

UC 9168 06F

Received 11/8/06

TO: Joel Bloom, Chair
Undergraduate Council

APPROVED NOV 15 2006

FROM: Rebecca Achée Thornton
Academic Policies and Procedures Committee

SUBJECT **UC 8885 06F – Awarding graduate level credit to undergraduate students**

DATE: November 7, 2006

The Academic Policies and Procedures Committee met Wednesday October 4, 2006 and November 1, 2006. Committee members present at one or more meetings: Lane Gauthier, Charles Peters, Maria Solino, William Munson, William Chernish and Rebecca Achée Thornton. Cassandra Heavrin and Libby Barlow attended as guests.

UC 8885 06F – Awarding graduate level credit to undergraduate students

Currently, UH awards course credit to undergraduate students at the professional and/or graduate credit level(s). In PeopleSoft, a student must be listed as a graduate student in order to be awarded graduate level credit. In addition, to qualify for graduate funding from the State of Texas, the student must show proof of a prior degree and be fully admitted to a graduate program.

This proposal requests that undergraduates no longer be allowed to earn graduate level credit for courses until after they have completed their undergraduate degrees and been fully admitted into a graduate program. Once a student has been admitted as a graduate student, course credit earned while the student was an undergraduate can then be internally transferred to the student's graduate career, if needed. Thus, a student will, at times, be allowed dual credit for courses; however graduate credit would not be awarded until the student has an official graduate student standing.

This "dual credit" is needed for a number of existing (and expected future) programs and master's level degrees at the university. The committee feels that allowing for students to earn undergraduate level and graduate level credit simultaneously for a single course is necessary, and it is important that procedure be flexible enough to allow for this. However, the committee also feels that in order for a course to be counted for graduate level credit a student must first be admitted into a graduate program. Thus, we recommend approval of the following procedure:

- PeopleSoft will be used as delivered. When needed, courses completed at the undergraduate credit level will be internally transferred to the graduate career. This will occur after a student has completed the undergraduate degree and been fully admitted into a graduate program.
- The details regarding which courses may be transferred, how many credits allowed, etc will be determined by the graduate degree granting department or program.