Policy on Undergraduate Courses on Graduate Programs of Study

passed by Graduate Council February 19, 2015

The following policy will be in effect from the date of its passage by Graduate Council through December, 2017. The intent of the Graduate Council is that this is to be considered a transition period during which graduate-content courses now numbered at the undergraduate level should be renumbered as graduate courses (that is that 400-level courses that are taken predominantly by graduate students be renumbered as 500-level courses). This will bring these courses into compliance with university catalog policy for numbering, and will help students by accurately representing course content and level on transcripts.

* With POS-committee approval, graduate students will be permitted to use undergraduate classes from both within and outside of their majors on POSC forms.
* No 100- or 200-level classes may be used, but all 300- and 400-level classes at Iowa State (not undergraduate classes from other institutions) will be eligible.
* Up to 15 credits from 300- and-400-level courses may be used on a POSC form, with a maximum of 6 credits at the 300 level. Credits from undergraduate classes in excess of this limit may be listed on POSC forms in the student comment section, but will not count toward meeting minimum graduate degree requirements.
* Any credits from 300-level classes must be from outside of the student's major.

For graduate students who enter degree programs in spring semester of 2018 and thereafter, the limit of 15 credits at the undergraduate level will be reduced to 9 at the end of calendar year 2017.  The council should monitor progress with changes to course numbers and raise the issue for further discussion/action as appropriate.