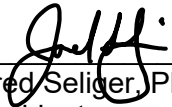


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 11/07, 10/10, 3/13, 5/13, 10/13,
4/15, 3/16, 4/18, 11/18

No: 2-U-800-01
Last Review Date: April 2024
Required Review Date: May 2028
Administrative Unit: Undergraduate Curriculum
Committee

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Undergraduate Student Enrollment in Graduate Courses

PURPOSE: To allow for qualified pre-licensure BSN students to enroll in selected graduate-level courses on a space-available basis

EFFECTIVE

FOR: Allen College undergraduate nursing students

To qualify, pre-licensure BSN students must have completed at least 90 semester hours of credit, have a cumulative Allen College grade point average of 3.25 or above, must have completed any course prerequisites (identified below) and obtain written permission from the Dean of the School of Nursing.

Qualified Allen pre-licensure BSN students may enroll in select graduate level nursing courses *on a space available basis* provided the student has completed any prerequisite course(s) for the course in which the student enrolls. Qualified students may complete a maximum of 9 credit hours of graduate-level coursework while enrolled in the BSN program.

- The student may not enroll in more than 15 credit hours of coursework, including the graduate course(s), during the semester in which s/he enrolls in the graduate level course(s).
- Completed graduate courses may count as elective credit in the BSN program.
- The student will be assessed graduate-level tuition for any graduate course in which s/he enrolls.
- If the student applies for and is admitted to Allen College's graduate nursing program, these completed course(s) will be counted toward the requirements for the graduate degree, provided that the completed course(s) meets all requirements (e.g., grade earned in course, date course was completed) in effect for the graduate program at the time of matriculation in the graduate program.

- Courses in which the student may enroll include the following:
 1. NU 541 Health Care Informatics
 2. NU 520 Policy, Organization, and Financing of Health Care (Pre-requisite NU 425)
 3. NU 596 Graduate Seminar I (Pre-requisite NU 380)
- Students may apply for admission to Allen College's graduate nursing program while enrolled in or following completion of the BSN degree.

PROCEDURE:

1. A qualified student who wishes to enroll in any graduate course covered by this policy should make an appointment with the Dean, School of Nursing to seek authorization to enroll in the course.
2. If the Dean, School of Nursing, authorizes the student to enroll in a graduate level course(s), the Dean will provide the student with written authorization that will allow the student to register for the course. Permission to enroll may be delayed until late in the enrollment period to allow for graduate students to enroll in the course(s).