

Revised 6/26/12

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, during the first semester of their senior year, they should take a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), or an equivalent, that is acceptable for the program to which the student is applying. 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 or has met the academic program's minimums on a nationally standardized graduate admissions test, such as the General Test of the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), or an equivalent, that is acceptable for the program to which the student is applying; 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. Upon admission to the graduate program, up to twelve (12) semester hours may be counted toward the combined program's master's degree at The Florida State University, provided the course has not been counted toward a previous degree--with the exception of the undergraduate degree that is part of the combined master's 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 the Graduate School.*

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.

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 the Graduate School, the Vice President of Faculty Advancement and Development, the Director of Admissions, and the University Registrar. The Dean of the Graduate School 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.*



**FLORIDA STATE UNIVERSITY
COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM
IN _____**

DEFINE THE PURPOSE FOR PROPOSING THIS PROGRAM:

EXPLAIN THE APPLICATION PROCEDURE:

DEFINE THE ADMISSION REQUIREMENTS:

PROVIDE AN OUTLINE OF THE PROGRAM OF STUDY: Must include 1) the total number of credits students can double-count for both the undergraduate and graduate degrees and 2) the list of approved 5000-level or above graduate courses that students may take at the undergraduate level:

PROVIDE AN OVERVIEW OF PROGRAM REQUIREMENTS: Must indicate what grades must be earned in graduate course work taken at the undergraduate level in order to be double-counted toward the graduate program.

NOTE: ANY MODIFICATIONS TO AN APPROVED COMBINED DEGREE PROGRAM MUST FOLLOW THE SAME PROCESS AS INITIAL PROGRAM APPROVAL.

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

COLLEGE/SCHOOL:

DEPARTMENT/INSTITUTE/CENTER:

NAME OF COMBINED PROGRAM:

APPROVED:

Department Chair or Director of Institute, Program or Center Date

Academic Dean Date

Dean of the Graduate School
Date

(if propose 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 the Graduate School
- Vice President for Faculty Advancement and Development
- Director of Admissions
- University Registrar