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## Policy AC023: Undergraduate Enrollment in Graduate Courses

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To describe the process and conditions for undergraduate students to enroll in graduate courses, when not participating in an accelerated Bachelor to Master's program.

### B. Definition(s)

Not Applicable.

### C. Policy

Undergraduate students who have earned senior standing (90+ earned credits towards their undergraduate degree) may enroll in a maximum of 6 graduate credits as an undergraduate student if they meet the following requirements.

- The student must possess and maintain a minimum cumulative GPA of 3.0.
- Undergraduate transfer students with senior standing must have earned a minimum of 12 credits from Pennsylvania Western University prior to enrolling in graduate courses.
- Individual departments determine the prerequisites for each course, and the student must meet these prerequisite requirements or obtain a waiver of the prerequisite from the instructor and department chair.

Undergraduate students may take graduate courses for undergraduate or graduate credit. If a graduate course is taken for credit to apply toward meeting undergraduate program graduation requirements, the course and credits cannot also count toward graduate program requirements at PennWest. Likewise, if a graduate course is taken for credit toward a graduate program, the course and credits cannot also be applied toward the undergraduate program requirements at PennWest.

In addition, students must fulfill all requirements for entrance into the graduate program of which the courses are part, other than completion of the undergraduate degree or teaching certification, where appropriate.

The undergraduate student will be charged undergraduate tuition and fees for the graduate courses taken.

This policy does not apply to students in accelerated Bachelors to Master's programs at PennWest. For participation in accelerated programs, the student should reference PennWest Policy AC005.

#### **D. Procedure(s)**

1. The undergraduate student must complete the Undergraduate Student Permission to Enroll in Graduate Courses form and obtain approval from their academic advisor, the course instructor and department chair over the course(s). The student must indicate on the form whether they are taking the course to apply toward undergraduate degree requirements, or for graduate credit toward a graduate degree. If the student wishes for the graduate course to apply to both the undergraduate and graduate programs simultaneously, the student must be enrolled in an accelerated program, per Policy AC005.
2. The student will submit the Undergraduate Student Permission to Enroll in Graduate Courses form to the Office of the Registrar, and will be automatically enrolled in the course by the registrar.

#### **E. Related policies**

Accelerated Bachelors and Masters Policy (AC005)

Graduation Requirements Policy (AC028)

#### **F. Contact Information**

For additional information, please contact the Office of the Registrar.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.