



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs

SPONSOR: Professor Susan McCahan, Vice-Provost, Academic Programs

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PRESENTER: See Sponsor

CONTACT INFO:

DATE: March 28, 2023, for April 13, 2023

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Changes to Undergraduate Academic Calendar Repeating Passed Courses Section to establish a new policy for Second Attempt for Credit, Faculty of Arts and Science

JURISDICTIONAL INFORMATION:

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. (*AP&P Terms of Reference, Section 4.3*)

GOVERNANCE PATH:

1. Committee on Academic Policy and Programs [for approval] (April 13, 2023)

PREVIOUS ACTION TAKEN:

The University of Toronto Mississauga proposal that changed the Repeating Passed Courses Policy to allow students to designate up to 1.0 repeated passed credits as counting toward their

GPA, called Second Attempt for Credit in the Regulation, was approved by the Committee on Academic Policy and Programs on January 14, 2019.

The University of Scarborough proposal to establish a new policy for Second Attempt for Credit, that will allow UTSC students to retake and count for credit up to 1.0 credits of previously passed courses was approved at the UTSC Academic Affairs Committee meeting on March 22, 2023.

HIGHLIGHTS:

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On March 17, 2021 the Faculty of Arts and Science (FAS) Faculty Council approved the proposal to change the undergraduate regulation on repeating passed courses. The new regulation allows students to, in the instance where their final mark in the second attempt at the course is higher than in their first attempt, request that the second attempt at the course contribute toward the cumulative grade point average calculations, to a maximum of 2.0 credits overall. In these cases, the Extra designation is moved from the second attempt at the course to the initial attempt, allowing the higher mark in the second attempt to contribute toward grade point average calculations in lieu of the initial, lower mark. This policy applies only to courses repeated for the purposes of achieving a minimum mark required for program admission or for meeting a prerequisite for a course in a program.

The change recognizes students' achievement and effort in the second attempt, specifically in the instance where the course was repeated for achieving a higher mark for program admission or meeting a prerequisite requirement for a course in a program. Since many of the previously passed courses that are repeated under these auspices are at the 100-level it was anticipated that there could be a positive impact on students early in their academic career in the Faculty of Arts & Science.

In 2021, the Faculty of Arts and Science consulted with the University of Toronto Mississauga on the proposal. At that time, during the pandemic, this proposal was inadvertently not shared with other offices or brought forward to AP&P for approval. All first-entry divisions offering programs leading to HBA or HBSc degrees are now aware and supportive of the regulation, and this proposal is being brought forward for retroactive approval.

Due to oversight during the pandemic, this proposal did not come forward to the Committee on Academic Policy and Programs for approval. Given this, the Office of the Governing Council has recommended that the FAS proposal come forward to the same meeting that the similar UTSC proposal. Since the FAS change is already in effect, it is necessary to seek retroactive approval.

FINANCIAL IMPLICATIONS:

Any new financial obligations resulting from this change will be met at the divisional level.

RECOMMENDATION:

Be it Resolved,

THAT the proposed changes to the academic regulations, as described in the proposal from the Faculty of Arts and Science, dated April 15, 2021, be approved retroactively to an effective date of September 1, 2021.

DOCUMENTATION PROVIDED:

- *Proposal: Changes to FAS Academic Regulations*



Policy Name	Repeating passed courses
Proponent	Lisa Feng, Registrar, Faculty of Arts & Science
Version Date	April 15, 2021

Summary

Please provide a brief description of the policy being proposed and the goals for the change.

The proposal is to change the current policy on repeating passed courses to allow students to, in the instance where their final mark in the second attempt at the course is higher than in their first attempt, request that the second attempt at the course contribute toward the cumulative grade point average calculations, to a maximum of 2.0 credits overall. In these cases, the Extra designation would be moved from the second attempt at the course to the initial attempt, allowing the higher mark in the second attempt to contribute toward grade point average calculations in lieu of the initial, lower mark. This policy change would apply only to courses repeated for the purposes of achieving a minimum mark required for program admission or for meeting a prerequisite for a course in a program.

Calendar Language or Policy Statement

Proposed Text (Academic Calendar) <i>(New text in red.)</i>	Current Text (Academic Calendar)
<p>“Repeating Passed Courses</p> <p>Students (both degree and non-degree) may not repeat any course in which they have already obtained credit (a mark of 50% or higher/P/CR) with two exceptions:</p> <p>i) When students need to achieve a minimum mark (whether set or variable) in a course for entry to a limited-enrolment program or for meeting a prerequisite to take another course in their program, they may repeat such a course once. The second attempt at the course would normally be marked Extra, unless the mark obtained in the second attempt is higher, in which case the first attempt would be marked Extra to a maximum of 2.0 credits overall. If the second attempt must be marked Extra due to an exclusion, this status must remain (see <i>Second Attempt for Credit, below</i>). Extra courses do not contribute to grade point average calculations or to the overall number of degree credits.</p>	<p>“Repeating Passed Courses</p> <p>Students (both degree and non-degree) may not repeat any course in which they have already obtained credit (a mark of 50% or higher/P/CR) with two exceptions:</p> <p>i) When students need to achieve a minimum mark in a course for entry to a limited-enrolment program or for meeting a prerequisite to take another course in their program, they may repeat such a course once. The repeated course will be designated Extra:</p> <p>ii) Students may repeat up to 1.0 FCE in which they have already obtained credit for reasons other than to meet a minimum mark for entry to a limited-enrolment program or for course prerequisite purposes. The repeated course will be designated Extra. Students may not use this one-time-only allowance to subsequently repeat a passed course again after having repeated the same course for</p>



