

**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 a graduate course 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 nine (9) hours of satisfying all requirements for the undergraduate degree.

The graduate course may not be used to satisfy any requirement for the undergraduate degree. The graduate credit will appear on a graduate transcript. The student is limited to one (1) graduate course during the semester in which he is completing the requirements for an undergraduate degree.

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.

The student must declare, during preregistration or on registration day, his/her intent to take this graduate course. However, if all of the conditions listed above have not been satisfied by the first day of class, the student will not be permitted to attempt a graduate course in that semester.

Qualified students admitted to the 3 + 2 Athletic Training program are exempt from the policy and held to the program's admission requirements.

By Action of the Graduate Council on November 19, 1993, and approved revisions on March 11, 1998. Editorial revisions by the Registrar March 2014 and Grad Council January 2019