



Amendment to the University of Maryland Undergraduate Student Course Repeat Policy (Senate Document #19-20-27)

TO Wallace D. Loh | President

FROM Pamela Lanford | Chair, University Senate

I am pleased to forward the accompanying legislation for your consideration and approval. William Reed, Chair of the Academic Procedures & Standards (APAS) Committee, presented the committee's proposal on Amendment to the University of Maryland Undergraduate Student Course Repeat Policy (Senate Document #19-20-27), which the University Senate approved at its meeting on April 22, 2020. Please inform the Senate of your decision and any administrative action related to your conclusion.

Approved:

Date:

04-24-2020

Wallace D. Loh
President

Copies of this approval and the accompanying legislation will be forwarded to:

- Mary Ann Rankin**, Senior Vice President and Provost
- Reka Montfort**, Executive Secretary and Director, University Senate
- Michael Poterala**, Vice President and General Counsel
- Cynthia Hale**, Associate Vice President for Finance and Personnel
- John Bertot**, Associate Provost for Faculty Affairs
- Elizabeth Beise**, Associate Provost for Academic Planning & Programs
- Sylvia B. Andrews**, Academic Affairs
- Rhonda Smith**, Academic Affairs
- William Cohen**, Associate Provost and Dean for Undergraduate Studies
- Doug Roberts**, Associate Dean for General Education
- Lisa Kiely**, Assistant Dean and Undergraduate Student Ombudsperson
- Adrian Cornelius**, University Registrar
- William Reed**, Chair, Academic Procedures & Standards (APAS) Committee



Amendment to the University of Maryland Undergraduate Student Course Repeat Policy

PRESENTED BY William Reed, Chair, Academic Procedures & Standards (APAS) Committee

REVIEW DATES SEC – April 10, 2020 | SENATE – April 22, 2020

VOTING METHOD In a single vote

RELEVANT POLICY/DOCUMENT [III-1.50\(A\)](#) – [University of Maryland Undergraduate Student Course Repeat Policy](#)

NECESSARY APPROVALS Senate, President

ISSUE

In November 2019, a proposal was submitted to the Senate Executive Committee related to the University of Maryland Undergraduate Student Course Repeat Policy (III-1.50[A]). The policy was created and approved in spring 2019. The proposal noted concerns raised in implementation discussions regarding earned credits for repeated courses. In November 2019, the SEC voted to charge the Academic Procedures and Standards (APAS) Committee with review of the proposal.

RECOMMENDATION(S)

The APAS Committee recommends that the proposed revisions to the University of Maryland Undergraduate Student Course Repeat Policy (III-1.50[A]) as shown immediately following this report be approved.

COMMITTEE WORK

The APAS Committee began its review of the charge at its meeting on February 19, 2020. It reviewed the current policy and the proposal. In development of the policy, the APAS Committee had determined that students should only receive credit for the most recent attempt of the course. In implementation, advisors raised concerns that this practice could disadvantage students and result in a reduction of their credits. APAS agreed that this would be an unintended consequence of its prior work, and recognized the significant impact this could have on students.

APAS found that there was no underlying principle reason for applying the credits from the final attempt rather than the highest number of earned credits. The committee affirmed its prior determination that students should only earn credit from one attempt at a course, but agreed that it would be appropriate to ensure that students retain the higher number of credits.

The committee developed a minor revision to the policy to address the issue. After consideration, the APAS Committee voted to approve the proposed revisions to the policy in an email vote concluding on March 20, 2020.

ALTERNATIVES

The Senate could choose to reject the recommended revision to the policy. However, the University would lose the opportunity to correct this unintended consequence and students may be put in a difficult position if they lose earned credit prior to graduation.

RISKS

There are no risks to the University in adopting this recommendation.

FINANCIAL IMPLICATIONS

There are no known financial implications in adopting this recommendation.



AMENDMENT TO THE UNIVERSITY OF MARYLAND UNDERGRADUATE STUDENT COURSE REPEAT POLICY

2019-2020 Committee Members

Will Reed (Chair)	Dylan Selterman (Faculty)
Bill Cohen (Ex-Officio Provost's Rep)	David Straney (Faculty)
Adrian Cornelius (Ex-Officio Registrar Rep)	Monica VanKlompberg (Faculty)
Shannon Gundy (Ex-Officio Director of Admissions Rep)	Alice Donlan (Staff)
Lisa Kiely (Ex-Officio Undergraduate Studies Rep)	Paula Nasta (Graduate Student)
Ryan Long (Ex-Officio Graduate School Rep)	Jason Tan (Undergraduate Student)
Progyan Basu (Faculty)	Kaylee Towey (Undergraduate Student)
Nicole Coomber (Faculty)	Eleanor VanVraken (Undergraduate Student)
Lee Friedman (Faculty)	
Patricio Korzeniewicz (Faculty)	
Marilee Lindemann (Faculty)	
Tianzhou Ma (Faculty)	
Kellie Rolstad (Faculty)	

