



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Professor Amrita Daniere, Vice-Principal, Academic & Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: Professor Heather Miller, Vice-Dean, Teaching & Learning
CONTACT INFO: 905-569-4768, vdteachlearn.utm@utoronto.ca

DATE: April 27, 2020 for May 4, 2020

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Amendments to the *Second Attempt for Credit 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 Approval] (May 4, 2020)**

PREVIOUS ACTION TAKEN:

No previous action has been taken.

HIGHLIGHTS:

This proposal outlines changes to the existing Second Attempt for Credit (SAC) sub-policy within the Repeating Passed Courses Policy at the University of Toronto Mississauga (UTM). The purpose of this change is to clarify for students the original intent of this sub-policy and the parameters within it applies.

Under the Repeating Passed Courses Policy, degree and non-degree students are able to repeat any undergraduate course in which they obtained credit for the purposes of satisfying grade requirements for program or course entry or for future graduate studies. The SAC sub-policy further allows students to request up to 1.0 repeated credits to count toward their GPA and their degree credit count in order to qualify for their desired program (subject post). While there is benefit to the Repeating Passed Courses Policy for non-degree students, the SAC sub-policy would

not apply as non-degree students do not enter into programs of study. This proposed policy amendment makes this distinction explicit.

The Office of the Vice-Principal Academic and Dean consulted closely with the Office of the Registrar in the development of this policy amendment. Wide consultation was sought through all three Divisional Undergraduate Curriculum Committees in March 2020 as well as among Department Chairs and unit/ program Directors at the April 2020 Chairs & Directors Meeting. The University of Toronto Mississauga Students' Union was also asked to provide feedback. All comments received were incorporated into the current proposal as appropriate.

Additionally, this proposal was sent for information to the Vice-Provost, Academic Programs; the University Registrar; the Deans' Offices; and the Registrars of the Faculty of Arts and Sciences (St. George campus) and the University of Toronto Scarborough.

The proposed amendment will be reflected in the 2020-2021 Academic Calendar, effective September 1, 2020.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be it Resolved,

THAT the amendments to the *Second Attempt for Credit Policy*, as recommended by the Vice-Principal, Academic and Dean, Professor Amrita Daniere, in the proposal dated March 24, 2020, be approved, effective September 1, 2020.

DOCUMENTATION PROVIDED:

Second Attempt for Credit Policy (Current Copy)
Second Attempt for Credit Policy (Tracked Changes Copy)
Second Attempt for Credit Policy (Final Copy)



University of Toronto Mississauga

Proposal to Amend an Existing Academic Policy

SECTION 1 – Summary Information

Type of Proposal: <i>(i.e. Modification to existing Academic Regulations, Transcript Notation, Pilot Program, etc.)</i>	Amendment to an existing Academic Regulation
Department/Unit Proposing:	Office of the Vice-Principal Academic & Dean Office of the Registrar, UTM
Department/Unit Contact:	Yen Du Program & Curriculum Officer, Office of the Dean yen.du@utoronto.ca Lorretta Neebar Registrar & Director of Enrolment Management lorretta.neebar@utoronto.ca
Date of Proposal:	March 24, 2020
Faculty/Academic Division:	University of Toronto Mississauga
Effective Date:	September 1, 2020
For Transcript Notations:	
Wording for the notation:	N/A
List of programs that will be able to take advantage of the notation:	N/A

SECTION 2 - Proposal

1. DESCRIPTION

This proposal outlines changes to the current Second Attempt for Credit (SAC) sub-policy within the Repeating Passed Courses Policy at the University of Toronto Mississauga (UTM). The purpose of this change is to clarify for students the parameters within which this sub-policy applies. The proposed amendments are clearly outlined in calendar copies presented in Section 3 below and will be effective September 1, 2020. .