ii) Students may repeat up to 1.0 credit in which they have already obtained credit for reasons other than to meet a minimum mark for entry to a limited-enrolment program or for course prerequisite purposes. The repeated course will be designated [Extra](#); extra courses do not contribute to grade point average calculations or to the overall number of degree credits. Students may not use this one-time-only allowance to repeat a passed course again after having repeated the same course for reasons noted in i) above, i.e., they may repeat a specific passed course only once.

Students requesting to repeat a course must do so at their College Registrar's Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available, only after other degree students have had an opportunity to enroll.

Second Attempt for Credit

The second attempt at a previously passed course can be counted toward grade point average calculations and the overall number of degree credits, for up to a maximum of 2.0 credits overall. If, however, the second attempt would be marked Extra due to an exclusion, that Extra status must remain.

The second attempt at the course must have been undertaken for one of the following reasons (i, above):

- achieving a minimum mark (whether set or variable) in a course for entry to a limited-enrolment program, or
- meeting a prerequisite to take another course in their program

The Second Attempt for Credit cannot be invoked for a second attempt at a previously passed course for reasons other than the two identified above; therefore it cannot be invoked for the 1.0 FCE that may be repeated for other reasons (as describe in ii, above). This option also cannot be used to transfer an Extra status to a first attempt from a previous

reasons noted in i) above, i.e., they may repeat a specific passed course only once.

Students requesting to repeat a course must do so at their College Registrar's Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available, only after other degree students have had an opportunity to enroll."



completed degree.

Once the Second Attempt for Credit is invoked, and in the case where the mark in the second attempt is higher, the Extra designation will be added to the initial attempt to a maximum of 2.0 credits overall; the initial attempt will therefore not be included in grade point average calculations or the overall number of degree credits. Academic standing from prior academic sessions will not be reassessed. Note, an initial attempt may include a direct-equivalent transfer credit.

The Extra designation will be applied to either the first attempt or the second attempt once the final mark in the second attempt of the course is posted. The Extra designation will only be applied to the first attempt to a maximum of 2.0 credits overall.

Rationale or Case for Action

The case for change

In all cases, students repeat a previously passed course in an attempt to obtain a higher mark in the course. Although the final mark for both attempts at the course appears on the transcript, currently the only mark that will contribute toward grade point average calculations and the overall number of degree credits is that for the first attempt; the second attempt at the course – whether the final mark is a pass or a fail – is always designated Extra.

In the instance where a student repeats a previously passed course and obtains a higher mark than in the initial attempt, the higher mark will be used for program enrolment or for prerequisite purposes but will not currently contribute toward the grade point average calculations, only the initial, lower, mark will.

To provide a specific example:

A student attempts Course A and finishes the course with a final mark of 50%. This final mark contributes toward the grade point average calculations. A higher mark in the course is required for program admission, therefore the student – who is very interested in pursuing the program in question – retakes the course. The second attempt at the course is marked Extra; the student's final mark of 65% in the second attempt does not contribute to the grade point average calculations.

Impact

Impact of proposed change

Modifying the repeating passed courses policy to allow for flexibility for up to 2.0 credits of repeated courses to contribute to the grade point average calculations recognizes students' achievement and effort in the second attempt, specifically in the instance where the course was repeated for achieving a higher mark for program admission or meeting a prerequisite requirement for a course in a program. Since many of the previously passed courses that are repeated under these auspices are at the 100-level, this change could have a positive impact on students early in their academic career in the Faculty of Arts & Science.

Changing the current policy on repeating passed courses would bring the Faculty of Arts & Science into alignment with the University of Toronto Mississauga (UTM), where a Second Attempt for Credit clause was implemented as of Fall/Winter 2019-2020. UTM noted that other Canadian institutions either allow both attempts at a previously passed course to contribute to the grade point average calculations or use the higher final mark between the initial and second attempts. At UTM, the deadline for submitting the request is the last day of classes and the maximum number of second attempts that can be used for degree credit is 1.0 credit.

Consultation

University of Toronto Mississauga: As of Fall/Winter 2019-2020, UTM implemented the [Second Attempt for Credit](#).



Policy Implementation

Effective Date

This change would go into effect for Fall/Winter 2021-2022.

Implementation Timeline

This policy would need to be included in the 2021-2022 Academic Calendar which will be published in May 2021.

Approval Path

Office of the Faculty Registrar	January 18, 2021
Office of the Dean	January 18, 2021
Special Committee on Undergraduate Academic Policy	February 1, 2021
Arts & Science Council	March 17, 2021