Resolution #28 2013-2014
College Senate

TO: Dr. John R. Halstead, College President

FROM: The College Senate: 4/21/2014

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

SUBJ: Undergraduates Taking Graduate Courses (41_13-14CC,UC,SP)

Signed: Dawn M. Jones Date: 4/28/14
(Dawn Jones, 2013-14 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dawn Jones, College Senate President

FROM: John R. Halstead, College President

RE: → I. Decision and Action Taken on Formal Resolution (circle choice)
      a. Accepted - Implementation Effective Date**: Summer 2014
      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: ____________________________ Date: 4/28/14
(Dr. John R. Halstead, President, The College at Brockport)

DISTRIBUTION: Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at http://www.brockport.edu/collegesenate/resolutions.
INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in Word format: include this proposal cover page, proposal, attachments and support letters from your department chair and dean if applicable.
- Locate the Resolution # and date this proposal will replace at our “Approved Resolutions” page on our Web site.
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to dlamphron@brockport.edu in the Vice Provost’s Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, ie. Use a course number and/or title, indicate if for GED code, etc.
   Undergraduates Taking Graduate Courses

2. BRIEF DESCRIPTION OF PROPOSAL:
   Changes to the policy “Undergraduates Taking Graduate Courses” highlighted in yellow below: 1. those graduate courses may fulfill undergraduate degree requirements (i.e. electives towards min 120 credits needed to graduate) or undergraduate major requirements (by major department advisement); 2. limit of 6 graduate credits per semester; 3. change of eligibility to take up to one 600-level course from min. gpa of 3.75 to 3.5; 4. include eligibility requirement of min. 12 credits completed at Brockport in current undergraduate matriculation status; 5. include graduate director as required approval for taking graduate course.

3. WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED?  _X_ NO ___ YES  EXPLAIN YES

4. DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.

5. HOW WILL THIS AFFECT TRANSFER STUDENTS:  N/A

6. ANTICIPATED EFFECTIVE DATE:  Summer 2014

7. SUBMISSION & REVISION DATES: PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

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<th>First Submission</th>
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<td>2/27/14</td>
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8. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>James Spiller</td>
<td>The Graduate School</td>
<td>5817</td>
<td><a href="mailto:jspiller@brockport.edu">jspiller@brockport.edu</a></td>
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9. COMMITTEES: (Senate office use only)

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<thead>
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<th>Standing Committee</th>
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<tr>
<td>__ Executive Committee</td>
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<td>__ Enrollment Planning &amp; Policies</td>
<td>Executive Committee</td>
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<td>__ Faculty &amp; Professional Staff Policies</td>
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<td>__ General Education &amp; Curriculum Policies</td>
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<td>4/29/14</td>
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<td>X Student Policies</td>
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<td>X Undergraduate Curriculum &amp; Policies</td>
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NOTES:
EXISTING POLICY - “Undergraduates Taking Graduate Courses”
Eligible undergraduate students, not enrolled in a combined degree program, may take up to nine credits of graduate courses at The College at Brockport.
Eligible undergraduate students for 500-level courses include those who:
   A. Are matriculated students at The College at Brockport
   B. Have successfully completed 90 undergraduate credits
   C. Have a cumulative GPA of at least a 3.0
   D. Obtain the permission of the course instructor, the department chairperson of the graduate program offering the course, and the College Registrar

On rare occasions, an undergraduate student may be eligible to take one 600-level course. Eligible students include those who:
   A. Are matriculated students at The College at Brockport
   B. Have successfully completed 90 undergraduate credits
   C. Have a cumulative GPA of at least a 3.75
   D. Obtain the permission of the course instructor, the department chairperson of the graduate program offering the course, and the College Registrar
   E. Have not exceeded six credits of graduate coursework

Undergraduate students may not enroll in 700-level courses.
Unless the student is enrolled in a program that is formally identified as a “combined degree program,” graduate credits earned while an undergraduate cannot be applied to the student’s undergraduate degree requirements. Those graduate credits may be applied to the graduate degree program at The College at Brockport if the student matriculates into a graduate program at the college within the first five years (per program requirements in effect at the time.) Earning graduate credits while and undergraduate is not a guarantee of future admission into any graduate degree program at The College at Brockport.
Undergraduate students should confer with a financial aid officer to determine the impact of taking graduate courses on their financial aid status.
PROPOSED POLICY: “Undergraduates Taking Graduate Courses”
Eligible undergraduate students, matriculated at The College at Brockport but not enrolled in a combined degree program, may take up to nine credits of graduate coursework at The College at Brockport (**but no more than six credits of graduate coursework in a single semester**).

