

Siena University

UNIVERSITY AND ADMINISTRATIVE POLICY

Policy Title:	Blended Enrollment Policy for Undergraduate Students Taking Graduate Courses
Type or category of Policy:	University
Approval Authority:	Provost
Responsible Executive:	Provost
Responsible Office:	The Office of Graduate Programs
Owner Contact:	John Bond, Director of Graduate Programs jbond@siena.edu 518-783-2355
Reviewed By:	Provost Madden; Deans Assudani, Farnan, and McCarthy; Graduate Program Directors, John Bond
Reviewed Date:	August 21, 2025
Last Revised and Effective Date of Revision:	August 21, 2025

*=Optional

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena University Policy website for the official, most recent version.

Brief Overview of the Policy

This policy is designed to ensure that blended enrollment supports students' academic progress, aligns with financial aid regulations, and maintains the integrity of both undergraduate and graduate programs. It also ensures equity by providing all eligible students with clear, fair, and consistent access to blended enrollment opportunities.

Reason for Policy

The purpose of the Blended Enrollment Policy is to establish consistent guidelines for Siena University undergraduate students who wish to enroll in graduate-level courses while completing their bachelor's degree. This policy is designed to ensure that blended enrollment supports students' academic progress, aligns with financial aid regulations, and maintains the integrity of both undergraduate and graduate programs. It also ensures equity by providing all eligible students with clear, fair, and consistent access to blended enrollment opportunities. By outlining eligibility criteria, program-specific provisions, and financial aid considerations, the policy provides transparency and structure so that students, faculty, and advisors can make informed decisions that balance timely undergraduate degree completion with opportunities for advanced study.

Scope of the Policy: Entities or Individuals affected by this policy

- All faculty, administration, and staff members
- All faculty and staff members including student employees
- Supervisors
- Faculty and staff members with managerial or supervisory responsibilities for staff or operations
- Vice presidents
- Deans, directors, chairs, and department heads
- Siena administrators

The Official Policy

Blended Enrollment Policy for Undergraduate Students Taking Graduate Courses

General Eligibility Criteria (All Programs)

- Student must maintain full-time, matriculated undergraduate status.
- Graduate courses cannot count toward the 120-credit undergraduate degree requirement.
- Student has fulfilled or is on track to fulfill undergraduate major requirements and has room in their schedule after accounting for all remaining bachelor's degree graduation requirements.
- Undergraduate tuition applies to blended-enrolled graduate courses.
- Student has applied to and been accepted into a graduate program at Siena.
- With the exception of Master of Science in Accounting (MSA) students, the maximum number of graduate credits any student may take through blended enrollment is 6 credits.

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- Master of Social Work (MSW) students on the Advanced Standing track are not eligible for blended enrollment.
- MSW students on the Traditional Standing track may be eligible for blended enrollment, subject to approval from the MSW Program Director.

Graduate Education Students

Due to student teaching taking place during the final semester of undergraduate studies, Siena undergraduate students admitted into a graduate education program may take up to 6 graduate credits through blended enrollment during their final three undergraduate semesters if they meet the conditions listed above.

Graduate Business Students

Siena undergraduate students admitted into a graduate business degree (excluding the MSA) may participate in blended enrollment only during their final undergraduate semester if they meet the conditions listed above.

Graduate Social Work (Traditional Standing) Students

Siena undergraduate students not majoring in Social Work who are interested in the MSW program are encouraged to contact the MSW Program Director to request permission to enroll in SWRK 500 in the fall semester prior to submitting their application.

Master of Science in Accounting (MSA) Students

In special circumstances, blended enrollment for MSA students may exceed the 6-credit maximum, based on academic planning and program requirements. Students must still meet all general eligibility criteria and receive approval from the program director or academic advisor.

Financial Aid Considerations (All Students)

To remain eligible for financial aid during a blended semester, students must meet the following requirements:

Institutional Aid (e.g., merit scholarships, Siena grants, endowed scholarships):

- Student must be enrolled in at least 3 undergraduate credits during the blended semester.

Federal Pell Grant: The Federal Pell Grant is awarded based on enrollment status, with students receiving the full amount (100%) if enrolled in 12 or more undergraduate credits, and reduced percentages for fewer credits.

- 100% for 12 or more undergraduate credits
- 75% for 9–11 undergraduate credits
- 50% for 6–8 undergraduate credits
- 25% for 3–5 undergraduate credits

Federal Stafford Loans:

- Student must be enrolled in at least 6 undergraduate credits.

Federal Work Study:

- Student must be enrolled in at least 3 undergraduate credits.

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New York State Grants (e.g., TAP):

- Students in their final undergraduate semester may receive 100% of their award.
- Students not in their final semester must be enrolled in at least 12 undergraduate credits to be eligible.

Adopted: 9/2/2025

Reviewed: 8/21/2025