



Dr. K. Q. A. Garrison

SUBJECT: Undergraduate Student Enrollment in Graduate Courses

I. POLICY:

Undergraduate students in good academic standing with a cumulative grade point average (GPA) of 3.0 and who are within 12 credits of degree completion are permitted to enroll in selected graduate classes with the approval of their advisor, the Dean of Nursing and of the faculty of record for the proposed graduate course.

II. PROCEDURES:

1. The student will request a degree audit through the Office of the Registrar to demonstrate GPA of 3.0 or greater and remaining required courses at 12 credits or fewer.
2. When the degree audit is complete and meets requirements, the student will complete the Graduate Enrollment for Undergraduates Form (GEU).
3. The student will make an appointment to discuss the option with their advisor for approval which will be demonstrated on the GEU form.
4. The student will next make an appointment to discuss the option with the Dean of Nursing for approval.
5. With the approval of the Dean of Nursing the student will seek the approval of the faculty of record for the course.
6. When all approvals are complete, the form will be returned to the Registrar and will receive final approval for enrollment.

III. GENERAL INFORMATION:

1. The student may enroll in up to six credits of graduate courses, but may not exceed a total enrollment cap of fifteen credits, including both graduate and undergraduate courses.
2. Graduate courses completed during the undergraduate experience will be recorded on the student's transcript.
3. Graduate courses completed with a grade of 'B' or better may be applied to a graduate program offered at Methodist College upon admission to the program.