

MEMORANDUM

TO: Committee on Academic Programs (CAP)
FROM: Steering Committee
RE: Policy on undergraduates taking graduate courses: double counting
DATE: September 20, 2017

Background:

In February, 2017, Steering charged the Graduate Programs Council to review existing policy barring the double counting of courses towards both undergraduate and graduate degrees. Steering asked GPC to develop a preliminary recommendation should it feel any changes should be considered. GPC did this, developing the attached preliminary recommendation in May, 2017. At the same time GPC shared the following information concerning its process with Steering via email:

We gathered feedback from Dept. Chairs and Program Coordinators and some concerns did arise that will have to be resolved - [One department] was concerned that all courses counting towards a graduate program be shown on the graduate part of the transcript as well as the undergrad. [Some] chairs were very negative about the proposal, but it was our feeling that they were seeing the option to double count as a new requirement for five year programs, which it is not. We do feel that further testimony needs to be gathered, presumably by CAP.

Charge:

Steering asks CAP to review the preliminary recommendation developed by GPC. CAP should consult with Stuart Carroll, 2016-2017 chair of GPC, if any clarification is needed. If CAP feels that it is important to do so, it should seek additional preliminary testimony from Academic Leaders and make any additional changes it deems appropriate before finalizing the preliminary recommendation to complete Step 2 of the governance process. CAP should then proceed to Step 3 by disseminating the preliminary recommendation to the campus community and taking testimony on the recommendation in accordance with Tier II guidelines (given below), gathering written testimony from the Student Government, graduate students, the Faculty Senate, and chairs of departments with five-year programs as well as any other groups CAP deems appropriate. Following public testimony, CAP should prepare a final recommendation and forward this to Steering.

Testimony Tier: Tier II

Timeline:

CAP should review and update these policies by the end of the Fall 2017 semester.

TCNJ Governance Processes

Step 1 – Steering issues a charge

Step 2 - Governance prepares a Preliminary Recommendation

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3 – The Relevant Stakeholders provide Testimony

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see page 24) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4 – Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.

When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5 – Steering considers the Final Recommendation

Step 6 – The Provost and/or President and Board consider the Final Recommendation

Step 7 – Steering notifies the Campus Community

Testimony Tier II – The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

For a complete description of all steps and of the other testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21 – 24.



Section:	II.3.30
Title:	Undergraduates Taking Graduate Courses
Effective Date:	
Approved By:	
Responsible Unit:	Academic Affairs (academic@tcnj.edu , 609-771-3080)
History:	
Related Documents: New Jersey Administrative Code Title 9A – Higher Education Chapter 1 Licensure Rules (amendments effective 10/17/16)	

I. INTRODUCTION

This policy explains permitted use of TCNJ graduate level courses taken by TCNJ undergraduate students.

II. DEFINITIONS

The NJ Administrative Code – 9A:1-2.4 and 9A:1-2.6) specifies that bachelors and masters degree programs require a minimum of 120 credits and 30 credits, respectively. At TCNJ, 120 credits is equivalent to 30 units at the undergraduate level while graduate courses are credit- and not unit-based.

III. POLICY **Proposed new policy:**

TCNJ undergraduates may petition to enroll in TCNJ graduate courses if they have a grade point average of 3.0 or above or are exceptionally qualified to take a course; have accumulated at least 24 units at the undergraduate level; have been recommended to take the course by the undergraduate adviser and the coordinator of the graduate program in which the course is offered; and have the approval of the academic school dean. (For students in established five year programs, dean’s approval is needed only in cases of overload.) Undergraduate students are not permitted to enroll in courses above the 500 level*.

A TCNJ undergraduate student may enroll in up to 8 credits of TCNJ graduate level courses and may count those credits toward both a TCNJ undergraduate and a TCNJ graduate program, provided the coursework is approved and appropriate to those programs, and provided the student meets the minimum required units/credits for the program(s).

A TCNJ undergraduate student in an existing 5-year program may still enroll in up to 9 graduate credits, however, a maximum of 8 of those credits may be double-counted at the discretion of the academic department.

Approval forms are available online through the Office of Records and Registration website at recreg.tcnj.edu/forms.

*Undergraduate students in at least one 5-year program regularly take a 600-level course as part of the undergraduate portion of the program (SPED 664).

Included just for reference in review of this policy: Existing policy in online manual

With the permission of the department chair and the Office of Graduate Studies, a TCNJ undergraduate may take up to two graduate courses (3 credits per course) at the College. However, undergraduates enrolled in articulated programs at the College (i.e., five-year, bachelors-masters programs) may take three graduate courses (3 credits per course) at the College in order to move seamlessly from their undergraduate to their graduate studies.

Included just for reference in review of this policy: Existing information in Graduate Bulletin:

Undergraduate Enrollment in Graduate Courses

Undergraduates may petition to enroll in graduate courses if they have a grade point average of 3.0 or above or are exceptionally qualified to take a course; have accumulated 96 credit hours or unit equivalents at the undergraduate level; have been recommended to take the course by the undergraduate adviser and the coordinator of the graduate program in which the course is offered; and have the approval of the academic school dean.

Undergraduate students are not permitted to enroll in courses above the 500 level. Most undergraduates are permitted, with approval, to take a maximum of two graduate courses. Undergraduates, however, who are enrolled in a five year program are permitted to take up to three graduate courses. These courses may not be applied to both the graduate and the undergraduate degree. If the credits are counted toward the undergraduate degree, they may not be transferred to a graduate program at this college. Additional fees may apply.

Approval forms are available online through the Office of Graduate Studies Web site at <http://graduate.pages.tcnj.edu/resources/forms>. Note: Undergraduate students in at least one 5 year plan regularly take a 600 level course as part of the undergraduate portion of the program (SPED 664).

IV. RELATED DOCUMENTS

New Jersey Administrative Code Title 9A – Higher Education
Chapter 1 Licensure Rules (amendments effective 10/17/16)

V. HISTORY

Existing Policy -- Recommended by CAP; approved by Provost: Fall, 2007

DRAFT