval of the Committee on Academic Policy & Programs of the Academic Board.

GOVERNANCE PATH:

1. **UTSC Academic Affairs Committee [For Recommendation] (March 22, 2023)**
2. Committee on Academic Policy and Programs [for Approval] (April 13, 2023)

PREVIOUS ACTION TAKEN:

No previous action taken.

HIGHLIGHTS:

This is a proposal to amend the academic regulations as they are described in section 6C.4 (Regulations Concerning Course Selection), to establish a new policy for Second Attempt for Credit, to allow UTSC students to retake and count for credit up to 1.0 credits of previously passed courses, as follows:

- Currently, if UTSC undergraduate students repeat a passed course, the second attempt does not count for credit or toward the CGPA. The retaken course is indicated as an Extra (EXT) on the transcript.
- The Second Attempt for Credit (SAC) policy will allow students to retake and count for credit up to 1.0 credit of previously passed courses. The first attempt is then indicated as EXT on the transcript and the second attempt is used for credit and toward the CGPA.
- Repeated courses beyond the 1.0 credit used through the SAC policy will continue to be counted as EXT.

This change is expected to support students by allowing them to repeat courses in which they have performed poorly, but require to apply to programs they are interested in or to progress in their current program. Academic departments may use discretion when considering Second Attempt for Credit grades for admission or re-admission to programs.

The new policy brings UTSC in alignment with U of T Mississauga and the Faculty of Arts & Science, who have existing Second Attempt for Credit policies. Colleagues at U of T Mississauga and the Faculty of Arts & Science have not experienced a significant increase in the number of students repeating passed courses after the implementation of their SAC policies. However, the policy is seen positively by students.

This proposal has been developed with extensive consultation within UTSC, including Chairs and Academic Directors, the Scarborough Campus Students' Union (SCSU), Academic Advising and Career Centre (AA & CC), and Campus Advisory Group. The proposal has also received tri-campus support from the Faculty of Arts and Science, UofT Mississauga, and Daniels Faculty of Architecture, Landscape and Design.

FINANCIAL IMPLICATIONS:

There are no significant financial implications to the campus operating budget.

RECOMMENDATION:

Be It Recommended,

THAT the proposed modifications to Academic Regulations Section 6C.4 be approved, effective September 1, 2023.

DOCUMENTATION PROVIDED:

1. Proposal: Changes to UTSC Undergraduate Academic Regulations

Changes to UTSC Academic Regulations

2022-23 Curriculum Cycle

Proposed Changes	The following changes are proposed for the UTSC Academic Calendar, section 6C.4 1. Allow UTSC students to retake and count for credit up to 1.0 credits of previously passed courses under a new <i>Second Attempt for Credit</i> policy.
Division	University of Toronto Scarborough (UTSC)
Proposal Version Date	January 30, 2023
Proponents	UTSC Office of the Registrar UTSC Office of the Dean
Contact	Prof. Katherine Larson Vice Dean, Teaching, Learning and Undergraduate Programs vdundergrad.utsc@utoronto.ca Prof. David Zweig Vice Dean, Recruitment, Enrolment and Student Success vdrecruit.enrol.utsc@utoronto.ca Shelby Verboven Registrar and Director, Enrolment Management shelby.verboven@utoronto.ca
Effective Date	September 1, 2023, for the 2023-24 academic year
Governance Path	1. Academic Affairs Committee [for Recommendation]: 2. Committee on Academic Policy and Programs [for Approval]:

Summary

This is a proposal to amend the academic regulations as they are described in section 6C.4 of the academic Calendar, as follows:

1. Currently, if UTSC undergraduate students repeat a passed course, the second attempt does not count for credit or toward the CGPA. The retaken course is indicated as an Extra (EXT) on the transcript.
2. The Second Attempt for Credit (SAC) policy would allow students to retake and count for credit up to 1.0 credit of previously passed courses. The first attempt is then indicated as EXT on the transcript and the second attempt is used for credit and toward the CGPA.
3. Repeated courses beyond the 1.0 credit used through the SAC policy will continue to be counted as EXT.

4. The new policy brings UTSC in alignment with U of T Mississauga and the Faculty of Arts & Science, who have existing Second Attempt for Credit policies.
5. Academic departments may use discretion when considering Second Attempt for Credit grades for admission or re-admission to programs. Utilizing the Second Attempt for Credit policy does not guarantee program admission or re-admission.

Changes to the Calendar

Current Regulations – 2022-23 UTSC Academic Calendar 6C.4: Regulations Concerning Course Selection

5. Students may not re-register for credit in a course they have already passed, but they may re-register in a course they have taken but failed. In the latter case, both registrations in the course are shown on the student's record, and both grades count in the student's CGPA.

6. Where students may not register in a course for credit, they may register in it as an extra (EXT) course. In such cases, the course and the final grade are shown on the student's record, but the grade is not included in the student's CGPA, nor does the course count towards the program admission requirements or the degree requirements; however, if appropriate, it may be used to meet program course requirements.

Proposed Regulations: UTSC Calendar 6C.4: Regulations Concerning Course Selection

5. Repeating Failed Courses

A student may re-register for a course which they have failed. Both registrations are shown on the student's record and both grades count in the student's CGPA.

