

**Policies & Regulations
Academic Affairs**

Cross-Level Listing of Graduate and Undergraduate Courses		
Number:	TBD	New Policy
Effective Date:	TBD	Major Revision of Existing Policy
Revised Date:		Minor/Technical Revision of Existing Policy
Responsible Division/Department:		Reaffirmation of Existing Policy
Academic Affairs / The Graduate School		

I. OBJECTIVE & PURPOSE

This policy establishes the guidelines for cross-level listing Graduate and Undergraduate courses. This is necessary for compliance with the expectations of UNF's regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges, whose Comprehensive Standard 3.6.1 requires that an institution be able to clearly demonstrate that its "post-baccalaureate professional degree programs, master's and doctoral degree programs, are progressively more advanced in academic content than its undergraduate programs."

II. DEFINITIONS

Cross-level listing occurs when an undergraduate and graduate course are offered at the same time, with the same instructor, and in the same physical or online space. While the classroom experience is shared between the undergraduate and graduate students, the actual courses are expected to have content, learning outcomes, and assessment measures that are both separate and distinct.

III. STATEMENT OF POLICY

In general, the cross-level listing of undergraduate and graduate courses should be avoided, as graduate and undergraduate courses should be separate and distinct. Moreover, graduate level work must demonstrably involve a greater degree of analysis, synthesis, rigor, critical thought, and independence than undergraduate-level work. Therefore, if it is necessary for an undergraduate and graduate course to be cross-level listed, it is imperative that a clear distinction is made in the student learning outcomes and in the work of the students. In this event, the following guidelines should be observed:

1. Acceptable configurations of such courses include only 4000/5000 and 4000/6000 cross-listings. Undergraduate course at the 3000 level or below should not be co-listed with a graduate course.
2. Each course must have a separate syllabus, and specific student learning outcomes are to be provided for each course clearly indicating the greater

degree of analysis, synthesis, rigor, critical thought, and independence required for the graduate course.

3. Each course should have separate descriptions listed in the course catalog that reflect the advanced economic content of the graduate course.
4. The expectations of graduate students must be commensurate with the level of the graduate course and exceed the expectations of the academic content of the undergraduate course. Graduate students are to do more difficult work, not just more work, than undergraduate students.
5. Course titles should be similar but do not need to be identical.
6. A student is not allowed to enroll in a cross-level listed graduate course for which they already received credit for the cross-listed undergraduate course.

Courses that do not meet the above qualifications for cross-level listing may not be taught together in the same time and/or space.

John Kantner 1/13/2016 9:16 AM

Deleted: <#> Courses that are cross-level listed should have number/level designations that are close to one another in the course-level hierarchy. The preferred arrangement is to have senior-level undergraduate courses (4000 series) cross-listed with beginning graduate courses (5000 series) courses. . .

Cross-listing that combines an undergraduate course with a graduate course two levels higher (i.e., 3000 series with 5000 series, or 4000 series with 6000 series) should be rare and require compelling, academically defensible rationales for combining students of such different academic levels. Cross-listings of junior-level undergraduate courses (3000 series) with advanced graduate courses (6000 level) are not allowed, nor are any cross-level listings with 1000- or 2000-level courses. . .

John Kantner 1/13/2016 9:18 AM

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John Kantner 1/13/2016 9:23 AM

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Recommendation to the committee to allow us to no longer have the 10% cap on the number of cross-listed courses to be taught together in the same time and/or space.

Policies & Regulations

Subject: Graduate GPA Policy		
Number	2.0300P	<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy
Effective Date	2/16/2010	
Revised Date	TBD	
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School		

I. OBJECTIVE & PURPOSE

To establish how a graduate GPA is constituted.

II. STATEMENT OF POLICY

The Graduate GPA includes all graduate credits taken in a program of study once the student has been accepted as a degree-seeking graduate student. This includes all graduate credits, even before official admission to a graduate program, when those credits are used to fulfill degree requirements.

