

MEMORANDUM

TO: Steering

FROM: CAP

RE: Revised Double-Counting Policy

DATE: November 3, 2019

Background and Charge

On April 3, 2019, CAP received a memo from Steering containing two charges pertaining to a clarification or revision of policy on Undergraduates Enrolling in and Double-Counting Graduate Courses. Specifically, CAP was asked to review 1) if double counting for graduate certificate programs; and 2) if allowing more than four courses to count for graduate programs exceeding 36 credits are in the best interest of students and the College. The catalyst for these charges was 1) a memo from Janet Gray, Chair of Women's, Gender, and Sexuality Studies asking whether the policy applied to Graduate Certificates, and 2) Brenda Seals, Chair of Public Health, asking for consideration of a fifth course to double-count for the MPH program.

Methods

Discussions within CAP, informed by Records and Registration and stakeholders in graduate programs, led to a preliminary recommendation that that both actions are in the best interest of students and the College. During our review, we determined that 1) **graduate certificate programs** that are comprised of at least five courses should have the ability to petition the Provost to allow one course to double-count towards their graduate certificate. In situations in which the graduate certificate leads to state certification, we included the stipulation that Dean's approval is also required to ensure that state certification requirements are met.

With regard to 2) **graduate programs** that are more than 36 credits, we also determined that academic units can petition the Provost for *up to* five courses to double-count towards their graduate degree. This revision represents an increase from four to five courses, allowing those programs that are 45 credits (thereby exceeding the state requirement of Master's programs by 15 credits) to petition the Provost so that they might remain competitive with local programs with similar policies.

This preliminary recommendation was shared via email with Deans and Chairs of Schools and Departments that house graduate programs or certificates at TCNJ, as well as the corresponding Graduate Program Coordinators. A Qualtrics link was shared for feedback. We received one response, support from Dr. Seals, for our preliminary recommendation. We emailed Dr. Gray for her feedback because of her specific request, and she provided support as well. Finally, GSC was directly contacted and they provided feedback via the link or email, and voted unanimously to support the recommendation.

Final Recommendation:

Therefore, CAP's final recommendation is that 1) **graduate certificate programs** that are comprised of at least five courses should have the ability to petition the Provost to allow one

course to double-count towards their graduate certificate. In situations in which the graduate certificate leads to state certification, we included the stipulation that Dean's approval is also required to ensure that state certification requirements are met; and 2) Academic units with **graduate programs** that are more than 36 credits can petition the Provost for *up to* five courses to double-count towards their graduate degree. This revision represents an increase from four to five courses, allowing those programs that are 45 credits (thereby exceeding the state requirement of Master's programs by 15 credits) to petition the Provost so that they might remain competitive with local programs with similar policies.