

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTM Academic Affairs Committee

SPONSOR: Tracey Bowen, Vice-Dean, Teaching & Learning
CONTACT INFO: vdteachlearn.utm@utoronto.ca

PRESENTER: Renu Kanga Fonseca, Registrar & Assistant Dean, Enrolment Management
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DATE: January 4, 2024 for January 11, 2024

AGENDA ITEM: Minor Amendments to the *Second Attempt for Credit Policy*

ITEM IDENTIFICATION:

Minor Amendments to the *Second Attempt for Credit* regulation

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. **UTM Academic Affairs Committee [For Approval] (January 11, 2024)**

PREVIOUS ACTION TAKEN:

Amendments to the *Second Attempt for Credit* regulation were last approved by the Academic Affairs Committee on May 4, 2020.

HIGHLIGHTS:

The *Second Attempt for Credit (SAC) Policy* is a sub-policy within the *Repeating Passed Courses Policy* at the University of Toronto Mississauga (UTM). The purpose of the minor amendment is to clarify for students the parameters within which this sub-policy applies.

The SAC policy was created to assist students in gaining entry into competitive Subject POST's. The SAC policy allows degree students to enroll in a total of 1.0 credits, with an approved Course Enrolment Exception Form, and have the second attempt of these credits count towards their Cumulative GPA (CGPA) and credit count, while designating the first attempt as "extra" (EXT on the transcript).

Students normally attain a higher grade on the second attempt; however, there have been students who have failed the second attempt at a course and applied for SAC. If the failed second attempt is counted, to both the student's CGPA and credit count, their CGPA drops and they lose the earned credit(s), because the first attempt is made "extra". This amendment clarifies how the policy should be applied and aligns with the objectives of the policy as initially developed.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be It Resolved,

THAT the proposed amendments to the *Second Attempt for Credit* regulation, detailed in the proposal dated December 8, 2023, be approved, effective September 1, 2024.

DOCUMENTATION PROVIDED:

University of Toronto Mississauga Proposal to Amend an Existing Academic Regulation



University of Toronto Mississauga

Proposal to Amend an Existing Academic Regulation

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:	Tracey Bowen Vice Dean, Teaching & Learning vdteachlearn.utm@utoronto.ca Renu Kanga Fonseca Registrar & Director of Enrolment Management renu.kanga@utoronto.ca
Date of Proposal:	December 8, 2023
Faculty/Academic Division:	University of Toronto Mississauga
Effective Date:	September 1, 2024
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, 2024.

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. Given the intent of the SAC sub-policy, it should only apply when the earned grade for the second attempt is a passing grade. For this reason, an amendment to the SAC sub-policy is being proposed to reflect a stronger alignment to its intended purpose. In addition, a redundant sentence is being removed for added clarity.

4. CONSULTATION

The Office of the Registrar identified the need for this change following initial implementation of the last amendment to the SAC Policy in 2020. No additional consultation has been undertaken, because the amendment is simply a clarification to enable the policy to function as originally intended.

The proposal was sent for information to the Vice-Provost, Academic Programs and the tri-campus Vice-Deans responsible for undergraduate programs and teaching and learning.

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 2024-25 Academic Calendar.

SECTION 3 – Calendar Copies

CURRENT 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](#). 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 SAC 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](#) through the Office of the Registrar. This option is not available for non-degree and second-degree students.

TRACKED CHANGES COPY

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FINAL COPY

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