



Policy: Undergraduates Taking Graduate Counseling Courses

Effective: June 1, 2019

Policy Type: Faculty/Regulatory

Responsible Department: Graduate Counseling Department

Policy: Undergraduate students may not take courses in the Department of Graduate Counseling (DOGC) for undergraduate credit.

- 1.0 CACREP does allow undergraduates to take a limited number of courses in the Department of Graduate Counseling for graduate credit as unclassified students (See CACREP FAQ's). This credit cannot be applied to satisfy undergraduate requirements.
- 2.0 Grace College seniors may apply as unclassified students to the Department of Graduate Counseling. These students may take up to six credit hours in the program as unclassified graduate students during their final semester.
- 3.0 This unclassified status does not guarantee acceptance into the Department of Graduate Counseling. Students must go through the entire acceptance process and will be evaluated in exactly the same way as any other applicant.
- 4.0 Students must have approval for graduate counseling courses from the DOGC Chair before registering for classes. Courses available for this opportunity are limited.
- 5.0 Tuition Charges will follow one of two options:
 - 5.1 Block pricing will be applied for students who take 12 undergraduate credits with additional graduate credits. Under this option, students could qualify for full financial aid. Students can take up to 6 graduate credits under block pricing.
 - 5.2 Students taking fewer than 12 undergraduate credit hours will be charged according to the per credit hour tuition rate (1-11 credits) and could receive part-time financial aid.

More information is available in the Department of Graduate Counseling catalog and Student Handbook.

Transcript Request forms are available online and in the Registrar's Office

- All revisions to the policy must be approved by the Provost Council.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template