

**UCC Academic Policies Subcommittee
Undergraduate Curriculum Committee
Proposal to Create an Academic Policy
(Action Item)**

Contact Person: Andrew McMichael e-mail: andrew.mcmichael@wku.edu Phone: 5-7023

1. Identification of proposed policy:

This policy would address and augment WKU's Student Engagement initiative by defining the methods by which credit may be given for study abroad courses. It would also ensure that students are getting credit and taking courses in the manner that those courses were passed by the UCC.

2. Catalog statement of proposed policy:

Students should receive course credit for study abroad only in courses that are either "Special Topics" courses or courses passed by the UCC specifically as study abroad courses. It is recommended that each academic unit create a repeatable "Special Topics: Study Abroad" course at the 300 or 400 level. If faculty must use already existing courses for study abroad, those courses must go back through the Undergraduate Curriculum Committee. Such courses may also be required to go to the General Education Committee.

3. Rationale for proposed policy:

In the past few years academic units are taking students on an ever-increasing number of study abroad trips. At the same time, many of these units are giving students credit for study abroad using courses that were not designed as study abroad courses. Therefore, students are getting credit for work and course material not intended by either the UCC or the GenEd Committees.

4. Impact of proposed policy revision on existing academic or non-academic policies:

Some academic units may need to create an additional Special Topics course.

5. Proposed term for implementation: Fall, 2005

6. Dates of prior committee approvals:

UCC Academic Policies Subcommittee

Undergraduate Curriculum Committee

University Senate

ACADEMIC POLICIES SUBCOMMITTEE

1/27/05

Revise the Policy on Certificate Programs

A. Revise the Policy on Certificate Programs

Proposal Date 4/18/2005

UCC Academic Policies Subcommittee Proposal to Revise an Academic Policy (Action Item)

Contact Person: Andrew McMichael email: andrew.mcmichael@wku.edu phone: 5-7023

1. **Identification of proposed policy revision:** Clarify the University policy regarding undergraduate use of graduate credits for Certificate Programs.
2. **Catalog statement of existing policy:** There is no clear statement. The undergraduate catalog in one place states that "Graduate credit may not be used to satisfy undergraduate degree requirements."
3. **Catalog statement of proposed policy:**

Change the last sentence of the third paragraph under "**Course Requirements**" on page 26 of the undergraduate catalog to read: "Graduate credit may not be used to satisfy undergraduate academic program requirements."

On page 32 of the undergraduate catalog add the following sentence at the end of the paragraph entitled "**Certificate Programs**": "Only undergraduate courses may be used to fulfill undergraduate certificate program requirements."
4. **Rationale for proposed policy revision:**
 - When the catalog was written there were few certificate programs, so the catalog is not entirely clear on certificate requirements
 - The undergraduate catalog makes reference to degree programs and the requirements for those programs, but is not clear on the requirements for certificate programs
 - In no other way may graduate credit be used to satisfy undergraduate degree requirements
 - The Graduate Catalog, on page 15, explicitly states: "Do not, in any way, attempt to apply the graduate course(s) to the undergraduate degree"
 - It is the sense of the Registrar, the Dean of Graduate Studies, and the UCC Academic Policy subcommittee that the university did not intend for graduate courses to be used to complete either degrees or certificates, and vice versa with regard to undergraduate courses being used by graduates. That this is true is borne out by the fact that departments have had to get exemptions from their Deans in order to do this in the past for certificates
 - All departments are free to create separate but duplicate certificate programs for graduates and undergraduates—clarifying the policy will have no detrimental effect
 - The creation of separate but duplicating certificates is already a practice in at least one department (Leadership)
5. **Impact of proposed policy revision on existing academic or non-academic policies:** None. The Geology department will need to revise their existing GIS undergraduate certificate to remove the "G" courses and then also create a graduate-level GIS certificate.

6. Proposed term for implementation: Spring 2005

Chair McMichael opened the floor for discussion. The GIS Certificate, from the Department of Geography and Geology, which was passed at the December 17, 2004 meeting was discussed because it included courses with graduate (G) components.

Charles Borders moved that notice be given to the Geography and Geology Department to give them the option to remove the "G" courses from their Certificate, without bringing a new proposal making it an Undergraduate Certificate. Also, request that the Geography and Geology Department send as information, a confirmation to the University Curriculum Committee, for its February meeting, that this has been done.

The motion was seconded. The motion carried.

3/27/05

Revision of Guidelines and Bylaws