Graduate credits from UNF taken as part of an accelerated Bachelors-Master's degree program, as a post-baccalaureate student, or in another graduate program of study, are counted in the construction of the Graduate GPA when those hours are used toward fulfillment of degree program requirements.

Transfer credits from outside of UNF are not counted in construction of the Graduate GPA, with the exception of dual international degree programs; all graduate credits from these programs are used to calculate the Graduate GPA.

Credits from undergraduate-level courses, no matter when they are taken, are not counted in construction of the Graduate GPA.

- John Kantner 12/14/2015 1:41 PM
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- John Kantner 12/14/2015 1:41 PM
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- John Kantner 12/14/2015 1:35 PM
Deleted: Undergraduate credits, no matter when they are taken, are not counted.
- John Kantner 12/14/2015 1:34 PM
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- John Kantner 12/14/2015 1:37 PM
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Policies & Regulations

Subject: Satisfactory Academic Progress Policy		
Number	2.0400P	<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy
Effective Date	7/8/2008	
Revised Date	TBD	
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School		

I. OBJECTIVE & PURPOSE

To establish minimum criteria for satisfactory academic progress in pursuit of a graduate degree.

II. STATEMENT OF POLICY

(1) Good Academic Standing

A graduate student who has a cumulative UNF Graduate GPA of 3.0 or higher in the program of study in which they currently enrolled is considered to be in good academic standing.

A graduate student must have a cumulative UNF Graduate GPA of 3.0 or higher in their program to be eligible for graduation and the award of a graduate degree.

Graduate students who hold assistantships and fellowships are expected to be in good academic standing.

(2) Academic Probation

A graduate student who fails to maintain a cumulative UNF Graduate GPA of at least 3.0 in their program will be considered not in good academic standing and will be placed on academic probation. Probation shall be noted on the academic transcript for each term in which the cumulative UNF Graduate GPA in their program is below 3.0.

(3) Academic Suspension and Dismissal

1. If, while a graduate student is on probation, the cumulative UNF Graduate GPA in their program does not reach 3.0 in the next academic term, the student is eligible for suspension or dismissal from the program.
2. If, while a graduate student is on probation, he or she earns a D or F in a graduate course

in his or her program of study, the student is eligible for suspension or dismissal from the program.

The decision concerning whether the student is actually placed on academic suspension rests with the particular program's Graduate Program Director and/or the program's Graduate Program Committee (should the program have one).

Academic suspension is noted on the academic transcript. A graduate student may not register for courses while on academic suspension. The decision to release the student from academic suspension rests with the particular program's Graduate Program Director and/or Graduate Program Committee.

Decisions made by Graduate Program Directors and/or Graduate Program Committees may be appealed by graduate students. Such appeals are made through the program appeals process as specified in the Graduate Catalog and Student Handbook.

(4) Program-Specific Policies

Many programs have program-specific policies further defining good academic standing and related matters. These program-specific policies, if inclusive of higher standards than those of the university, supersede university policy. Please refer to individual program requirements for more information.

John Kantner 1/13/2016 12:59 PM

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Policies & Regulations

Subject: Graduate Transfer Credit Policy		
Number	2.0050P	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy
Effective Date	11/12/2007	
Revised Date	TBD	
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School		

I. OBJECTIVE & PURPOSE

To describe the number of credits that may be transferred into a UNF program by a student pursuing a graduate degree, and to describe the parameters under which credit transfers are possible. This policy covers credits transferred into a degree program from outside of UNF, as well as credits earned at UNF outside of the degree program to which they are to be applied. For the purposes of this policy, credits received from another institution as part of a formal dual degree program are not considered transfer credits.

II. STATEMENT OF POLICY

The residency requirement to receive a graduate degree at UNF is ~~18 credit hours, 18 of which must be taken at the 6000 level.~~ The total number of transfer credits from sources both internal and external to UNF may not exceed 50% of the requirements for a UNF graduate degree.

The acceptance of internal or external transfer credits in a graduate program must be approved by the program director. The thesis credit requirement of a program may never be satisfied by transfer credits. Additionally, graduate programs may stipulate additional constraints beyond those included in this policy.

