

## **Combined Bachelor/Masters Programs Guidelines and Approval Processes (updated May, 2009)**

These guidelines apply to existing Northeastern bachelor and masters programs that have already received full approval. In a combined program, some amount of graduate work replaces undergraduate major requirements, thus permitting the awarding of the degrees in a shorter period of time than would otherwise be possible.

Combined bachelor/masters programs must meet the following requirements:

- Students will be considered for admission to a combined program by the appropriate graduate admissions committee.
- Admission will be based on the academic standards defined for the specific combined program.
- No additional University application fee will be required for admission to a combined program. However, the graduate admissions committee may request additional materials for admission (i.e. personal statement, interview, disciplinary information).
- After completion of the undergraduate portion of the program, the student's record will be transferred to the appropriate graduate school and, at that point, will include materials related to graduate admissions as determined by the graduate admissions committee.
- Students will complete the requirements for both degrees, except for any sharing of graduate course credits approved for the combined degrees.
- A maximum of 16 undergraduate semester hours of credit may be waived via graduate course sharing. Course credits waived via any course credit sharing will be at the undergraduate level only.
- A minimum of 14 semester hours at the graduate level (after completion of the undergraduate requirements) are required for the masters degree.
- The undergraduate degree will be awarded at completion of undergraduate requirements.
- There is a clear transition point in the combined program (generally where the student has completed the undergraduate curriculum), beyond which a student will be considered a graduate student. The student will then officially transition into graduate status. At this point, students will have a graduate transcript for the remainder of their program.
- Tuition and services (e.g., campus housing availability) will align with the student status. Normally the first eight semesters will be at the undergraduate level while the remaining will be at the graduate level.
- If a student decides at some point to pursue only the undergraduate portion of the combined program, all regular undergraduate program and course requirements will apply. Credit from the undergraduate degree can not be used toward the graduate degree at a later date.
- Students enrolled in these combined degree programs are not eligible for graduate financial aid administered by the Provost's Office. Under exceptional circumstances, Dean's Scholarships may be made available to students in the combined programs.

Dean's Scholarships are only available after completion of all undergraduate requirements.

The following requirements apply to the approval process for the combined programs:

- The program(s), department(s) and school(s)/college(s) review and approval process will take place as specified in bylaws, and will include approval by the relevant Dean(s).
- The college-approved proposal will be sent to the Provost's Office for approval or rejection, after review.
- Proposals must contain admission criteria and a timeframe for application and admission.
- All appropriate curriculum forms from the Registrar's site must be submitted for Provost's Office review :
  - Curriculum Documentation Checklist
  - New Undergraduate/Graduate Combined Program Form
  - Curriculum Calendar Forms for all appropriate divisions (A, B, C and/or other divisions), showing all years of the combined program. These should be constructed with care, as the billing arm of the university refers to them to determine whether an overload fee should or should not be imposed in a particular semester, among other uses.
- No budget requests will be considered, given that two pre-existing programs are being combined.
- The Provost's Office will inform the Graduate Council if it approves the proposal for a combined degree. No approval from the Graduate Council will be required. [Process approved by the University Graduate Council 1/19/2001]
- The Provost's Office will inform the University Undergraduate Curriculum Committee (UUCC) and the Faculty Senate if it approves the proposal for a combined degree. Approval by the UUCC and the Senate will not be required.
- The Provost's Office will inform the President's Office if it approves the proposal for a combined degree. The President's Office will inform the Trustees of the approval for this combined degree program.

If one or both degrees are not already in existence, having received no formal approval, the normal review and approval processes for new programs at both the graduate and undergraduate level together with a Joint Approval will be used for reviewing and approving the combined degree program.

Questions regarding this process may be referred to either the Vice Provost for Graduate Education or the Vice Provost for Undergraduate Education.