



SCHOOL OF COMMUNICATION

Illinois State University

CHECKLIST FOR ENROLLING IN 300-LEVEL COURSES FOR GRADUATE CREDIT

Requirements:

1. In order to count toward a graduate degree, a 300-level course must be listed in the *Graduate Catalog*. Although many 300-level courses in the School of Communication are available for graduate credit, some are not (e.g., COM 378 is **not** available for graduate credit).
2. To earn graduate credit, a course must be taught by a member of the Graduate Faculty. When in doubt, check with the instructor of the course or the Graduate Coordinator. Members of the graduate faculty are also listed in the *Graduate Catalog*.
3. It is the responsibility of a graduate student in a 300-level course to inform the instructor of his or her graduate student status at the beginning of the semester. To receive graduate credit for a 300-level course, graduate students are required to complete one or more special assignments beyond what is required of undergraduate students. These additional requirements are normally listed on the course syllabus, but you should clarify them with the instructor early in the semester.
4. **No more than** 12 hours of 300-level course work (i.e., four courses) may be included in a Graduate Degree Audit. In most cases, graduate students should take no more than one or two 300-level courses. Students should consult their Graduate Advisor or the Graduate Coordinator prior to enrolling in a 300-level course.

Advice from the Graduate Coordinator:

1. Keep in mind that we do not offer 400-level courses (aside from 400, 498, and 499) during the Summer semesters. Thus, 300-level courses for graduate credit are your only options during a Summer term. Saving a couple of your 300-level credits for Summer may be a wise idea.
2. Since 300-level courses are populated primarily by undergraduate students, 400-level courses tend to be much smaller and more geared toward graduate students in terms of readings, discussions, and assignments. Thus, if we offer courses in the same content area at both the 300 and 400 level, graduate students should consider taking the 400-level version of that content.
3. Some content areas are offered at either the 300 or 400-level, but not both (e.g., 328 and 331 have no 400-level equivalents).