



# University Policies

## **Section III: Academic Affairs** (<https://policies.umd.edu/academic-affairs>)

Policy Number: III-1.50(A)

### **UNIVERSITY OF MARYLAND UNDERGRADUATE STUDENT COURSE REPEAT POLICY**

(Approved by the President May 03, 2019, Amended March 04, 2020 )

#### **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. 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