

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:

Graduate Program Credit Hours	Maximum Dual Credits (credits beyond residency) (Total Program Credits – 24 credits)
30	6
33	9
36	12

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