

# KENT STATE UNIVERSITY

## CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **24-Mar-15** Curriculum Bulletin \_\_\_\_\_  
 Effective Date **Fall 2015** Approved by EPC \_\_\_\_\_

Department **Graduate Studies**  
 College **PR - Provost**  
 Proposal **Establish Policy**  
 Proposal Name **Undergraduate Students Enrolling in Graduate Courses**

Description of proposal:

**Although there is an unofficial policy statement at the bottom of the Permission for Undergraduate Students to Enroll in Graduate Courses form, there is no official policy providing guidance for undergraduate students who want to enroll in graduate coursework. Furthermore, the unofficial policy statement lacks specificity and is inconsistent with other similar policies. To address these limitations, the Graduate Studies Administrative Advisory Committee (GSAAC) drafted the proposed policy for publication in the University Catalog. The proposed policy provides a set of guidelines, eligibility requirements and an approval process for undergraduate students who want to enroll in graduate coursework.**


Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**The proposed policy is consistent with other university policies (e.g., combined bachelor's/master's degrees), but because there is no official policy, actual practices may vary widely. Therefore, some units may need to change their practices to conform to the proposed policy.**

Units consulted (other departments, programs or campuses affected by this proposal):

**The proposed policy was developed by GSAAC, with consultation from graduate coordinators within their respective colleges.**

**REQUIRED ENDORSEMENTS**

Department Chair / School Director	_ / _ / _
Campus Dean (for Regional Campuses proposals)	_ / _ / _
College Dean (or designee)	_ / _ / _
 Dean of Graduate Studies (for graduate proposals)	3/24/15
Provost and Senior Vice President for Academic Affairs (or designee)	_ / _ / _

## **Proposal Summary for a Policy Undergraduate Students Enrolling in Graduate Courses**

### **Subject Specification:**

Develop policy for undergraduate students who want to enroll in graduate coursework.

### **Background Information:**

There is no policy regarding undergraduate students' registration in graduate coursework, although there is an unofficial policy statement at the bottom of the Permission for Undergraduate Students to Enroll in Graduate Courses form. This proposal is to develop an official policy for publication in the University Catalog.

The Graduate Studies Administrative Advisory Committee (GSAAC) drafted the proposed policy following a review of the policies at five other universities: Ohio State University (OSU); University of Cincinnati (UC); Arizona State University (ASU); University of Washington-Seattle (UWash); and University of Wisconsin-Madison (UWisc). Three of the universities (ASU, UWash and UWisc) do not have a relevant policy. OSU has a policy which allows seniors with a GPA of at least 3.3 to enroll in a maximum of nine graduate credit hours. UC has a policy which allows seniors with a GPA of at least 3.0 to enroll in a maximum of 10 graduate credit hours. At OSU, the coursework is not used to meet baccalaureate degree requirements; it is not clear how this is handled at UC.

The unofficial policy statement on KSU's form allows juniors with at least a 2.75 GPA to enroll "in a limited number of graduate courses." This policy statement is inconsistent with other similar policies at KSU (e.g., combined bachelor's/master's degrees), as well as the policies at OSU and UC. In addition, it fails to set a limit on the number or level of graduate courses that an undergraduate student may take.

The proposed policy addresses these limitations by: 1) establishing eligibility for students with senior standing and a minimum 3.3 GPA; 2) allowing undergraduates to enroll in a maximum of 12 graduate credit hours; and 3) limiting enrollment to master's level (50000 and 60000) courses. Consistent with current practice, the proposed policy allows undergraduate students to apply the graduate coursework to their undergraduate degree. The proposed policy also articulates the current approval process for obtaining permission to enroll in graduate coursework.

### **Alternatives and Consequences:**

The alternative is for KSU to allow undergraduate students to enroll in graduate coursework without the use of an official policy. As a consequence, expectations will remain ambiguous to students and programs/colleges, and practices will vary across programs/colleges.

Proposal Summary for a Policy

**Specific Recommendation and Justification:**

The specific recommendation is to adopt the proposed policy on Undergraduate Students Enrolling in Graduate Courses for publication in the 2015-16 University Catalog.

The rationale for developing the policy is to have a consistent set of standards and a process in place for undergraduate students who want to take graduate coursework.

**Timetable and Actions Required:**

EPC Approval: April 20, 2015

Faculty Senate approval: May 11, 2015

Implementation: 2015-16 University Catalog

## PROPOSED COPY FOR 2015 UNIVERSITY CATALOG

### Undergraduate Students Enrolling in Graduate Courses

Undergraduate students who have earned a minimum of 90 semester hours and a minimum 3.300 cumulative GPA may enroll in a maximum of 12 credit hours of graduate coursework and apply these hours toward an undergraduate program. Once completed, these courses and hours cannot apply to a future graduate program at Kent State University, and the student cannot take the course(s) again at the graduate level. Enrollment in graduate coursework is limited to master's (50000 and 60000) level courses.

Students must obtain permission in advance of registration by submitting the *Permission for Undergraduate Students to Enroll in Graduate Courses* form and the *Petition for Exception to Undergraduate Program Requirements* form to their undergraduate advisor. The advisor and undergraduate coordinator may approve the request if they determine that:

- the student has earned the minimum undergraduate semester hours and minimum GPA requirement;
- the graduate course will provide enrichment while the student pursues the undergraduate program; and
- the student does not exceed the maximum number of 12 graduate hours.

Before the student may enroll in the course(s), the request forms must be approved by the graduate coordinator of the program offering the course(s) to be taken.

Another option for undergraduate students to take graduate level coursework is through a combined bachelor's/master's degree program. See the Combined Bachelor's/Master's Degree Program policy in the University Catalog for more information.