6. Repeating Passed Courses

(a) Second Attempt for Credit (SAC): Students may repeat up to 1.0 credit of passed courses for which a credit has already been awarded. In these cases, the first attempt will be designated as extra (EXT) and will not be included in CGPA calculations or in the degree credit count. The second attempt will count toward credit totals and CGPA. Academic standing from prior sessions will not be reassessed. Second Attempt for Credit is not available for non-degree students. The second attempt must be taken in September 2023 or later; this policy does not apply to courses taken as a second attempt prior to September 2023.

(b) Repeating courses as "Extra" (EXT): Extra courses are those for which students will not receive credit. The course and its grade will appear on the student's transcript (designated as an extra course) but the grade is not included in the student's grade point averages nor does the course count towards the degree. However, if appropriate, it may be used to satisfy program requirements. Students who repeat passed courses in excess of the 1.0 credit of Second Attempt for Credit policy (or who opt to not use the SAC option for a repeated passed course), will have the retake indicated as an extra (EXT) course. In such cases, the course and

the final grade are shown on the record, but the grade is not included in the CGPA and the credit is not counted.

Repeating passed courses either through Second Attempt for Credit (SAC) policy or as an extra (EXT) course does not guarantee admission or re-admission into limited enrolment programs and these decisions are made at the discretion of the academic department. Students requesting to retake passed courses are not guaranteed enrolment in the requested course and will not be given priority in enrolment over other students. Students are encouraged to seek advising from their program advisor and/or the Academic Advising & Career Centre before deciding to retake a passed course or use the SAC policy. Retaking passed courses and the Second Attempt for Credit option are requested through the Office of the Registrar.

Rationale

The proposed changes are being considered for the following reasons:

1. This change will bring U of T Scarborough policies into alignment with the other arts and science divisions at the University of Toronto. Second Attempt for Credit policies have been introduced at both U of T Mississauga (2019) and the Faculty of Arts & Science (2021). This change will provide consistency for students within these divisions at the University.
2. The current policy can be a barrier to student success by preventing students from repeating a course in which they have performed poorly, but need in order to apply to programs they are interested in, or to progress in programs in which they are already enrolled. In implementing this policy change, we acknowledge the importance of ensuring that students are encouraged to seek appropriate advising and are aware that admission and re-admission decisions based on second attempts are at the department's discretion. An academic or program advisor will be in the best position to advise students whether leveraging SAC is in their best interest or if other means of managing their academic plan (for example, through CR/NCR, through course withdrawal or through alternate study plans) might be more appropriate.
3. U of T Scarborough students have been advocating for course retake policy changes since 2019. Most recently, in fall 2022, the Scarborough Campus Students' Union initiated an online petition to demonstrate student support for this change.

Impact

The Second Attempt for Credit (SAC) policy is expected to provide students with a tool for managing their academic record when results are not what they expected. It is expected to aid students in being considered for limited enrolment programs of study, or to be considered for re-admission. Chairs of departments with limited enrolment programs have indicated that while they wish to use discretion in

program admission (so as not to disadvantage students with only first attempt results), they support the use of the Second Attempt for Credit.

Colleagues at U of T Mississauga and the Faculty of Arts & Science have not experienced a significant increase in the number of students repeating passed courses after the implementation of their SAC policies. However, the policy is seen positively by students. Bringing UTSC in alignment with the other arts and science divisions provides all students with a more positive and consistent experience at the University.

Resource Implications

The implementation of the Second Attempt for Credit (SAC) will not require any financial resources. It is noted that advisors from the Academic Advising & Career Centre and from academic departments may experience increased demand from students for advice around the use of the SAC. It is believed that through proactive communication that these demands can be managed.

The Office of the Registrar will be responsible for intaking students request for the retaking of courses, as well as the record coding of the Second Attempt for credit. It is believed that these requests can be handled through current workflows.

Consultation

Consultation has been undertaken with the following departments and stakeholder groups:

- Chairs and Academic Directors: The proposal was brought forward in Summer 2022. Feedback was given, particularly from limited enrolment programs and the proposed wording was amended. The proposal was brought forward again in November 2022 and support expressed by members of CAD. No further amendments suggested.
- Scarborough Campus Students' Union (SCSU): Shared with the Vice President Academics & University Affairs. Support was shown.
- Academic Advising & Career Centre (AA&CC): November 2022 initial proposal shared with Assistant Dean, Student Success and Manager, Advising & Learning Skills Services who expressed support and provided wording recommendations.
- Campus Advisory Group: November 3, 2022: the proposal was presented at the Campus Advisory Group meeting. The group includes members of UTSC administrative staff:
 - Program Advisors from Academic Departments
 - Members of the International Student Centre (ISC)
 - Members of the Office of the Registrar
 - Co-op office staff
 - Members of the Office of Student Experience and Well-Being
- U of T Mississauga and the Faculty of Arts & Science: The proposal received support by the tri-campus Deans on December 8, 2022. Additionally, both divisions have provided recommendations on implementation and workflow for the Registrar's Office.
- Consultation was completed with the Registrar of the John H. Daniels Faculty of Architecture, Landscape and Design, who offered support for the changes.