For all transfer credits, the student must have earned grades of 3.0 or higher.

(1) Transfer Credits Earned Prior to Program Enrollment

No more than 12 credit hours from a previously earned degree may be used to satisfy the requirements of a UNF graduate degree. Only graduate-level courses that are no more than seven years old from a regionally accredited institution or recognized international institution may be accepted as previously earned transfer credits. Only formal coursework hours, but not thesis or research hours, may be used as transfer credits.

- John Kantner 12/21/2015 3:05 PM
Comment [1]: This is a reduction from the current 24-credit-hour residency requirement, and allows for the greatest flexibility while still ensuring that the majority of credit hours are taken at UNF.
- John Kantner 12/21/2015 2:27 PM
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- John Kantner 12/21/2015 2:27 PM
Comment [2]: This verbiage conflates the residency requirement with the course-level policy (2.0240). The latter does not require that the 6000-level courses be taken at UNF.
- John Kantner 10/27/2015 1:52 PM
Deleted: No student may earn a UNF graduate degree without 24 hours of UNF graduate course credit. It is also required that students earn a majority
- John Kantner 10/27/2015 5:05 PM
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- John Kantner 10/27/2015 4:20 PM
Moved (insertion) [1]
- John Kantner 10/28/2015 9:42 AM
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- John Kantner 10/28/2015 9:42 AM
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Up to 12 hours of graduate course work taken at UNF as a post-baccalaureate may be applied toward a graduate degree. These courses are considered transfer credits, but count towards fulfilling the residency requirement. (See Policy 2.0290P Credit Earned as a Post-Baccalaureate.)

John Kantner 12/21/2015 3:33 PM

Comment [3]: The specific policy 2.0290 on post-bacc credit says up to 10 hours can be applied. My recommendation is to get rid of the separate policy and change the number of hours to 12 to be consistent with the rest of this policy.

Up to 12 hours of graduate course work taken as an undergraduate at UNF as part of a formally approved accelerated Bachelor's/Master's program may be applied toward a graduate degree. These courses count towards fulfilling the residency requirement, but are considered transfer credits. (See [3] below.)

(2) Transfer Credits Earned While Enrolled in a UNF Program

Up to 12 credit hours of a graduate program may be earned through concurrent enrollment at another regionally accredited university while the student is enrolled in a UNF graduate degree program. This requires advance approval by the program director and graduate dean via submission of a Concurrent Enrollment Form. These courses do not count towards fulfilling the residency requirement.

No more than 12 hours of UNF credit from one graduate program may be applied toward another UNF graduate degree program when both are being pursued concurrently. These courses count towards fulfilling the residency requirement, but are considered transfer credits. (See Policy 2.0760P Concurrent Graduate Degrees.)

John Kantner 12/21/2015 3:35 PM

Comment [4]: The separate 2.0760 policy on Concurrent Graduate Degrees caps this at 15, but I put 12 to be consistent with the rest of this policy revision.

(3) Accelerated Bachelor's/Master's Programs

Accelerated Bachelor's/Master's programs for graduate degrees have a limit of 12 credit hours that may be shared for fulfilling both the undergraduate and graduate requirements. Proposals for accelerated Bachelor's/Master's programs must include a strong curricular rationale to support the streamlining of credit requirements in the two degrees.

John Kantner 10/27/2015 4:20 PM

Moved up [1]: <#>The student must have completed the course work subject to the time limits applicable to his or her current graduate program.

John Kantner 10/27/2015 4:23 PM

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John Kantner 1/5/2016 3:05 PM

Comment [5]: The only accelerated program we have at UNF, in Computing, shares 15 shared credit hours for a 36-hour program. UF allows 12, while UCF caps at 9. I'm thinking that if UF can do 12, we can too?

Shared credit is limited to formal coursework, exclusive of independent study. Course grades below a 3.0 are not acceptable to fulfill Master's degree requirements if taken while in undergraduate status.