



UMBC COURSE REPEAT POLICY

Students may not register for a course more than two times. Students are considered registered for a course if they are enrolled after the end of the schedule adjustment period. Students may petition the Office of Undergraduate Education (OUE) for a **third and final attempt** of a course taken at UMBC [or] another institution. An attempt is defined as enrollment in a UMBC course (or its equivalent at another institution) in which the student has received a grade or an official withdrawal noted on the transcript.

Things to consider **BEFORE** submitting a course repeat petition:

- Course repeat petitions **MUST** be on file and complete two weeks prior to the start of the semester in which the course repeat is requested. To meet this deadline and reduce the risk of class sections filling/closing before the petition is considered, students should prepare early such that adequate time is available to complete the *Course Repeat – Student Checklist*.
- Courses that have been added to students' schedules, prior to the start of the semester, are subject to review. Unapproved course repeats classes may be removed and/or will not be calculated towards a student's graduation requirements.
- Students may only petition for *one* course repeat per semester. In general, this includes courses taken for a second or third attempt unless there is an exceptional circumstance which has been discussed with an academic advisor. If the academic advisor deems that more than one course repeat in a given semester is warranted then consideration will be given with supporting documentation.
- For fall/spring course repeat petitions, the overall course load may not exceed 16 credits. Only under exceptional circumstances will a course repeat petition be considered for summer/winter sessions.
- Students who have a cumulative GPA that is below a 2.0, should explore options other than a course repeat petition. Students with less than a 2.0 GPA are generally encouraged to focus on classes where they are most likely to succeed.
- Grades from the most current semester must be on file before a course repeat decision will be made for the next available semester. Also, any decisions regarding academic probation, suspension or dismissal must be final before the course repeat decision will be rendered. Students who are suspended may not be considered for course repeat petition.
- A course repeat petition will not be considered for classes offered in an online or hybrid format without exceptional rationale and supporting evidence that the student has been successful with this format in the past.
- Grades earned in past course repeat attempts (second or third attempts) will be considered when reviewing any future course repeat petitions.
- When repeating a class for a third and final attempt, students should plan to take the class at UMBC. Only under exceptional circumstances will a course repeat be considered for another institution. If the advisor determines that there is an exceptional circumstance, then a Verification of Transferability (VOT) must be signed and submitted to the Registrar's Office before a course repeat decision will be made: <http://registrar.umbc.edu/files/2013/10/Verification-of-Transferability-092013.pdf>

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COURSE REPEAT - STUDENT CHECKLIST

Academic Standards and Policy Administration - Office of Undergraduate Education

STEP ONE – Students must prepare a **written success plan** which includes:

Personal Statement: Students must prepare a personal statement that demonstrates a commitment to passing the repeated course if permission is granted. The statement must also acknowledge the reason that the student is in a position to repeat a course for a third time and must convey the types of changes that will be made in order to be successful.

Time Management Plan: Students must prepare a statement that discusses their time-management plan. The statement must show adequate time for schedule of classes, study and tutoring, extracurricular activities, and any work responsibilities.

Alternate Academic Plan: Students must prepare a statement that discusses an alternative academic plan in the event that they fail to successfully complete or pass the repeated course if permission is granted.

STEP TWO – Students must meet with their **academic advisor** to discuss the written success plan and to verify that a course repeat is an appropriate option.

At the conclusion of the meeting, the academic advisor must submit a recommendation to the Office of Undergraduate Education via email to undergraduatepetitions@umbc.edu.

STEP THREE – Students must consult with the **intended course instructor** for the requested course to inform him/her of their course repeat history. Factors including pre-requisites should be discussed at this time.

At the conclusion of the meeting, the intended course instructor must submit a verification email to undergraduatepetitions@umbc.edu to confirm that the student completed this step and that any pre-requisites for the repeated course have been met. If the student is requesting to repeat a course outside of UMBC this step does not apply.

STEP FOUR – Students who petition for a course repeat are required to print a **tutoring contract** from the OUE website <http://academicpolicy.umbc.edu/home/undergraduate-petitions/>, secure a tutor, and submit the final signed tutoring contract to the Office of Undergraduate Education either by email or hand-delivery. For purposes of a third and final attempt, students will be required to secure tutoring through resources available at UMBC such as the Learning Resources Center (LRC) <http://lrc.umbc.edu/tutoring/course-repeat/> or departmental tutoring centers like the Chemistry Tutorial Center. In the event that tutoring support through a UMBC resource is not available for a specific course, a department advisor/undergraduate program director or the course instructor, may be able to recommend names of peers or former UMBC students who can provide support. As a last alternative, a private tutor outside of UMBC may be considered.

STEP FIVE (If applicable) – Students requesting to repeat a 100-200 level MATH or 100-300 level STAT course must complete a **math diagnostic test** and gain a recommendation from the Learning Resources Center (LRC) before submitting a course repeat petition to OUE. To register for math diagnostic testing visit: <http://lrc.umbc.edu/tutoring/course-repeat/>

STEP SIX – Upon completion of the above steps, and with support of an academic advisor and course instructor, students must submit an online **course repeat petition form** available at: <http://academicpolicy.umbc.edu/home/undergraduate-petitions/> to be considered for a third and final attempt.