Combined Bachelor’s to Master’s Screening and Enrollment Process

*Individualized Option*

Student Name: ___________________________________  TU ID: ________________________

Undergraduate Major: __________________________   Proposed Grad Program: ________________________

1. Undergraduate student meets with major or minor advisor to review their remaining coursework requirements and explore if there is any alignment with coursework from any TU graduate program.
   a. If the student has met all major/minor requirements, the graduate courses would count as electives toward the student’s required 120 units and/or 32 upper level units only.

2. Student contacts graduate program director (GPD) of desired graduate program to ascertain whether the program is willing to allow undergraduate students to take graduate level coursework during their undergraduate career.
   a. If graduate program permits this possibility, student meets with the GPD, to review the record.
   b. Student must have a cumulative GPA of 3.0 and have earned at least 60 units (junior standing) by the end of the term in which this meeting occurs.
   c. If student meets minimum requirements and the GPD wishes to allow student to begin graduate coursework, the GPD will recommend which courses the student should take and in which terms.

   **If student has remaining major/minor requirements that could be satisfied by graduate level courses, go to step 3.**

   **If student has no remaining major/minor requirements, go to step 4.**

3. Student with remaining major/minor requirements must meet with the undergraduate major/minor chairperson to discuss if the graduate courses can be used to satisfy the undergraduate major/minor.
   a. Chairperson decides which courses will be allowed to satisfy which remaining undergraduate major/minor requirements.
   b. Chairperson sends email to the Associate Director of the Registrar’s Office to notify them of student’s screening into an individualized combined bachelor’s to master’s program. The graduate program director for the corresponding master’s program must be copied to this email.
   c. A welcome letter/email outlining combined bachelor’s to master’s program policies should be sent to the student. (*The Registrar’s Office can provide a template.*)
   d. If student has no major/minor requirements remaining, skip to step 4.
4. Student without any remaining major/minor requirements does not need to meet with the undergraduate chairperson.
   a. Only the GPD must send an email to the Associate Director of the Registrar’s Office to notify them of student’s screening into an individualized combined bachelor’s to master’s program.
   b. The GPD should send a welcome letter/email to the student outlining combined bachelor’s to master’s program policies along with which graduate courses should be taken in which terms. *(The Registrar’s Office can provide a template.)*

5. The Associate Director of the Registrar’s Office will review the student’s record and make an administrative notation indicating that the student was screened into the combined program and that they are eligible to take graduate level courses as an undergraduate student.

6. Each term, the GPD will send an email to the Associate Director of the Registrar’s Office to request that the student be enrolled in a particular graduate course(s).
   a. Undergraduate students cannot enroll themselves into graduate courses due to system restrictions.
   b. If the course is being used to satisfy an undergraduate major/minor requirement, the chairperson must submit an exception via the Course Exception Form to have the course directed to the undergraduate major/minor. *(Please contact the Registrar’s Office if you are not familiar with this form.)*
      i. The Registrar’s Office will substitute the graduate course to the major/minor requirement as specified.
      ii. The graduate courses will automatically count toward the 120 unit and 32 upper level unit requirement – no exception needs to be submitted if the course is not being used by the major/minor.

7. During the senior year, the student will apply for admission to the graduate program via University Admissions.
   a. Admission is not guaranteed and the student will be required to submit all application materials as listed.
   b. Students should apply for admission for the term AFTER they will be graduating with their bachelor’s degree.

8. Student should apply to graduate with the bachelor’s degree via Towson Online Services by the posted graduation deadline for their graduation term.

9. Once the student has been graduated with their bachelor’s degree and has been admitted to a TU graduate program, the Graduation Office will apply the completed graduate courses earning a B or higher to the graduate career.