**Guide for ADPR Undergraduate Seniors Taking Graduate Credits for Spring 2025**

Taking graduate-level courses during your senior year can help you earn graduate credits and slightly reduce the graduate credits you have to take when completing your Master’s degree. You can check the following requirements for eligibility. Please note that even though the Graduate School allows 9 graduate credits in total, graduate courses can be very demanding and it is advised that you take at most 6 graduate credits in your senior year.

1. Complete the [Senior Requesting Graduate Credit form](https://liveutk-my.sharepoint.com/personal/mcho4_utk_edu/Documents/CCI%20Graduate%20Programs/CCI%20Grad%20Webpage%20Revamption/(https:/gradschool.utk.edu/academics/forms-central/senior-%20requesting-graduate-credit/).). All seniors interested in taking graduate level courses must complete this.
2. Check “no” on the question that asks if you are in an accelerated program.
3. Ensure that the following requirements are true to apply for graduate credit:
   1. You are currently enrolled as a full-time undergraduate Advertising or Public Relations senior at the University of Tennessee, Knoxville, with a minimum 3.0 grade-point average (GPA).
   2. You need fewer than **thirty** semester (credit) hours to complete the requirements for your bachelor’s degree.
   3. The total number of credit hours registered will not exceed **eighteen** semester hours for fall/spring or **twelve** semester hours for summer.
   4. You understand that courses taken for graduate credit **cannot be used toward both a bachelor’s degree and a graduate degree (master’s or doctoral).**
   5. You understand there is a maximum of **nine** hours of graduate credit that can be obtained at the 400 and/or 500 level as an undergraduate student, to be counted as part of the requirements for a graduate level degree.
4. Decide which of these courses available you want to take. (See additional page for courses offered in the upcoming semester.)
5. Carefully note which courses you select and if there are restrictions, including:
   1. You may NOT take the distance education courses. If the campus code is “KTV,” the course is not an option for you. You may take UT Knoxville classes only under “campus.”
   2. Courses denoted with a (!) are courses that the Graduate School will register students for course once the form is processed.
   3. Courses denoted with a (\*) are courses that undergraduate students are able to register themselves for and the Graduate School will change it to Graduate credit once the form is processed.
6. Add the course(s) you want to take.
   1. Begin the workflow by submitting the Senior Requesting Graduate Credit form ***Sifan Xu” as faculty advisor; net ID is* sxu21**. You will need to find the NetID for the instructor; this is NOT the full email address.
      1. If course is available to register for undergraduate credit, then student registers for the course before submitting form. These courses will be denoted with a (\*).
      2. If course is unavailable for undergraduate registration, then student waits to be registered by Graduate School. These courses will be denoted with a (!).
   2. With instructor and school approval, the Graduate School will receive the form and processes, then notiﬁes student. Be patient. This may take a couple of days to work through the system.
   3. Verify that the course schedule shows correct course and graduate level credit.

***Please note that approval to take graduate level courses as a senior does not guarantee your admission into the Four Plus One master’s program.***

**Questions?**

For all Four Plus One ADPR course related questions, please contact Associate Professor Sifan Xu [(adprgrad@utk.edu),](mailto:(adprgrad@utk.edu),) Graduate Program Coordinator for the Tombras School of Advertising and Public Relations.

For all Four Plus One ADPR graduate application questions, please contact CCI Graduate Studies ([colcomgs@utk.edu](mailto:colcomgs@utk.edu)).

**Spring 2025 Courses Available for Four Plus One Students**

* ADPR 516: Data Analytics in ADPR!
* ADPR 516: Visual Storytelling/Portfolio!
* ADPR 560: Account Planning
* ADPR 541: Strategic Communication Tactics (limited spaces; Knoxville campus section ONLY)!
* ADPR 562: Social Media Strategy and Tactics!
* ADPR 592: Advertising and Public Relations Internships!
* PBRL 400: Ethical and Legal Issues in Public Relations (if not taken for undergraduate credit)\*
* PBRL 530: Issues and Crisis Management