

Section:	II.3.30	
Title:	Undergraduates Enrolling in and Double - Counting Graduate Courses	
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Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
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4.0	January 27, 2021	Revised
3.0	November 13, 2019	Revised
2.0	February 13, 2018	Revised
1.0	Fall, 2007	New policy; Initial Release

I. INTRODUCTION

This policy explains parameters for TCNJ undergraduate students to enroll in TCNJ graduate courses and to double-count TCNJ graduate courses in both TCNJ undergraduate and TCNJ graduate degrees.

II. DEFINITIONS

N/A

III. POLICY

Undergraduates Enrolling in Graduate Courses

Undergraduates are permitted, with approval, to take a maximum of two graduate courses, unless they are enrolled in an articulated bachelor/master degree program that includes more than two graduate courses as part of the undergraduate curriculum.

Eligibility Criteria: TCNJ undergraduates may petition to enroll in TCNJ graduate courses if:

1. they have a grade point average of 3.0 or above,
2. have accumulated at least 24 units (96 semester hours) at the undergraduate level,
3. have been recommended to take the course by their undergraduate advisor and the coordinator of the graduate program in which the course is offered, and
4. have the approval of the academic school dean.

Double-Counting Graduate Courses

A TCNJ undergraduate student may count up to two pre-determined graduate courses at TCNJ toward both a TCNJ undergraduate degree and a TCNJ graduate degree if:

1. All involved academic units allow double-counting and deem the coursework appropriate to both degrees,
2. double-counted course work is approved by all involved academic units before the student takes the course,
3. and the student meets the eligibility criteria listed above.

Academic Units with graduate programs requiring more than 36 credits may petition the Provost to allow undergraduate students to enroll in and double-count more than two graduate courses, up to no more than five graduate courses.

Academic units with graduate certificates (not leading to certification) with at least 5 courses may petition the Provost to allow up to one course to double-count towards their graduate certificate. When certificates are also leading to state certification, Dean's approval is also required.

Credit and Grading Guidelines

Any 3-credit TCNJ graduate courses counted toward a TCNJ undergraduate degree (whether double-counting toward a graduate degree or not) will count as 1 unit of undergraduate credit. Graduate course syllabi will specify that undergraduates taking the course for undergraduate credit will satisfy their fourth hour through the high level of reading and other work expected in the course.

Any grades earned in TCNJ graduate courses that are counted toward a TCNJ undergraduate degree will only be factored into the undergraduate GPA. When these courses are double-counted toward a TCNJ graduate degree, they will be listed with their grade on the graduate transcript, but the grade will not be factored into the graduate GPA. Grades earned in TCNJ graduate courses that are excluded from the undergraduate GPA and counted toward a TCNJ graduate degree will be transferred to the graduate career and factored into the graduate GPA.