



Kutztown University Policy ACA-096

Undergraduate Enrollment in Graduate-Level Courses

A. Purpose

The purpose of this policy is to establish the process and criteria for undergraduate students at Kutztown University to enroll in graduate-level courses. It is intended to ensure an equitable and systematic approach to enhance students' academic growth while maintaining the rigor and integrity of the graduate-level curriculum.

B. Scope

This policy applies to undergraduate students.

C. Key words and phrases:

Accelerated Program: Any program that provides an abbreviated pathway to an advanced degree. Examples include 4+1 programs and advanced standing programs.

GPA: Grade point average

D. Policy & Procedure(s)

1. Undergraduate students who are not enrolled in an approved accelerated program and who request to take a graduate level course must have at least 90 earned credits towards their undergraduate degree and have a minimum cumulative GPA of 3.0 at the time the graduate level course begins.
 - Undergraduate transfer students with senior standing must have earned a minimum of 12 credits from Kutztown University prior to enrolling in graduate courses.
 - Individual departments determine the prerequisites for each course, and the student must meet these prerequisite requirements or obtain a waiver of the prerequisite from the instructor and department chair.
2. Undergraduate students enrolled in an approved accelerated program may take graduate courses.
 - Students in an accelerated program must be admitted and given the proper attributes for an accelerated program by the College of Graduate Studies and Adult Learning or Online Programs.
 - Students in an accelerated program are registered for the course initially at the undergraduate "U" level, then upon successful completion of the course (requires a grade of B or higher), the course will be added to graduate "G" level in their course history by the Registrar's Office.
 - Graduate courses may count towards both the undergraduate and graduate level for an officially approved accelerated degree program.

3. Procedure(s)

- Undergraduate students may take graduate courses for undergraduate or graduate credit.
- If a graduate course is taken for credit to apply toward meeting undergraduate program graduation requirements, the course and credits cannot also count toward graduate degree program requirements at Kutztown University (unless taken as part of an accelerated program). The decision to seek graduate credit is irrevocable.
- If a graduate course is taken for credit toward a graduate program, the course and credits cannot also be applied toward undergraduate program requirements at Kutztown University. In addition, students must fulfill all requirements for entrance into the graduate program of which the courses are part, other than completion of the undergraduate degree or teaching certification, where appropriate.
- Eligible students interested in enrolling in graduate-level courses must complete an application form, available from the Registrar's Office. The completed application must be submitted to the Registrar's Office at least two months before the start of the semester in which the course will be taken.
- The relevant department and the course instructor will review the application. Consideration will be given to the student's academic standing, preparedness for the course, and availability of space in the course.
- The final decision will be communicated to the student within four weeks of application submission.
- Approved applications will be submitted to the Registrar's Office by the Office of Graduate Studies.

4. Course Credit

- Unless an undergraduate student is enrolled in an approved accelerated program, successful completion of a graduate-level course by an undergraduate student will result in credit that may be applied towards undergraduate degree requirements or towards a graduate degree, should the student continue their studies at the university.
- The student must stipulate through the completion of the appropriate form whether they are taking the course for undergraduate credit to apply toward undergraduate degree requirements or for graduate credit toward a graduate degree.
- Graduate courses applying to undergraduate degree requirements will count toward the undergraduate degree GPA.
- Graduate courses applying to a future graduate degree will count toward the graduate degree GPA.

5. Tuition and Fees

- Courses at Kutztown University are billed based on the rate for which the student qualifies.
- The tuition rate and required fees for graduate credits would be billed at the undergraduate rate unless the student has already achieved an undergraduate degree or unless the student is enrolled in a second undergraduate degree program (this refers to students who have completed an undergraduate degree and are seeking an additional undergraduate degree – see ACA-073). In those circumstances, the graduate credits would be billed at the graduate rate.
- If an undergraduate student is taking at least 12 undergraduate credits and being charged at the full-time student rate, then additional graduate classes would be included in the full-time student rate (up to a total of 18 credits).

6. Restrictions

- An undergraduate student can take a maximum of two graduate courses per semester.

- For students who are NOT enrolled in an accelerated program, no more than six credits taken under this policy may be applied to the graduate degree. Students may not elect to change between undergraduate and graduate credit after the term or semester has begun.
- Undergraduate students approved to take a graduate course for undergraduate credit are bound by the undergraduate catalog policy on repeats and withdrawals.
- Undergraduate students approved to take a graduate course for graduate credit are bound by the graduate catalog policy on repeats and withdrawals.

7. Accountability and Compliance

- The University Registrar is responsible for ensuring compliance with this policy. For additional information, please contact the Office of the Registrar.
- Any exceptions to this policy must be approved by the provost or their designee.

E. Effective Date

Spring 2026

F. Approved By

University Senate – October 2, 2025

University President – October 15, 2025

G. Last Reviewed

October 2025