Process Name: Undergraduate Enrolled in Graduate Courses  
Date: November 16, 2005  
Time: 9:06 a.m.  
Location: BAB 202  
Participants:  
Session Lead:  

Narrative/Description: Undergraduate students with good academic standing may enroll for graduate credit if 1) They are within 12 hours of graduation, 2) their total course load does not exceed fifteen semester hours in the regular session, or six semester hours in each summer term, and 3) they have the written permission of (a) their major advisor, (b) the instructor of each course involved and (c) the Dean of the School at the time of registration. At the same time the student must apply for and be admitted into the graduate program. If any of the required signatures’ refuse, or if the student does not meet the minimum admission criteria for graduate school, the process ends.

Once the student is registered in graduate classes, SIS screen SP1 must be updated to point the graduate courses toward the graduate matriculation.

Electronic Inputs: Application data entered into SIS  
Manual/Paper Inputs: Form must be completed and signed by all required parties.  
Key Decision Points (list all): Admissions criteria and individual approvals.

Related Policy(s): Undergraduate students with good academic standing may enroll for graduate credit if:
1. They are within 12 hours of graduation,
2. Their total course load does not exceed fifteen semester hours in the regular session, or six semester hours in each summer term,
3. They have the written permission of (a) their major advisor, (b) the instructor of each course involved and (c) the Dean of the School at the time of registration.

Students should be aware that:
1. Under no circumstances may graduate courses be taken to fulfill requirements for a baccalaureate degree.
2. No course taken without the requisite permission may be counted for graduate credit toward a degree.
3. There is no guarantee that work approved and completed will be accepted when a graduate degree plan is prepared.
4. The maximum number of graduate semester hours that an undergraduate may accrue is twelve.

Interface to Other Systems: None

Web Features: Credit appears on graduate transcript.
Electronic Outputs: Credit appears on graduate academic transcript.


Customer(s): Students, faculty, deans.

Regulatory Items: SACs accreditation recommendations

Frequency/Volume: 6 –10 request per semester

Potential Break Points: None

Automation: None

Issues: Faculty do not make course requirements different from undergraduate requirements.
        Students exceed twelve hour limit.
        Students don’t graduate in timely manner.

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.