University Senate Document 10-9
21 March 2011

TO:	**The University Senate**
FROM:	**Proposed to the University Senate Educational Policy Committee (EPC)**
SUBJECT:	**Use of Excess Graduate Credit towards Graduate Degree**
DISPOSITION:	**University Senate for Action**
REFERENCES:	**Proposed changes to the *Section H. Excess Undergraduate Credits* of the University Regulations**

Current	Proposed
H. Excess Undergraduate Credits Course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his baccalaureate degree, but will be accepted only if: 1. The student had senior standing when taking the course, 2. The student received a grade of B or better (work taken under the pass/not pass option is not acceptable), 3. The course was designated as a graduate course, and 4. The course was taken at the graduate level. (With regard to item 4, a course at Purdue must be certified by the instructors having been taken at the graduate level; the undergraduate student should notify the instructor at the beginning of the course of intent to use the course for graduate credit, using *Registrar's Form 350, Academic Record Change*). If the work is completed satisfactorily on this basis, the instructor shall then fill in the *Academic Record Change* form, which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the session. The registrar will hold the form until the student has qualified for a baccalaureate degree, at which time it will be submitted to the dean of the undergraduate school concerned. The dean or a designee of the dean will affix his/her signature attesting to the fact that the credit is in excess of that required for the baccalaureate degree and return it to the registrar, who will then enter the notation available for graduate credit on the student's record. The sum of credits earned as undergraduate excess and the credit earned in postbaccalaureate and teacher license status that can be used on a plan of study is limited to 12 credit hours except as stated in Section II-G above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.	**H. Excess Undergraduate Credits** Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if: 1. The student had junior or senior standing when taking the course, 2. The student received a grade of B or better (work taken under the pass/not pass option is not acceptable), 3. The course was designated as a graduate course, and 4. If the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the *Academic Record Change Form 350*, which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final semester. The academic advisor's (or candidate coordinator's or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation available for graduate credit on the student's record. The sum of credits earned as undergraduate excess and the credit earned in post baccalaureate and teacher license status that can be used on a plan of study is limited to 12 credit hours except as stated in Section II-G above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.

Accepted unanimously by EPC (Beals, Dooley, Gu, Hawkins, Kay, Kirkwood, Kmec, Kubat, Luescher, Reed-Rhoads, Sparks, Van Bogaert, Brown)