Date of Submission

April 2020

BACKGROUND

In November 2019, a proposal was submitted to the Senate Executive Committee related to the University of Maryland Undergraduate Student Course Repeat Policy (III-1.50[A]). The policy was created and approved in spring 2019 ([Senate Document #18-19-09](#)). The proposal noted concerns raised in implementation discussions regarding earned credits for repeated courses. In November 2019, the SEC voted to charge the Academic Procedures and Standards (APAS) Committee with review of the proposal (Appendix 1).

COMMITTEE WORK

The APAS Committee began its review of the charge at its meeting on February 19, 2020. It reviewed the current policy and the proposal. APAS consulted with the proposer, as well as with the Undergraduate Student Ombudsperson and the Office of the Registrar. The committee also consulted with the Office of General Counsel (OGC) during its review.

In development of the policy during the 2018-2019 academic year, the APAS Committee determined that students should only receive credit for one attempt at any course. APAS developed language for the policy that indicates that the earned credit from the most recent attempt of the course will be applied. However, in discussing how to implement the new policy, advisors noted that this practice could disadvantage students and result in a reduction of their credits. There may be instances where a student takes a four-credit course and then takes a three-credit duplicate course in which content and learning objectives overlap sufficiently with those of the original course; in these cases, the policy states that credit should not be earned for both courses. Under the current policy, the student would have one credit removed from their transcript, since the second attempt at the course was for fewer credits than the first attempt.

APAS learned that the loss of credit in these cases may not be found until the transcript is reviewed when a student applies for graduation, so there may be students who are kept from graduating because they did not know how earned credit is impacted by repeated courses. The committee agreed that this would be an unintended consequence of its prior work, and recognized the significant impact this could have on students. The committee also noted that the impact of this could be uneven, depending on whether students and advisors are aware of the rule or whether they discover the discrepancy in credits during their review of the transcript in the years prior to graduation.

APAS found that there was no underlying principle reason for applying the credits from the final attempt rather than the highest number of earned credits. The committee affirmed its prior determination that students should only earn credit from one attempt at a course, but agreed that it would be appropriate to ensure that students retain the higher number of credits.

The committee developed a minor revision to the policy to address the issue. After consideration, the APAS Committee voted to approve the proposed revisions to the policy in an email vote concluding on March 20, 2020.

RECOMMENDATIONS

The APAS Committee recommends that the proposed revisions to the University of Maryland Undergraduate Student Course Repeat Policy (III-1.50[A]) as shown immediately following this report be approved.

APPENDICES

Appendix 1 — Charge from the Senate Executive Committee



III-1.50(A) UNIVERSITY OF MARYLAND UNDERGRADUATE STUDENT COURSE REPEAT POLICY

(Approved by the President May 3, 2019)

I. Purpose

Undergraduate students at the University of Maryland may repeat courses within the guidelines specified in this policy. The University acknowledges that students may not realize success in an initial attempt at a course for a variety of reasons. This policy aims to address those challenges while promoting timely progress towards completion of degree programs and the efficient use of instructional resources.

II. Policy

A. It is the policy of the University of Maryland that undergraduate students may repeat courses that were initially attempted at the University in accordance with the following guidelines:

1. A course that was previously attempted at the University can be repeated once.
2. A maximum of 18 attempted credits may be repeated.

B. Exceptions to Section II-A

1. A student may request an exception to this policy due to extenuating circumstances by appealing to the dean of the student's primary advising college and by providing the following:
 - a) A well-documented justification for granting such an exception;
 - b) The student's plan for successfully completing the course and degree; and
 - c) The student's planned course of action should the exception not facilitate the desired outcome.

III. Definitions

- A. An **"Attempt"** of a course refers to a course taken at the University for which a student received a grading symbol or marking (A+ through F, XF, P, S, W, I, NG, or AU) identified in the University of Maryland Grading Symbols and Notations Used on

Academic Transcripts (III-6.20[A]). An “Attempt” also refers to a course taken at another institution subsequent to an Attempt taken at the University of Maryland. An “Attempt” does not refer to a course taken during a semester in which a complete withdrawal (designated with a WW) was processed.

