

TO: SUNY Cortland Faculty

FROM: Dr. Chris Widdall  
Chair, Educational Policy Committee

DATE: February 25, 2020

RE: Graduate Coursework Policy Revision to Support 3+2 and 4+1 Programs

The Educational Policy Committee (EPC) has been asked to review suggested revisions to the Graduate Coursework Policy Revision to Support 3+2 and 4+1 Programs. The following proposal includes edits provided by the SRRS Office, the SRRS Advisory Group, the EPC, College community through vetting, and the College Graduate Committee.

**Rationale**

In support of programs proposed by SUNY Cortland academic departments, the SRRS Advisory Group was tasked with developing language to be applied to the Undergraduate College Catalog policy sections titled “Undergraduate Students Taking 500-Level Courses for Undergraduate Credit” and “Undergraduate Students Taking 500-Level Courses for Graduate Credit” where limits are placed on the amount of graduate credits students may currently pursue while not in a matriculated graduate program.

The revised policy permits students who are enrolled exclusively in combined bachelor/master programs – commonly referred to as 3+2 and 4+1 programs - to pursue specially designated courses at the 500 level that can be applied to both major requirements, up to 12 hours.

In addition, language has been added to clarify how credit is applied at the undergraduate level under current policy. This is required so that students who are not pursuing combined programs have a clear understanding on the use of credits on the transcript and how they may be applied to degree programs.

**Revisions:** Strike out has been used for removed content, red text for new content.

Current Catalog Policy	Proposed Catalog Policy
<p><b>Undergraduate Students Taking 500-Level Courses for Undergraduate Credit</b></p> <p>Courses at the 500 level are considered graduate courses but are, in some cases, designed for both graduate and highly motivated undergraduate students. This level of coursework is open only to juniors and seniors in good</p>	<p><b>Undergraduate Students <del>Not Enrolled in a Combined Program</del> Taking 500-Level Courses for Undergraduate Credit</b></p> <p>Courses at the 500 level are considered graduate courses but are, in some cases, designed for both graduate and highly motivated undergraduate students. This level of coursework is open only to juniors and seniors in good academic standing (cumulative grade</p>

academic standing (cumulative grade point average of 2.0). Please note: There are certain 500-level courses that are for graduate students only.

### **Undergraduate Students Taking 500-Level Courses for Graduate Credit**

Seniors in their final semester of undergraduate study may request permission to register for 500-level courses for graduate credit. However, a 500-level course taken for graduate credit will not be included in fulfilling any undergraduate requirement. Subsequently, a 500-level course taken for undergraduate credit will not be included to fulfill any graduate requirement. A form for the same purpose is available from the respective associate dean.

Approval must be obtained from the school's associate dean for the student's major. The total course load, including undergraduate and graduate credit, may not exceed 16 credit hours during the semester or six credit hours during a five-week summer session. Students are cautioned that graduate credit hours thus earned may not be transferred toward meeting the requirements for the master's degree at another institution.

point average of 2.0). Please note: There are certain 500-level courses that are for graduate students only. **A 500-level course taken for undergraduate credit cannot be included to fulfill any graduate requirement, and will be identified as an undergraduate level course on the official College transcript.**

### **Undergraduate Students Not Enrolled in a Combined Program Taking 500-Level Courses for Graduate Credit**

**Matriculated undergraduate** seniors in their final semester of undergraduate **course work** may request permission to register for 500-level courses **to be applied** as graduate **level** credit. ~~However, A 500-level course taken for~~ **cannot be used to fulfill any graduate credit will not be included in fulfilling any undergraduate undergraduate requirement when taken as a graduate level course.**

**To pursue courses as graduate level courses, undergraduate students are required to complete a permission form which is available in the associate dean's office.** Approval must be obtained from the school's associate dean for the student's major **before the conclusion of the drop/add period.** ~~The total course load, including undergraduate and graduate credit, may not~~ **Due to the expectations of graduate level work, students are advised to not exceed 16 total credit hours during a standard semester, or six total credit hours during a five-week summer session. Students are cautioned that graduate credit hours thus earned may not be transferred toward meeting the requirements for the master's degree at another institution.** **Students are also encouraged to discuss the expectations of graduate level work with their advisor. Students who are pursuing graduate degrees at another institution are advised that the application of these credits to degree requirements is at the discretion of that institution. Students failing to complete the approval process by the conclusion of the drop/add period will be unable to petition for graduate credit at a later point.**

**Undergraduate Students Matriculated in a Combined SUNY Cortland Undergraduate and Graduate Program Taking 500-Level Courses**

Students who are officially matriculated in a SUNY Cortland combined undergraduate and graduate program are permitted to take up to 12 program-required credit hours of specially designated 500-level graduate courses while they are matriculated in the undergraduate program. These courses may be used toward the catalog requirements of the combined program. Please review the College Catalog for the coursework permitted in your program. Prior to the completion of the bachelor's degree, students will be charged at the undergraduate tuition rate for coursework. Upon completion of the bachelor's degree, students shall be admitted to full graduate standing, and must enroll as graduate students in the next regular term.

If you are a financial aid recipient, please review financial aid policies or contact your financial aid advisor to determine aid applicability in the given term.