

UNDERGRADUATE STUDENTS IN GRADUATE COURSES

This initiative is designed to permit completion of graduate courses by undergraduate students prior to undergraduate graduation. This program is designed for students who are serious about pursuing a graduate degree and have room in their schedule for extra classes. Graduate classes taken by undergraduate students are charged at the undergraduate tuition rate as long as the number of graduate hours per term **does not exceed six**.

Interested students should read this form carefully. "I am interested in obtaining more information about beginning my LCB graduate degree while still an undergraduate student. I understand that I must meet the qualifications and will abide by the regulations outlined below to take part in this program."

Qualifications:

Have an overall UG GPA of 3.0 or higher	Meet with the GPO advisor to discuss the graduate program
Be within 4 terms of completing the UG degree	Make your UG advisor aware of your intention
Intend to apply for a graduate degree	

Regarding graduate courses I understand I:

May complete no more than 12 total grad hours	Will have limited access to online classes
May carry no more than 6 grad hours per term and must be enrolled in a minimum of 12 hours total	May not "double dip" with these courses (count towards both the grad and UG degrees)
Will be granted course permission on a space available basis. The college reserves the right to drop a student if space is needed.	Must register for graduate credits through a graduate CPP stack.
Must apply for a graduate program within three years of graduation to transfer the graduate credits.	Must adhere to graduate policies and sequencing of courses relevant to the graduate program of interest
Must complete graduate hours with a 3.0 minimum GPA to qualify for admission to a graduate program	These courses may apply only to a graduate degree, not a graduate certificate

NAME

UC ID

PHONE

EMAIL

CURRENT UNDERGRADUATE PROGRAM

CURRENT GPA

COLLEGE

MAJOR

NUMBER OF COMPLETED UG CREDITS

CURRENT UG REGISTRATION CREDITS

GRADUATE PROGRAM OF INTEREST (please circle):

MS-Accounting MS-Applied Economics MS-Business Analytics
MS-Finance MA-Human Resources MS-Information Systems
MS-Marketing MS-Tax MBA

I have met the qualifications and understand the conditions required to participate in this program. I am interested in taking the following graduate courses:

Course number	Course name	Credit Hours	Term

I am familiar with the policies and procedures concerning graduate courses. Undergraduate students (other than LHP) who have concerns about how graduate courses might impact undergraduate requirements should consult with their undergraduate advisor.

Student Signature:

Date:

LHP Advisor:

Date:

GPO Advisor:

Date:

Notes:

You will be notified when your graduate CPP stack is available. Please register for all graduate courses through this stack, not through your undergraduate stack. You will need permission from the GPO to register for each class.

APPLYING FOR A GRADUATE DEGREE:

All students must officially apply to be admitted to the graduate program of choice. Students may begin this process during the final term of their undergraduate program, anticipating graduate admission the following term. All normal admission requirements will apply, and admission is not guaranteed. If the student is admitted to a graduate program all 12 successfully completed hours will transfer, if appropriate, to the degree. Students must have completed their graduate courses with a minimum GPA of 3.0 or higher and must have a 3.0 GPA in their undergraduate courses.

Students graduating with an undergraduate GPA of 3.5 or higher are eligible for the LCB Graduate Programs 3.5 Scholarship. These students are awarded a \$4,000 graduate scholarship and are not required to take a graduate entrance exam (GMAT or GRE). For students entering with a 3.0 to 3.49 undergraduate GPA, the GMAT/GRE waiver is at the discretion of the academic program director.

