

**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; now, 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 the baccalaureate degree, any completed master's level units will become undergraduate units.
- 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.