

NON-DEGREE SEEKING/ CERTIFICATION STUDENTS

Non-Degree Seeking Students

The following applies to students who are not seeking a graduate degree and wish to enroll in graduate courses:

- Applicants with a bachelor's degree who wish to take courses for graduate credit but who do not intend to seek a master's degree must submit official transcripts from an accredited college or university showing a degree date and a minimum overall undergraduate GPA of 2.75.
- Missouri Western undergraduate students who have earned at least 90 credit hours are eligible to take up to 12 credit hours of approved graduate course work. The undergraduate student must adhere to the following:
 - a. meet all of the requirements for a degree-seeking graduate student (except completion of the undergraduate degree)
 - b. have a minimum overall undergraduate GPA of 3.0;
 - c. meet with their undergraduate advisor to complete a "Permission for an Undergraduate to Enroll in a Graduate Course" form and receive approval from the graduate program director who has oversight for the courses and the Vice Provost for Graduate and Sponsored Programs;
 - d. coordinate registration through the Registrar's Office.
 - e. Note: An individual graduate program may have additional requirements for undergraduate students taking a graduate course.
 - f. Note: Graduate course work taken as an undergraduate student will appear on both the undergraduate and graduate transcript. Upon completion of the undergraduate degree, should the student choose to apply and is admitted to the Missouri Western Graduate Program, the graduate courses already taken and successfully passed will count towards graduate level program course requirements.
 - g. Note: Graduate course work will be used in the undergraduate academic standing calculation and count toward undergraduate semester honors.
- Applicants with a bachelor's degree who wish to take courses for graduate credit for in-service or professional development purposes must submit official transcripts from an accredited college or university showing a degree date and a minimum undergraduate GPA of 2.75. If admitted, course selection will be limited to pre-approved courses.

Requesting a Change from Non-Degree Seeking to Degree-Seeking Status

Non-degree seeking students may request a change in status to degree-seeking by completing a Graduate Program of Study Change form and receiving all the necessary approvals.

The student must meet all of the regular Graduate Admissions criteria, as well as requirements for acceptance to the specified graduate program. Program specific requirements are provided in the program section of the university's graduate catalog or through the Graduate Program's website.

Certification Students

Students seeking postgraduate teacher certification, or other forms of professional certification for which Missouri Western offers an academic program, are required to provide information as a transfer student or as a returning Missouri Western student.