

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

| TITLE | NUMBER | PAGE | DATE OF INCEPTION |
|---|---------------|---------------|--------------------------|
| UNDERGRADUATES TAKING GRADUATE COURSES | R-35 | 1 of 1 | November 19, 1993 |

Purpose: To allow undergraduate students to take graduate courses.

The Graduate Council will grant permission for an undergraduate student to take graduate courses if all of the following conditions are met:

1. A final degree check must have been conducted by the Office of the Registrar.
2. The student must have applied for graduation for the term in which he/she expects to take the graduate course.
3. The student must be within twelve (12) hours of satisfying all requirements for the undergraduate degree.

The graduate course(s) may not be used to satisfy any requirement for the undergraduate degree. The graduate credit will appear on a graduate transcript. Students may only take graduate courses during the final semester of their undergraduate degree and are limited to two (2) graduate courses that semester.

Permission to take a graduate course must be approved by the Director of the Graduate Program in which the student wishes to be involved, the undergraduate Academic Advisor, the Dean of the college or school in which the student is seeking to earn credit at the graduate level, and the Registrar.

The student must have an overall GPA of 2.75 and a 3.0 in the major to be eligible to take a graduate course. Some programs may require a higher GPA for program admissions.

The student must declare, during preregistration or on registration day, the student's intent to take 9.5 (t)6,