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DOC 2016-04 Undergraduate Course Retake Policy Revision

University of Dayton. Academic Policies Committee

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Undergraduate Course Retake Policy Revision
SUBMITTED BY: Academic Policies Committee of the Senate
DATE: February 9, 2016
ACTION: Legislative Authority
REFERENCES: Art. II. B. 1.d.; DOC 1994-3

Purpose

At the request of the Associate Deans, the Senate has revisited the undergraduate course retake policy to ensure consistency across the university. This updated policy is designed to accomplish three goals:

- 1) Expand the pool of students who may take advantage of the retake policy.
- 2) Reduce the number of Dean's exceptions currently used for students with regard to the retake policy.
- 3) Bring the policy more in line with peer institutions, while preserving its adherence to UD's mission.

Background

The original Course Retake Policy was passed by the Academic Senate in February, 1995. That policy allowed students to retake up to 15 credits of courses in which they received a D or an F. The original grade was removed from the cumulative GPA calculation, but remained in the semester GPA calculation.

Over time this policy has come to favor academically weak students while not allowing "middle-low" students to take advantage of the retake policy. Additionally, certain academic programs and departments require a grade of C or better, resulting in the need for more Deans' exceptions to be granted to students than necessary.

The Registrar's Office identified two key differences between the UD policy and those of our peer institutions. First, those schools have a lower limit on the number of credit hours that can be applied to the retake policy (between 6-12, compared to UD's limit of 15). Second, current UD students can only retake a D or F up to 15 semester hours.

Original 1995 Course Retake Policy

Below is the text of the 1995 policy:

If a student retakes a course in which the topics vary, it must be demonstrated that the retaken course contains the same material as the original course in which the student received a D or F. Courses taken by students prior to the initiation of this policy, and before completion of an undergraduate degree, may be retaken within the guidelines of this policy.

An undergraduate student who receives a grade of D or F in a course taken under Option 1 at the University of Dayton may retake that course under Option 1 at the University of Dayton and remove the original D or F from the cumulative GPA. When a course has been retaken and the subsequent grade is higher than or equal to the previous grade, the previous grade will not count towards the student's cumulative GPA. The transcript will reflect this event by noting the original grade with an "E" (Grade Excluded) and the term and cumulative GPA's will be adjusted. A student may have no more than 15 semester hours of "retaken" credit hours. Cumulative grade point averages will reflect the changes within 30 days after the grades are posted.

When a student retakes a course which he or she has taken more than once previously, the retaken course will serve to replace both previous grades (if it is the same as or higher than each). The number of "retaken hours" will be counted as the total hours for the two courses in which the grades are replaced; e.g., if a student retakes PSY 101 in which he or she had previously earned F two times, the new passing grade will replace both Fs, but will count as 6 retaken credit hours. This student will then be able to take up to 9 additional retaken credit hours.

Exceptions to this policy may be made by the dean (or the dean's designee) of the school or college in which the student is enrolled.

No grade changes of any kind are permitted after thirty days from the date listed on the grade report. The University reserves the right to change the grading system.

Revised Course Retake Policy

Here is the text of the proposed revision to the Course Retake Policy.

Students may retake any courses taken at the University of Dayton for up to 12 semester credit hours.

- A student can retake any course. The higher of the grades earned will be used in the calculation of the student's cumulative GPA. The lower grade will remain on the transcript with an "E" (grade excluded) notation, and credits for the excluded course will apply against the student's allotment of 12 course retake credits.
- When a course is taken for the third time, Dean's approval is required. The lower of the first two grades will be excluded and the other attempted grades earned as a result of the retake will be factored into the calculation of the cumulative GPA.
- The student will only receive N credit hours toward his or her degree. The credits for the excluded course will apply against the student's allotment of 12 course retake credits.
- When a student reaches 12 semester credit hours, all further attempted course grades will be factored into the calculation of the cumulative GPA.

Credit can be earned only once for a course unless the course is specifically identified as allowing additional credit when retaken.

If students retake a course in which the topics vary, it must be demonstrated that the retaken course contains sufficiently similar content as the original course for which the students received a different grade.

Courses taken by students prior to the initiation of this revised policy, and before completion of an undergraduate degree, may be retaken within the guidelines of this revised policy.

Students and advisors should be aware that their UD calculated GPAs are UD GPAs and Graduate, Law, Medical, Dental, or Professional, or other undergraduate programs, as part of their admissions process may calculate students' GPAs from the recorded grades of the UD transcript separate from the UD calculation including retake courses.

No grade changes are permitted after thirty days from the date listed on the grade report.

The University reserves the right to change the grading system.

Example of Policy:

- A student retakes SSC 200 in which he or she initially earned an F. The second attempt the student earned a C. The F would be excluded and the C would be included in his or her University of Dayton GPA. Three semester hours would be applied towards the 12 hour limit of retake semester hours.
- A student retakes SSC 200 in which he or she initially earned an F. The student took it a second time and earned a C, and on a third attempt earned an A. The F would be excluded and the C and A would both be calculated in his or her University of Dayton GPA. In this case, the student will receive only 3 semester hours of credit toward his or her degree, but six semester hours would be applied towards the 12 hour limit of retake semester hours, leaving the student with a total of just 6 available retake semester hours.