**4 + 1 Combined Bachelor/Master Degree Program (Pipeline) Template**

**University of Toledo**

**College of Graduate Studies**

Note: Departments, colleges, and other units wishing to create combined-degree programs must have proposals for those new graduate programs approved by the Graduate Council and other appropriate academic authorities (e.g., UG curriculum, grad curriculum). ***The combined program must include at least 141 unique credit hours.*** If the proposal has less than 150 credit hours, it will need to go through a state approval process which will allow up to 9 shared credits between Bachelor/Master combined programs. See attached files for requirements for state approvals.

When submitted, proposals must include 1) sample curricula explaining how the program covers the requirements of both the bachelor’s and master’s degrees; 2) a list of up to 5 or 6 graduate courses, typically taken by graduate students in their first year, that will be allowed to count towards both or taken early to count toward the graduate degree; and 3) any additional eligibility requirements beyond the minimums described herein.

**Early admission/bridge program - {name of program}**

Undergraduate students accepted in the {name of program} option will be admitted to the {name of graduate program} and allowed to complete up to three graduate level classes (nine credit hours) during their final academic year of undergraduate studies. Students admitted into the pipeline program must apply for admission to the College of Graduate Studies for the semester that they intend to matriculate. They will then continue in the {name of graduate program} upon completion of the undergraduate degree requirements. The graduate coursework (up to nine hours) may be applied to completion of both undergraduate and {name of graduate program} degree requirements. It will be the joint responsibility of the faculty and administrators in {undergraduate program} and {graduate program} to supervise students admitted to the early admission/bridge program option, to ensure that the limit of nine hours taken as an undergraduate is strictly enforced, and to request that the College of Graduate Studies change their matriculation from Undergraduate to Graduate when they meet all undergraduate degree requirements (at the end of year 4).

**Proposed effective term: {term}**

The following provisions apply for classes taken for graduate credit: 1) graduate classes taken at The University of Toledo only after the student is accepted in the {name of program} joint program, 2) only {specific graduate courses - listed} may be included in the approved nine semester hours of graduate credit taken as an undergraduate.

**Minimum eligibility requirements**

Students must have a 1) a minimum of 3.2 cumulative undergraduate grade point average that will include undergraduate credits earned at other institutions and transferred to UT, 2) undergraduate advisor's approval, and 3) permission of the department chair/graduate program director in which graduate credit is desired.

**Application process**

Each program must include an application process. Application to an early admission/bridge program must contain 1) a letter of interest, 2) a completed graduate admission application, 3) at least 2 letter(s) of recommendation from faculty members. After successful completion of the application process, students will apply to the graduate program. The decision page should indicate their presence in an approved pipeline program

**Rationale**

This opportunity allows students to potentially 1) obtain a significant head start on their graduate degree in {graduate program}, 2) accelerate the initiation of/alignment with area of concentration within their graduate program, 3) allows students to realize financial savings while completing their graduate program.

**Logistics**

The Program Director of the combined bachelor/master degree program will forward to the College of Graduate Studies Admissions office the names of the students that desire to take graduate courses for graduate credit. The College of Graduate Studies Admissions office will make the appropriate arrangements with the Registrar’s Office to allow these students to register for graduate credit. Students admitted to a combined degree program will be admitted as provisional graduate students to the Graduate School, pending completion of the requirements for their bachelor's degree.

Students who are accepted into a bridge/pipeline program have a 2nd major (associated with the pipeline program) added in Banner. This Banner code has a graduate component that should allow student tracking. The Registrar’s Office copies the courses from the Graduate transcript to the Undergraduate transcript with a notation that indicates the pipeline program. Financial Aid then recognizes these as courses that can be applied to the Undergraduate degree.

*Important items to note - We do not combine levels on a transcript. A student receives a transcript showing all undergraduate coursework and graduate coursework separately. We do not mix coursework or GPA. A notation could be added to the transcripts indicating the student has completed a portion of their undergraduate degree at the graduate level. When a student requests a transcript, he/she will receive transcripts reflecting all work taken. They cannot request only an undergrad transcript or only a graduate transcript.*