

	ACADEMIC AFFAIRS POLICY	Page 1 of 2
	Issued: (original policy date) April 4 th , 2018	Revised: (date) Click here to enter text.

Policy Title: ***Policy for using Graduate Courses for Undergraduate and Graduate Degree Credit***

Policy Status: ☒ New

☐ Revision

☐ Supersedes existing policy titled: Click here to enter text.

☐ Deletion

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 here only if the effective date is not next July 1): Click here to enter text.

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.

Full Policy Statement and Catalog 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 assignment 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.

Exclusions or Special Circumstances: This policy does not apply to students in an accelerated (i.e. 3+2, 4+1) graduate program as they may already have courses in their programs designated to fulfill undergraduate and graduate credits.

Policy Summary for Catalog: See Full Policy Statement above

Related Documents:

- Policies: Click here to enter text.
- Forms: Click here to enter text.
- Other: Click here to enter text.

Approved by (signatures as applicable):

Faculty Senate Committee: <u>Faculty Senate Academic Policies,</u>	date: <u>Spring 2018</u>
Faculty Senate: <u>Approved during Senate meeting,</u>	date: <u>4/19/2018</u>
Vice President for Academic Affairs: <u>Cynthia Pemberton, EdD</u>	date: <u>4/24/2018</u>
President: <u>Tim Foster, JD</u>	date: <u>4/24/2018</u>
Board of Trustees (if applicable) <u>Approved</u>	date: <u>5/24/2018</u>

Expiration Date (if applicable): Click here to enter text.