

Appendix 1: Peer Research

Institution	Most recent amendment/approval	Repeats Allowable Per Course	Additional Possible?	Repeat Limit	GPA Policy	Credit Policy	Exemptions	Transcript
University of Maryland - College Park	Approved 1990	1	1 more with permission of the student's dean's office; student must present plan for successfully completing the course; all attempts will count towards limit for repeatable credits	18 credits (if a student withdraws from all courses in a semester, a repeated course's credits won't be counted for that semester)	All attempts resulting in standard grading (A+ through F) will be included in GPA except in certain circumstances (see "Exemptions")	(Unknown/Not listed)	Only the higher grade of a repeated course will be calculated in the GPA if the repeated course was taken in the student's first semester at UMD *or* if the repeated course was taken during or before the semester in which the 24th credit hour was earned (including transfer credits; AP credits do not count towards this limit) *or* if the course was repeated after taking the course at another institution prior to transferring to UMD (in which case, the UMD grade-- if higher-- will be the only one included in the GPA)	All grades from all attempts at a repeated course will appear on transcript, regardless of whether the course is included in GPA
Indiana University	Amended 2011; approved 1994	1 (for courses in which student earned a letter grade lower than "A"; different units might apply this policy in different ways, so students must speak with their advisors)	No	10 credits or 3 courses (whichever is less)	Only the second attempt will be reflected in GPA, although both attempts will appear on transcript (original attempt's grade will appear with an "X" next to it)	(Unknown/Not listed)	Grades that cannot be replaced by repeat: S, P, W, I, R, NC	All grades from all attempts will appear on transcript; first attempt's grade will appear with an "X" next to it
Michigan State University	(Unknown/Not listed)	(for courses who received a grade lower than 2.0)	(Unknown/Not listed)	20 credits	Only the last attempt is included. Transfer courses are not included in GPA calculations.	Only the last attempt is included	(Unknown/Not listed)	All grades are recorded
Northwestern University	(Unknown/Not listed)	Yes (circumstances unclear)	(Unknown/Not listed)	Depends on particular course and unit	All attempts are included	Credit earned only once (following attempt with highest grade)	(Unknown/Not listed)	All grades are recorded
Ohio State University	Approved 2000; approved (amended?) 2005	1 (with permission)	No	3 courses	<ul style="list-style-type: none"> Both grades are used on record. And both are factored into the grade o Student may get C then take it again then get an A. Both the 2.0 and 4.0 will factor into overall GPA unless student applies for grade forgiveness 	Credit hours should not be counted more than once. Whether or not you have approval	Recalculation of GPA may be possible after re-enrollment following a 5+ year absence from the university (see 3335-8-26.1)	All grades recorded
Pennsylvania State University	Amended 2016	2 (for courses with D or lower or "Unsatisfactory" ; grade of C can be retaken with consultation with advisor)	1 more with dean's permission	(Unknown/Not listed)	All attempts included	All attempts included (but counts only once towards graduation requirement)	If student withdraws from session or semester, courses are given a "W" and are not counted as attempts	All grades included

Institution	Most recent amendment/approval	Repeats Allowable Per Course	Additional Possible?	Repeat Limit	GPA Policy	Credit Policy	Exemptions	Transcript
Purdue University	Approved 1977; amended 2013	2. Regulations will define if a course is repeatable for credit	No	(Unknown/Not listed)	Only the most recent grade included	(Unknown/Not listed)	School of pharmacy: only 1 repeat allowed	(Unknown/Not listed)
Rutgers University	Amended 2014	(for courses in which student received D or F)	(Unknown/Not listed)	Up to 16 credits or 4 courses (for removing lower grade from GPA)	Only the last attempt is included	Only the last attempt is included	After 16 credits or 4 courses, all attempts of courses will be calculated into GPA (unsure if all will count towards credit); repeat policy cannot be used for "F" received due to punitive reasons, such as academic dishonesty; repeat policy cannot be used for retroactive inclusion in Dean's List or revocation of unsatisfactory scholastic standing status	All grades included (excluded attempt marked with prefix "E"; included attempt marked with prefix "R")
University of Illinois at Urbana-Champaign	Amended 2010	1 (for grade replacement). - Some courses limit the number of hours you can repeat a course - Someone could theoretically apply to a course 20 times if they wanted to	With permission (but not for grade replacement)	Unlimited number of attempts but everything is included in GPA.	Higher attempt included in the GPA for a one time deal. Grades can be replaced for up to 10 credit hours. Have to earn C- or lower to use grade replacement. Both attempts included on transcript. 2nd attempt automatically counted toward grade replacement. • 3 separate GPAs on transcript- institutional GPA, transfer GPA, and overall GPA (transfer credits impact overall GPA, but they cannot use grade replacement on the transfer credits) o If there was an academic violation at the other university, there's no way to know that	Credit is only counted once	(Unknown/Not listed)	All grades recorded
University of Iowa	Approved 1969	1	No	Students may retake as many courses as they want, but can only replace the first grade 3 times. All other repeats will show up on GPA as an average of both grades.	Second attempt included	Credit only received for one instance of taking a course	Different programs may have different policies, especially professional programs (which may calculate GPA with all attempts at courses)	All grades recorded
University of Michigan	Amended 2005	2	No	(Unknown/Not listed)	Most recent attempt only included	Most recent attempt only included	Different programs have different limits on repeats	All grades recorded
University of Minnesota	Amended 2013	1	1 more with permission	No limit to the amount of courses they can repeat, but students who repeat many courses will be put on probation and eventually suspension.	Most recent attempt only included	Credit is only counted once	(Unknown/Not listed)	All grades recorded
University of Nebraska - Lincoln	(Unknown; "Effective 2016 and earlier", per source document)	1	With permission	(Unknown/Not listed)	Higher attempt will be included and lower attempt excluded (lower than C)	Credit is only counted once	(Unknown/Not listed)	All grades are recorded
University of Wisconsin - Madison	(Unknown; "in effect since 1980", per source document)	(for courses in which a student earned an "F")	(Unknown/Not listed)	(Unknown/Not listed)	All attempts are included	Credit is only counted once	No universal academic forgiveness policy but Dean can possibly evaluate student records (very rare)	All grades are recorded



