

## Bulletin Policy Change Proposal

### Rationale

The impetus behind the change is the low enrollment that we have in some of our teacher education programs, which has led to program faculty limiting the offerings of required undergraduate education courses, particularly methods courses. Rather than the undergraduate/graduate course joint posting of a methods course, as an example, program faculty at times have offered only the graduate-level course. The limited offering of required undergraduate courses can impact negatively undergraduate candidates' timely completion of their degree. At the same time, the Office of Undergraduate and Teacher Education (UTE) wanted to streamline the pre-registration process for candidates.

To date, in instances where we have worked to identify a graduate course alternative for an undergraduate program requirement, we have ensured that the course instructor approves. Current policy requires that the candidate receive the Associate Dean of Graduate Studies approval as well. UTE proposed making the change to the policy so that the approval come from the Associate Dean for Undergraduate and Teacher Education first to ensure that the graduate course is appropriate for a candidate's program, that the candidate is in academic good standing (2.5 GPA at the undergraduate level), and that it is an easier process for undergraduate candidates. It was our observation that the current policy/approval process may be onerous for the Office of Graduate Studies, given unfamiliarity with all the undergraduate programs and/or undergraduate candidates, and would put our undergraduates in the position of reaching out to an office with which they normally did not work.

## Undergraduates Taking Graduate Level Coursework

As more and more undergraduate students are taking graduate courses to fulfill undergraduate requirements due to the undergraduate coursework being cancelled due to low enrollment, it is time to review the current policy in order to streamline and simplify the enrollment process.

### Current Policy

There are two conditions under which undergraduate students may enroll in graduate courses:

1. Undergraduate students in their junior or senior year may take graduate courses that will count in their undergraduate program if the graduate courses are relevant to their program of study and there is no similar undergraduate course available; or
2. Undergraduate students in the last semester of their senior year may take graduate courses that may later be applied to a graduate program.

Undergraduate students who meet either of these conditions must, further, have an undergraduate GPA of 3.0 or higher. Graduate courses taken prior to the last undergraduate semester may not be applied to a graduate program, and no course may be applied to both an undergraduate and a graduate program. (Exception: Global Gateway for Teachers program graduate credits.)

Even if the student has successfully completed a graduate-level course, it will satisfy degree requirements for a bachelor's degree only by special permission of the Dean. Approval for graduate-level courses to be applied toward the requirements for a bachelor's degree is not guaranteed, but rather is granted on a case-by-case basis. To request such approval, the following procedure should be followed:

1. The student obtains permission from the instructor of the course and the Associate Dean for Graduate Studies to enroll in the graduate-level course;
2. The student submits an appeal to the Academic Standards Committee;
3. The Committee reviews the exception request and notifies the Recorder of the decision;
4. The Committee notifies the student of the decision.

In those cases in which undergraduates are permitted to count graduate-level course work toward a bachelor's degree, no more than 12 credit hours will be counted. Graduate courses taken while an undergraduate and counted toward the requirements of a bachelor's degree may not count toward a graduate degree at Indiana University (and may also not count toward graduate degrees at other universities). Exceptions may be made for students in the Global Gateway for Teachers Program, but must be approved by the director of that program.

### Proposed Policy Changes

Current Policy	Proposed Policy
Undergraduates must have a 3.0 or higher GPA	Undergraduates must have a 2.5 or higher GPA
The student obtains permission from the Associate Dean of Graduate Studies	The student obtains permissions from the Associate Dean of Undergraduate and Teacher Education

### ***New Policy Verbiage***

Under normal circumstances undergraduate students should not be enrolled in graduate-level courses. If, however, the instructor, the department through which the course is offered, and the student agree that the course is appropriate given the student's academic goals and interests and that s/he is qualified to take the course, the student may enroll. These approvals must be secured prior to pre-registration in the graduate course. Undergraduates must be a junior or senior and have at least a 2.5 GPA to enroll in graduate level courses. The student must accept full responsibility for fulfilling the course requirements and for the grade earned. All graduate-level courses taken as an undergraduate student apply to the cumulative Grade Point Average. Even if the student has successfully completed a graduate-level course, it will satisfy degree requirements for a bachelor's degree only by special permission of the Associate Dean of Undergraduate and Teacher Education.

Approval for graduate-level courses to be applied toward the requirements for a bachelor's degree is not guaranteed, but rather is granted on a case-by-case basis.

In those cases in which undergraduates are permitted to count graduate-level coursework toward a bachelor's degree, no more than 12 credit hours will be counted and each course must have a grade of C or better. Graduate courses taken while an undergraduate and counted toward the requirements of a bachelor's degree may not count toward a graduate degree at Indiana University (and may also not count toward graduate degrees at other universities).

**Note:** The above policy does not apply to graduate credit earned by students participating in the Global Gateway for Teachers program.