

**University Academic Affairs Committee**  
**Minutes**  
**February 9, 2016**  
**2:30 P.M.**  
**HCC 310**

**Committee:** Janine Davis (at large; chair), Dianne Baker (CAS), Keith Mellinger (at large), Woody Richardson (COB), Beverly Epps (COE; secretary)

**Ex officio:** Kimberly Buster-Williams, Rita Dunston, Tim O'Donnell, Jonathan Levin, Wes Hillyard, Sarah Clay (student member)

**Present:** Janine Davis, Dianne Baker, Keith Mellinger, Woody Richardson, Beverly Epps

Kimberly Buster-Williams, Rita Dunston, Tim O'Donnell, Keith Mellinger, Wes Hillyard, John Morello

**1. Welcome**

**2. Update on Motions** (two formerly tabled motions, the one on Retroactive Administrative Withdrawal and the one on pending honor cases/G grades, were discussed in UFC and passed)

**3. New Business**

- a. Changes to undergraduate catalog re: students taking graduate courses (for discussion; no action needed; see appendix 3a)
  - i. Changes needed in catalog description due to the following three circumstances: BSN program requires students to take a graduate course, M.Ed. five-year programs require graduate courses during undergraduate years and the variability of credits for courses in programs.

Curriculum committee approved BSN program with one grad course required as a capstone. Grad classes can count towards undergrad and masters programs...under accelerated degree program. The M.Ed., programs are accelerated degree programs (students are admitted to grad program while they are still undergraduates).

- b. Update on Modern Foreign Language recommendations
  - i. The committee reviewed the initial charges from the task force and UFC, and then responses from various offices, including the Provost's office and the Registrar, about what would need to be in place before these can be implemented.
  - ii. The Provost's office suggests bringing together key players to discuss the ramifications and feasibility of the recommendations (this might include someone from initial task force, the registrar, IT, admissions, advising) to look at all the issues before it can be implemented (this is not an aversion or objection).  
UAAC has several concerns and would like to meet with this new group to help shape recommendations that might appear in catalog copy or policies.

The reasons for the MFL recommendations are multifaceted; given the complicated nature of how and if these processes could be implemented, it is not possible that this could be finalized in time for implementation by next year.

**4. Adjourn at 3:30**

**Submitted by Beverly Epps**

**Minutes approved by committee over email on 2/18/16**



where great minds get to work

Office of the Provost

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FOR: The University Academic Affairs Committee  
SUBJECT: Revised *Undergraduate Catalog* Text Regarding Undergraduates Taking Graduate Courses  
FROM: John T. Morello, Associate Provost for Academic Affairs  
DATE: February 4, 2016

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Because these changes seek merely to make our written policy consistent with already approved curricula and curricular practices, this item is presented for the Committee's information and to answer any questions. I am not asking for any specific action.

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**Background**

In 2007, UMW developed a policy regarding undergraduates taking graduate courses. The policy had two components – courses taken by undergraduates as electives and courses taken by students who had applied for and been accepted into an accelerated degree program.

After the initial accelerated programs floundered and were no longer active, we stopped putting the accelerated degree program policy in the *Catalog* but continued with the general statement about graduate courses taken by undergraduates. **Three circumstances** now require that we go back to having a clear statement about when undergraduate students may take graduate courses and how those courses count. Also, the *Catalog* language needs some slight adjustment in order to support academic programs that have been approved by UMW curriculum committees.

The **first circumstance** involves the BSN degree program, which requires that students take one 500-level (graduate) course as part of the undergraduate degree requirements. The policy approved in 2007 said that undergraduates could take up to six hours of graduate credit beyond the undergraduate degree requirements. The policy went on to say the following: "Such graduate credit may be counted toward a master's degree at the University, but will not be used to fulfill undergraduate degree requirements." Strict enforcement of this means that no one will ever be able to earn a BSN degree at UMW! This needs error to be corrected.

A **second circumstance** involves the M.Ed. degree, which has expanded some of its five-year programs. In order for students to be able to complete this degree in a timely fashion, they have to take two graduate-level courses while still undergraduates. We need to bring back the Accelerated Degree Program *Catalog* language and to identify the M.Ed. five-year programs as accelerated degree programs so that students who must take two graduate courses while undergraduates may count those common courses toward both degrees.

The **last circumstance** involves the credit hours for graduate courses. In 2007, all graduate courses were three credits so it made sense to indicate credit hours in the *Catalog* language and policy. We now have graduate courses with four credits, two credits, variable credits, and so on. It makes more sense to just say courses rather than to indicate credit hours.

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The revised text (below) resolves the deficiencies in the 2007 policy and ensures that the policy on undergraduates taking graduate courses will not be a barrier for students being able to complete their UMW degree programs.

