

How to propose a pipeline program

UToledo received approval from the ODHE to administer pipeline programs for the institution, separate approval at the state-level is not required. CCGS states that programs must be pre-approved by UToledo.

The Ohio Department of Higher Education and its' Chancellor's Council on Graduate Studies

Definitions:

Double-counting -- using graduate credits toward fulfilling the requirements of both an undergraduate and graduate degree program

Combined program -- known across the state and country also as BAMA, Bachelor-Plus-Master's (BPM), accelerated degrees, or 4+1 programs, combined degree programs are ones in which an undergraduate student with junior standing, or higher, and the appropriate GPA may start a master's program, after the admissions process, while still completing a bachelor's program.

Combined Program Definition

In order to be considered combined programs by CCGS/ODHE, the programs must meet the following requirements:

1. A minimum of 30 graduate credits applied towards the master's degree
2. A minimum of 120 credits applied towards the undergraduate degree
3. A maximum of nine graduate credits can double count towards fulfilling requirements of both the undergraduate and graduate degree for combined programs with 150 total credits prior to double counting (i.e., 30 graduate degree + 120 undergraduate degree credits)
4. Programs that choose to allow for the double-counting of graduate credits must have a minimum of 141 "unique hours," or total credits after double-counting (i.e., 30 graduate degree + 111 unique undergraduate degree credits)

Graduate Credit Pathway

Undergraduate students may double-count up to nine graduate credit hours toward a bachelor's degree, provided a qualified university advisor affirms that the credit hours will satisfy bachelor's degree requirements. Graduate credit hours taken outside of an approved combined degree program will be assessed on a case-by-case basis by any graduate program that might subsequently admit the student. The undergraduate student must meet the minimum program requirements from which the graduate course is housed.

UToledo review and tracking process:

1. UG program submits a program modification through CIM noting the pipeline and its' courses that will count toward the UG degree and the GR degree. A separate section will be built in CIM where courses will be selected and this will populate in a separate tab in the Catalog. This modification is reviewed by Faculty Senate
 - a. If Yes to pipeline option is checked in UG, a modified workflow will be developed to route to Graduate Council (notification only as GR program will also be modified).

2. GR program submits a program modification noting the early admission information and the courses that will be eligible to UG students that will also count toward the GR degree. This will route through Graduate Council.
3. Once the modifications are approved at all levels:
 - a. Pipeline program selection will be updated for UG students in Slate (UG students will submit an online form through Slate which will route through the system for approvals).
 - b. Marketing will add the list to the webpage, webpage needs to be developed.
 - c. Provost's Office will add to tracking for internal reporting and annual ODHE/CCGS reporting
 - d. Provost's Office will add the GR program code in CIM
 - e. Registrar's Office will add information into the supplemental data table to note the pipeline option to the program code.
 - i. A code will be created and added to SMAPRLE in Banner.
 - f. Provost's Office – HLC will be notified, if needed.

Note: Slate can create a code that feeds into Banner, could create a Banner code for each pipeline program.

CIM submission:

Prospective UG programs answer questions below:

1. Are you proposing a pipeline program (Yes/No)
2. What graduate program is this a pipeline for? List Program and concentration, if applicable

Questions 3-8 are required by ODHE

3. Attest that the total number of credits necessary to fulfill degree requirements for combined programs at the institution do not go below 141 credits (30 graduate credits + 111 undergraduate credits). **(Confirmation button)**
4. Describe how the program will ensure that students meet the expected baccalaureate program outcomes before the baccalaureate degree is awarded. **(Text area)**
5. Describe how students are advised regarding the opportunities and challenges associated with the program. **(Text area)**
6. Describe the options available for students who wish to leave the program with a bachelor's degree before finishing the graduate-level work. For example, advising should address how exiting the combined program might impact students' progress toward the undergraduate degree, or how switching their undergraduate major might impact students' progress in the combined program. **(Text area)**
7. Describe how the institution ensures that the student will pay undergraduate tuition throughout the completion of the undergraduate degree.

- a. **This is a pre-populated Statement from UToledo (program does not enter information in this section):** *The student's primary academic program remains as the UG program, our fees are based on primary program. This ensures that when students take GR courses, they are charged at the UG rate for that term.*
8. UToledo agrees to monitor the success of the program and will submit an annual report to ODHE on the scope of the program and student success. **Add a confirmation button so UG & GR programs can confirm that they will complete the annual report to ODHE.**

Information as it relates directly to pipeline students:

1. Students will complete Pipeline application within Slate and once approved by the program, the student will submit an official GR application. Once the student is admitted to the GR program, there will be two matriculations, (1) UG program will remain primary (2) GR program becomes secondary.
2. When the student applies for graduation from the UG program an automatic registration is placed on student records. However, as there is a second active program tied to the student's record, the Registrar's Office will send the list of students with an active GR matriculation to COGS. Academic Affairs area will review each student to remove the IG hold to ensure that future registration at the GR-level is not restricted.
3. At this time, GR program will become primary and GR-level tuition and fees will be charged going forward.