

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **25-Feb-15** Curriculum Bulletin _____Effective Date **Fall 2015** Approved by EPC _____

Department **Admissions / Transfer Center**
 College _____
 Proposal **Revise Policy**
 Proposal Name **Revision of Admission - Post-Undergraduate Student Policy**

Description of proposal:

Proposal seeks to revise the Admission–Post-Undergraduate Student policy, as published in the University Catalog, to require all post-undergraduate (PUG) students to submit official transcripts from any and all previously attended colleges and universities. The current policy requires a transcript only from the institution where the baccalaureate was earned if the PUG is not seeking another undergraduate degree at Kent State University.

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

Transfer Center will complete and post an official transfer credit evaluation for all admitted PUG students no matter their original intention of seeking/not seeking a degree or certificate.

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

Registrar, Curriculum Services

REQUIRED ENDORSEMENTS

 Department Chair / School Director

 ____/____/____

 Campus Dean (for Regional Campuses proposals)

 ____/____/____

 College Dean (or designee)

 ____/____/____

 Dean of Graduate Studies (for graduate proposals)

 ____/____/____

 Provost and Senior Vice President for Academic Affairs (or designee)

 ____/____/____

Proposal Summary

Revision of Admission Credentials Required for Post-Undergraduate, Non-Degree-Seeking Students

Subject Specification:

A request is being made jointly from the Office of Undergraduate Admissions and the Transfer Center to revise the Admission–Post-Undergraduate Student policy, as published in the University Catalog, to require all post-undergraduate (PUG) students to submit official transcripts from any and all previously attended colleges and universities. The current policy requires a transcript only from the institution where the baccalaureate was earned if the PUG is not seeking another undergraduate degree at Kent State University.

Background Information:

Presently, post-undergraduate (PUG) non-degree-seeking students must pay an application fee and submit an official transcript from the institution at which the bachelor's degree was earned. We would like to change the requirements so they must submit official transcripts from all colleges and universities attended as an undergraduate.

The reason for this change is due to the regular occurring situation of non-degree PUG students deciding to declare an undergraduate degree or certificate program after they have enrolled at the university. When this happens, through the Change of Program process, we do not have a method in place to gather additional official transcripts, which were not required for admission, or a mechanism to notify the Transfer Center of the need for a credit evaluation to be completed. PUG students wishing to declare a graduate program must go through the regular admission process.

Once the requested admission credential change is approved for fall 2015, the Transfer Center will be able to complete and post an official transfer credit evaluation for all admitted PUG students no matter their original intention of seeking/not seeking a degree or certificate. All PUG students will benefit from the evaluation because posted transfer work may satisfy prerequisites that are required during registration for Kent State classes.

Alternatives and Consequences:

The alternative is to keep the current policy as is, and not require official transcripts for all previous institutions attended. The consequences are frustrated students who are unsuccessful in registering for courses and/or having transfer coursework apply toward a degree or certificate program because they were not required to send the transcripts to Kent State; therefore, Kent State is unaware of their previous college-level coursework.

Specific Recommendation and Justification:

The recommendation are the following changes to the university admission policy, to become effective for fall 2015 to allow the university to evaluate and post all college-level transfer coursework for PUG students:

Admission - Post-Undergraduate Student

Those who have received a bachelor's degree from an accredited college or university other than Kent State University and who wish to take undergraduate courses at Kent State may apply as post-undergraduate students. Kent State graduates who have taken coursework elsewhere since leaving Kent State are also considered post-undergraduates. Baccalaureate graduates of Kent State University who have not attempted subsequent college work do not need to reapply to the university but do need to declare their intent to the Office of the University Registrar. Typically, post-undergraduate students take undergraduate courses to pursue a certificate or an additional baccalaureate, to prepare for graduate school or to enrich themselves personally or professionally.

A post-undergraduate application is available online on the Admissions website. Kent State requires a non-refundable application fee and ~~an~~ official transcripts from the all colleges or universities where the baccalaureate was earned. ~~Students seeking a second undergraduate degree must also submit official transcripts from all colleges and universities attended.~~

Timetable and Actions Required:

Approval from Educational Policies Council: March 2015

Approval from Faculty Senate: April 2015

Update of University Catalog: fall 2015