

11-29-2004

Undergraduates Taking Graduate Courses

The College at Brockport, College Senate

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SUNY BROCKPORT

College Senate
State University of New York
College at Brockport
New Campus Drive
Brockport, NY 14420-2925
(585) 395-2586 (Fax) 395-2246

Resolution # 02 2004-2005 COLLEGE SENATE

TO: Dr. John B. Clark, Interim College President

FROM: The Faculty Senate Meeting on: **November 29, 2004**

RE: ⇨ I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

FACULTY SENATE
SUNY College at Brockport
JAN 12 REC'D
350 New Campus Drive
Brockport, NY 14420-2925

SUBJ: **Undergraduates Taking Graduate Courses**

Signed: *Dawn M. Jones* Date: 12/09/04
(Dr. Dawn M. Jones, 2004-2005 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

TO: The College Senate

FROM: Dr. John B. Clark, Interim College President

- ⇨ I. Decision and Action Taken on Formal Resolution (circle)
- a. Accepted. Effective Date: 1/06/05
 - b. Deferred for discussion with the Faculty Senate on ___/___/___
 - c. Unacceptable for the reasons contained in the attached explanation
- II, III. Response to Recommendation or Other/FYI
- a. Received and acknowledged ___/___/___
 - b. Comment: _____

DISTRIBUTED BY PRESIDENT'S OFFICE TO: Executive Council

PROVOST'S OFFICE TO: Dean's Council

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: *John B. Clark* Date: 1/06/05
(Dr. John B. Clark, Interim College President, SUNY College at Brockport)

**FACULTY SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

DEADLINE FOR SUBMISSIONS: FEBRUARY 23 - *Proposals received after the deadline may not be reviewed until next semester.*

Submit all proposals to the Faculty Senate President electronically or on a disk with a hard copy.
Please provide cover page information requested.

facprez@brockport.edu, fsenate@brockport.edu

Faculty Senate Office, 426 Allen Building

NUMBER TO BE ASSIGNED BY SENATE OFFICE

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal*

ROUTING NUMBER*	#67 03-04 GC
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Policy regarding undergraduates taking graduate courses

2. BRIEF DESCRIPTION OF PROPOSAL:

Students must have successfully completed 90 undergraduate credits in their undergraduate program in order to be eligible for this program, NOT including coursework currently in progress.

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fsenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
4/8/04	11/29/04		

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
Susan Stites-Doe	Graduate Programs		sstites@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

Committee	Forwarded To	Date
<input type="checkbox"/> Budget	Committee Chair	4/8/04
<input type="checkbox"/> College Environment	Executive Committee	11/8/04
<input type="checkbox"/> Enrollment Policies	Senate Floor	11/29/04
<input type="checkbox"/> General Education	College President	12/9/04
<input checked="" type="checkbox"/> Graduate Curriculum		
<input type="checkbox"/> Personnel Policies		
<input type="checkbox"/> Student Policies		
<input checked="" type="checkbox"/> Undergraduate Curriculum		

(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

Request for approval of policy revision:
Policy Regarding Undergraduates Taking Graduate Courses

Submitted by Susan Stites-Doe, Ph.D., on 4-8-04.

- Approved by SUNY College at Brockport Graduate Council on 4-1-04.
- Approved by SUNY College at Brockport Academic Priorities Committee on 4-5-04.

Note: This policy currently appears in the “Your Right to Know” booklet distributed to students.

Proposed revised criteria for allowing undergraduates to enroll in 500-level courses:

Policy on Undergraduates taking 500-level courses

500-level courses may be taken by matriculated undergraduate students who:

1. Obtain the permission of the college registrar, the course instructor ***and*** the department chairperson of the graduate program offering the course.
2. Have a cumulative grade point average of at least 3.0;
3. Students must have successfully completed 90 undergraduate credits.
4. Will not exceed the total of nine hours of graduate credit allowed for an undergraduate student.

Graduate credit earned while an undergraduate cannot be applied to the student’s undergraduate degree, but may be applied to a graduate degree program at SUNY Brockport at some future time if the student matriculates into a graduate program (contingent on program requirements in effect at the time). Students should be aware that earning graduate credit while an undergraduate is not a guarantee of future admission into any graduate degree program at SUNY College at Brockport. Undergraduates may not enroll in 600-level courses.

Financial aid for undergraduates taking graduate courses:

Students will need to confer with a financial aid officer to determine the impact of taking graduate courses on their financial aid status.

Notable features of this policy revision:

Unlike the former policy, following this revised version of the policy:

1. Students no longer need to be within 9 credits of graduating.
 - a. This will be particularly helpful to students who complete internships or other field experiences, e.g., student teaching, during their last semester. Under the prior policy, these students could not take advantage of this opportunity if their field experience work occurred in their last semester.
2. Students’ total credit load (undergraduate and graduate combined) for the semester in question will NOT be limited to 12 credits.
3. Students may take graduate coursework in more than one semester.
4. This is no longer referred to as a “program.”

The former policy as stated in the 2003-2004 Your Right to Know book:

Combined Undergraduate/ Graduate Program

If you're a senior in your final semester, and if you're going to complete all your graduation requirements with room to spare, then you can take one or more graduate-level courses, subject to certain regulations. But remember: **you can't apply graduate courses to your undergraduate degree.** The whole point of this option is to permit you to take a graduate course or two if you have some slack in your final semester's schedule, not to allow you to substitute graduate courses for under-graduate courses. Here are the guidelines to use:

1. You must need no more than nine credits to complete your undergraduate degree.
2. You cannot take a total (undergraduate and graduate) load of more than 12 credits.
3. You cannot take more than nine graduate credits.
4. You are only eligible for this program once.
5. You need the approval of each of the graduate course instructors.
6. You need the approval of the Office of Graduate Admissions.

All of this means that if you plan to take one or more graduate courses during your final semester, you need to contact the Office of Graduate Admissions, the course instructor(s), and the Registrar.