



Section:	II.3.30
Title:	Undergraduates Taking Graduate Courses
Effective Date:	
Approved By:	
Responsible Unit:	Academic Affairs (academic@tcnj.edu , 609-771-3080)
History:	
Related Documents: New Jersey Administrative Code Title 9A – Higher Education Chapter 1 Licensure Rules (amendments effective 10/17/16)	

I. INTRODUCTION

This policy explains permitted use of TCNJ graduate level courses taken by TCNJ undergraduate students.

II. DEFINITIONS

The NJ Administrative Code – 9A:1-2.4 and 9A:1-2.6) specifies that bachelors and masters degree programs require a minimum of 120 credits and 30 credits, respectively. At TCNJ, 120 credits is equivalent to 30 units at the undergraduate level while graduate courses are credit- and not unit-based.

III. POLICY **Proposed new policy:**

TCNJ undergraduates may petition to enroll in TCNJ graduate courses if they have a grade point average of 3.0 or above or are exceptionally qualified to take a course; have accumulated at least 24 units at the undergraduate level; have been recommended to take the course by the undergraduate adviser and the coordinator of the graduate program in which the course is offered; and have the approval of the academic school dean. (For students in established five year programs, dean’s approval is needed only in cases of overload.) Undergraduate students are not permitted to enroll in courses above the 500 level*.

A TCNJ undergraduate student may enroll in up to 8 credits of TCNJ graduate level courses and may count those credits toward both a TCNJ undergraduate and a TCNJ graduate program, provided the coursework is approved and appropriate to those programs, and provided the student meets the minimum required units/credits for the program(s).

A TCNJ undergraduate student in an existing 5-year program may still enroll in up to 9 graduate credits, however, a maximum of 8 of those credits may be double-counted at the discretion of the academic department.

Approval forms are available online through the Office of Records and Registration website at recreg.tcnj.edu/forms.

*Undergraduate students in at least one 5-year program regularly take a 600-level course as part of the undergraduate portion of the program (SPED 664).

Included just for reference in review of this policy: Existing policy in online manual

With the permission of the department chair and the Office of Graduate Studies, a TCNJ undergraduate may take up to two graduate courses (3 credits per course) at the College. However, undergraduates enrolled in articulated programs at the College (i.e., five-year, bachelors-masters programs) may take three graduate courses (3 credits per course) at the College in order to move seamlessly from their undergraduate to their graduate studies.

Included just for reference in review of this policy: Existing information in Graduate Bulletin:

Undergraduate Enrollment in Graduate Courses

Undergraduates may petition to enroll in graduate courses if they have a grade point average of 3.0 or above or are exceptionally qualified to take a course; have accumulated 96 credit hours or unit equivalents at the undergraduate level; have been recommended to take the course by the undergraduate adviser and the coordinator of the graduate program in which the course is offered; and have the approval of the academic school dean.

Undergraduate students are not permitted to enroll in courses above the 500 level. Most undergraduates are permitted, with approval, to take a maximum of two graduate courses. Undergraduates, however, who are enrolled in a five year program are permitted to take up to three graduate courses. These courses may not be applied to both the graduate and the undergraduate degree. If the credits are counted toward the undergraduate degree, they may not be transferred to a graduate program at this college. Additional fees may apply.

Approval forms are available online through the Office of Graduate Studies Web site at <http://graduate.pages.tcnj.edu/resources/forms>.

Note: Undergraduate students in at least one 5 year plan regularly take a 600 level course as part of the undergraduate portion of the program (SPED 664).

IV. RELATED DOCUMENTS

New Jersey Administrative Code Title 9A – Higher Education
Chapter 1 Licensure Rules (amendments effective 10/17/16)

V. HISTORY

Existing Policy -- Recommended by CAP; approved by Provost: Fall, 2007

DRAFT