



## **Kutztown University Policy ACA-017**

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### **400-Level Courses**

#### **A. Purpose**

The purpose of this policy is to explain which undergraduate students may take 400-level graduate courses.

#### **B. Scope**

This policy applies to all 400-level courses, all undergraduate and graduate students.

#### **C. Key words and phrases:**

300-Level Courses – undergraduate courses at the highest level of difficulty.

400-Level Courses – courses that may be taken by undergraduate and graduate students; if taken by an undergraduate student, the course is considered to be an undergraduate course; if taken by a graduate student, then the course is considered to be a graduate course.

500-Level Courses –graduate courses that may be taken by undergraduate students only by special permission.

#### **D. Policy & Procedure(s)**

Courses at the 400-level are designed to be flexible to the needs of students and programs. By definition, they are at a higher level of difficulty than 300-level courses and at a lower level than 500-level courses, but 400-level courses may be used or required for either undergraduate or graduate degree programs, depending on the curricular requirements of the degree program.

Courses at the 400-level that are taken for credit in an undergraduate program cannot be used or repeated for credit in a graduate program. However, 400-level courses may be used for credit as part of a combined bachelor's / master's program.

Individual master's programs may limit the number of 400-level credits that can apply to the degree or require a specific number of 500-level credits for the degree. Students should consult with their advisors before taking 400-level courses.

Policy ACA-017

**E. Effective Date**

2008

**F. Approved By**

Graduate Council – December 9, 2003

University Curriculum Committee - May 2, 2008

University President - 2008

**G. Last Reviewed**

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020