

## **Repeat/replace policy for undergraduates**

Revises the undergraduate catalog, p. 43

Approved by UFS, 5/25/16

Approved by Provost, 5/25/16

Approved by President, *MLA* 6/17/16

Current text:

### **REPEAT COURSES**

A student may repeat any course in which he/she has received a grade below C. Students are limited to three attempts to successfully complete a course. If a course is repeated to replace a grade, the replacement grade is calculated into the student's grade point average, regardless of whether it is higher or lower than the original grade. The grade for the replacement attempt appears on the transcript within the semester in which the course is repeated. Students repeating courses to replace grades do so at their own risk. For example, a student repeating a D-graded course who receives an F for the second attempt loses the points earned for the D, and the F is the grade that is computed into the GPA. If the student receives a W (withdrawn) for the second attempt, the W does not replace the original grade.

Grades cannot be changed on the basis of work taken elsewhere. The repeated course must be the original course; a substitute course is not acceptable for a grade change.

The credit value of any repeated course is counted one time only at the University of Baltimore to satisfy graduation requirements at the University of Baltimore.

Revised text is as above but adds the following:

An undergraduate student may repeat and have a grade of C- (C minus) or below replaced for an internship, a Business School Global Studies course, an independent study course or a Special Topic course, up to two times, if the course to be attempted is found by the appropriate dean or his/her designee to be substantially equivalent to the repeated course's required work product and analysis, research and writing requirements.

Rationale:

Registrar Mark Jacque has informed the Academic Policy Committee that the University presently does not have any explicit policy or rule with respect to whether or how the repeat and replace policy for undergraduate courses applies to internships and to Global Studies, independent study and Special Topics courses, but he also has informed the committee that its proposed change to the repeat and replace policy for undergraduate courses would codify existing practices presently followed by deans when applying the repeat and replace policy to these four types of undergraduate courses.