

1 **Resolution on Graduate Studies: Concurrent Master’s Degree Credit**

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3 WHEREAS, An undergraduate student who applies to a CSUSM master’s program must
4 complete the requirements for a baccalaureate degree before admission to a CSUSM master’s
5 program; and

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7 WHEREAS, There are occasions in which a CSUSM undergraduate student does not complete
8 the requirements for a baccalaureate degree, as planned, in the term before gaining admission to
9 a CSUSM master’s program; and

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11 WHEREAS, According to past practice, a CSUSM undergraduate student in these circumstances
12 may request concurrent master’s degree credit before gaining admission to a CSUSM master’s
13 program; and

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15 WHEREAS, Concurrent master’s degree credit allows a CSUSM undergraduate student to
16 complete the requirements for a baccalaureate degree while enrolled in CSUSM master’s degree
17 courses, and these master’s course units may count toward a CSUSM master’s degree in a
18 program that admits the student; and

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20 WHEREAS, Our campus has not officially instituted guidelines for requesting and approving
21 concurrent master’s degree credit; and

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23 WHEREAS, The Graduate Studies Committee (GSC) and the Academic Policies Committee
24 (APC) recommend that a policy for concurrent master’s degree credit be established; now,
25 therefore, be it

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27 RESOLVED, that the Academic Senate recommends adoption of the attached Concurrent
28 Master’s Degree Credit policy.
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31 **GRADUATE STUDIES: CONCURRENT MASTER’S DEGREE CREDIT**

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33 Definition: This policy defines the guidelines and requirements for undergraduate
34 students to request concurrent master’s degree credit and the process for
35 approving such requests.

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38 Authority: Academic Affairs
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41 Scope: The purpose of this policy is to establish guidelines and requirements for
42 undergraduate students to request concurrent master’s degree credit and
43 the process for approving such requests.
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46 A CSUSM undergraduate student who has not completed the requirements of the baccalaureate
47 prior to enrolling in a CSUSM master's program may request concurrent master's degree credit
48 for graduate level courses.

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50 I. Stipulations for Requesting Concurrent Credit

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52 An undergraduate student may request concurrent master's degree credit provided that the
53 following conditions are met:

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- 55 A. 1. The student has a current graduation application for a baccalaureate degree on file with
56 the Office of Registration and Records.
 - 57
 - 58 2. The student submits a University Graduate Student Application form for a Master's
59 Program for a term subsequent to the term in which the bachelor's degree is to be
60 earned.
 - 61
 - 62 B. The student is within 12 units of completing a baccalaureate degree and in the final
63 semester of baccalaureate studies as specified in the graduation application.
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65 II. Approval Process

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67 The following steps must be undertaken to approve and grant a request:

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- 69 A. The Graduate Coordinator of the Master's program for which the master's degree credit
70 will be applied must approve the request.
 - 71
 - 72 B. An approved request must be submitted to the Office of Registration and Records by the
73 third week of the semester in which the concurrent master's degree credit will be earned.
 - 74

75 III. Limitations

- 76
- 77 A. Concurrent master's degree credit may only be granted for the semester in which the
78 requirements for the undergraduate degree are completed. If a student does not complete
79 the requirements for the baccalaureate degree, any completed master's level units will
80 become undergraduate units.
 - 81
 - 82 B. Only 500- or 600-level courses will be considered for master's degree credit. Concurrent
83 master's credit cannot be counted toward both undergraduate and graduate degrees.
 - 84
 - 85 C. Total concurrent master's degree credit may not exceed 9 units. Individual master's
86 programs may make exceptions to this limit.
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88 Note: Authorization for concurrent credit does not guarantee acceptance into a Master's program.