

**TEXAS A&M UNIVERSITY-COMMERCE
THE GRADUATE SCHOOL**

REQUEST TO ENROLL IN A 300 OR 400 LEVEL COURSE FOR GRADUATE CREDIT

As outlined in [University Procedure 11.99.99.R0.07 Cross-Listing Undergraduate and Graduate Courses](#):

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation (Comprehensive Standard 3.6.1), the institution offering graduate work must be able to demonstrate that it maintains a substantial difference between undergraduate and graduate instruction. Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the students, "progressively more advanced in academic content than its undergraduate programs" (Comprehensive Standard 3.6.1). Combined instruction of graduate and undergraduate students, if permitted at all, must be structured to ensure appropriate attention to both groups.

To request graduate credit for a 300 or 400 level course, complete this form, obtain signatures of the persons listed below, and return to The Graduate School before the twelfth class day (fourth class day for Summer Sessions). Confirmation of the Graduate Dean's approval will be emailed to the student.

The graduate syllabus must include clearly identified evidence of substantially greater expectations/requirements and student learning outcomes which operate at an upper level of higher order thinking for graduate students. Attach course syllabus that includes the following:

- Additional course requirements for graduate credit in 300/400 level course. These additional expectations should include requirements, such as (a) different and/or additional reading requirements, (b) different and/or additional writing assignments, (c) different and/or additional research projects (e.g., projects of greater complexity).
- Enhanced learning outcomes for the graduate student.
- Reference to the [Graduate Student Academic Dishonesty University Procedure](#).

I request graduate credit for _____ Semester/Year _____
course prefix/number/section

Degree _____ *Major* _____

I understand that I will be expected to complete additional work beyond the normal course requirements at a level equal to graduate instruction. I understand no more than two 300 or 400 level courses may be applied toward a master's degree, and courses are not applicable to a doctoral degree.

Signature of Student Student ID No.

Course Instructor (**must be Graduate Faculty**) Date

Department Head Offering Course Date

Student's Major Department Head Date

Major/Minor Advisor Date

Approved: Dean of Graduate Studies Date