

POLICY: Undergraduate Credit for Graduate Courses for Non-Accelerated Graduate Programs

A. Purpose & Scope:

To describe the process for undergraduate students to use graduate credits to fulfill their undergraduate degree requirements.

B. Definition(s):

C. Policy:

Undergraduate students, who have earned 75 credits towards their undergraduate degree, may enroll in graduate courses for undergraduate and graduate credit if they meet the necessary requirements for those courses. The student must possess and maintain a GPA of 3.0 or better in order for consideration. All transfer students must have finished 12 credits from California University prior to consideration. Individual departments determine the prerequisites for each course. Graduate credits used to fulfill undergraduate requirements may also be used to fulfill requirements in a graduate program. No more than six (6) graduate credits can be taken at the undergraduate level. Students must fulfill all requirements for entrance into Graduate School (other than the undergraduate degree or teaching certification).

D. Procedure(s):

Undergraduate student must submit an Undergraduate Credit for Graduate Course(s) form to their Undergraduate Department Chair, Undergraduate Dean, Graduate Program Coordinator, and the Graduate Dean for approval.

The approved form will be sent to the Academic Records department so the institutional credits can be marked for graduation.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: August 15, 2010

Amended Date: April 10, 2019