Policy for Admission of an Undergraduate Student to take a Graduate Course

An undergraduate student generally must have a cumulative grade point average of 3.00 or higher and be within 30 semester hours of graduation.

Eligibility does not guarantee that a student will be admitted into a course. Admission must be approved by the course instructor, the Graduate Program Coordinator; the Dean of the School/College, and the Dean of the School of Graduate Studies. Students are reminded that a graduate course used to satisfy requirements for an undergraduate degree cannot be applied to a graduate degree at any later date unless the student has completed a Declaration of Intent and is enrolled in a Combined Degree program.*

*If a student has completed a Declaration of Intent and is enrolled in a Combined Degree, the number of credit hours that can count toward both undergraduate and graduate degrees is determined by the graduate program’s total credit hours as indicated in the chart below:

<table>
<thead>
<tr>
<th>Graduate Program Credit Hours</th>
<th>Maximum Dual Credits (credits beyond residency) (Total Program Credits – 24 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>33</td>
<td>9</td>
</tr>
<tr>
<td>36</td>
<td>12</td>
</tr>
</tbody>
</table>

One or more days may be needed to obtain the necessary materials in order to determine eligibility, as well as the approval signatures from the respective individuals.

Once eligibility is confirmed, students pursue the following process:

1. The student obtains appropriate signatures from the department/school in which the course is being offered.

2. Authorization from the appropriate area Graduate Program Coordinator

3. Signature from the Graduate Dean of the School of Graduate Studies (152 Edgewater Hall – 678-466-4113)

These signatures are obtained in the same order in which they are listed above.
Application for Admission of an Undergraduate or Post baccalaureate
Student to take a Graduate Course

PART 1: TO BE COMPLETED BY THE STUDENT

Name: ___________________________ Date: ___________________________

Laker Id #: __________________ Graduate Course Prefix & Number: __________

Course Title: ___________________________ CRN Number: __________

Instructor: ___________________________ Credit Hours: __________

Semester for which admission is requested: __________________________

Reasons for enrolling in this graduate course: __________________________

If you are taking the course as part of your Combined Degree, certify by checking below:

This course is part of my Combined Degree program. I have already submitted my approved Declaration of Intent.

PART 2: TO BE COMPLETED BY GRADUATE PROGRAM COORDINATOR

Undergraduate GPA: ________________

Undergraduate Hours Completed: ________________

Other Information: __________________________________________________________

Application Status: ________ Eligible ________ Ineligible

Graduate Program Coordinator: ___________________________ Date: ___________________________
PART 3: APPROVALS

(No approvals may be given until Part 2 is completed and the student is deemed eligible according to School of Graduate Studies policy)

Instructor ___________________________________________ Date ______________________

Graduate Program Coordinator ___________________________ Date ______________________

Dean of College/School _________________________________ Date ______________________

Dean, School of Graduate Studies*** ______________________ Date ______________________

*** Room 215 University Center