

Office/Contact: Office of Academic Affairs

Source: SDBOR Policy 2:8; SDBOR Policy 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 Dean of the Graduate School to enroll in the graduate level course(s). For courses numbered 600-699, the Dean 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. The student completes the *Senior Permit* form and submits it to the Graduate School for review. If approved by the Graduate School Dean, the undergraduate student will be allowed to enroll in graduate courses in accordance with this policy.
  - ii. In order to use graduate courses to meet undergraduate degree requirements, the student must complete the *Request to Use Graduate Credit to Fulfill Undergraduate Degree Requirements* form. The form requires approval from the student's academic advisor, department head, and college dean prior to enrollment. The form is submitted to the Records & Registration Office once all signatures are secured.
  - iii. Upon successful completion of the course(s), the Records & Registration Office will complete the transfer process identified in Section 3.f. of this policy.

#### 5. Responsible Administrator

The Provost and Executive 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.