Undergraduate students enrolled in a bachelor’s degree program at Regent University may request permission to take a master’s level graduate course from another Regent University School with the following provisions:

Student Qualifications:
- The student must be actively enrolled in a bachelor’s degree program with Regent College of Arts & Sciences.
- The student must have senior status.
- The student must have completed a minimum of 12 credit hours at Regent University before requesting to register for a graduate school course.
- The student must have a minimum College of Arts & Sciences GPA of 3.30.

Program Requirements and Implications:
- The student may only take one master’s level graduate course per session or semester. In order to take a second master’s level graduate course, the student must have earned a minimum of 3.0 in the first course.
- The student is limited to taking no more than 6 master’s level graduate credit hours for undergraduate credit.
- Courses taken at other Regent University Schools may be taken as elective courses and may not be counted as part of the student’s degree program requirements or as a part of a student’s general education requirements.
- Credit earned at another Regent University School and applied toward a student’s College of Arts & Sciences elective credit may not be used as credit in a graduate program at Regent University.
- School based aid (CAS scholarships and discounts) will not apply to graduate tuition. Student Loans and Pell Grants would still apply; however, students have must be advised that they have a limited amount of loan and grant money and the amount does not increase for a bachelor’s degree student who is taking courses from other schools within Regent University.
- The student is responsible for all tuition and fees for course/courses in which they enroll. Payment is due by the first day of the semester.

Application Process:
- Students requesting to take a class from a Regent University Graduate School must complete the permission form found at this link on the Registrar’s Website: at [www.regent.edu/admin/registrar/documents/FormStudent-UG_CourseinAnotherSchool_2013.pdf](http://www.regent.edu/admin/registrar/documents/FormStudent-UG_CourseinAnotherSchool_2013.pdf)
- The permission form must be signed by all listed parties prior to the student registering for a class in another Regent University School.

December 9, 2011