

### Concurrent or dual degree programs

If you have concurrent or dual bachelors and masters programs, how many graduate credits do you allow to be counted toward the bachelor's degree requirement?

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[New Mexico State Univ] We allow 6 credits towards both degree programs.

As a part of the state-wide University System of Maryland, Towson University follows the USM rule that allows up to nine units (3 ordinary semester courses) to count toward both degrees. A combined program that incorporates a 120-unit bachelor's degree and a 36-unit master's degree can be done in 147 total units.

At Hofstra University, we allow 6 credits to count to both.

At Northeastern, we allow up to 16 credits of graduate work to be applied to the undergraduate degree. No undergraduate credits can be applied to the masters.

At the University of New Hampshire we allow up to 12 credits of graduate work to be applied to the undergraduate degree. Such students must have been admitted to the graduate school under early admission (minimum UGPA of 3.2) before being allowed to take graduate courses. Like Northeastern, no undergraduate credits can be applied to the master's.

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### 3+2 or 4+1 Masters programs

To those who have 3+2 or 4+1 BS-BA/MS-MA combined programs

1. What is the credit hour requirement for the graduate portion of the degree
  2. Do you allow double counting of credit hours for both the undergraduate and graduate programs
  3. If the answer to 2 is yes then how many credit hours do you allow
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1. What is the credit hour requirement for the graduate portion of the degree

UCF requires 30 hours minimum for the graduate portion of the degree. All hours shared in the combined program are graduate hours, so that the undergraduate curriculum is substituting graduate course work for undergraduate course work.

2. Do you allow double counting of credit hours for both the undergraduate and graduate programs

Yes, up to 9 usually. However, all courses double counted are graduate courses.

3. If the answer to 2 is yes then how many credit hours do you allow

Up to 9 usually. We can allow more with special justification.

[UMSL]

1. What is the credit hour requirement for the graduate portion of the degree **30 CR HRS**
2. Do you allow double counting of credit hours for both the undergraduate and graduate programs **YES**
3. If the answer to 2 is yes then how many credit hours do you allow **12 CR HRS**

The practice at Villanova is identical that described by Dr. Bishop at Central Florida.

[Northeastern]

1. What is the credit hour requirement for the graduate portion of the degree  
Generally 32 hours but it is higher in some programs
2. Do you allow double counting of credit hours for both the undergraduate and graduate programs  
Graduate credit hours can be counted for the undergraduate degree
3. If the answer to 2 is yes then how many credit hours do you Allow  
Up to 16 graduate hours can be used for the undergraduate degree

[New Mexico State Univ]

We worked out an agreement with the registrar's office which allows students to transfer 6 grad credits into an approved joint degree program. The 6 credits can only be taken during their senior year. They had to file an application for grad admissions during their senior year as well. Below is what we have listed in our Grad Catalog.

#### **TRANSFER OF UNDERGRADUATE CREDITS TO A NMSU GRADUATE PROGRAM**

A student who is enrolled in a specially designated, pre-approved (by the graduate dean and the applicable academic college dean[s]) joint degree program that leads to the student being awarded both undergraduate and graduate degrees may petition to have two graduate level courses (up to six credits) previously taken for undergraduate credit considered as transfer credits into the student's graduate degree program.

To be considered for transfer credit, a course must have been taken by the student as a senior, and prior written permission must have been received from the director of the applicable graduate program, the course instructor, and the department head. In addition, only courses in which the student received a grade of B or better will be considered for transfer credit. Credit can be transferred once the student has been accepted into the graduate degree program.

Approved joint undergraduate/graduate degree programs are listed in the section called "Graduate Degree Programs."

"Request for Transfer of Credit" forms are available in the Graduate School office and on the web page <http://gradschool.nmsu.edu/forms-index.html>.

[UNC-Wilmington]

We require the full 30 hours for the MS degree (mathematics) and the undergraduate degree double-counts the graduate credits toward the BS.

Here is a link to a webpage that describes our 5th year MS program in Biology: <http://www.uab.edu/graduate/brochuretwo.pdf>. Students enter in their junior year and are expected to write a Master's dissertation based on laboratory research they perform in their senior and 5th years in the program. There is no GRE requirement for entry into the program, but each student has to take the GRE as part of their graduation requirements. This program has a high success rate, with many of the students moving into doctoral programs or into industry jobs.

At Towson University, we have a few programs that take a bachelor's degree student through the master's degree by the end of five years.

A key assist on this is that our state system allows up to nine units (but no more) to count toward the unit totals required for both the bachelor's and master's degrees. Also we can allow students with strong records to take two grad courses in the senior year. Putting these together with appropriate course structures and regulations about who can get into the programs has yielded structures that satisfy the requirements of both degrees within that five-year period. They usually admit students to the program after strong freshman or sophomore performance.

One issue to keep in mind is how to handle students who do not go through the full program—either by poor performance or a decision to leave. We try to arrange to have the bachelor's degree as a “consolation prize” for those who have at least successfully completed the work of the bachelor's but who do not follow through with the master's degree work.

