

Resolution: Graduate Studies: Concurrent Master's Degree Credit

WHEREAS, an undergraduate student who applies to a CSUSM master's program must complete the requirements for a baccalaureate degree before admission to a CSUSM master's program; and

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

WHEREAS, according to past practice, a CSUSM undergraduate student in these circumstances may request concurrent master's degree credit before gaining admission to a CSUSM master's program; and

WHEREAS, concurrent master's degree credit allows a CSUSM undergraduate student to complete the requirements for a baccalaureate degree while enrolled in CSUSM master's degree courses. These master's course units may count toward a CSUSM master's degree in a program that admits the student; and

WHEREAS, our campus has not officially instituted guidelines for requesting and approving concurrent master's degree credit; and

WHEREAS, the Academic Policies Committee (APC) recommend that a policy for concurrent master's degree credit be established;

therefore, be it

RESOLVED, that the Academic Senate recommends adoption of the attached Concurrent Master's Degree Credit policy.

GRADUATE STUDIES: CONCURRENT MASTER'S DEGREE CREDIT

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

Authority: Academic Affairs

Scope: The purpose of this policy is to establish guidelines and requirements for undergraduate students to request concurrent master's degree credit and the process for approving such requests.

A CSUSM undergraduate student who has not completed the requirements of the baccalaureate prior to enrolling in a CSUSM master's program may request concurrent master's degree credit for graduate level courses.

I. Stipulations for Requesting Concurrent Credit

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

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

II. Approval Process

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

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

III. Limitations

- A. Concurrent master's degree credit may only be granted for the semester in which the requirements for the undergraduate degree are completed. If a student does not complete the requirements for ~~concurrent master's credit in the final semester of the baccalaureate degree studies~~, any completed master's level units will become ~~remain at the undergraduate units level~~.
- B. Only 500- or 600-level courses will be considered for master's degree credit. Concurrent master's credit cannot be counted toward both undergraduate and graduate degrees.
- C. Total concurrent master's degree credit may not exceed 9 units. Individual master's programs may make exceptions to this limit.

Note: Authorization for concurrent credit does not guarantee acceptance into a Master's program.