

## Guidelines for Creating Accelerated Offerings (Combined Bachelor's/Master's (4+1) Degrees)

As more programs are considering developing accelerated undergraduate/graduate degree offerings that allow double counting of up to 9 hours of graduate coursework to meet both undergraduate and graduate degree requirements, this white paper is intended to share some information to assist with their development; the information is consistent with discussions among the Chancellor's Council on Graduate Studies (CCGS) and ODHE/HLC practices. The Graduate School has a reporting and tracking obligation to ODHE; please contact the Graduate School (Marnie Saunders, PhD) if considering the creation of an accelerated offering

-ODHE and CCGS have allowed programs to develop their own process in approving these offerings, provided standard criteria are met

-The Graduate School has worked with Graduate Council to develop an approved Accelerated Degree Pathway (ADP) that ensures these criteria are met; the pathway has received campus and BOT approval

-The pathway enables the combining of *previously approved* undergraduate and graduate degrees *while bypassing both the undergraduate and graduate curriculum proposal systems*

The first part of this White Paper explains the creation of the ADP offerings by the program; the second part of this White Paper explains the student requirements, paperwork and timeline to completion of both degrees

### Part I – Creation of Accelerated Offering (Program Application Form, Attached)

**STEP 1: Programs need to discuss the accelerated offering with their College Dean BEFORE completing ANY paperwork.**

**STEP 2: The Dean/Dean's representative seeks Provost approval for the accelerated offering BEFORE completing ANY paperwork.**

- Up to 9 hours of graduate coursework may be used to double count in the completion of both the undergraduate and graduate degrees; correct and thorough completion of the program application paperwork is critical to properly set up the students' advisement records (DPRs)

- Students apply to the ADP during their junior year (complete 60+ hours of undergraduate coursework); this provides students time to begin to accelerate the undergraduate coursework, as necessary

- All double counted coursework must be completed during the senior year of undergraduate study, no exceptions

- Only vetted juniors in good standing (minimum 3.3 cumulative GPA) are eligible; programs may impose more stringent GPA requirements

- Only graduate credit hours may be used to fulfil the graduate degree course requirements (eg, if the graduate degree is 36 hours, the transcript must show 36 graduate credit hours)

- Once the program defines the number of double counted hours in a program (up to 9), all students are required to double count that number (eg, if the program chooses to double count 9 hours, students in the ADP are not permitted to complete anything less than 9 hours)

### Good Practices and Finances

- Typical time to degree completion when combining a 120-hour undergraduate with a 30-hour graduate program (excluding co-op, internships), should not exceed 5 years, and requires a minimum completion of 141 unique credit hours

- The standard undergraduate curriculum into year 3 should be the same; this gives students time to decide if they want to apply to the ADP in their junior year

- The bachelor's degree should be completed and awarded by the end of year 4; there can be no penalty for students not wanting to complete the 5<sup>th</sup> year

- The master's degree should be completed and awarded by the end of year 5

- This is an accelerated pathway for students fast-tracking to industry; graduate students are not eligible for assistantships

- Students who leave the program after the 4<sup>th</sup> year and before completing the 5<sup>th</sup> year will only receive the undergraduate degree; if they do not return to active graduate student status within 1 year, they lose the ability to double count courses

- Students are manually tracked by the Graduate School, Registrar, Bursar and Financial Aid Offices: undergraduates retain their undergraduate financial aid eligibility through the completion of their undergraduate degree; the double counted graduated courses are charged the lower, undergraduate tuition rate; and, the double counted graduate courses are not eligible for the undergraduate plateau

