

UCO Graduate Studies Mixed Enrollment Packet



UNIVERSITY OF CENTRAL OKLAHOMA
**Jackson College of
Graduate Studies**

About UCO Graduate Studies Mixed Enrollment:

Qualifying current undergraduate students seeking UCO Graduate Mixed Enrollment must abide by the policies and procedures outlined in this packet as well as policies and procedures within the Jackson College of Graduate Studies Catalog. Approved UCO Graduate Mixed Enrollment students may take a maximum of 10 graduate credit hours (i.e. 5000-level courses) before their undergraduate degree has been awarded. Graduate courses taken as a UCO Graduate Mixed Enrollment student may only count for graduate credit and will only appear on the student's UCO graduate transcript. A UCO Graduate Mixed Enrollment Packet must be submitted for each semester in which you are seeking mixed enrollment.

- The total course load for fall/spring semesters as a Mixed Enrollment student cannot exceed 16 hours with a maximum of 10 hours being graduate credit.
- The total course load for summer semesters as a Mixed Enrollment student cannot exceed 12 hours with a maximum of eight (8) hours being graduate credit.
- No more than 10 graduate hours may be taken as an undergraduate student prior to the undergraduate degree being awarded.

Current undergraduate students may qualify for UCO Graduate Mixed Enrollment provided they meet the established criteria below:

- The undergraduate student must be classified as "senior" standing.
- Overall retention undergraduate grade point average (GPA) must be a minimum 3.0
 - Undergraduate GPA will be verified by a Graduate Admissions Specialist from official transcripts provided by the student seeking UCO Graduate Mixed Enrollment.

How to apply for UCO Graduate Mixed Enrollment as a current undergraduate student:

1. Complete the UCO Graduate Mixed Enrollment Packet and Mixed Enrollment Undergraduate Advisor Form and submit to the Jackson College of Graduate Studies with all necessary signatures. A member of the Graduate Admissions Team will review your request for approval and notify you via email after the review has occurred.
2. If approved for Graduate Mixed Enrollment, [submit an online application to the Jackson College of Graduate Studies](#) along with the non-refundable application fee. Please contact the Jackson College of Graduate Studies if you have questions regarding the online application.
 - a. *If you plan to seek full admission into your desired graduate program, you will be responsible for completing your online application which includes the submission of all required supplemental items needed for admissions consideration.*
3. The Jackson College of Graduate Studies will finalize the approval of your Mixed Enrollment request and notify you via email. A member of the Graduate Admissions Team will enroll you into your approved graduate-level coursework; however, it is your responsibility as the student to enroll into any desired undergraduate coursework. Please know that to finalize your enrollment, you may not have any active enrollment holds on your UCO account.

This form is designed to accept official electronic signatures. You may complete the form electronically and obtain electronic signatures or obtain written signatures if you choose. The Mixed Enrollment Undergraduate Academic Advisor Form may also be completed and signed electronically.

The completed form may be hand-delivered or emailed:

Jackson College of Graduate Studies
100 N. University Drive., Nigh University Center 404. Edmond, OK 73034
Email: gradcoll@uco.edu Phone: 405-974-3341



Jackson College of Graduate Studies

Mixed Enrollment Undergraduate Advisor or Student Success Advisor Form

This form should be completed by your **undergraduate academic advisor or student success advisor**.

Graduate Program Advisors are not allowed to complete this form.

Non-UCO students seeking UCO Graduate Mixed Enrollment must submit an official letter of good standing containing the information below from their school's Registrars' Office instead of this form

Date _____

Student First & Last Name

ID# * _____
UCO ID Number

The student above is currently pursuing a bachelor's of _____ degree with a major in _____.
Degree Type
Undergraduate Major

It is anticipated that the student above will be completing their bachelor's degree in the following semester and year:

Fall _____ Spring _____ Summer _____ 20_____.
Year

The student's current **overall** undergraduate GPA is: _____.

UCO Undergraduate Advisor First/Last Name _____
Printed First & Last Name

UCO Undergraduate Advisor Signature _____

Request for UCO Graduate Mixed Enrollment

Last Name First Name UCO Student ID Number

After the completion of my undergraduate degree, I plan to pursue the following graduate program / graduate major:

I hereby petition that I be permitted to enroll into the following UCO graduate courses for the:

Fall _____ Spring _____ Summer _____ Year: 20 _____

Subject	Course #	CRN #	Graduate Course Title

My enrollment for the semester indicated above will also include the following undergraduate courses:

Subject	Course #	CRN #	Undergraduate Course Title

Graduate Mixed Enrollment Acknowledgement & Approval Form

Student Acknowledgement: I affirm that

- I have read, understand, and agree to the policies and guidelines associated with Graduate Mixed Enrollment as provided by the Jackson College of Graduate Studies.

Upon completion of my bachelor's degree, I seek to be a full graduate student in the following

semester/year _____

Signature of Student

Date

Graduate Program Advisor Approval: [A full list of active Graduate Program Advisors may be found online here.](#)

Signature of Graduate Program Advisor

Date

Jackson College of Graduate Studies Dean Approval:

Signature of Jackson College of Graduate Studies Dean

Date

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