

**Effective:** October 1997

## **Academic Policy GRADUATE LEVEL COURSES for UNDERGRADUATES**

**Approved:** October 1997  
**Reviewed:** May 24, 2007 Deans' Council, Faculty Senate  
**Revised:** October 20, 2020  
Faculty Senate, Deans' Council

A well-qualified Millersville University undergraduate may enroll in graduate courses for undergraduate or graduate credit, subject to the specific conditions noted below.

### **Student Enrollment for Undergraduate Credit**

An undergraduate may enroll in 500-level graduate courses for undergraduate credit with permission of the instructor and adviser.

The credits earned count toward baccalaureate degree requirements and cannot be converted to graduate credits.

### **Student Enrollment for Graduate Credit**

To enroll in 500- and 600-level graduate courses for graduate credit, an undergraduate must have a GPA of 3.00 or higher, and must either be accepted into an accelerated bachelor's to master's degree program or be near completion of their baccalaureate degree (maximum of 15 semester hours remaining).

Written permission must be acquired from the adviser, the course instructor, the graduate program coordinator and/or chair of the department offering the course, and the Dean of Graduate Studies and Adult Learning. The undergraduate will also need to be admitted as a non-degree graduate student.

Unless the student is accepted into an accelerated bachelor's to master's degree program, a maximum of nine (9) graduate credits may be earned by an undergraduate, and these credits may not count toward the completion of the student's baccalaureate degree.

### **Guidelines for 500-Level Courses**

1. The identity of courses open to both undergraduate and graduate students should be a matter of public knowledge.
2. All courses should be numbered in the 500 series.

3. Setting up such courses should be within the autonomy of the appropriate department.
4. All courses in the 500 series shall be included both in the graduate and undergraduate catalogs. Further, the conditions for admission to these courses shall be clearly stated in the undergraduate catalog.