

Undergraduate research for credit in the School of Medicine

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Reviewed and approved by Dr. Joseph Rutkowski, School of Medicine

The School of Medicine does not have an undergraduate degree program so MSCI 691 is used instead of 291/491 credit in the student's home department/program. This mechanism aligns with existing TAMU registration practices, documents faculty mentoring, and provides faculty with direct access to course sections in Howdy to submit grades. This mechanism is already in place. The instructions below are to facilitate common usage.

1. Student meets with their academic advisor to determine if and how many credit hours can be used in their degree plan. See notes.
2. Student reviews all requirements defined by the student's department/program for research credit, e.g., types of activities that can be approved, written report, etc.
3. Student interviews with potential School of Medicine faculty mentor, sharing all relevant information from item #2.
4. After mutual agreement to items #2 and #3:
 - a. Student and faculty mentor complete all forms necessary to record participation in student's home department/program and submits these to academic advisor or responsible party.
 - b. Faculty mentor requests a section of MSCI 691 from the School of Medicine graduate office and shares the section number with the student.
5. Student completes the [form](#) to petition that the graduate course be allowed to be used in their undergraduate degree plan.
6. Student enrolls in the designated section of MSCI 691 and completes all required safety training prior to initiating research.
7. At the end of the semester, student and mentor submit any dept./program-specific documents as required. Mentor submits grade in Howdy prior to relevant deadlines.
8. Student's academic advisor submits an adjustment through the University Adjustment System (UAS) to allow course to count in the student's degree program. An adjustment may also be needed to ensure that course credits are applied as needed for major coursework or electives and for residency.

Notes:

1. MSCI 691 must be taken on S/U basis per University rule [10.14.4](#). Programs that currently require graded 291/491 must agree to accept S/U with approval of the respective college.
2. If a student has 12 or more credit hours of undergraduate coursework in a semester, then enrollment in MSCI 691 has no additional cost. If a student has less than 12 credits in undergraduate courses, then MSCI 691 will not be covered by financial aid *unless it can be applied to a degree requirement*.
3. The petition to take graduate coursework indicates that a student must have a GPR of 3.25 or higher. However, it also indicates at the bottom of the form that approval by the dean of the student's undergraduate college represents a waiver of the GPR minimum requirement.
4. MSCI 691 can be taken for honors credit but no more than 6 hours of graduate credit can be counted towards Honors distinctions.
5. MSCI 691 will be listed on the student's transcript.

Petition for Undergraduate Student to Enroll in Graduate Courses or Reserve Undergraduate Courses for Graduate Credit

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Degree Audit, P.O. Box 30018, College Station, TX 77842-3018; sent via campus mail to MS 0100; sent to degree-audit@tamu.edu via Filex; or faxed to 979-845-0727. Any questions may be directed to 979-845-1089 or degree-audit@tamu.edu.

Student Name: _____
Last First Middle

Student ID: _____

College: _____ Department: _____

Major: _____

Classification: _____ Cumulative GPA: _____

Signature: _____ Date: _____

Course

Course Prefix, Number, & Section: _____ Hours: _____ Term: _____

____ Use toward undergraduate degree (Must have GPR 3.25 or higher)

____ Reserve for graduate credit (Must be classified U4 and have a GPR 3.00 or higher)

Approval of Course Instructor* (Signature) Approval of Course Instructor (Print Name) Date

Approval of Student's Major Dept. Head* (Signature) Approval of Student's Major Dept. Head (Print Name) Date

Approval of College Offering Course* (Signature) Approval of College Offering Course (Print Name) Date

Approval of Student's Undergraduate Dean* (Signature) Approval of Student's Undergraduate Dean (Print Name) Date

(Approval by the dean of the student's undergraduate college represents a waiver of the GPA requirement for a student whose cumulative GPA is below the required minimum.)

*Required signature

REQUEST FOR APPROVAL TO REGISTER FOR RESEARCH

MSCI 691 (S/U grade basis only)

This form must be sent to bims@tamu.edu from your TAMU email for final signatures before processing.

Student Name: _____ UIN: _____

Please include a brief description of the proposed project:

By submitting this form, I understand and agree to the policies and procedures outlined in this document for registering in MSCI 691 (S/U basis) for undergraduate research for credit.

Student Signature: _____ Date: _____