

Office/Contact: Office of Academic Affairs

Source: SDBOR Policies 2:8 and 2:10

Link: <https://www.sdbor.edu/policy/documents/2-8.pdf>;

<https://www.sdbor.edu/policy/documents/2-10.pdf>

Associated Forms: [Senior Permit](#); [Request to Use Graduate Credit to Fulfill Undergraduate Degree Requirement](#)

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Use of Graduate Credit for Undergraduate Degree Requirements

NUMBER: 2:22

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1. Purpose

This policy designates standards concerning the use of graduate credit to fulfill undergraduate degree requirements as allowed by SDBOR Policy 2:8.

2. Definitions

- a. Undergraduate Courses: University courses numbered 100 – 499.
- b. Graduate Courses: University courses numbered 500 – 899.
- c. Class standing is determined by earned semester credits:
  - i. Junior standing: 60-89.99 earned credits.
  - ii. Senior standing: 90+ earned credits.

3. Policy

- a. Undergraduate students may enroll in a limited number of graduate courses only when the following conditions are met:
  - i. The student has completed a minimum of 90 undergraduate credit hours toward their degree requirements with a cumulative grade point average of 3.0 or junior/senior grade point average of 3.2.
  - ii. The student is registered for courses numbered 500-699 only. Courses in the 700 and 800 series are not open to undergraduate students.
  - iii. The student has received approval from the Director of the Graduate School or designee to enroll in the graduate level course(s). For courses numbered 600-699, the Director of the Graduate School is hereby designated the V.P. for Academic Affairs designee.
  - iv. The student has successfully completed any required prerequisites.
- b. Permission to take graduate courses to fulfill undergraduate degree requirements does not constitute admission to the Graduate School.

- c. A maximum of twelve (12) graduate level credits may apply to the undergraduate degree as major requirements or electives with approval from the student's academic advisor, department head, and college dean. These graduate credits would be approved as course substitutions to meet selected and identified undergraduate degree requirements.
- d. Graduate level credits may not be used to meet general education requirements.
- e. Graduate courses completed by undergraduate students will appear on the graduate transcript.
- f. Graduate courses that are approved to meet undergraduate degree requirements are transferred to the undergraduate transcript using the same graduate course number and title upon successful completion of the course.
- g. Graduate course grades are included in the undergraduate grade point average.
- h. Students will pay tuition at the level of the registered course(s).

#### 4. Procedures

- a. Students who wish to take graduate courses to meet undergraduate requirements must complete the following steps:
  - i. If the student is not completing an accelerated program, the student must complete the *Senior Permit* form. If approved by the Graduate School Director or designee, the undergraduate student will be enrolled in graduate courses in accordance with this policy.
  - ii. If the student is seeking to enter an accelerated master's degree program, the student must complete the appropriate Graduate School application to the program they intend to pursue, specifying the start term. The application will be sent to the appropriate department for review. The undergraduate student will be notified of their admission via email and if accepted, may enroll in graduate coursework in accordance with this policy. Prior to end of each graduate course, the student must complete the *Request to Use Graduate Credit to Fulfill Undergraduate Degree Requirement* form and submit it to the Registrar's Office for review.
- b. If the request to use graduate credit is approved and the student successfully completes the course, the Registrar's Office will complete the transfer process identified in Section 3.f. of this policy.

#### 5. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 03/02/2016. Revised; Approved by President on 05/18/2023.