- B. An “**Initial Attempt**” of a course refers to the first time the course was attempted at the University of Maryland.
- C. “**Prior Learning Credit**” refers to academic credit awarded for knowledge and achievements gained through prior learning, or competency-based education experiences as described in the University of Maryland Policy and Procedures Concerning Credit for Prior Learning (III-1.41[A]).
- D. “**Repeated Course**” refers to a subsequent Attempt of a course initially attempted at the University of Maryland that has not been designated as repeatable for additional credit, as described in Section IV below.
- E. “**Transfer Credit**” refers to academic credit awarded for post-secondary courses generally completed at regionally accredited institutions of higher education.

IV. Types of Repeated Courses

- A. A course is considered a repeat if it is:
 - 1. the same course with the same course number;
 - 2. the same course offered under a new number (indicated in the Schedule of Classes as “Formerly”);
 - 3. the same course offered using a cross-listed number (indicated in the Schedule of Classes as “Also offered as” or “Credit only granted for”);
 - 4. a different course in which content and learning objectives overlap sufficiently with those of the original course, such that course credit should not be earned for both courses (indicated in the Schedule of Classes as “Credit only granted for”); or
 - 5. a transfer course that is determined to be equivalent to a University of Maryland course, and is taken after the Initial Attempt at the University.
- B. Some courses may not be available for a subsequent Attempt, or may have restrictions in place that do not allow a student to retake them.

V. Impact of Repeated Courses on Total Credits Earned and GPA Calculation

All University of Maryland grades and course Attempts will remain on the student's transcript.

- A. Total Credits Earned: students earn credit for only one Attempt of a course. ~~The earned credit comes from the most recent Attempt of the course.~~ **In cases where the earned credit for multiple Attempts differs, the highest number of earned credits will be used.**
- B. GPA Calculation: students' cumulative GPA calculations will include all credits attempted in courses at the University of Maryland, except as described in section VI below.

VI. New Student Provision

- A. To assist in the transition to the University of Maryland, cumulative GPAs for undergraduate students will be calculated using only the most recent grade from Repeated Courses attempted at the University in accordance with the following conditions:
 - 1. When the Initial Attempt of the Repeated Course was taken within the student's first semester (Fall or Spring semester) at the University of Maryland; or
 - 2. When the Initial Attempt of the Repeated Course was taken prior to or within the term in which the student reaches their 24th credit hour attempted, including transfer credits earned after high school graduation.
- B. Students may decline the New Student Provision for any course(s) by notifying the dean of their primary advising college at any time prior to the graduation application deadline of the student's term of graduation. The decision to decline the New Student Provision is final and will result in all corresponding grades being included in the GPA calculation.
- C. The New Student Provision can only be exercised for Attempts and repeats of courses taken at the University of Maryland and does not apply to Transfer or Prior Learning Credit.



Charged: January 30, 2020 | Deadline: March 13, 2020

Amendment to the University of Maryland Undergraduate Student Course Repeat Policy (Senate Document #19-20-27)
Academic Procedures & Standards (APAS) Committee | Chair: William Reed

The Senate Executive Committee (SEC) and Senate Chair Lanford request that the Academic Procedures & Standards (APAS) Committee review the proposal entitled, "*Amendment to the University of Maryland Undergraduate Student Course Repeat Policy*".

Specifically, the APAS Committee should:

1. Review the University of Maryland Undergraduate Student Course Repeat Policy ([III-1.50\[A\]](#)).
2. Consult with the proposer, the Associate Dean for General Education.
3. Consult with a representative of the Office of the Registrar.
4. Consult with the Undergraduate Ombudsperson.
5. Consider whether the current policy disadvantages undergraduate students with regard to earned credit.
6. Consult with a representative of the Office of General Counsel on any proposed changes to University policy or associated guidelines.
7. If appropriate, recommend whether the policy should be amended based on the committee's consideration of the above items.

We ask that you submit a report to the Senate Office no later than **March 13, 2020**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office at reka@umd.edu or 301.405.5804.



UNIVERSITY SENATE

PROPOSAL

Submitted on:

NAME/TITLE

EMAIL

UNIT

PHONE

CONSTITUENCY

DESCRIPTION OF ISSUE

DESCRIPTION OF CHANGE YOU WOULD LIKE TO SEE

SUGGESTION FOR HOW YOUR PROPOSAL WOULD BE PUT INTO PRACTICE

ADDITIONAL INFORMATION