

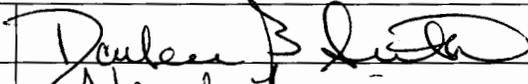
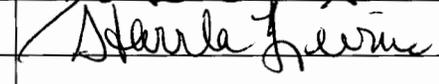
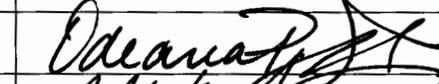
**UNIVERSITY OF BALTIMORE  
Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

<b>INITIATING GROUP / UNIT:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
<b>CONTACT NAME:</b> Marilyn Oblak <span style="float:right"><b>PHONE:</b> x5260</span>
<b>POLICY TITLE:</b> Repeat Policy for MSB courses
<b>APPLIES TO:</b> LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
<b>SPECIFIC PROGRAM</b> (if applicable): BS Business Adm; BS Info Sys & Tech Mgmt; BS Real Estate & Econ Dev
<b>PROPOSED IMPLEMENTATION DATE / SEMESTER:</b> Fall 2011

<b>Box 1: ACTION ITEM (check appropriate box)</b>	<b>DOCUMENTS REQUIRED (see box 2 below)</b>	<b>REVIEW / APPROVAL SEQUENCE (see box 3 below)</b>
X 1. New Policy	AB – others as appropriate	ABCDE – varies
2. Policy Revision	AB – others as appropriate	ABCDE – varies
3. Discontinuance of Existing Policy	AB	ABCDE – varies

<b>Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)</b>			
X	A. AP Cover Sheet (this document)	D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
X	B. AP Proposal Summary	E. Samples of Similar Policies	
	C. Procedures (as appropriate)		

<b>Box 3: REVIEW / APPROVAL SEQUENCE</b>	<b>SIGNATURES (as appropriate)</b>	<b>DATE</b>
A. School / College Dean		2/11/11
B. Policy Coordinator		2/1/11
C. Academic Policy Review Committee Chair (optional UFS subcommittee)		
D. University Faculty Senate Chair (UFS option)		3/17/11
E. Provost and Senior Vice President for Academic Affairs		3/17/11
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

## Academic Policy Proposal Summary

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Marilyn Oblak	PHONE:	x5260
POLICY TITLE:	Repeat course policy: MSB undergraduate programs		
APPLIES TO:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):	BS Business Adm; BS Info Sys &Tech Mgmt; BS Real Estate & Econ Dev		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2011		

### I. Statement of Purpose:

The goal is to improve the educational experience of our students.

### II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

**Repeat course policy: MSB undergraduate programs**

***"Students are limited to three attempts to successfully complete all lower-division business core courses, and all business competency, core and specialization courses required by the degree program."***

#### **Applicable Programs:**

- B.S. in Business Administration
- B.S. in Real Estate & Economic Development
- B.S. in Information Systems & Technology Management

## Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Marilyn Oblak	PHONE:	x5260
POLICY TITLE:	Repeat course policy: MSB undergraduate programs		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2011		

### III. Reason(s) for Proposed Policy

The goal is to improve the educational experience of our students and minimize the risk of a student being placed on probation, suspended or academically dismissed. Since students are only permitted to repeat and replace a grade for any particular course once, taking a course more than three times can place a student in academic jeopardy.

### IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

Although there is no current policy on the number of times a student may attempt to take a course before successful completion, the current policy statement on repeat/replace is below:

#### **2009-2011 Undergraduate Catalog (page 39)**

##### REPEAT COURSES

While students may repeat any course in which they have received a grade below C, the number of courses for which students may repeat the course and replace the grade is determined by the number of transfer credits at admission. Those admitted as first-year students may replace four grades; those admitted as second-year students may replace three grades; those admitted as juniors or seniors may replace two grades. (Students should refer to the Definitions of Undergraduate Student Status in this section of the catalog.) The repeated courses with replaced grades must each be a different 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. If a second attempt is intended to replace a grade, students must file a repeat course form at the time they register for the second attempt. Failure to file the form, which includes the approval of the dean or the First and Second Year Program director, for each of the allowable replacements results in both the original and the repeated grades being computed into the GPA. If a student repeats a course that is not for replacement of a grade, then a repeat course form should not be filed. In such cases, the grade achieved in the original course, as well as the grade(s) earned in the retaking of the course, are calculated in the student's GPA. Students should be aware that earning C-, D+, D or F grades that are computed into the GPA may result in their being placed on probation, suspended or academically dismissed. (Students should refer to Satisfactory or Unsatisfactory Progress in this section of the catalog.) Grades below C earned at the University of Baltimore must be repeated and replaced at the University of Baltimore. 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. Students with repeat grades are not eligible for honors designation at the University of Baltimore.

### V. Other (who was consulted, definition of terms, etc.)