

Academic Policy (Revision) (Action)

Date: 9/8/2023

College: Graduate Council

Department: Policy Committee

Contact Person: Ray Blankenship, ray.blankenship@wku.edu, Policy Committee Chair

1. **Policy Name:** Undergraduate Enrollment in Graduate Courses (Graduate Catalog)

2. **Description:**

2.1 Existing

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students at Western Kentucky University may request to enroll in graduate courses by submitting an "Undergraduate Taking Graduate Courses" form to the Graduate School. Conditions for approval include:

- having earned at least 75 undergraduate credit hours;
- and, having a minimum cumulative GPA of 3.0.

Undergraduate students may accumulate a maximum of 12 graduate credits. In addition, undergraduate students are restricted to a maximum of 15 hours enrollment per term, including graduate and undergraduate credits. All graduate coursework will be on the graduate transcript. To move the coursework to the undergraduate transcript students should contact the Office of the Registrar.

(Approved by Graduate Council 12/10/15)

2.2 Proposed

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students having earned at least 75 undergraduate hours pursuing their first baccalaureate degree at Western Kentucky University and who have a minimum cumulative undergraduate GPA of 3.0 may enroll in up to 9 hours of graduate credits with approval of the undergraduate advisor, instructor of record, and graduate program coordinator or equivalent. ~~and instructor of record.~~

Undergraduate students enrolled in graduate courses are restricted to a maximum enrollment of 18 hours per term. Graduate credit earned as an undergraduate student may be applied at either the undergraduate or graduate level, but not both.

This policy does not apply to students enrolled in a Joint Undergraduate-Masters Program (JUMP).

3. **Rationale for proposed policy:**

3.1 The Graduate School (Associate Provost for Research and Graduate Education) requests that the Graduate Council provide clarification on this policy, including:

- Restricting graduate enrollment to students having earned 75 undergraduate hours

- Allowance for graduate credits to apply to an undergraduate or graduate degree program, but not both (with the exception of students enrolled in a JUMP)
- Clarify that undergraduate enrollment in graduate courses requires approval of both advisor and instructor of record for the graduate course(s)
- Additionally, some graduate certificates can be earned at 12 graduate hours. Reducing the total number of graduate hours that undergraduate students earn, will limit students earning graduate-level certificates as undergraduates.

4. Impact on existing academic or non – academic policies:

- 4.1 Impact on policies: This policy change will result in a reduction in the allowable graduate hours that an undergraduate student can enroll in from 12 credit hours to 9 credit hours.
- 4.2 Impact on populations that may be affected: Instructors of record for graduate courses will need to approve undergraduate enrollment in their course(s). Advisors of undergraduate students will need to approve undergraduate enrollment in graduate courses.

No additional impacts on policies were reported after each college was solicited for their input.

5. Term of implementation: Fall 2024

6. Dates of committee approvals:

Graduate Council Policy Committee	9/8/2023 (6/0 vote)
Graduate Council	9/14/2023 (17/0/1 vote)
Faculty Senate	