The procedure at Villanova, a private university, is very similar to that at Towson. We are extremely selective of whom we admit to a 5-yr program (e.g., excellent grades in Freshman, Sophomore, and Junior years, strong letters of rec, focused personal statement, etc); and a grade of B or better must be earned in any graduate courses taken by a Senior if it is to apply to the graduate degree. Up to 9 graduate credits may be applied to both degrees. One apparent difference between our practice and Towson's is that we award the student a bachelor's degree after his/her fourth year. This is a “big deal” for our Seniors who want to walk through the graduation ceremony with their classmates.

From previous discussion of this topic, I learned that some universities do not allow a single course to be counted toward both degrees. However, they may waive certain graduate course requirements if the course has been taken by the student as an undergraduate. As I understand it, the end result is the same.

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We have a number of accelerated dual degree (BA/MA) programs where students aim to receive a BA degree and an MA degree within 5 years. We are

fast-approaching the fall of 2008 when our students will be "Seniors"/Year #4 students. In Years 1 through 3, these students are taking an overload of undergrad courses. In Year #4, they take 3 grad courses each semester and 1 leftover undergrad course, so that is 6 graduate courses and 2 undergrad courses in Year #4, unless they have completed the remaining undergrad course or courses the previous summer. In Year #5, they are taking 6 graduate courses and finishing up.

Questions and problems ... can you kindly help?

These students are *within-institution*; they are not exiting Stockton to complete their second degree at medical school, pharmacy school, business school, etc. So we need to "count" them and "code" them properly here. Year #4 is the big problem. When considering my questions below, it would be helpful for you to know that we have designed the programs with an "exit strategy" such that students with unexpected problems may leave the institution after Year #4 with only a BA degree, having their grad courses count backwards, without the eligibility to ever count them forward into graduate work should they decide to return to graduate school later on. We expect that this will be very rare.

My questions:

In Year #4, with 6 grad courses and 2 undergrad courses, how does the federal government (and your office) treat them for Financial Aid purposes? Undergrad or Grad? What is legal. Do you have a good Financial Aid web site or pdf document?

In Year #4, how does your campus "count" them and "code" them in internal enrollment reports for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? How was this decision made at your campus?

In Year #4, how does your Institutional Research Office report them for federal IPEDS reporting for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? Is there US Department of Education policy on this?

In Year #4, are your students in any graduate courses eligible for campus-based graduate school aid such as Graduate Assistantships or scholarships?

Do you have any helpful policies and procedures guides that I may read?

If you are an SCT Banner school, it would also help me to know how you have programmed Banner to properly track and account for these DUAL students.

I know that some schools require that students complete the requirements for both degrees before receiving the BA degree, but we are allowing students to both walk and receive the BA after successful completion of Year #4 so that they can graduate with their class. Comments?

Whatever may help the list, feel free to post here. But I welcome e-mail and voice-to-voice communication offline, too, because I may have some follow-up questions, etc.

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I would like to add one more question: How is tuition assessed the fourth year? Do students pay by the level of the class? Or do they get a price break because they are assessed as undergraduates taking graduate level classes?

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[Colorado School of Mines]

We have a number of accelerated dual degree (BA/MA) programs where students aim to receive a BA degree and an MA degree within 5 years. We are fast-approaching the fall of 2008 when our students will be "Seniors"/Year #4 students. In Years 1 through 3, these students are taking an overload of undergrad courses. In Year #4, they take 3 grad courses each semester and 1 leftover undergrad course, so that is 6 graduate courses and 2 undergrad courses in Year #4, unless they have completed the remaining undergrad course or courses the previous summer. In Year #5, they are taking 6 graduate courses and finishing up.

Questions and problems ... can you kindly help?

These students are *within-institution*; they are not exiting Stockton to complete their second degree at medical school, pharmacy school, business school, etc. So we need to "count" them and "code" them properly here. Year #4 is the big problem. When considering my questions below, it would be helpful for you to know that we have designed the programs with an "exit strategy" such that students with unexpected problems may leave the institution after Year #4 with only a BA degree, having their grad courses count backwards, without the eligibility to ever count them forward into graduate work should they decide to return to graduate school later on. We expect that this will be very rare.

My questions:

In Year #4, with 6 grad courses and 2 undergrad courses, how does the federal government (and your office) treat them for Financial Aid purposes? Undergrad or Grad? What is legal. Do you have a good Financial Aid web site or pdf document?

We only allow courses that will apply to the undergraduate degree be counted toward undergraduate financial aid. Enrollment status for financial aid purposes is determined by undergraduate enrollment.

In Year #4, how does your campus "count" them and "code" them in internal enrollment reports for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? How was this decision made at your campus?

We code students as undergraduate students until they complete all undergraduate degree requirements.

In Year #4, how does your Institutional Research Office report them for federal IPEDS reporting for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? Is there US Department of Education policy on this?

They are counted as undergraduates.

In Year #4, are your students in any graduate courses eligible for campus-based graduate school aid such as Graduate Assistantships or scholarships?

Yes. Students still completing undergraduate degree requirements but admitted to a dual BS/MS degree program are eligible for graduate assistantships based on coursework that they may be registered in that is not applied to their undergraduate degree.

Do you have any helpful policies and procedures guides that I may read?