## Part II – Student Participants (Student Application Form, Attached)

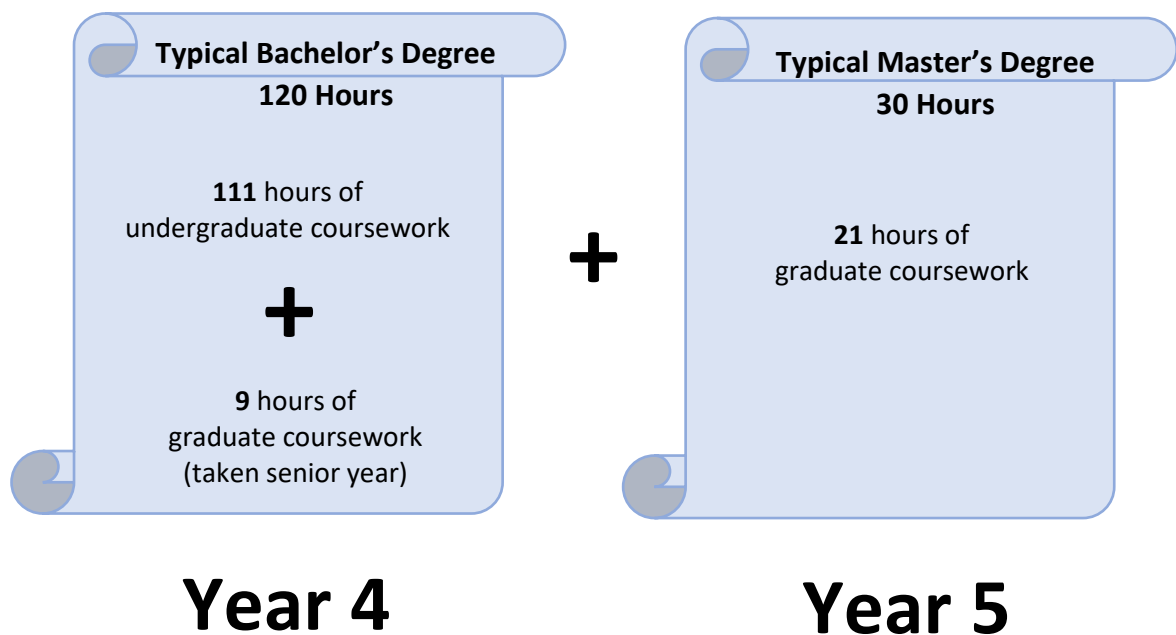
### - Junior Year

- Vetted juniors in good standing (minimum cumulative 3.30 GPA) gain permission to enter the ADP
- Application materials include letter of intent, completed application form and 2 letters of recommendation from faculty; only students that can successfully complete graduate level coursework should be admitted
- Faculty (Instructors) will approve applicants; Chair and Dean of graduate program and Dean of Graduate School must sign off

### - Senior Year

- Students take the required number of graduate credits (defined by program; up to 9) that can apply to both their undergraduate and graduate degrees; no more than six hours of 'C' grade (C+,C or C-) may be used toward a graduate degree
- Students apply to the Graduate School – recommend middle of final semester (avoid undergraduate financial aid/scholarship issues)
  - If successful, they will obtain full admission pending undergraduate degree completion
  - Students must remain in good academic standing while completing all coursework
- **NOTE:** Successful admittance to the ADP (junior year) does not guarantee admittance to a Graduate Program. Students must maintain good academic standing while completing all double-counted coursework, meet Graduate School/Graduate Program eligibility requirements and apply to the Graduate Program during their senior year

**CORRECT** WAY TO THINK OF Combined Bachelor's/Master's Degree for a 9-hour double-counted offering – 141 unique credit hours



**PROGRAM APPLICATION**

**Accelerated Degree Pathway Worksheet:**

Date: \_\_\_\_\_

Undergraduate degree (title and code (BS or BA)/department/college):  
\_\_\_\_\_

Graduate degree (title and code (MS or MA)/department/college):  
\_\_\_\_\_

**Define the double counting options in this pathway:**

Credit hour requirements for undergraduate degree (CHUD): \_\_\_\_\_

Credit hour requirements for graduate degree (CHGD): \_\_\_\_\_

Note: This credit hour requirement must be met regardless of double counting.

Graduate Program GPA requirement, if more stringent than the University requirement (3.30): GPA: \_\_\_\_\_

**Eligible Overlap Coursework:**

List all graduate coursework (title and number) AND the undergraduate coursework that is being substituted (title and number) and double counted for undergraduate degree completion (for registrar academic plan code/DPR creation). Attach additional sheets if necessary. Note: The most any student may double count is 9 hours.

Example: 4300:523 Chemistry for Environmental Engineers for 4300:423 Chemistry for Environmental Engineers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Signatures:**

Program Chair (Undergraduate Program College): \_\_\_\_\_

Program Chair (Graduate Program College): \_\_\_\_\_

College Dean (Graduate Program College): \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

**STUDENT APPLICATION**

**Accelerated Degree Pathway Student Application:**

Date:

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Accelerated Degree Pathway: \_\_\_\_\_

**Student Eligibility:** To be completed by faculty advisor/appropriate faculty representative

Student's Current Cumulative GPA: \_\_\_\_\_ (University minimum cumulative GPA requirement is 3.30)

Graduate Program GPA Requirement: \_\_\_\_\_ (Program cumulative GPA requirement if > 3.30)

Junior in Good Standing: YES NO

Is student eligible: YES NO Faculty Advisor Name and Initials: \_\_\_\_\_

**Application Materials:** To be submitted to Graduate Program Department

i) a letter of intent; ii) completed application; and iii) 2 letters of recommendation from faculty

**Overlap Coursework:**

List up to three graduate courses (or 9 hours) that will be double counted and the undergraduate courses they will replace – provide course numbers and titles for both. Indicate whether the courses will be taken in the fall or spring semester.

Note: Student must obtain Course Instructor permission

Example, FALL 2020 4300:523 Chemistry for Environmental Engineers for  
4300:423 Chemistry for Environmental Engineers

Circle One:  
FALL/SPRING YEAR

Instructor Signature:

\_\_\_\_\_  
FALL/SPRING

\_\_\_\_\_  
FALL/SPRING

\_\_\_\_\_  
FALL/SPRING

**Required Signatures:**

Student: \_\_\_\_\_

Faculty Advisor/Undergraduate Program Chair: \_\_\_\_\_

-If process requires screening committee, please have appropriate representative sign following screening process

Program Chair (Graduate Program College): \_\_\_\_\_

College Dean (Graduate Program College): \_\_\_\_\_

Graduate School Dean: \_\_\_\_\_

**Disclaimer:** This form is to be completed by eligible students (junior standing) seeking to participate in the Accelerated Degree Pathway. Successful completion of the overlap coursework does not guarantee admittance to the Graduate Program. Students must maintain good academic standing, meet Graduate School/Graduate Program eligibility requirements and apply to the Graduate Program during their senior year.