Undergraduate Courses for Graduate Credit

Date: November 16, 2005
Time: 9:39 a.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Certain upper-level undergraduate courses which are taught by members of the GRADUATE FACULTY may be taken for graduate credit upon (a) consent of the instructor of the course and (b) approval of the graduate major advisor. Such courses must be accompanied by a memorandum written on department letterhead and submitted with the student’s class schedule.

When the Registrar staff receive the written approval they update the SP1 screen in SIS to point the undergraduate credit toward the graduate matriculation. This causes the credit to appear on a graduate transcript and be included in the graduate GPA calculation.

Electronic Inputs: None

Manual/Paper Inputs: Screen is updated in SIS

Key Decision Points (list all): Pointing correct course toward graduate matriculation

Related Policy(s): Certain upper-level undergraduate courses which are taught by members of the GRADUATE FACULTY may be taken for graduate credit upon (a) consent of the instructor of the course and (b) approval of the graduate major advisor. Such courses must be accompanied by a memorandum written on department letterhead and submitted with the student’s class schedule.

Graduate students allowed to take undergraduate courses for graduate credit must do additional work beyond that required of undergraduates in the course. This work may consist of a documented paper or equivalent and/or other assignments deemed appropriate by the instructor.

Interface to Other Systems: None

Web Features: Credit appears on graduate transcript

Electronic Outputs: None

Manual/Paper Outputs: Academic transcript

Customer(s): Students, faculty, staff

Regulatory Items: SACs accreditation recommendations
Frequency/Volume: 10 –20 students per registration

Potential Break Points: Selecting wrong course. Incorrect data provided with authorization.

Automation: None

Issues: Faculty and students failing to follow procedure.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.