



Policy title:

Policy for using Graduate Courses for Undergraduate and Graduate Degree Credit

Issued (original policy date):

MM/DD/YYYY

Revised (date):

05/07/2026

Review date for this policy:

Policy status:

- ☐ New
- ☒ Revision
- ☐ Deletion
- ☐ Supersedes existing policy

Policy purpose/reason:

To allow excellent undergraduate students to enroll in graduate classes in order to complete their undergraduate degree and potentially ladder into a graduate degree.

Effective date of policy:

(Note: Enter a date below only if the effective date is not next July 1)

MM/DD/YYYY

Click the check boxes to add information in the following categories:

- ☒ Background
- ☒ Definitions
- ☒ Full policy statement
- ☐ Exclusions or special circumstances
- ☐ Policy summary for catalog

Background:

Numerous universities allow some of their best undergraduate students to enroll in graduate classes in the final year of their undergraduate studies for elective undergraduate credit that can then also be used toward a graduate degree. This policy brings CMU into alignment with general practices in this regard and hopefully encourages students to continue into a graduate degree.

Definitions:

Undergraduate credits refer to those credits which are 100-400 level. Graduate credit refers to courses numbered above 500 and above.

Full policy statement:

With the consent of the instructor and the Graduate Program Director/Coordinator, students with more than 90 earned credit hours and a cumulative GPA of 3.50 or greater will be allowed to take up to 6 total credit hours of graduate credit and apply those credits to their undergraduate degree. Acceptance of credits is contingent on approval of individual departments. Those same credits may subsequently be applied toward the completion of a CMU graduate degree. If approved, the appropriate forms will need to be submitted to the Registrar's office prior to completion of the course(s) to ensure proper alignment of credits to both the undergraduate and graduate transcripts. Note that any grades earned in these courses will affect the student's undergraduate and graduate GPA.

Accelerated Graduate Program Policy: This policy does not apply to students in an accelerated (i.e., 3+2, 3+3, 4+1) graduate program, as they may have courses in their programs designated to fulfill undergraduate and graduate credits. In this situation, any credit hours above 30 for a master's degree and 60 for an entry-level doctoral degree can count back toward the undergraduate degree, provided that the credit hours do not exceed 25% of the total credit hours for an undergraduate degree, or 30 credit hours. Approval of such programs must follow the Atypical Packaging of Programs guidelines in the Curriculum Policies and Procedures Manual.

Are there any related documents?

☐ Yes ☒ No

Does this policy have an expiration date?

☐ Yes ☒ No

Approved by (signatures as applicable):

APC Chair

Date

Jeremy Bergen

7/14/2026

Faculty Senate President

Date

Stephen Merino

7/14/2026

Provost for Academic Affairs

Date

Jeremy Hawkins

7/14/2026

Board of Trustees

Date

Approved August 13-14, 2026 at Board Trustee Meeting

8/13/2026

Date

Package History

Date	User	Ip Address	Action
5/14/2026 4:48:51 PM	Bergen, Jeremy	165.225.10.159	Submitted 'AA - Policy Creation/Update'
5/14/2026 4:49:00 PM	APC Chair		Received
7/14/2026 2:28:03 PM	Bergen, Jeremy	184.167.172.48	Decision Approved on step 'APC Chair'
7/14/2026 2:28:16 PM	Faculty Senate President		Received
7/14/2026 2:30:55 PM	Merino, Stephen	129.19.144.64	Decision Approved on step 'Faculty Senate President'
7/14/2026 2:31:18 PM	Provost AA		Received
7/14/2026 2:41:17 PM	Hawkins, Jeremy	63.238.225.59	Decision Approved on step 'Provost AA'
7/14/2026 2:41:47 PM	President		Received
7/15/2026 8:06:33 AM	Altman, Logan		Reassigned 'Policy Creation/Update - Policy for using Graduate Courses for Undergraduate and Graduate Degree Credit ' to Altman, Logan. Reason: Obtaining copy of document.
7/15/2026 8:11:02 AM	Altman, Logan		Reassigned 'Policy Creation/Update - Policy for using Graduate Courses for Undergraduate and Graduate Degree Credit ' to President. Reason: Rerouting after obtaining a copy of the form.
9/23/2026 7:22:41 AM	Raimer, Wyatt		Moved by Raimer, Wyatt from step 'President' to step 'Export End'. Reason: Per Michelle Sunkel, these forms are to be completed by her based on the BOT meeting minutes.
9/23/2026 7:22:41 AM	Raimer, Wyatt		Workflow Ended