

NIAGARA UNIVERSITY	POLICY Undergraduate students not in 4 + 1 programs taking graduate coursework.	Date: 4/07/09	No.
		Replaces:	New

INTRODUCTION:

This policy enables qualified undergraduate students not in an approved 4 + 1 program to take up to two graduate courses in their senior year.

ELIGIBILITY:

Full time matriculated undergraduate students who hold senior class status with the appropriate cumulative gpa.

POLICY:

Students with senior class standing (at least 84 hours completed) who have achieved a cumulative grade point average of 3.00 or better, with recommendation from their advisor, and permission from both the graduate program director and dean of the respective graduate program, may enroll in one graduate course for undergraduate credit per the senior fall and spring semesters. The student must be registered, and remain registered, for a minimum of 12 undergraduate credits and total credits for each semester cannot exceed 18 hours. This will insure compliance of full time undergraduate status for block tuition billing, financial aid disbursement and I-20 status. The two graduate courses cannot be part of the undergraduate degree requirements.

Registration for any graduate class will be processed in the records office no earlier than two days prior to each fall or spring semester when the appropriate form with the required signatures is submitted.

Because course registration, financial aid, and block tuition billing are based on the UG academic level of the undergraduate student, the graduate courses will be posted on the UG (undergraduate) transcript and calculated into the gpa which is used for semester dean's list along with departmental and university honors upon graduation. Therefore, these 2 courses need to remain on the UG transcript. If the student decides to matriculate into one of NU's graduate programs, the graduate courses taken as an undergraduate student may be listed on the GR (graduate) transcript with course number, title, credit hours and grade by use of the transfer credit form. A line will be added to the GR transcript stating that these courses were transferred from the UG transcript. The courses are subject to approval by the director/dean of the graduate program.

If the graduated undergraduate student needs a GR transcript showing the 2 graduate level courses for the purpose of admittance to another institution, the student must complete a graduate non-matriculated application for one of NU's graduate divisions. The graduate division will process this application like any other non-matriculated student. The appropriate dean's office will send to records the transfer credit form listing the 2 graduate courses which should be manually added to a newly created GR transcript with their course number, title, credit hours and grade. A line will be added to the GR transcript stating that these courses were transferred from the UG transcript. This manual process will bypass the registration, financial aid and billing process.

FORMS:

TRANSFER CREDIT FORM

PERMISSION TO ENROLL IN A GRADUATE LEVEL COURSE FORM

PROCEDURE:

- Undergraduate senior with at least 84 completed hours seeks advisement during which a graduate course is selected. This is added to the advisement card.
- Student comes to the records office to get the Permission to Enroll in a Graduate Course form before the semester starts. The current course enrollment number for the graduate course is added to the form.
- Student takes form to the program director and their dean for approval.
- Student brings completed form (with add slip if necessary) to the records office no earlier than two days prior to the start of classes for processing.
- If the student decides to matriculate into one of the offered graduate programs, the graduate courses taken as an undergraduate may be listed on the graduate transcript with course number, title, credit hours and grade. The courses are subject to approval by the director/dean of the graduate program.
- If the student decides to attend another institution and needs the two courses to appear on a graduate transcript, the student must submit a graduate non-matriculated application to one of NU's graduate divisions. That division will send records the transfer credit form.