

Completing your undergraduate degree and/or taking undergraduate courses while in Graduate School

If you are a few credits short of your bachelors degree (at most 2 courses and at most 7 credits) and are going to finish it while already enrolled in Grad School, you need to fill out a special form for waiving the requirement of a bachelor's degree before you can take courses that will be counted for graduate school. The form can be found at

<http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/transcriptwaiver06072013.pdf>.

Complete and return the completed form via email to gsquest@umn.edu and copy grad@d.umn.edu. The Graduate School will push your hold back so you can register for the undergraduate course. **Be sure you are registering within the Graduate School for the UG course.** Also, Graduate tuition rates will be assessed to the UG coursework.

Courses for graduate credit can only be on a graduate transcript, and you can be taking courses of only one type at a time. This means that courses you take in the fall and subsequently will be considered grad courses until they are later marked to be included in your undergraduate transcript. So all courses you take will be charged graduate tuition and/or will be included in your TA tuition waiver of 14 credits. If you end up taking more than 14 credits in the fall, there will be a stiff tuition charge (more than \$1000 per credit). So you (we) need to arrange it so that you take at most 14 credits in the fall.

You need to follow these steps:

1. You need to notify the Director of Undergraduate Studies and your Undergraduate Advisor about your provisional admission to the Graduate Program.
2. Then you set up a plan of completion of your undergraduate degree and have it approved by both Director of Undergraduate Studies and Director of Graduate Studies. Typically, you will be required to complete your BS degree within one semester (exceptions are possible).

The courses will [only count toward your BS degree](#) even if they remain on your graduate transcript. You will have to take 35 **other** credits to satisfy the degree requirements.

After your grades have been posted to your unofficial transcript, please contact the SCSE office (Michele Hatcher mhatcher@d.umn.edu) and the Registrar's Office (Jodi Lieske at jlieske@d.umn.edu and/or Ginger Johnson at gjohnso2@d.umn.edu). They will move the courses from your Graduate Transcript to the Undergraduate Transcript or obtain a waiver to have your degree completed without posting the courses on your Undergraduate Transcript.

(Currently the registration system is set up so that even after that the courses may still appear on your Graduate Transcript. The credits **DO NOT COUNT** toward your MS Degree required number of credits!)

Even if you have received your degree and want to take undergraduate courses to get better background or refresh your knowledge, the procedures above may partially apply to you. In particular, the courses will still appear on your Graduate Transcript.

UM students are not required to submit official transcripts because we already have access to it. The students can see if their degree is posted by viewing their unofficial transcript at <http://d.umn.edu/onestop/grades-transcripts/unofficial-transcripts.html>. If their degree is not posted yet, say they are wrapping up the UG degree in the summer term, they can complete the waiver at <http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/transcriptwaiver06072013.pdf>. The completed waiver will push the hold back for one term, allowing them to register within the Graduate School. When their degree gets posted, then the students contact the UMD Grad Office or the grad admissions office by phone or email