Proposal to Establish a University Policy on Repeating Undergraduate Courses (Senate Document #18-19-09)

APAS Committee | Chair: Thomas Cohen

The Senate Executive Committee (SEC) and Senate Chair Walsh request that the Academic Procedures & Standards (APAS) Committee review the Proposal to Establish a University Policy on Repeating Undergraduate Courses.

Specifically, it asks that you:

1. Review the University's existing [Repeat Course Guidelines](#) in the Undergraduate Catalog.
2. Consult with the proposer.
3. Consult with a representative of the Office of the Registrar.
4. Consult with a representative of the Office of Undergraduate Studies for their perspectives on the impact of the proposed policy on student success.
5. Consult with the Undergraduate Ombudsperson to understand how students are affected because the repeat course guidelines are not formal policy.
6. Consult with the Undergraduate Programs Advisory Committee (UPAC).
7. Consult with the Senate Student Affairs Committee.
8. Review similar policies on repeating undergraduate courses at Big 10 and other peer institutions.
9. Consult with a representative of the Office of General Counsel on any proposed changes to University policy or associated guidelines.
10. If appropriate, recommend whether the University should establish a formal policy on repeating undergraduate courses and submit recommendations for Senate consideration.

We ask that you submit a report to the Senate Office no later than **March 1, 2019**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

**Proposal to Establish a University Policy on Repeating Undergraduate Courses****NAME/TITLE** Doug Roberts**EMAIL** roberts@umd.edu**PHONE** X5-9357**UNIT** Office of Undergraduate Studies**CONSTITUENCY** Faculty**DESCRIPTION OF ISSUE**

The campus does not currently have an official policy dictating how repeated courses are treated in an undergraduate student's record, nor what if any limits are imposed on the repetition of courses. The effective practice is described in the Undergraduate Catalog, but without the backing of official policy students have little solid ground on which to stand when trying to rectify problems caused by the potentially varied interpretation and implementation of this practice around campus. Furthermore, the current practice handles different conditions of repeating courses in sometimes inconsistent manners. Greater consistency and clarity to the handling of repeated courses would be a benefit to students, faculty, advisors and administrators alike.

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

First and foremost, we would like to see the repeated course practice elevated to official policy. A workgroup consisting of Assistant/Associate Deans and representative from the Registrar's Office convened and generated a draft (attached) of a proposed repeat policy for undergraduate students. This draft was informed by interviews with advising offices from each College or School on campus, a survey of similar policies from peer institutions, and nearly a year of discussion around the guiding principles that such a policy should abide. The goals were clarity, consistency, the promotion of student success, and maintaining the integrity of the student transcript.

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

The proposed Undergraduate Course Repeat Policy is, for the most part, a formalization of existing practices in the form of official University policy. There are, however, a few places where the proposed policy differs from existing practice. To the extent that these changes would have to be implemented in our Student Information System, the input of the Registrar's Office would be required to estimate the timeline and cost of such changes. But most of the current implementation involves manual processes. Therefore, most of the implementation would require training and communication.

ADDITIONAL INFORMATION

A draft of the proposed Undergraduate Course Repeat Policy is included as an attachment.

