

DESIGNING A COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM: COMBINED DEGREE PROPOSAL FORMAT

Annotations are provided in italics to give academic departments/programs context for developing each portion of the proposal. The proposals for the development of the Combined Bachelor's/Master's Degree Programs should be written in narrative form and should include program-specific information on the following:

Purpose: **Define the Purpose for Proposing this Program** - *The Combined Bachelor's/Master's Degree Programs provide academically talented students an opportunity to complete a bachelor's and a master's degree in a shorter time span. These programs allow students to double-count graduate courses for both degrees, thus reducing the time it would normally take.*

Application Procedure: **Explain the Student Application Procedure** - *Students should meet with their academic advisers to determine whether their major or their department offers a combined degree program. Qualified students interested in a combined degree program outside their undergraduate major or department should contact an adviser in that department.*

FSU students normally apply to participate in a combined degree program in their junior or senior year, but may apply as early as the second semester of their sophomore year. If accepted, they should take the Graduate Record Examination in the first semester of their senior year. Students should make formal application for admission to graduate school during the last semester of their senior year, although some departments may have an earlier deadline.

Admission Requirements: **Define the Admission Requirements for the Combined Degree Program** - *A student of senior standing or an upper-division honors student may carry graduate courses for undergraduate credit provided the student 1) has earned either a grade point average (GPA) of 3.0, "B," or better, or has made a combined score on the Graduate Record Examinations aptitude test of at least 1000; 2) carries a course load of no more than fifteen (15) semester hours; and 3) has the advance approval of the dean, the department chair, and the instructor offering the course, prior to registration. Students must have eligibility certified in the Office of the University Registrar before seeking approval of those listed in item 3).*

Students who wish to receive graduate credit for such course work must obtain approval of the dean, the department chair, and the instructor offering the course, prior to registration for the graduate course. After approval, up to twelve (12) semester hours may be counted toward a graduate degree at The Florida State University, provided the course has not been counted toward a previous degree. Although each program determines its own qualifications for participation, Honors Program students must have completed 60 semester hours of credit (90 credit hours for non-Honors Program students) in their undergraduate programs and earned a minimum 3.0 FSU GPA.

Transfer students must have completed a minimum of two semesters (24 hours) at Florida State University and earned a minimum 3.0 FSU GPA. Interested students should contact an adviser in that department for specific information.

Program of Study: Provide an Outline of the Program of Study - *An outline of the proposed program must include total number of credits that students can double-count for both degrees. Programs seeking to permit more than 12 graduate credit hours (no more than 21 graduate credit hours) may petition for exception to the Dean of Graduate Studies.*

The Department should also include the list of approved graduate courses that a student can take at the undergraduate level. Courses to be double-counted should be at the 5000 level or above. Directed Individual Study, internships, or courses given credit by examination are not eligible. The credits to be double-counted will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates in Graduate School.

Program Requirements: Provide an Overview of Combined Degree Program Requirements - *The Department must indicate what grades in graduate course work taken at the undergraduate level can be double counted towards the student's graduate program. For instance, the Department can indicate a specific average (not less than 3.0) or specify letter grades (A, A-, B+, B) in graduate course work taken at the undergraduate level.*

Approval: Adhere to the Following Approval Procedures - *For programs that permit a maximum of 12 graduate credit hours taken at the undergraduate level, the only approval process would be at the College/School dean's level. Notification of program existence should be sent to the Dean of Graduate Studies, the Dean of the Faculties, the Director of Admissions, and the University Registrar. The Dean of Graduate Studies must approve exceptions to the 12-hour maximum (no more than 21 graduate credit hours).*

Modifications To Approved Combined Degree Program: *Any modifications to the combined degree program must follow the same process as initial program approval.*



**PROPOSAL FOR DEVELOPMENT OF COMBINED
BACHELOR'S/MASTER'S DEGREE PROGRAM**

COLLEGE:

DEPARTMENT/INSTITUTE/CENTER:

NAME OF COMBINED PROGRAM:

APPROVED:

Department Chair or Director of Institute, Program or Center Date

Academic Dean Date

Dean of Graduate Studies Date
(if proposing to double-count more than 12 graduate credit hours)

Send copies of the approved Combined Bachelor's/Master's Degree Program to the following:

Dean of Graduate Studies

Dean of the Faculties

Director of Admissions

University Registrar