Combined Bachelor’s to Master’s Screening and Enrollment Process  
*Structured Programs*

Student Name: ________________________________________ TU ID: ________________________

Combined Bachelor’s to Master’s Program: _________________________________________________

1. Undergraduate student meets with the department chairperson for any of the undergraduate majors which offer a structured bachelor’s to master’s program.
   a. Student should review the screening process and requirements in the undergraduate catalog prior to meeting with the chairperson.

2. The student will follow the combined program’s screening process to be reviewed for being enrolled in the program.
   a. Student must have a cumulative GPA of at least 3.0 (some programs require a higher GPA) and have earned at least 60 units (junior standing) by the start of the first time in the combined program.

3. Once a student is screened into a combined bachelor’s to master’s program the Graduate Program Director (GPD) will do the following:
   a. Send an email to the Associate Director of the Registrar’s Office to notify them of student’s screening into the structured combined bachelor’s to master’s program.
   b. Send a welcome letter/email to the student outlining combined bachelor’s to master’s program policies. *(The Registrar’s Office can provide a template.)*
   c. Recommend which graduate courses the student should take and in which terms.

4. 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.

5. 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.

1 - *Structured Program Process*
6. 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. Student should apply for admission for the term AFTER they will be graduating with their bachelor’s degree.

7. Student should apply to graduate via Towson Online Services by the posted graduation deadline for their graduation term.

8. 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.