



Undergraduate Students Taking Graduate Courses – Frequently Asked Questions

1. What is the process for an undergraduate taking graduate classes?

- The process depends on whether a student is taking courses as part of an undergraduate/graduate accelerated dual degree program (BS/MS), or wishes to take a graduate course and NOT part of a dual degree program.
- Undergraduates taking a graduate course as part of a dual degree program (BS/MS), must formally apply through the office of admissions. If you have not been formally admitted into one of these programs, please apply through the Admissions website at: <https://connect.njit.edu/register/dualadmissionapp>.
- For students who wish to take a graduate course and **NOT** part of a dual degree program (BS/MS), please review eligibility requirements using the [Undergraduates Taking Graduate Courses for Graduate Courses Only Form](#). See question 5 (below) for full description of the process.

Please note: graduate courses that are NOT taken as part of a dual degree program (BS/MS) can only be used for graduate credit and CANNOT be retroactively assigned to fulfill an undergraduate degree requirement.

2. What are the eligibility requirements for an undergraduate to take graduate classes as part of a Dual Degree Program (BS/MS)?

- Before admission into an accelerated dual program (BS/MS), students must have at least junior standing or at least two full time semesters (24 credits) left before graduation, and at least five (5) major courses in the baccalaureate program completed

3. What are the eligibility requirements for undergraduates NOT in an Accelerated Dual Degree Program (BS/MS)?

- Undergraduate (not in an accelerated dual degree) students in the final two semesters of their anticipated degree completion may opt to take up to three graduate courses, provided their cumulative GPA is at least 2.8.
- Successful completion of these graduate courses will not count towards their undergraduate degree requirements, will be billed at the graduate tuition rate, and cannot be covered by either an undergraduate scholarship award or financial aid.

4. Where can I find the forms required to register for a graduate class?

- For those students who are taking graduate classes as part of a dual degree program (BS/MS), please use the following form: [Undergraduate Students Taking Graduate Courses As Part of the Joint Degree Program form](#).

- For those students not taking graduate course as part of a dual degree program, please use the following form: [Undergraduate Taking Graduate Courses for Graduate Credit Only form](#)

5. What is the process for completing and submitting these forms?

- Undergraduate Registration in Graduate Courses, please complete the [Undergraduate Students Taking Graduate Courses As Part of the Joint Degree Program form](#).
- Undergraduates not taking graduate courses as part of a joint degree program, please fill out the [Undergraduates Taking Graduate Courses for Graduate Courses Only Form](#).
- Submit the form to your Undergraduate and Graduate Advisor for their electronic signature.
- Please forward the approved form to the Registrar's Office at: registrar@njit.edu to complete the registration.

6. How are these courses billed?

- Students enrolled in a **baccalaureate/masters or baccalaureate/PhD accelerated** dual degree program (BS/MS) are billed at the undergraduate tuition rate for the classes allowed to fulfill accelerated dual degree requirements, irrespective of the grade received for the course. Graduate tuition rates will apply for additional graduate courses taken before completion of the undergraduate degree requirements. A graduate course cannot be repeated before the student completes the undergraduate degree requirements.
- Undergraduate students who are NOT in an accelerated dual degree will be billed at the graduate tuition rate, and cannot be covered by either an undergraduate scholarship award or financial aid.

