

Procedures and Standard for College Operations
Procedure Number: 204.1
Undergraduates Taking Graduate Level Coursework

Approved by:  Date: 8-25-20
President

Revised:

History:

Additional History:

Related Policies, Procedures or Standards: Standard 204-S – Undergraduates Taking Graduate-Level Coursework

Additional References: None

I. Introduction

The purpose of this procedure is to establish the protocols, processes, and procedures by which an undergraduate student may be permitted to take graduate level coursework as established in Standard 204 A: *Undergraduates Taking Graduate Level Coursework*. The objective of the college's efforts in implementing this procedure are to maximize the educational opportunity of our students while ensuring the integrity of degrees awarded by the college.

II. Definitions

+1 Accelerated Degree Program – Academic program that enables academically qualified undergraduate students to earn Graduate-level credits during their last term of study within their undergraduate program. This will allow students the opportunity to begin graduate course work while completing their undergraduate degree.

III. Procedure/Standard Statement

Undergraduate students can be approved to register for graduate-level coursework. To be eligible, students must be seniors who are registered for their final degree applicable credits and have a GPA of 3.0 or higher. Students will fall into one of three categories.

Category 1: Be accepted into a +1 accelerated degree program.

Student may apply to the +1 Accelerated degree program in the second to last term of undergraduate study. If accepted into a +1 Accelerated degree program, eligible undergraduate students may use up to 12 specified graduate credits approved by the school/college to fulfill requirements for their undergraduate degree. These 12 credits may then be applied towards completion of the identified Central Penn Graduate degree. Part-time and full-time undergraduate

seniors taking graduate courses pay the graduate tuition rate for graduate courses and will not be charged the application fee for the graduate program.

Category 2: Eligible students not enrolled in the +1 Accelerated degree program.

Students who wish to fulfill requirements for their undergraduate degree may be approved to take graduate-level courses in their last term of study. Students must first obtain written approval of the student's advisor and the Dean of the School. If approved, the consideration will be sent to the VPAA/Provost for consideration.

Undergraduate students not enrolled in an approved accelerated degree program may take up to two courses totaling no more than six credits at the graduate level for credit towards their undergraduate degree. The credits and grade(s) appear on the undergraduate transcript and count toward the undergraduate grade point average (GPA) only. The course (credits and grade) cannot be applied to satisfy any graduate degree requirement and will be entered onto the undergraduate record only and cannot be entered on the graduate record. Part-time and full-time undergraduate seniors taking graduate courses pay the graduate tuition rate for graduate courses.

Category 3: Eligible students not enrolled in the +1 accelerated degree program who wish to take graduate courses in their last term of study.

Undergraduate students not enrolled in an approved accelerated degree program may take up to two courses totaling no more than six credits at the graduate level for graduate credit. To be eligible, students must be seniors who are registered for their final degree applicable credits and have GPA of 3.0 or higher. The credits and grade(s) cannot be applied to satisfy any undergraduate degree requirements. The credits and grade(s) appear on a Non-degree/Non-Program graduate transcript and count toward a graduate GPA only.

Part-time and full-time undergraduate seniors taking graduate courses pay the graduate tuition rate for graduate courses and will not be charged the application fee. Permission to enroll in graduate courses under Category 3 does not constitute a commitment on the part of any department to accept the students as a graduate student in the future. If a student wishes to take graduate work at Central Penn College after completing the bachelor's degree, they will then be required to pay the application fee when applying to a master's degree program.

IV. Implementation:

This policy is effective upon approval