

Senate Document SD 25-7
Approved, 10/13/2025

MEMORANDUM

TO Jeff Nowak, Presiding Officer

FROM: Steve Buttes, Chair
Educational Policy Committee

DATE: 10/02/2025

SUBJ: Revision of Academic Regulation 7.4

WHEREAS, the Registrar's Office has identified challenges in implementing Academic Regulation 7.4, "Excess Undergraduate credit"; and,

WHEREAS, the Educational Policy Committee discussed and developed proposed solutions to those issues;

BE IT RESOLVED, that the Senate approve the Proposed Revision of Academic Regulation 7.4 listed below.

Background:

Registrar Tara Lewis explained that there has been some confusion regarding how to communicate to the Registrar a decision that an undergraduate student has been approved to complete a course for graduate credit. Academic Regulation 7.4 explains when a student is eligible to be considered for this opportunity, but the process for communicating the decision made about a student's enrollment for graduate credit has been less clear than is needed. Specifically, confusion has involved:

- i. which form needs to be completed
- ii. who has responsibility for completing the form and submitting it to the Registrar (i.e., when can the Registrar conclude that a final decision has been made and that the student has been given permission to complete the course for graduate credit)

Following discussion of the issues in committee the Educational Policy Committee (EPC) arrived at the proposed revision listed below, which is recommended to Senate for adoption:

1. Current Academic Regulation 7.4 ([link to Academic Regulations, Section 7, AY 2025-2026](#))

7.4: Excess undergraduate credit. A senior with a GPA of 3.00 or better may, with written permission from both an authorized graduate advisor and the instructor(s) involved, enroll in up to nine credits in excess of the requirements for graduation, in courses intended for use in a graduate program. Permission, if given, shall be noted on forms supplied by the Registrar, who shall make a transcript notation of the special status of these credits. Instructors shall impose graduate-level standards on such a student.

2. Proposed Revision of Academic Regulation 7.4

7.4: Excess undergraduate credit. A senior with a GPA of 3.00 or better may, with written permission from both an authorized graduate advisor and the instructor(s) involved, enroll in up to nine credits in excess of the requirements for graduation, in courses intended for use in a graduate program. ~~Permission, if given, shall be noted on forms supplied by the Registrar, who shall make a transcript notation of the special status of these credits. Instructors shall impose graduate-level standards on such a student.~~ **A completed Grade Change Form indicating excess undergraduate credit and the specific courses shall be supplied to the Registrar by the department. The Registrar will add a transcript notation of the special status of these credits. Instructors shall impose graduate-level standards on such a student.**

~~TEXT:~~ Current Language proposed for removal

TEXT: New Language proposed for addition