

TO: SUNY Cortland Faculty/Staff  
 FROM: Educational Policy Committee  
 DATE: September 8, 2023  
 RE: Policy Revision to Support Undergraduate/Graduate Combined Programs

The Educational Policy Committee (EPC) has been asked to review suggested revisions to the Graduate Coursework Policy Revision to Support Combined Undergraduate/Graduate Degree programs (4+1 and 3+2).

**Rationale**

In support of programs proposed by SUNY Cortland academic departments, EPC is tasked with updating the language to be applied to the Undergraduate College Catalog policy sections titled “Undergraduate Students Taking 500-Level Courses”

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.

**Revisions:** Updated policy is in red text. In consultation with the Registrar’s office, language referring to transcripts was removed due to portraying accurately how courses are listed on transcripts. The proposal clarifies which combined programs need to be registered with SUNY/NYSED, along with student accounts and financial aid information.

Current Catalog Policy – <a href="#">B.10 Undergraduate Students Taking 500-Level Courses</a>	Proposed Catalog Policy
<p><b>Undergraduate Students Not Enrolled in a Combined Bachelor/Master Program 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 point average of 2.0 or</p>	<p><b>Undergraduate Students Not Enrolled in a Combined Bachelor/Master Program Taking 500-Level Courses for Undergraduate Credit</b></p> <p><i>Courses at the 500 level are considered graduate courses, but may also be taken by juniors and seniors in good academic standing and with evidence for potential success in the course.</i></p> <p><i>A 500-level course taken by an undergraduate student and applied to their undergraduate degree may not then be used</i></p>

above). Please note: There are certain 500-level courses that are for graduate students only. A 500-level course taken for undergraduate credit may not 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 Bachelor/Master 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. For these students, a 500-level course taken for graduate-level credit may not be used to fulfill any undergraduate requirement.

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. Due to the expectations of graduate-level work, students are advised not to exceed 16 total credit hours during a standard semester or 6 total credit hours during a five-week summer session. 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

toward a graduate degree (no double-dipping).

### **Undergraduate Students Not Enrolled in a Combined Bachelor/Master 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. The course may not be used to fulfill any undergraduate requirement.

### **Permission for Undergraduate Students not enrolled in Combined Undergraduate/Graduate Programs to enroll in Graduate Coursework**

To enroll in 500 level coursework, 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. If a student does not receive permission by the end of the drop/add period, they are unable to petition for graduate credit at a later point.

Due to the expectations of graduate-level work, students are advised not to exceed 16 total credit hours during a standard semester or 6 total credit hours during a five-week summer session. Students are also encouraged to

<p>the drop/add period will be unable to petition for graduate credit at a later point.</p> <p><b>Undergraduate Students Matriculated in a Combined SUNY Cortland Undergraduate and Graduate Program Taking 500-Level Courses</b></p> <p>Students who are officially matriculated in a SUNY Cortland combined undergraduate and graduate program are permitted as undergraduates to take up to 12 program-required credit hours of specially designated 500-level graduate courses. The College Catalog describes coursework permitted in combined programs. Prior to 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.</p> <p>Financial aid recipients should review financial aid policies or contact their financial aid advisor to determine aid applicability in the given term.</p>	<p>discuss the expectations of graduate-level work with their advisor.</p> <p>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.</p> <p><b>Undergraduate Students Matriculated in a Combined SUNY Cortland Undergraduate and Graduate Program Taking 500-Level Courses</b></p> <p>(see Undergraduate/Graduate Combined Degree Programs starting below)</p>
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### **Undergraduate/Graduate Combined Degree Programs**

There are two types of undergraduate/graduate combined degree programs that assist students in accelerating completion of both a bachelor's and master's degree:

- 4+1 Pathway Programs
- 5-Year Combined Degree Programs

For each type of programs students should consult with program coordinators, academic advisors and financial aid early in their academic career to maximize the benefits of the programs.

Certificate and licensure programs need to register combined degree programs with SUNY/NYSED.

In a 4+1 pathway program:

- 4+1 programs do not need to be re-registered as long as both programs are currently registered with SUNY and NYSED
- The application fee for the affiliated master's program is waived
- The graduate coursework taken in senior year can be applied to both the bachelor's and master's degree
- Students
  - earn a bachelor's degree first followed by a master's degree
  - can take 12 graduate credits in their senior year billed at undergraduate rates
  - participate in undergraduate commencement at the usual time eligible
  - may apply for the master's degree program in their junior year

#### In 5-Year Combined Degree Programs:

- Certificate and licensure programs need to register combined degree programs with SUNY/NYSED.
- Departments set a maximum number of credit hours that may apply to both the bachelor's and master's degree
- There is no additional application fee for the master's program
- Students:
  - are enrolled in the bachelor's and master's concurrently as one program
  - earn both the bachelor's and master's at the end of the five years
  - may apply as early as first-year undergraduate
  - are allowed to participate in undergraduate commencement upon completion of 90 credits towards the bachelor's degree

#### Important Billing and Financial Aid Information for all Combined Degree Programs:

Regardless of the number of graduate credits that can academically count for both the undergraduate and graduate degrees, once a student is either qualified to receive their bachelor's degree or enrolls in the 13th credit of graduate course work (whichever occurs first), the student will be considered a graduate student for tuition billing, financial aid, and enrollment identification.

Students should consult Student Accounts and Financial Aid for more information.