

MEMORANDUM

TO: Steering Committee

FROM: Committee on Academic Programs (CAP)

RE: Final Recommendation on policy on Undergraduates Enrolling in and Double-Counting Graduate Courses

DATE: December 18, 2017

Background and Charge:

In February, 2017, Steering charged the Graduate Programs Council (GPC) to consider developing a policy regarding the double counting of courses towards both undergraduate and graduate degrees. There is an existing policy allowing undergraduate students to enroll in graduate courses, but not to double-count them. Steering asked GPC to develop a preliminary recommendation about double counting courses towards both undergraduate and graduate degrees. GPC developed a preliminary recommendation in May 2017, which it shared with CAP.

Method:

After discussion and some revision, CAP approved a Preliminary Recommendation that combined the existing policy on undergraduates enrolling in graduate courses with the new policy on double counting graduate courses. CAP also decided that the revised policy should reflect information currently presented in the Graduate Bulletin. CAP obtained campus testimony (Tier 2) via email and a survey on this revised policy from Academic Leaders, and in particular reached out to chairs of all 5-year programs on campus. Most of the feedback was positive. Some feedback asked for clarification of language, and CAP edited the policy accordingly. A couple of survey respondents expressed concerns/questions about the financial implications of this policy. CAP feels that these are important questions and suggests that a cost analysis of this policy be conducted (see below).

One item of note is that counting a 3-credit graduate course as 1 unit toward the undergraduate degree creates a challenge for Records and Registration. CAP feels that procedural guidance should not be included in policy statements but has requested that Records and Registration develop and communicate a solution to the academic community.

CAP unanimously voted to approve the revised policy.

Final Recommendation:

The revised policy includes the following additions/changes:

1. The title of the policy is changed to Undergraduates Enrolling in and Double-Counting Graduate Courses.
2. The policy provides four criteria that undergraduates must meet in order to enroll in graduate courses (this information is currently in the Graduate Bulletin but was not in the existing policy).
3. The new policy is that undergraduates may count up to two designated graduate courses at TCNJ toward both a TCNJ undergraduate degree and a TCNJ graduate

- degree, provided the academic unit allows double counting and deems the coursework appropriate to both degrees (and if the student meets the four eligibility criteria in the above point).
4. Any 3-credit TCNJ graduate courses counted toward a TCNJ undergraduate degree (whether double-counting toward a graduate degree or not) will count as 1 unit of undergraduate credit.
 5. Graduate course syllabi will specify that undergraduates taking the course for undergraduate credit will satisfy their fourth hour through the high level of reading and other work expected in the course.
 6. Any grades earned in TCNJ graduate courses that are counted toward a TCNJ undergraduate degree will only be factored into the undergraduate GPA. When these courses are double-counted toward a TCNJ graduate degree, they will be listed as “T” on the graduate transcript, and the grade will not be factored into the graduate GPA.

CAP proposes that this revised policy be effective starting in Fall 2018.

CAP also suggests that Steering consider conducting a cost analysis of this policy. On the one hand, the ability to double-count graduate courses may encourage more undergraduate students to attend TCNJ graduate programs. On the other hand, double-counting raises questions about tuition paid by (both undergraduate and graduate) students. Of note, the Graduate Bulletin currently says that additional fees may apply for undergraduates taking graduate courses. CAP does not believe that it is within our scope to evaluate the financial implications of the double-counting policy but feels that an analysis would be beneficial.

Finally, the information in the Graduate Bulletin will need to be edited to reflect this revised policy.



Section:	II.3.30	
Title:	Undergraduates Enrolling in <u>and Double-Counting</u> Graduate Courses	
Effective Date:		
Approved By:		
Responsible Unit:	Academic Affairs (academic@tcnj.edu , 609-771-3080)	
Related Documents:	N/A	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	Fall, 2007	New policy; initial release
2.0	Fall, 2017	Revised by GPC and CAP

I. INTRODUCTION

~~This policy explains what is required of undergraduates to take graduate level courses.~~

This policy explains parameters for TCNJ undergraduate students to enroll in TCNJ graduate courses and to double-count TCNJ graduate courses in both TCNJ undergraduate and TCNJ graduate degrees.

II. DEFINITIONS

N/A

III. POLICY

~~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.~~

Undergraduates Enrolling in Graduate Courses

Undergraduates are permitted, with approval, to take a maximum of two graduate courses, unless they are enrolled in an articulated bachelor/master degree program that includes more than two graduate courses as part of the curriculum.

Eligibility Criteria: TCNJ undergraduates may petition to enroll in TCNJ graduate courses if:

1. they have a grade point average of 3.0 or above,
2. have accumulated at least 24 units (96 semester hours) at the undergraduate level,
3. have been recommended to take the course by their undergraduate advisor and the coordinator of the graduate program in which the course is offered,
4. and have the approval of the academic school dean.

Double-Counting Graduate Courses

A TCNJ undergraduate student may count up to two pre-determined graduate courses at TCNJ toward both a TCNJ undergraduate degree and a TCNJ graduate degree if:

1. All involved academic units allow double-counting and deem the coursework appropriate to both degrees,
2. double-counted course work is approved by all involved academic units before the student takes the course,
3. and the student meets the eligibility criteria listed above.

Academic Units with graduate programs requiring more than 36 credits may petition the Provost to allow undergraduate students to enroll in and double-count more than two graduate courses, up to no more than four graduate courses.

Credit and Grading Guidelines

Any 3-credit TCNJ graduate courses counted toward a TCNJ undergraduate degree (whether double-counting toward a graduate degree or not) will count as 1 unit of undergraduate credit. Graduate course syllabi will specify that undergraduates taking the course for undergraduate credit will satisfy their fourth hour through the high level of reading and other work expected in the course.

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