Course Repeat Policy - Undergraduate Students

Introduction

Undergraduate students at the University of Maryland are allowed to repeat courses within the guidelines specified in this policy. The policy aims to strike a balance among several concerns: promoting timely progress toward and the successful completion of degree programs; efficient utilization of instructional resources; an understanding that students, for a variety of reasons, may not realize success in an initial attempt at a course; and a recognition that the adjustment to the University of Maryland campus is not always easy.

Definitions

- For the purposes of this policy a **Repeated Course** will be defined as an attempt beyond the initial attempt of a University of Maryland course that has not been designated as repeatable for additional content. The subsequent attempt at the course may be either:
 - The same course with the same course number
 - The same course offered under a new number
 - Indicated in the Schedule of Classes as “Previously offered as...”
 - The same course offered using a cross-listed number
 - Indicated in the Schedule of Classes as “Also offered as...”
 - A different course whose content and learning objectives overlap sufficiently with the content and learning objectives of the original course such that course credit should not be earned for both courses
 - Indicated in the Schedule of Classes as “Credit may only be granted for one of...”
 - A transfer course that has been evaluated as being equivalent to the University of Maryland course

It should be noted that some courses may not be repeatable. For example, a course may not be offered again, or a course may have restrictions in place that would not permit a student to repeat it.

In this definition of Repeated Course initial attempt only refers to courses that are taken as resident credit at the University of Maryland. If a student receives transfer or prior learning credit for a course and subsequently takes the course at the University of Maryland, the first attempt at Maryland would not be considered a repeat.

- An **Attempt** at a course refers to a course for which a student received a grade of A+ through F, XF, P, S, W, I, NG, or AU (a notation of WW does not count as an attempt).

- **Prior Learning Credit** refers to academic credit awarded for knowledge and achievements gained through prior learning/competency-based education experiences. Details regarding acceptable forms of prior learning credit are given in Maryland Policy III-1.41(A).
- **Transfer Credit** generally refers to academic credit awarded for college-level courses completed through regionally accredited institutions of higher education, provided that the transfer course is similar in level, scope, content and expected learning outcomes to courses offered at the University of Maryland and a grade of C- or higher is earned (grades of D- or higher for courses completed at Maryland public institutions). Details regarding acceptable forms of transfer credit are given in the Undergraduate Catalog.

Limits on Repeats

The following limits apply to repeating courses:

1. Students are allowed ONE repeat of a previously attempted course.
2. Students are allowed up to 18 attempted repeat credits.

Exceptions to Repeat Limits

Under very unusual circumstances, a student may obtain an exception to these limitations by appealing to the dean of the student's primary advising college. The justification for granting such exceptions must be well documented and include, at a minimum, the student's plan for successfully completing the course and degree, and a contingency plan (such as changing majors) should the exception not facilitate the desired outcome.

Effect of Repeated Courses on Total Credits Earned

Students will not receive duplicative credit for repeated courses. When the repeated attempt of a course is at a lower credit level than the original attempt, the student will lose credit upon a completed repeat attempt. This loss of credit also applies to cases where Prior Learning Credit or Transfer Credit has been awarded, followed by an attempt at a University of Maryland course whose content is deemed equivalent and whose credit level is lower. In all cases, the earned credit will come from the most recent attempt of a course.

Effect of Repeated Courses on GPA

With the exception of the New Student Forgiveness policy described below, all grades earned in courses at the University of Maryland will enter into the student's official Maryland cumulative GPA calculation. While repeated courses will not earn academic credit multiple times, all grades will be used in the GPA calculation.

New Student Forgiveness

To help freshmen and transfer students adjust to the University of Maryland, the following two exceptions allow for the student's cumulative GPA to be calculated using only the most recent grade from repeated courses taken at the University of Maryland:

1. when the repeated course was taken within the student's first regular (Fall or Spring) semester at Maryland (this normally applies to students who begin at the University as a transfer student), or
2. when the repeated course was taken either prior to or within the semester during which the student reached 24 credit hours attempted (including transfer credit) (this normally applies to students who begin at the University as freshmen) .

The grade or grades from any attempt at a course at Maryland that falls within either of these two conditions shall be replaced in the cumulative GPA calculation by the most recent earned grade provided that all attempts were taken with the same grading method. All grades will, however, remain on the student's transcript and all attempts at the course will enter into the student's total repeated credits and course attempts calculations. **Note:** grades from Prior Learning Credit or Transfer Credit are never calculated into the Maryland cumulative GPA. Also, New Student Forgiveness only applies to courses taken at the University of Maryland. Neither transfer nor prior learning credit can be used to satisfy the conditions above.

Students may appeal to the dean of the student's primary advising college if they want to forgo the New Student Forgiveness being applied and keep all grades in their GPA calculation. This practice can only be exercised for attempts at courses taken at the University of Maryland and does not apply to transfer or prior learning credit.