2. BACKGROUND

In November of 2018, UTM's Academic Affairs Committee (AAC) approved the introduction of a Second Attempt for Credit (SAC) sub-policy within the already existing Repeating Passed Courses Policy, effective May 1, 2019. Before this, students (both degree and non-degree) under the Repeating Passed Courses Policy were able to repeat any undergraduate course in which they already obtained credit for the purposes of satisfying grade requirements for program or course entry or for future graduate studies. The repeated course(s) would be designated as "extra" on the student's transcript and did not contribute to the student's GPA or degree credit count (in the case of degree students). Recognizing that a number of subject posts at UTM require not just a minimum grade in a specific course for program entry, but also a minimum GPA that includes a specified course(s), the SAC sub-policy was introduced in May 2019. SAC allows students to request up to 1.0 repeated credits to count toward their GPA and their degree credit count. For such courses, the original grade and credit earned would be marked as "extra" on the transcript.

3. RATIONALE

The intent of the SAC sub-policy is specifically to enable current undergraduate students to qualify for their desired program (subject post). Some UTM programs require a minimum grade in a specific course and/ or a minimum GPA score earned within a specified set of courses for program entry. For students who did not achieve this minimum grade the first time they completed the course, this would mean they could never qualify for the program regardless of their other academic successes. With the SAC sub-policy, students can now not only repeat the course to earn the minimum grade but can also request to have the course count toward their GPA, allowing them to potentially qualify for their program of choice. Additionally, it was demonstrated that the restriction of using the SAC sub-policy on 1.0 credits did not have a significant impact on a 20.0 credit CGPA, and therefore protected the integrity of an undergraduate degree. Given the intent of the SAC sub-policy, it should only apply to current degree students at UTM (as non-degree students are not permitted to enter in programs/ subject posts). The Repeating Passed Courses Policy, under which the SAC sub-policy sits, can apply to degree and non-degree students as its purpose is to allow students to repeat courses for grade improvement to both qualify for course and program entry as well as future graduate studies. For this reason, an amendment to the SAC sub-policy is being proposed to reflect a stronger alignment to its intended purpose and increased clarification of the students to whom this sub-policy applies. The parent Repeating Passed Courses Policy remains unchanged, applying to both degree and non-degree students.

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 amendment. Wide consultation was sought through all three Divisional Undergraduate Curriculum Committees in March 2020 as well as among Department Chairs and unit/program Directors at the April 2020 Chairs & Directors Meeting. The University of Toronto Mississauga Students' Union was also asked to provide feedback. All comments received were incorporated into the current proposal as appropriate.

Additionally, this proposal was sent for information to the Vice-Provost, Academic Programs; the University Registrar; the Deans' Offices; and the Registrars of the Faculty of Arts and Sciences (St. George campus) and the University of Toronto Scarborough.

5. FINANCIAL AND RESOURCE IMPLICATIONS

No financial or resource implications are anticipated.

6. IMPLEMENTATION

The copy text for this policy modification (provided in Section 3, below) will be included in the 2020-21 Academic Calendar.

SECTION 3 – Calendar Copies

CURRENT COPY

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 by submitting their Second Attempt for Credit (SAC) form online at 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

TRACKED CHANGES COPY

Second Attempt for Credit (SAC)

~~Students~~ **Degree 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 by submitting their Second Attempt for Credit (SAC) form online at www.utm.utoronto.ca/forms. The choice is restricted to repeated courses previously approved with a Course Enrolment Exception form 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.

SAC requests are made by submitting their Second Attempt for Credit (SAC) form online at www.utm.utoronto.ca/forms. **This option is not available for non-degree students.**

FINAL COPY

Second Attempt for Credit (SAC)

Degree 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 by submitting their Second Attempt for Credit (SAC) form online at www.utm.utoronto.ca/forms. The choice is restricted to repeated courses previously approved with a Course Enrolment Exception form 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.

SAC requests are made by submitting their Second Attempt for Credit (SAC) form online at www.utm.utoronto.ca/forms. This option is not available for non-degree students