### **Language for the 2016-17 Undergraduate Catalog**

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#### **TAKING GRADUATE COURSES AS AN UNDERGRADUATE**

An undergraduate student with 18 or fewer hours of course work remaining for degree completion may take up to **two graduate courses**. Such graduate credit **may count as undergraduate electives or toward major program requirements (if applicable)**. The student must **either be in an undergraduate program requiring a graduate course as part of the undergraduate degree requirements (such as the BSN program) or** have a minimum 3.0 cumulative grade-point average and must receive permission from his/her academic advisor and the chair of the department/**program** offering the course. The University also offers **Accelerated Degree Programs** in which undergraduate and graduate degrees have a maximum of four common **courses**. These credits are offered at the graduate level, and may be taken by students who apply for and are conditionally admitted to the graduate program during their undergraduate studies. **Accelerated degree programs are noted in both the Undergraduate and the Graduate Academic Catalogs**. The **courses** may count toward both the undergraduate and graduate degrees if formal admission to the graduate degree program is received within five years of the award of the undergraduate degree. All graduate **courses** applied to the undergraduate degree will count in the undergraduate grade-point average.

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#### *Additional Notes:*

1. "Program" is added because some of the UMW curriculum is not managed by departments (COB and COE have no departments, the BSN program does not have a department).
2. A qualifying undergraduate should be able to count a graduate course as an elective if there are some programs that have a graduate course required as part of the undergraduate degree.
3. Accelerated Degree Programs need to be officially indicated in the *Catalogs*.

#### ***FOR COMPARISON, here is the former Catalog policy statement***

#### **TAKING GRADUATE COURSES AS AN UNDERGRADUATE**

An undergraduate student with 18 or fewer hours of course work remaining for degree completion may take up to six hours of graduate credit beyond the undergraduate degree requirements. Such graduate credit may be counted toward a master's degree at the University, but will not be used to fulfill undergraduate degree requirements. The student must have a minimum 3.0 cumulative grade-point average and must receive permission from his/her academic advisor and the chair of the department offering the course.. The University also offers **Accelerated Degree Programs** in which undergraduate and graduate degrees have a maximum of four common 3-credit classes (12 hours). These credits are offered at the graduate level, and may be taken by students who apply for and are conditionally admitted to the graduate program during their undergraduate studies. The hours may count toward both the undergraduate and graduate degrees if formal admission to the graduate degree program is received within five years of the award of the undergraduate degree. All graduate hours applied to the undergraduate degree will count in the undergraduate grade-point average.

## Appendix (item 3b):

*From Anand Rao, email, 1/11/16:*

I am writing with a request from the UFC. At our last meeting we received a report from Prof. Scott Powers, Chair of the Ad Hoc Committee on the Fulfillment of the Foreign Language Requirement. The ad hoc committee was created by the UFC last year to review the FL requirement, and the report includes a set of recommendations that the UFC would like the UAAC to review. You can find a copy of the report here: <http://ufc.umw.edu/files/2015/11/Ad-Hoc-FL-Committee-Final-Report-part-1-for-web3.pdf> You can find the second file for the report, including support documents, here: <http://ufc.umw.edu/files/2015/11/Ad-Hoc-FL-Committee-Final-Report-part-2-for-web.pdf>

The report includes 6 recommendations, three of which are meant for the MLL and CPR departments. The other three recommendations are intended for UAAC, and are number 2,3, and 4 in the report (copied here):

2. The committee recommends that *all* entering students be required to take a UMW foreign language placement exam unless the student has already shown to have demonstrated intermediate competency in a foreign language through one of the assessment tools or certifications listed on page 89 of the 2015-2016 Undergraduate Academic Catalog.
3. The committee recommends that no student who has completed a second year of a foreign language in high school within the two years before entering UMW be allowed to take a language at the 101 level, regardless of placement exam results, and may only take a language at the 105 level with the permission of the department chair.
4. The committee recommends that back (or retroactive) credit in the amount of three credits be awarded if the student, upon taking a UMW placement exam, then takes the same language at the level where s/he placed and successfully completes that level (course) with a B- or higher. The committee recommends that the amount of retroactive credit be three credits in the course (excepting 101) immediately preceding the language course successfully completed.

*Related issues (from Rita, email 1/14/16):*

1. The committee recommends all entering students be required to take the foreign language placement exam. The only way to ensure all students take the exam is to add placement scores on each course to serve as pre-reqs. While this is an easy solution for incoming students, it would cause much havoc for continuing students as they will not be able to register for any foreign language courses. MLL would have to perform a large number of manual overrides for any student who hasn't taken the placement exam. Currently, CHEM requires placement exam for all incoming students and have a manual process for any student without test results but CHEM has a smaller population. Certainly, MLL could revert back to the sequence rule – students have to continue where they started and would be unable to jump around.
2. While the recommended policy is a student cannot enroll in 101 if they have completed two or more years of high school language, the policy will be difficult to enforce. Admissions doesn't currently track this information and even if they did there is

no field to enter the action. While some COPLAC as well as VA institutions have this as a 'policy' I am unaware of any institutions that is actually enforcing it. It seems most have chosen to advise students of this rule.

3. A starting date would have to be established for retroactive credits; otherwise, students could request at any time. Should it is decided to grandfather all students, I would highly recommend we established a deadline for students to request the retroactive credit (similar to the decision to switch gen eds fall 2008)