Eligible undergraduate students may take 500-level courses if they:
A. Have successfully completed 90 undergraduate credits

B. Have successfully completed at least 12 credits at Brockport in their current matriculated status

C. Have a cumulative Brockport undergraduate GPA of at least 3.0

D. Obtain the permission of the course instructor, department chairperson and graduate director of the graduate program offering the course, and College Registrar

Eligible undergraduate students may take at most one 600-level course if they:
A. Have successfully completed 90 undergraduate credits

B. Have successfully completed at least 12 credits at Brockport in their current matriculated status

C. Have a cumulative Brockport undergraduate GPA of at least 3.5

D. Obtain the permission of the course instructor, department chairperson and graduate director of the graduate program offering the course, and College Registrar

Undergraduate students may not enroll in 700-level courses.

Graduate credits earned at The College at Brockport by matriculated undergraduate students may be applied to their undergraduate degree requirements, or those credits may be applied to their undergraduate major requirements by approval of major department chairperson. If the student matriculates into a graduate degree program at Brockport within five years of taking graduate credits, those credits may be applied to the graduate degree program (per program requirements in effect at the time).

Earning graduate credits as an undergraduate is not a guarantee of future admission into any graduate degree program at The College at Brockport.

**Explanation:** These proposed changes are designed to support our academically qualified, advanced undergraduate students by facilitating their experience in graduate level coursework so that they can be even more successful academically and professionally after graduation.

These proposed changes have been vetted by the Graduate Council (with faculty reps from every graduate program), supported by the Provost, and extensively circulated for comment among chairs and directors of graduate programs, deans, associate deans, Vice Presidents, Registrar, Director of Financial Aid, and Director of Academic Advisement.
Change #1 “Graduate credits earned at The College at Brockport by matriculated undergraduate students may be applied to their undergraduate degree requirements, or those credits may be applied to their undergraduate major requirements by approval of major department chairperson.”

This proposed change provides eligible undergraduate students the opportunity to do what undergraduate students admitted to Brockport’s “combined degree” programs can already do- have those graduate credits apply to undergraduate degree requirements and, if they later matriculate into graduate degree programs at Brockport, have those credits apply (per graduate program rules) to graduate degree requirements as well. Please note, graduate course instructors, and the department chairs and graduate directors of programs offering those courses, may limit their courses to graduate students or have yet more stringent eligibility requirements for potential undergraduate enrollees (e.g. higher cumulative gpa; a specific gpa in the discipline; specific prerequisite courses with specific grades in each; etc.).

Brockport has the discretion, per SUNY rules and NY State Department of Education guidelines, to change its “Undergraduates Taking Graduate Credit” policy in this way. SUNY Empire State College has such a policy, available at http://www.esc.edu/policies/?search=cid%3D61167

My November 4, 2013 exchange with Ms. Nancy Willie-Schiff, then SUNY Assistant Provost on this proposed policy change included the following:

Dear Jamie,

Thanks again for your inquiry last week about undergraduate students taking graduate courses, and for seeking a SUNY policy context for your campus policies.

Here's the official policy that Fred Hildebrand and I found (bold added).

A. Section 52.2 of Commissioner's Regulations: Standards for the Registration of Undergraduate and Graduate Curricula. See http://www.highered.nysed.gov/ocue/lrp/52.2.htm.

(c) Curricula and awards.

(3) Credit toward an undergraduate degree shall be earned only for college level work. Credit toward a graduate degree shall be earned only through work designed expressly for graduate students. Enrollment of secondary school students in undergraduate courses, of undergraduates in graduate courses, and of graduate students in undergraduate courses shall be strictly controlled by the institution.

B. SUNY policy is consistent with Commissioner's Regulations. See http://www.suny.edu/provost/MTP/mtp87-8.pdf (attached). Under SUNY policy, an undergraduate student must complete the requirements of the registered undergraduate program. If graduate courses fit that, they can be used. Usually this occurs in multi-award registered baccalaureate-master's programs in which graduate courses are used for undergraduate electives to accelerate completion, but that is not required.

Change #2- limit of 6 graduate credits per semester

This is common practice among SUNY institutions, and is especially good practice if eligible undergraduates can have graduate credits fulfill undergraduate degree requirements. This limit may allay incidences of undergraduates performing poorly in graduate courses, which might have adverse financial aid implications, would negatively affect their undergraduate gpas, and (if they fail the grad courses) compel them to take more undergraduate courses to fulfill their undergraduate degree requirements.
Change #3: change of eligibility to take up to one 600-level course from min gpa of 3.75 to 3.5

There were representatives from a number of departments that wanted this change and would thereby enable them to allow such eligible undergrads into one of their department’s 600-level courses. Other departments that want to maintain a higher gpa threshold are still free to do so.

Change #4: include eligibility requirement of min. 12 credits completed at Brockport in current undergraduate matriculation status.

This change insures that undergraduates who are transfer students and/or second degree students have a minimally sufficient academic record at Brockport to warrant the special opportunity to take graduate credit.

Change #5: include graduate program director as one of the required signatures/approvals needed for eligible undergraduate to take particular graduate course(s).

This change was made at the request of many graduate program directors. It helps insure that adequate department planning and oversight is given generally and in specific instances to issue of eligible undergraduates taking graduate courses in the department.