Procedure Statement

The Graduate Council establishes basic requirements for graduate level substitutions of upper-level undergraduate courses as it applies to a master's or specialist degree program at Texas A&M University-Commerce.

Reason for Procedure

This procedure documents the requirements for graduate level substitution of upper-level undergraduate courses.

Procedures and Responsibilities

1. The application of upper-level undergraduate courses to master's/specialist degree programs is justified by the need for flexibility in departmental offerings to meet the highly varied requirements of students. These needs may require courses not in the graduate offerings of the major or minor departments but which are available at the undergraduate level.

2. The use of these courses is dependent upon the approval of the student's major or minor advisor, the instructor of the course, the department head in which the major is being pursued, and, in the event the course is offered outside the major, the department head in which the course is offered, and the Dean for Graduate Studies. Instructors teaching students in 300- or 400-level courses for graduate credit must be members of the graduate faculty. The form to be executed in order to obtain approval to take an undergraduate course for graduate credit is available in The Graduate School and must be submitted before enrollment in the course(s).

3. A student taking a 300- or 400-level course for graduate credit will be required to complete additional work beyond the normal course work requirements at a level commensurate with the quality and quantity of work which distinguish graduate instruction. A maximum of two such courses may be applied to a master's/specialist degree.

4. The application of upper-level undergraduate courses to doctoral degree programs is not permitted.
Related Statutes, Policies, or Requirements

System Policy 11.04 Admissions Standards

Contact Office

Dean of Graduate Studies
903.886.5163