INFORMATION FOR UNDERGRADUATE STUDENTS COMPLETING GRADUATE COURSES

GPO STAFFING CONTACTS

Recruiting

Jason Dickman	Bill Gregory	Kevin Mussman
MBA	Business Analytics	Accounting
	Information Systems	Applied Economics
	PhD	Finance
	Certificates	Human Resources
		Marketing
		Tax
		Online Certificates

Student Services

Angie Cook	Julie Glassmeyer
Information Systems	Business Analytics

Kristina Fancher	Brandy Schroeder
Human Resources	Accounting
MBA-Online	Finance
PhD	Marketing
	Tax

Karen Mueller	Mychael Cornett
Applied Economics	MBA full-time and part-time

FEES

Students taking more than six graduate hours per term will be charged at the LCB graduate tuition rate, regardless of how many additional undergraduate hours they may be taking. For that reason we will generally limit your hours to six per term. Graduate tuition rates are as follows:

	General Fee	Campus Life Fee	ITIE Fee	Instructional Fee	In-State Total	Non-Resident Surcharge	Non-Resident Total
Full-Time	\$655	\$257	\$184	\$10,122	\$10,961	\$4,115	\$15,076
Part-Time	\$66	\$26.20	\$18	\$836	\$920	--	\$920

We do not recommend taking graduate courses on a part-time basis, for example, while on co-op. Classes taken on a part-time basis will be charged at the higher graduate part-time rate of \$890 per credit hour.

LINDNER COLLEGE OF BUSINESS (LCB) GRADUATE PROGRAMS POLICIES

3.5 Scholarship

Undergraduate LCB students who carry a 3.5 undergraduate GPA are eligible for the LCB 3.5 Scholarship. These students are accepted into a graduate program with a guaranteed \$4,000 scholarship and are not required to take an entrance exam (GRE or GMAT). The 3.5 GPA is firm and cannot be 3.49. This offer is valid for three years after graduation. All other requirements for the program must be met.

Transferring Graduate Credits to the Graduate Degree

Graduate hours (not more than 12) will be transferred to a graduate degree, for a matriculated student, under the following circumstances:

- They are relevant to the degree
- The course grades are 3.0 or higher
- They have not been used for undergraduate credit

Graduate Certificates

This policy applies only to graduate degrees and not to graduate certificates. Graduate certificates can be earned within the context of our graduate degrees, but require a separate application. Graduate certificate hours must be completed after enrollment in the graduate degree.

Course Scheduling

It is important that the student meet with someone from the GPO to discuss the program of interest. We want to ensure that the student is taking the appropriate courses and in the

proper sequencing. Undergraduate students have the lowest priority for graduate classes. It is possible that the student might be asked to withdraw from a course. Undergraduate students will have limited access to online courses due to the demand for those courses by our distance learning students.

Admission to a Graduate Program

Students must complete the application process for admission to an LCB graduate program, just as any other applicant. Students will be evaluated for admission using standard admission criteria. Successful completion of 12 graduate courses does not automatically guarantee admission to a degree program. Undergraduate students can be admitted to a graduate program as early as the term following undergraduate graduation.

GRADUATE SCHOOL POLICIES

The university has a separate college, the Graduate School, which oversees all graduate programs. LCB Graduate Programs is bound by the rules and regulations of the Graduate School. Some specific policies that undergraduate students should be aware of:

- Students will not be admitted to a graduate program with less than a 3.0 undergraduate GPA
- Students must achieve a 3.0 graduate GPA to graduate with a graduate degree
- The Graduate School does not allow for grade replacement. If a student fails a required course the course must be repeated but both grades remain on the transcript and are calculated in the GPA.
- Graduate courses are graded as A, B, C, or F.
 - Plus or minus grades are permitted, but at the discretion of the instructor
 - C- grades are not permitted
- Graduate students must be registered for one credit hour in the academic year in which they graduate
- Further information about these policies can be found in the Graduate Student Handbook, available at <https://grad.uc.edu/fac-staff/handbook.html>

This means it is important that students not only maintain a good undergraduate GPA but they must perform well in the graduate courses. A low grade in a graduate course could jeopardize acceptance to a graduate program.

ADVISORS

Students will work with at least two advisors, one on the undergraduate side and one in the GPO. Any information or instructions given to a student should be in writing. Information, outside of that covered on the form, should be included in Advising Notes in Catalyst. Assistant directors in the GPO must be included in this process. Academic directors are welcome to talk with these students but the process must be driven by the assistant director associated with the specific graduate program.