Yes. I'll send to you separately as the PDF is too large for distribution on the list serve. If you are an SCT Banner school, it would also help me to know how you have programmed Banner to properly track and account for these DUAL students. We do use Banner -- but, frankly I'm the wrong person to ask!-) If you would like I can get you in touch with our Registrar.

I know that some schools require that students complete the requirements for both degrees before receiving the BA degree, but we are allowing students to both walk and receive the BA after successful completion of Year #4 so that they can graduate with their class. Comments?

Students here must complete their degree requirements for a BS and then register for at least one semester as a regular MS degree student before receiving their MS degree.

Answers under each item below, from the University of Central Florida:

In Year #4, with 6 grad courses and 2 undergrad courses, how does the federal government (and your office) treat them for Financial Aid purposes? Undergrad or Grad? What is legal. Do you have a good Financial Aid web site or pdf document?

In Year 4, we classify the students as UG until they fulfill degree requirements for the UG degree. Students continue to receive loans and scholarship support for UG's.

\* In Year #4, how does your campus "count" them and "code" them in internal enrollment reports for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? How was this decision made at your campus?

They are coded as UG in all reports. Nothing is apportioned. However, in our large database, there are two careers listed, one UG and one G and we can follow what is happening with both.

\* In Year #4, how does your Institutional Research Office report them for federal IPEDS reporting for Headcount and Full-Time-Equivalent Enrollment? Undergrad? Grad? or apportioned, and how? Is there US Department of Education policy on this?

They are reported as UG in all reports. Nothing is apportioned.

\* In Year #4, are your students in any graduate courses eligible for campus-based graduate school aid such as Graduate Assistantships or scholarships?

No, they are only eligible in Year 5.

\* Do you have any helpful policies and procedures guides that I may read?

Not yet. We are still writing these.

\* If you are an SCT Banner school, it would also help me to know how you have programmed Banner to properly track and account for these DUAL students.

We are Peoplesoft, and we code the students for two different careers, UG and G.

\* I know that some schools require that students complete the requirements for both degrees before receiving the BA degree, but we are allowing students to both walk and receive the BA after successful completion of Year #4 so that they can graduate with their class. Comments?

Georgetown University (GU) has a plethora of internal dual-degree programs of multiple varieties: undergrad/grad, grad/grad, and grad/professional. After many years of wrestling with how to enroll, count, charge, and graduate these students, five years ago we finally came up a schema (and a terminology) for dealing with these dual degrees that seems to be working well. If I've done this correctly, clicking on this link [https://gushare.georgetown.edu/xythoswfs/webui/xy-4348929\\_2-t\\_4E4SzsxY](https://gushare.georgetown.edu/xythoswfs/webui/xy-4348929_2-t_4E4SzsxY) should allow you to download a copy of the agreement that we established with our largest undergraduate unit, Georgetown College, and which we've since used as a template for updating our agreements with other undergrad units at GU. Much of the credit for thinking through this schema goes to my colleague in the College, Associate Dean Anne Sullivan.

As you will see when you get to the numbered paragraphs on the third and fourth pages of the agreement, we have specified when a student must apply for the dual-degree program, the maximum number of credits that may be double-counted and when they can be taken, and limited the number of courses to be applied to the master's degree only than can be taken while still an undergraduate. The college designation and the subsequent tuition charged (since tuition at GU is charged by college of enrollment, not level of course) is simple for the "classic" four-year undergraduate/fifth year grad student: the student is an undergraduate-only through the end of the fourth year and charged undergrad tuition the entire time. The undergrad degree is then awarded and the student becomes a graduate student-only in the fifth year and pays graduate tuition. Financial aid follows the college of enrollment. As paragraph 7c notes, students who have advanced standing as undergraduates have to be negotiated individually between the two schools and the financial aid office.

Now we are deep into conversion to Banner, which has forced us to rethink the jerry-rigged way in which we had encoded these degrees in the old SIS system. I've developed a dual-degree schema that uses Banner's "concurrent curriculum" mechanism. It has worked so far in the training environment, so we are now loading a representative sample of dual-degree students into the "pre-production" environment, where I will be building their programs for testing. I don't yet have anything written up to share, and indeed don't know yet that it will work in all the necessary ways, but I will be happy to share what we find out. In the interim, if anyone is desperate for a hint of how to begin thinking about these dual programs in Banner, please feel free to contact me directly off-list.

At EWU, students in the fourth year of a combined bachelor's/master's program remain undergraduates. The graduate courses taken in the fourth year count toward satisfying the minimum credit requirement for the bachelor's degree. Then the students move into a fifth year as new graduate students with "advanced standing" so that they have a reduced credit requirement to complete the master's degree. In this way, those graduate courses taken in the fourth year and counted in the bachelor's program are not technically used to satisfy graduate program requirements, and students have the option of stopping after the bachelor's degree without finishing the master's. All financial aid, tuition assessment, and reporting categorization is based on the student

status (UG or grad), not on the course levels. Students are eligible for graduate assistantships here if they are admitted graduate students or if they have applied for and been recommended for admission to a graduate program and are within 15 quarter credits of completing bachelor's degree requirements.