

Graduate Credit Load for Undergraduate Seniors Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

Purpose:

To describe the policy and procedures for undergraduate students who want to take graduate coursework during their undergraduate program.

Policy:

Undergraduate students within nine credits of graduation with a minimum cumulative grade-point average (GPA) of 3.0 are eligible to apply and earn graduate-level credit. Students who are interested in this option must meet with their undergraduate academic advisor and the appropriate academic graduate program coordinator prior to completing the appropriate paperwork. Graduate areas of study reserve the right to limit student enrollment in graduate-level programs. Some graduate-level courses may have prerequisites and/or course expectations that prohibit the enrollment of undergraduate students. Students should speak with the appropriate academic graduate program coordinator for information regarding eligibility to enroll in a specific graduate course. Credits earned under this program establish a permanent graduate-level record at Clarion University and are available for transfer to other accredited institutions. Credits earned under the program are for graduate credit, separate from the undergraduate credits earned for the undergraduate degree, and will not be calculated in the student's undergraduate credit and quality-point total. Questions should be directed to the student's undergraduate advisor or Registrar's Office.

Procedures:

- a. Students must file a 'Request for Graduate Credit Registration Form' during the registration period for the intended semester. (This form is good for only one semester at a time; therefore, students are not automatically eligible to register for graduate credit the following semester.) Form is available online at: www.clarion.edu/registrar/forms
- b. Courses to be taken must be identified on the application form before signatures and final approval. No substitutes are permitted.
- c. Students may not take more than two graduate-level courses per semester. A limit of nine graduate credits may be earned prior to formal admission as a graduate student.

- d. This form requires the signatures of the undergraduate advisor, department chair, graduate program coordinator, the dean of the program. Completed forms are to be returned to the Registrar's Office.
- e. Graduate credits earned may be transferred to another institution at the option of the receiving school.
- f. Tuition and fees: undergraduate students taking graduate courses will be charged undergraduate tuition and fees for all courses
- g. Return the completed, signed form to the Registrar's Office.