

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **10-Dec-19** Curriculum Bulletin _____
 Effective Date **Fall 2020** Approved by EPC _____

Department **English**
 College **AS - Arts and Sciences**
 Degree **BA - Bachelor of Arts MA - Master of Arts**
 Program Name **ENG** Program Banner Code **ENG**
 Concentration(s) **Teaching English as Second Language** Concentration(s) Banner Code(s) **TESL**
 Proposal **Revise program**

Description of proposal:

This proposes a new BA-to-MA option in English TESL in which 9 credit hours are shared between the undergraduate BA program and the graduate MA program. Students can apply for the program from the second semester of the sophomore year through the Fall semester of their senior year. When they graduate with a BA, they can enroll full-time as MA students.

Does proposed revision change program's total credit hours? Yes No
 Current total credit hours: **156** Proposed total credit hours **147**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
There is no expected impact on other programs, policies, or procedures.

Units consulted (other departments, programs or campuses affected by this proposal):
There is no need to consult other programs, as this change is within the English department.

REQUIRED ENDORSEMENTS

<p><u><i>Robert W. [Signature]</i></u> Department Chair / School Director</p>	<p><u>10, 12, 2019</u></p>
<p>_____ Campus Dean (for Regional Campuses proposals)</p>	<p>_____ _____</p>
<p><u><i>Mary Ann Haley</i></u> College Dean (or designee)</p>	<p><u>12, 13, 19</u></p>
<p><u><i>Cynthia [Signature]</i></u> Dean of Graduate Studies (for graduate proposals)</p>	<p><u>1, 13, 20</u></p>
<p>_____ Provost (or designee)</p>	<p>_____ _____</p>

ENG
1



**Department of
Higher Education**

Mike DeWine, Governor
Randy Gardner, Chancellor

Combined Bachelor's/Master's Degree Program Request Form

Date of submission: **[December 9, 2019]**

Name of institution: **Kent State University**

Primary institutional contact for the request

Name: Therese E. Tillett
Title: Associate Vice President, Curriculum Planning and Administration
Office of the Provost
Phone: 330-672-8558
E-mail: ttillet1@kent.edu

Name of bachelor's degree program: **B.A. in Teaching English as a Second Language (TESL)**

Name of master's degree program: **M.A. in Teaching English as a Second Language (TESL)**

Proposed implementation date: **Fall 2020**

1. Identify the total number of credit hours in the undergraduate and master's programs combined.

147 credit hours: 120 undergraduate hours, with 9 of those undergrad hours double-counted as toward MA program; 27 graduate hours beyond the 9 that were double-counted.

2. Describe how the university will ensure that students meet the expected baccalaureate program outcomes before the bachelor's degree is awarded.

Student will apply for Graduation Clearance via FlashLine and undergo GPS Degree Audit, to ensure satisfactory completion of required credits toward B.A. in TESL.

3. Describe how students are informed of this combined degree program. Include in the answer how students are advised regarding opportunities and challenges associated with the option.

The option will be described on the Kent State University English Department web site, under both "Undergraduate Programs" and "Graduate Programs," with a section and page heading labeled "Dual-Credit B.A. and M.A. in TESL"

ENG
2

English Department undergraduate advisors will be notified that option is available and encouraged to discuss it with students having appropriate undergraduate GPAs during second semester of second undergraduate year (sophomore) and each subsequent academic term, through first term of fourth undergraduate year (senior).

Undergraduate advisors will notify students that full-time graduate credit hour course work is generally considered 8 credit hours per semester, which is approximately equivalent to 15 undergraduate credit hours. Therefore, a reasonable calculation is that the work required for 3 hours of graduate credit at 60000 level is roughly equivalent to 5-6 hours of undergraduate credit at 40000 level. However, to achieve full-time status while still an undergraduate, graduate hours are counted at the same rate as undergraduate. Students are advised to meet the minimum of 12 credit hours per semester if required for financial aid or other purposes but are cautioned against more than 15 combined (graduate and undergraduate) credit hours if 3 hours of graduate credit are scheduled in a single semester. Likewise, students are cautioned against more than 12 combined credit hours (graduate and undergraduate) if 6 hours of graduate credit are scheduled in a single semester.

Undergraduate advisors will notify students of financial advantage that 9 credit hours are double-counted should the student continue and complete the aligned graduate degree at Kent State and may transfer to another Ohio university that offers dual-credit degrees: pay once, double-count 9 hours.

Undergraduates must apply to and be accepted into the M.A. program in TESL in the semester BEFORE the student begins dual-credit course work. Only upon program acceptance is the student permitted to enroll at graduate level with dual-credit option. At present, an application to the M.A. program in TESL requires the following: 3 letters of recommendation, official transcripts, and a statement of purpose. (For purposes of this dual-credit program, an earned BA is not required at time of admission into graduate course.)

Graduate advisors will caution students that transfer of graduate credit to non-Ohio universities or Ohio universities that do not offer dual-credit degrees will be at the discretion of the graduate university and college or program to which student applies.

4. Describe the options available for students who wish to leave the program with a bachelor's degree before finishing the graduate-level work.

A student may complete the undergraduate degree, 120 hours, while accruing 3, 6, or 9 double-counted hours. The student earns the undergraduate degree by the usual counting of credit hours, regardless of whether any credit hours are dual-counted toward a graduate degree.

If the student drops, withdraws from, or fails a graduate course, the qualifying credit hours for the undergraduate degree (i.e., those associated with that graduate course) will not be earned either. The student must still satisfy degree requirements for the B.A. in TESL.

If a student is permitted to take an incomplete for personal or other circumstances, undergraduate rules apply for completing the dual-credit course work: one additional semester is allowed, not one year.

5. Describe how the institution ensures that students will pay undergraduate tuition throughout the completion of the undergraduate degree.

Per [Kent State policy](#), students in a combined bachelor's/master's degree program are classified as undergraduate until the bachelor's degree is awarded. Kent State's tuition rate is assigned to the student's level, and not at the course level. Therefore, undergraduate students taking graduate courses will be charged the undergraduate tuition rate.

Attach to this document a listing of the graduate courses in the master's degree program that will apply toward the bachelor's degree program and explain the requirements they will satisfy in the bachelor's degree.

Kent State University agrees to monitor the success of the program and will submit an annual report to Ohio Department of Higher Education on the scope of the program and student success.

Kent State University verifies that the information in this request is truthful and accurate.

Respectfully,

Signed after the request goes to EPC

Melody J. Tankersley, Ph.D.
Senior Vice President for Academic Affairs and Provost (Interim)
Kent State University

Combined Bachelor's/Master's Degree Program Request
 Program in Teaching English as a Second Language (TESL)
 Department of English, Kent State University

M.A. course	B.A. requirement to fulfill
ENG 63040 LINGUISTICS FOR THE LANGUAGE PROFESSIONS (3 credit hours)	ENG 31003 LINGUISTICS (3 credit hours)
ENG 63001 METHODOLOGY OF TESL (3 credit hours)	ENG 31007 PEDAGOGY FOR TEACHING ENGLISH AS A SECOND LANGUAGE (3 credit hours)
ENG 63041 DESCRIPTIVE GRAMMAR OF ENGLISH (3 credit hours)	ENG 31008 GRAMMAR FOR TEACHING ENGLISH AS A SECOND/FOREIGN LANGUAGE (3 credit hours)

The three graduate courses (60000 level) listed above are all required courses for the M.A. in Teaching English as a Second Language, and the three undergraduate courses (30000 level) are all required courses in the B.A. in Teaching English as a Second Language. The graduate courses listed above correspond with the indicated undergraduate courses in terms of content focus.

ENG
5