TO: University Curriculum Committee
FROM: Graduate Council
RE: Undergraduate Enrollment [Effective: Summer 2016]
DATE: April 1, 2015

Undergraduate Enrollment in the College of Graduate Studies

A senior (90 or more credits) who has a cumulative grade-point average of 3.00 or higher may register for courses at the 500-level courses. Graduate courses taken as an undergraduate student Courses will automatically be recorded on the undergraduate transcript. However, seniors Students desiring to have graduate level courses taken as an undergraduate placed on a graduate transcript must follow the policies on reserving courses for the graduate transcript. If the credit reservation form is approved, a separate graduate transcript will be created for the student. Capable students who are in their senior year can thus begin limited graduate work at an earlier date than would otherwise be possible, submit to and have approved by the College of Graduate Studies a "Course Level Adjustment Form" that specifies the courses to be placed on the graduate transcript, thereby allowing a separate graduate transcript to be established. Capable students who are in their last year can thus begin limited graduate work, up to a total of 12 credits, at an earlier date than would otherwise be possible. The Course Level Adjustment Form must be processed and accepted by COGS prior to the student applying for the bachelors degree. No courses will be moved to the graduate transcript once the baccalaureate degree is awarded. Students who have courses placed on a graduate transcript and later wish to be admitted to the College of Graduate Studies for work toward a degree must apply for admission to the College of Graduate Studies following the usual procedures. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.

Reserving Undergraduate Courses for the Graduate Transcript

Students desiring to move courses from their undergraduate transcript to a graduate transcript may do so by filing the Credit Reservation Form with the College of Graduate Studies. Courses from the undergraduate record may be moved to a graduate transcript if they meet the following criteria 1) the student has a cumulative GPA of 3.00 or greater; 2) the course is at the 400 level or higher; 3) the grade in the course is A or B; 4) the course was not used to meet the requirements for the undergraduate degree. No more than 12 credits of undergraduate work can be moved to the graduate transcript under this policy.

Students are responsible to initiate the course reservation process as soon as they know they wish to move a course to the graduate level and prior to receiving their baccalaureate degree. No courses will be moved to the graduate transcript once the baccalaureate degree has been conferred. Undergraduate courses completed at another institution are not eligible to be reserved. Courses will not be reserved until final grades for the term have been posted. Students who have courses placed on a graduate transcript and later wish to be admitted to the College of Graduate Studies for work toward an advanced degree must apply for admission to the College of Graduate Studies following the usual procedures. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.